

HOMEWORK POSTING INSTRUCTIONS

Correia School website can be reached at <http://www.correiamiddle.com>

To post homework assignments you need to login to <http://admin.correiamiddle.com>

Figure 1 - The Login Screen for <http://admin.correiamiddle.com>

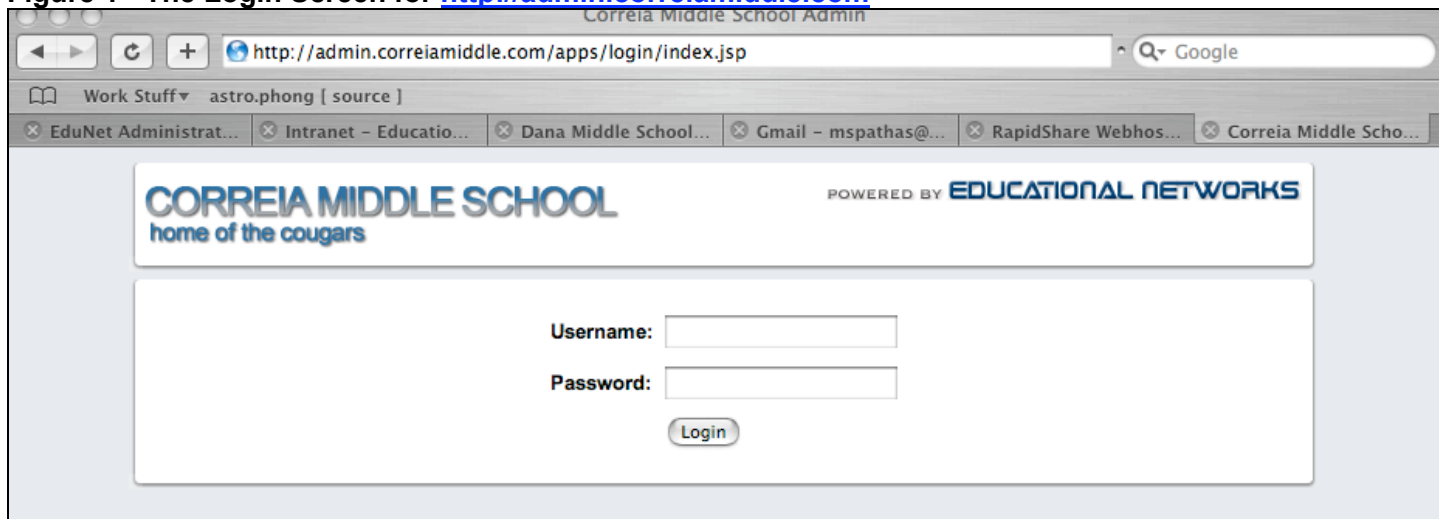
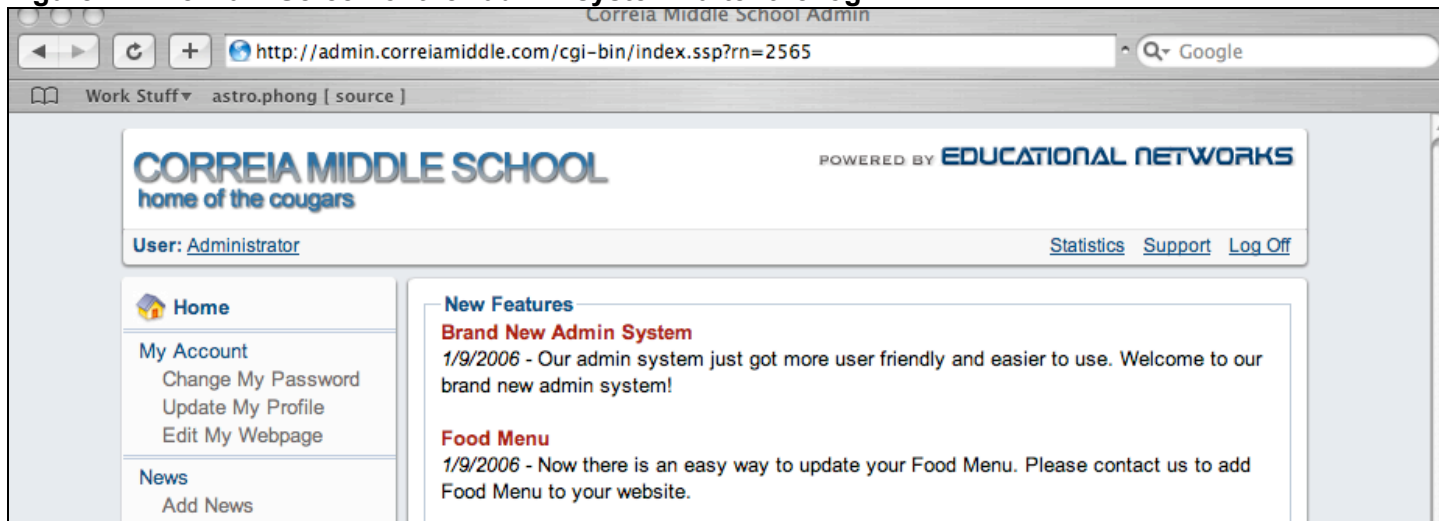


Figure 2 - The Main Screen of the “admin system” after the login



Follow the steps below to post homework assignments.

- 1) Login to your account using your username and password. Your username is your **first initial + last name**. The initial password is _____. Once you login, change your password by clicking on “Change my Password”.
- 2) To add homework assignments, simply click on the button “Add New Homework” button.
- 3) Enter the “due date(s)” and your “homework assignment text”, if you would like, you can also add links and upload worksheets as well. Click on “save” and the homework is posted on the website www.correiamiddle.com.

Note: If you forget your password, or need technical support, please call Educational Networks at (866) 493-0800 or send an email to support@educationalnetworks.net