



SMID Catch-Up How-To Guide

Pupil Perspective

This guide explains how pupils use Catch-Up to check missed lessons, complete work and submit quizzes.

Start from **SMID Home** and open the **Catch-Up** tile.

1. Check Your Week

1. Use **Previous**, **Next** or the week picker to move to the correct week.
2. Review your timetable and identify lessons where catch-up is needed.
3. Use the attendance summary cards to monitor present/authorised/unauthorised totals.

2. Open Catch-Up Work

- Open lesson work from timetable lesson cells where work is available.
- Use **View Catch-Up Work** to see your completed work history.
- Focus first on recent lessons or lessons flagged as missing work.

3. Complete The Lesson Quiz

1. Read through lesson content, then answer each quiz question.
2. Click **Submit** to save your responses.
3. If available, complete the **Extension Quiz** for extra practice.

4. Use Support Features

- Highlight lesson text and use **explain this** for extra help.
- Review feedback and grades to improve your next submission.
- Return to timetable after each lesson to check what still needs completion.

Quick Troubleshooting (Pupils)

- **No work showing for a lesson:** it may not be published yet, so try again later.
- **Quiz not saving:** make sure you clicked **Submit** and wait for completion feedback.
- **Wrong week visible:** use the week picker to return to the correct date range.
- **Need help with a question:** use the explain feature or ask your teacher.