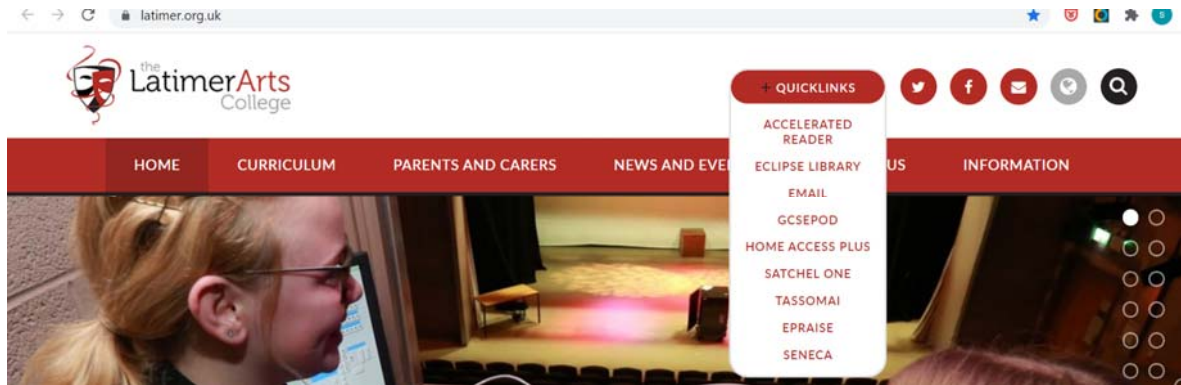


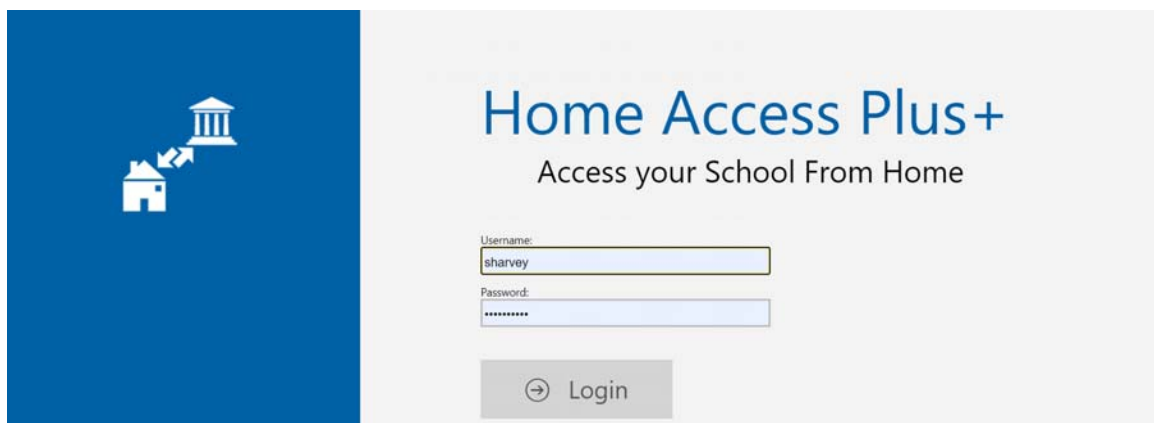
How to access your school work from home and using the W drive

If you are at home for any reason it is easy to get to your files which are stored on the computer system in school. We may sometimes send you links to follow to get to work from home. These links will only work if you are logged into the school system. You simply need to follow the steps below.

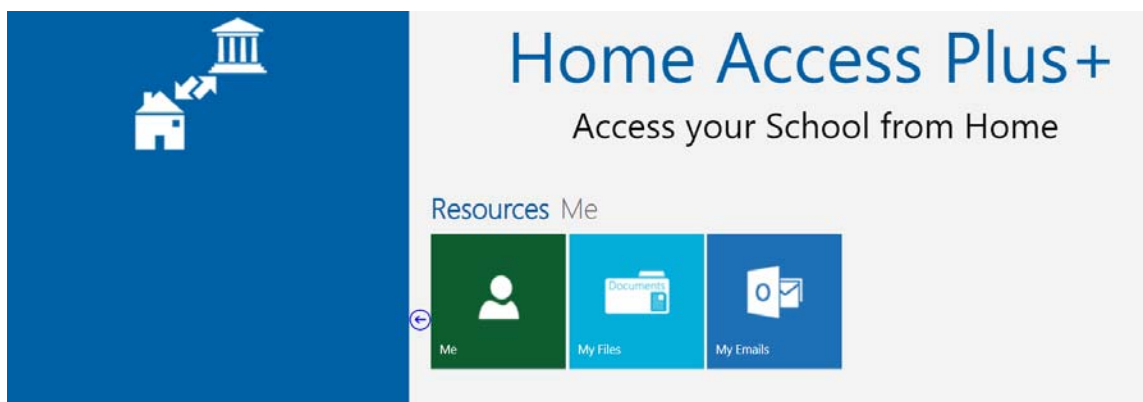
Firstly, visit the school website and click on the quick links.



From here select the “Home Access Plus” button which will take you to the page below. Here you need your IT log in details as your normally would input them (IT...)



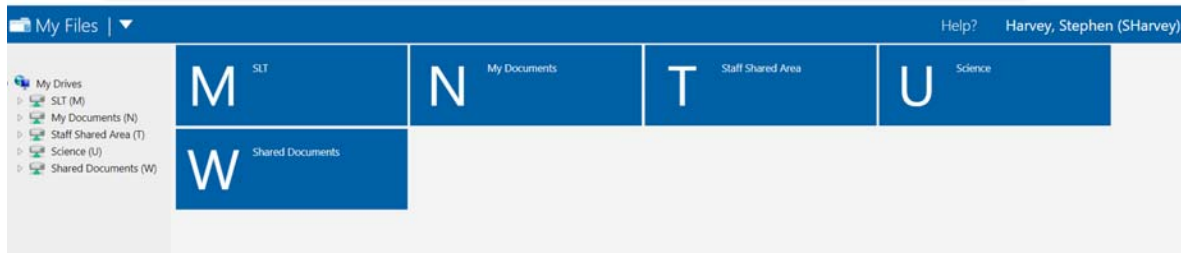
From this page select the “My files” option



This will take you to the folders and files that you have access to, and from here you can find work that is yours.

W Drive

If we need to set you work we will place it in the W Drive. Simply click into this



You will find a range of folders, and we will direct you to the one you need.

There is a folder entitled the Remote Learning for students file.



Once you click in here you need to find your year groups and the folders that you have been directed to.



Saving work back in to a W drive folder using the Home Access Plus system.

To save work you must first save it to your local folder (laptop)

Then you can copy and paste the work in to the correct folder that you wish to save it in to