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....)

Home Access Plus+ Access your School From Home			
Username: sharvey Password: → Login			

From this page select the "My files" option

Home Access Plus+ Access your School from Home			
Resources Me			

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

📫 My Files 🔻				Help? Harvey, Stephen	(SHarvey)
Image: Wy Drives Image: SIT (M) Image: Staff Shared Area (T) Image: Staff Shared Area (T) Image: Science (U) Image: Shared Documents (W)	M st	N My Documents	Staff Shared Area	U science	
	Shared Documents				

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

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

📫 My Files 🔻 💿	New Folder Upload		DirectEdit 🗸	View 👻 Help? Harvey, Stephen (SHarv
Search: Shared Document	Mrs Ilersic Videos File Folder	New Science Block File Folder	New Sports Hall File Folder	File Folder
	Philosophy and Ethics 2020-21 File Folder	Pride of Latimer 2013 - 2019 File Folder	File Folder	Quizzes File Folder
	Remote Learning Work for Students File Folder	SCIENCE File Folder	Science revision File Folder	SIXTH FORM AREA File Folder
	File Folder	File Folder	File Folder	File Folder

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

🖬 My Files 🔻 🛛	New Folder Upload		DirectEdit	 View - Help? 	Harvey, Stephen (SHar
Search: Remote Learning V Characteristics Characteristi	Vear 10 File Folder	Vear 11 File Folder	Vear 12 File Folder Vear 9 File Folder	Vear 13 File Folder	

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