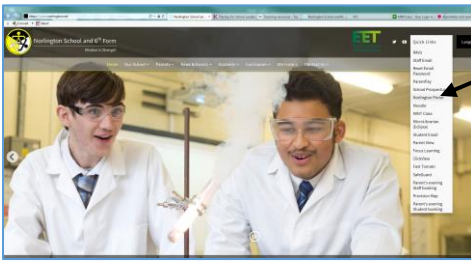


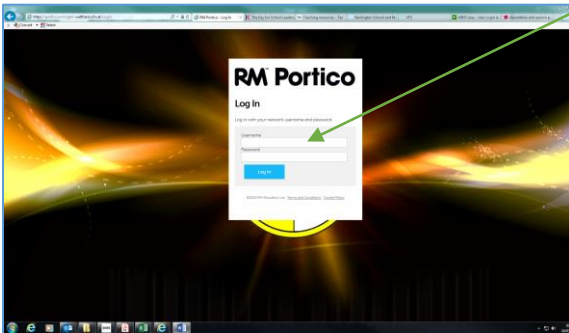
Accessing and uploading your work from home

Accessing your work

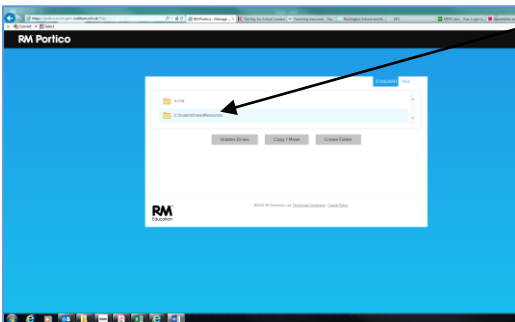
1. You will be able to access all work via the 'Norlington Portal' link on the school website



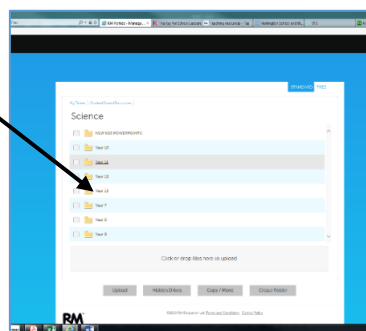
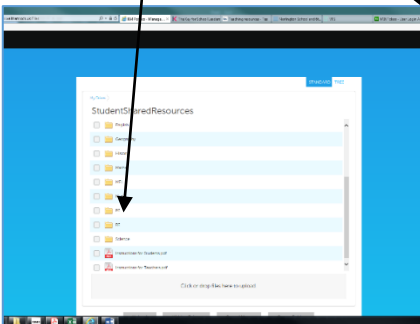
2. You will then need to enter your login details as usual.



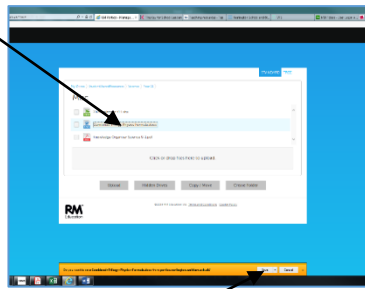
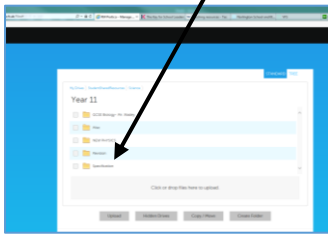
3. All work can be found on the 'C:StudentSharedResources' drive



4. Select a subject and then your year group;



5. Then select the folder and document you want to work on;



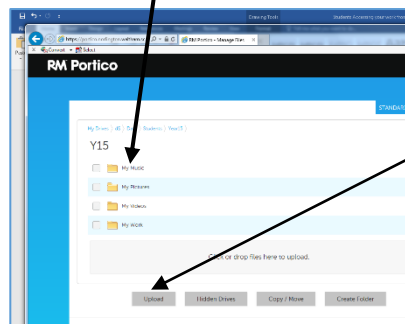
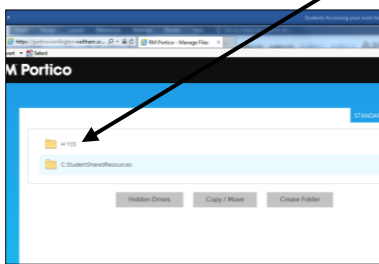
6. Once you select a document, you will be asked to save it somewhere on your PC.

7. You can now open this document (from where you saved it) and work on it. Once you have finished working on the document, save it as you did before on your PC.

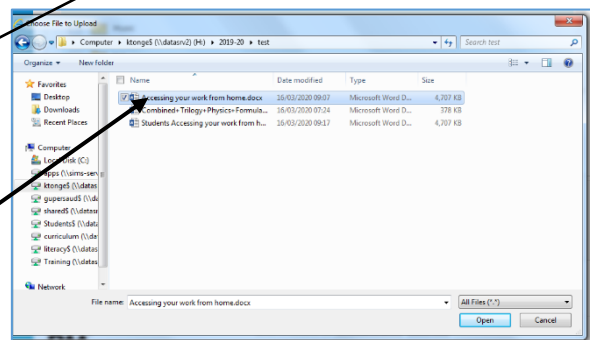
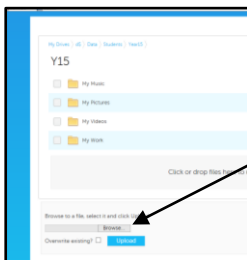
Uploading / saving your work to your home folder on the school system.

If you want to upload this document (or any other documents you've been working on) to your 'Home Folder' on the school server, you must;

1. Select / navigate to your 'home' folder, select the folder you want to upload / save to and click 'upload'.



2. Once you have selected upload, you will be asked to browse for the document you want to upload / save to your home folder.



3. Select the file, and it should appear in the address box.

4. Select 'upload' and this file will now be uploaded / saved to the folder in your home folder you selected.

