

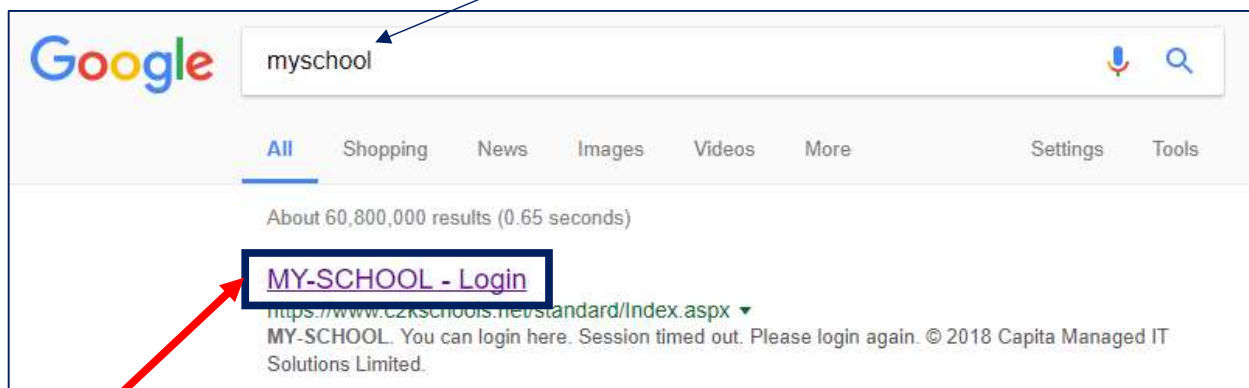


ACCESSING SCHOOL FILES/FOLDERS AT HOME



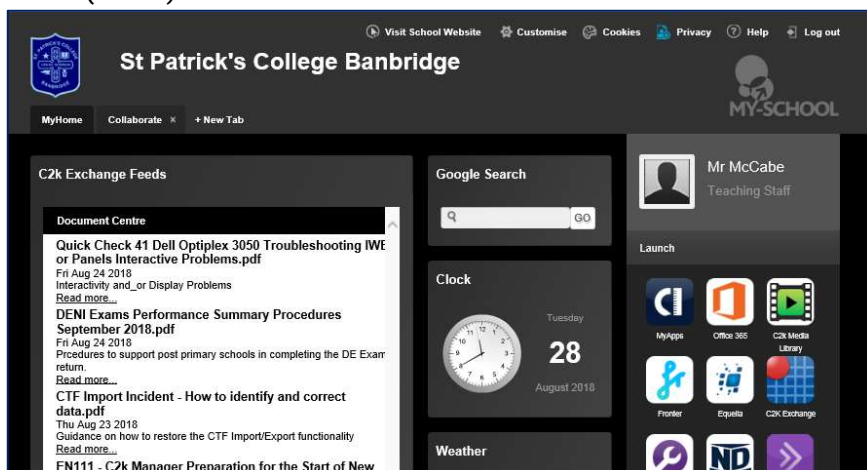
All your files and documents saved in school can also be accessed from home. To do this, follow the instructions outline below carefully:

1. Open a web browser such as Google Chrome/Internet Explorer/Firefox
2. Using Google search engine, search **myschool**



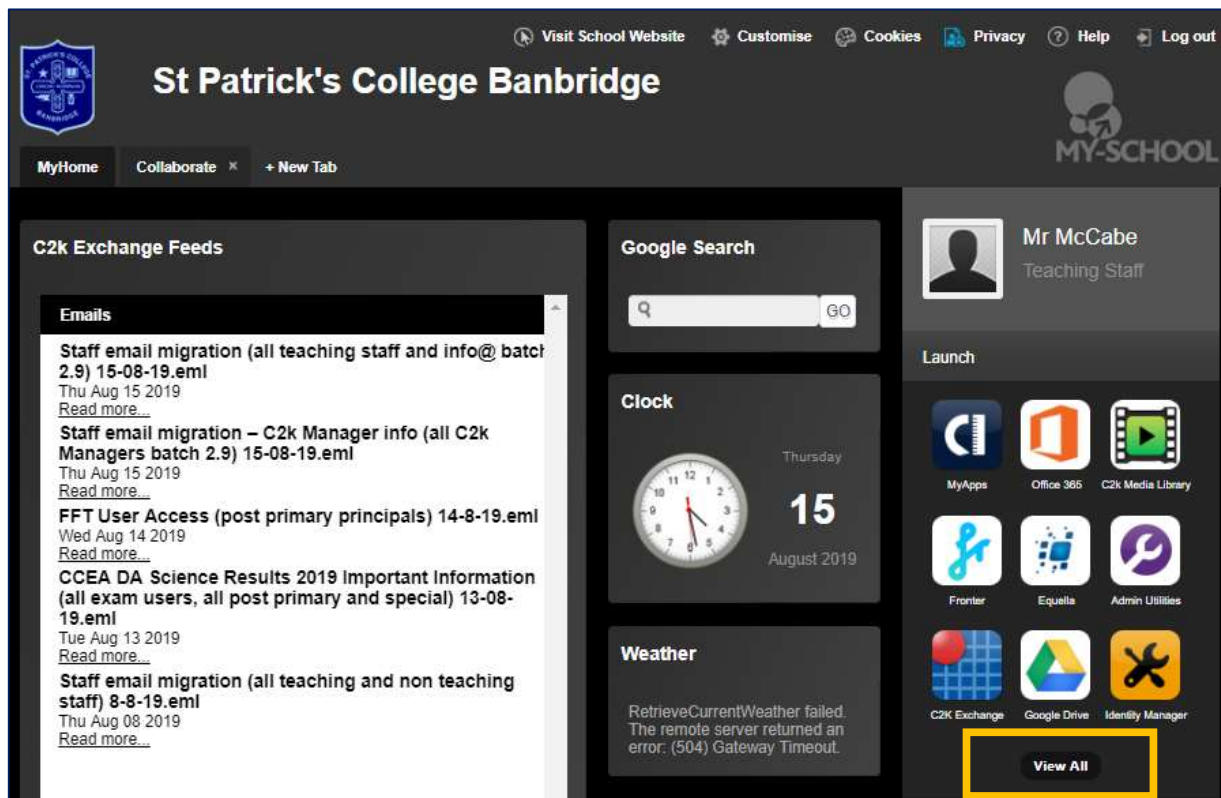
3. Click on the first link that appears when you search for **myschool** (shown above)
4. When you click on the link highlighted above, you should be presented with the screen below
5. Enter your **username** and **password** that **you use in school** and click **Login**

If you enter your school username and password correctly, you should be presented with your MySchool profile home screen (below)...

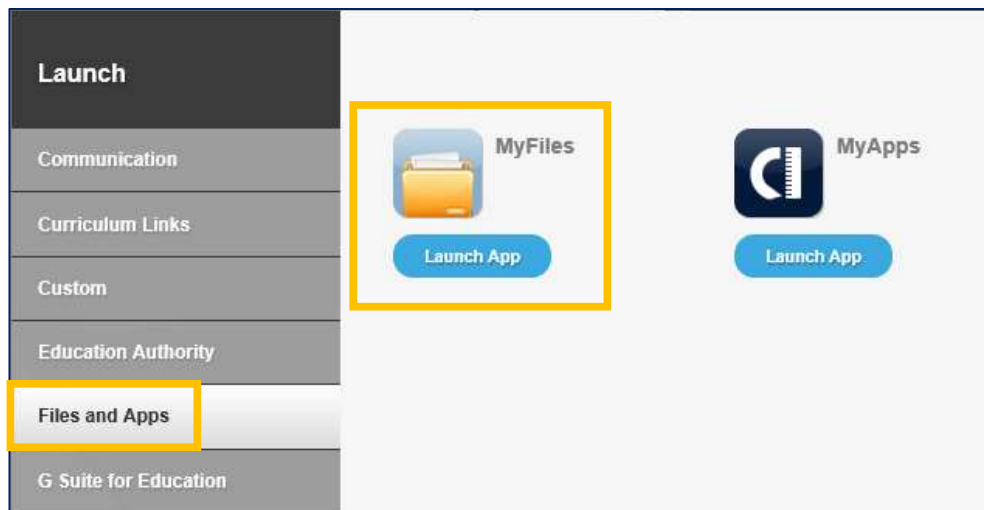


Now that you have successfully logged into your school account from home...

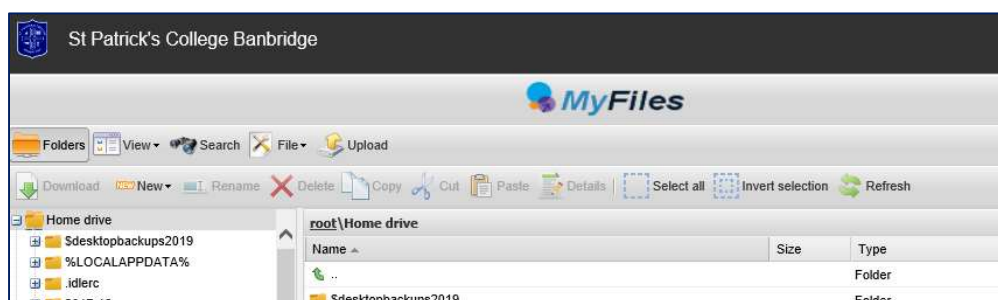
6. Click on the **View All** button under the Launch app icons



7. From the Launch window, click **Files and Apps** and select **Google Classroom** > Launch App

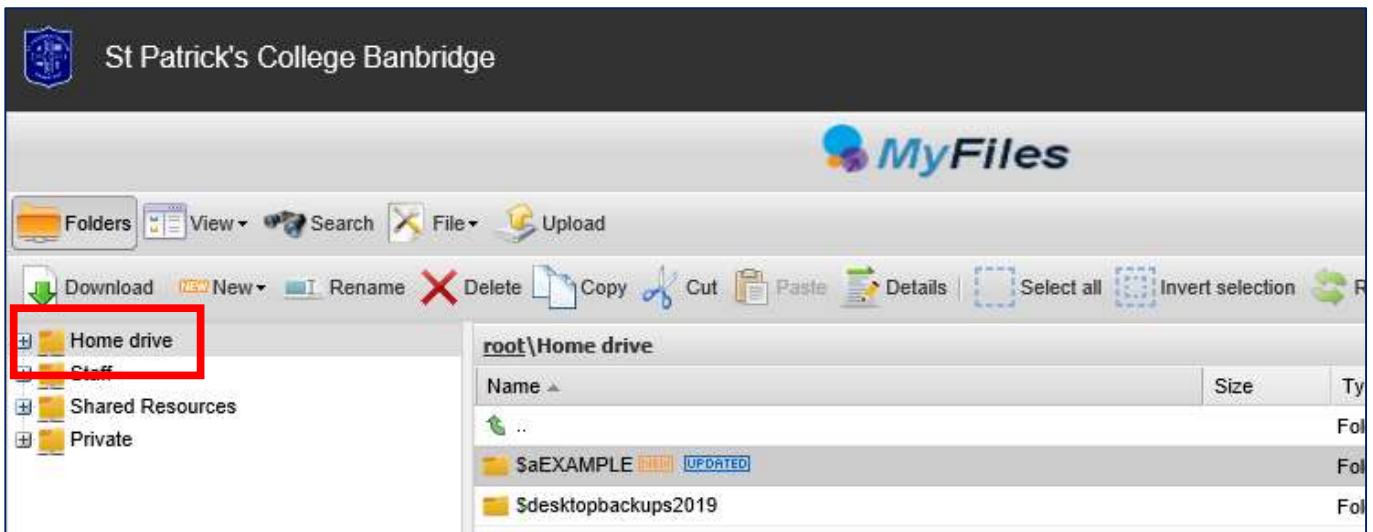


8. When Launch App is clicked on, your files should load on screen (please note this can take time due to file/folder sizes)



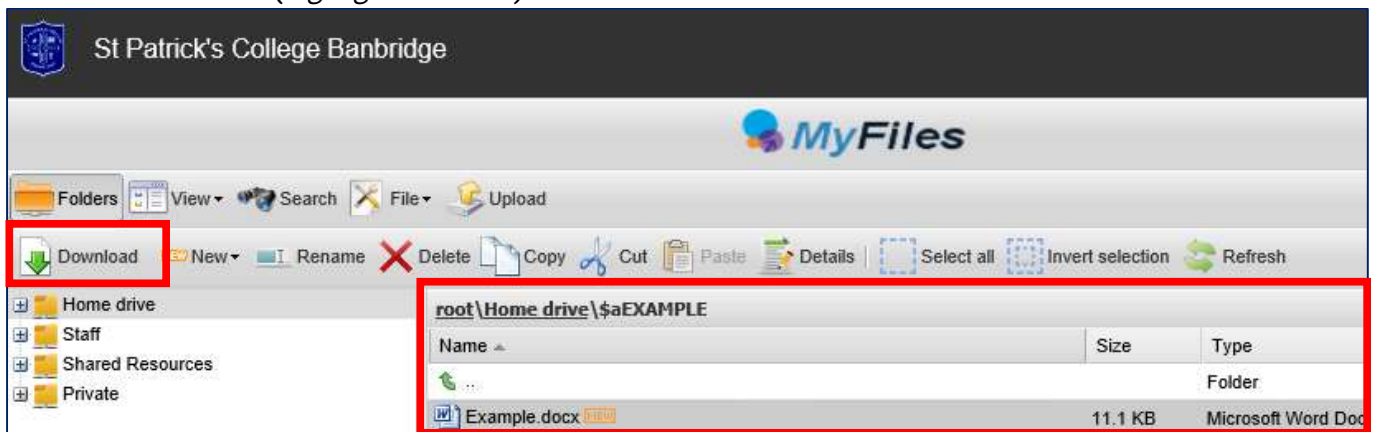
The next step involves locating the specific folder/file you want to work on...

9. Click on **Home Drive** option from the list displayed on the left side of your screen.

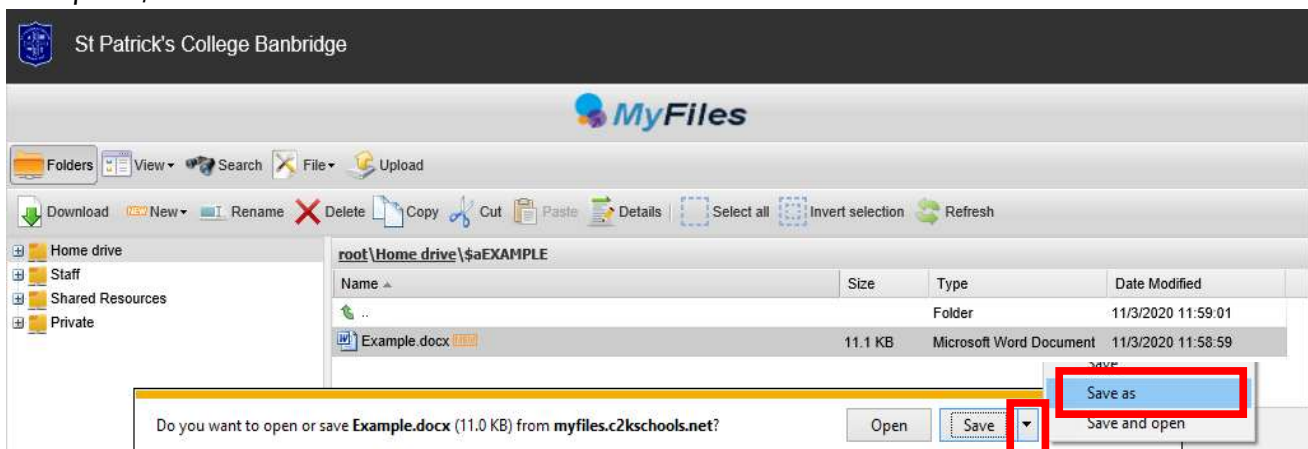


All your folders/files should now be displayed in the area highlighted below.

10. Browse your folders/files to find the document you require... Left click on the file you need and click the download button (highlighted below)



11. When clicked on, the following pop-up window will appear at the bottom of your screen. Select the down arrow (beside Save) and click Save as. Save your downloaded file into your "My documents" on your home computer/device.



IMPORTANT: Make sure you save your downloaded file to a location on your computer that you know and can access easily in the future.