



How to save your work for access at home

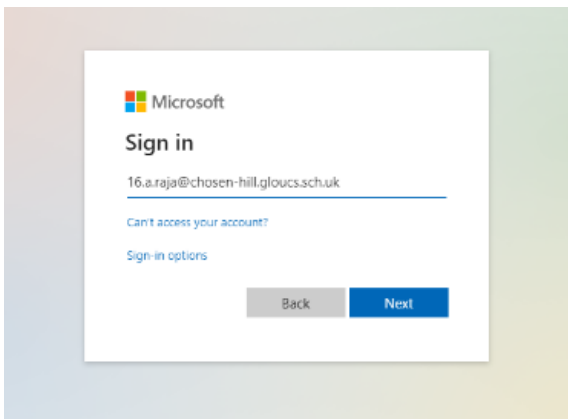
In September, we changed the look of the school website. With the changes came the removal of the ability to access you H: Drive from home. You can still access your files BUT they must be saved to your 'OneDrive'. You can transfer old work over to your One Drive and you can save new files to your One Drive. To access them you need to log on to the school website:

To access your One Drive from home:



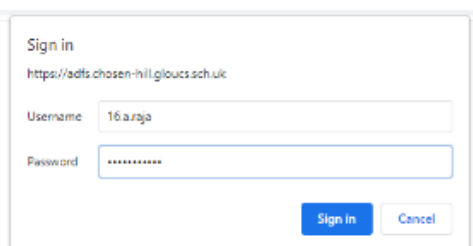
Go to <https://www.chosenhillschool.co.uk/>

Select '**student login**' from the dropdown menu at the top right of the page



Sign in with your **school email address**

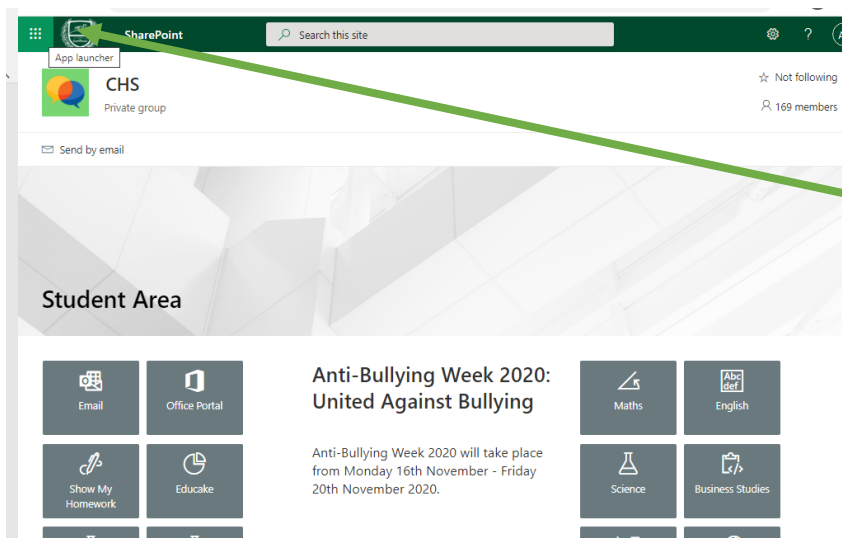
10.j.bloggs@chosen-hill.gloucs.sch.uk



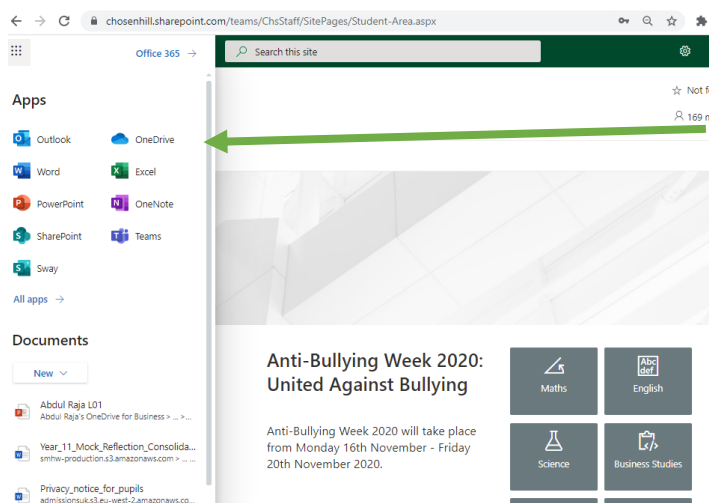
When this box pops up, you need to use your normal school **username** (not the email address) + your **password** that you would use to log on to the PCs in school.



Once you have logged in, find the 'OneDrive' icon and click it. This will show you all files that have been saved in your OneDrive. From here, you will be able to open, work on, download and save documents.



From your homepage, you need to look for the **nine dots** at the top left of the screen

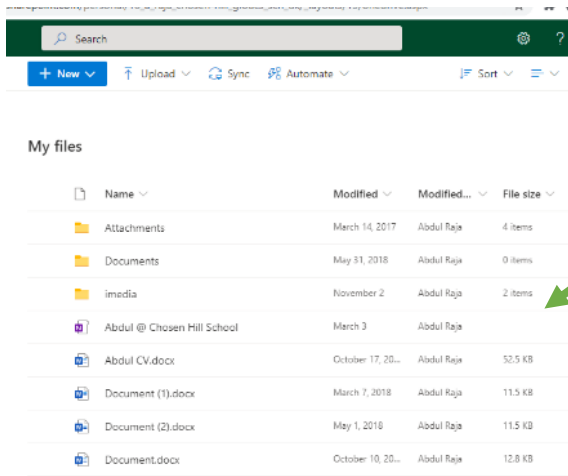


When you click the none dots, you will see many options such as OneDrive, Outlook, SharePoint and Teams. When you click on this, you will be able to access lots of different things!

For now, we will focus on accessing your OneDrive but take some time to get used to the resources and information that you can find here!



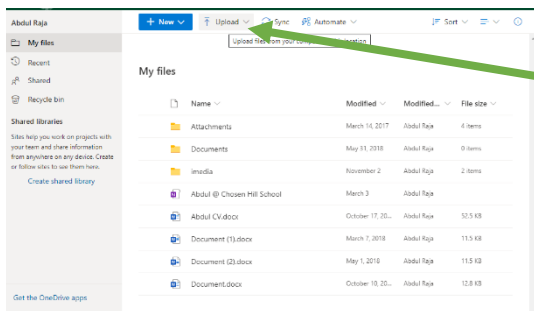
CHOSEN HILL SCHOOL



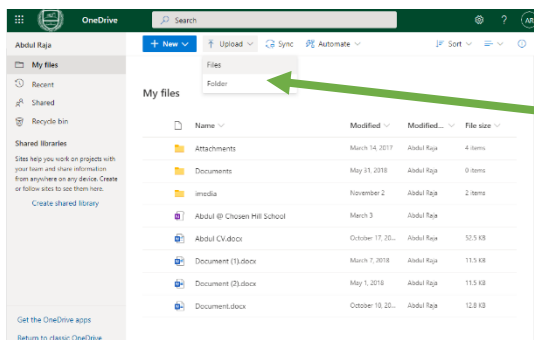
When you select the 'OneDrive' icon, any files that have been saved in there will be accessible for you to work on from any PC/Laptop etc....

How to save work into your OneDrive:

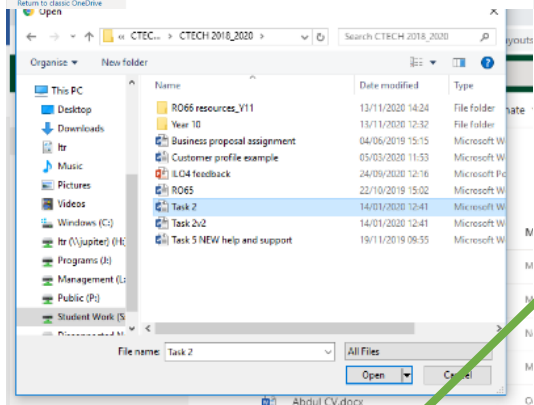
When in school there are two quick ways to save work and files to your one drive. Option 1 is to file the work that you'd like to put in your OneDrive.



Find the 'upload' button at the top of the page



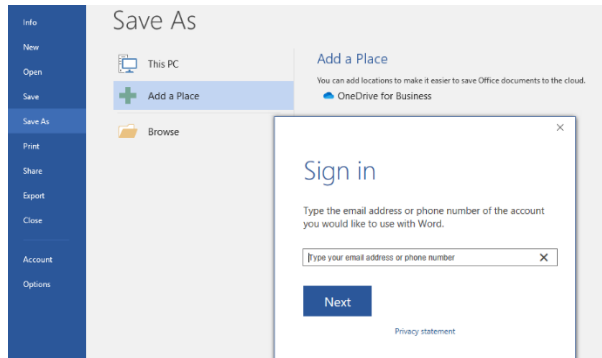
Select whether you want to upload a **file** or a **folder**. For example, is it a single word document or do you want to upload a whole file from your subjects?



This opens a box like this. **Find the file/folder** and click **open**. This will upload it onto your OneDrive. You can do this for file on your phone, home computer or school computer!



In school, you can also save directly to your OneDrive by using the 'save as', 'add place'. Sign in using your school email and it will link your OneDrive to your document!



- File
- Save as
- Add new place
- Sign in
- Choose the name and folder for your work