

Student Access to Smith's Wood Sports College Home Access +



Page **1** of **12**

Student Access to Smith's Wood Sports College Home Access + Stephen Hardy Friday, 30 January 2015

Table of Contents

	1
Version History	3
Logging into Home Access +	4
Logging Out	5
Accessing your Files – Downloading and Uploading	6
Additional Resources and Features	11
Known Issues	12

Version History

Version	Change
V1.0	Beginning of Document

Logging into Home Access +

- 1. Navigate to "https://folders.smiths-wood.solihull.sch.uk"
- 2. Login using your network credentials, i.e.

Username: astudentuser

Password: whateveryourpasswordis



Logging Out

To Logout, simply click your username in the top right hand corner of any screen in Home Access + and select 'Logout' from the drop down list



Accessing your Files – Downloading and Uploading

1. To Access your files, click the 'My Files' icon

NOTE: you can use the links here to access the Remote Access solution and your Office 365 Emails



3. Select the drive you wish to access (NOTE: You only have write access to your N:\ drive) and either use the file menu on far left or click on the tile corresponding to the drive you wish to access

📷 My Files 🔻		Help?	Student Test (4034studenttest)
 ▲ Wy Drives ▷ P ▶ Home Directory (N) ▶ P ▶ RMShared (W) 			

💼 My Files 🔻 🛛	New Folder Upload	DirectEdit •	✓ View
Search: Home Directory My Drives Search: Home Directory (N) RMShared (W)	Audio File Folder	AvidLogFiles File Folder	Custom Office Templates File Folder
	Final Cut Express Documents File Folder	Full Session File Folder	Internet Explorer File Folder
	Kodu File Folder	Logs File Folder	Microsoft File Folder
	My Music File Folder	My Pictures File Folder	My Settings File Folder
	My Video File Folder	Quick Launch File Folder	SavedGames File Folder
	Scratch Projects File Folder	Screen Video File Folder	Templates File Folder
	test File Folder	VirtualBox Files File Folder	WINDOWS File Folder
	1.sb2 File 53.40 KB	MONET EL ANATSUI COMPARISSON: Microsoft Word Document 2.59 MB	ping pong.sb File 69.87 KB

4. To edit a file you must first download it to your computer. To do this, click on a file and then click the download button in the menu bar

📷 My Files 🔻 🛛	New Folder Cut Copy D	elete ZIP Download Upload	DirectEdit ▼ View ▼ Help?
Search: Home Directory My Drives Fill Home Directory (N) RMShared (W)	Audio File Folder	AvidLogFiles File Folder	Custom Office Templates File Folder
	Final Cut Express Documents File Folder	Full Session File Folder	Internet Explorer File Folder
	Kodu File Folder	Logs File Folder	Microsoft File Folder
	My Music File Folder	My Pictures File Folder	My Settings File Folder
	My Video File Folder	Quick Launch File Folder	SavedGames File Folder
	Scratch Projects File Folder	Screen Video File Folder	Templates File Folder
	test File Folder	VirtualBox Files File Folder	WINDOWS File Folder
	1.sb2 File 53.40 KB	MONET EL ANATSUI COMPARISSON Microsoft Word Document 2.59 MB	ping pong.sb File 69.87 KB

5. Click OK to download the file



6. Save the file to a location on your computer to edit it



- 7. Now open and edit your document remembering to save it.
- 8. When you are ready to upload the document, return to Home Access + and navigate to where you want the document to be uploaded to and then click the 'Upload' button in the menu bar

💼 My Files 🔻 🖪	New Folder Cut Copy	Delete ZIP Download Upload	DirectEdit ▼ View ▼ Help?
Search: Home Directory My Drives Figure Home Directory (N) Figure RMShared (W)	Audio File Folder	AvidLogFiles File Folder	Custom Office Templates File Folder
	Final Cut Express Documents File Folder	Full Session File Folder	Internet Explorer File Folder
	Kodu File Folder	Logs File Folder	Microsoft File Folder
	My Music File Folder	My Pictures File Folder	My Settings File Folder
	My Video File Folder	Quick Launch File Folder	SavedGames File Folder
	Scratch Projects File Folder	Screen Video File Folder	Templates File Folder
	test File Folder	VirtualBox Files File Folder	WINDOWS File Folder
	1.sb2 File 53.40 KB	MONET EL ANATSUI COMPARISSON: Microsoft Word Document 2.59 MB	ping pong.sb File 69.87 KB

9. Click Browse on the 'Upload' pop-up window



10. Browse to the location you saved your document, select it by single clicking on it and then click Open

e	Choose File to Uplo	ad		×
🐑 🏵 🔻 🕆 🌗 א	7b	~ ¢	Search HAP	م
Organise 🔻 New folde	er		•== •	
☆ Favourites	Name	Date modified	Туре	Size
Desktop	MONET EL ANATSUI COMPARISSONS.d	30/01/2015 11:54	Microsoft Word D	2,649 KB
RecentPlaces				
le OneDrive				
🛤 This PC				
📜 Desktop				
My Music				
My Video				
N:\				
N:\				
System (C:)	<			>
File na	me: MONET EL ANATSUI COMPARISSONS.docx	~	Custom Files (*.accdb;*.	xls;*.xls: 🗸
			Open	Cancel

11. In the Upload pop-up window, click Upload



12. If you are re-uploading a document you downloaded confirm the file overwrite by clicking OK



13. The document upload progress bar will appear in the bottom and will disappear once the document has finished uploading

📑 My Files 🔻 🖪	New Folder Cut Copy Dele	ete ZIP Download Upload	DirectEdit ▼ View ▼ Help? S	Student Test (4034studenttest)
Search: Home Directory	Audio File Folder	AvidLogFiles File Folder	Custom Office Templates File Folder	
	Final Cut Express Documents File Folder	Full Session File Folder	Internet Explorer File Folder	
	Kodu File Folder	Logs File Folder	Microsoft File Folder	
	My Music File Folder	My Pictures File Folder	My Settings File Folder	
	My Video File Folder	Quick Launch File Folder	SavedGames File Folder	
	Scratch Projects File Folder	Screen Video File Folder	Templates File Folder	
	test File Folder	VirtualBox Files File Folder	File Folder	
	1.sb2 File 53.40 KB	MONET EL ANATSUI COMPARISSON: Microsoft Word Document 2.59 MB	ping pong.sb File 69.87 KB	
			Upload Progress	ET EL ANATSUI COMPAR

14. Your edited document is now available on the college systems for when you return to college.

Additional Resources and Features

HAP contains links to the college's Remote Access Solution, your College Office365 emails and your files – these can be access through the tiles on the Home Access + Start Screen.



Known Issues

IE11 users - you need to use compatibility mode for the time being on this site in IE11:

http://windows.microsoft.com/en-gb/internet-explorer/use-compatibility-view#ie=ie-11-win-7