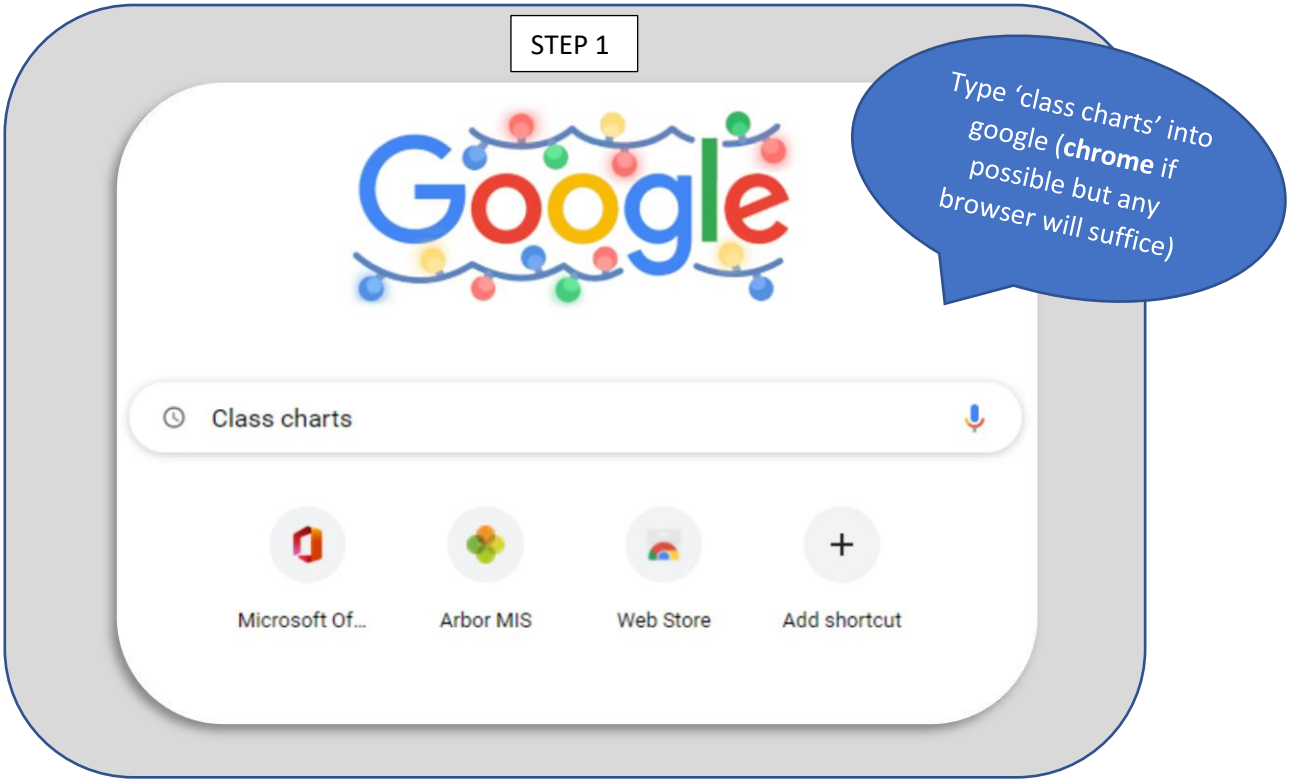
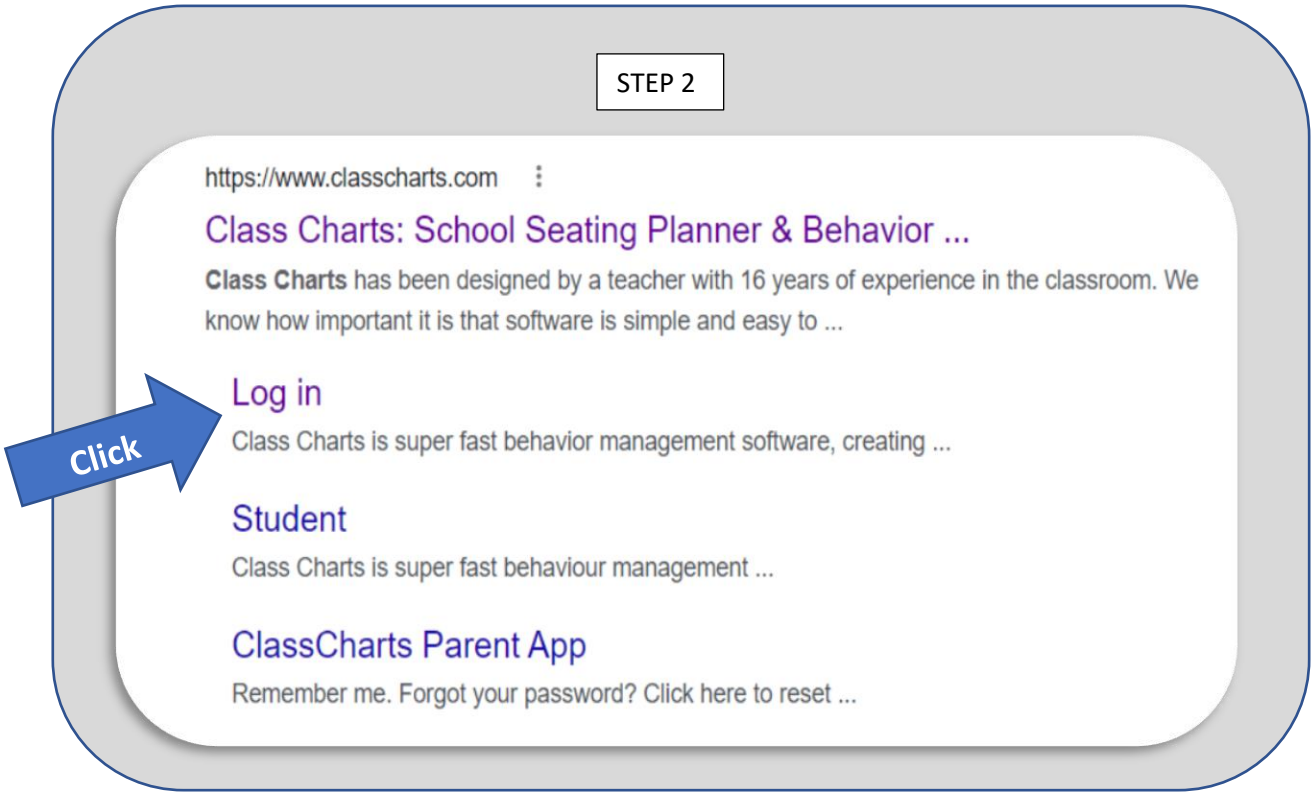
How to access school emails?

STEP 1



STEP 2

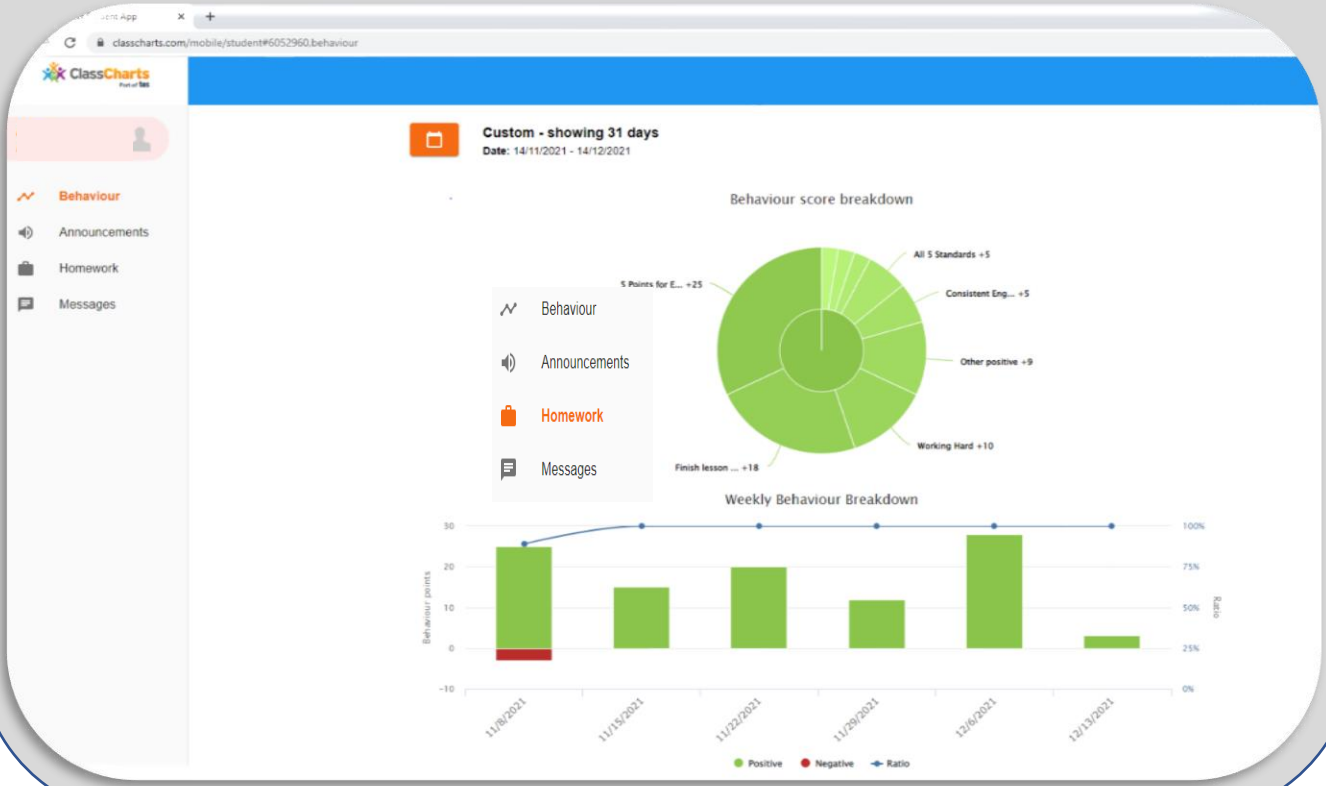


Enter pupil code (This should be stuck in student planners) and then enter **Date of Birth**

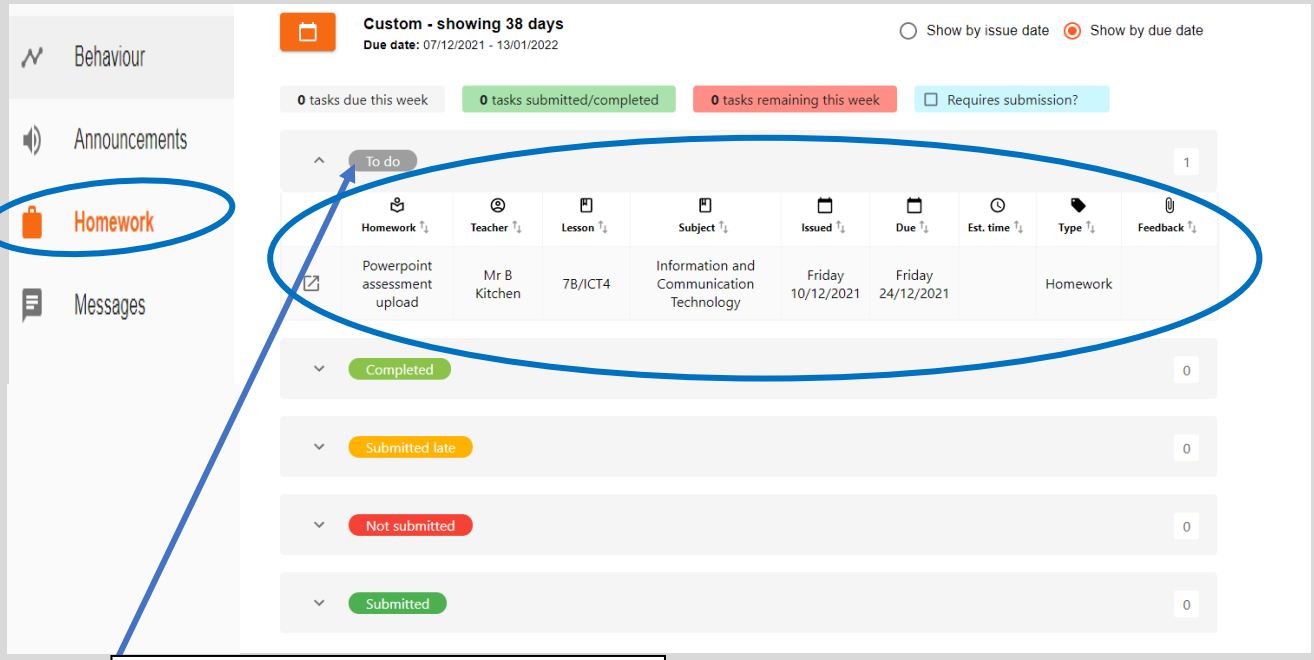
STEP 3

Once logged in, you should get this screen.

STEP 4



STEP 5

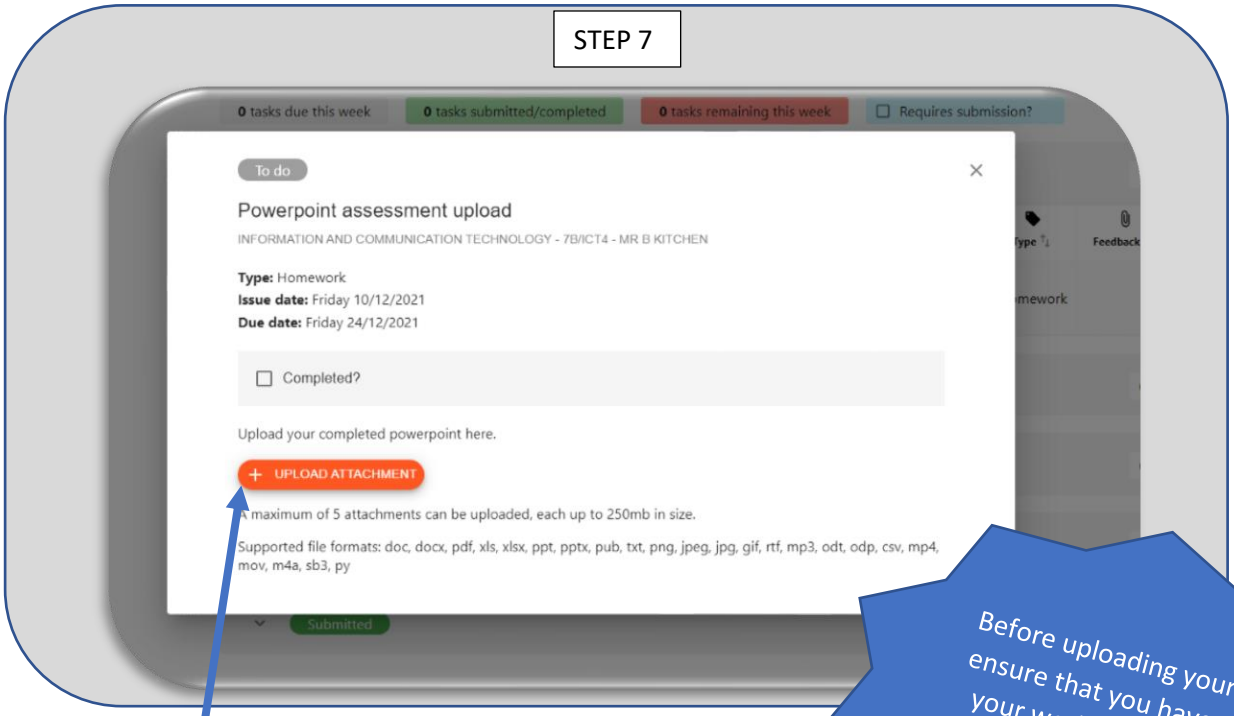


When clicking 'to do', this will show home learning that the student needs to complete.

STEP 6

Click the arrow for more information about the home learning tasks.

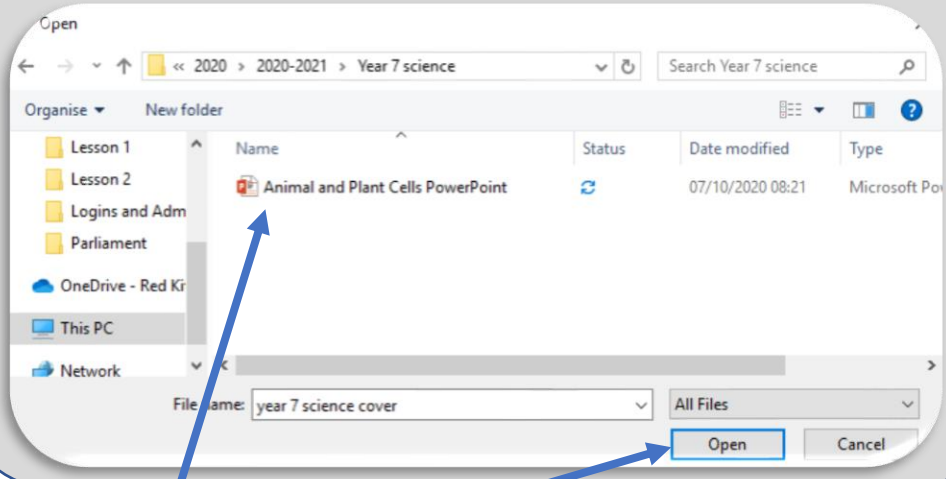
STEP 7



To upload a file (Powerpoint, Word Doc, Images ect) click the upload button.

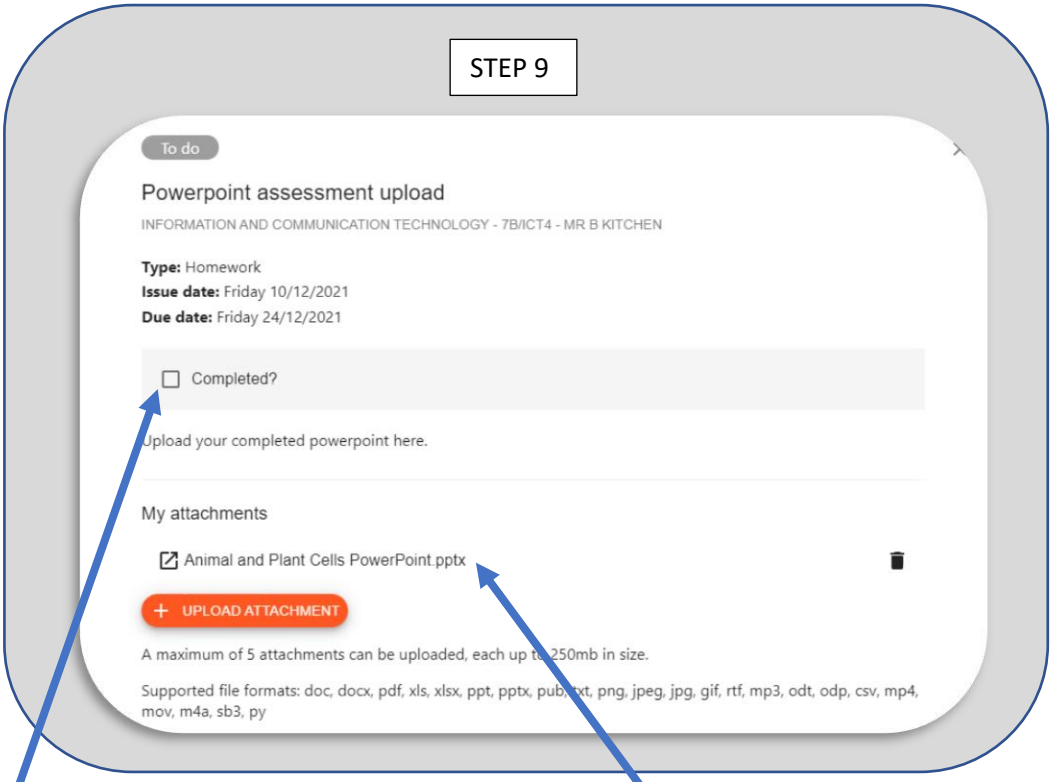
Before uploading your files, ensure that you have saved your work and closed the programme before uploading otherwise it will not work.

STEP 8



Find where you have saved the file and click ‘Open’ to upload onto Class Charts.

STEP 9



Click Complete to add to the completed folder.

This shows that the file has been successfully uploaded