



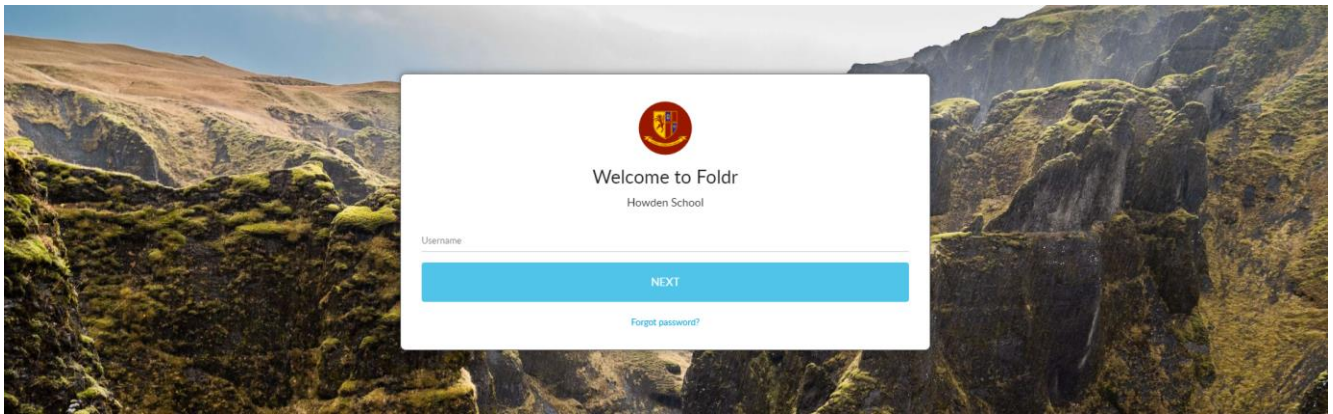
How to - FOLDR

Overview

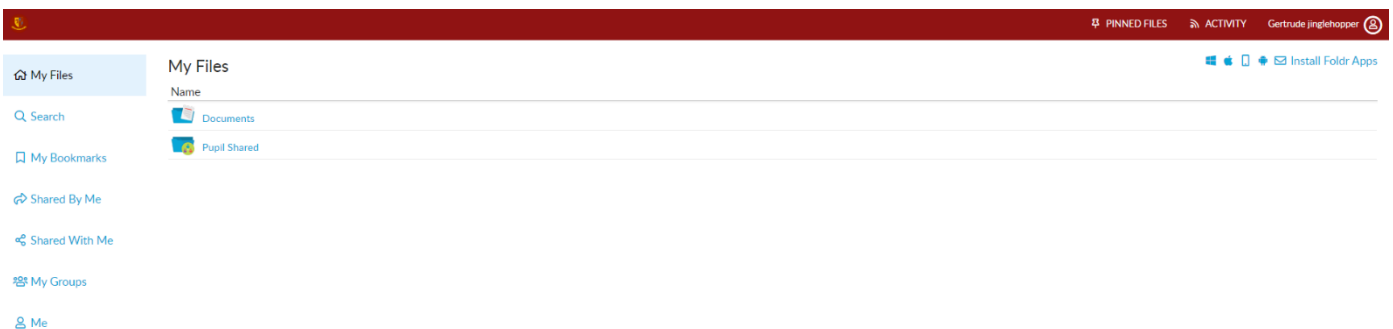
This guide will show you how access your school files from home using the 'Foldr' software from the school. Additionally, you will also be shown how you can download files from FOLDR to work on them and then upload them once you are finished.

Guide

- From any web browser (Google Chrome, Edge, Firefox etc.) navigate to <https://foldr.howdenschool.net>



- On the sign in page, input your school network username, click the next button, you will then be asked to input your network password and then click the sign in button.
- You will now be presented with a page where you can navigate your school documents and have access to the pupil shared area. (Example Below)



Downloading Files

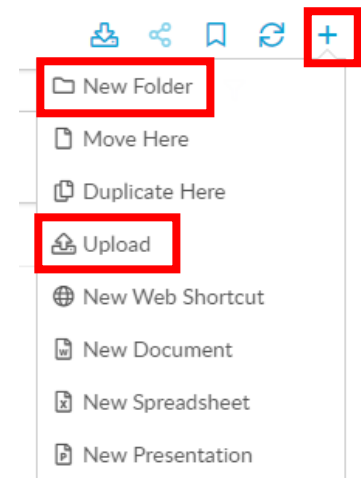
- Navigate through your folders to the file you are looking for
- Once located, click on the file
- You will now be given the option to either **View** or **Download** the file
- Click **Download**



Uploading Files

- Navigate to the folder where you need the file(s) uploading to
- In the top right-hand side of the screen, click the **Plus**
- Click **Upload**
- Select the files(s) you wish to upload, and press **Open**

*Please note files cannot be uploaded to PupilShared unless you have been specifically advised by your teacher



Creating a New Folder

- FOLDR can also be used to create new folders within your areas
- Simply navigate to where you would like the new folder creating
- Click the **Plus** in the top right-hand side
- Click **New Folder**