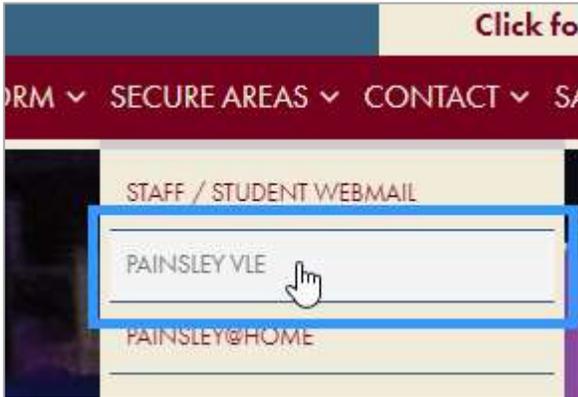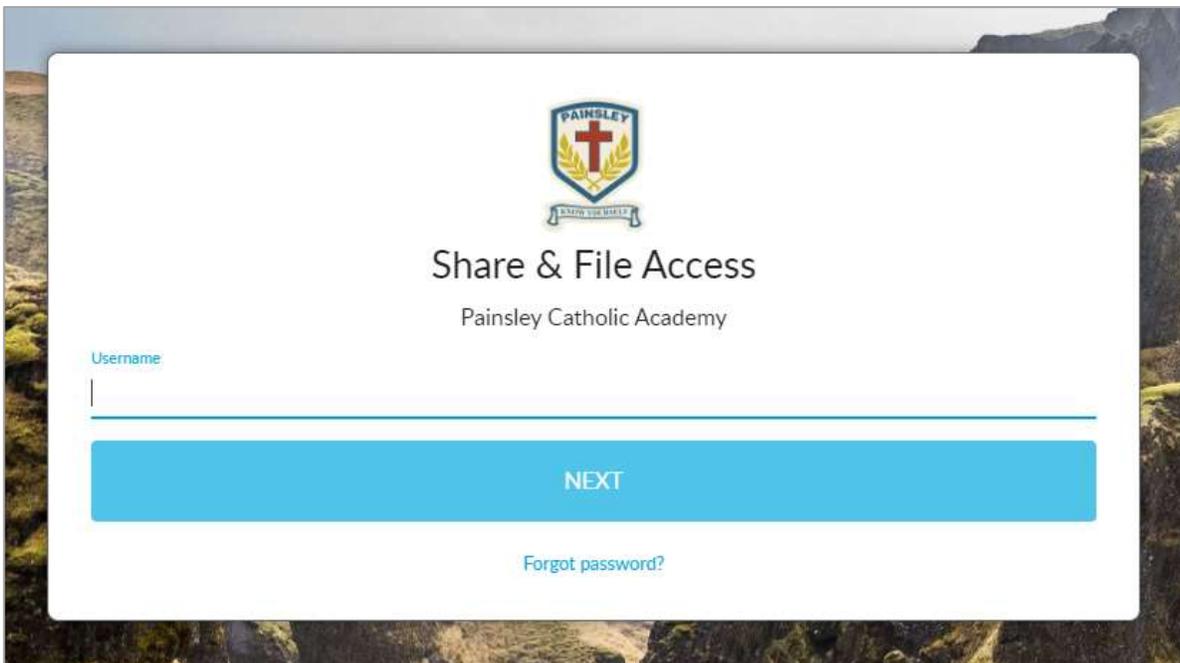# Painsley Catholic College

Accessing The VLE, Staff Share & Home Folders with Foldr
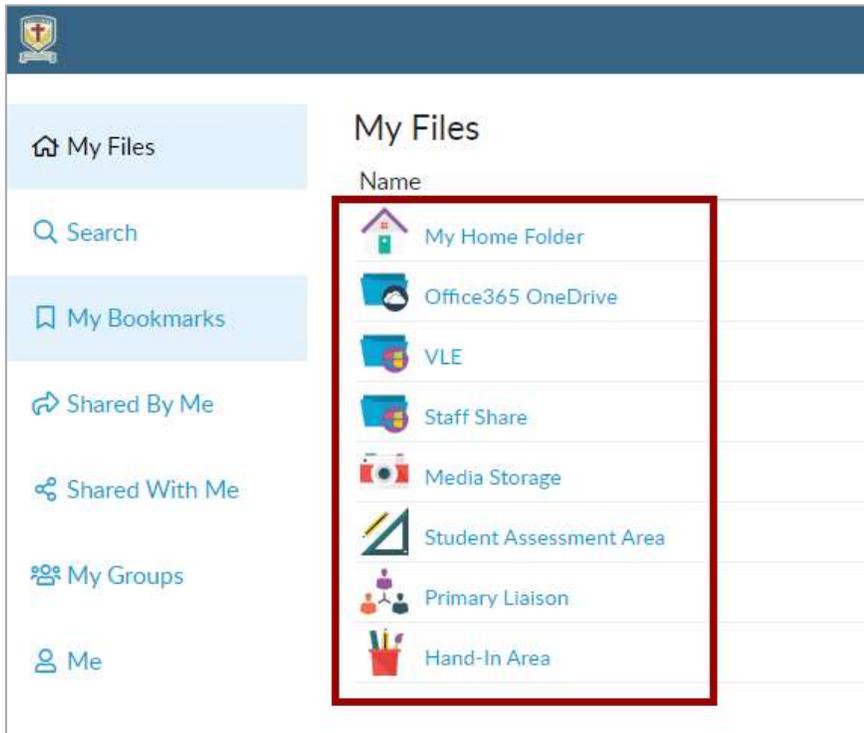
1. Open your web browser and browse to the Painsley Catholic College Website and select Painsley VLE from the Secure Areas menu.

2. When asked enter your school username and password.

3. Once logged in **you will see all of the shares that you are allowed to have access to and includes your home folder (N drive).**

4. To open and edit a file you will need to click the share that it is stored in and then navigate to the file that you need. Once you have found it just select the file and choose one of the following options.

| Download:	Select this option to download a copy of the document to your computer. Any changes that you make to this document will be saved to your local computer only and not to the College network. Once you have made any changes and saved the document you will need to upload the document back before you will have access to it inside College.
Edit with Microsoft Office: **(Requires Microsoft Office 2010, 2013, or o365 to be installed)**	Select this option if you have a more advanced task to complete such as advanced formatting. This will launch Microsoft Office from your local computer. Clicking save will save all changes back to the College network without you having to upload the document manually.
Edit with Microsoft Office Online: (Recommended)	If you do not have Microsoft Office 2010 or above installed or you just need to quickly edit a document. The file will open in the web version of Microsoft Office. The online version has limited functionality compared to a full version of Microsoft office and to save the file you just need to close the window or tab and select the option to save or discard the changes. Any changes that have been made will be saved to the College's network.

5. To upload a new file **browse to the share and then folder that you would like to save the file to and then drag it onto the webpage**.
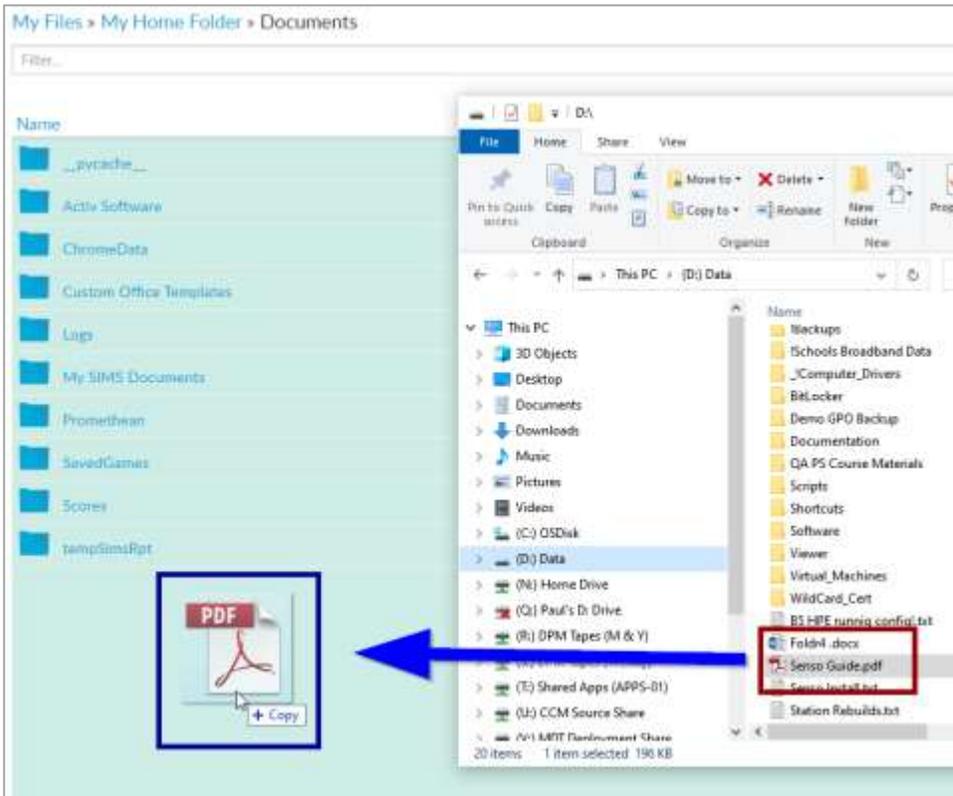
6. You will see the file you are dragging will state that it is to be copied and the webpage background will turn a shade of green. **You can see the progress of the upload (shown below). The file is ready to use once the blue, circular progress bar disappears and the percentage has surpassed 100%**.