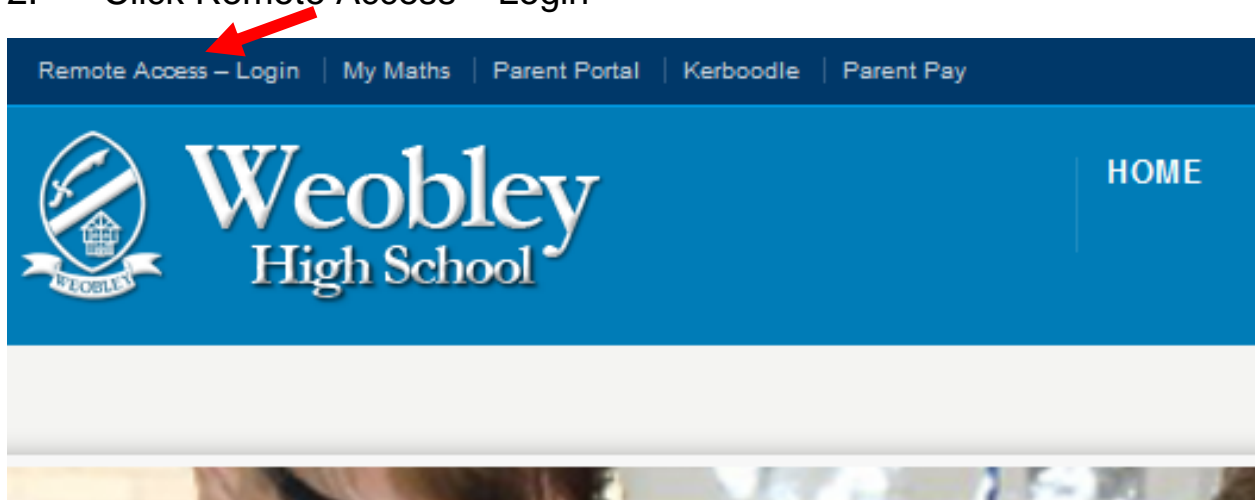


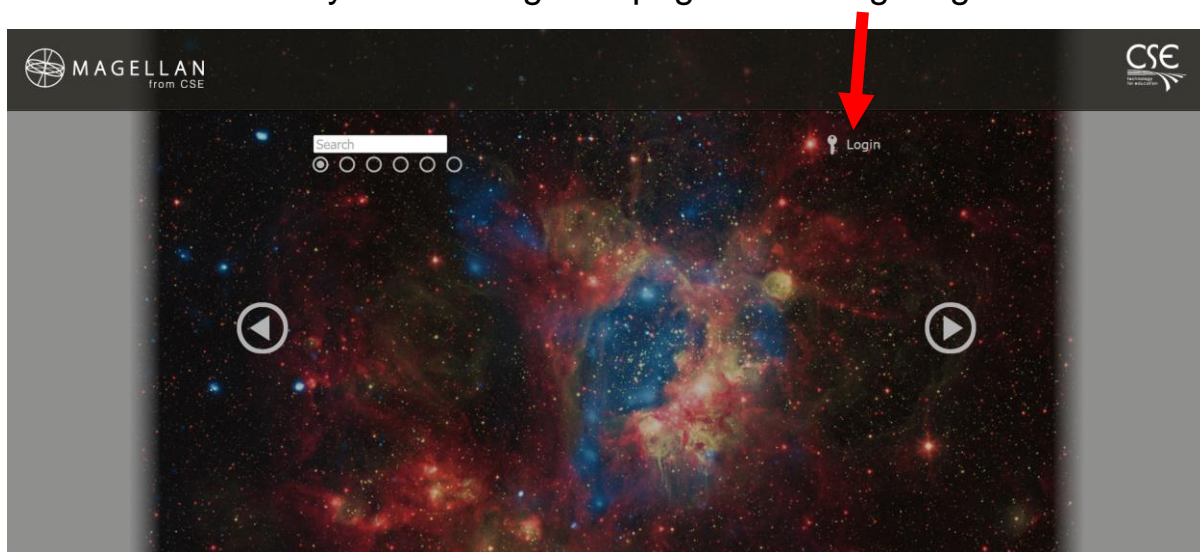
Remote Access guide

Downloading and uploading work

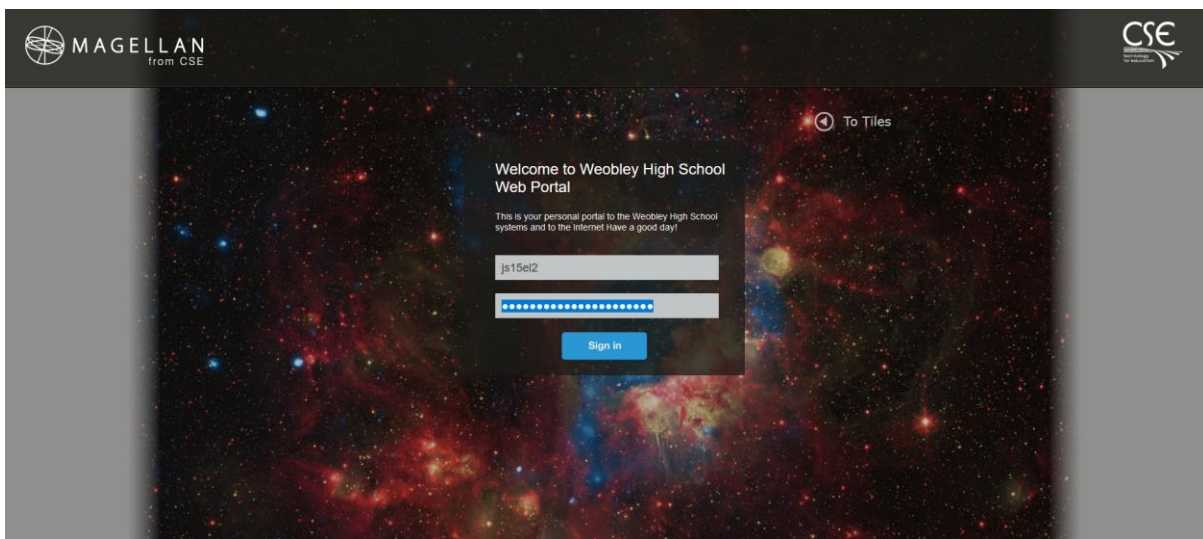
1. Go to www.weobleyhigh.co.uk
2. Click Remote Access – Login



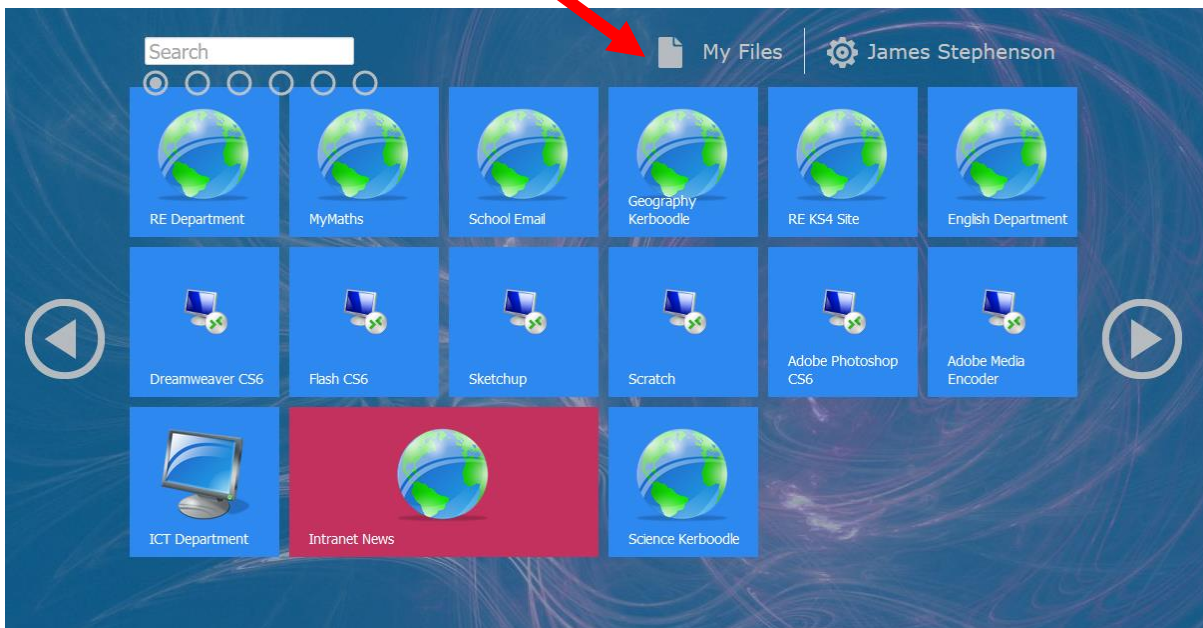
3. This will take you to a Magellan page. Click Login again



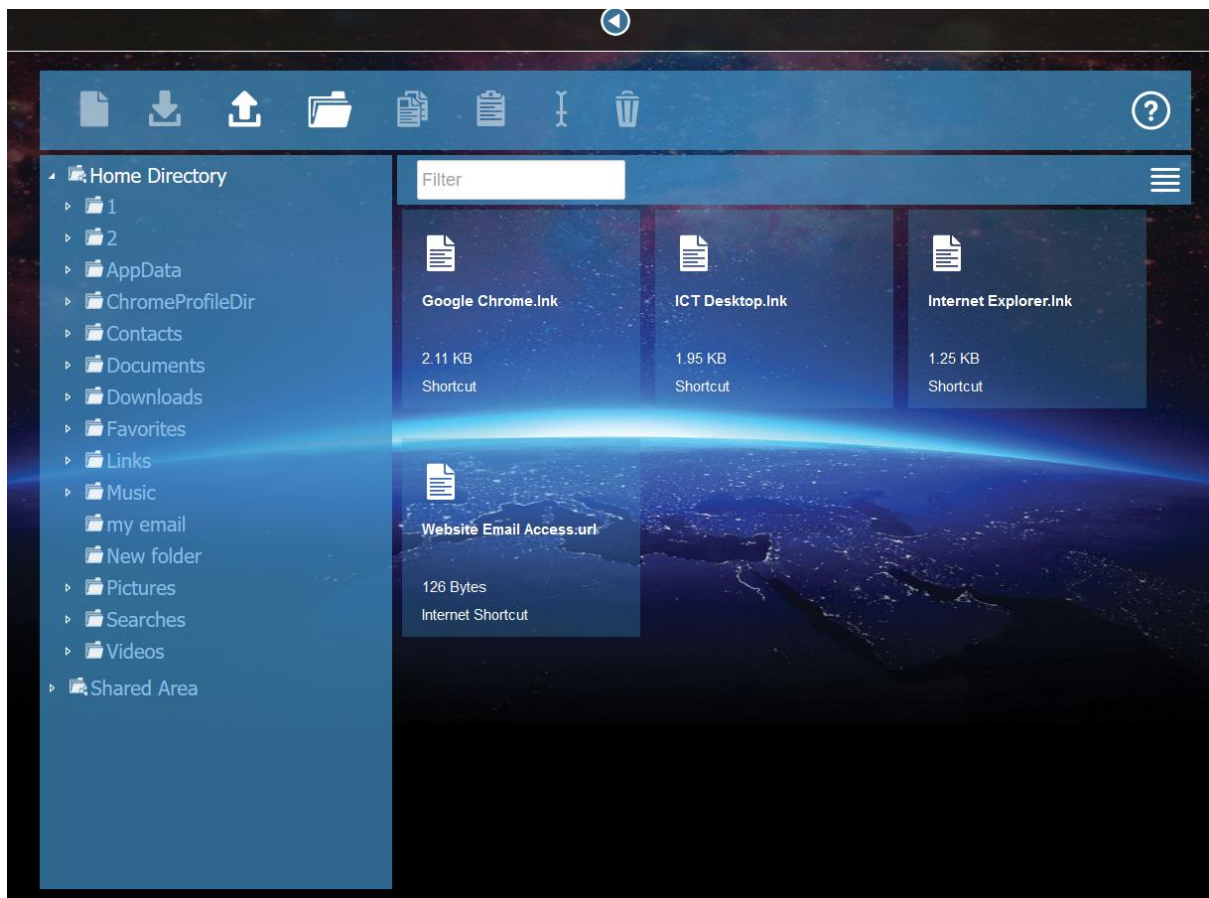
4. Log in using your normal school details



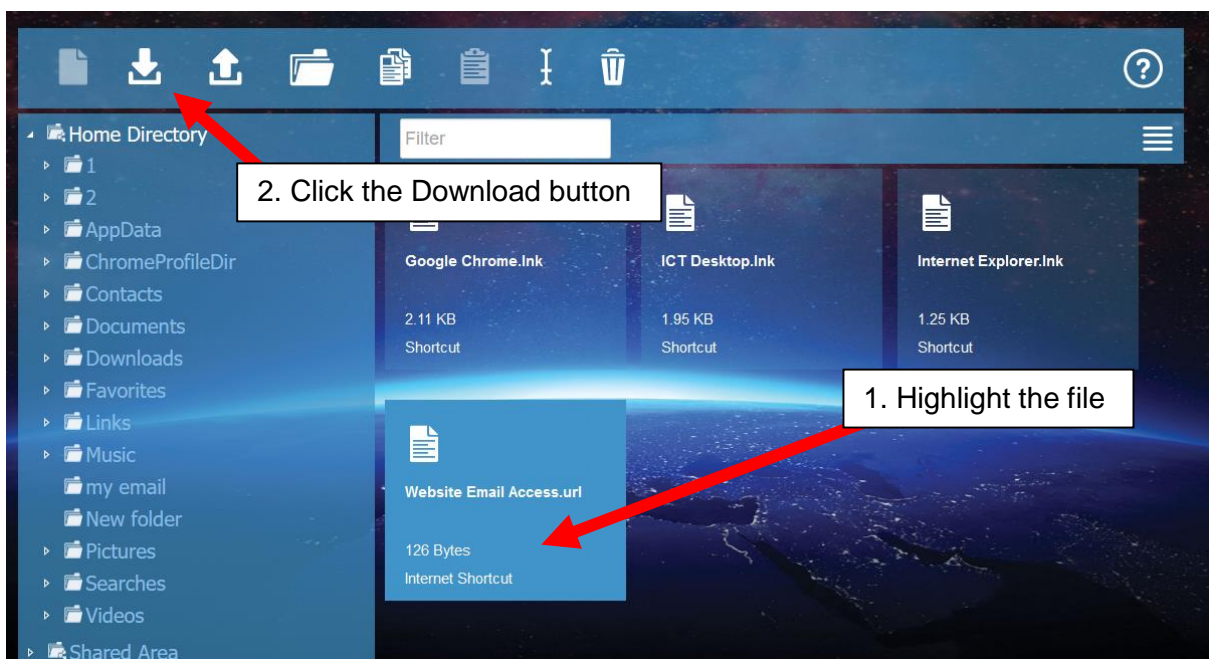
5. Once logged in, click 'My Files' to access your documents



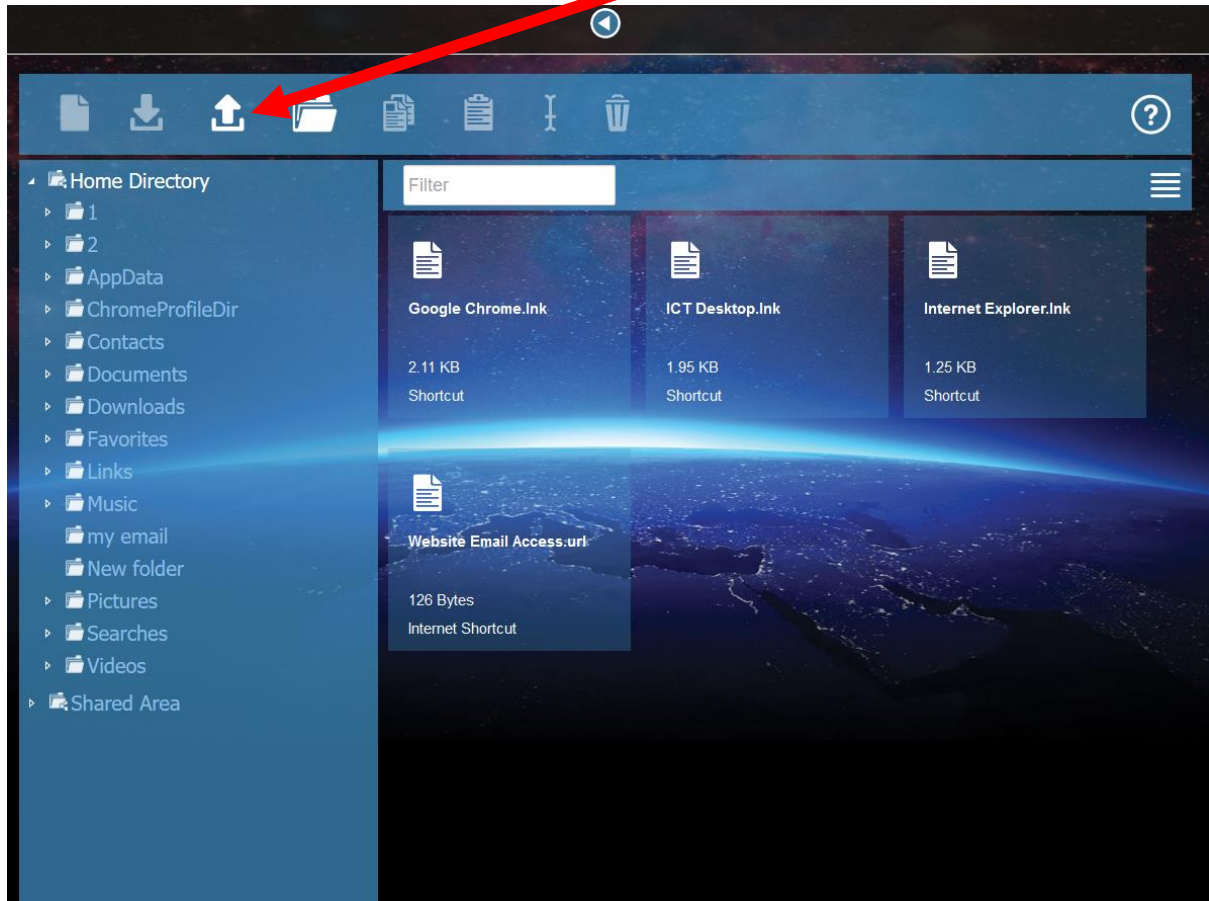
6. You can expand the 'Home Directory' to get to your My Documents, or expand 'Shared Area' to get to the Student Shared Area.



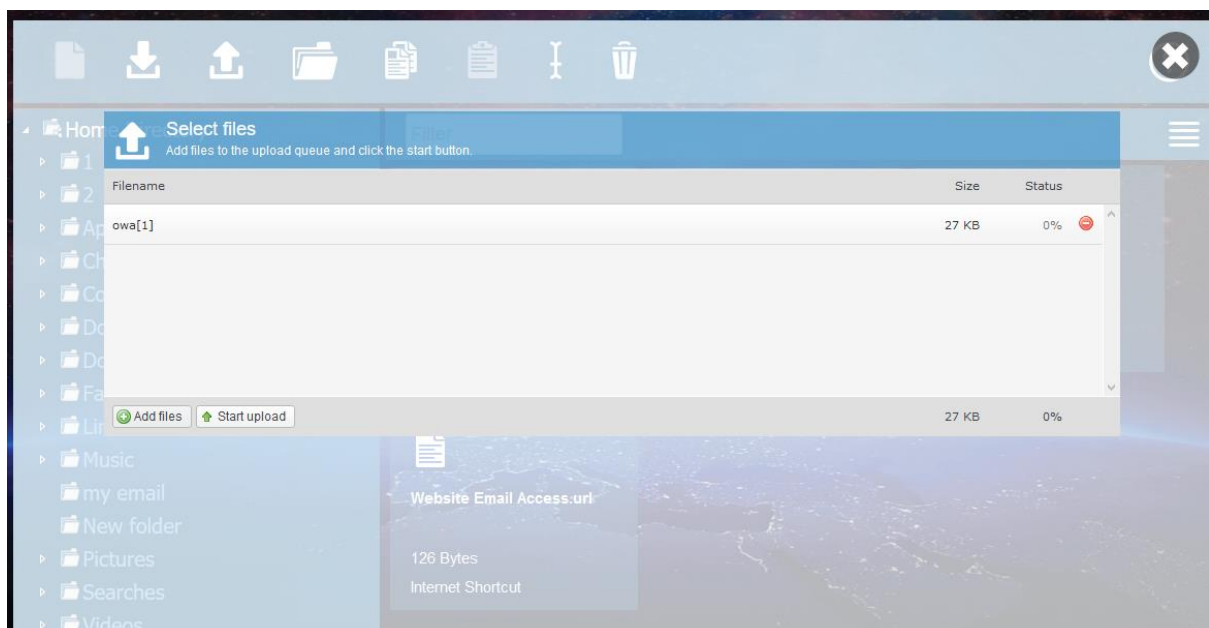
7. For a file you want to work on, you need to download it. This is done by highlighting it with a single click, then pressing the download button



8. Open the file using the appropriate program (Word, Excel, etc.) and complete the work set by your teacher.
9. Once complete, SAVE AS a different file name.
10. To upload your work, click the button and select your file



11. Click 'Add files' and find the newly saved document. Double click it to select it, and it will appear in the box



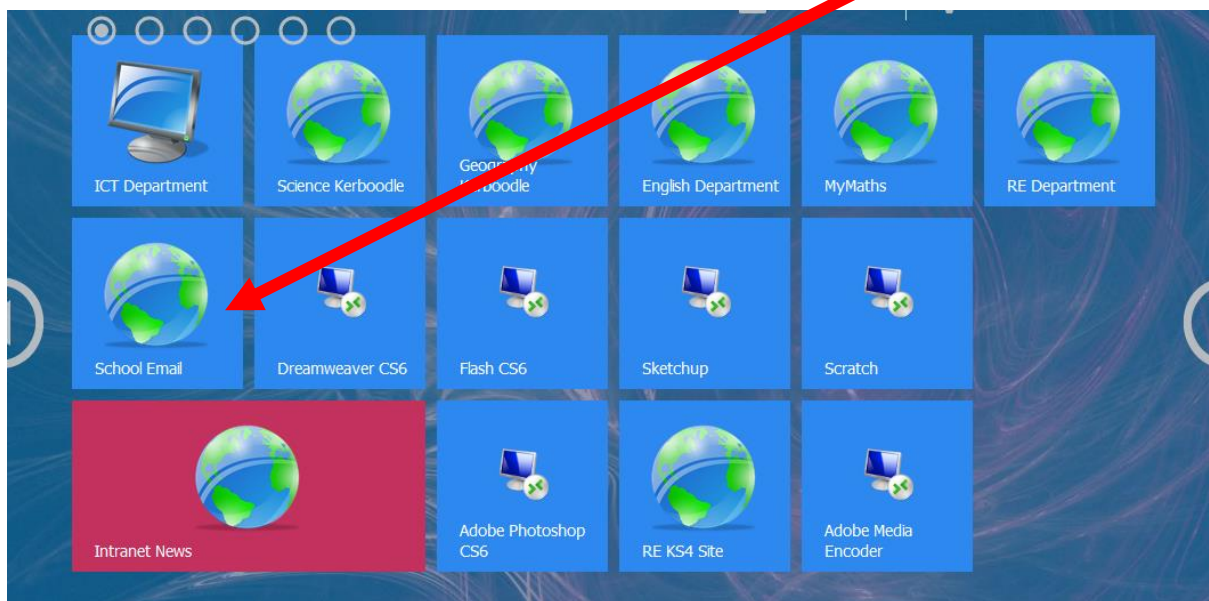
12. Click 'Start upload'

NOTE: You cannot overwrite files using Remote Access, so it's important that the document you're uploading has a unique filename, for example:

- Download English Homework
- Open it using Word
- Save the file as English Homework Complete
- Upload using Remote Access

Accessing Emails

1. When logged into Remote Access, click School Email



2. You'll be taken to this screen. Log in using your regular username and password, and your emails will be available.

