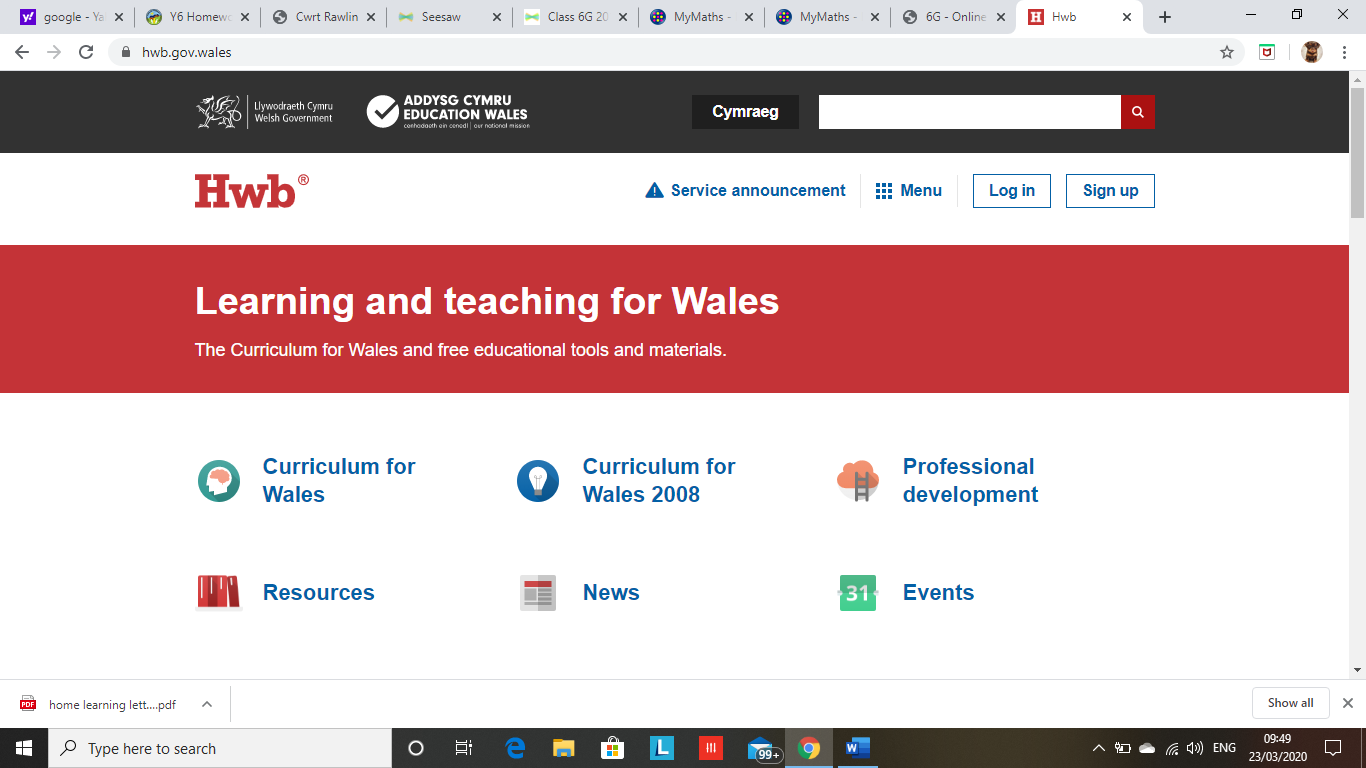
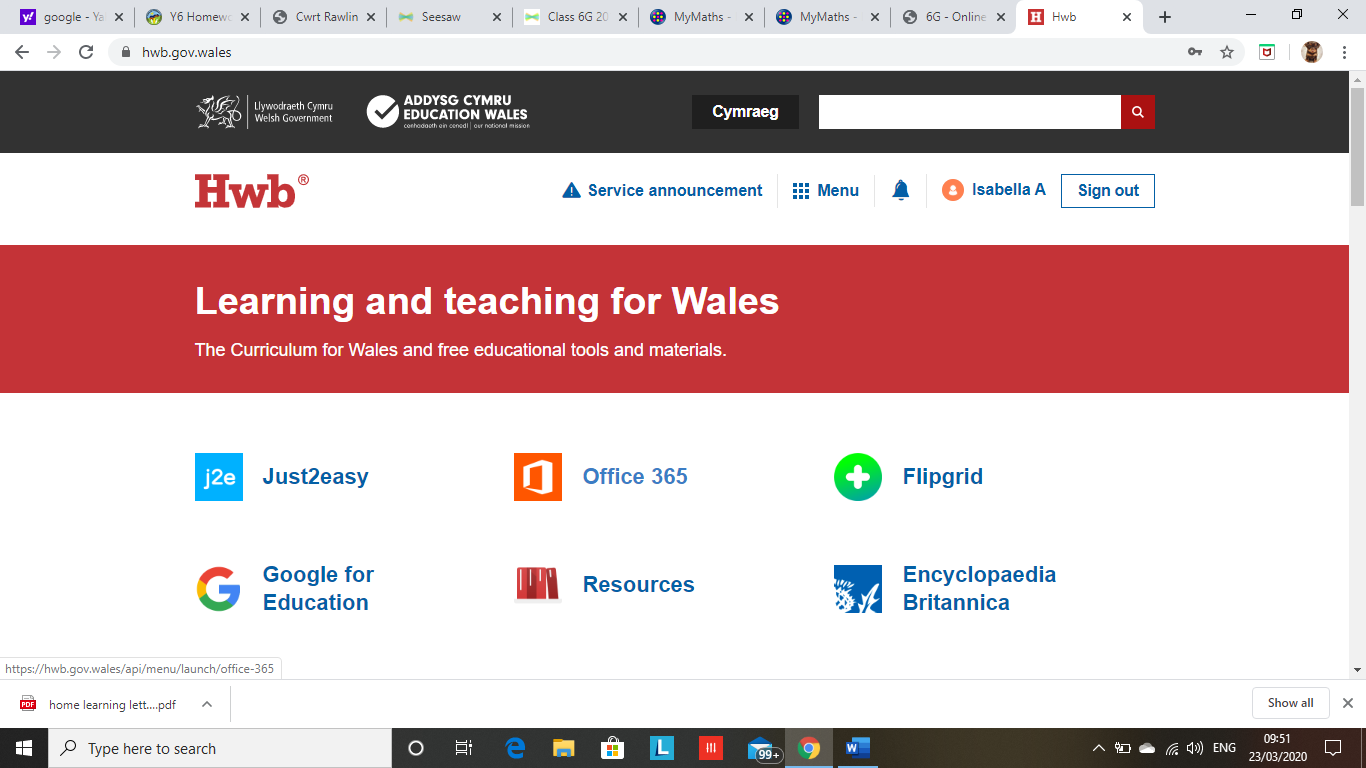
**How do I share my work with my teacher?**

**Option 1: work online**

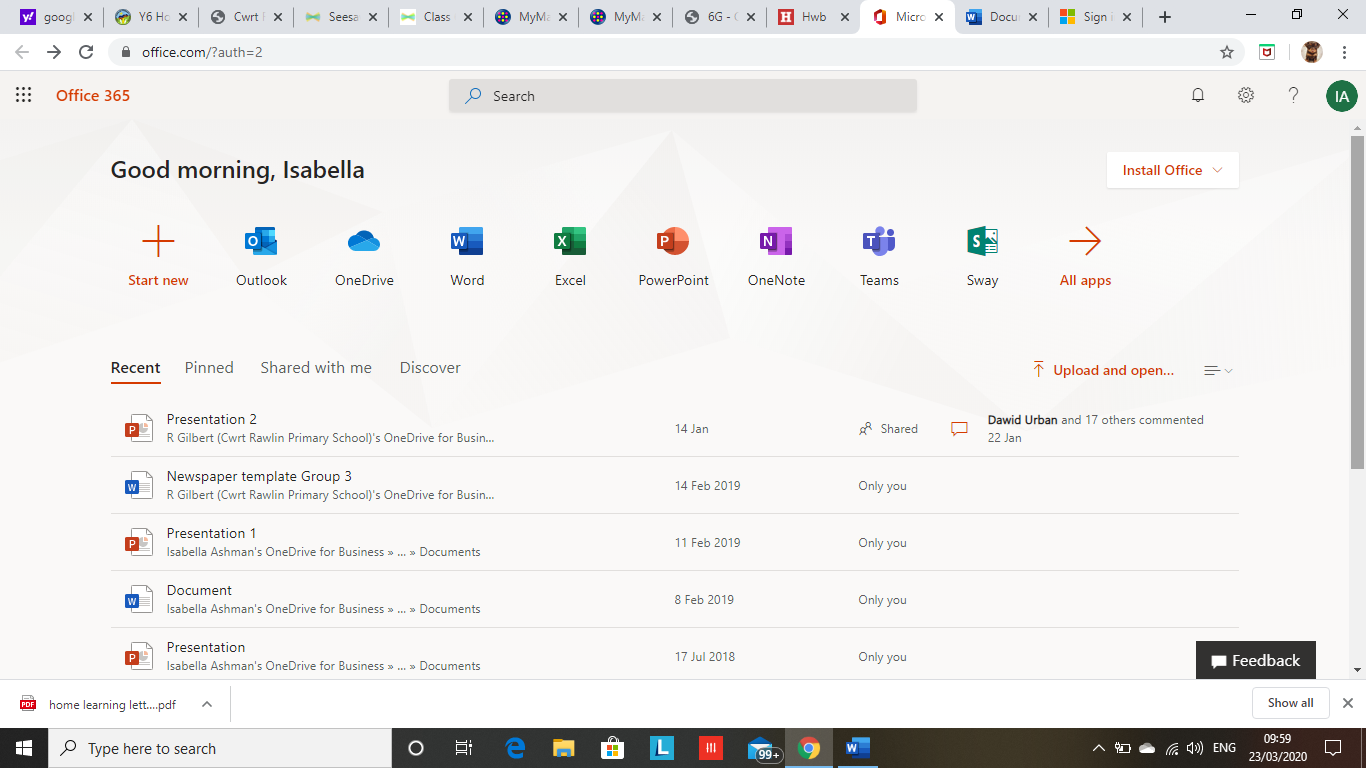
Step 1: Log into Hwb

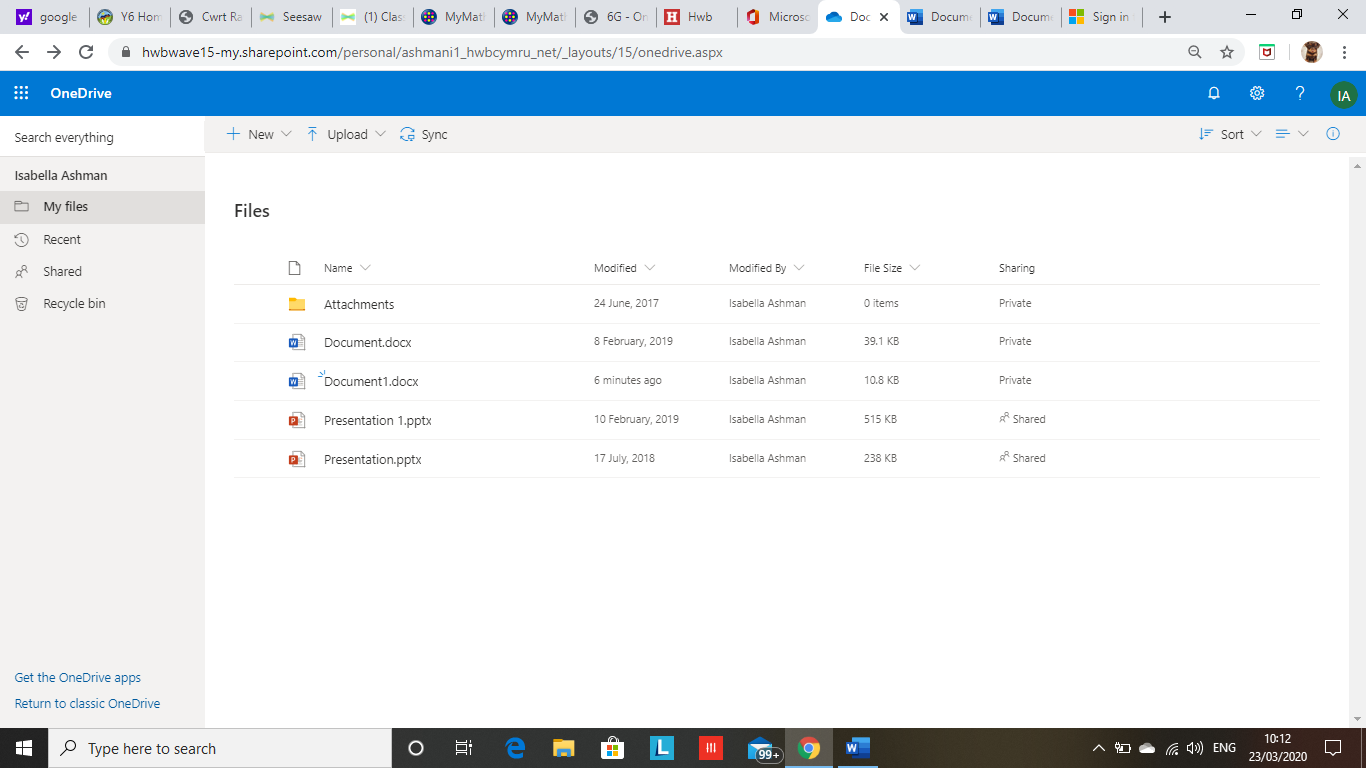


Step 2: Click ‘office 365’

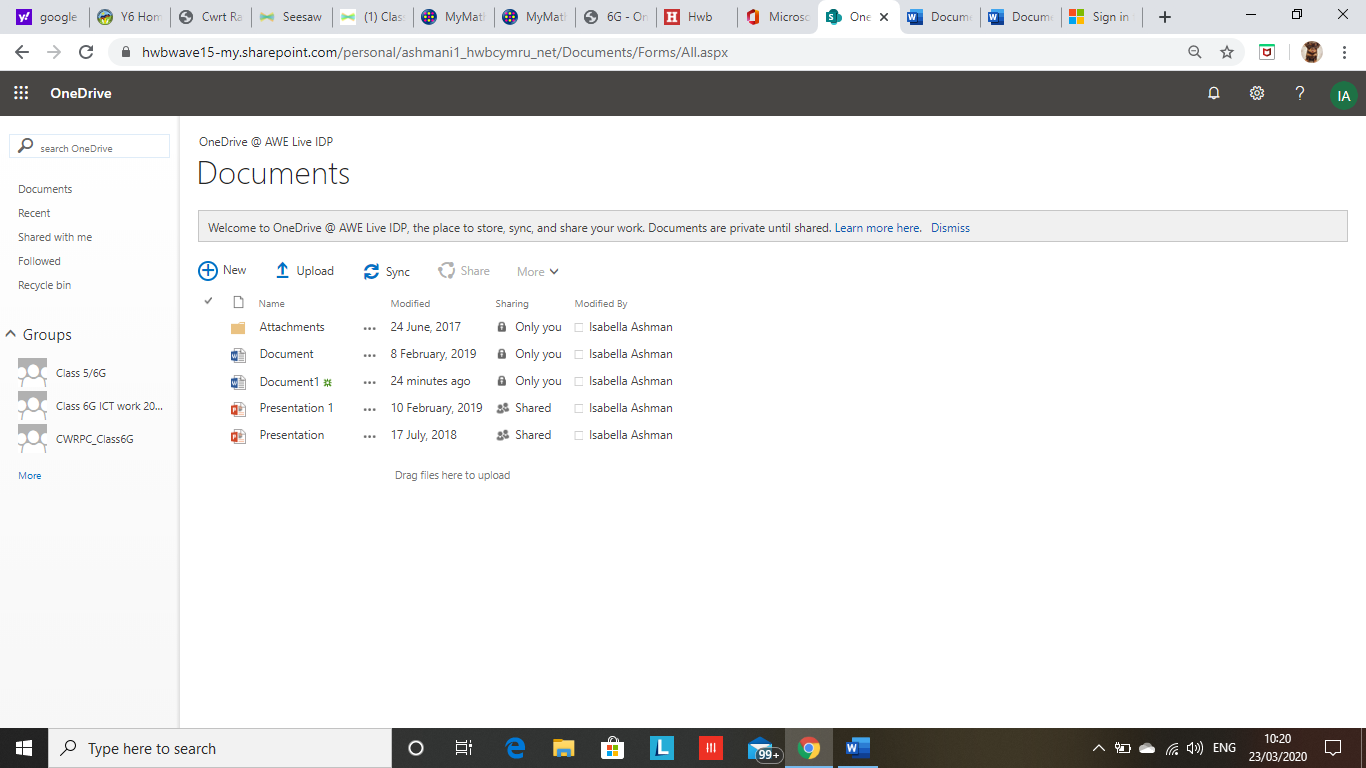


Step 3: Click ‘OneDrive’

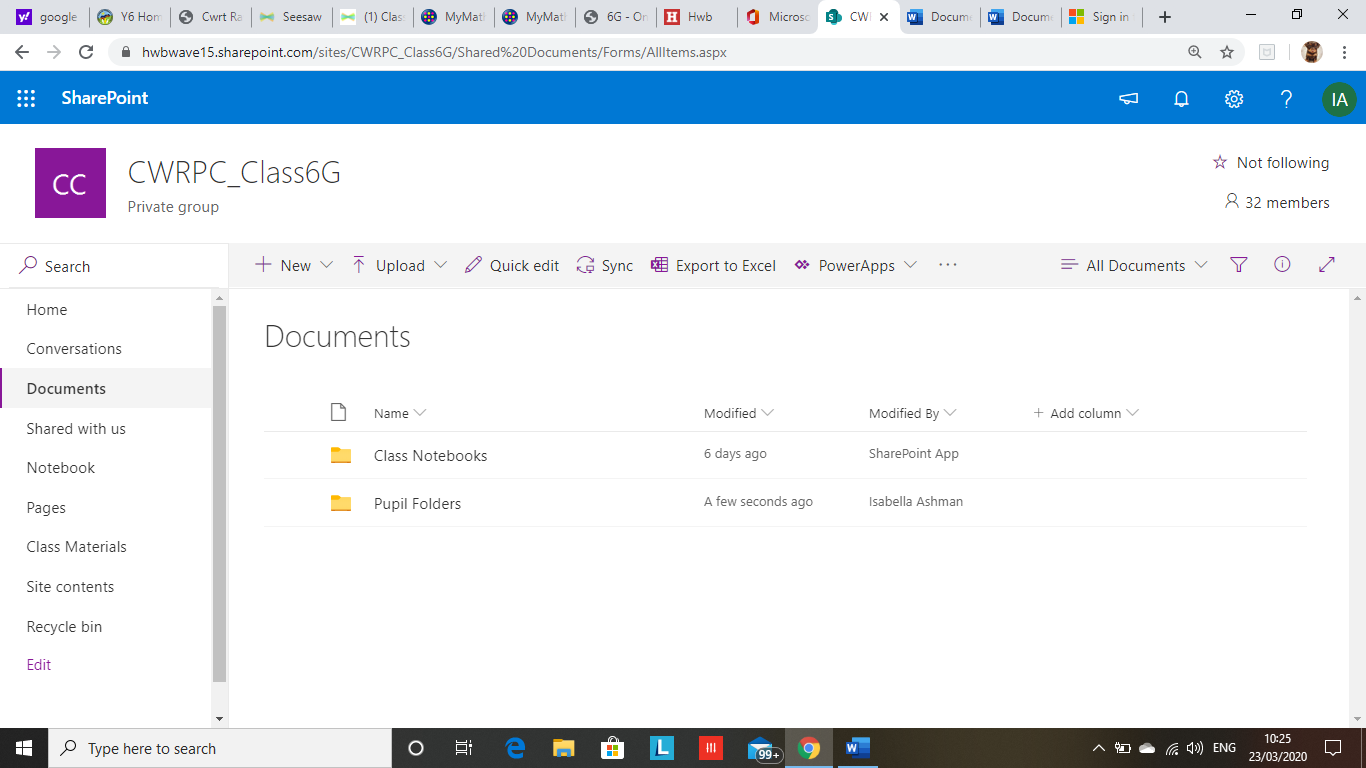


Step 4: Click on ‘Return to Classic OneDrive’ at the bottom of the screen

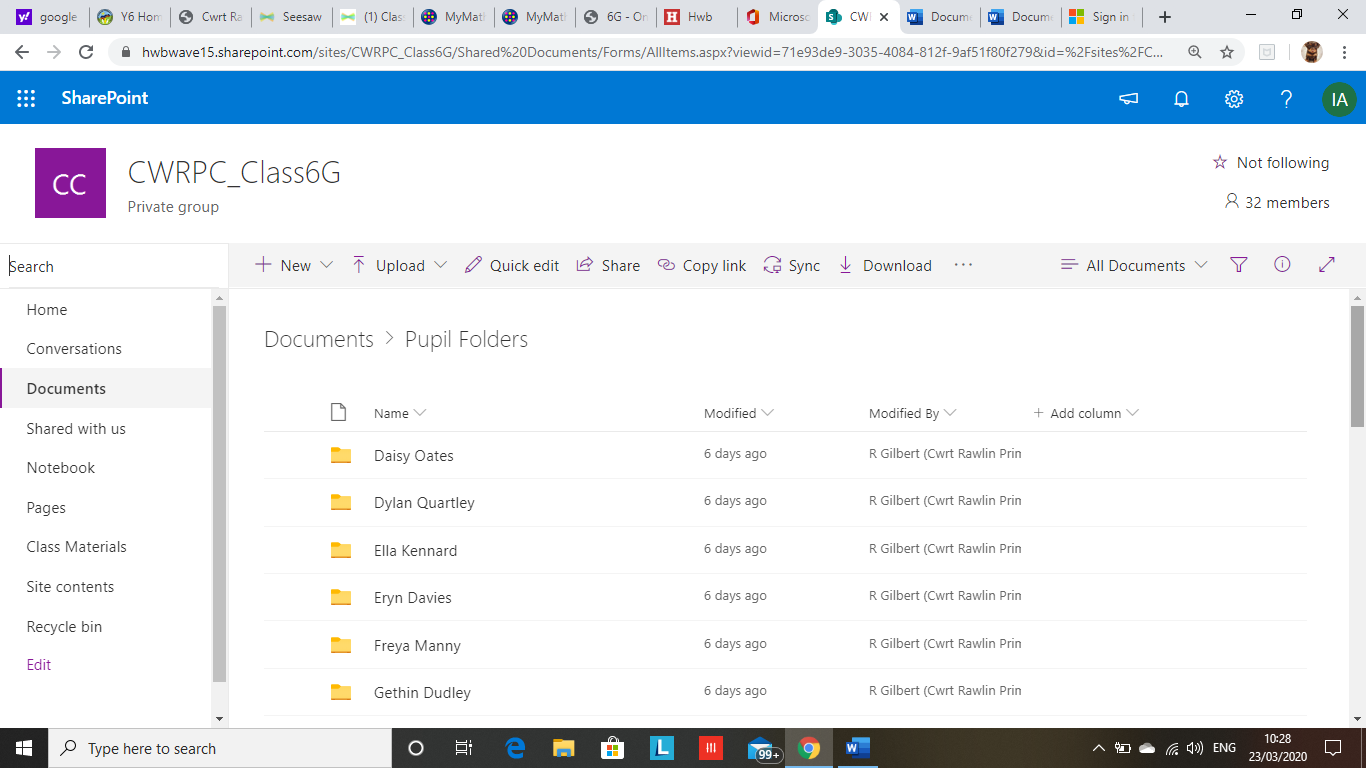
Step 5: Click on the group named **CWRPC\_Class56J** on the left hand side of the screen.



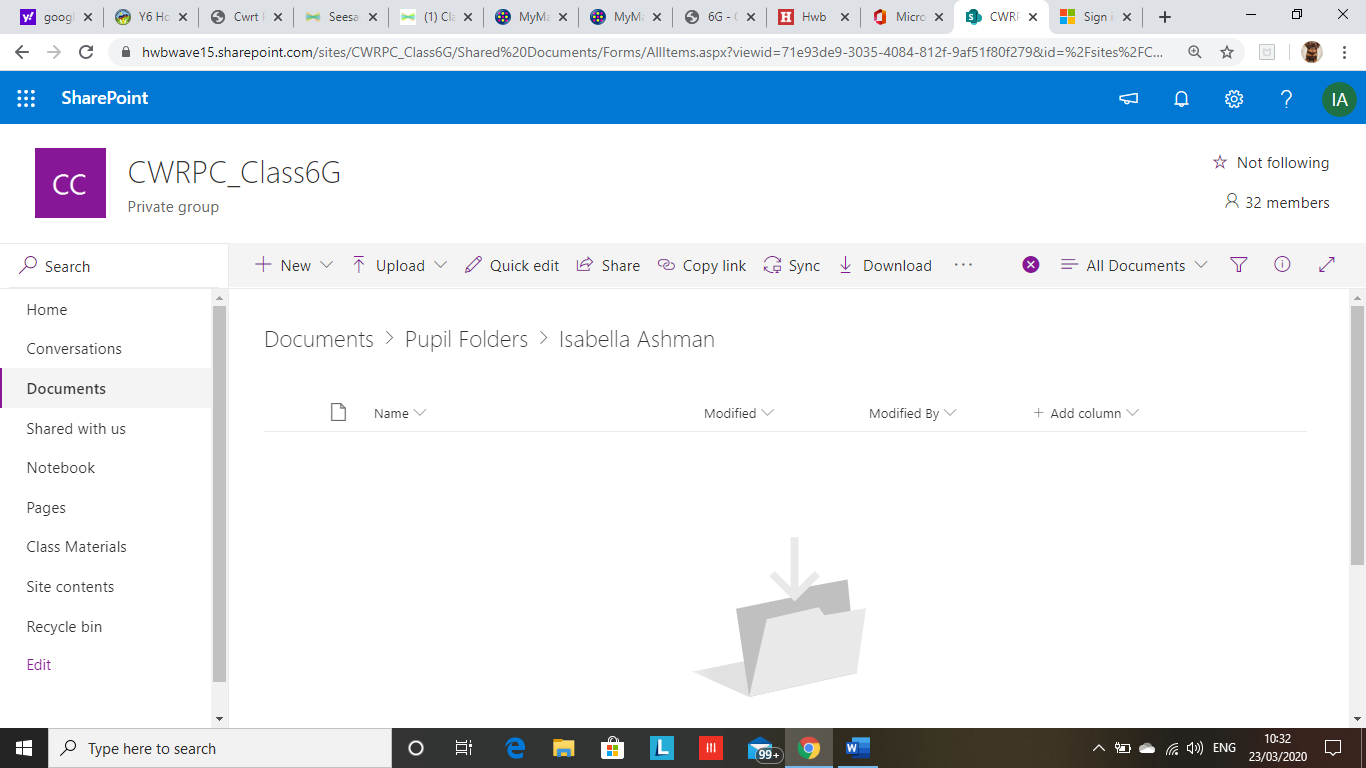
Step 6: Open the folder called ‘Pupil Folders’



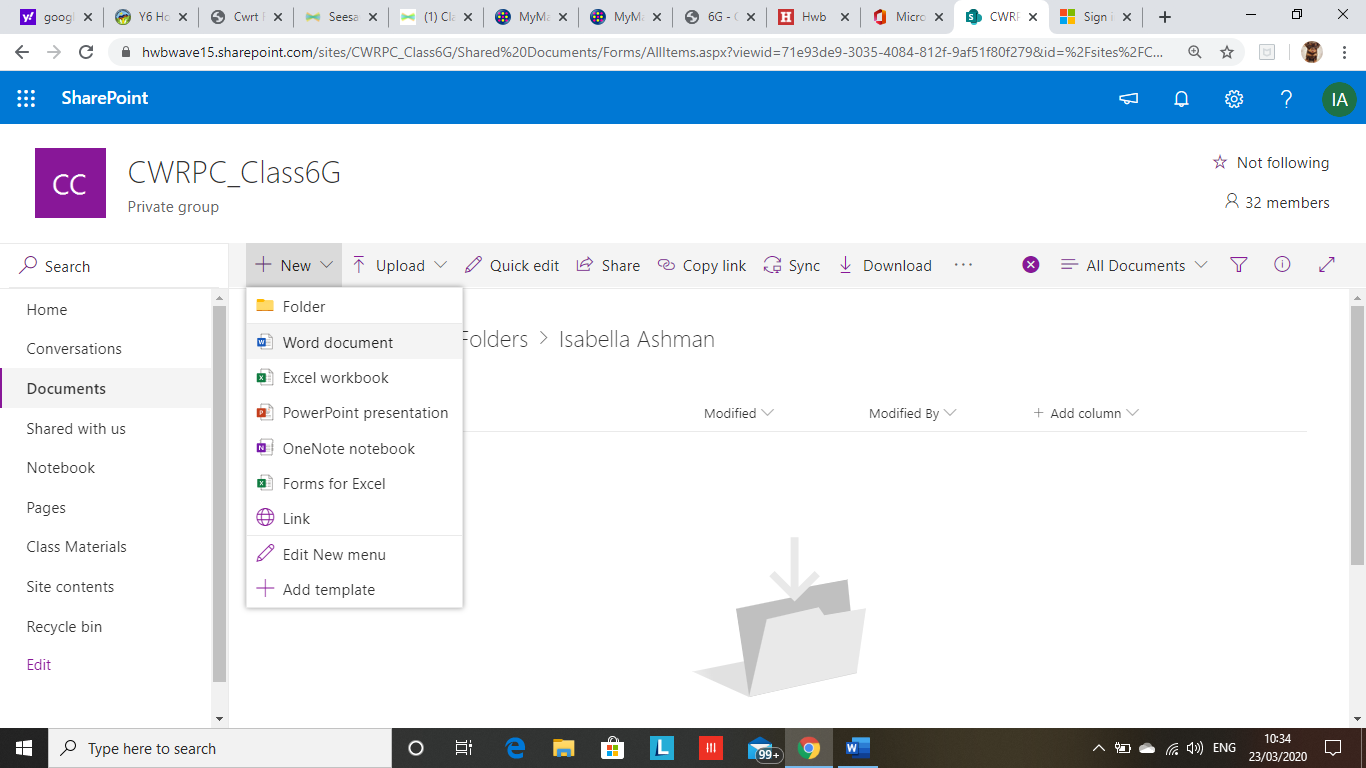
Step 7: Here you will find individual folders for all pupils. Click on **your** folder only. **Please do not access any other folder other than your own.**

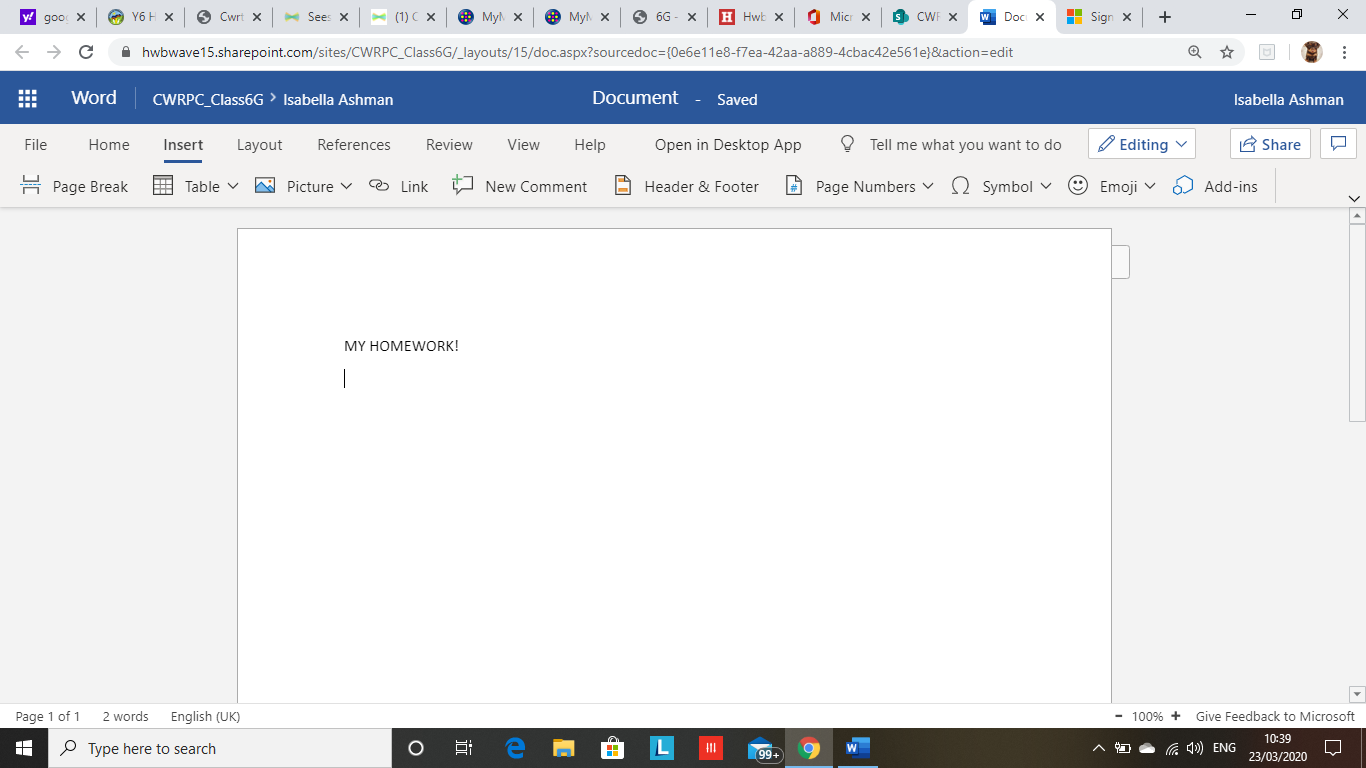


Step 8: Once you have opened your folder, you can then add a new document by clicking on **+ New**



Step 9: Select which programme you would like to work in. E.g. Word, Powerpoint etc



Step 10: Now you have opened a new document to work in, it will save automatically in your folder.

If you wish to take photos of handwritten work or practical / creative tasks, some of the online programmes (Word and PowerPoint for example) have the option to insert a photo or a link to a video. Please ensure any photos are annotated with a brief explanation of what you did and how you did it.

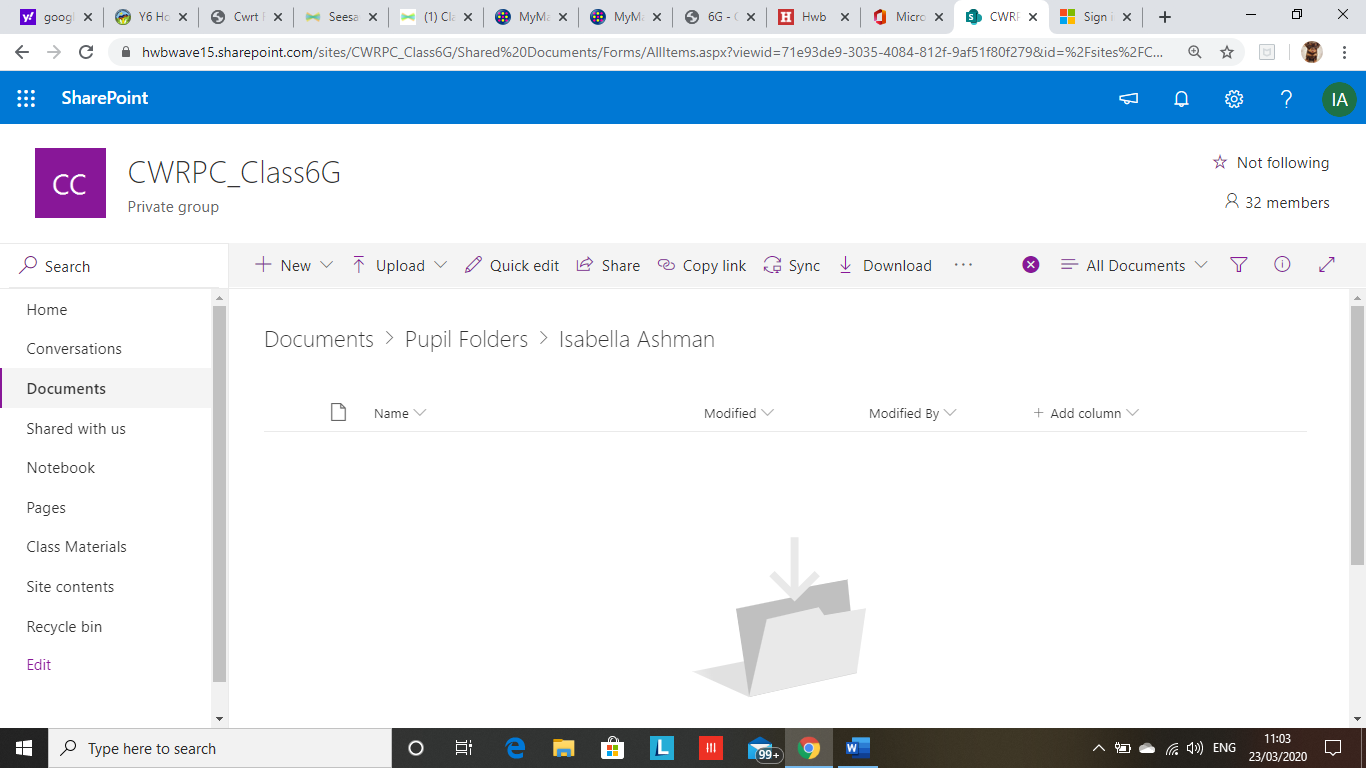
Your teacher will be able to see all work saved into the folder CWRPC\_Class56J.

**Option 2: Work offline and upload later**

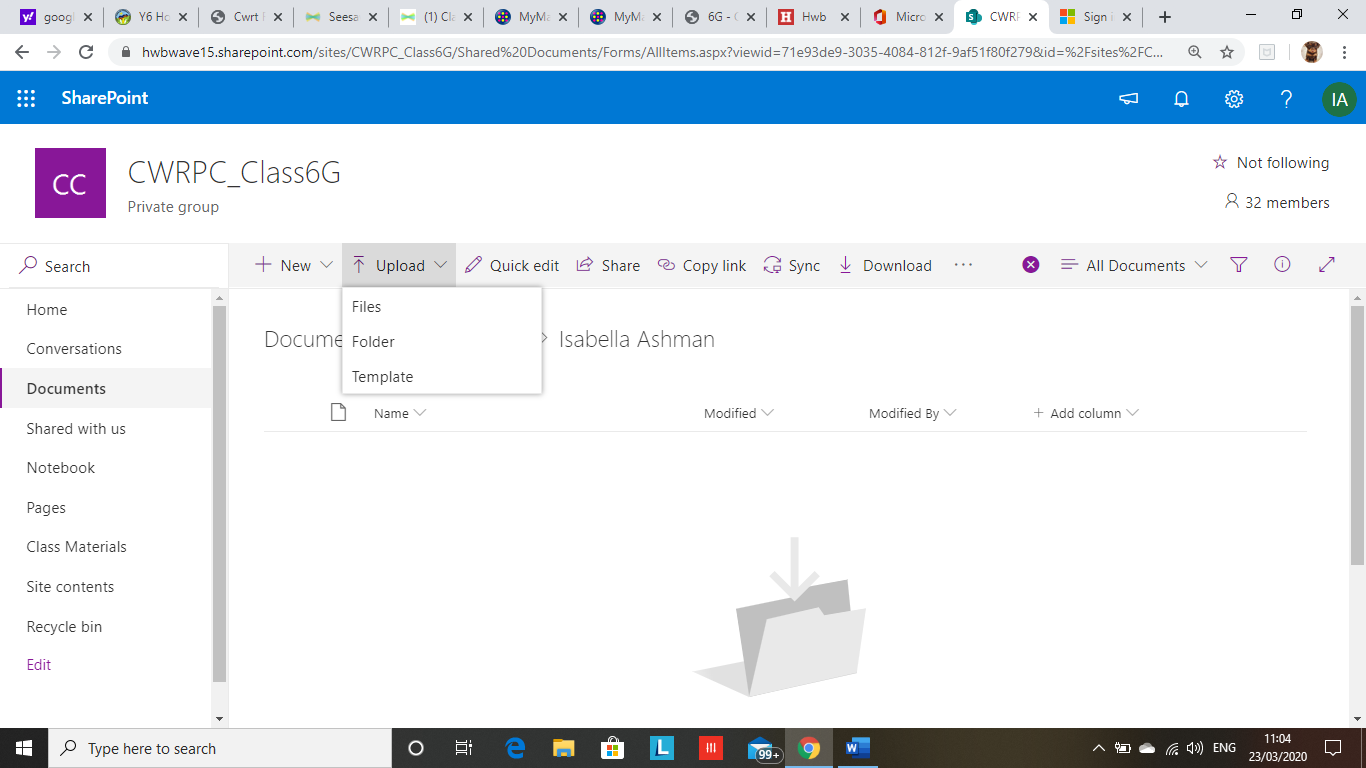
Step 1: Create your document offline on your computer desk top. Save your work to your documents on the computer.

Step 2: Log in to Hwb and access OneDrive. Click ‘Return to classic OneDrive’ to find the class folder ‘CWRPC\_Class56J’ (See instructions above). Open your folder.

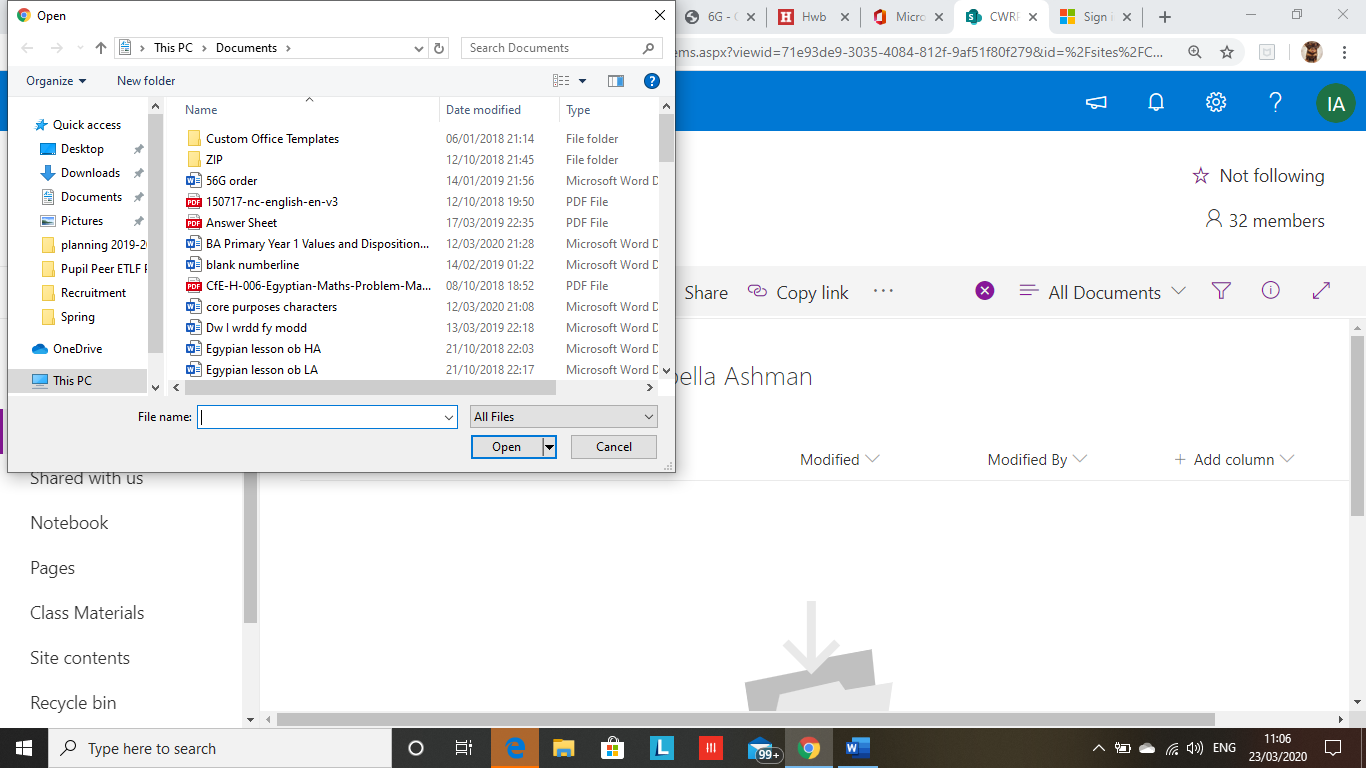
Step 3: Click ‘Upload’



Step 4: Click to upload a file



Step 5: Select your work from the documents saved on your computer and click ‘open’



Your work will then save into your folder for your teacher to see.

