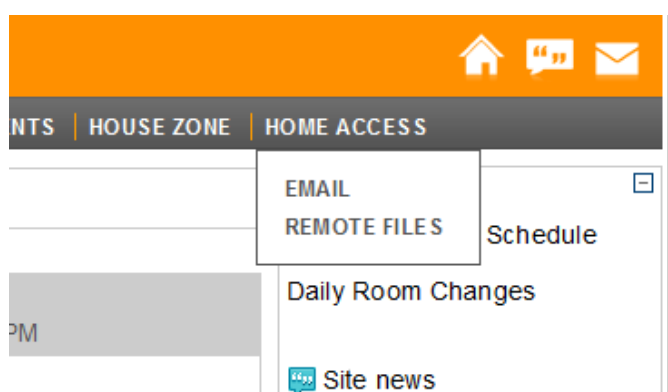


## REMOTE FILES- How to transfer files between Home and School

This document describes the process for students or teachers to access their school 'My-Docs' folders from home. The document explains how to upload and download files in order to transfer them between home and school. This REMOTE FILES process requires an internet connection and is accessed via the front page of the school VLE. This process is useful for small or large files requiring to be transferred between school and home.

Procedure for uploading and downloading files from your home PC or Laptop:

1. Use a browser and go to the following page: <http://vle.sloughgrammar.berks.sch.uk>
2. Once on that page, click on **Home Access > Remote files**, as shown in the screenshot below:



3. After clicking on REMOTE FILES the login prompt box bellow will be displayed, here you will need to input your credentials. Login using your school username and password.

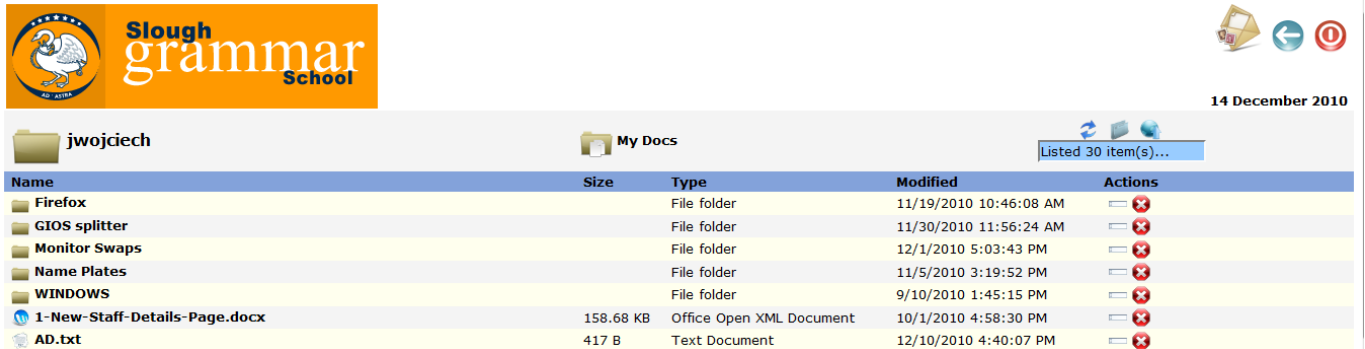
**NOTE: If for any reason the VLE is offline this link will also enable you to connect to REMOTE FOLDERS:**

<https://mail.sloughgrammar.berks.sch.uk/remote>



The login form features the Slough Grammar School logo and the text 'Remote Files School'. It includes a 'Security' section with radio buttons for 'This is a public or shared computer' (selected) and 'This is a private computer', and a checkbox for 'I want to change my password after logging on'. Below are input fields for 'User name:' and 'Password:', followed by a 'Log On' button. The URL 'www.class-technology.co.uk' is at the bottom.

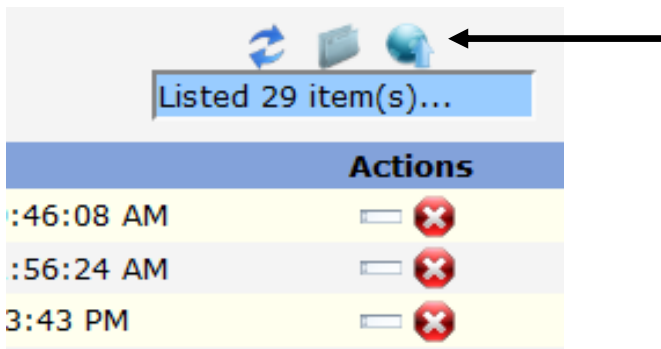
- After logging in you will be presented with a screen similar to the following screen. From here you may either upload or download files. The following steps below will describe first how to upload and then how to download files.



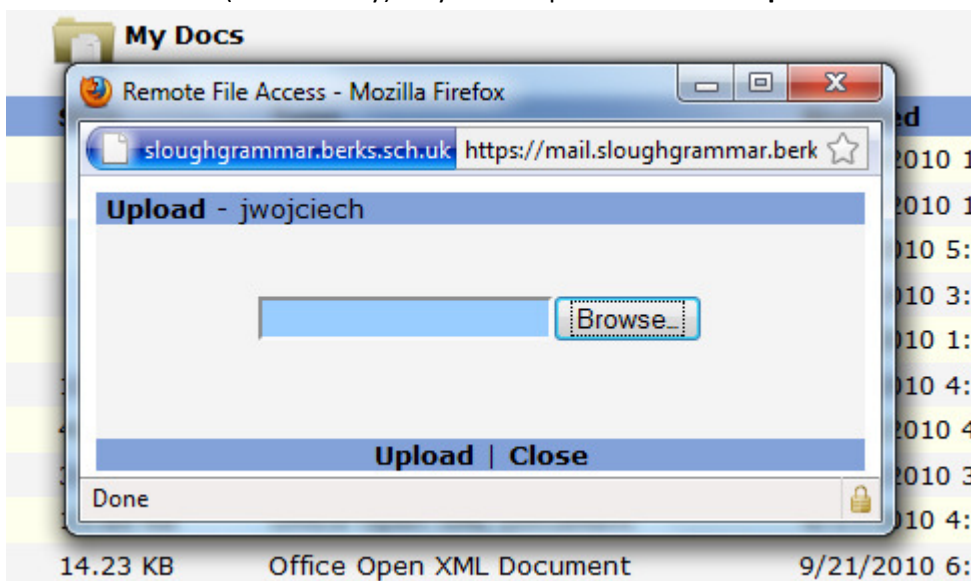
**UPLOADING FILES**

**IMPORTANT NOTE** - Be sure to **SAVE** and **CLOSE** the file on your home PC or Laptop (that you wish to upload) prior to attempting to upload it to School.

- Select the icon shown below to start uploading files.



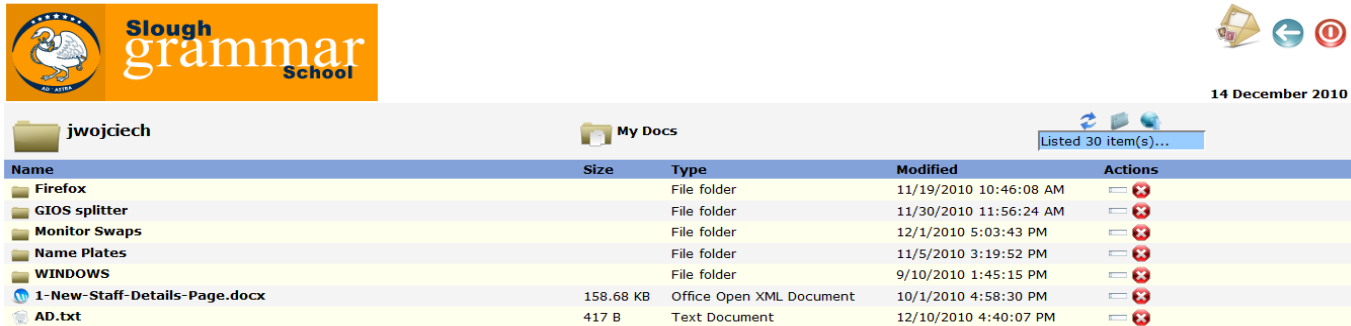
- Browse to the file (saved locally) on your computer and select **Upload**.



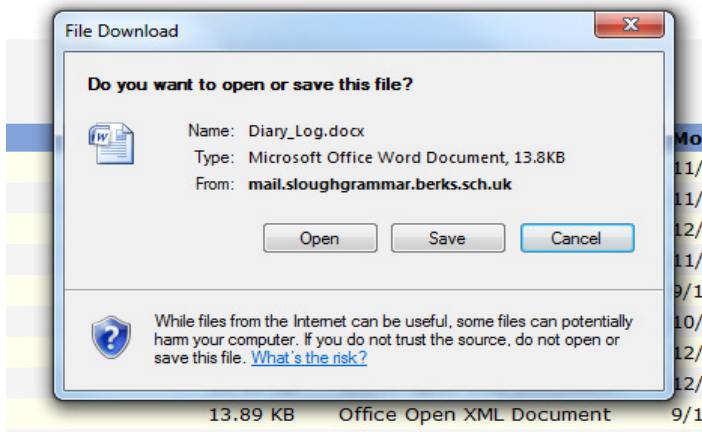
- Your file should now show listed with the rest in your REMOTE FILES (always check carefully to make sure the file is visible after uploading).

**DOWNLOADING FILES**

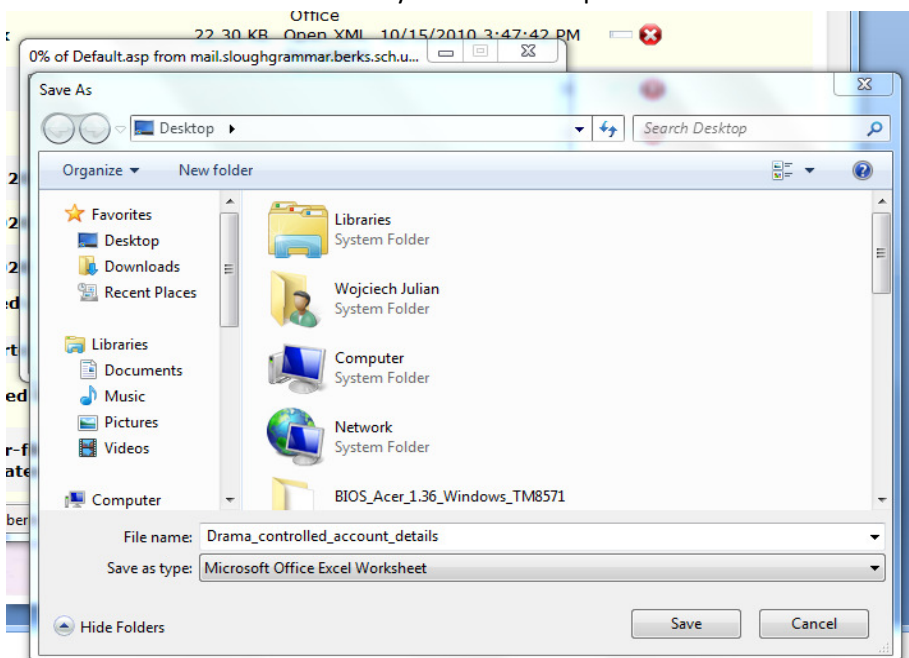
1. Follow the same procedure up to stage 4.
2. From the screen as shown below, select the file you wish to download and click on the file.



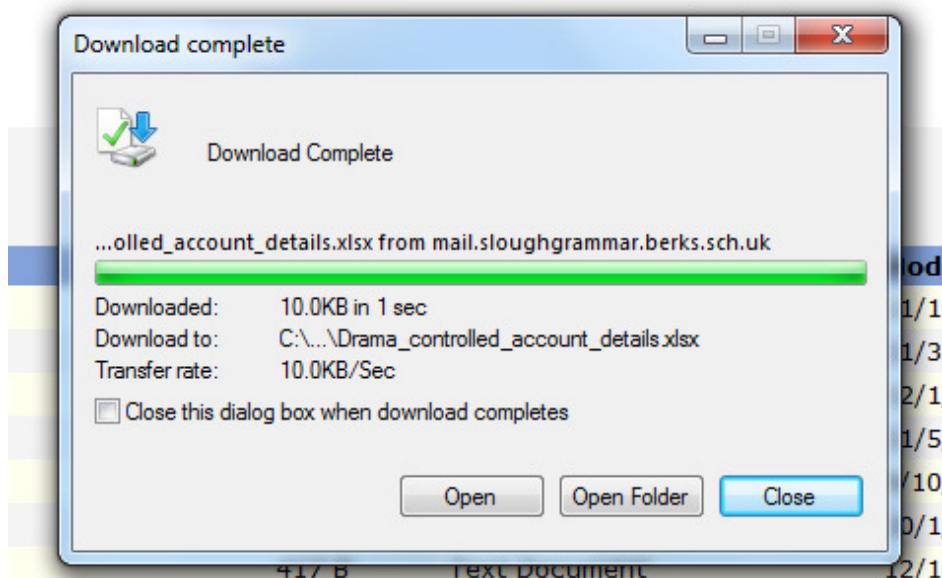
3. This file download box (as shown below) will open, click **SAVE** in order to save the file to your home computer.



4. Browse to a suitable location on your home computer and click **SAVE** to save a copy of file.



5. This box will show once the file has downloaded completely.



6. Once the file download has completed as above click **OPEN** to access the file.

NOTE – When you have finished working on a document at home, be sure to re-save the file locally on you computer and then close the file prior to trying to upload it once again to school using the REMOTE FILES process above.