

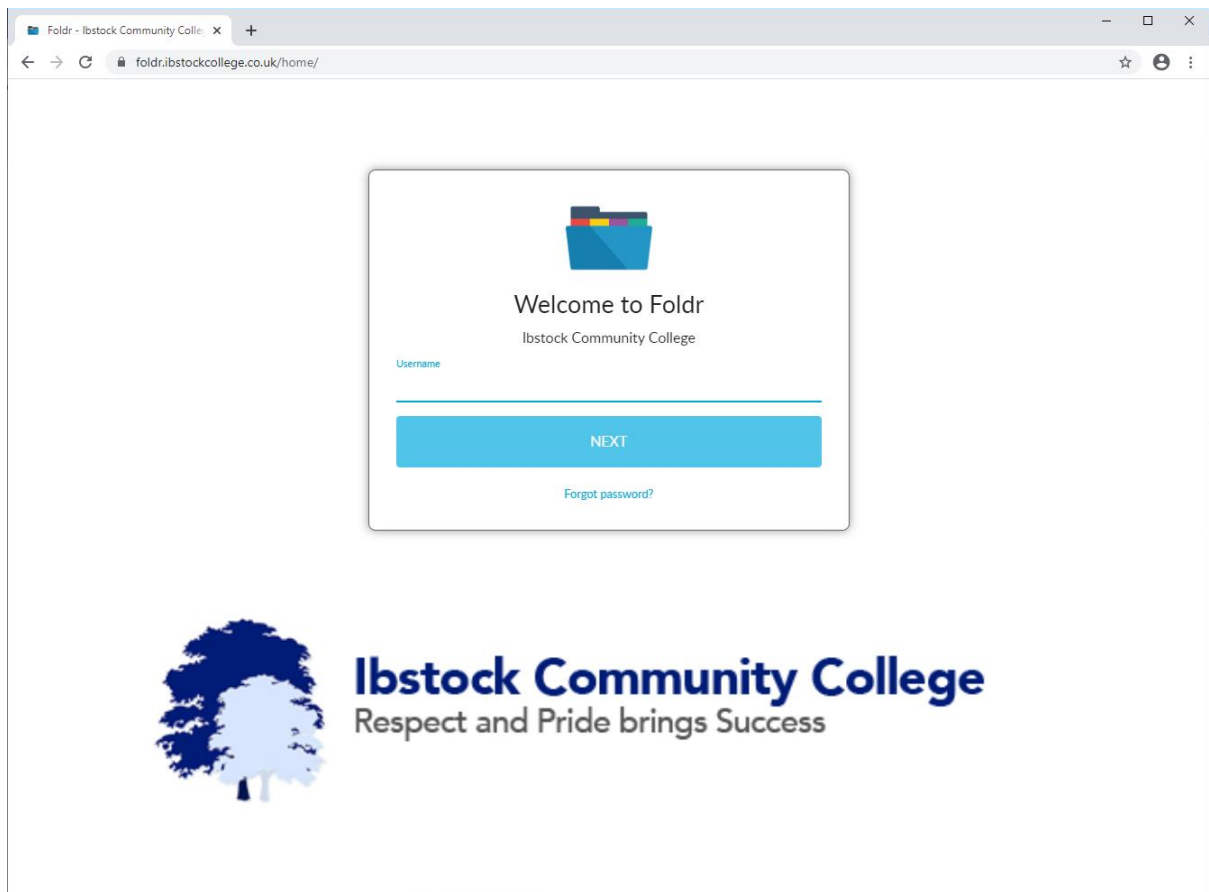


Ibstock College

Foldr Help Guide

Go to <https://foldr.ibstockcollege.co.uk>

Enter your username and password – the same as those you use to logon to the computers in school

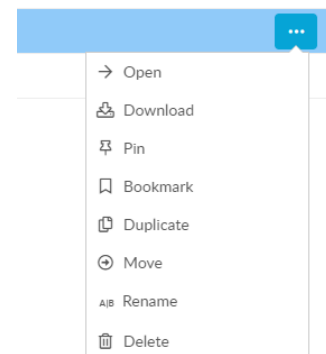


Once logged in, you will see your network drive and any shared drives that you have permissions to access e.g. StudentArea

You should now be able to click through the drives and folders to find the work you need. Once you have found the files/folders you require, click on the blue icon to the right and select “Download”

This will now download a copy of this file/folder onto your computer to enable you to work on it.

Once you have finished working, you need to remember to upload the work back via Foldr to ensure the files are available in school.





To upload work find the folder where you would like the work uploading to, then click the “+” icon in the top right corner of the screen and select “Upload”

You will then see a file browser. From here find and select all the files you wish to upload (multiple files can be uploaded if you hold down the “Ctrl” key whilst selecting the files) and click “Open”

The files will then upload.

