Access to Webdrive

From home on a device with an internet connection (wifi or cabled), using a web browser please browse to the following website: <u>https://www.kngs.co.uk/</u>

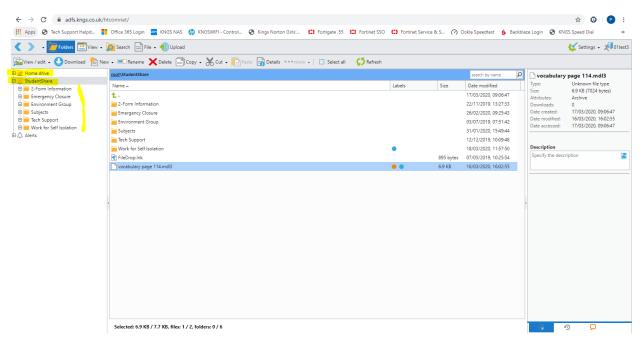
Select: Portals and from the drop-down menu select: Webdrive



You will then be presented with the Sign In box – see image below: Please enter your email address for username <u>studentusername@kngs.co.uk</u> (your school email address). And enter the same password that you use to log on to the PCs in school.



You can now open your Home drive (N drive) folder and the StudentShare – see below image:



Any new files that you create at home you can also upload to your Home drive. See image below:

| → C 🔒 adfs.kngs.cc | | | | | \$ © P |
|------------------------------|--|---|------------------|---------------------------|---|
| Apps 🕥 Tech Support Helpd. | 🚦 Office 365 Login 🔤 KNGS NAS 🥠 KNG | SWIFI - Control 📀 Kings Norton Girls' 😫 Fortigate .55 😫 Fortinet SSO 😫 Fortin | et Service & S 🤗 | Ookla Speedtest 💧 Backbl | laze Login 🔇 KNGS Speed Dial |
| 🔹 🔪 🗸 📜 Folders 🛄 Vie | ew 🗸 🝺 Search 📄 File 🗸 🛞 Upload | | | | 候 Settings 🗸 📌 Olte |
| 🖥 View / edit 👻 🕒 Download 🧜 | New 🗸 💷 Rename 🗙 Delete 📄 Copy 🗸 👌 | 🖌 Cut 🗸 📔 Paste 🔚 Details 🚥 more 🖌 📋 Select all 🛛 ෮ Refresh | | | |
| 🛃 Home drive | root\Home drive | | | search by name P | 듵 Home drive |
| StudentShare | Name 🔺 | Labels | Size | Date modified | Type: Folder |
| Emergency Closure | t . | | | 12/03/2020, 15:35:28 | Size: <u>Calculate</u> Contains: Calculate |
| Environment Group | SRECYCLE.BIN | | | 23/05/2019, 11:49:19 | Attributes: ReadOnly, Directory |
| 📒 Subjects | idlerc | | | 16/04/2019, 16:25:56 | Date created: 16/04/2019, 16:25:52 |
| Tech Support | A LEVEL STUDENT WORK | | | 10/10/2019, 11:50:24 | Date modified: 12/03/2020, 15:35:28 |
| Work for Self Isolation | AHT | Uploading of multiple files | | 16/04/2019, 16:26:00 | Date accessed: 12/03/2020, 15:35:28 |
| 1 △ Alerts | amandine wakefield | | | 03/07/2019, 13:31:05 | |
| | amelie | Standard Drag & drop + images | | 05/09/2019, 09:49:14 | Description |
| | ARCHIVED FILES | Note! Your browser supports multiple files selection at once. | | 03/07/2019. 13:03:39 | Specify the description |
| | Dhruy Sharma | < 2 GB: Browse- | | 09/09/2019. 11:13:16 | |
| | Documents | | | 03/03/2020. 11:46:25 | |
| | Downloads | Browse | | 03/03/2020. 11:46:25 | Readme.txt content |
| | Ella Harvey | Browse | | 03/07/2019. 13:31:11 | |
| | Ellie Papettas | > 2 GB: | | 03/07/2019. 13:31:20 | |
| | Emily Chan | Browse | | 03/07/2019. 13:31:03 | |
| | atoumata sylla | 🔲 🥁 Upload folder | | 03/07/2019. 13:30:51 | |
| | Favorites | | | 14/01/2020, 14:58:50 | |
| | Favourites | Reset | | 03/03/2020, 11:46:24 | |
| | Francesca | Reset Opload | | 16/04/2019. 17:17:13 | |
| | Homework | | | 16/04/2019. 17:17:13 | |
| | Inclusion2018 | | | 16/04/2019, 17:17:30 | |
| | | | | 03/07/2019, 13:21:19 | |
| | Jada Howard | | | 03/07/2019, 13:29:36 | |
| | JESSICA SARGEANT | | | 03/07/2019, 13:31:09 | |
| | katie | | | 16/04/2019, 17:17:25 | |
| | Lois Busby | | | 03/07/2019, 13:31:43 | |
| | 4 | | | 05/07/2019, 15:51:45 ▶ | |
| | Selected: 0 bytes / 21.5 MB, files: 0 / 16, fo | Iders: 0 / 45 | | | |

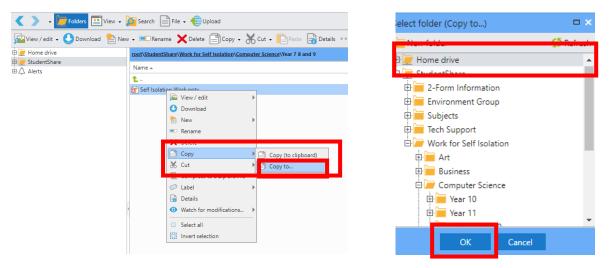
To do this have your Home drive selected and select Upload (in the bar at the top), then Browse to the file on your PC that you want to upload and select the 'Upload' button to complete it - (you cannot upload to the StudentShare folder, only your Home drive).

When you return to school the uploaded files will be in your N Drive (Home) when you log on to the school PCs.

Editing existing files in Word/PowerPoint directly from Web Drive using a desktop or laptop computer (not smartphones)

Step 1: Copy files from StudentShare to your Home drive (N drive):

Please note – files need to be copied to your N drive before you can edit them e.g. from StudentShare to Home drive as shown below.



Step 2: Find the file you want to edit (in your N drive):

In this example I want to edit my PowerPoint that is in my N drive...

| Kiew - | 🔁 Search 📄 File 🗸 💨 Upload |
|-----------------------------------|---|
| 🔤 View / edit 👻 🕒 Download 睯 New | w 🗸 💷 Rename 🗙 Delete 📄 Copy 🗸 Ӿ Cut 🖌 📄 Paste 🔒 De |
| | root\Home drive\2019-20\Teams Training |
| E 🕎 StudentShare | Name 🔺 |
| Alerts | |
| | IT CPD.pdf |
| | PowerPoint Subtitles.pptx |
| | Teams QS.pdf |
| | |

Step 3: Right click and select "Edit in MS Office":

| 🛃 PowerPoint | Subation and | |
|--------------|------------------|-------------------|
| 🔀 Teams QS.p | df 🚾 View / edit | View in Browser |
| | Ownload | Download |
| | 🖹 New | Edit in MS Office |
| | Rename | |

Step 4: You'll get a pop-up saying the website wants to open Word/PowerPoint, etc click "Open PowerPoint/Word":

| Open PowerPoint? | | | | | | |
|---|-----------------|--------|--|--|--|--|
| https://adfs.kngs.co.uk wants to open this application. | | | | | | |
| | Open PowerPoint | Cancel | | | | |
| | | | | | | |

12 https://adfs.kngs.co.uk × Login User name: Password: Remember me next time Login Language 🛃 English V 6 τø Design Home Insert Transitions Enable Editing ۰. E Layout -X Cut Step 6: Click "enable editing": 😭 Reset 🖻 Copy 🔻 New Paste в * Section -Sormat Painter How you know its live editing - notice the save icon in the top left now has arrows Slide -Clipboard G. Slides on it... when you want to send your changes back to school just hit the save button. PowerPoint Subtitles Live subtities

Step 5: Log in to the Web Drive from within Office (click remember me and you shouldn't need to do this each time):