### Guide to Foldr on School LCS:ICT Support> LAPTOPS

# **Guide to Foldr on School Laptops**

### Instructions

At home you should be logging on to the local profile of your laptop as per the instructions that were included with the laptop.

You will need to have connected your school laptop to your home wireless or wired network for the following to work.

To open "Foldr" click on the "Foldr" shortcut on your desktop which is shown below.



You will then be requested to sign in to "Foldr" which you can do by clicking on the "Sign In" button shown below.

| 🗩 Fo            | ldr Status       | Ø         | Open Web App |
|-----------------|------------------|-----------|--------------|
| Account         | 🖻 Drive 🕯        | Security  | 📽 Advanced   |
| Sign In Start u | p using SSO when | available |              |
|                 |                  |           |              |



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Next, enter in the server address, "foldr.littleover.derby.sch.uk", in the "Welcome to Foldr" dialog box.

| Account  Drive Security Advanced  | Account  Drive Security SAdvanced  Foldr Sign In  Velcome to Foldr  foldr.littleover.derby.sch.luk  Open Foldr Drive at Startup  Cancel  Continue          | Foldr Status         | 😵 Open Web App          |
|---|--|----------------------|-------------------------|
| Foldr Sign In ×<br>Welcome to Foldr<br>foldr.littleover.derby.sch.luk<br>Open Foldr Drive at Startup  | Foldr Sign In ×<br>Welcome to Foldr<br>foldr.littleover.derby.sch.luk<br>Open Foldr Drive at Startup<br>Cancel Continue                                    | Account 🖨 Drive      | e 🔒 Security 🕫 Advanced |
| <ul> <li>Foldr Sign In ×</li> <li>Welcome to Foldr</li> <li>foldr.littleover.derby.sch.µk</li> <li>✓ Open Foldr Drive at Startup</li> </ul> | <ul> <li>Foldr Sign In ×</li> <li>Welcome to Foldr</li> <li>foldr.littleover.derby.sch.luk</li> <li>Open Foldr Drive at Startup</li> <li>Cancel</li> </ul> |                      | <u>.</u>                |
| Welcome to Foldr<br>foldr.littleover.derby.sch.µk<br>✓ Open Foldr Drive at Startup  | Welcome to Foldr   | Toldr Sign In        | ×                       |
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Then enter in your login details. These are the same as you use when you first log in to a PC in school.

| Foldr Sign In       ×         foldr.littleover.derby.sch.uk       stdxv         stdxv       •         Use Single Sign-On       Sign In | xccount 🖨 Drive 🔒  | Security 📽 Advanced |
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|  | Cancel   | Sign In             |

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You should then receive the following confirmation that you have logged in successfully. You can close this dialog box by clicking on the cross in the top right hand corner.



If you then open Explorer you should find that you now have a "Z drive". If you click on the "Z drive" and then "My Files" you should then have access to four folders as shown below.

These correspond to the H drive, M drive, I drive and J drive respectively. You can open and edit files as well as copying and pasting documents to and from these folders just as you would the corresponding drives in school.

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|--|--|---|--|------|-----|-----------------|---------|-----|
| 📕   🛃 🖡 🗧 My Files   |  |   |  |      |     | -               |         | ×   |
| File Home Share  | View   |   |  |      |     |                 |         | ~ 🕐 |
| ← → ~ ↑ 📕 > Fo   | dr (Z:) → My Files   |   |  |      | ~ Ŭ | Search My Files |         | م   |
| Quick access Desktop Downloads Documents Pictures OneDrive This PC Foldr (Z) Bookmarks My Files Si Windows-SSD (C) Network | Name<br>Curriculum<br>Home Folder<br>ICT<br>Whole School Resources | Date modified<br>07/03/2019 15:29<br>07/03/2019 15:29<br>07/03/2019 15:29<br>07/03/2019 15:29 | Type<br>File folder<br>File folder<br>File folder<br>File folder | Size |     |                 |         |     |
| 4 items  |  |   |  |      |     |                 |         |     |

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You should have acccess to all the same files as you do in school as the same permissions will apply to your access via "Foldr" as you have in school.

| - → → ↑ 📕 > Fold   | Ir (Z:) → My Files → Curriculum |                  |                    |      | ~ Ŭ | Search Curriculum | 2 |
|--------------------|---------------------------------|------------------|--------------------|------|-----|-------------------|---|
|                    | Name                            | Date modified    | Туре               | Size |     |                   |   |
| A Quick access     | Careers Audit                   | 10/01/2019 09:06 | File folder        |      |     |                   |   |
| 늘 Desktop 🛛 🖈      |                                 | 05/03/2019 08:23 | File folder        |      |     |                   |   |
| 🔈 Downloads 🛛 🖈    | CrimeWatch                      | 15/02/2019 15:01 | File folder        |      |     |                   |   |
| 📔 Documents 🛛 🖈    | Departments                     | 04/12/2018 10:08 | File folder        |      |     |                   |   |
| Terres 🛷           | Form & Group Logs               | 08/09/2014 15:31 | File folder        |      |     |                   |   |
| Con Drive          | Head of Year                    | 20/06/2017 17:03 | File folder        |      |     |                   |   |
| OneDrive           | ICS Document Templates          | 05/12/2017 15:36 | File folder        |      |     |                   |   |
| 🤙 This PC          | Management                      | 01/05/2018 14:56 | File folder        |      |     |                   |   |
| Foldr (7:)         | Medical Administration          | 20/07/2017 10:35 | File folder        |      |     |                   |   |
|                    | PhotocopierScanning             | 23/03/2018 12:48 | File folder        |      |     |                   |   |
| BOOKmarks          | Pupil Premium                   | 22/11/2018 12:36 | File folder        |      |     |                   |   |
| My Files           | Reports                         | 26/01/2018 13:46 | File folder        |      |     |                   |   |
| 😃 Windows-SSD (C:) | Safeguarding                    | 25/02/2019 08:37 | File folder        |      |     |                   |   |
|                    | Special Educational Needs       | 04/03/2019 12:24 | File folder        |      |     |                   |   |
| Vetwork            | Staff                           | 05/06/2017 10:40 | File folder        |      |     |                   |   |
|                    | Website Development             | 11/05/2018 09:02 | File folder        |      |     |                   |   |
|                    | Whole School Initiatives        | 10/10/2018 22:38 | File folder        |      |     |                   |   |
|                    | S CleanMyProfile (WinAll)       | 03/07/2015 10:52 | Windows Batch File | 9 KE | 1   |                   |   |
|                    | 🔊 ICT Room Booking System       | 22/05/2009 08:48 | Internet Shortcut  | 1 KE | 1   |                   |   |
|                    | ICT ROOM BOOKING System         | 22/03/2009 00:40 | Internet Shortcut  | 1 KL |     |                   |   |

Once you have finished accessing the school drives you should log out of "Foldr". You can do this by double clicking on the "Foldr" icon again and then selecting "Sign Out".

| Foldr Status           | 🤮 Open Web App         |
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| foldr.littlee          | over.derby.sch.uk      |
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| X Start up using SSO w | hen available          |
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You will need to click "Yes" on the "Sign Out" dialog box to confirm that you want to sign out. This will also disconnect the "Z drive".

