

# Submitting Work Using Foldr



As well as allowing you to access your documents and files stored in the Resources drive, Foldr can also allow you to submit work to your teacher.

Your teacher needs to have set this up first – and will have asked you to submit your work using Foldr.

These instructions are written using the web browser version of Foldr. You can do the same using the Foldr app on Apple devices, but the Android app can't currently do handing in – all is not lost though – if you're using an Android device open a web browser on it and follow these instructions – you might have to rotate the screen to see the "Shared with me icon".

If you haven't been asked to submit your work using Foldr these instructions won't make much sense!

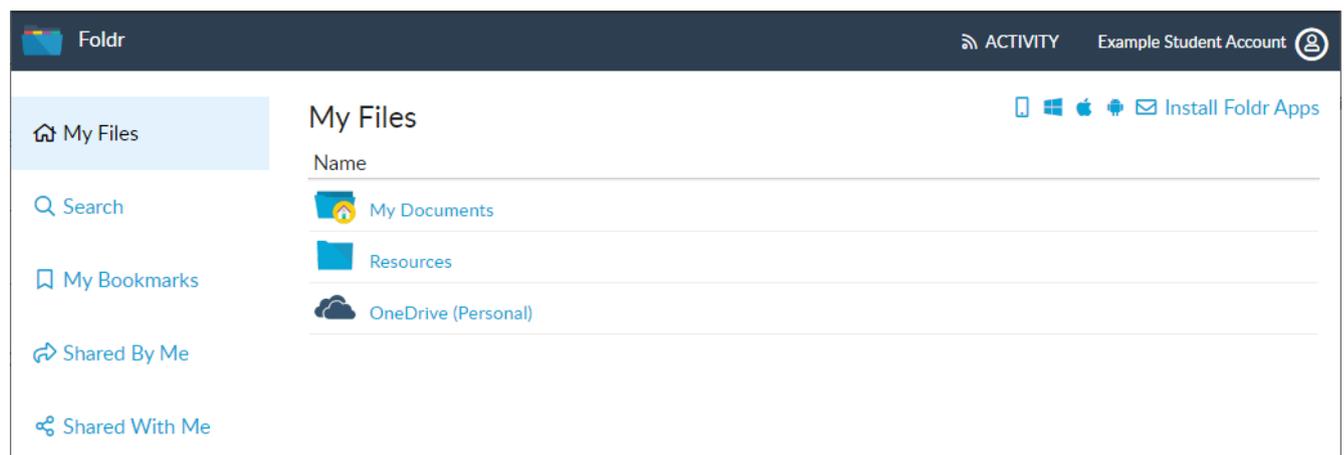
If your teacher has provided you with a "Direct Link" click the link, login with your usual school username and password, then fast forward to "Upload your work" halfway down the next page.

## Login to Foldr

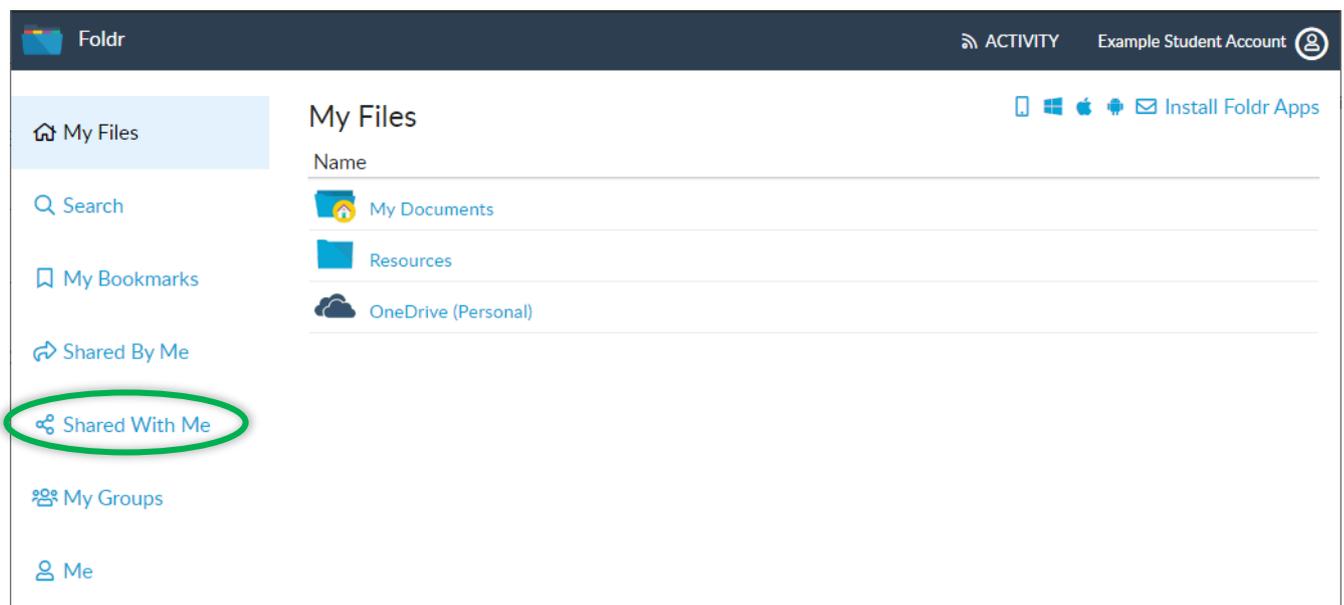
Visit <https://files.imberhorne.co.uk> to login to Foldr. (There is a link on our website under Students > Online Services or by clicking the school logo at the top of the page.)

Enter your usual school username and password.

You'll be presented with a list of drives you can access:



Click "Shared with Me" on the left:



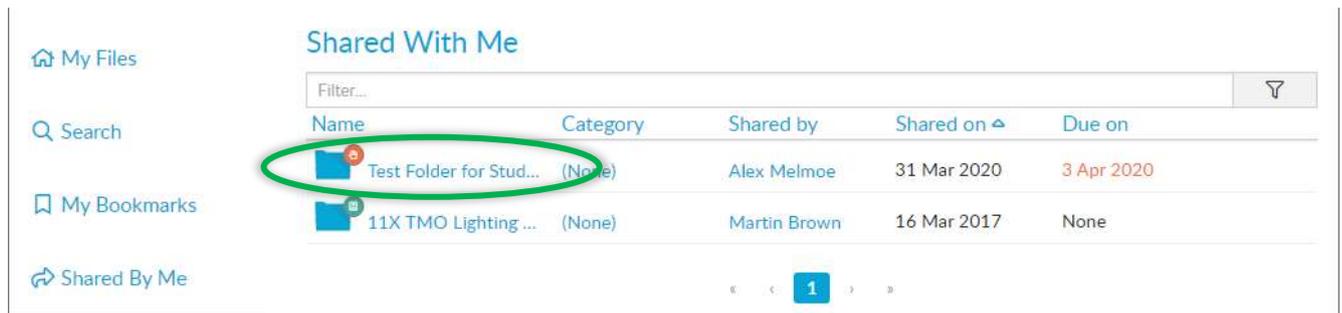
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You'll then see a list of folders you can put work in, along with which teacher shared it with you:

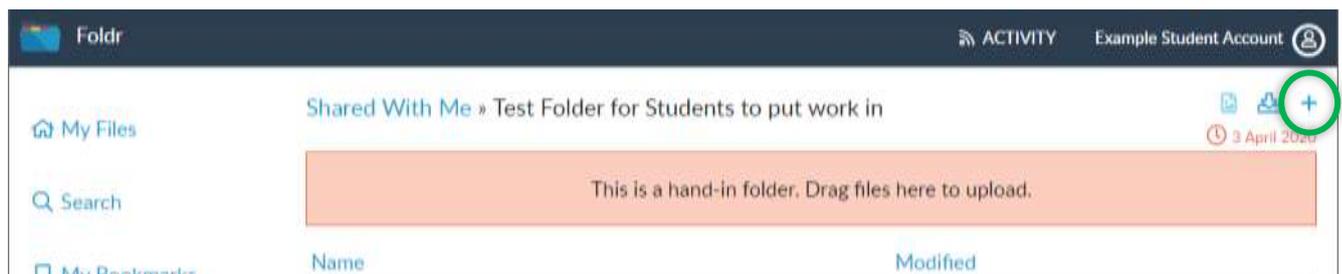


Click whichever the folder you have been asked to put your work in – or whichever one looks most likely to be correct – such as one shared by the right teacher!



## Upload your Work

Click the “+” icon in the top right-hand corner:



This will give you two options:

**“Hand-In File”** Use this if the file you need to hand in is already on the school system. Find your file, click it, then click “Select”

**“Upload”** Use this option if the file you need to hand on isn't on the school system already. Find your file, click it, then click “Open”

Your file will be uploaded and you should get a “Success” message.

That's it! – if you've got more than one file to hand in repeat for each one. If you're more comfortable dragging and dropping files you can also just drag and drop them onto the big red “Drag files here to upload” message