Uploading your work to the school website

When children have completed a homework task and would like to submit it to their teacher they can respond to the homework by uploading work. They are only able to upload one item per homework. This guide will show you how to upload either a single document or a folder with multiple documents in.

For both options you will first need to log into your child's student area of the website with the username and password in the front of their home learning book.

http://www.tarporleyce.cheshire.sch.uk/

PARENT LOGIN SCHOOL TOUR SCHOOL BLOGS	COOKIES / PRIVACY 🔮 🔍 🔒
Tarporley Primary School	Username Password LOGIN
Home Classes School Information School Community Curriculur	n Pupil Zone Parent Zone Contact

Once logged in select the homework activity or timetable that you would like to respond to

\cap	Welcome back Bob Roberts	Blogging leaderboard	
	Remember to use friendly words and show your kindness.	Most popular blogs	
	Report something to a teacher	Posts you're tagged in	i -
		Your Homework scores	I ,
HOMEWORK AREA Y4: 2019 - 2020		View all Homework	
Home Learning Timetable 23-27 March 2020 Due: 30th Mar 2020		View	

On the following page, click 'Upload your homework' and a window will open where you will be able to select the file that you would like to upload.



Once the file has been uploaded the following message will appear.



This window can be closed with the x in the top right-hand corner. The homework file that has been uploaded will appear underneath the 'Upload your homework' button.



Uploading multiple documents

To upload more than one document you will first need to create a folder with all of the documents in that you would like to upload. You will then follow the same process as above up to the point where you select the document.

After clicking the 'Upload your homework' button, locate the folder that you want to upload. Right click on the folder, scroll down to 'Send to' and then click on 'Compressed (zipped) folder'.



A new folder will then appear. The icon will have zip running through it and the file type will read 'Compressed (zipped) Folder'. Select this folder and click 'Open'.

New	folder			3==	• 🔟 🔞
	^	Name	Date modified	Туре	Size
		👌 Week 1 Home Learning	27/03/2020 11:00	File folder	
ads		🛒 Home learning upload user guide	27/03/2020 10:58	Microsoft Word Document	227 KB
'laces e - Tarp	E	🛃 Week 1 Home Learning	27/03/2020 11:08	Compressed (zipped) Folder	20 KB

As before, the following screen will appear which can be closed.



The folder that you have uploaded will appear and any previous uploads will have been removed.

