

How to save your work

1. Log onto VLE
2. Click on Me at the top of the page
3. Click onto My files
4. Click onto Shared with me
5. Click onto Y6 Completed Work
6. Click onto upload Files

The screenshot shows the 'My Files' interface. On the left is a sidebar with navigation options: Me, My Messages, My Files, My Calendar, My Groups, My Blogs, My Password, Change Theme, and Change Photo. The main area is titled 'My Files' and contains a 'Shared with me' section with a list of folders: September 2020 Redwood Classwork, Y6 Completed Work, Y6 Maths Group B, Y6 Reading Group B, Y6 Theme Learning, and Y6 Writing Group B. Below this is a table of files:

File name	Modified	Size	Type	
September 2020 Re...	09/09/2020 0 12:58pm		Directory	
Y6 Completed Work	05/01/2021 11:40am	20 MB	Directory	⚙️
Y6 Maths Group B	05/01/2021 8:27am	3 MB	Directory	⚙️
Y6 Reading Group B	05/01/2021 9:22am	2 MB	Directory	⚙️
Y6 Theme Learning	05/01/2021 10:48am	13 MB	Directory	⚙️
Y6 Writing Group B	05/01/2021 8:52am	799 KB	Directory	⚙️

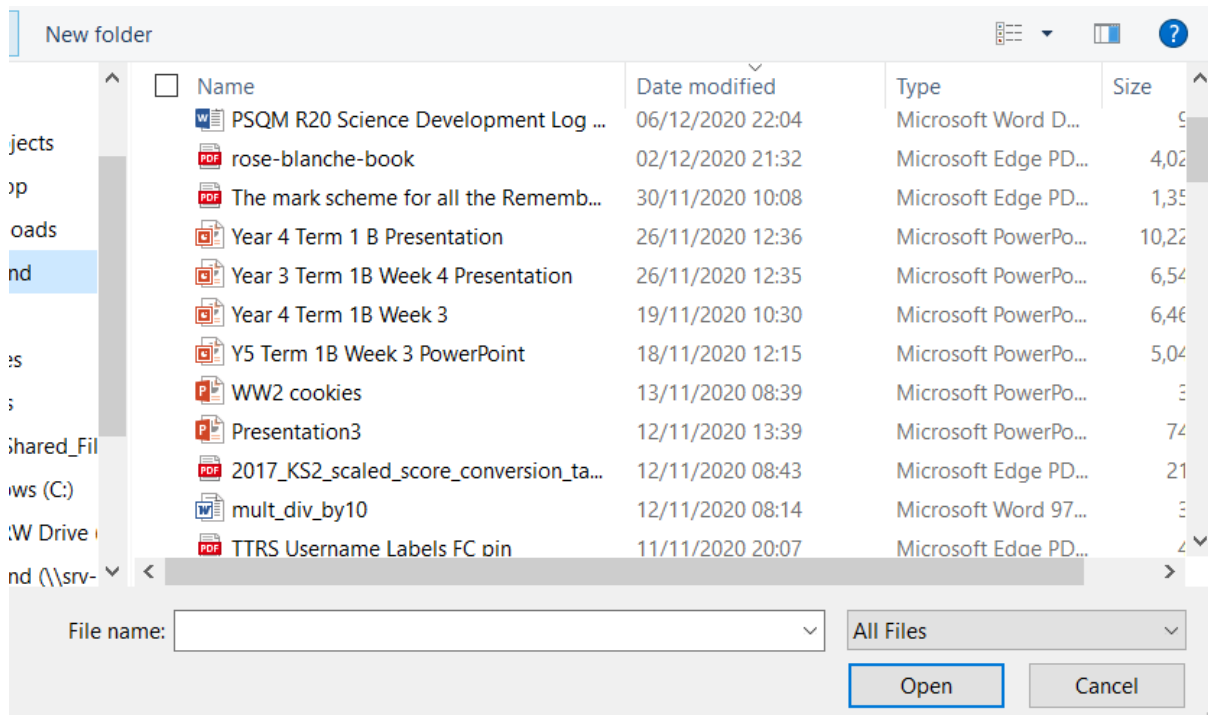
Showing 1 to 6 of 6 entries

At the top right of the main area are buttons for 'New folder', 'Upload file(s)', and a search icon. A blue arrow from step 6 of the instructions points to the 'Upload file(s)' button.

7. Click on Select file and then you will need to search for where you saved it on your laptop/ device

The screenshot shows the 'Upload files' dialog box. It has a blue header with an upload icon and a close button. Below the header is a 'Select file(s)' button. Underneath is a dashed box labeled 'Drop files here'. At the bottom right is a 'Cancel' button.

8. Find your saved work, click it and then click open at the bottom.



9. It will take a few minutes to upload into the VLE folder.