1. How to access and retrieve documents from Foldr

Find the web page

Firstly, visit the following web address: https://foldr.chesswood.org.uk/home/files
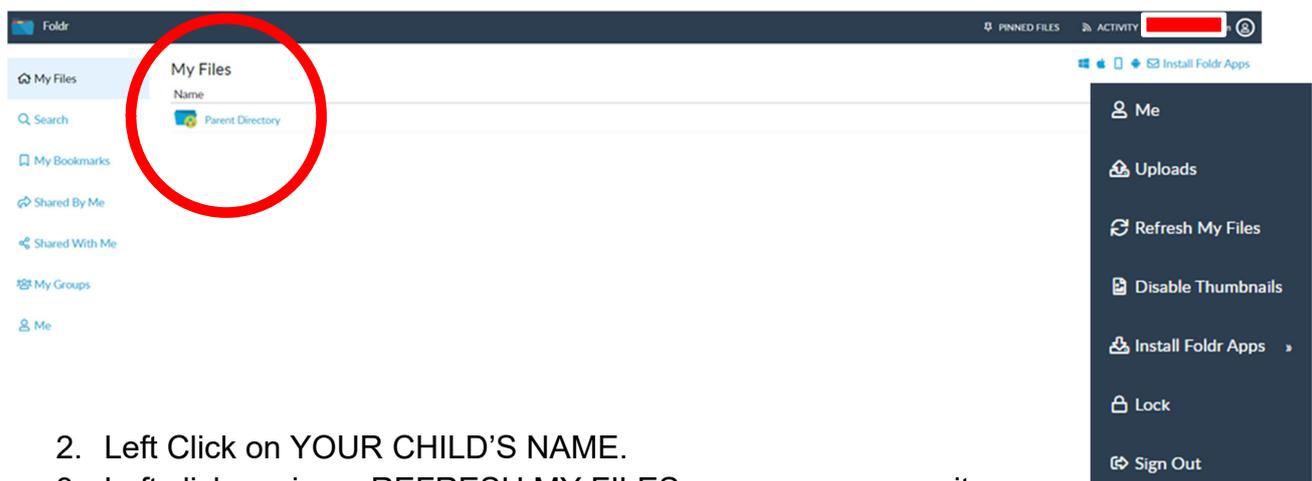
Log In
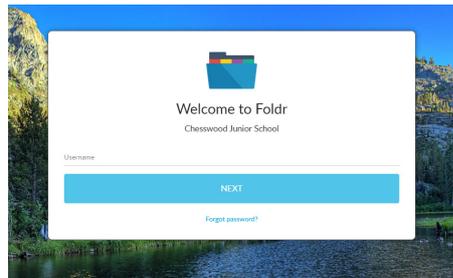
Enter user name and password when prompted (the user name screen is shown above)

Refresh the files

Once you have logged in. We advise that you refresh the files. To do this:

1. Look to the top right hand corner of the MY FILES page – see the red rectangle below. You will see YOUR CHILD'S NAME.

2. Left Click on YOUR CHILD'S NAME.
3. Left click again on REFRESH MY FILES – see menu opposite

Locate your file

Now locate the file. To do this:

1. Select (single left click) PARENT DIRECTORY (see position inside red circle above)
2. Select Year 6 (single left click)
3. Select YOUR CHILD'S NAME (single left click)
4. You will now see ALL files relating to YOUR CHILD.
5. The file you need can most easily be found by date – left click 'MODIFIED' until you see the most recent dates at the top. The most recent files will now be grouped together at the top of the page.

Modified ▽

21 hours ago

19 Dec 2019 13:23

19 Dec 2019 11:46

Open, read, download the file

Now you may open or download the file. To do this:

1. Left click on the file you are interested in
2. Look at the far-right hand side of the page – there will be a square with three dots (See right). Left click on the three dots. The menu below then appears with options to OPEN or DOWNLOAD.
3. Repeat this process for each file you are interested in.

→ Open
Download
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