



How to Access Your School Files at Home

School Connect is used to access your school files at home or wherever you have Internet access

- 1) Key in the following URL on your web browser:
schoolconnect.publicboard.ca
- 2) Key in your Username: *student number*
- 3) Key in your Password: *school network password*
- 4) Click the folders on the left panel to find your file
- 5) Once you find your file on the right panel, double-click the file and click Open
- 6) You may have to click Enable Editing at the top yellow bar to work on your Office 2010 files
- 7) To update/work on your file, save it on a drive (i.e. hard drive or USB stick)

To upload your updated file back to School Connect so you can access it at school:

- 1) Click the folder on the left panel in School Connect where you want to save the file
- 2) Click the Upload button in the toolbar
- 3) Click the Select button in the dialog box and find your updated file on your drive and click Open (N.B. You may upload more than 1 file at a time)
- 4) Click the Upload button in the dialog box

You may also delete files (i.e. the red X icon on the toolbar) and create folders (i.e. the folder with a + icon on the toolbar) in School Connect

If you need any assistance, please ask Mrs. Ferrara in the Learning Commons