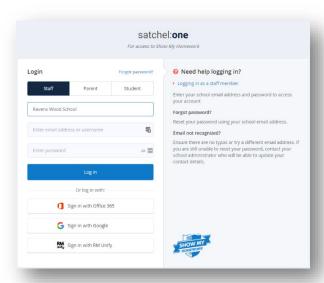The first place you should check every morning is ShowMyHomework, because this is where your teachers will set your work.

1. Navigate to:
   https://www.satchelone.com/login?subdomain=ravenswood
2. Then click on the orange **'Sign in with Office 365'** button on the ShowMyHomework login page.
3. It will pop up with another box, enter your school email address and password and it will continue.

Work for all of your lessons will be set before 08:30am every day. If you cannot login, please see the advice on this link:
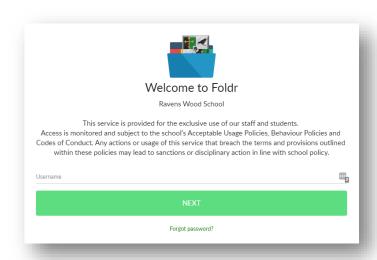https://help.teamsatchel.com/en/articles/2911882-finding-my-homework-on-satchel-one

## HOW TO ACCESS "FOLDR – REMOTE FILE ACCESS PLATFORM"

1. Navigate to https://drives.rws.uk.net/ and enter your normal school username and password.
2. Once opened, you can navigate to your desired folder. This may be your own H: drive or a shared folder.
3. Click on the file you wish to edit. You then have a couple options:
   a. Download it to your PC. *Once finished editing, you will need to save and re-upload it to "Foldr".*
   b. Edit with Microsoft Office. *This will open the file with the specified program on your PC.*
   c. Edit with Office 365. *This will open in a new tab and will edit in the browser. You'll then be asked to link your account, click ok and proceed to enter your school email address and password. Click accept and it will continue.*