

TARPORLEY HIGH SCHOOL & SIXTH FORM COLLEGE



HOW TO ACCESS THE VLE AND ASSIGNMENTS

[Abstract](#)

This user guide will explain the process of how students can access the VLE and Assignments on their personal device using Microsoft Edge.



1 TABLE OF CONTENTS

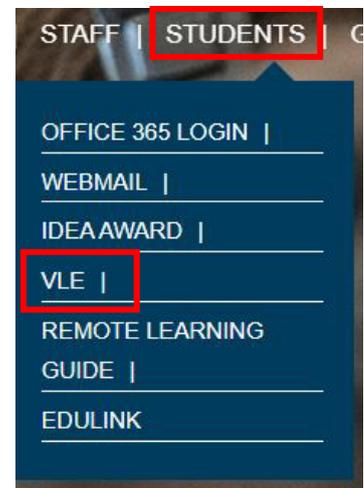
1	How to Access the VLE.....	2
2	How to Access Your Assignments.....	4
2.1	Adding Work to Your Assignments	6
2.1.1	Uploading Work from a Desktop Computer	6
2.1.2	Uploading Work from a Mobile Device	8
2.2	Handing in Assignments.....	10
3	How To Sign Out Of Your School Office 365 Account.....	10

1 HOW TO ACCESS THE VLE

We recommend using the latest version of Microsoft Edge as your web browser to access the school's online resources. This web browser has been tested and is 100% compatible with all major brand devices and operating systems. This is free to install and fully functional with all of school's online app's and services. If you don't want to use Microsoft Edge please use your preferred web browser.



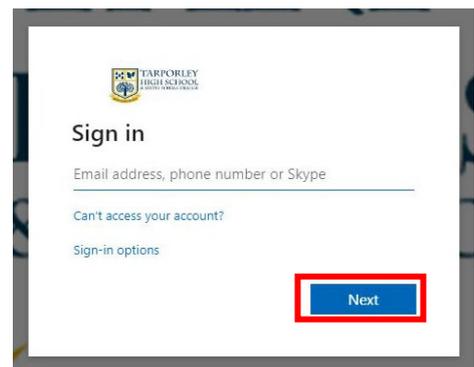
1. Open Microsoft Edge (or your preferred web browser) and go to the [Tarporley High School Website](#), select the **Students** tab from the top right-hand corner, then select **VLE**.



2. A new tab will open. You will be asked to Sign in. Enter your school email address and select **Next**.

Your email address is your Username followed by
@tarporleyhigh.co.uk
e.g. 2019JBloggs@tarporleyhigh.co.uk

If you don't know your email address or password, please phone the school.





- A pop-up box will appear asking you to confirm your username and password.
Enter your email address and network password, then select **Sign In**.

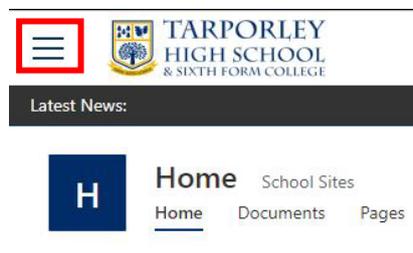
Sign in
https://adfs.tarporleyhigh.co.uk

Username

Password

Sign in Cancel

- The VLE will then load. To access the main menu of the VLE select the 3 horizontal lines from the top left-hand side.



This will list the School Life area, your Subjects and your Classes.

School Life

Home
Pathways and Careers
Student Council

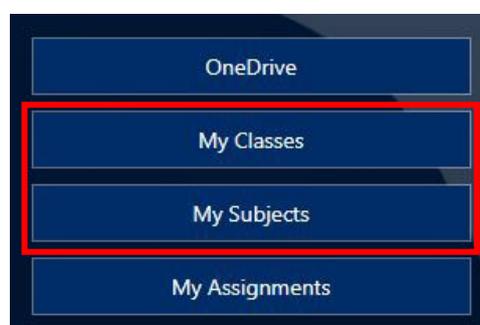
My Subjects

Art & Design
Computing & Information Technology
Drama

Classes 2020-2021

Class Dashboard
7ER
7-Tu-ER

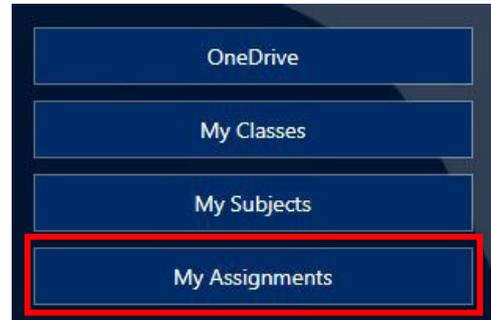
You can also access your subjects and classes from the box options on the right-hand side of the home page.



2 HOW TO ACCESS YOUR ASSIGNMENTS

To access your assignments (homework) on Teams, follow the below steps.

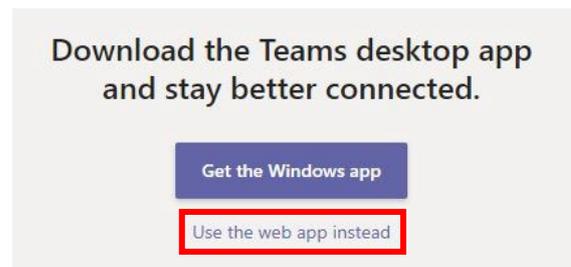
1. On VLE homepage, select the **Assignments** button.



2. This will open Teams in a new tab in your web browser.



If prompted use the Web Browser version of Teams.





- You will automatically be taken to the Assignments page in Teams.
Choose a **Class** from the list then select **Next**.

Choose a class

- T THS-2020-7Y3-En
- T THS-2020-7Y3-Gg
- T THS-2020-7Y3-Hi
- T THS-2020-7Y3-It** ✓
- T THS-2020-7Y3-Mu
- T THS-2020-7Y3-Pe
- T THS-2020-7Y3-Rs
- T THS-2020-7Y3-Sb
- T THS-2020-7Y3-Sp
- T THS-2020-7Y3-Te

Next

- Select the Assignment you have not completed.

Assigned

Introduction to Computer Systems
Due yesterday at 15:00

- The Assignment will then be displayed.

Introduction to Computer Systems
Due 15 September 2020 15:00
Instructions

2.1 ADDING WORK TO YOUR ASSIGNMENTS

With your Assignments you may be required to submit work, please follow the below steps depending on the device you are using.

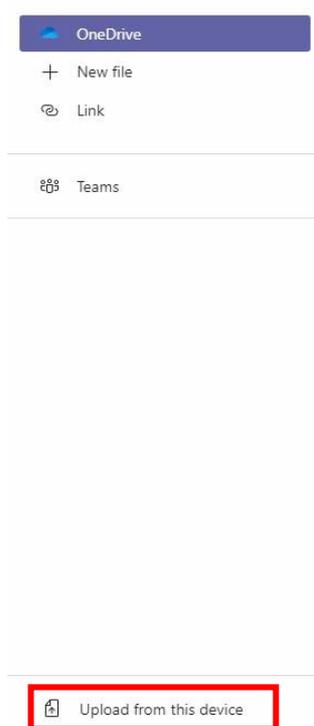
2.1.1 UPLOADING WORK FROM A DESKTOP COMPUTER

1. In the Assignment you are working on, at the bottom of the Assignment details is a button to Add Work. Select **Add work**.



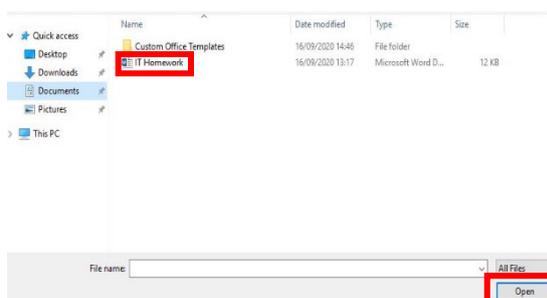
2. A pop-up box will appear, select the location of where the file (work) is saved.

Most of the time this will be 'Upload from this device', unless you have saved the work into your student OneDrive area.

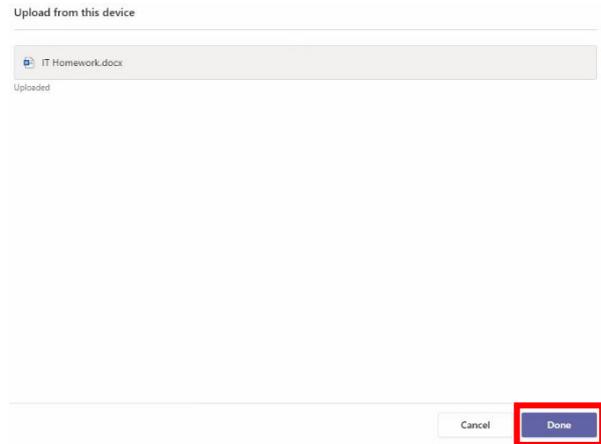


If you select OneDrive, this will list files saved in your OneDrive (cloud storage). Select the relevant File.

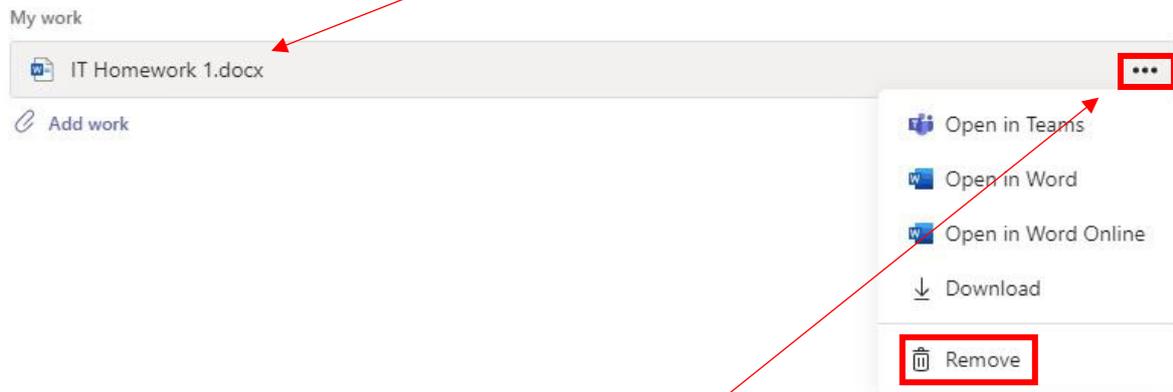
If you select 'Upload from this device' a pop-up box will appear, this will be 'file explorer'. Use this to locate the file on your device.
Once located and selected, select **Open**.



3. Once you have selected your file it will then upload. Select **Done** to finish the upload.



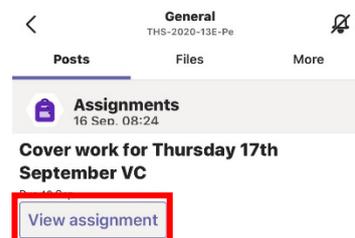
4. In your Assignment the file will then be attached.



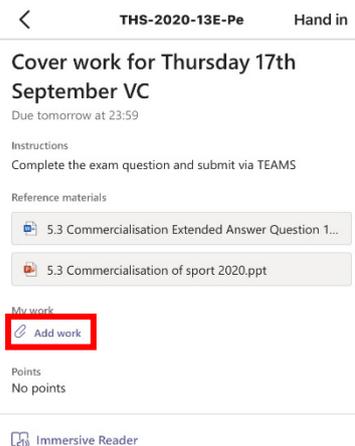
If you need to remove the file, select the 3-dot menu, then select **Remove**.

2.1.2 UPLOADING WORK FROM A MOBILE DEVICE

1. On your mobile device, locate the Assignment then select **View Assignment**.

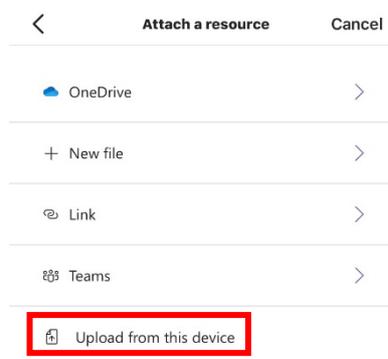


2. The Assignment will be shown, select **Add Work**.



3. Select the location of where the file (work) is saved.

Most of the time this will be 'Upload from this device', unless you have saved the work into your student OneDrive area.



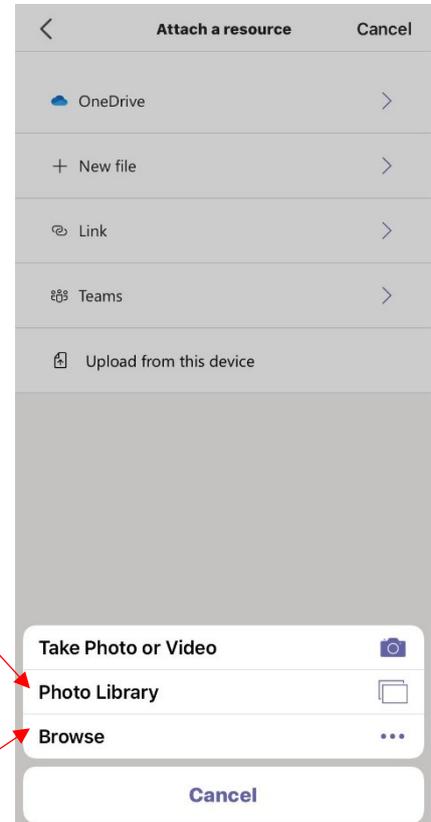
4. Depending on your mobile device, you will be prompted on where to select the file from.

If you have a paper document you need to upload, take a picture on your device first then add via your **Photo Library**.

If you use 'Take Photo or Video' the quality of the image is low and will not be suitable for submission.

If your work is a document saved on your mobile select **Browse**.

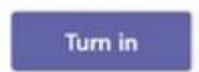
Your file will then be added to your Assignment.



2.2 HANDING IN ASSIGNMENTS

When you have completed your Assignment and uploaded your work, you need to Turn In/Hand In your Assignment.

On the Assignment details there is a button in the top right-hand corner to **Turn In**.

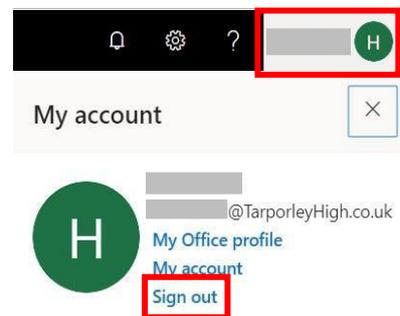


If you are handing in work late, the option will be **Hand in Late**.

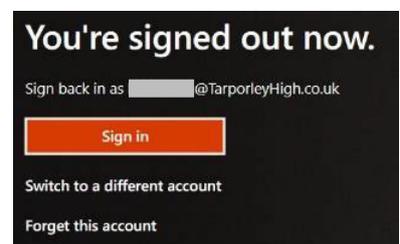


3 HOW TO SIGN OUT OF YOUR SCHOOL OFFICE 365 ACCOUNT

1. To sign out of your office account, select your name and circle icon from the top right-hand corner of your browser.
A menu will then appear and will give you the option to 'Sign out'.
Select 'Sign out'.



2. Once you have signed out please close the webpage/browser.



Note: We recommend that you sign out of your Office account and the VLE, especially if there are siblings in a household that go to Tarporley High School. Otherwise when the next student goes to log in, it will remember the previous signed in account.