

## Accessing Stover School Portal

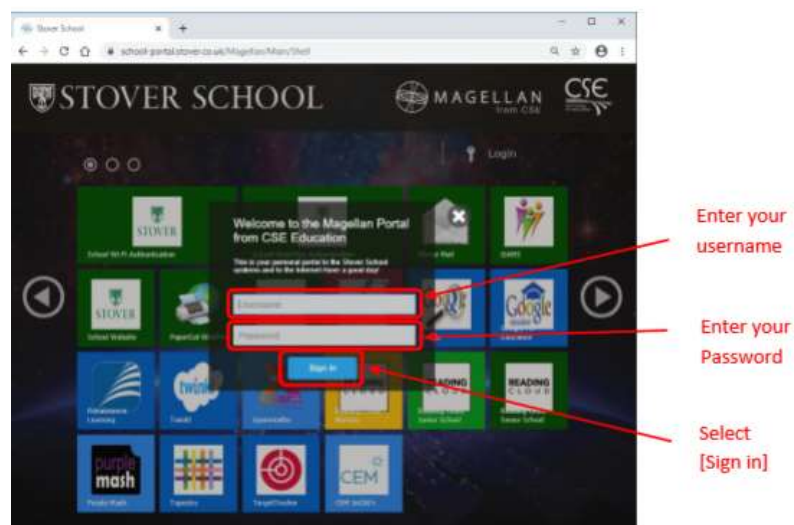
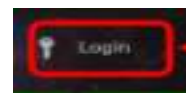
The Stover school portal is available at school and at home.

Go to: <https://school-portal.stover.co.uk>

You should have a screen like this:

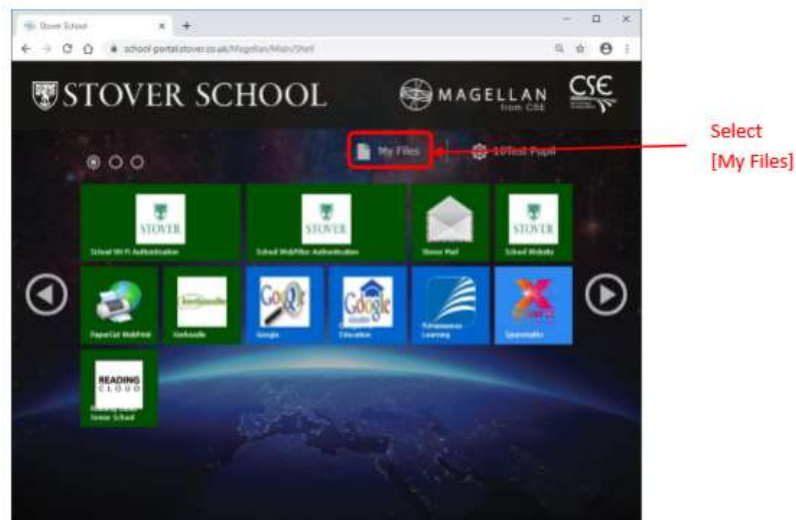


To access the system from home click the Login icon and enter your school name and password in the window that opens.



If you cannot remember your password please contact [ictsupport@stover.co.uk](mailto:ictsupport@stover.co.uk) and request a password change.

Once you have logged in your screen will look like this:

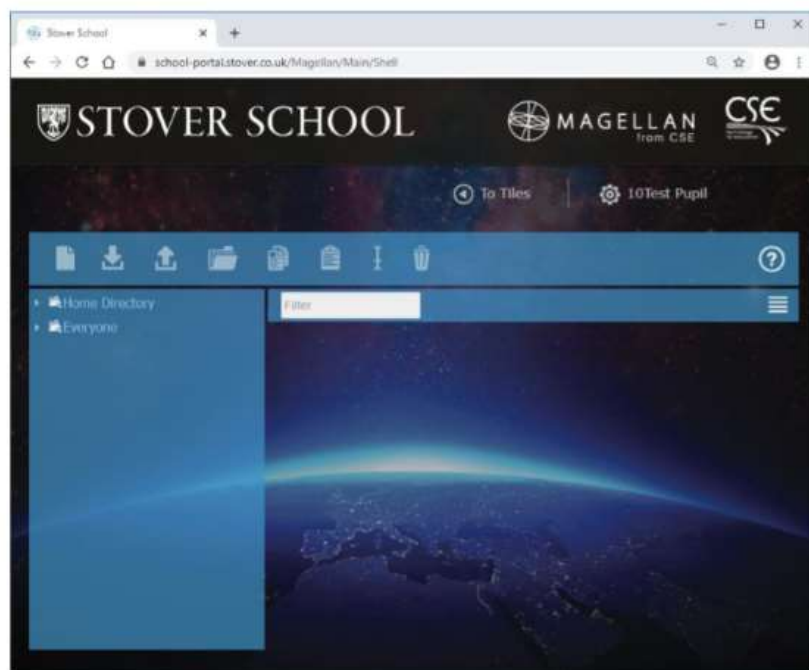


If you select My Files it will take you to another screen like this one:

This is your work area where your files and folders are

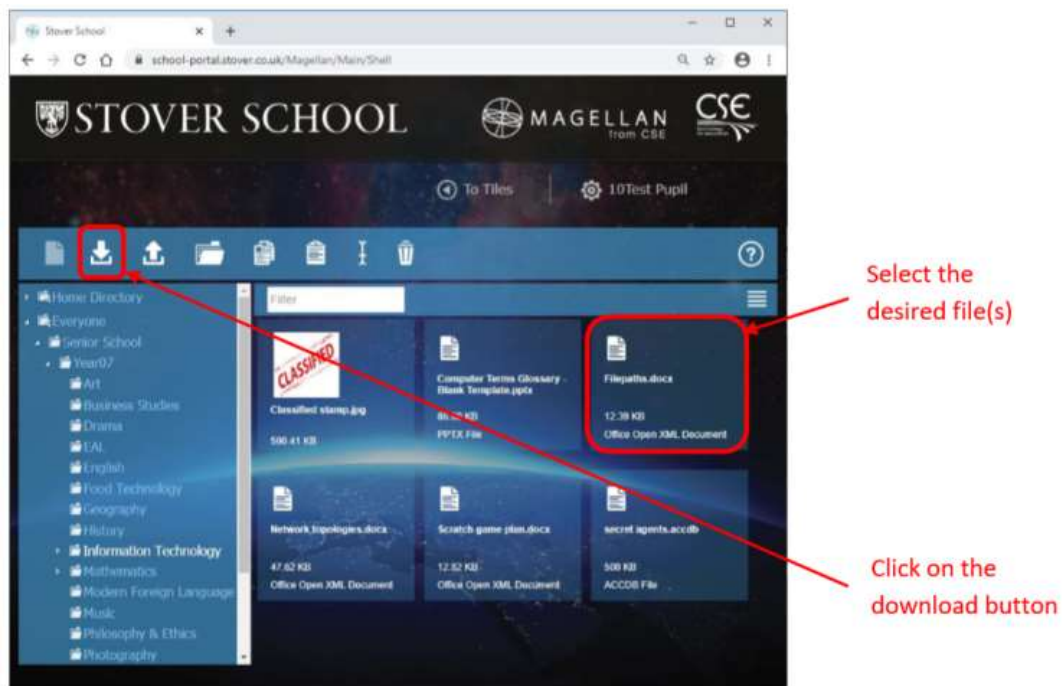
This is the Everyone Drive where you can see what teachers have put in there for you. If you click here

you should be able to see the folders for all the subjects for your year group.



Remember you can only download files from the Everyone drive just like you do in school. You cannot save or upload files into the Everyone area only into your own work area.

To download a file:

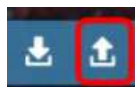


When you select a file and click to download you will be able to carry out a File and Save As action deciding where on the computer you are using you wish to save it. Please make sure you keep files and folders organised to make it easier to find them again when you need to upload the files.

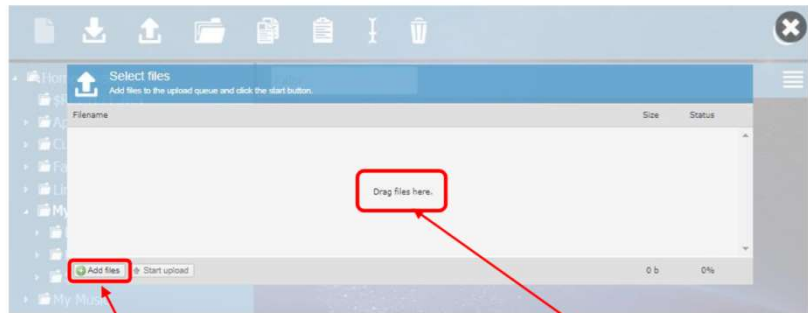
To upload a file:

Once you have finished working on a file and you wish to put it into your work area you need to make sure you have saved it on the computer you are working on.

Click the upload button:

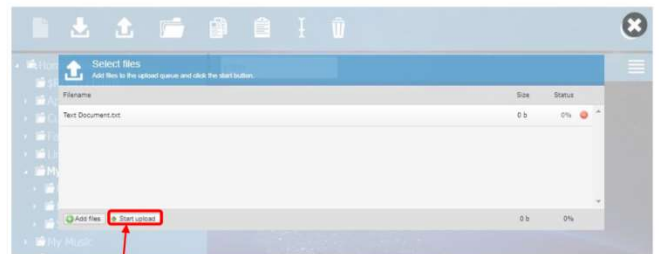


If you select to Add Files it will take you to your work area on the computer you are using. You can simply select the file for uploading and click the Open option. Alternatively you can just drag files into this space.



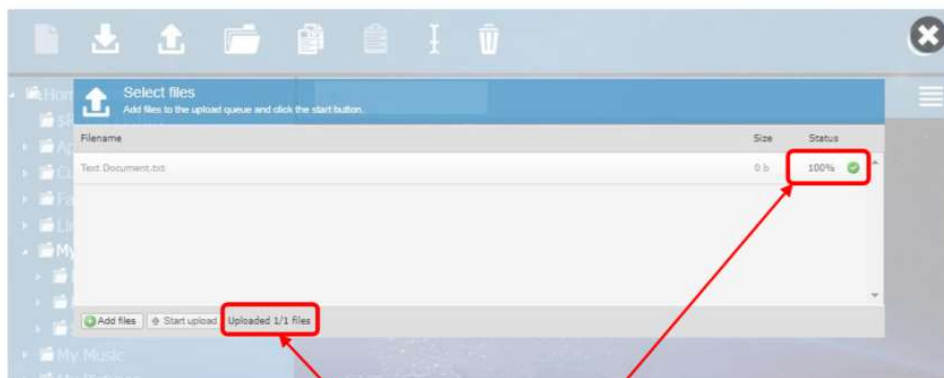
Select the [Add Files] option or drag files to where the text displays "Drag files here"

When you are ready click Start upload.



Select the [Start Upload] option

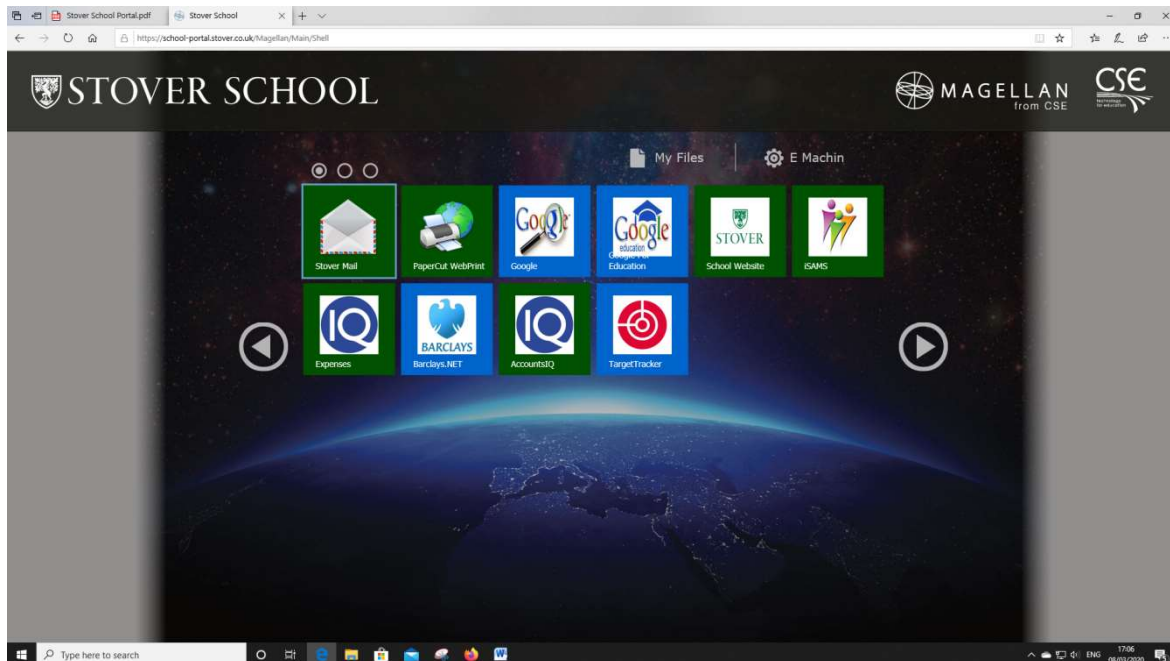
Once the files are uploaded you will see the file status says 100%. You should now be able to see your files in your work area.

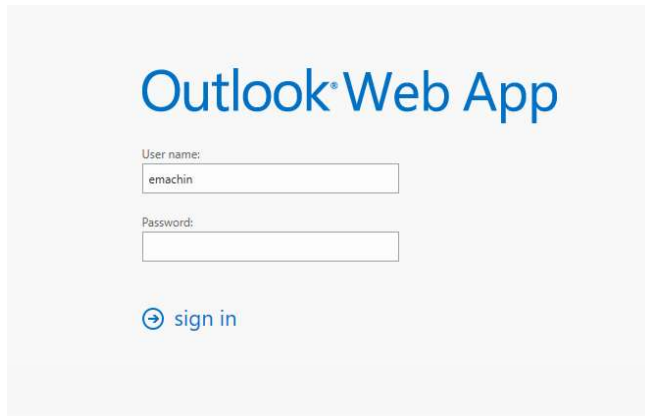


Upload file status displayed



Staff may choose to email work either as a group or individually so you need to know how to access your school email. Click Stover Mail.





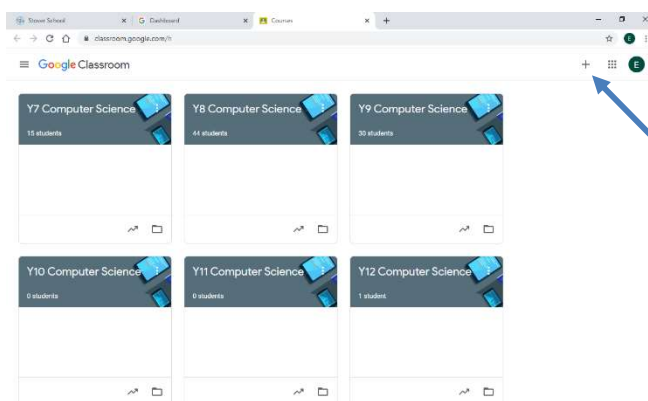
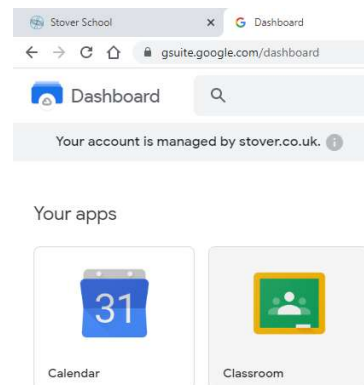
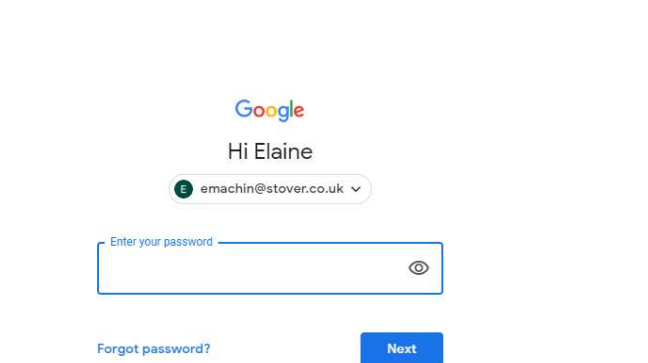
To log in to see your mail you need to use the same user name and password that you have to log in at school.

Your email address is your username@stover.co.uk

For example  
emachin@stover.co.uk

All school email is monitored and you must follow the rules of the school user agreement. It should only be used to email your teachers for help or to send and receive school work.

If your teachers have put work into Google Classroom you need to log in the same way you do at school using your email and your school password. On the Dashboard click Classroom.



All your classes should show here.

If you need to join a class click the + sign and enter the code you have been given.