How to Access Your L Drive Using My Site Home Drive

You can access all your files on your L Drive at school from home using the Scholantis Home Drive. It is important to note that you need to download the files from the school computer before you work on them and if you would like to keep the new ones in your L drive you need to upload them afterwards.

Finding Your HomeDrive

1	Open your web browser and navigate to the school district website (<u>www.comoxvalleyschools.ca</u>).	Secure https://www.comoxvalleyschools.ca Ontario's E-Learning To Read Imported Smartboard Surface Coo Utility Links Office 365 MyEducationBC Importal
2	Click on Utility Links in the top right corner and then click on Portal.	Comox Valley Schools A Community of Learners
3	Use the same username and password that you use to log into the school computers. When you are at school you will go in automatically.	storer Mcz. (P P O Swei / ter O Gusterion O Satter Comox Valley School District (My Site District School Department Search • Q Home Departments Programs Schools Lasdenship All Staff Forms
4	Click on HomeDrive at the top right.	My Site Home Drive Memos Office 365 Public Site Blog
5	You will be asked to enter your password again, this the same password that you use on the school computers.	
6	Click on Documents on your left to find your L Drive contents. I found that I had to use the arrow keys on my keyboard to navigate through the folders.	BIC/025 PAGE Importe View Importe View
7	 When you find a file that you would like to work on: 1. Click on the file 2. Press the Download arrow. This will download a copy of your work onto your home computer 	Download
8	When you are working on your file, make sure that you do Save As to save it and choose where you would like it saved or it will be saved in your download folder.	

If you would like to keep your files current on your school L drive, when you are finished working you should **Upload** it: **1.** Go back to the Scholantis **Home**

- Drive
- 2. Go to the folder where the file belongs
- Press on the **Upload** arrow
 Navigate to the file on your home computer and drag it into the box
- 5. Press Upload

