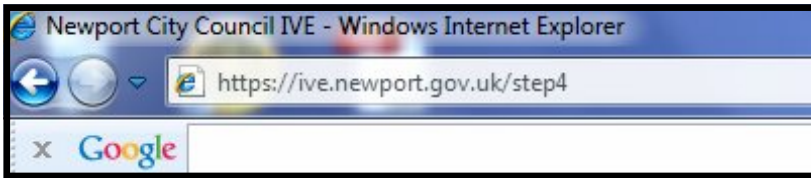
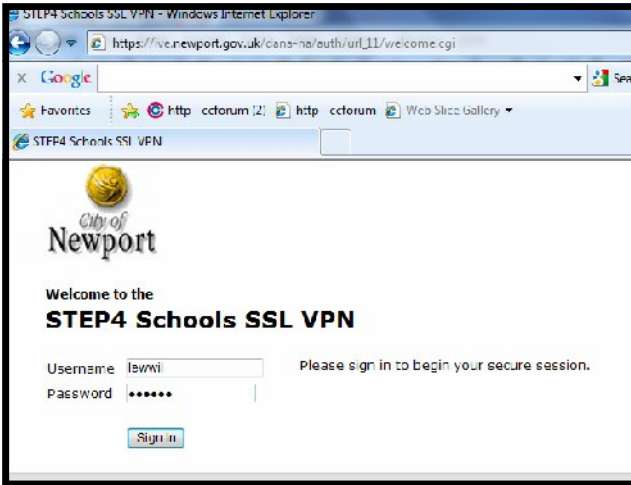


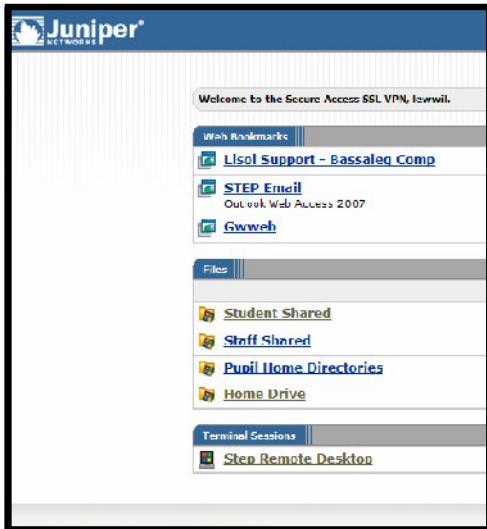
How to access, complete and save your CoPE challenges from home



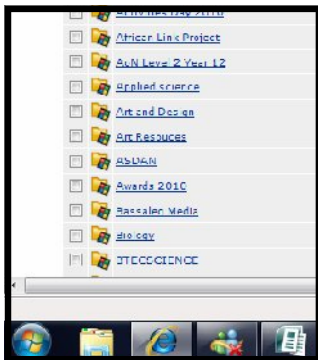
- Type in the following address into the address bar and click enter or click this link [Ive.newport.gov.uk/step4](https://ive.newport.gov.uk/step4)



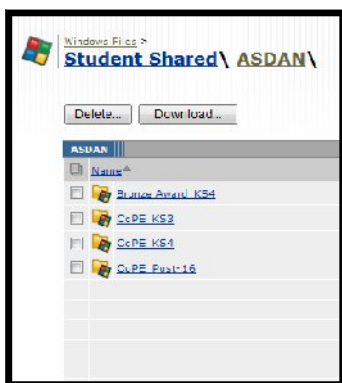
- Type in your school username and password to use the remote access log in then click **sign in**



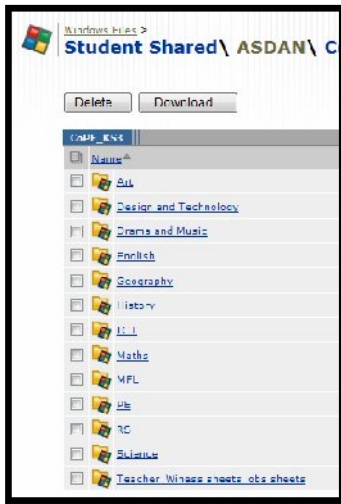
- The **HOME** page allows you to access your school files from the **Homedrive** and the **Student shared** areas.
- To access the CoPE homework sheets click on **Student shared**



- Click onto the file **ASDAN**

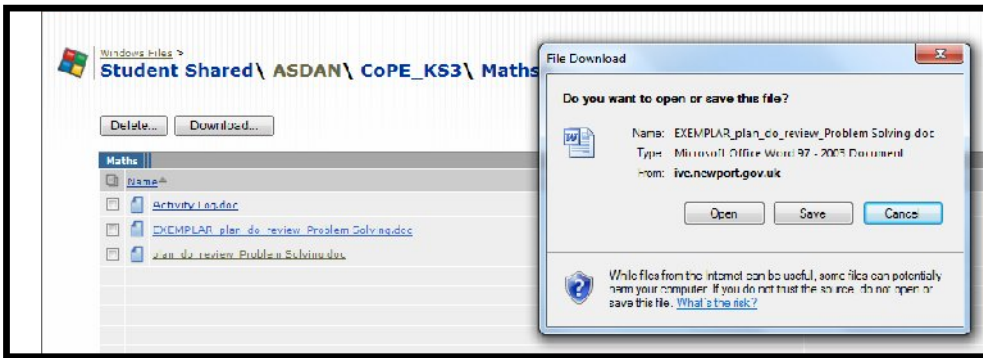


- Click onto the file **CoPE_KS3**



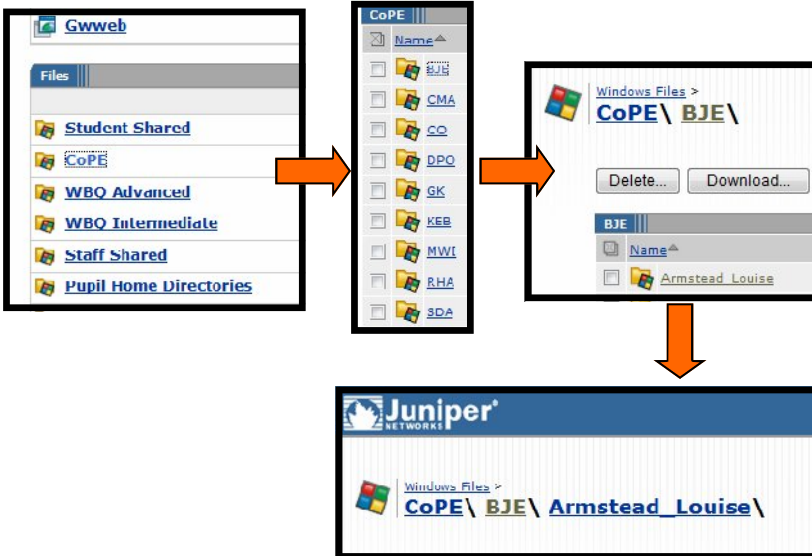
At this stage you need to know which **subject** set you the CoPE challenge and the **homework/ worksheet name**

- Click on the **Subject** (eg maths).
- Click on the **worksheet name**




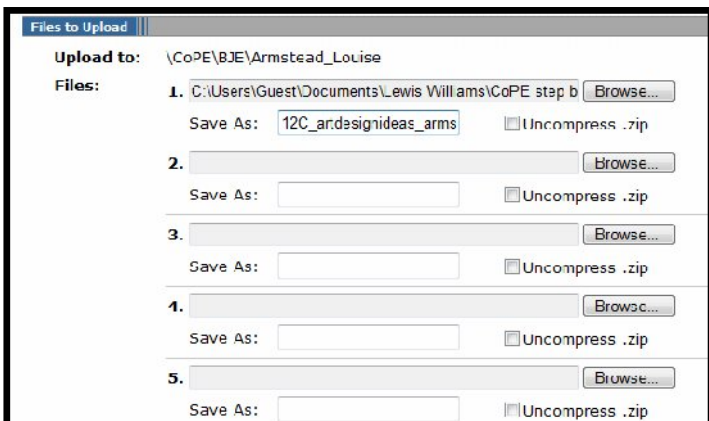
You will now save the worksheet to **your computer**, complete it to the best of your ability and upload it to your E portfolio in the **Dropbox** called **COPE**.

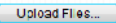
- Click on the **worksheet** to be completed.
- Click **Save** and save it to your computer



Once the worksheet is completed you need to access your **CoPE E-Portfolio** and save the document in there.

- Click on the **Home**  button (top right of screen)
- Click on **COPE**.
- Click onto your **form folder (eg 8BJE)** and access your folder (**your surname_firstname**).
- You will now save your homework into this area, This is your **CoPE E-portfolio**



Select the upload files button 

- Browse the file you want to upload (the worksheet you completed)
- In the **save as:** box save the files as the **CoPE challenge number_worksheet name_your surname_your first name**.
- Click **Upload**.

Note: You can upload up to 5 files at once to the same folder.