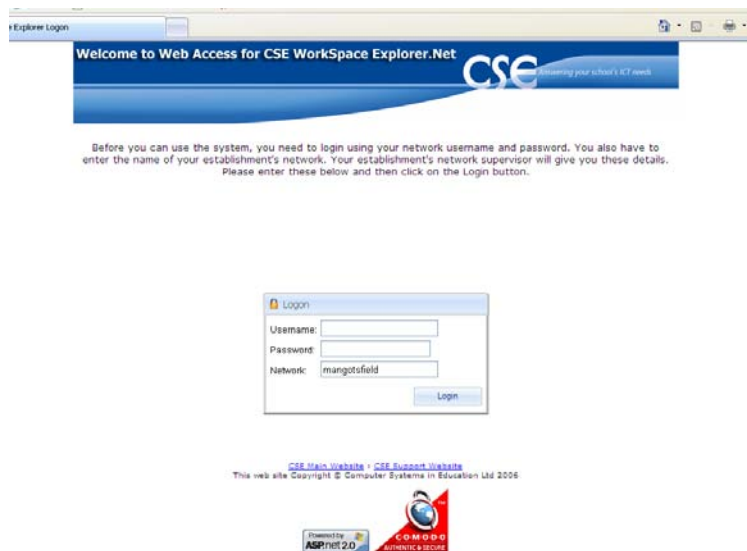


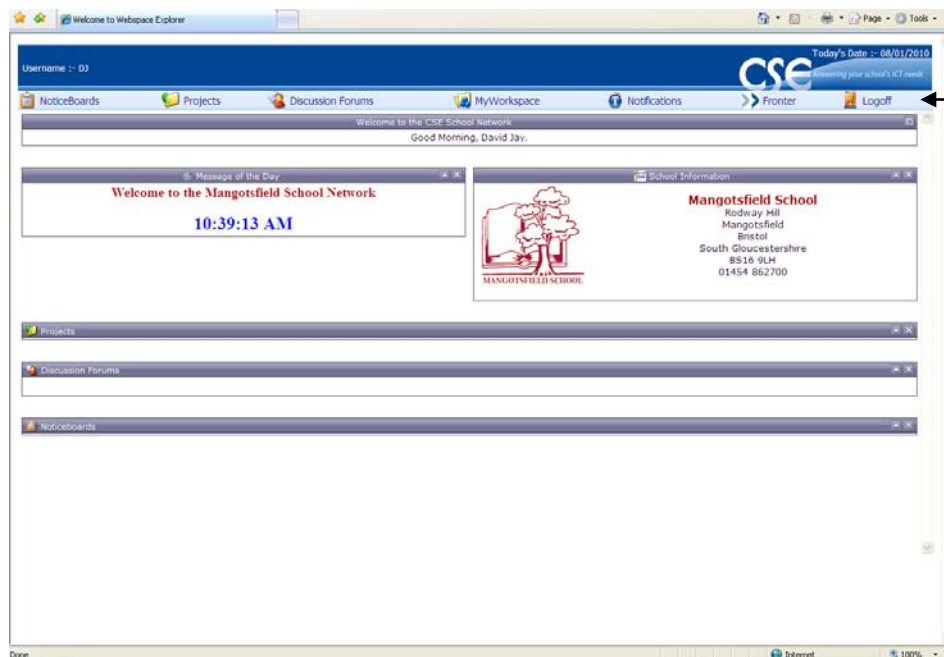
Using Webspacer Explorer

Logging on and off

First of all open Internet Explorer and type webspacer.cse-net.co.uk into the address bar and press enter. The website will load and a Logon box will appear as below. Enter your username and password and type 'mangotsfield' into the third box and click the login button.



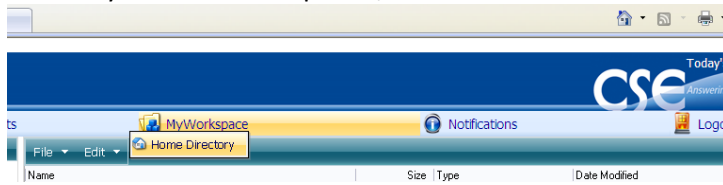
Once you have logged in, you will be greeted with a page that looks similar to the workspace explorer you see on the school network. You can access your home directory and project folders by clicking on the links along the top.



When you are done click the Logoff button here. If you close the website without logging out you won't be able to log back on for 20 minutes!

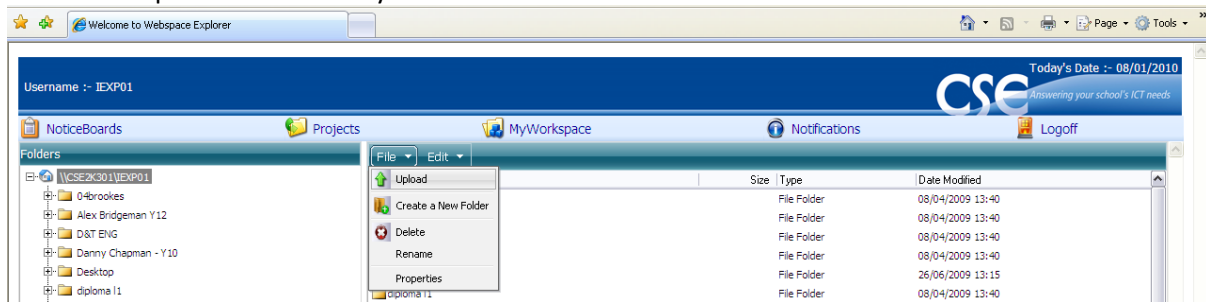
Home Directory

Hover your mouse over the 'My Workspace' link at the top. A drop down box will appear with Home Directory as one of the options, click on this.



Your home directory will load up and you will see all your files. You can open any file by double clicking and selecting save (not open otherwise you might lose your work. See projects section for further details). Unfortunately, you won't be able to open files unless you have compatible software on your PC to do so e.g. Word for .doc files.

To make changes to a document, you will need to save the file to your PC first, and then upload it back to your home directory when you are finished. To upload files back onto your home directory click File > Upload and browse your PC for the document.



Projects

To look for work from one of your classes, click on projects and choose a project folder. This should be fairly easy for most classes because the folders will be clearly named with your subjects (e.g. the folder to access your ICT work is called ICT Pupil). Then you should look for your teacher's name, your year group or your class name.

1. Click on projects

2. Then on the subject

3. Then on the project folder relevant to you e.g. your year group

4. To download a file you will need to find resources folder.

5. Then look for a folder that has been made especially for working from home.

6. Once you have found the files relevant to you, double click on them.

The screenshot shows a web interface with a top navigation bar containing 'NoticeBoards', 'Projects', and 'MyWorkspace'. Below this is a 'File' menu and a tree view of folders. The 'Projects' folder is expanded, showing sub-folders like 'D&T', 'English', 'ICT', and 'ICT Pupil'. The 'ICT Pupil' folder is selected, showing a list of files including 'PGEYear 10 ICT.doc', 'PGEYear 7 ICT.doc', 'PGEYear 9 ICT.doc', and 'PGEYear 11 ICT.doc'. A callout points to the 'Resources' folder under 'ICT Pupil', which contains sub-folders like 'Functional Skills', 'ICT Work wc 11.01.10', 'Mr Evans', 'KS3 ICT', and 'KS4 ICT - OCR Nationals'. Another callout points to the 'Mr Evans' folder, which contains files like 'Year 11 P...'. A third callout points to the 'PGEYear 7 ICT.doc' file in the list.

7. The download window appears. From home it is much better to click on save and choose a suitable location so you don't lose your work.

The screenshot shows a 'File Download' dialog box with the following text: 'Do you want to open or save this file?'. Below this is a document icon and the following information: 'Name: PGEYear_7_ICT.doc', 'Type: Microsoft Office Word 97 - 2003 Document', and 'From: webspace.cse-net.co.uk'. At the bottom are three buttons: 'Open', 'Save', and 'Cancel'. At the bottom left is a warning icon and the text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'