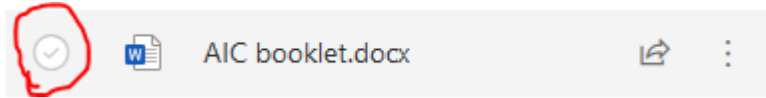


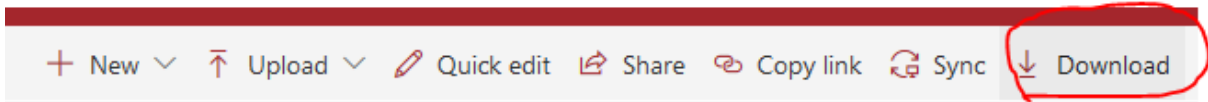
Taking a Copy of your work

To complete your work, we request that you do one of the following options: -

Option 1 – work on your own Device



Tick the box next the work you are doing

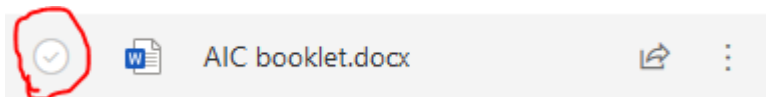


Download the document to your device

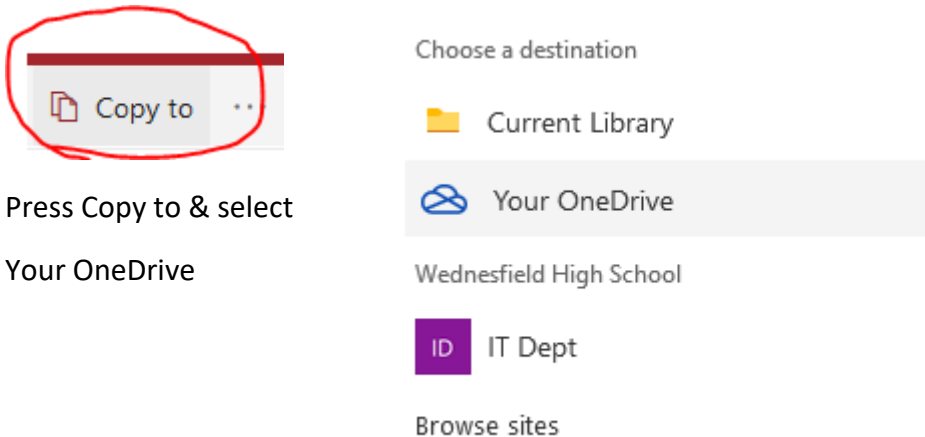
Complete the work and e-mail back to the appropriate member of staff.

Make sure your name is on the Document 😊

Option 2 – Create a copy on your OneDrive



Tick the document you would like to copy



Press Copy to & select
Your OneDrive

You should then be able to complete your work from Your OneDrive and share with the appropriate member of staff when finished

For further information please contact itsupport@whschool.co.uk

