

# How to Use 'My Drive' on 'Show My Homework'

**1** When you login, click on 'My Drive on the left.....'

**2** .....to the right of 'File name', you may need to click on the little blue arrow to put the folders in in this order.....

**3** .....click on your year group folder.....

**4** .....click on 'Subjects'.....

**5** .....click on the subject folder you want.....

**6** .....your work for that subject is in the folder called:- 'Spring-Summer Work'

**7** .....resources will have the lesson date and topic

The screenshots show the following steps:  
1. Login to Satchel One and click on 'My drive' in the left-hand navigation menu.  
2. In the 'My drive' view, click the 'File name' dropdown arrow to sort folders.  
3. Click on the year group folder (e.g., '13').  
4. Click on the 'Subjects' folder.  
5. Click on the specific subject folder (e.g., 'Art').  
6. The subject folder contains a sub-folder named 'Spring-Summer Work'.  
7. The 'Spring-Summer Work' folder contains lesson resources, such as '23-02-20 Databases Lesson 1.pptx'.