

Westlands School

## Parental Guide to Portal and Home Access

This guide is intended for parents of children who attend Westlands School for portal basic software, homework downloading and tips.

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## Part 1: Software for Homework

Westlands School currently uses Microsoft Office 2003 suite on the standard school computers. The latest version of Microsoft Office is Microsoft Office 2010, unfortunately this currently retails at over £300.

However, a few alternatives to spending £300+ on Microsoft Office 2010 exist for students:

- 1) **Open Office:** This office package contains free versions of Word, Powerpoint, Excel etc.

Open Office can be found here: <http://www.openoffice.org/> simply download, install and the free office suite is ready to go!

- 2) **Microsoft Office 2010:** For students in the UK this can be purchased for under £50 from the following websites:

<http://www.software4students.co.uk/>

<http://www.rm.com/shops/thebasement/>

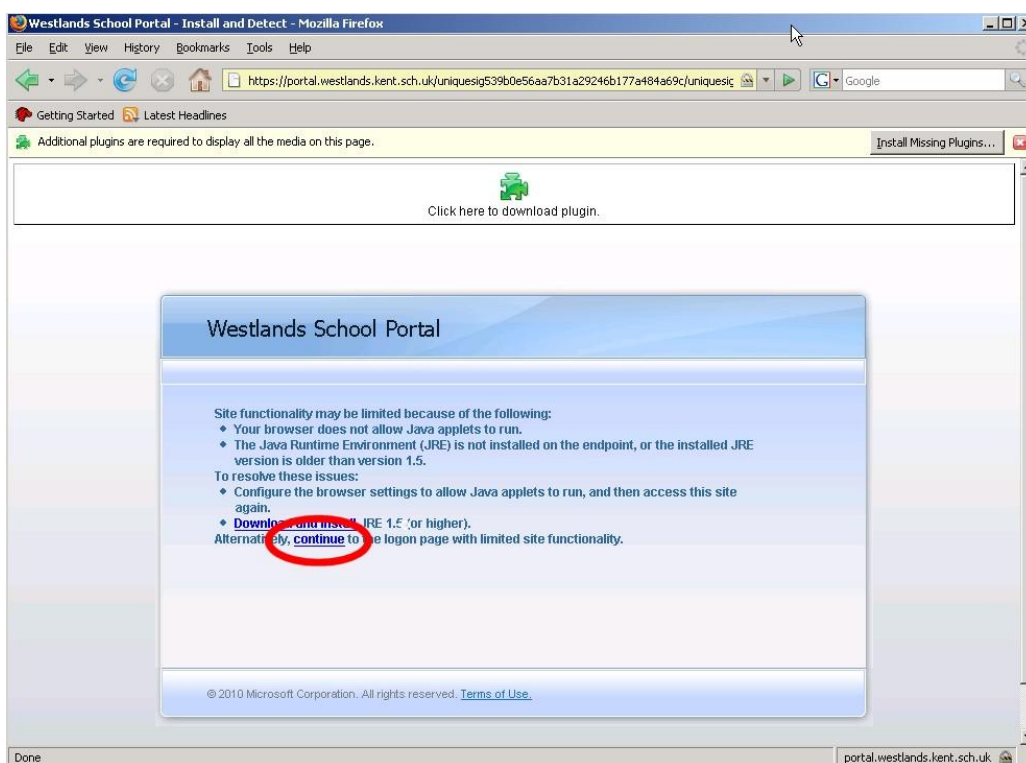
<http://students.pugh.co.uk/>

## Part 2: Accessing Homework

Westlands School provides the Portal as a single-sign-on service (one password, one logon) for 'email', 'my documents', 'homework downloader' and shared area etc.

To access the 'homework downloader' no additional software is required, please follow the simple steps:

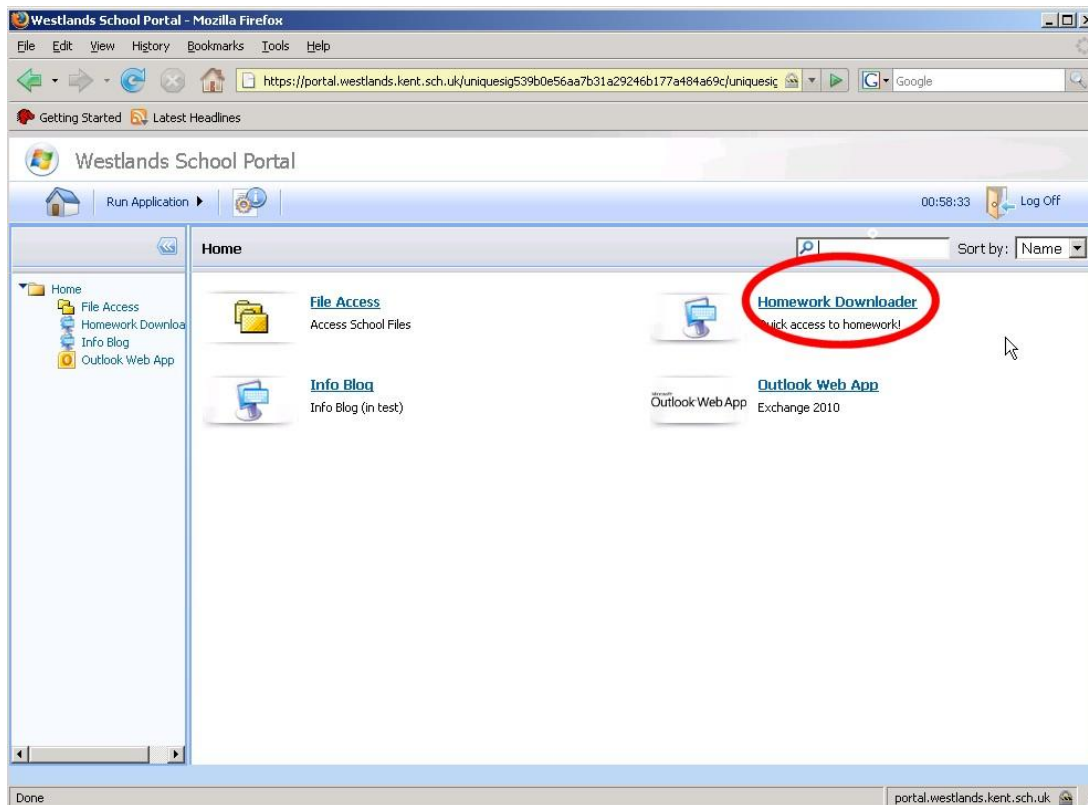
- 1) Go to [Westlands Website](#)
- 2) Click on [Access Gateway](#)
- 3) Click on [Portal](#) (you can skip parts 1 + 2 by going to <https://portal.westlands.kent.sch.uk>)
- 4) To avoid installing any extra software just click 'continue' as show below:



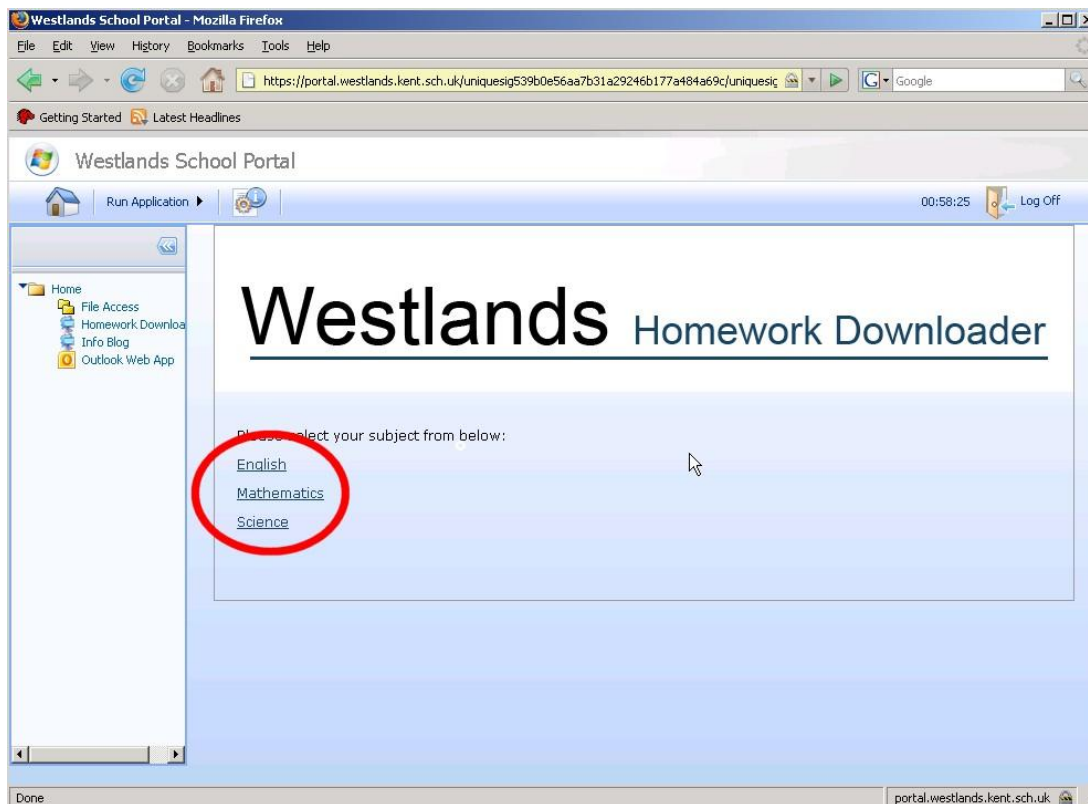
- 5) Next login with normal school 'user number' and 'password':

The screenshot shows the login page of the Westlands School Portal. It has a blue header with the text 'Westlands School Portal'. Below the header, there is a 'Log On' section. It contains two input fields: 'User name:' and 'Password:'. Below these fields is a blue button labeled 'Log On'. At the bottom of the page, there is a disclaimer: 'This site is intended for authorized users only. Access is monitored and recorded.' and a footer: '© 2010 Microsoft Corporation. All rights reserved. [Terms of Use.](#)'

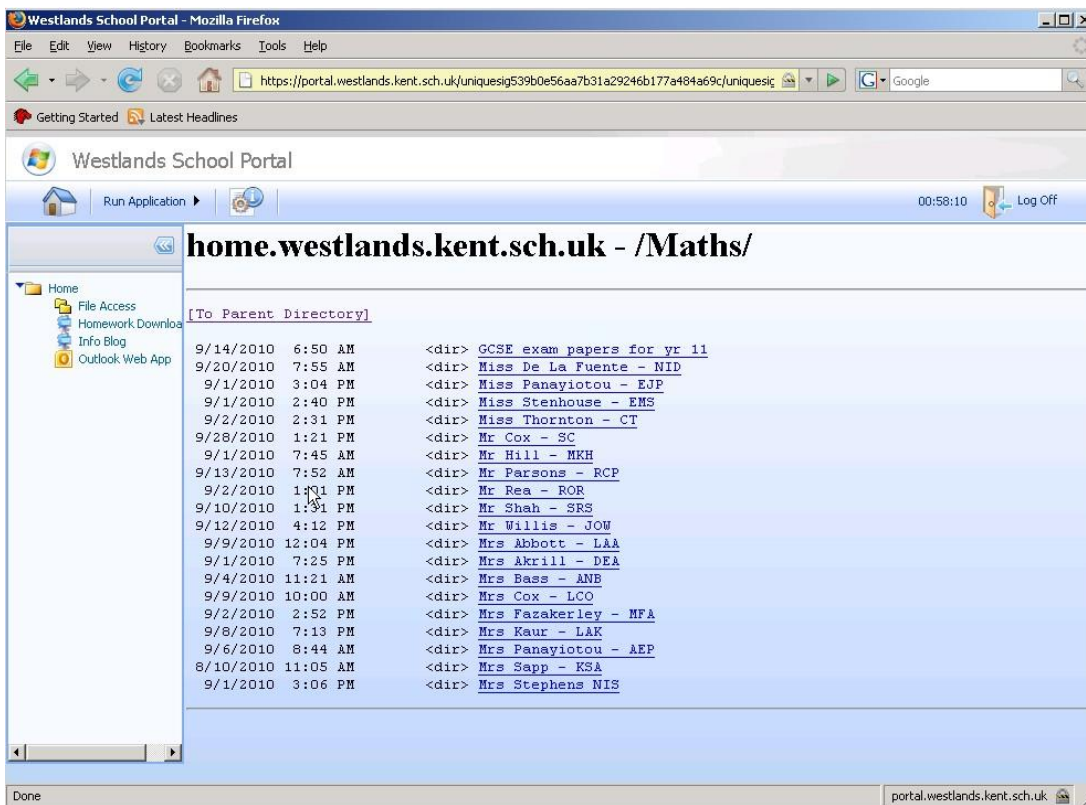
## 6) Click on the 'Homework Downloader' application:



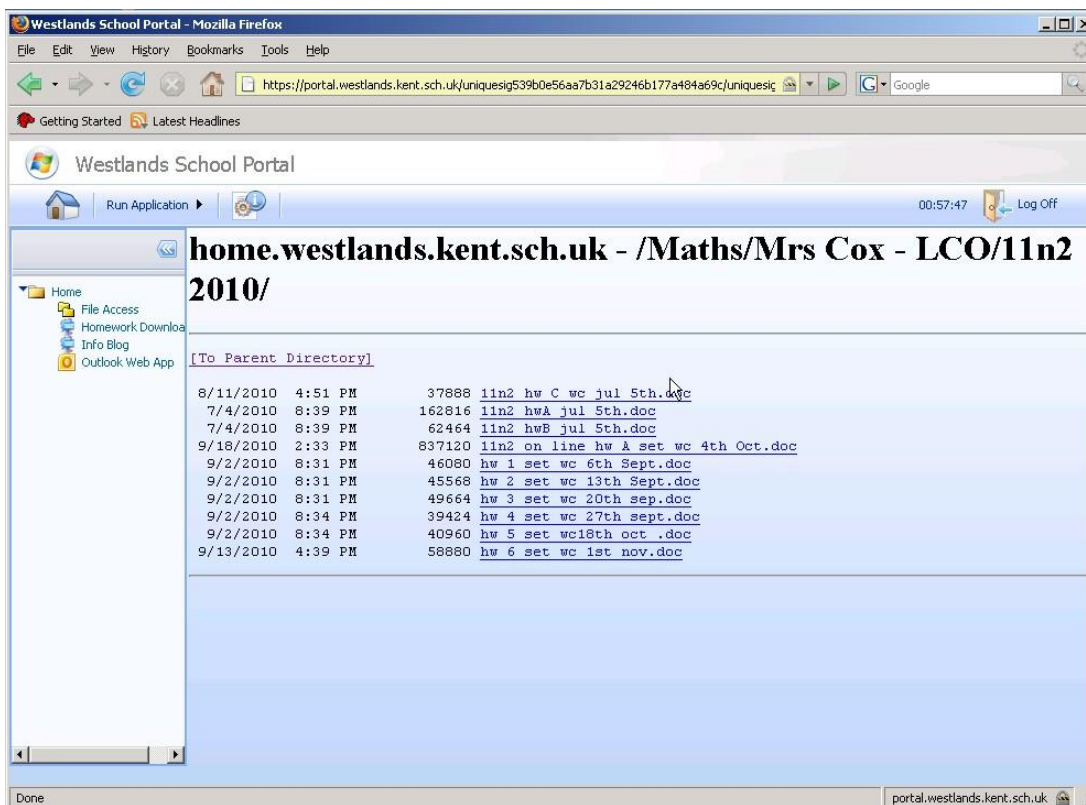
## 7) Choose your subject:



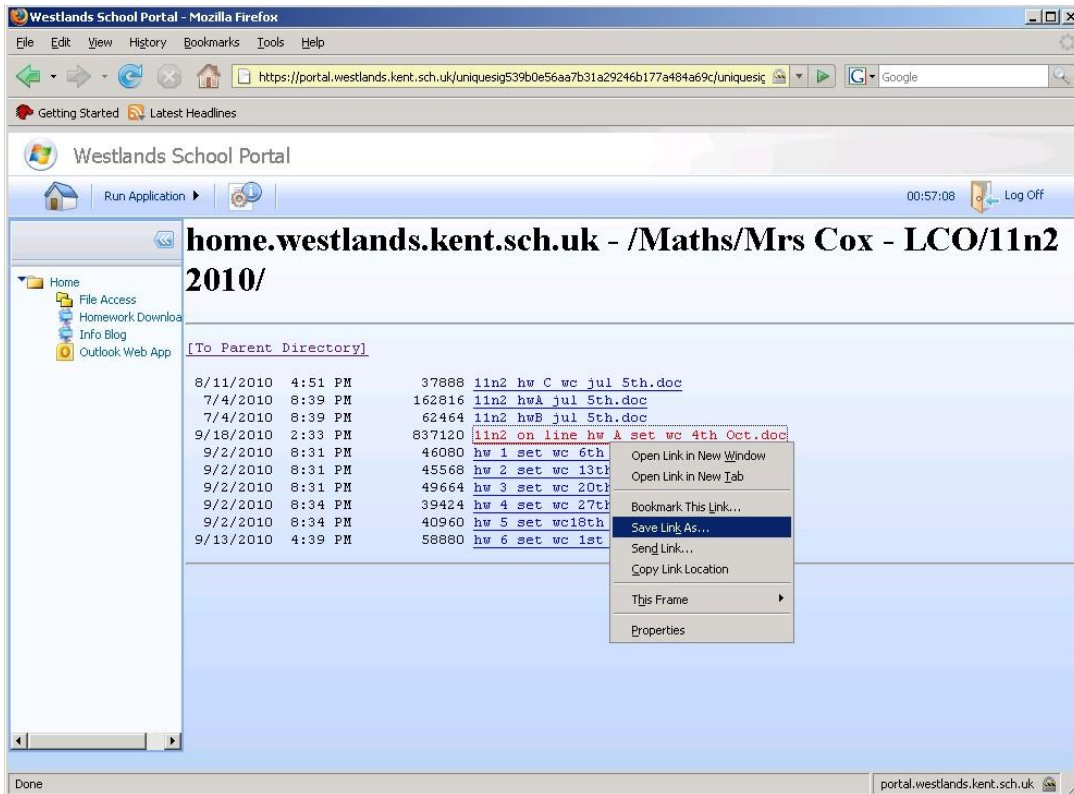
8) Now choose your teacher:



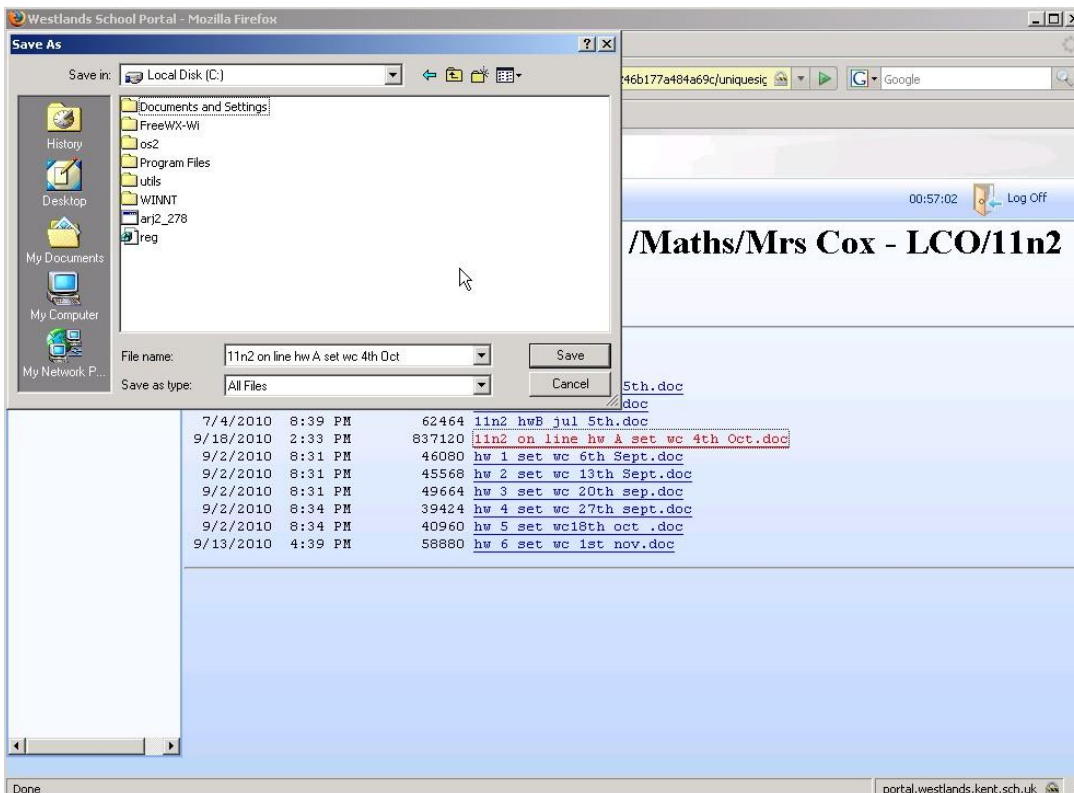
9) Now navigate through further folders (this could be tutor group or level dependant):



10) When you find a document 'right click' and 'save link as'....



11) Choose a location on your computer to save the file. Remember where you saved it!



That's it! You have used homework downloader and saved files from the school on your home computer.