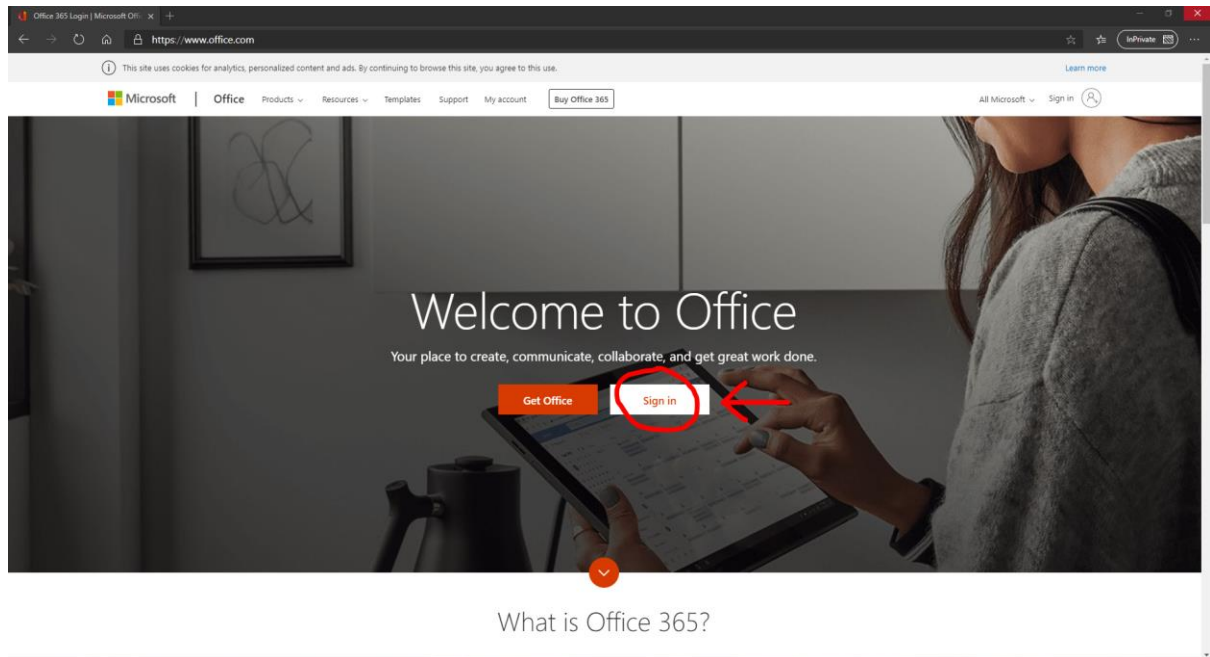


Students – Accessing Department SharePoint Sites

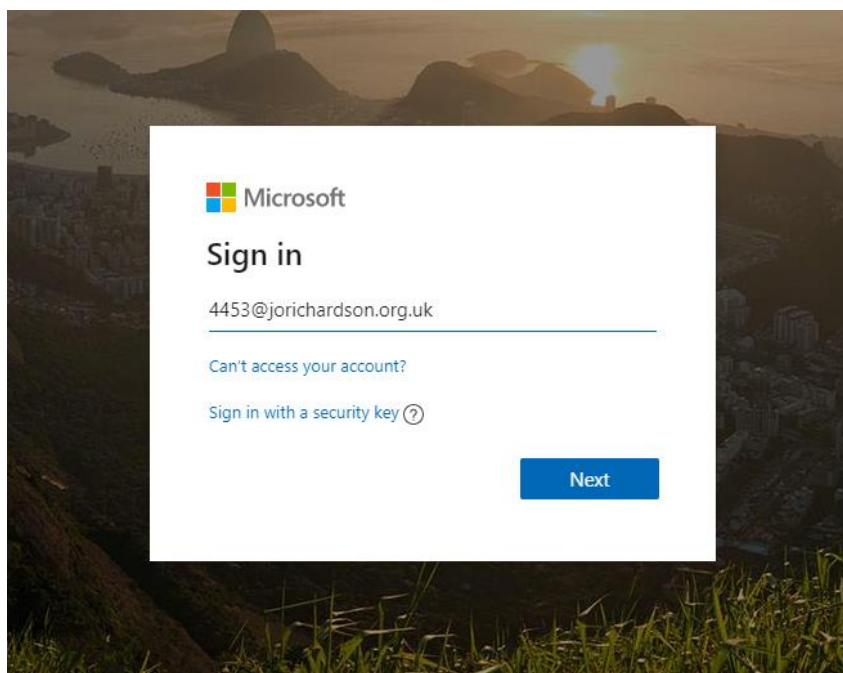
In order to facilitate work being handed out to students, all required PowerPoints, reading or worksheets can be downloaded from our departmental SharePoint sites.

If accessing these sites from home:

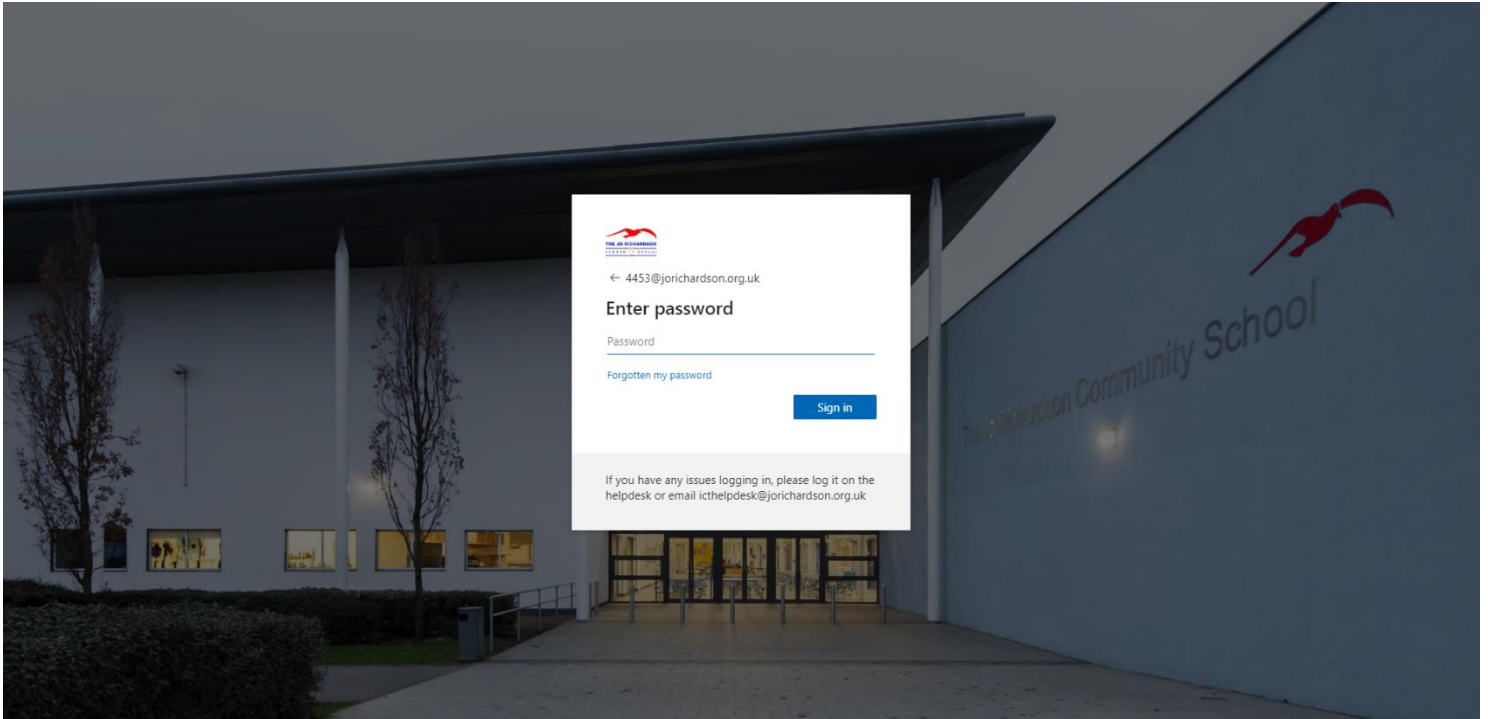
- 1) Visit office.com from a web browser, and you should arrive at this page where you will hit “Sign In”:



- 2) This will take you to a sign in page, please enter your school email address and hit “Next”. Your email will be your 4 digit login number in your planner, and then “@jorichardson.org.uk” (e.g. 4453@jorichardson.org.uk):

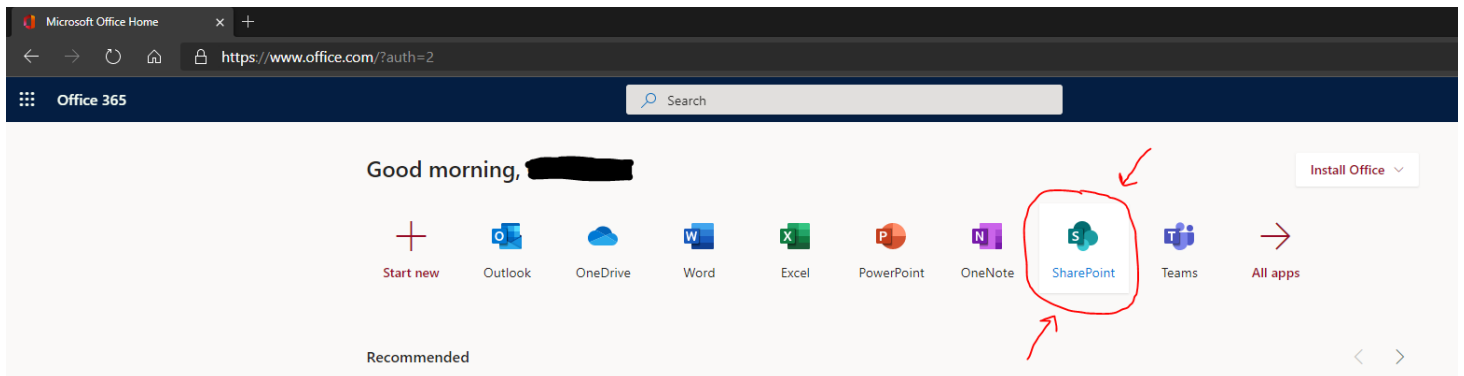


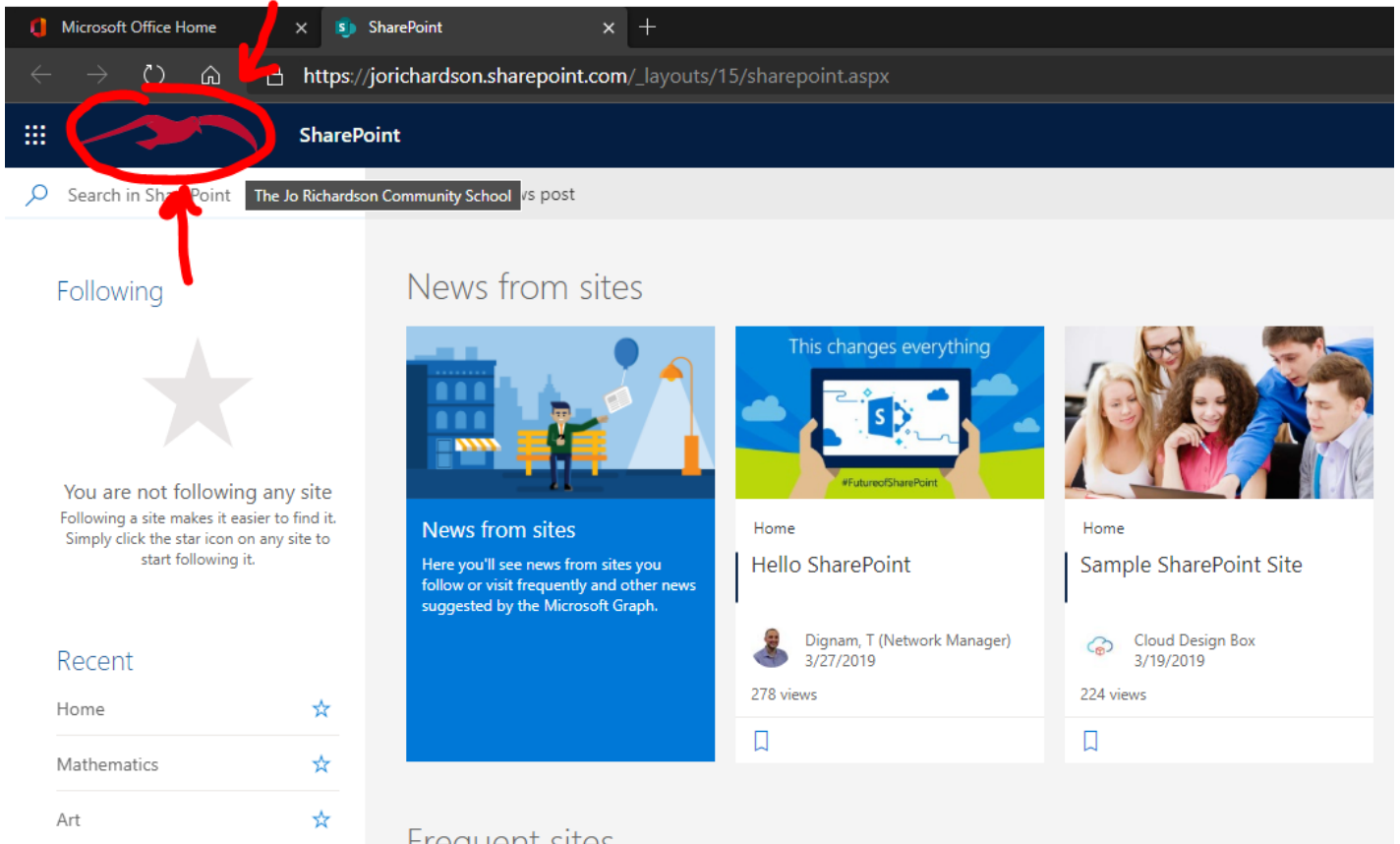
- 3) The address should be recognised as a Jo Richardson email and will change the background of the sign in page, enter your password on this page.
Your password should be the same as logging in to any PC on the school grounds.



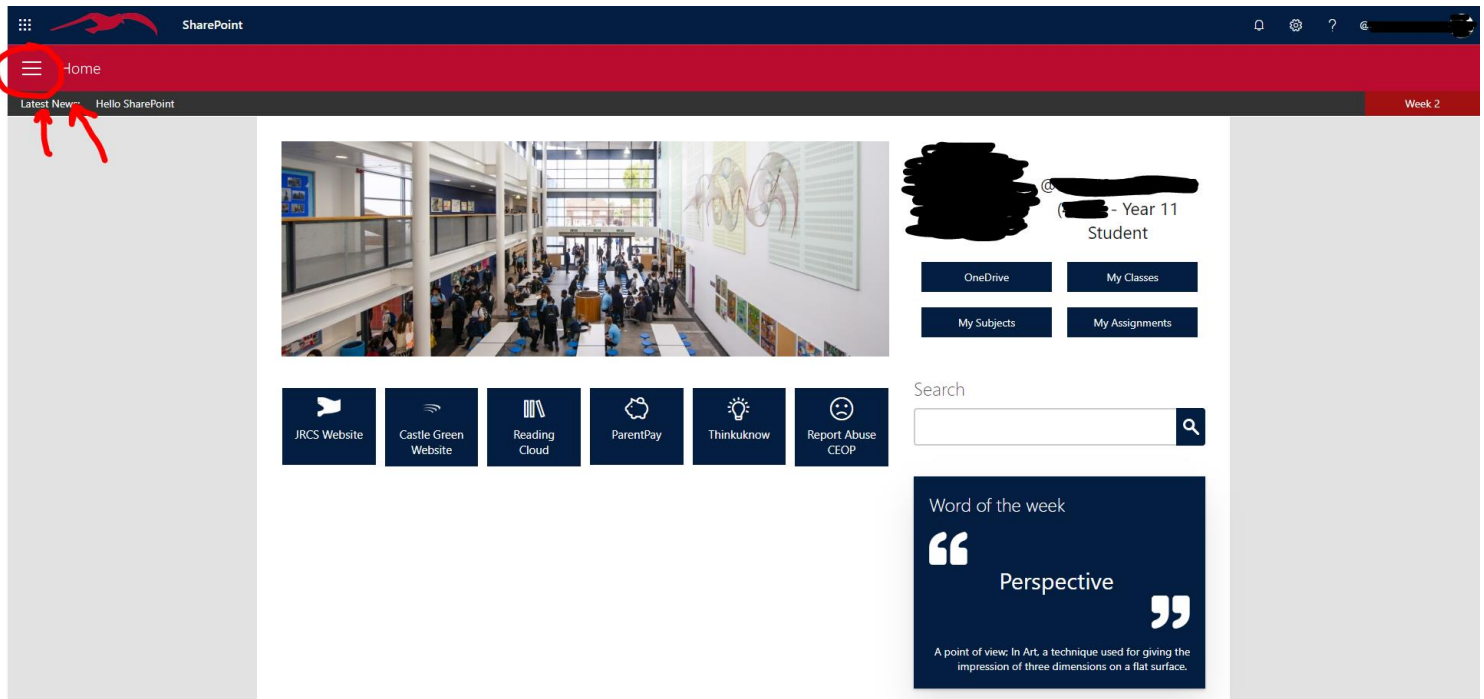
- 4) You will then be met with the Office 365 welcome page, to access the side of SharePoint we want, click on SharePoint:

And then: click on the Seagull in the top left of the new page that appears.



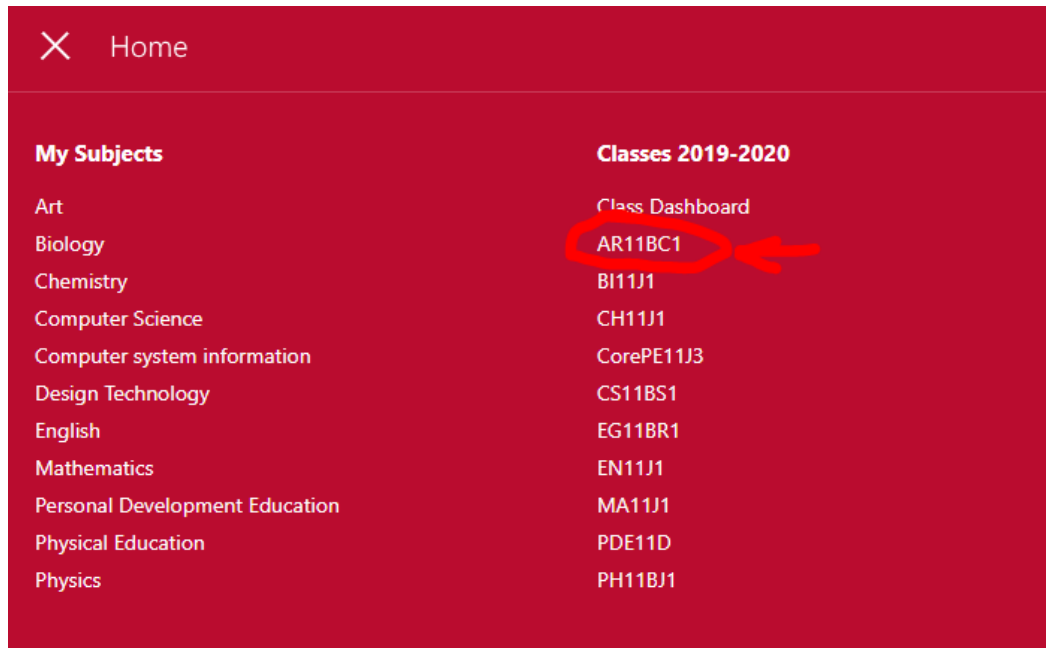


- When clicking the Seagull, you will be brought to the page used as the internet home page used here at JRCS. In order to access all of your department areas and lessons through SharePoint, click the while three lines in the top left, referred to as the **Mega Menu**:

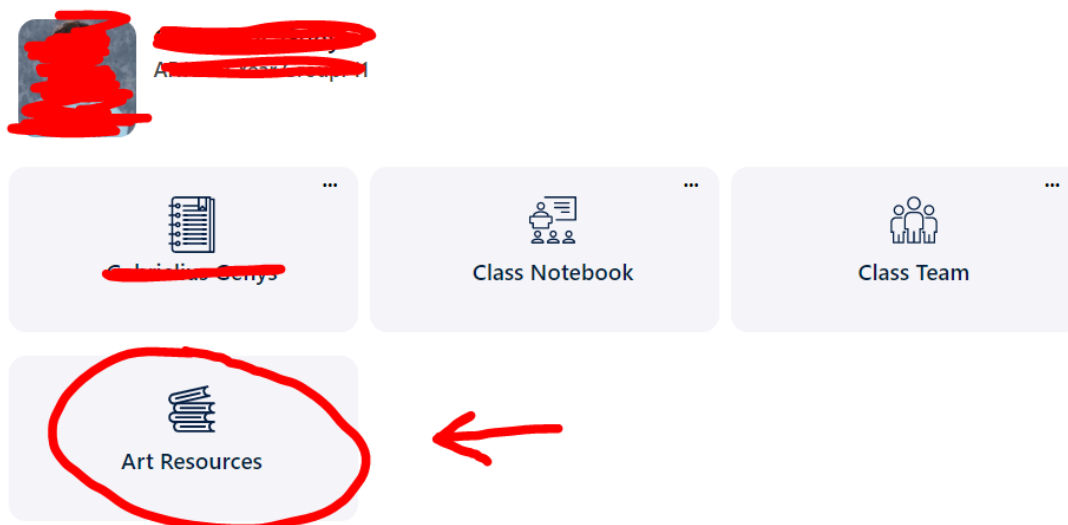


6) Once the Mega Menu has expanded, you will be able to see the SharePoint sites available to you. In the second column, My Subjects, you will see any subjects that you are timetabled into and the specific class.


To access a department resources page, click the name in the Mega Menu, in this example we'll use AR11BC1:



7) In every one of these classes you can scroll down to see a resources page for a subject:



Click on this link to be taken to the Art resources page, you can click on your Year group to be taken to a library of documents:

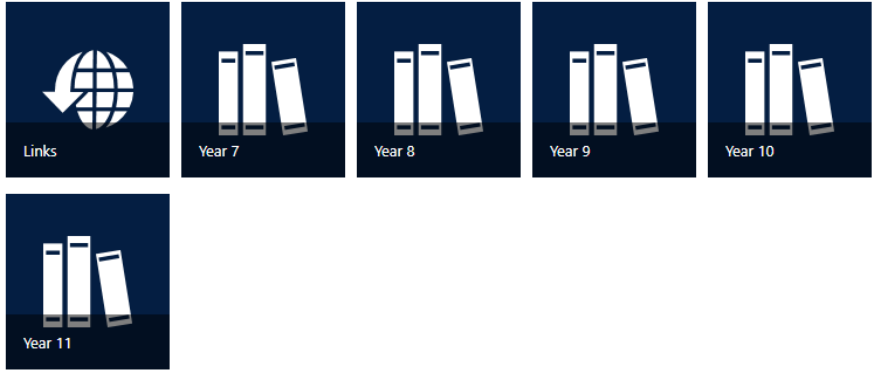


Art
Subject Sites

Search this site

- Home
- Notebook
- Pages
- Links
- Site contents
- Recycle bin

Quick Links



Links

Year 7

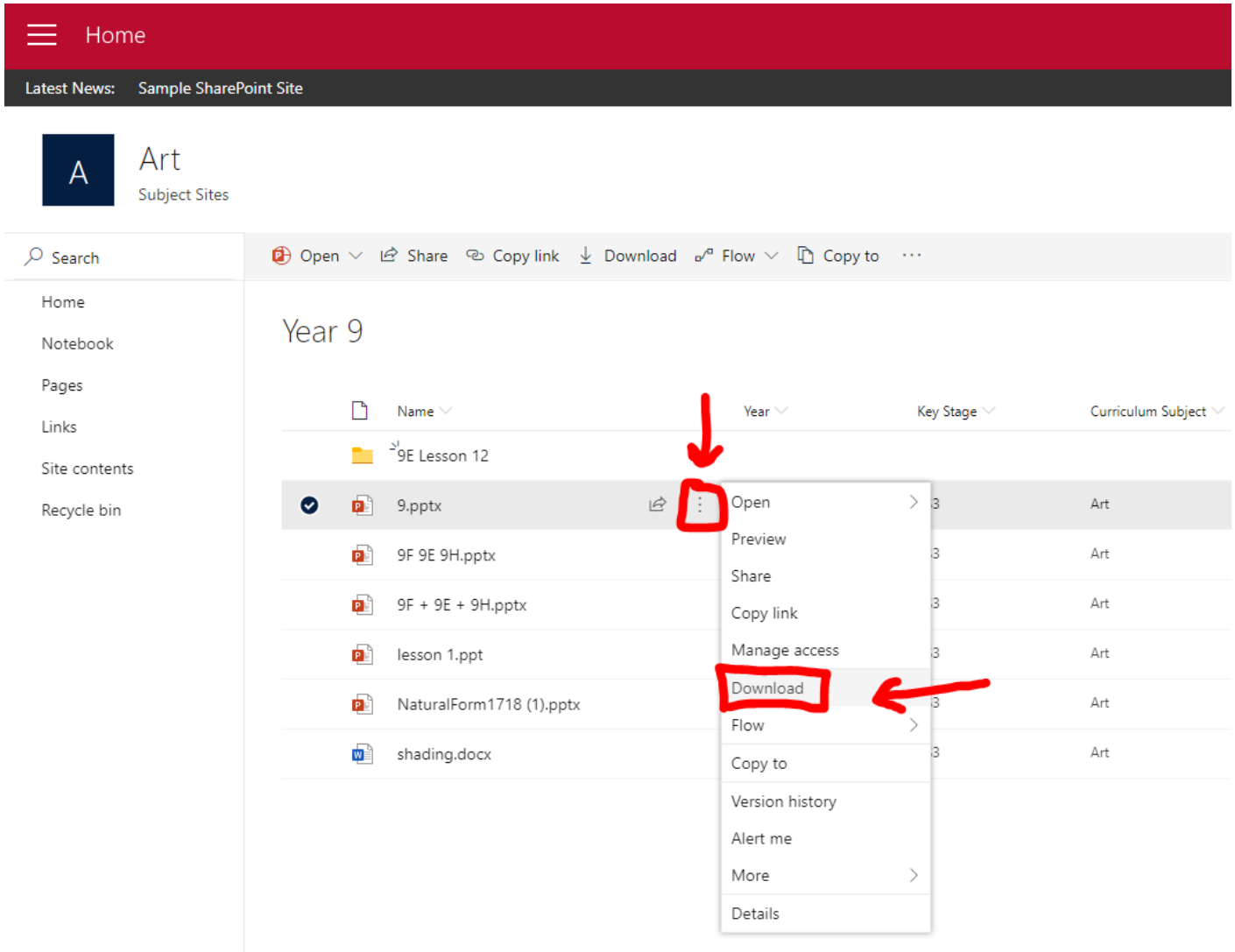
Year 8

Year 9

Year 10

Year 11

- 8) Inside each of these folders are the resources you can access as uploaded by your teachers, to download any of these, click on the three dots you can see when you mouse over it, and hit “Download”. You can also tick them and hit “Download” in the top bar to bring multiple files:



The screenshot shows a SharePoint interface for an 'Art' subject site. The main content area displays a list of files under the heading 'Year 9'. The files listed are:

Name	Year	Key Stage	Curriculum Subject
9E Lesson 12			
9.pptx	3		Art
9F 9E 9H.pptx	3		Art
9F + 9E + 9H.pptx	3		Art
lesson 1.ppt	3		Art
NaturalForm1718 (1).pptx	3		Art
shading.docx	3		Art

A context menu is open over the '9.pptx' file, showing options: Open, Preview, Share, Copy link, Manage access, Download, Flow, Copy to, Version history, Alert me, More, and Details. The 'Download' option is highlighted with a red box, and a red arrow points to it from the right. Another red arrow points to the three-dot menu icon above the file name.

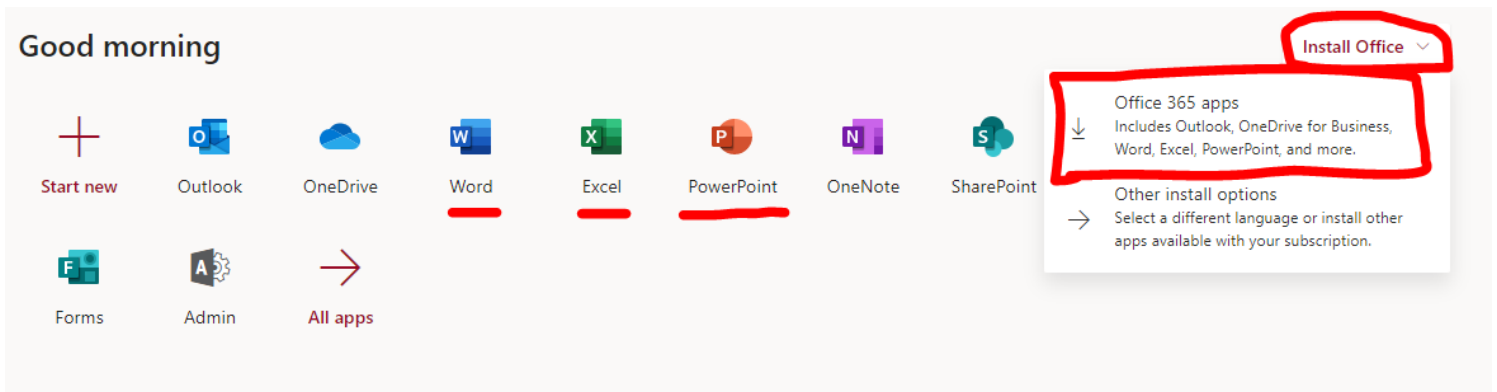
If these are worksheets, they can be emailed back to your teacher.

Frequently Asked Questions:

I don't have an installation of Office at home, how do I access Word, Excel and PowerPoint?

From the initial sign in page where we clicked on SharePoint, you can do one of two things.

- Click the Word, Excel or PowerPoint apps to reach their online versions, saving all of your work to OneDrive.
- Click “Install Office” and “Office 365 Apps” to download an installer for your personal machine. When prompted, use your school email to sign in.



Your login also entitles you to use these apps on mobile devices or tablets if this is preferred.

Can I access this on my phone?

Your school email also allows you to download and activate the Microsoft apps on your mobile phones and tablets, if this is your preferred method of access.