One Drive and SharePoint – The Basics for Students

This is a basic guide on how to save your work onto a school drive called SharePoint so that your teacher can see it.

 Save your finished work onto your computer/laptop or in your OneDrive documents. Then open an internet browser and type this address in the address bar



2. Type your school email address in the form of <u>firstname.surname@theregisschool.co.uk</u> And press 'next'.

Microsoft			
Sign in			
yourfirstname.suren	ame@theregisschoc	ol.co.uk	
No account? Create on	e!		
Can't access your accou	unt?		
Sign-in options			Μ
		Next	

3. Now enter your school network password and press 'sign in'

if you have forgotten your network password, please WhatsApp 07922114127 with your full name, DOB and Class.

Microsoft	0000
Enter password	23
Password Forgotten my password	s schoo
Sign in	

4. Now you will see your school's Office 365 portal.



5. You can save your work in 2 places: Saving work on OneDrive

OneDrive is your personal document space and keeps your work safe, you can upload your documents by clicking upload, browse to the document on your computer.

The Regis School The best in everyone"	OneDrive			
✓ Search everything	$+$ New \checkmark $\overline{\uparrow}$ Upload \checkmark ${}_{ m D}$	Flow		
regis student1	Files			
🗅 My files	Files			
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g ^R Shared	🗋 Name 🗸	Mo	dified V Modified B	By \checkmark File Size \checkmark
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• Open • \rightarrow \uparrow \frown \rightarrow This PC \rightarrow SS	iD (G:) > Documents	~ č	5 Search Documents	× م ء
Organize 🔻 New folder			:== : :==	• 🔳 🔞
Documents ^ Name	^	Date modified	Type S	Size
Downloads My	test work	30/03/2020 09:49	Microsoft Word D	12 KB
Pictures				
F Videos 🗸				
File name:			✓ All Files	~
			Open	Cancel:

And then click open, this will then upload your document to your OneDrive.

6. Submitting specific work as directed by your teacher on Sharepoint

Click on the icon SharePoint and the screen below should appear. Under 'Featured links' you will see your year group. Click on your Year Group share point e.g. 'Year 10 SharePoint' (see example below). Once you have used SharePoint once you should find that it move into your Frequent Sites section

The Regis School The best in everyone [™] Red of industry	SharePoint
Search in SharePoint	+ Create news post
Frequent Sites SharePoint sites that you visit frequent are shown here.	
Featured links	Recent documents
Year 10 SharePoint Year 10 Share The Regis School Codia Library	Office files that you've recently accessed are shown here.
Student Shared Drive	

7. Now you are on your Year group SharePoint for submitting work to your teacher.

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Y1 Year 10		
Search	🤤 Sync 🖷 Export to Excel 🔅 PowerApps ∨ 🧖 Flo	ow \vee
Libraries Lists Recycle bin	Documents	
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	Art 📃	4 days ago
	Business	4 days ago
	Computer Science	4 days ago
	Dance	4 days ago

8. Click on the subject you wish to submit your work to and then your class group, and finally click on Students work.



- 9. Find your name and click onto this, then to upload your work, do the same steps as uploading documents to your OneDrive as shown in step 5 of this guide.
- 10. Once you have uploaded your work, you will see your document as shown below and now your teacher can check and mark your submitted work.

Documents > Geography > 10DGY1 CSS >	Students work >	Regis Student
□ Name ∨	Modified \smallsetminus	Modified By \smallsetminus
My test work.docx	A few seconds ago	regis student1

If you have any issues saving your work to one drive or sharepoint please email <u>itsupport@theregisschool.co.uk</u> and someone will get back to you typically within 24 hours

Please be aware every action on SharePoint is fully logged