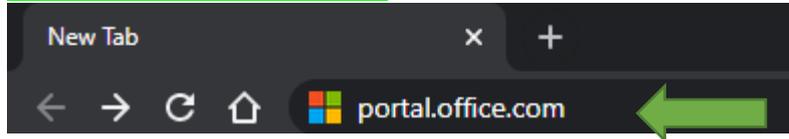


One Drive and SharePoint – The Basics for Students

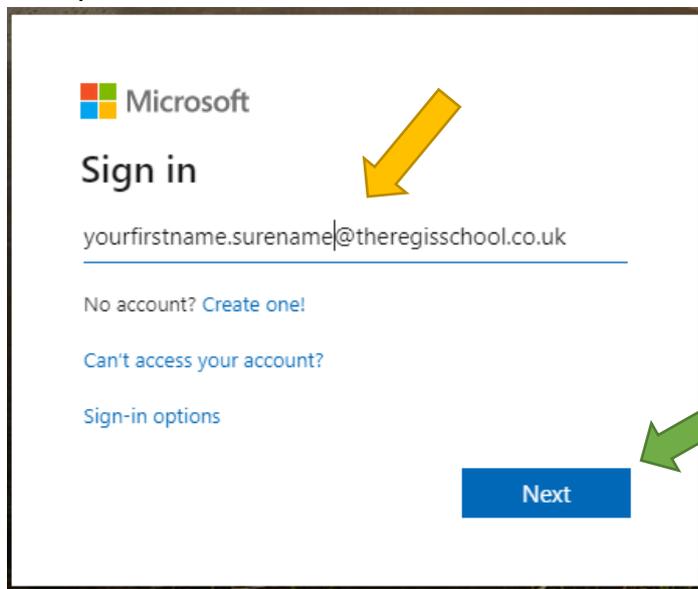
This is a basic guide on how to save your work onto a school drive called SharePoint so that your teacher can see it.

1. 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

<https://portal.office.com>

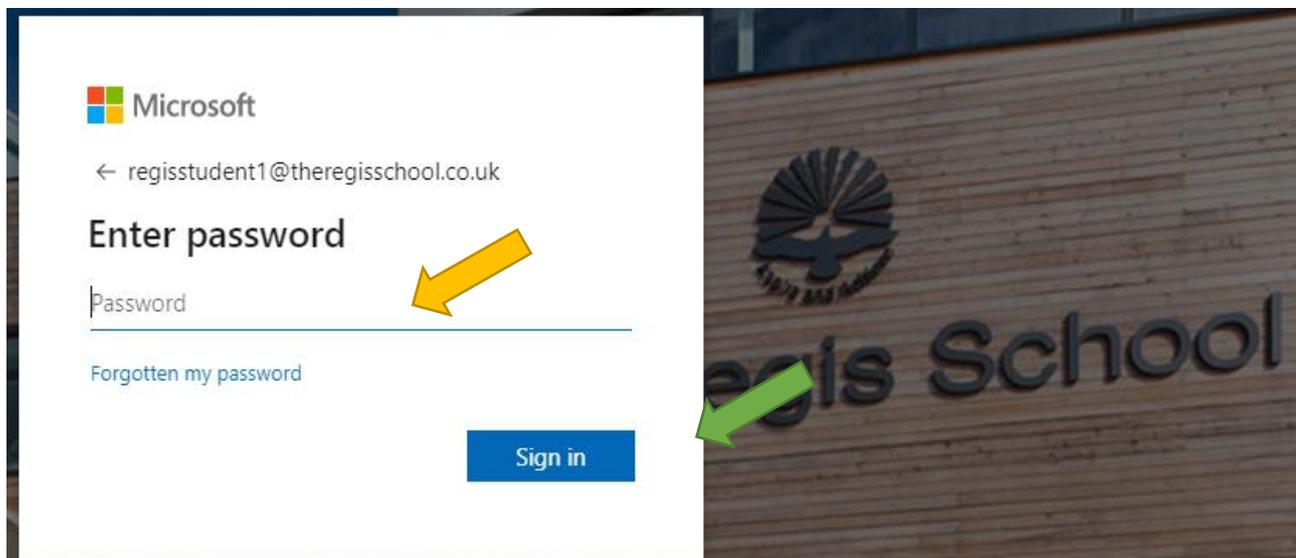


2. Type your school email address in the form of firstname.surname@theregisschool.co.uk And press 'next'.

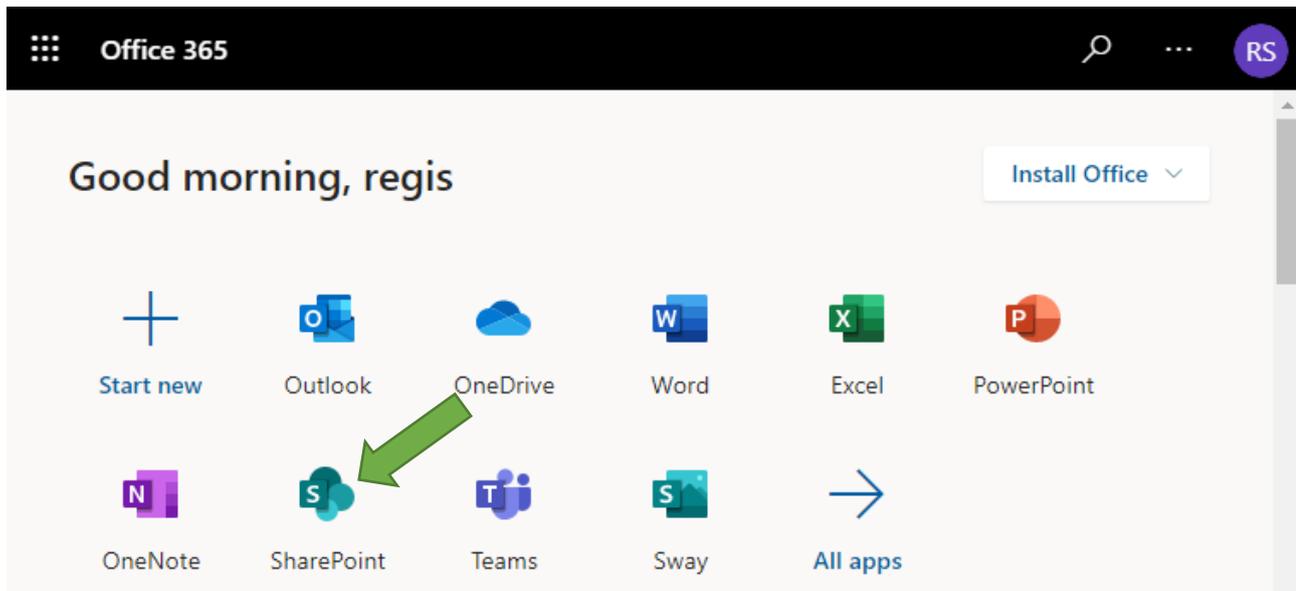


3. Now enter your school network password and press 'sign in'

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

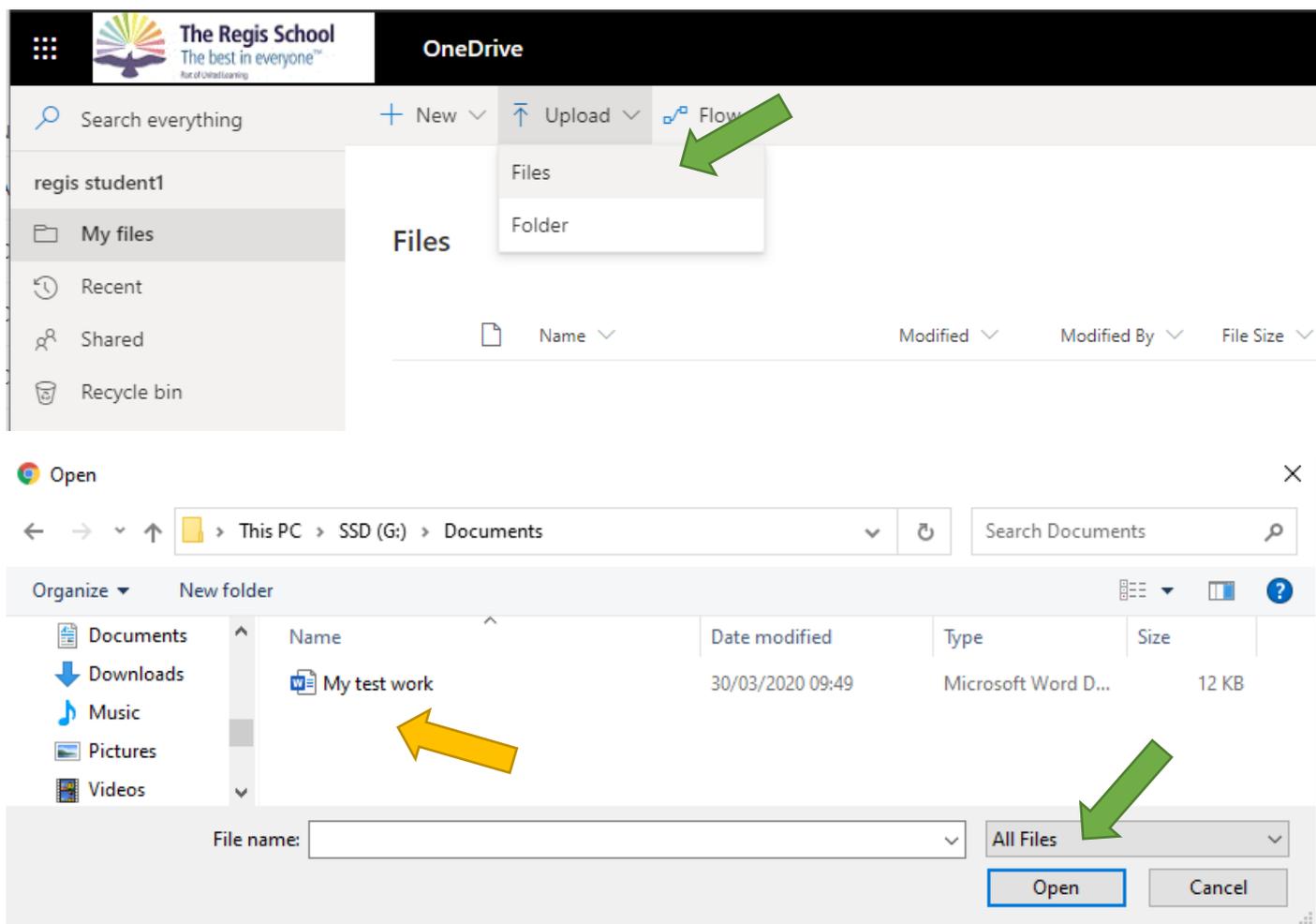


4. Now you will see your school's Office 365 portal.



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

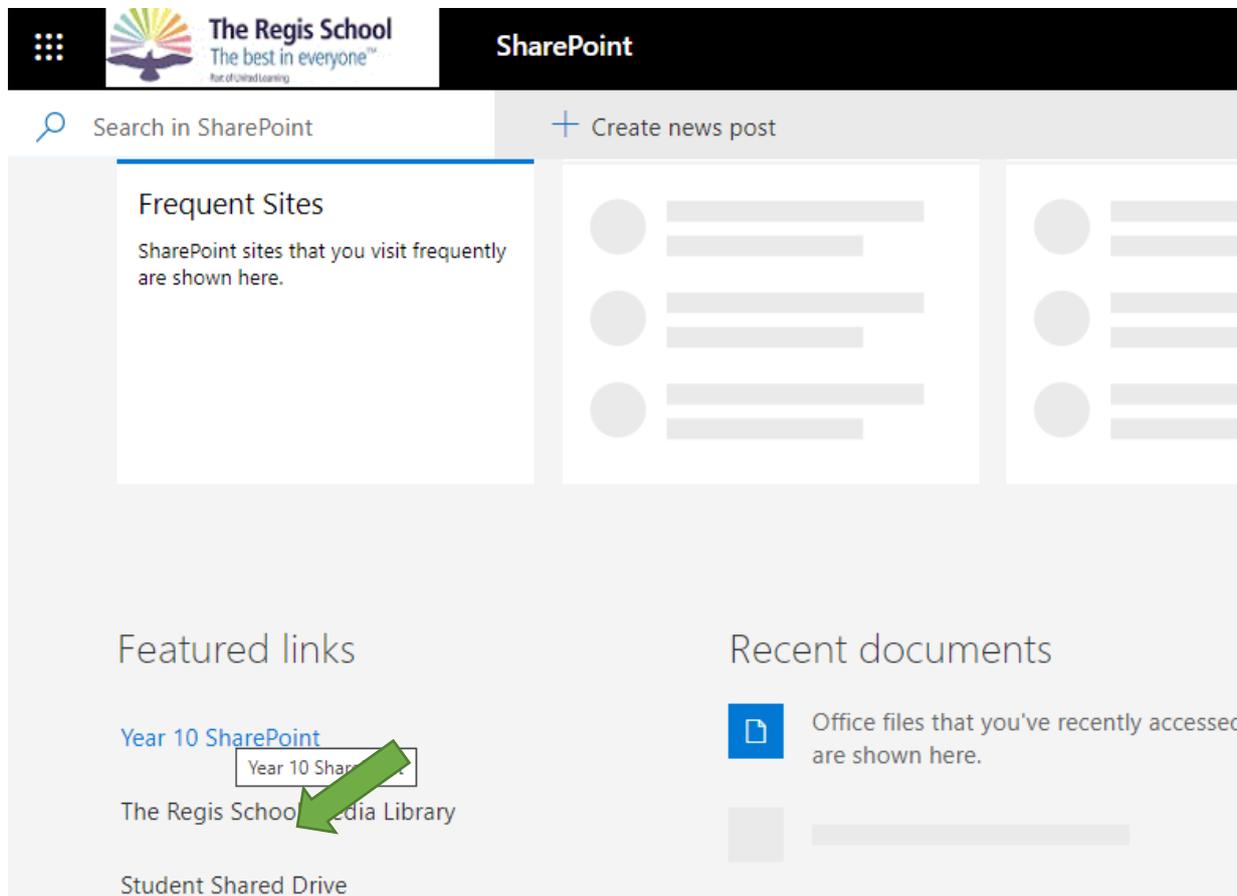
OneDrive is your personal document space and keeps your work safe, you can upload your documents by clicking upload, browse to the document on your computer.



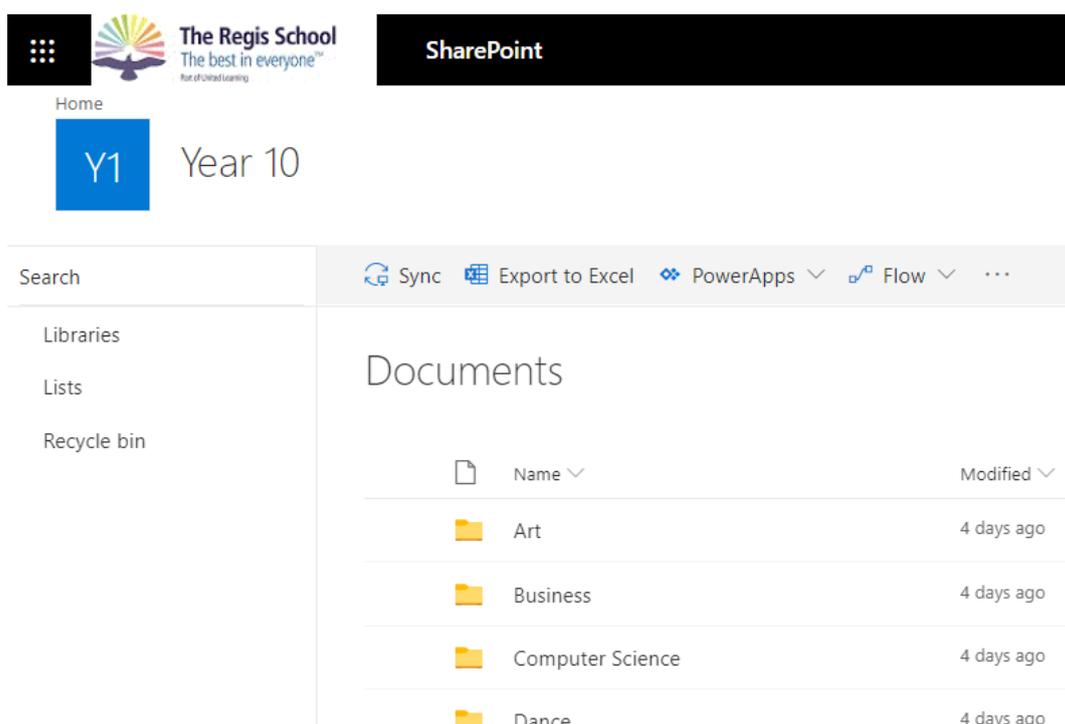
And then click open, this will then upload your document to your OneDrive.

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

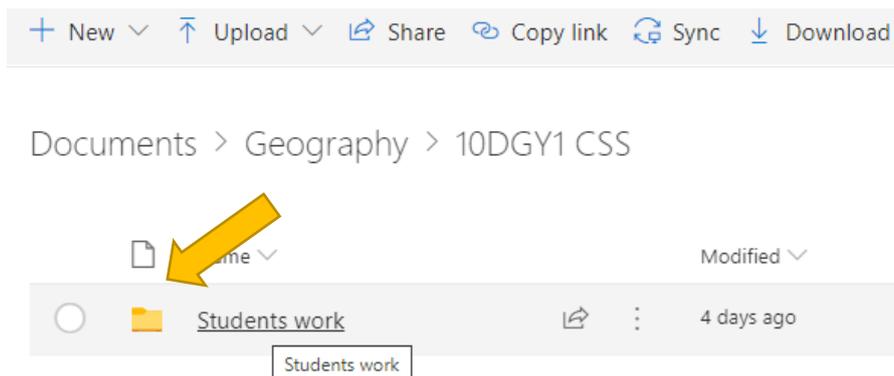
Click on the icon SharePoint and the screen below should appear. Under 'Featured links' you will see your year group. Click on your Year Group share point e.g. 'Year 10 SharePoint' (see example below). Once you have used SharePoint once you should find that it move into your Frequent Sites section



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



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

A screenshot of a file explorer interface showing a document named 'My test work.docx' highlighted with a green arrow. The document is listed in a table with columns for 'Name', 'Modified', and 'Modified By'. The 'Name' column contains 'My test work.docx', the 'Modified' column contains 'A few seconds ago', and the 'Modified By' column contains 'regis student1'.

Name	Modified	Modified By
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 itsupport@theregisschool.co.uk and someone will get back to you typically within 24 hours

Please be aware every action on SharePoint is fully logged