

Accessing SharePoint

SharePoint is an Application (app) within Office 365.

All students and staff at the Greater Peterborough UTC have free access to this resource.

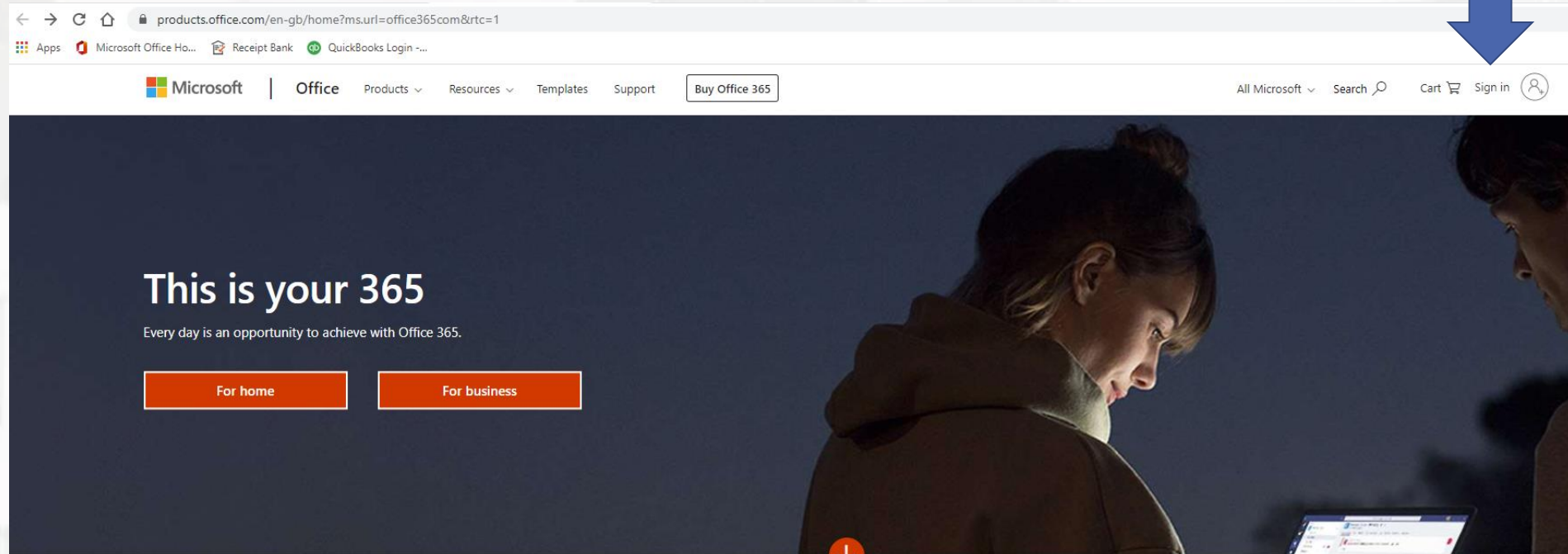
As briefed by the Principal; teachers, student managers and the welfare team will all communicate through SharePoint and student emails.

The following slides show how to access these sites and support your child with access if necessary.



Go to Office 365

Type: www.office365.com into the web browser and select sign-in:

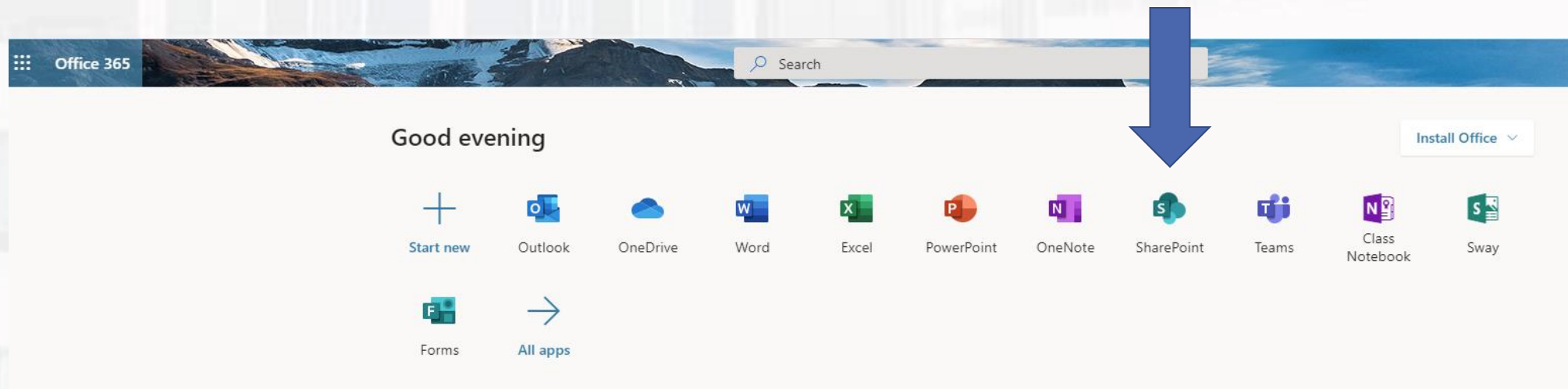


Contact us if
you forget your
password!

Login Details

Students should login to Office 365 as they do in the UTC. This is using their UTC email address and password.

Once entered you will be directed to the Office 365 Landing Page. Select 'SharePoint'



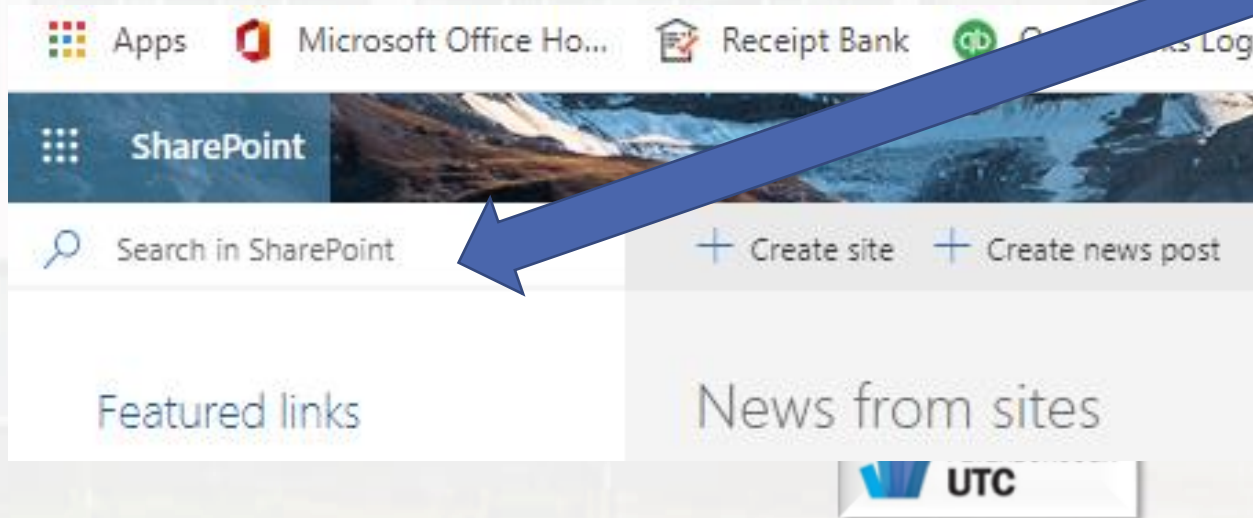
SharePoint Sites

Your Mentor and Teachers will have added you to SharePoint sites for their subjects. New sites have been set up in the following format :

YEAR GROUP - SUBJECT - SET(if appropriate)

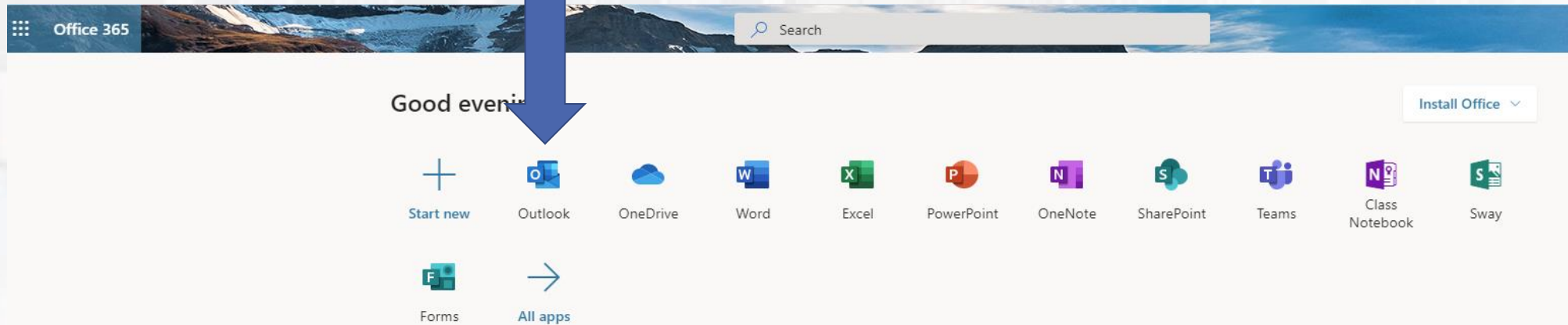
e.g [10 English 2] or [11 Maths 3] etc

You can search for these groups in the top left of the screen:

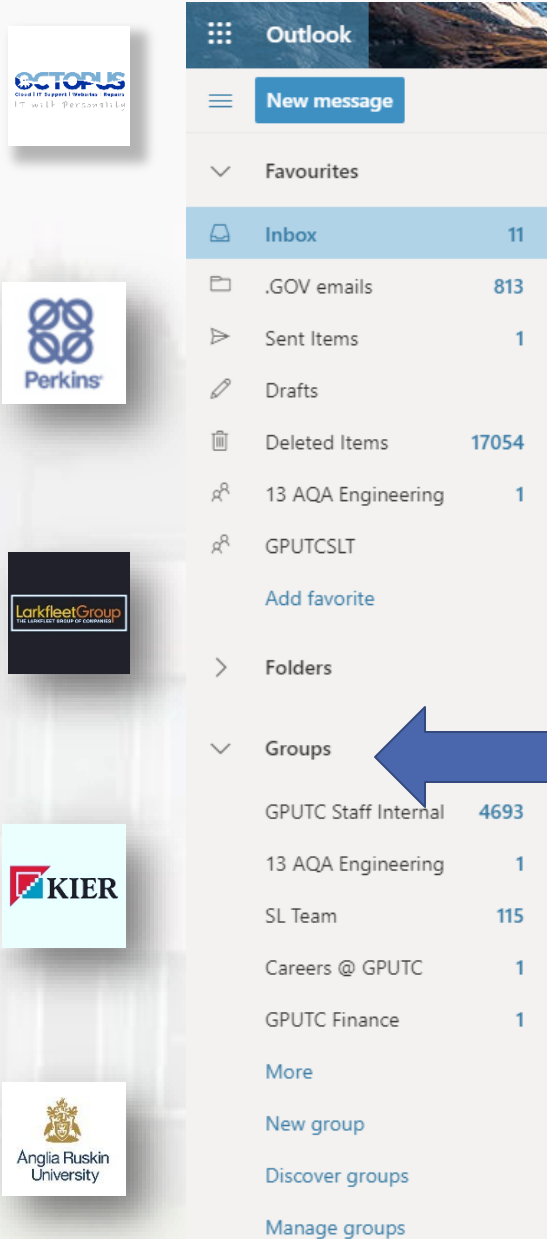


Email – Site Access

Outlook (emails) and SharePoint are connected. This is how messages are shared from the SharePoint site to the person directly. From the Landing page if 'Outlook' is selected:



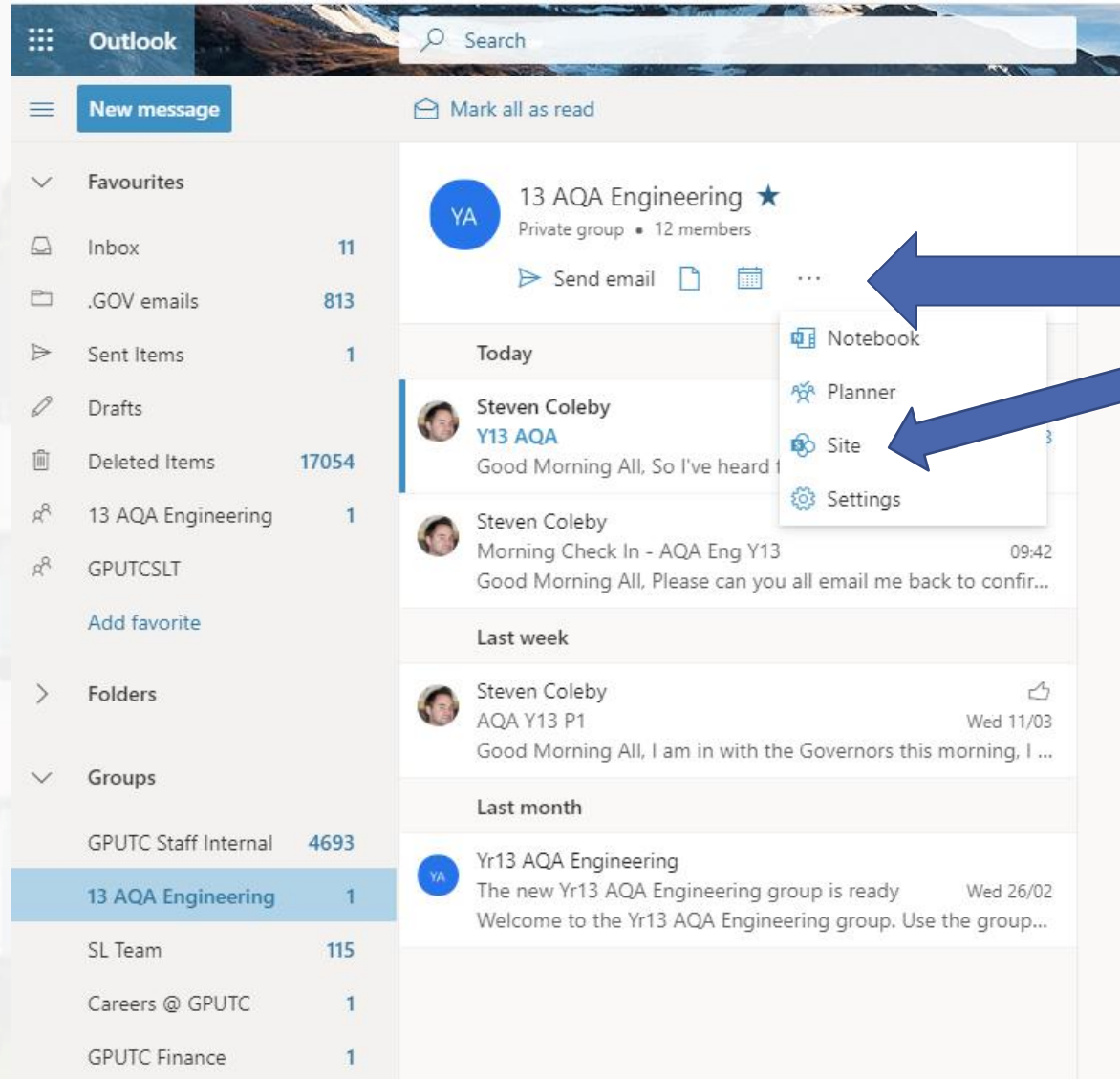
The Student email is opened



SharePoint Sites can be accessed by opening the Groups Folder



Access to the Site



Once you have located the group, select the three 'dots' (options) and select 'Site'

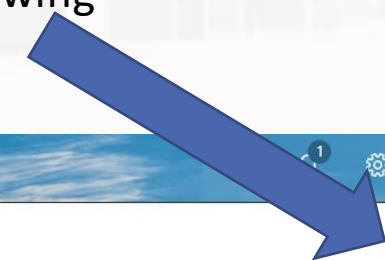
This will take you directly to the relevant SharePoint Site.



Add the Sites to your following list

By following your Sites it makes them easier to find day-day – this is shown on the next slide

Click the star here and ensure it changes from 'Follow' to 'Following'



SharePoint

13 AQA Engineering
Private group

Search this site + New Discard changes Page details

Draft saved 2/22/2020 Edit Republish

★ Following
12 members



Your sites will now all appear 'Following' in one place on SharePoint

The screenshot shows a SharePoint dashboard with the following sections:

- SharePoint** header with search and navigation options.
- Featured links** section with a 'Team Site' link.
- News from sites** section containing six news items from various sites, including '13 AQA Engineering' and 'Y10 Computer Science'.
- Following** section, circled in red, containing six site cards: '10 Turing Group', '12 English L2 Group', '12 English Resit Group', '11 English 4 Group', '11 English 3 Group', and '11 English 2 Group'. Each card shows recent activity and popular content.





If you have any questions, please email office@gputc.com or your teacher.



Thank you

