

A photograph of three female students in school uniforms standing on a green grassy field. The student on the left has braided hair and is looking down at a smartphone held by the student in the middle. The student on the right is wearing a black hijab and glasses, and is smiling while looking at the phone. The background is a blurred green field.

Students thrive in this school
- Ofsted

E-Learning at Park High School

Student guide to SharePoint



Student guide to SharePoint

This is a short step by step guide to help you to access home learning and class materials from home.

You will need access to a computer and the internet to do so. Students can access SharePoint in school, in our IT rooms and Learning Resource Centre.

If you need further support, please visit our LRC at break and lunchtimes and ask a SharePoint Champion.



Park High School App Toolkit



Microsoft SharePoint - access department student resources







Microsoft Teams – complete assignments and quizzes



Microsoft Notebook – make notes, complete worksheets and assignments



I want to...	 IOS App	 IOS Link	 Android App	 Android Link
Access my files	One Drive 	https://apps.apple.com/gb/app/microsoft-onedrive/id477537958	One Drive 	https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en_GB
Access the web	Chrome 	https://apps.apple.com/gb/app/google-chrome/id535886823	Chrome 	https://play.google.com/store/apps/details?id=com.android.chrome&hl=en_GB
Write a document	Word App 	https://apps.apple.com/gb/app/microsoft-word/id586447913	Word App 	https://play.google.com/store/apps/details?id=com.microsoft.office.word&hl=en_GB
Review assignments and hand in work	Teams App 	https://apps.apple.com/gb/app/microsoft-teams/id1113153706	Teams App 	https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB
Collaborate with others				
Create a presentation	Powerpoint App 	https://apps.apple.com/gb/app/microsoft-powerpoint/id586449534	Powerpoint App 	https://play.google.com/store/apps/details?id=com.microsoft.office.powerpoint&hl=en

Off Site

Accessing Sharepoint

Search for Park High
School website

SharePoint



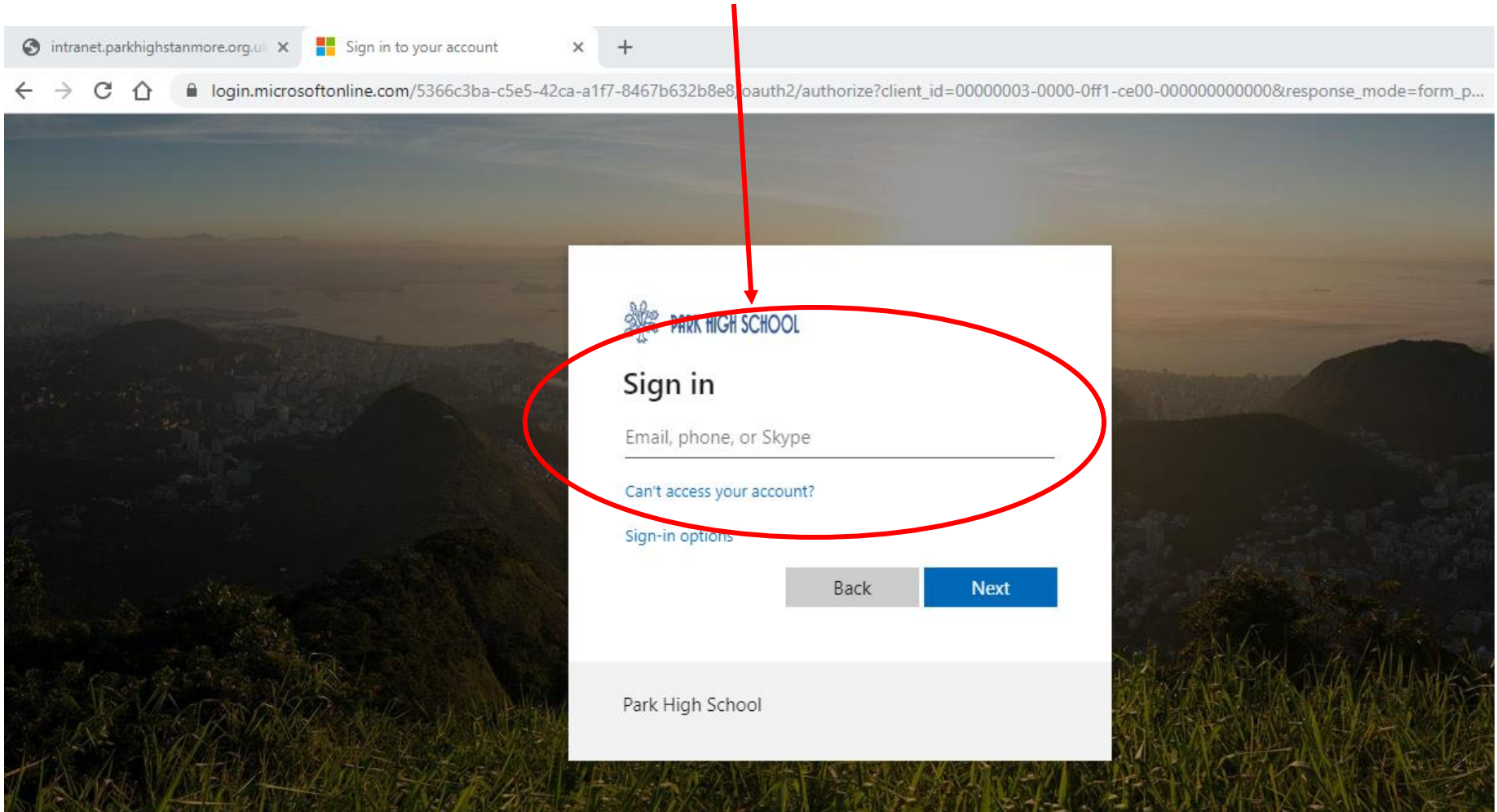
[Home](#) [School Information](#) [Sixth Form](#) [News & Events](#) [Join our School](#) [Students](#) [Parents](#) [Contact Us](#)

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Click on Chrome



1. Type in your 'username'
@parkhighstanmore.org.uk
2. Then, your password you log in with





How to check 'My assignments'

This should take you to the SharePoint home page.

Click on the My assignments button.

The screenshot shows the SharePoint home page for Park High School. The top navigation bar is blue with the school logo and name. Below it, a dark grey bar contains 'Latest News: BBC News Headlines' and the date '13 March 2020'. The main content area features a large image of two students. To the right of the image are buttons for 'OneDrive', 'My Classes', and 'My Assignments'. A red arrow points from the text 'Click on the My assignments button.' to the 'My Assignments' button. Below the image is a 'Quick Links' section with five icons: 'Change Password', 'Email', 'Google Search', 'Library', and 'YouTube'. To the right is a 'Word of the Week' section with the word 'Strive' and a quote. At the bottom left is a 'News' section with the BBC World logo and 'BBC News Headlines'. At the bottom right is an 'Add event' section with a 'No upcoming events' message.

PARK HIGH SCHOOL

Latest News: BBC News Headlines 13 March 2020

OneDrive My Classes My Assignments

Quick Links

Change Password Email Google Search Library YouTube

Word of the Week

Strive

If you strive for something, you make great efforts to achieve or obtain something.

News

BBC News Headlines

+ Add event

No upcoming events



All assignments that have been set by your teachers will appear as below on Teams.

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area is titled 'Upcoming' and has two expandable sections: 'Drafts' and 'Assigned (20)'. A red arrow points from the text 'All assignments that have been set by your teachers will appear as below on Teams.' to the 'Assigned (20)' link. Below the 'Assigned' section is a link that says 'View more past due'. The list of assignments includes:

- Year 7 Vocalise End of Topic Quiz (PHS-2019-7a-Mu) • Due November 22, 2019 11:59 PM
- Year 7 Vocalise End of Topic Quiz (PHS-2019-7d-Mu) • Due November 22, 2019 11:59 PM
- Year 7 Vocalise End of Topic Quiz (PHS-2019-7c-Mu) • Due November 22, 2019 11:59 PM
- Year 8 Film Music Quiz (PHS-2019-8i-Mu) • Due November 26, 2019 11:59 PM
- Mary's diary writing task (PHS-2019-7f-en-Rg) • Due December 2, 2019 11:59 PM
- Elliot's diary entry writing task (PHS-2019-7h-hi-Rg) • Due December 6, 2019 11:59 PM



Follow the teacher instructions on the assignment. You may be asked to complete work on a document attached (as below) or to upload a new document with the work completed.

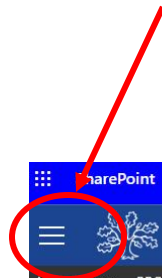
When you have completed the work. Click on the purple 'Turn in' button to submit it to your teacher for marking and feedback.

Open attached Word file. It will open in Word. Fill it out. There is no need to save to your computer. When complete, return to Teams and click the "Turn in" button.



How to access resources from my subjects

Click on the Mega Menu (Three horizontal lines) to open up the subject sites.



SharePoint

PARK HIGH SCHOOL

Latest news: BBC News Headlines

13 Mar

OneDrive

My Classes

My Assignments

Word of the Week



Links to your subjects. Click on the subject you want to access resources.

SharePoint

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PARK HIGH SCHOOL

School Links

- Home
- Continuing Professional Development
- Heads of Departments
- Intranet Adoption
- Performance Development
- PSHCEe
- Sixth Form Team
- Staff
- Year 12 Student Room

My Subjects

- All Subjects
- Music
- Reading Group

Classes 2019-2020

- Class Dashboard
- 10Ac-Mu
- 11Aa-Music
- 7a-Mu
- 7c-Mu
- 7d-Mu
- 7f-en-Rg
- 7f-hi-Rg
- 7f-pe-Rg
- 7h-en-Rg
- 7h-hi-Rg
- 7h-pe-Rg
- 8i-Mu

Other Links

- Budget
- Change Password
- Educational Visits
- Email
- Google Search
- Help Desk
- YouTube

Latest News: Sample News Article



OneDrive

My Classes

My Assignments



You will see your year group folder. Here you can access any resources your teacher has asked you to access.

PARK HIGH SCHOOL

Latest News: BBC News Headlines

M

Music

Search this site

+ New

Page details

Home

Notebook

Pages

Pictures

Links

Site contents

Recycle bin

Quick Links

Links

Pictures

Year 7

Year 8

Year 9

Year 10

Year 11

News

+ Add

Add News

Create a news post

Keep your audience engaged by sharing your latest updates.

now

Keep your team updated with news on your team site

From the site home page you'll be...

SharePoint now

What is a team site?