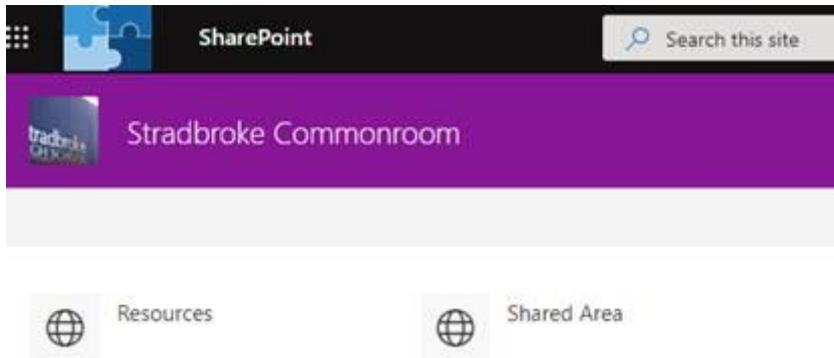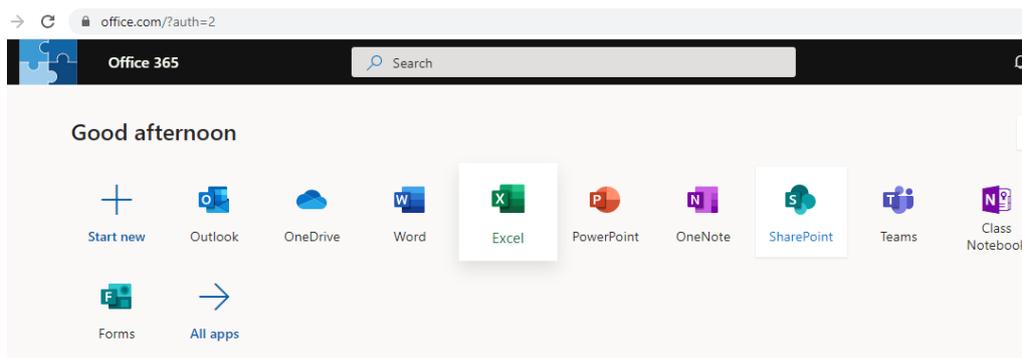**How to use the Sharepoint and upload work**

All work is set in the **Shared Resources** section of the common room on sharepoint. Completed work can then be uploaded to the S**hared Area.**
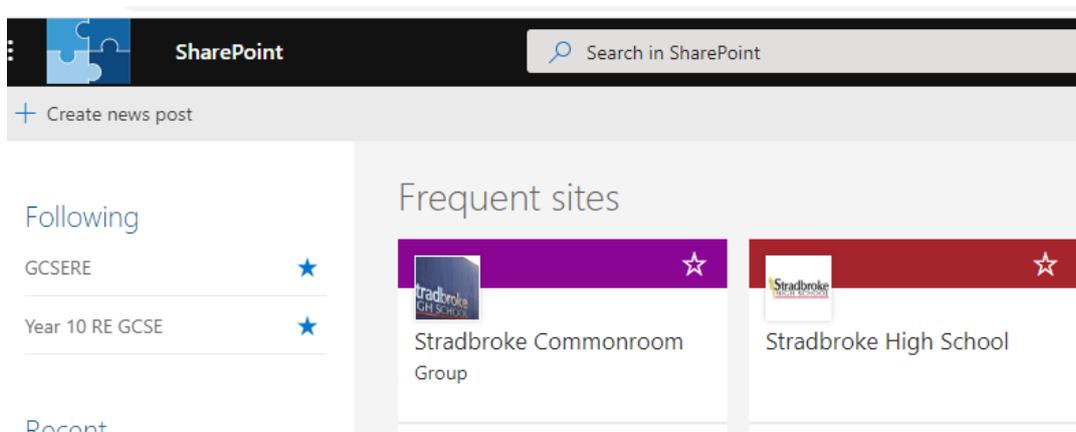

Finding the work
1. Each subject has a folder on the sharepoint that can be accessed either by going to office.com or going via the website.
2. Students then need to click on the **Sharepoint**

They then need to select the Stradbroke Commonroom.

3. Within the Common Room there are 2 folders. The Resources area, where teachers set the work and save resources for students to access, and the Shared Area where students can upload any completed work for teachers to mark.
4. Any work that students do should first be saved in their own area. They can then upload their work for teachers to mark and they do this in the Shared Area.
5. Make sure you read any documents that say 'Instructions' within the subject folders as teachers have created these to tell you what to do.
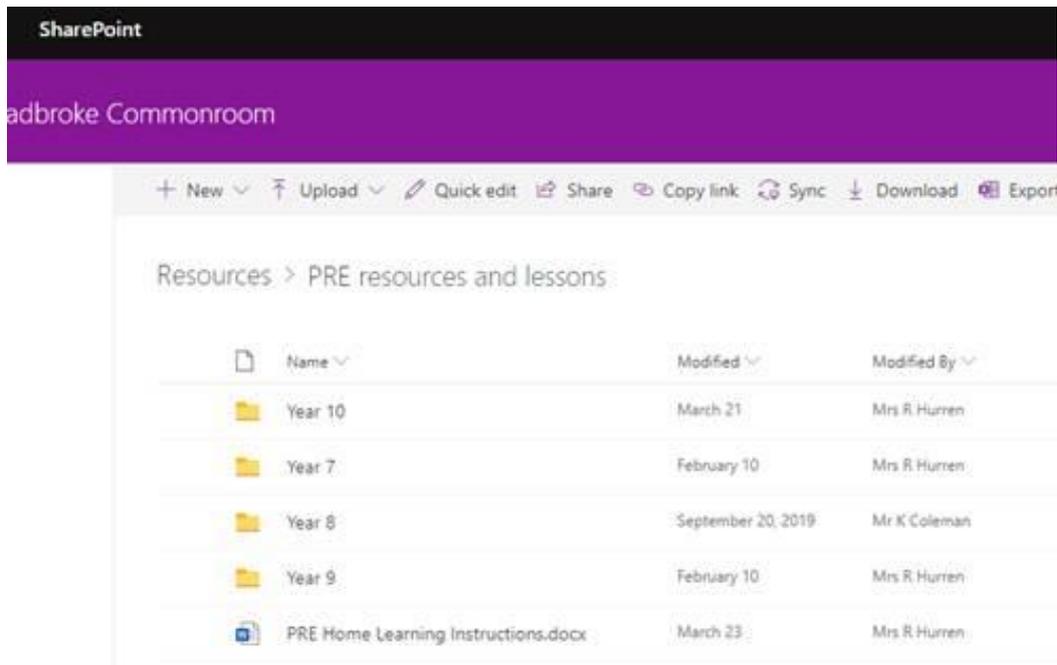
Uploading work
1. Work can be uploaded to the Shared Area (rather than Shared Resources) and again, folders are named by subject and sometimes by class name or teacher name.
2. If any work has been completed on word or powerpoint, it first needs saving in a student's own area of Onedrive. Make sure you use your own name in the file name.
3. Go to the relevant folder on the sharepoint (for example PRE Work to Upload) and select **Upload** and **File** to upload their work. They can then find their file from their own area and upload it that way. (Don't just save your work in the Shared Area, make sure it goes into the subject folder and year group so that teachers can find it!)
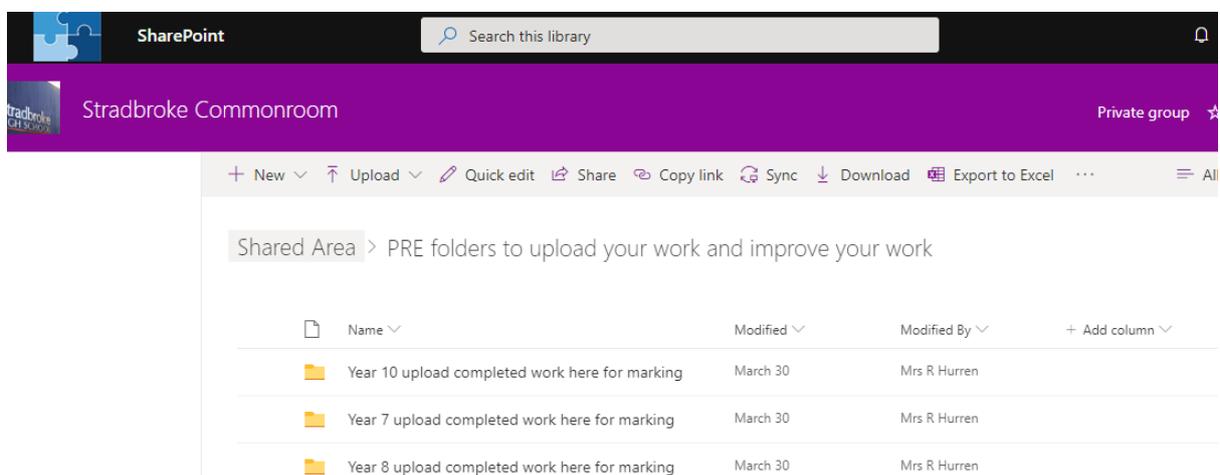
Marking the Work

1. Teachers may mark a piece of work. They might write comments that can be viewed by clicking a small square speech box on the right of the document. Alternatively they could type a comment on the document.
2. Some teachers then move the work to a folder called 'Marked Work'
3. You can then do any improvements or respond to comments if you wish to.

Remember

1. Do what you can but don't worry.
2. If you want to you could stick to your timetable and do some of each subject on the day you would have had a lesson. Or as a rough guide try to do 3 hours per day of learning.
3. You can work on paper or in your book if you have it, or you can work online in a word document for example.
4. If you work online, you can then upload your work for teachers to see and mark.
5. If you have any problems, you can email (office@shs.set.education) or ring the school office on 01379 384387).