

SharePoint tips to accessing Home Learning

Sharepoint is linked to your office 365 account so you must be logged into office 365 for it to work.

Go to <http://portal.office.com>

Do not use the office site that ends with live.co.uk as this will only accept Hotmail addresses, not the school email addresses.

Make sure your email domain is @students.davinciacademy.co.uk

Common typos to check for:

- No s on the end of students
- davinci with 3 l's in it – its only got 2
- Academy with the wrong number of a's in it - there are too many variations that are frequently used!
- .com or .org instead of .co.uk
- Make sure that the first part of your email address has no dots in it. If you have a dot between your first name and second name, its wrong

If office accepts your email and takes you to the password screen, then the problem is likely with the password. If you need a password reset, in the first instance contact your tutor or Miss Bowstead. If it is over the weekend, you may not get a response until Monday. They should be able to reset your password for you for your school login and email.

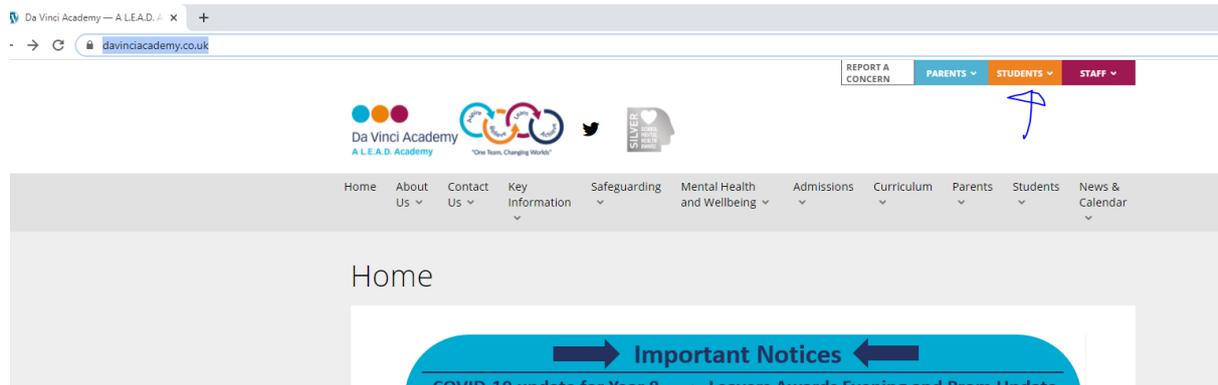
If resetting your password doesn't work, then we will need to escalate it to the IT help desk. This will take some time. Just contact the member of staff you have been previously liaising with and they will then raise a ticket with the ICT helpdesk for you to check all your settings out and if needs be remote onto your computer to help you through the process. Do not panic that you haven't accessed your work. We will know about this and know that you are trying if you have contacted us. In the interim, we will email you some work.

If you try to access SharePoint and it mentions anything about email, you are not in your office 365 account and you need to login.

Remember it is your school email address you need to be logged in with and not your home email address! We don't have access to your home email addresses.

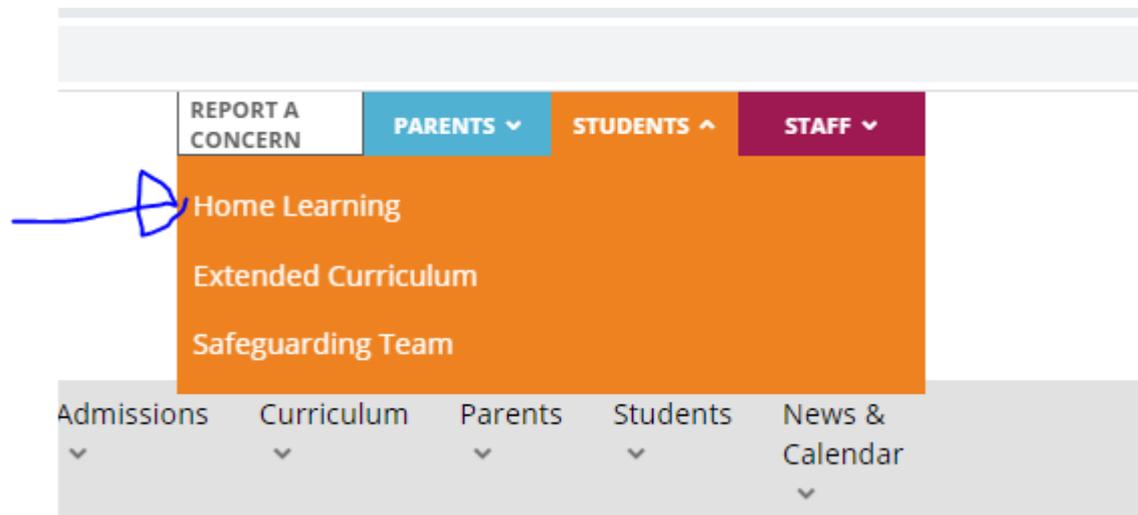
If you can't access your work, contact school, don't hope it just means there is no work and it will go away!

Accessing sharepoint is easy



On the school website on the top right hand side you click the orange tab that says students.

A drop down menu appears – click home learning.

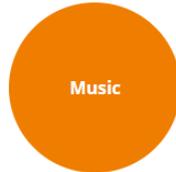
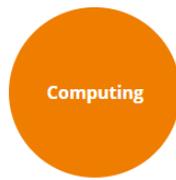
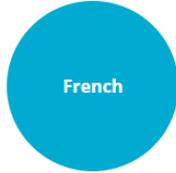


You can the select your year group



From there you can access every subject

Please select a Subject



Once in a subject click on the week and select your work.