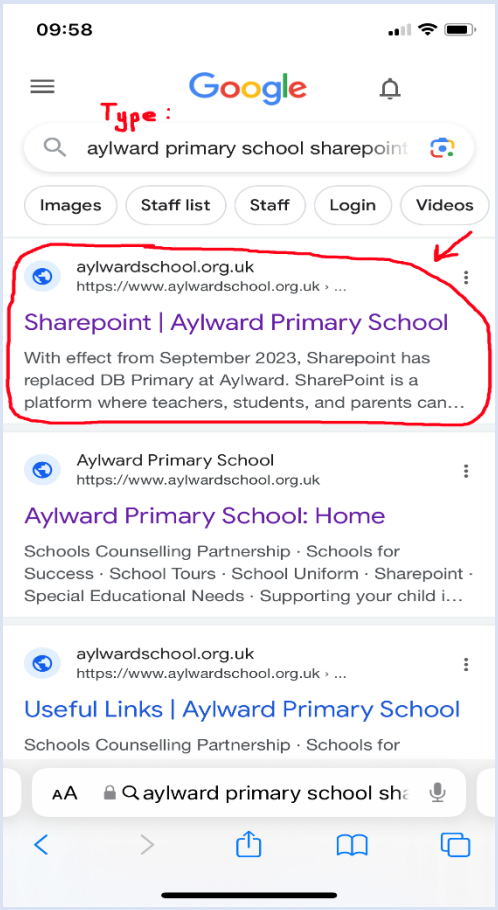
Using ‘SharePoint’ for Home Learning on a phone or tablet.



Use a search engine and search for:

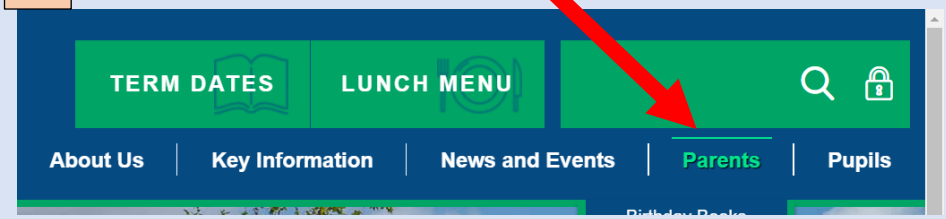
Aylward Primary School SharePoint

Please use all four words not just SharePoint.

The top choice will take you to the SharePoint link on our website.

You can also use the ‘Parent’ tab on the website to find the ‘SharePoint’ page as well.

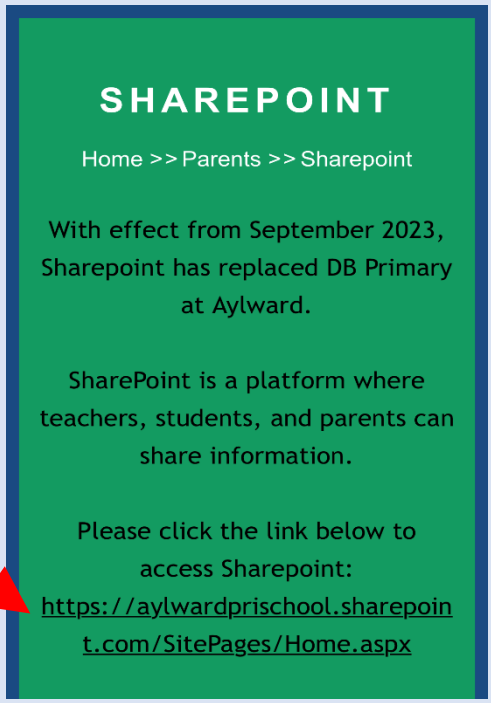
1

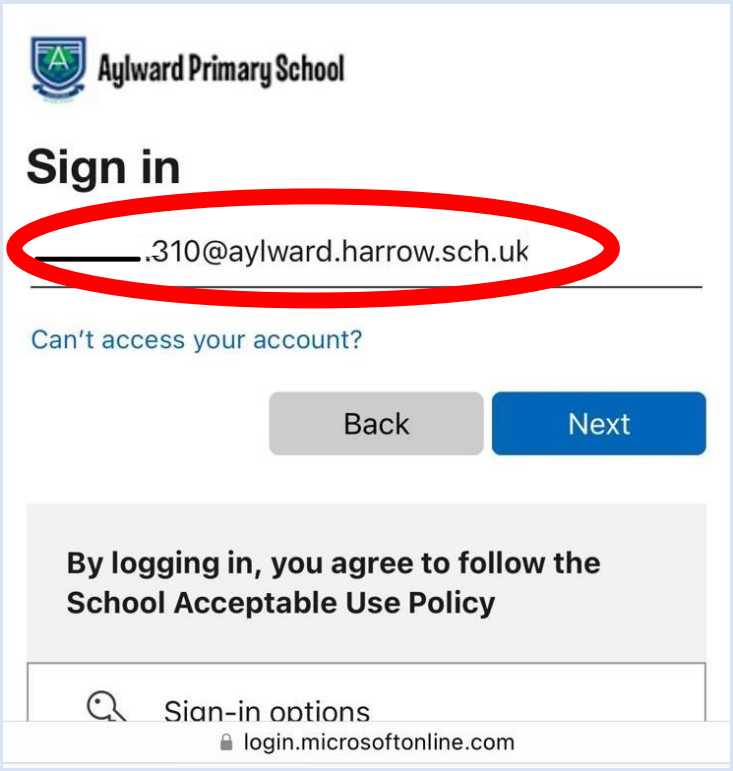


Scroll down below the picture and you will see this.

Please click on the link.

2





3

You will be taken to this page where you will need to type in their login.

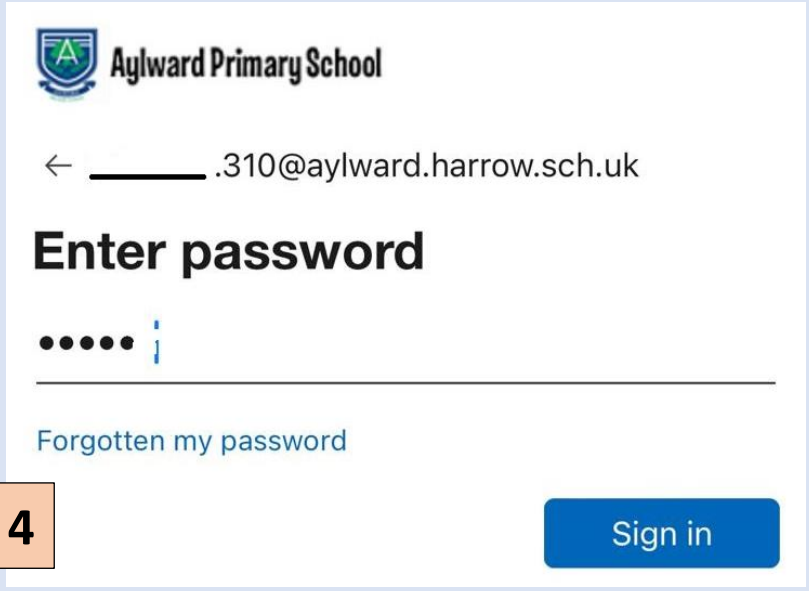
This should be the same '.310' login they use for school laptops and Bugclub. They will also be put in your child's school reading diary.

They are usually the first 4 letters of their surname with their first initial and a random 3-digit number.

<u>You also need to add the rest of the school address.</u>

Example

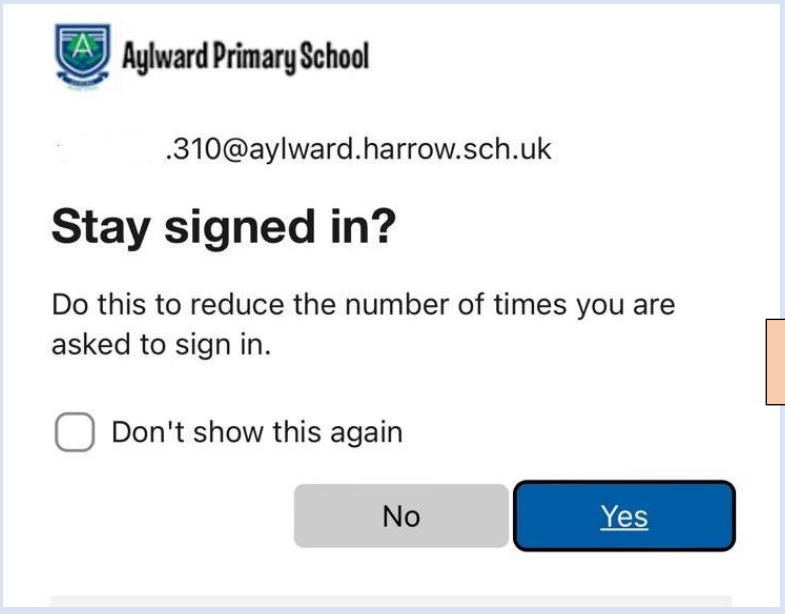
Tolkc932.310@aylward.harrow.sch.uk



4

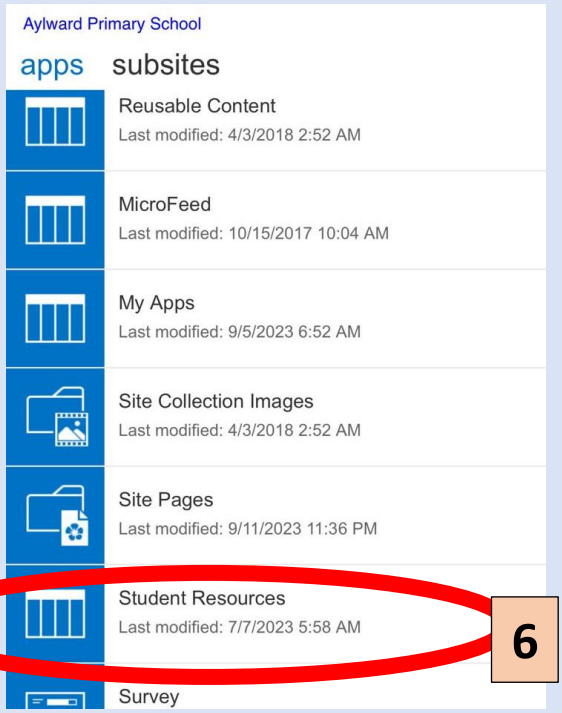
You will then have to put in their password. This should be the same one as their school laptop and Bugclub login.

<u>This is usually a 5-letter word with a number</u>



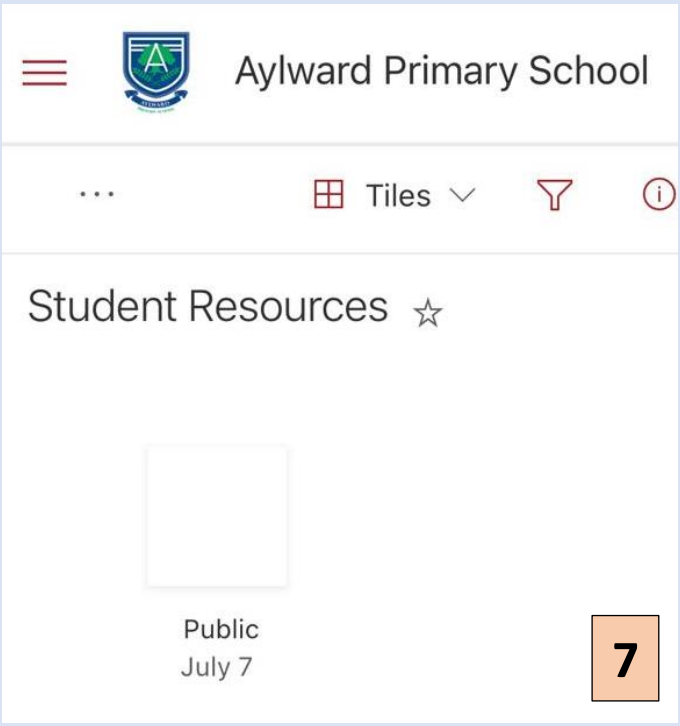
5

Only accept if you are on a personal device!



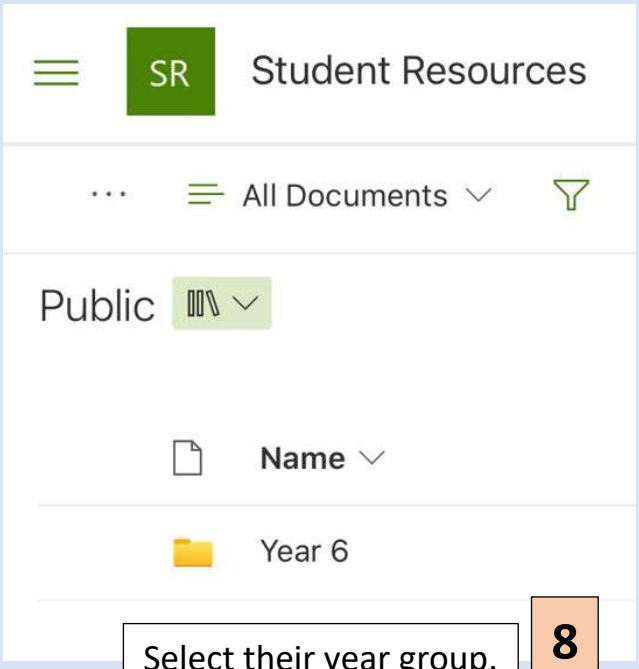
6

Scroll down and select **‘School Resources’**



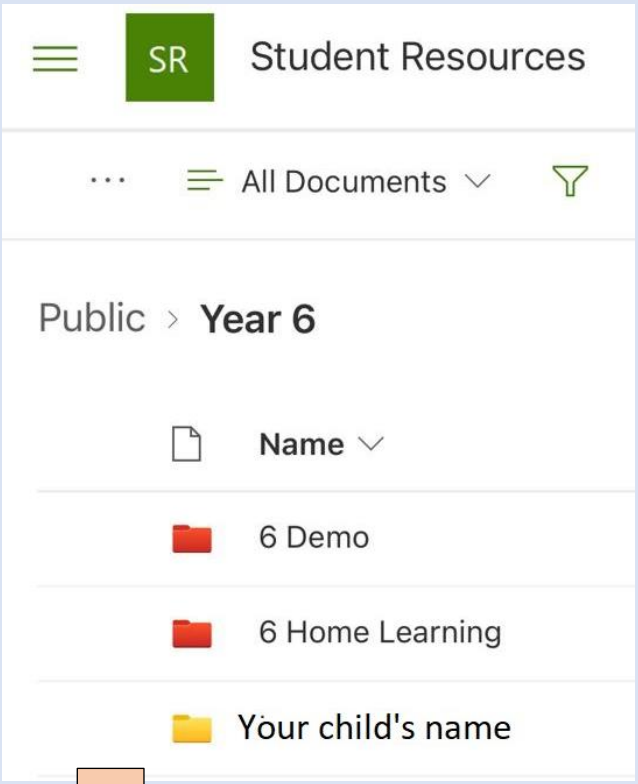
7

Click on the public box - it is a white box above the word ‘public’



Select their year group.

8



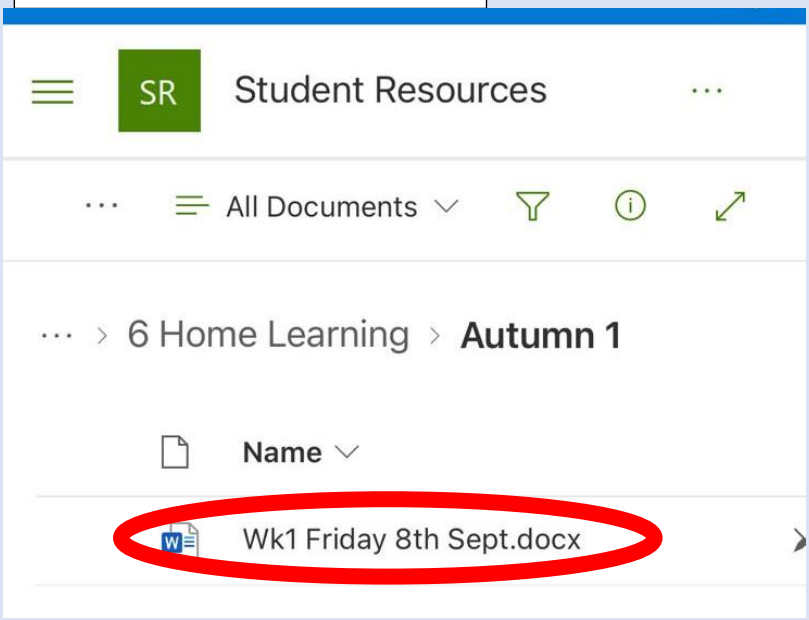
9

Demo – This is used in school.

Home Learning – This is where you will find their home learning each week.

Your Child’s Name: This is where they will upload a picture of their work or a file when they are asked to submit home learning online instead of completing it in a book.

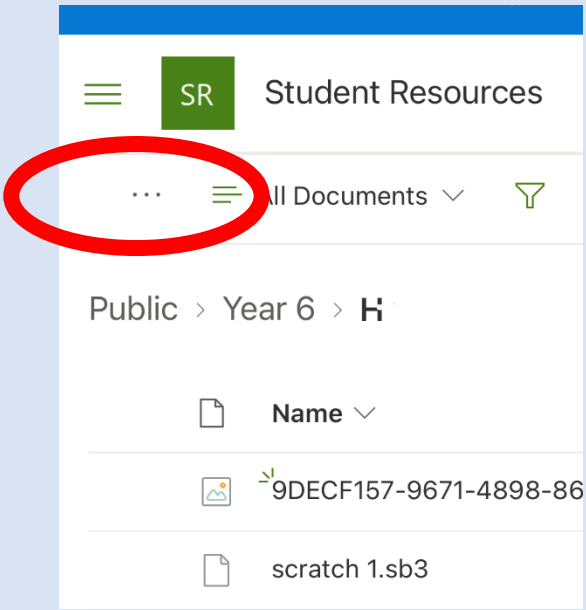
To download tasks:



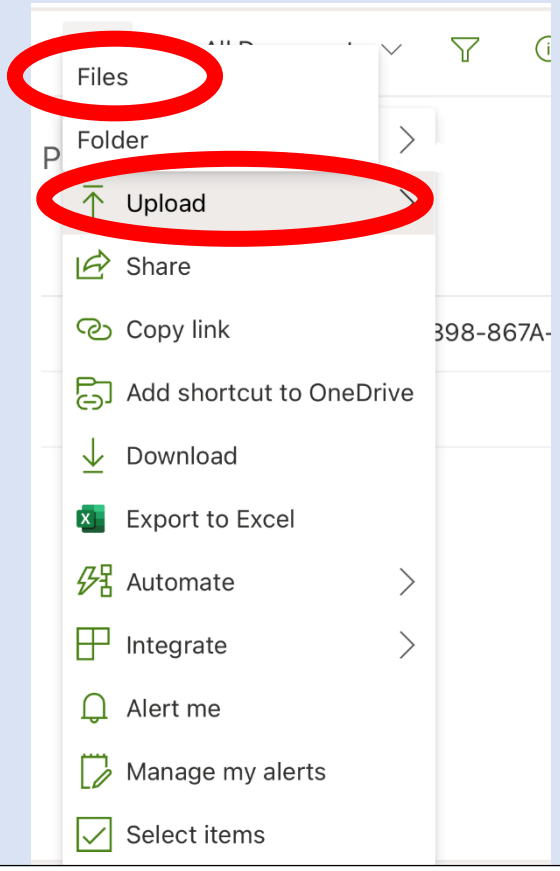
The home Learning folder will be split into folders with homework labelled clearly.

When you click on the one you want, it will open in a new tab.

To upload work:



Click on the ellipsis (3 dots) and it will open up options.



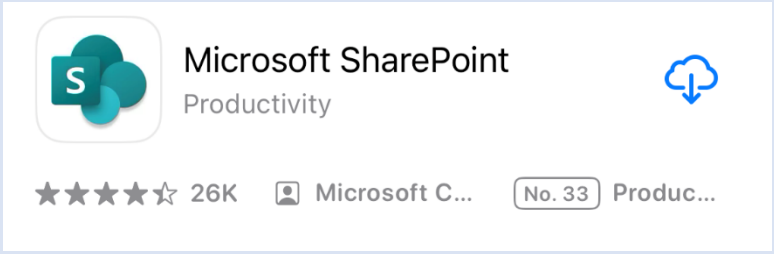
Select 'Upload'

Click 'files'

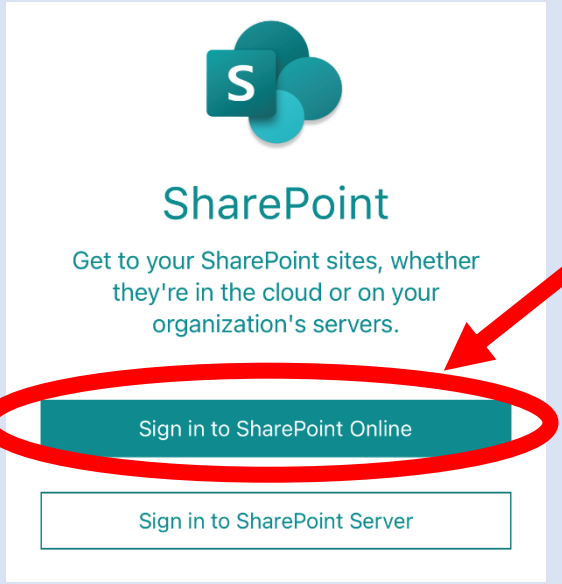
You will then be able to select your photo of work or your file saved on your device to upload.

If you are submitting a file, name it with that week's date before uploading.

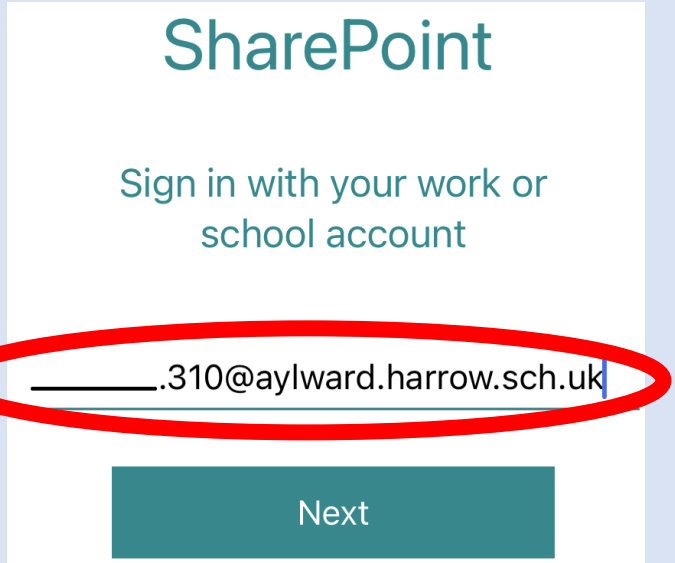
If you have downloaded the 'SharePoint' APP:



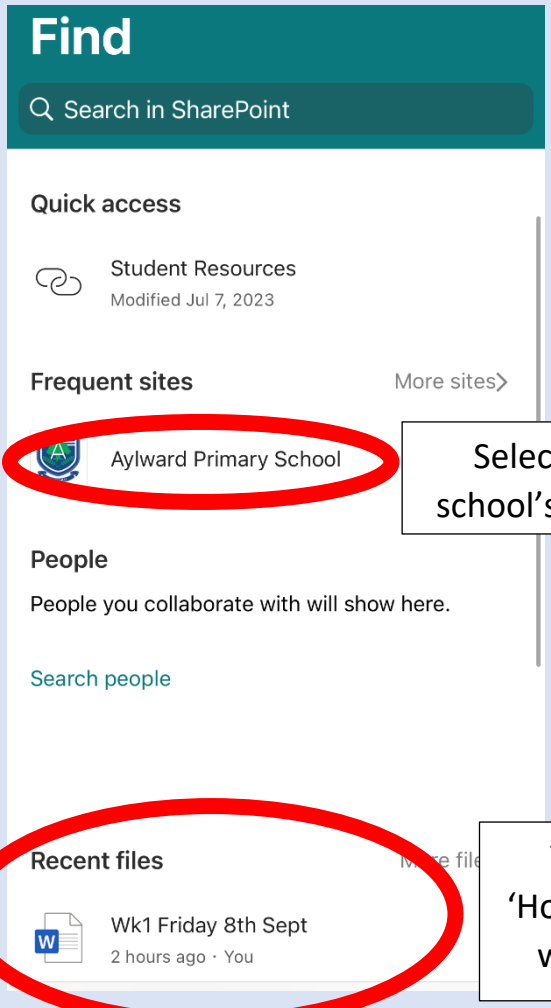
Download 'SharePoint' in your APP store.



Select

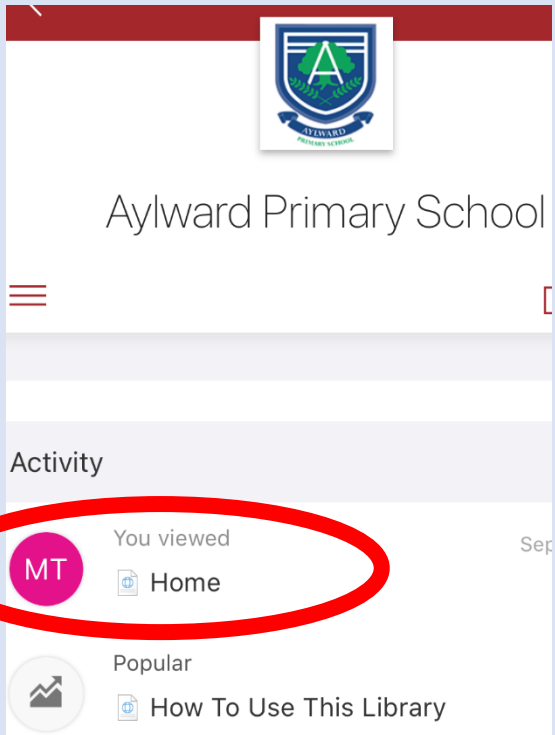


Your child's login that uses the full email address – see step 3.
It will then ask you to put in their password.



Select the school's name.

Your latest 'Home Learning' will often be



Click on 'Home' and it will take you to the screen show in step 6. Follow normal steps from there.