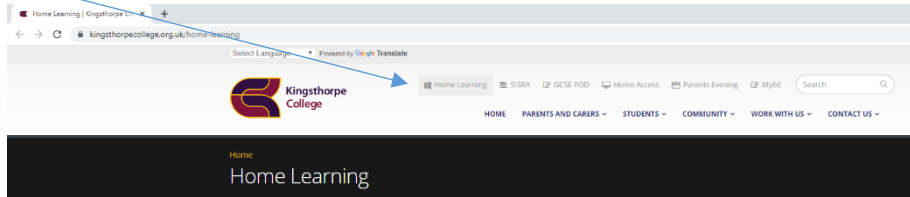




How to Access Home Learning Resources on SharePoint

- 1) Visit www.kingsthorpecollege.org.uk
- 2) Click the “Home Learning” icon on the top menu.



- 3) Click the  button, this will take you to the KC-Home page in SharePoint on Office 365
- 4) Login to Office 365 with your **school email address and password**
- 5) Click the  to expand the “mega menu”

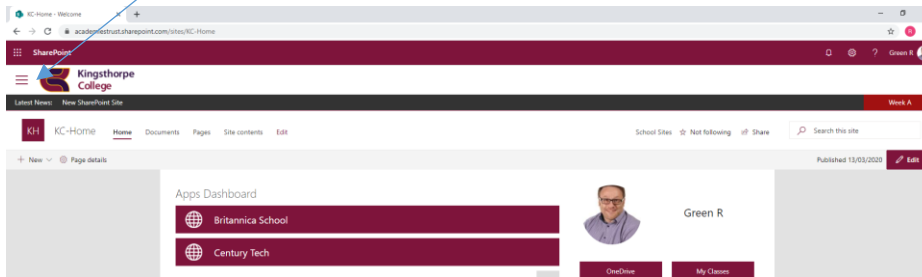


Figure 1- KC-Home Page on SharePoint

- 6) From the mega menu, click on the subject you want to access resources for
 - You only see subjects you teach or are taught.
 - If you don't see a subject you need, please contact the ITHelpdesk@kingsthorpecollege.org.uk for support

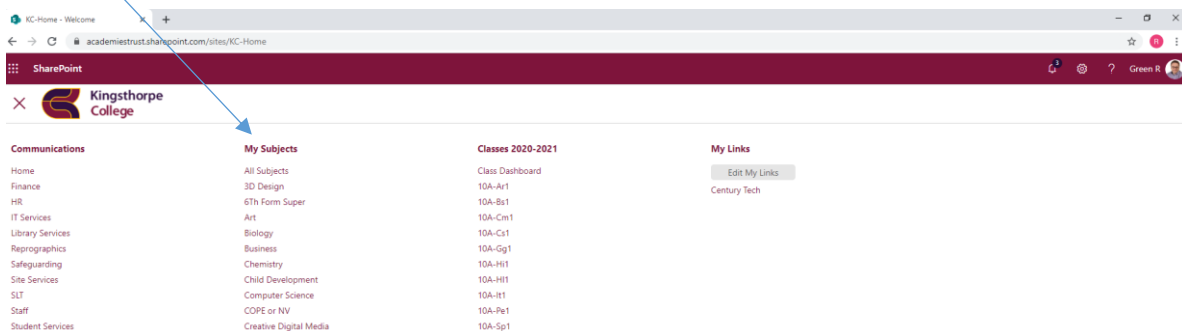

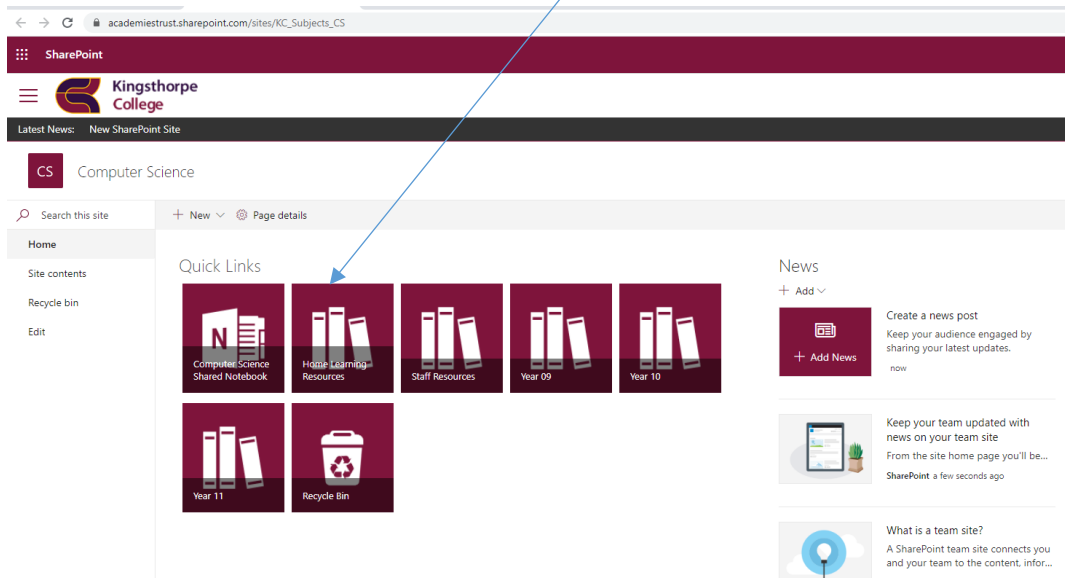


Figure 2 - Mega Menu

7) After you have selected the subject you need, Click  button

- Currently **all** resources are in each subjects “Home Learning Resources” Library
- All other Libraries are not currently populated with data



8) Browse the folder to find the resources you need and click it to open

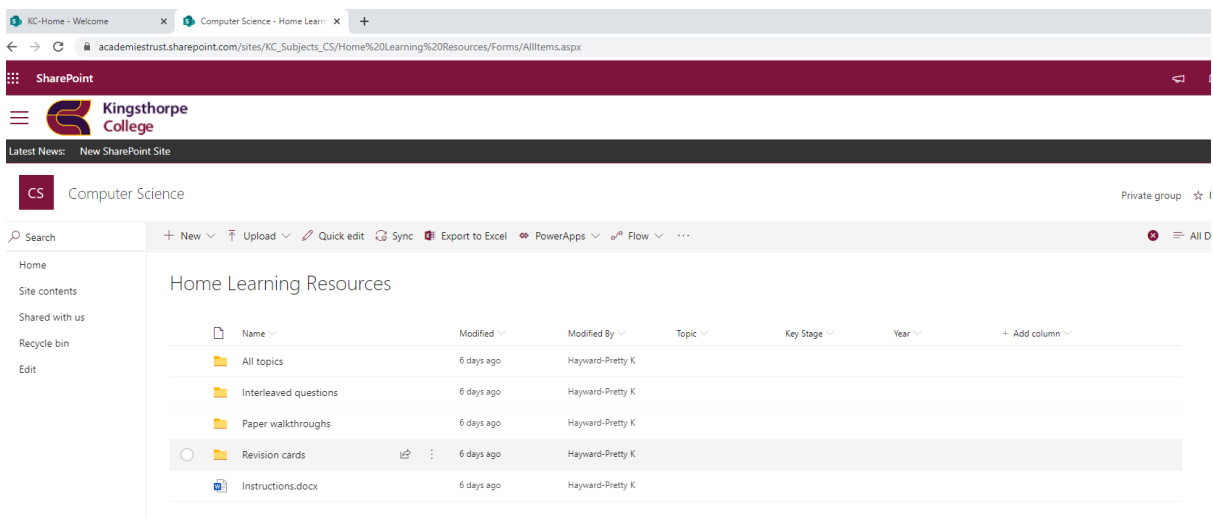


Figure 3 - Home Learning Resources Library


How to edit worksheets

As all the resources are read only copies (which means you can't edit the file) you need to save a copy of the file to your own OneDrive and edit that one.

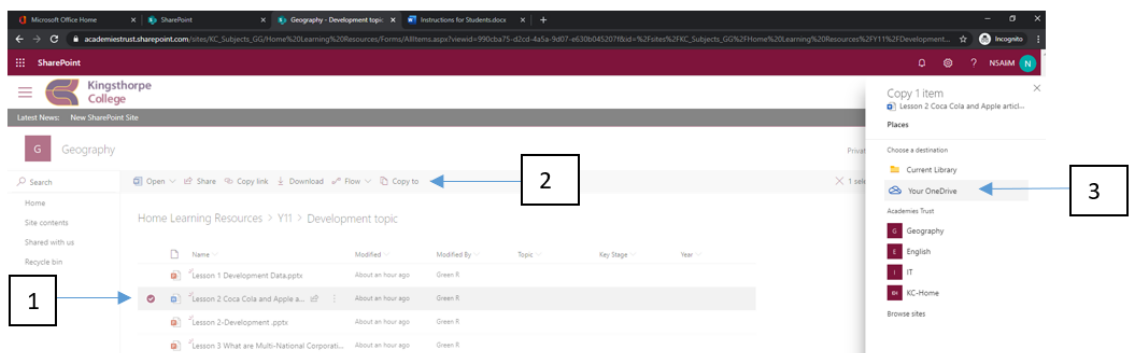
To copy resources to OneDrive and Open


- 1) Tick the resources you want copy

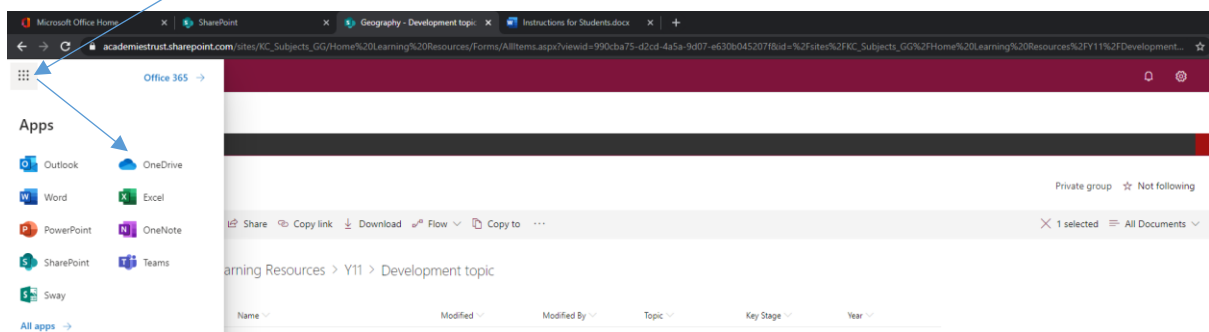



- 2) Click  Copy to

- 3) Click "Your OneDrive" to save a copy of the file to your own OneDrive

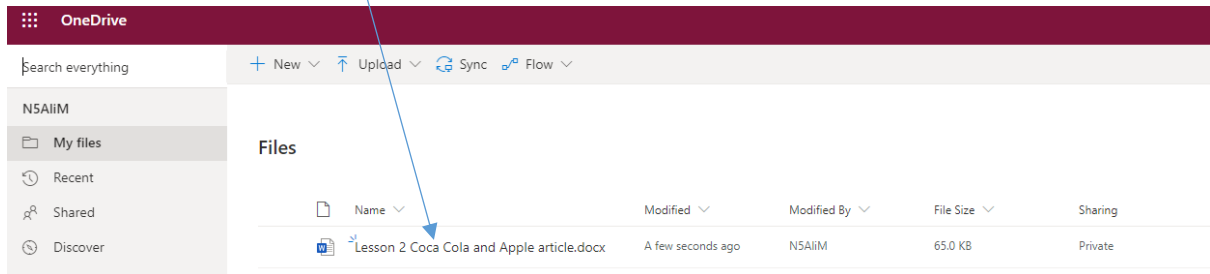


- 4) Click the  to open the app menu and open OneDrive



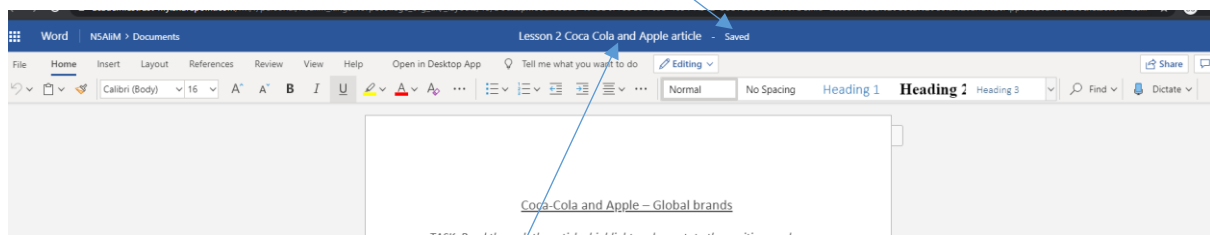
- 5) Click  OneDrive to open your OneDrive to view your files

6) Click the file you just saved\copied to open and edit



Saving and naming your documents

Files in your OneDrive automatically save as you go



To name\rename a document click here and type