

## Using the new Oldfield SharePoint site

SharePoint is basically like having a school network drive stored in the Cloud.

Any documents on it are accessible on any device that has an internet connection – phone, tablet, PC.

It can be a bit confusing to navigate around, so we have had a school SharePoint site built for us by a company called Cloud Design Box. (Click here for their [Student and Parent guide to Microsoft Teams](#) – note that students can access Teams through are SharePoint site, instead of logging in as shown at the start of this video.)

### **Why we have done it**

- 1 The Sharepoint site is an easy way for you to get to the Teams set up for each of your classes.

These may be used to deliver video lessons if you have to work from home.

- 2 Sharepoint will also allow your teachers to share files with you easily.

These might include worksheets, presentations, etc.

### Help contents

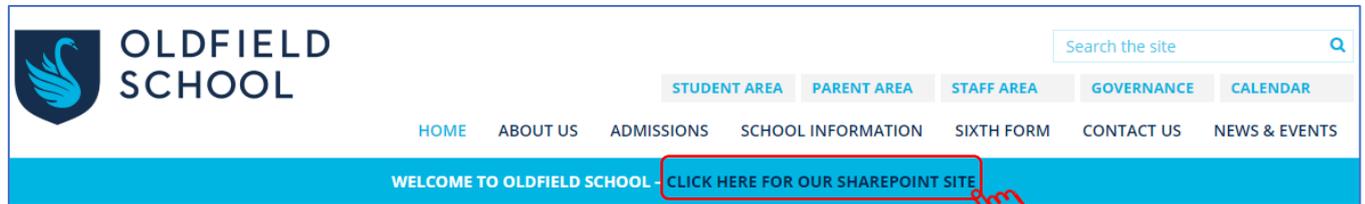
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## How to access our SharePoint site

- ① The web address for the site is

<https://oldfieldschool0.sharepoint.com/sites/old-Home>

Or there is a link from the banner at the top of the school website homepage [www.oldfieldschool.com](http://www.oldfieldschool.com).



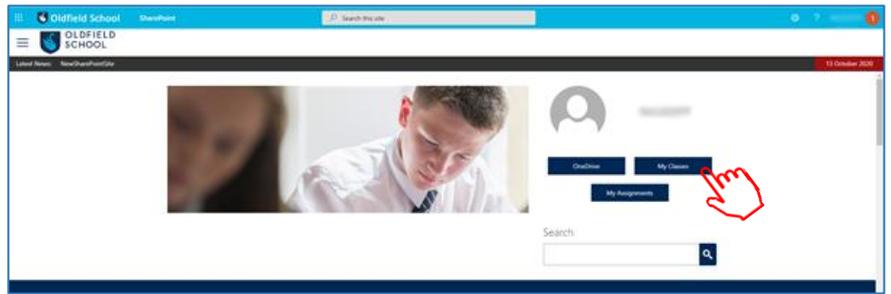
- ② You will need to login using your school credentials:

Email address: your school email address  
(your username with @oldfieldschool.com after it)

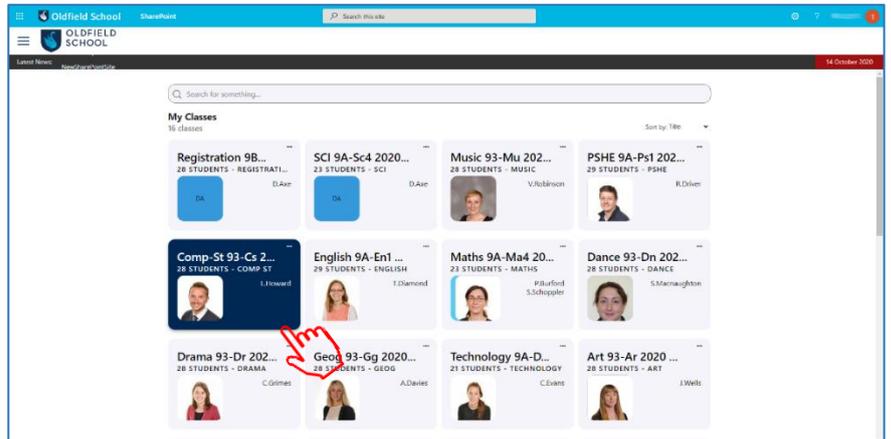
Password: the password you use to login to the school network

## How to access a class Team

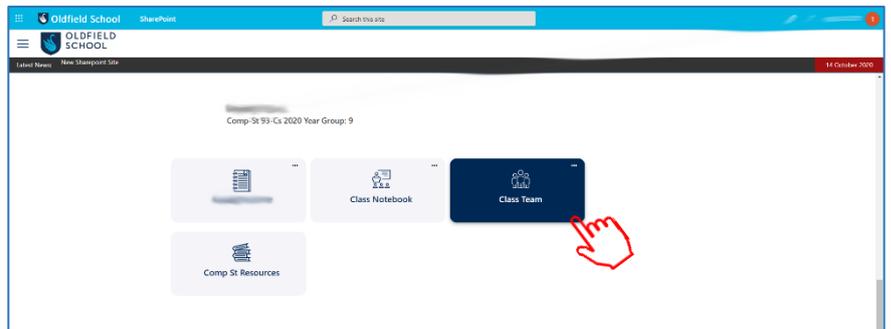
- 1 Click on **My Classes**.



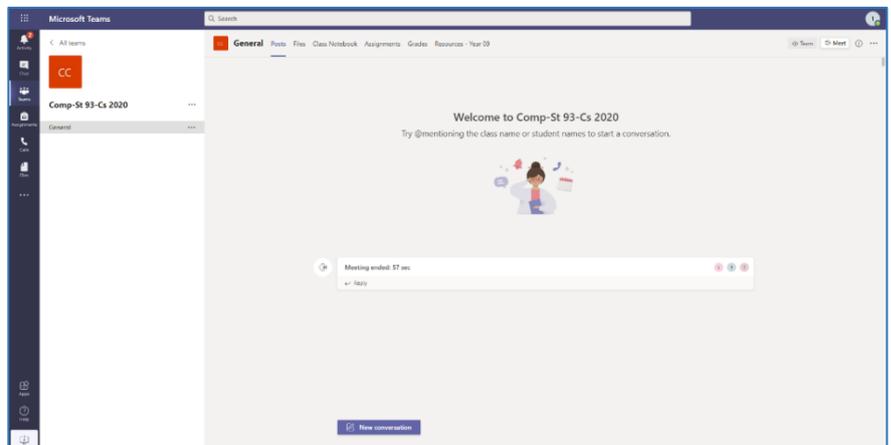
- 2 Click on the **relevant class**.



- 3 This will scroll lower down the page.  
Click on **Class Team**.

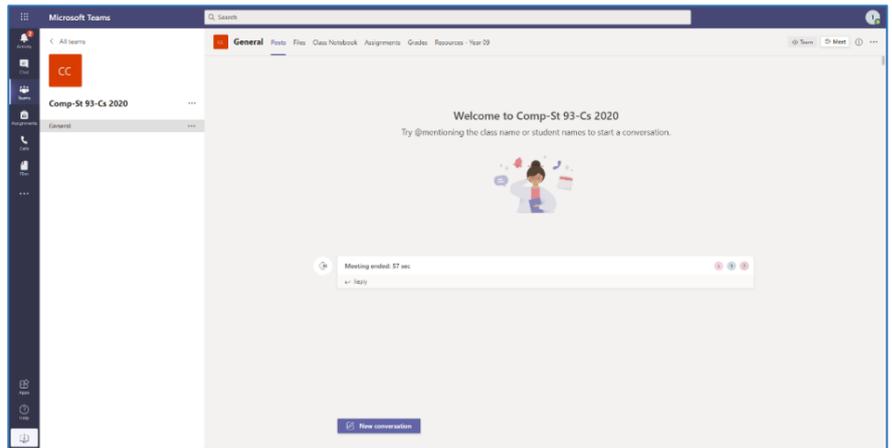


- 4 This will open up your class team in **Microsoft Teams**.

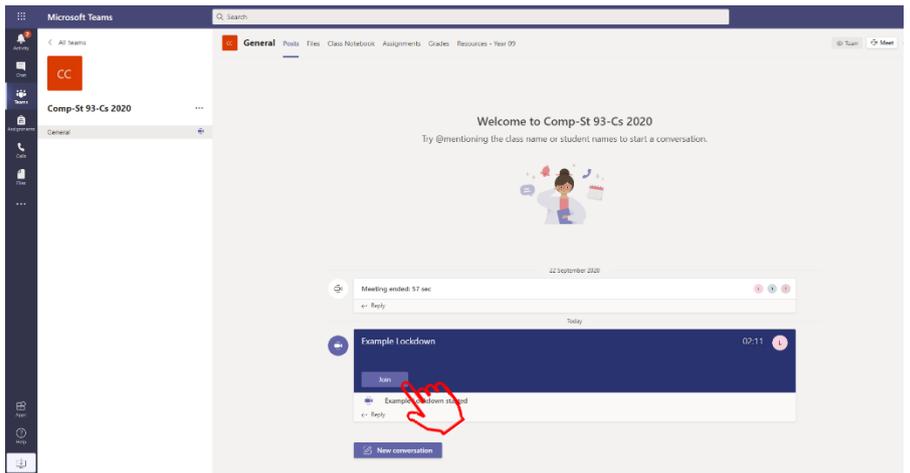


## How to access a live lesson

- 1 Navigate to the **correct class team**.

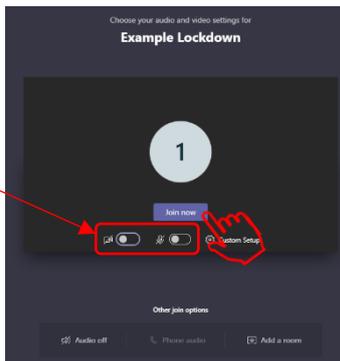


- 2 Once the lesson is up and running click on **Join**.

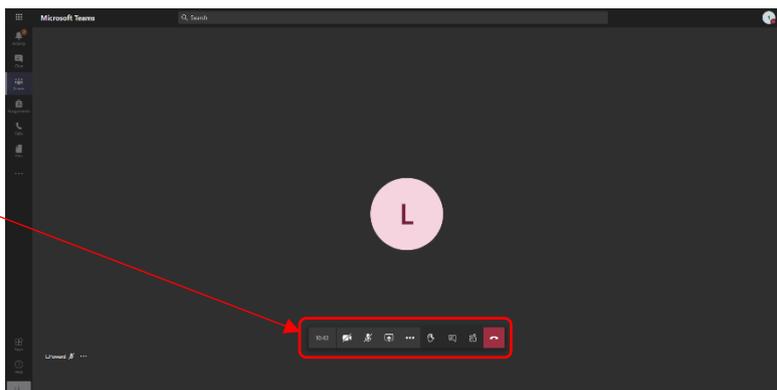


- 3 **Turn off** your camera and microphone.

Click **Join now**.



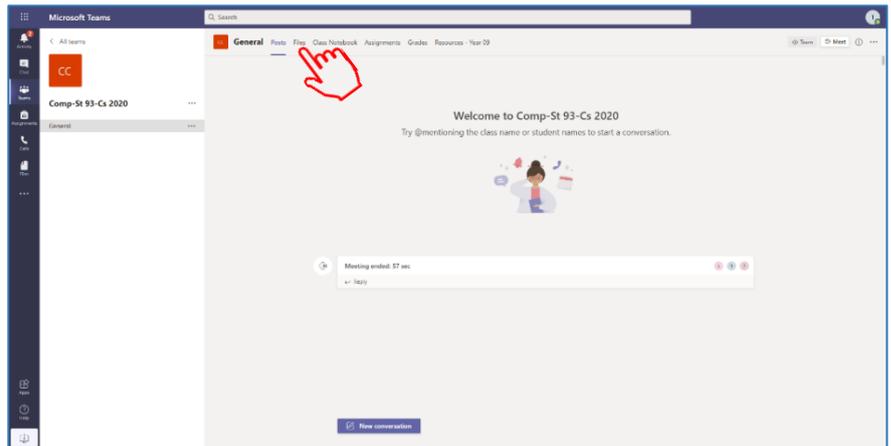
- 4 There is a **toolbar** that allows you to perform various actions during the lesson.



## How to access subject resources from Teams

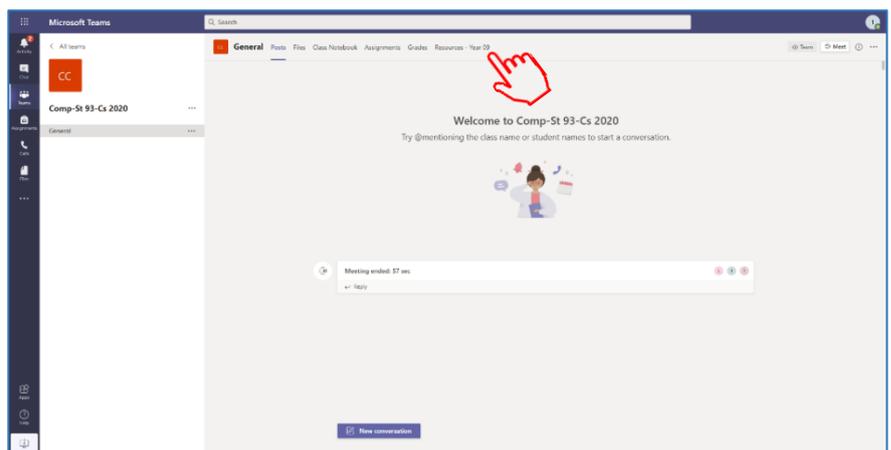
- 1 Once in your class team click on **Files**.

This will take you to a folder that has files your teacher has uploaded just for your class.



- 2 Once in your class team click on **Resources – Year nn** (*nn = your year group*).

This will take you to a folder that has files that have been uploaded for every student in your year for this subject.

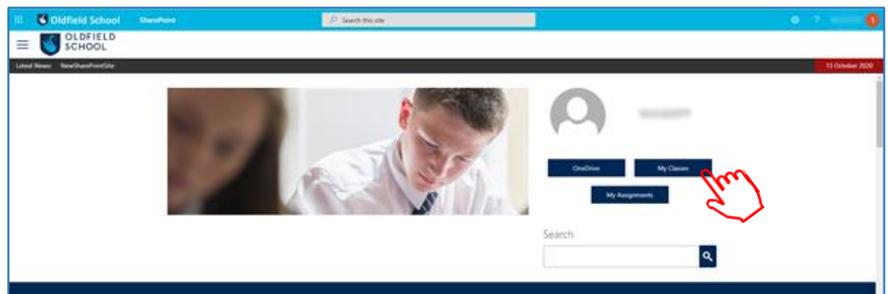


In both cases the folders are actually stored in SharePoint, you are just using Teams to find them.

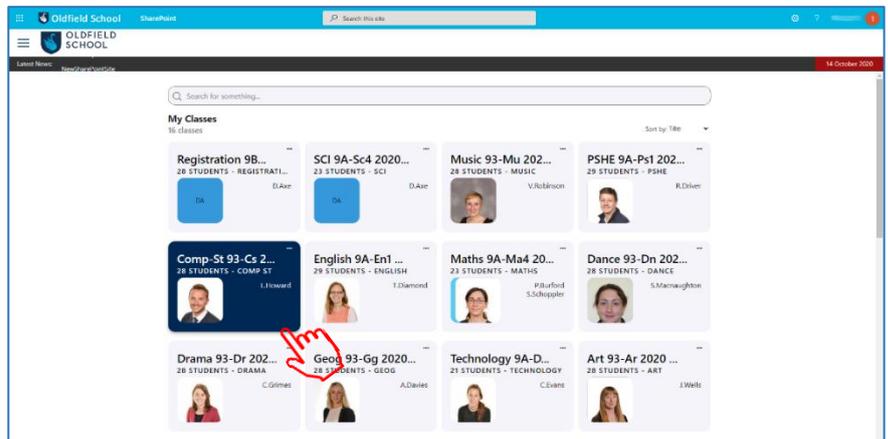
You can access the same folders using SharePoint (see next page).

## How to access subject resources from SharePoint

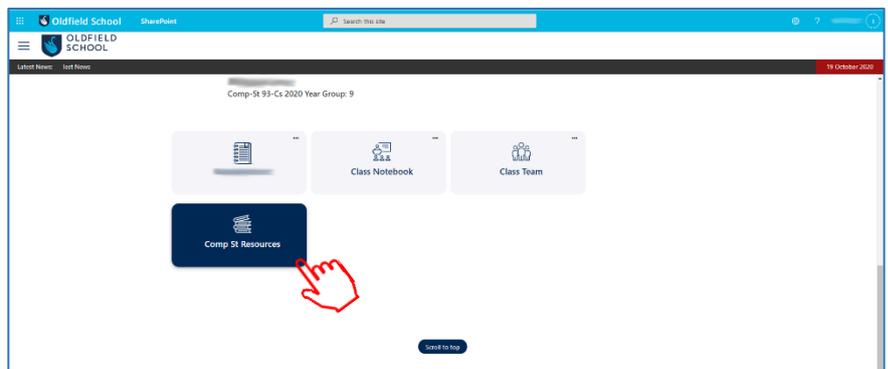
- ① Click on **My Classes**.



- ② Click on the **relevant class**.

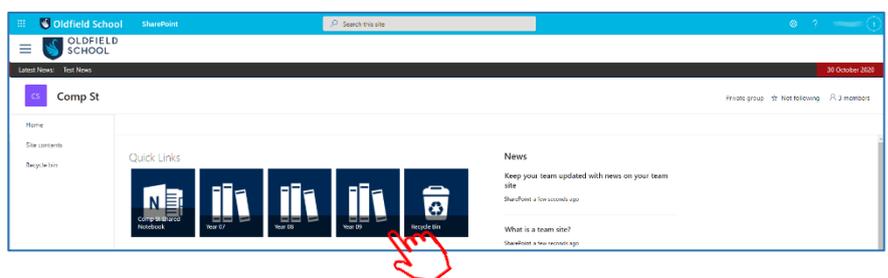


- ③ This will scroll lower down the page.  
Click on **Subject Resources**.



- ④ This will take you to a page with links to the subject resources for your year, plus earlier years.

Click on the folder for **your year**.



You can access the same folder using Teams (see previous page).