

Welcome to the PK SharePoint walkthrough which will guide you through key areas of PK SharePoint including how to:

- Login to O365 and SharePoint
- Navigating the SharePoint
- Using the Homepage
- Accessing assignments set
- Accessing Subjects and Classes

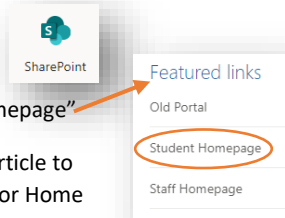
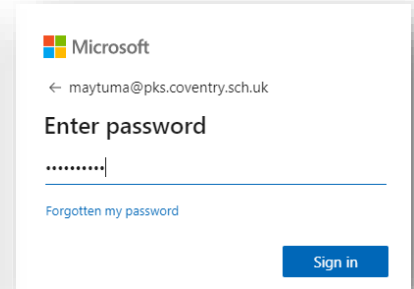
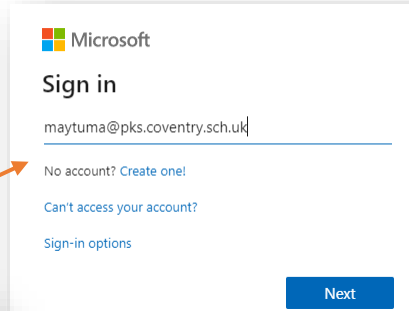
## Getting started – Logging into O365

**Step 1:** Search for Office.com in your browser and enter your login details

**Step 2:** Select Sharepoint

**Step 3:** Select “Student Homepage”

**Step 4:** Select the “News” article to access the latest Set Work for Home Studies.

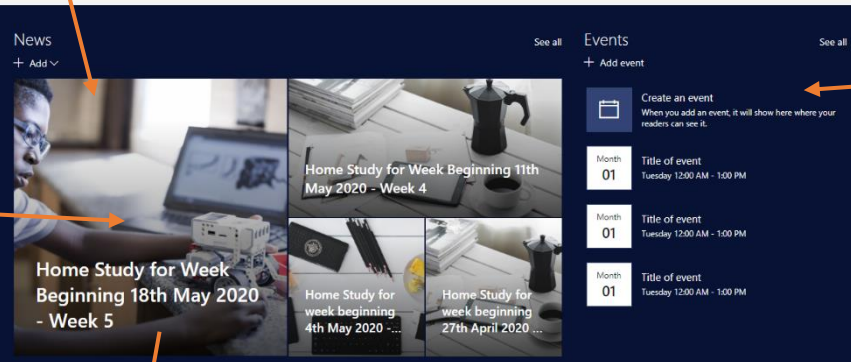


<https://thefuturetrust.sharepoint.com/sites/PK-Home/>

## The Homepage

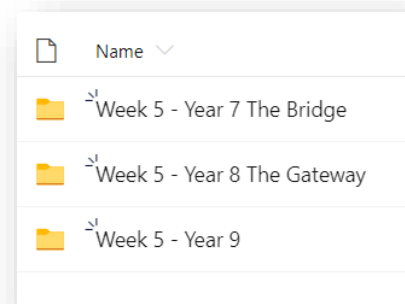
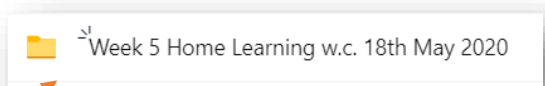
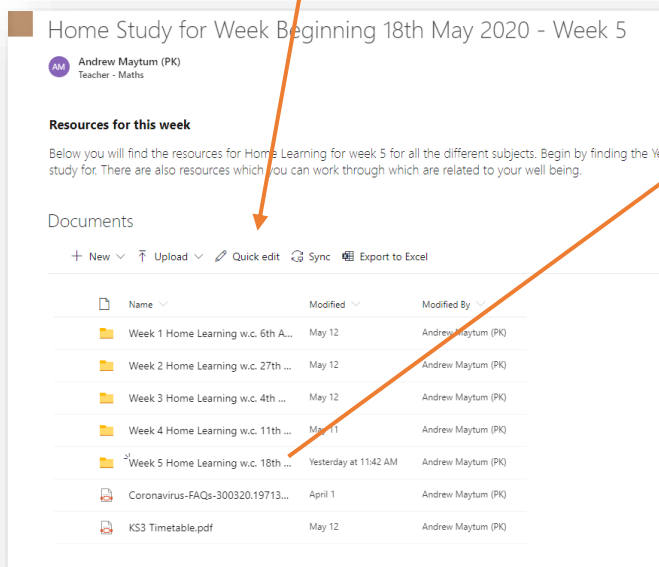


Quick links to your OneDrive Storage space, all your classes Teams, GCSE Pod and any assignments you've been set




The latest school news for you to catch up on

The latest school events coming up



## Navigating SharePoint

**Communications**   **Collaboration**   **My Subjects**   **Classes 2019-2020**   **My Links**

SharePoint is split into five sections (shown above) which you can access by clicking . Each section has information and ways of accessing content from different subjects you study and for each class you are in.

## Assignments

Any assignments you have been set show in 'My Assignments' which is part of MS Teams

Assignment Name	Due Date	Handed In	Reviewed
9a5 - Homework Booklet	Due 4 November 2019 23:59	3/20	16
Numeracy HW 1	Due 13 November 2019 23:59	0/20	0
Fractions	Due 21 March 2020 23:59	1/20	0

## My Subjects

Select any Subject you are studying from the "My Subjects"

Subjects

- Art
- Biology
- Business Studies
- Chemistry
- Computer Science
- English
- Enterprise
- Geography
- Health and Social Care
- History
- Information Technology
- Languages
- Mathematics
- Media Studies
- Music
- Photography
- Physical Education
- Physics
- Projects
- Psychology
- Religious Education
- Resistant Materials
- Science
- Sociology
- Spanish
- Technology

Quick Links

- English Shared Notebook
- A-Level English Literature
- General
- KS4 Language
- KS4 Literature
- Sixth Form
- Staff Resources
- Year 07
- Year 08
- Year 09
- Year 10
- Year 11
- Recycle Bin

Year 11

- Name
- Jekyll and Hyde
- Revision Booklets
- English Work Contingency Plan - All Year Gr...
- Y11 English work.docx

## School Intranet QR Code



## Office.com QR Code

