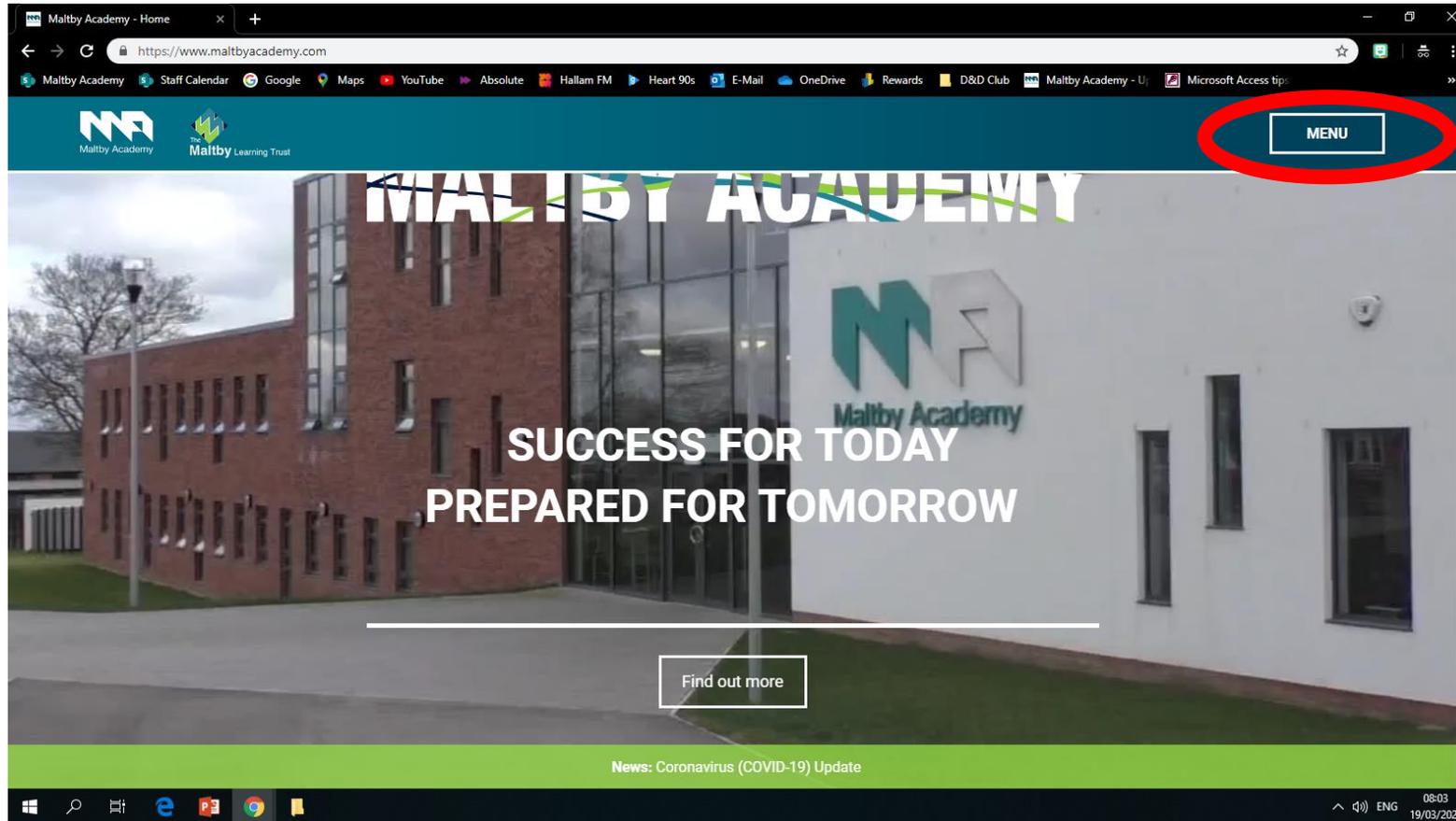


Accessing SharePoint

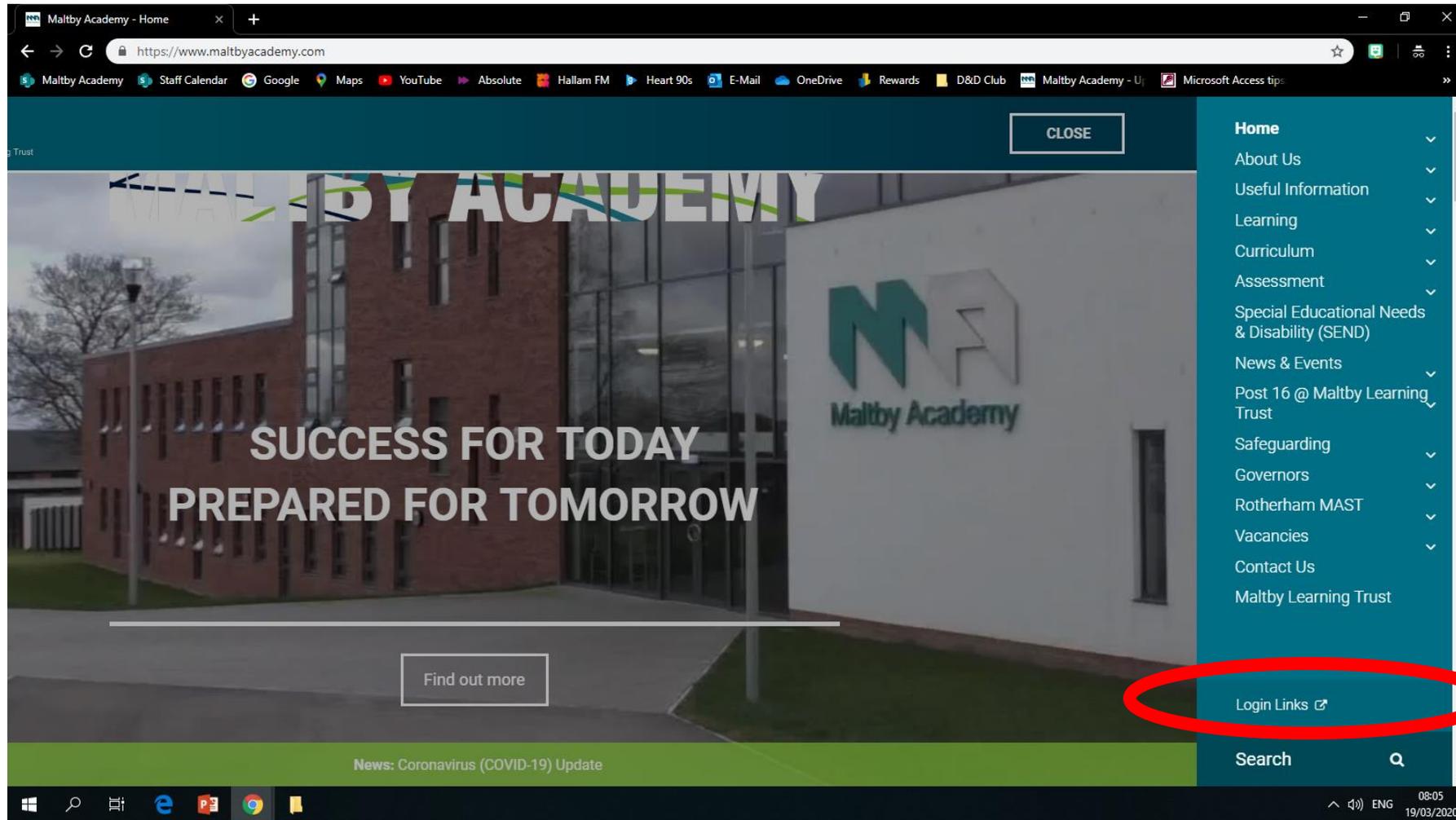
Accessing work provided by teachers online.

1. Go to the Maltby Academy website

- <https://www.maltbyacademy.com> ... Click on Menu.



2. Head to 'Login Links'

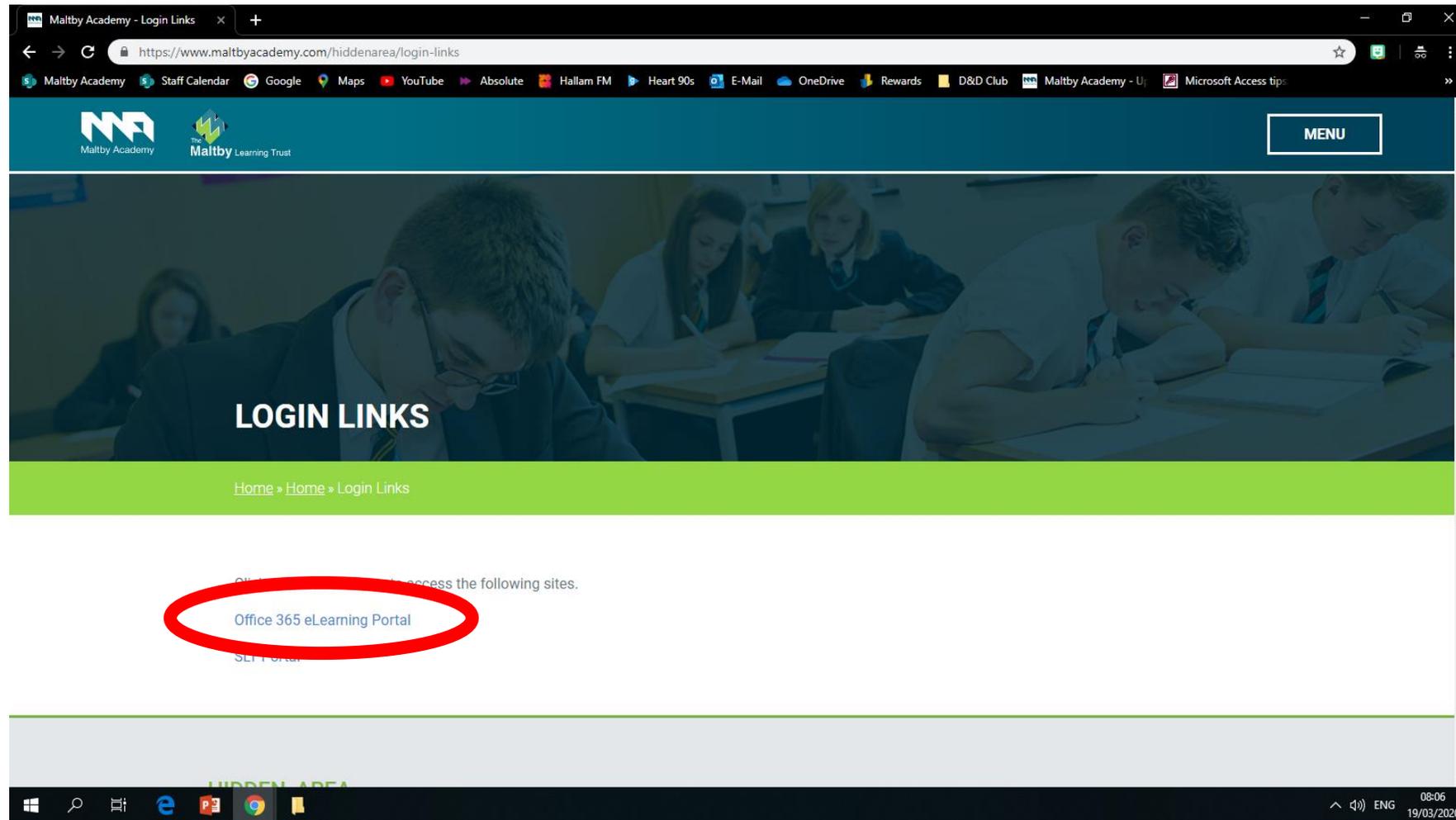


The screenshot shows the Maltby Academy website homepage. The main banner features a photograph of the school building with the text "SUCCESS FOR TODAY PREPARED FOR TOMORROW" and a "Find out more" button. A navigation menu is open on the right side, listing various site sections. The "Login Links" option at the bottom of the menu is circled in red. The browser's address bar shows the URL "https://www.maltbyacademy.com".

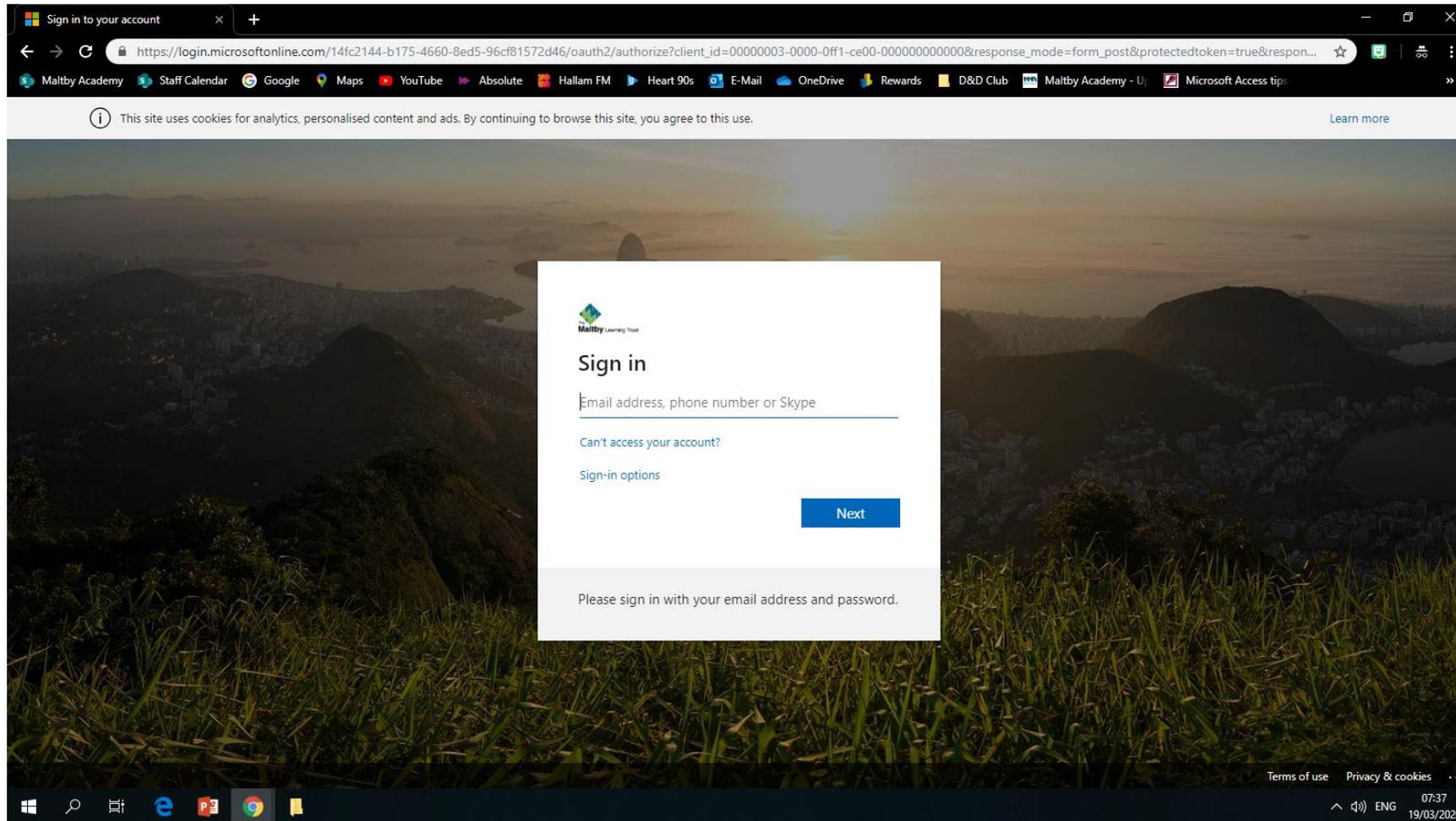
Navigation Menu:

- Home
- About Us
- Useful Information
- Learning
- Curriculum
- Assessment
- Special Educational Needs & Disability (SEND)
- News & Events
- Post 16 @ Maltby Learning Trust
- Safeguarding
- Governors
- Rotherham MAST
- Vacancies
- Contact Us
- Maltby Learning Trust
- Login Links
- Search

3. Click the Office 365 Learning Portal Link



4. Sign in



2. Sign in with your Maltby Academy Email

- Year 7 and 8

- FirstName.Surname@maltbyacademy.com

- Year 9, 10, 11

- FirstName_Surname@maltbyacademy.com

- Year 12 and 13 depending when you started at MA you could be either so try both if one doesn't work.

3. Use your usual Maltby Academy Password to sign in.

Sign in to your account

Sign In

https://adfs.maltbyacademy.com/adfs/ls/?client-request-id=7b5c417f-2719-47ec-bf8b-02af66283d4f&wa=wsignin1.0&wrealm=urn%3afederation%3aMicrosoftOnline&wctx=LoginOptions%3D3%26ests...

Maltby Academy Staff Calendar Google Maps YouTube Absolute Hallam FM Heart 90s E-Mail OneDrive Rewards D&D Club Maltby Academy - U Microsoft Access tips

Web links

Staff

Parents

Office 365

Governors

Subjects

MLT

Students

Calendar

Business & Finance

Help Desk

Email

The

Maltby Academy

Sign in with your organizational account

dhastia@maltby.ac.uk

Password

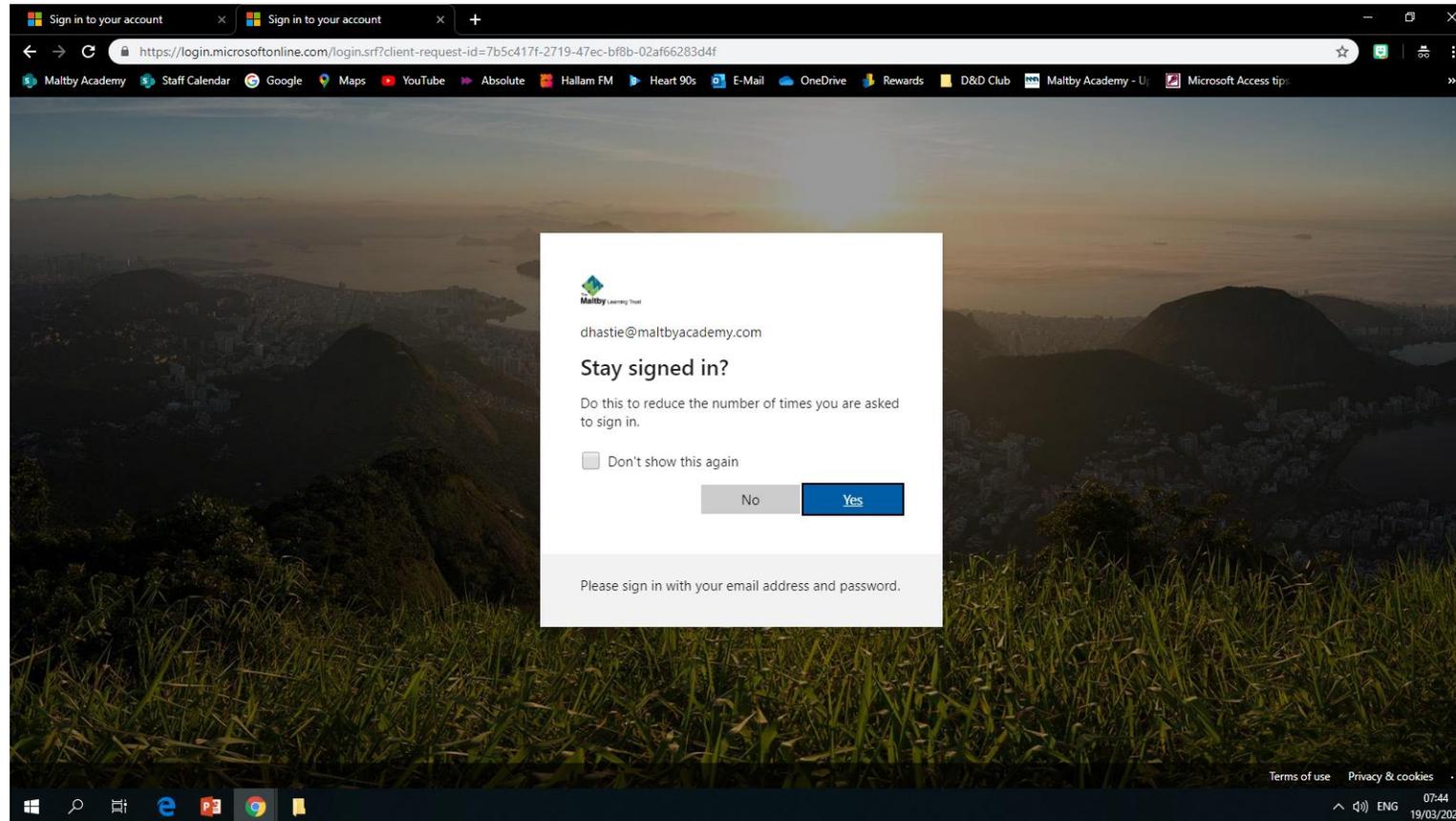
Sign in

© 2013 Microsoft

07:42 19/03/2020

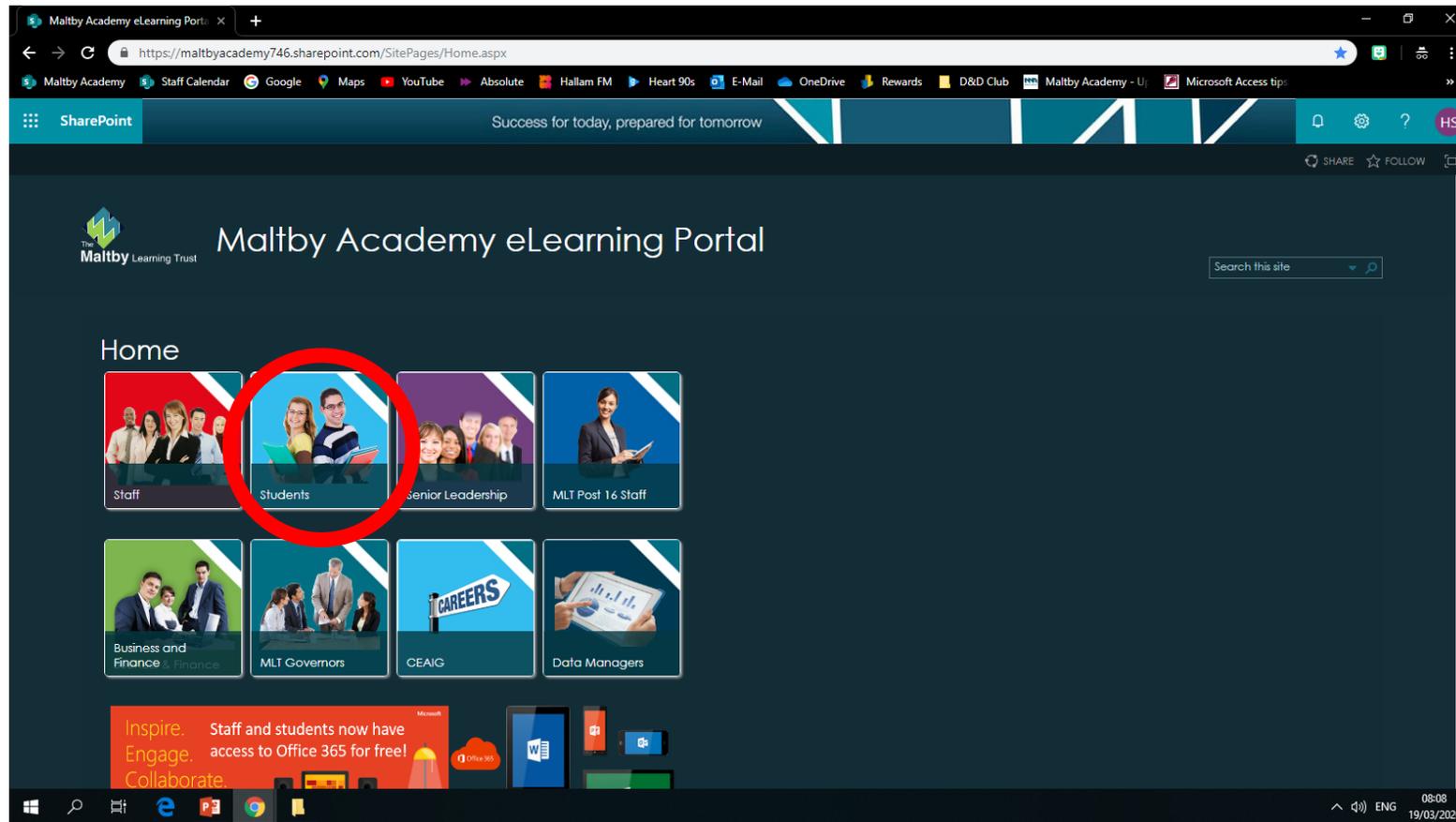
4. You can have your device remember your information if you want.

- Yes if the device is yours. No if it is not.

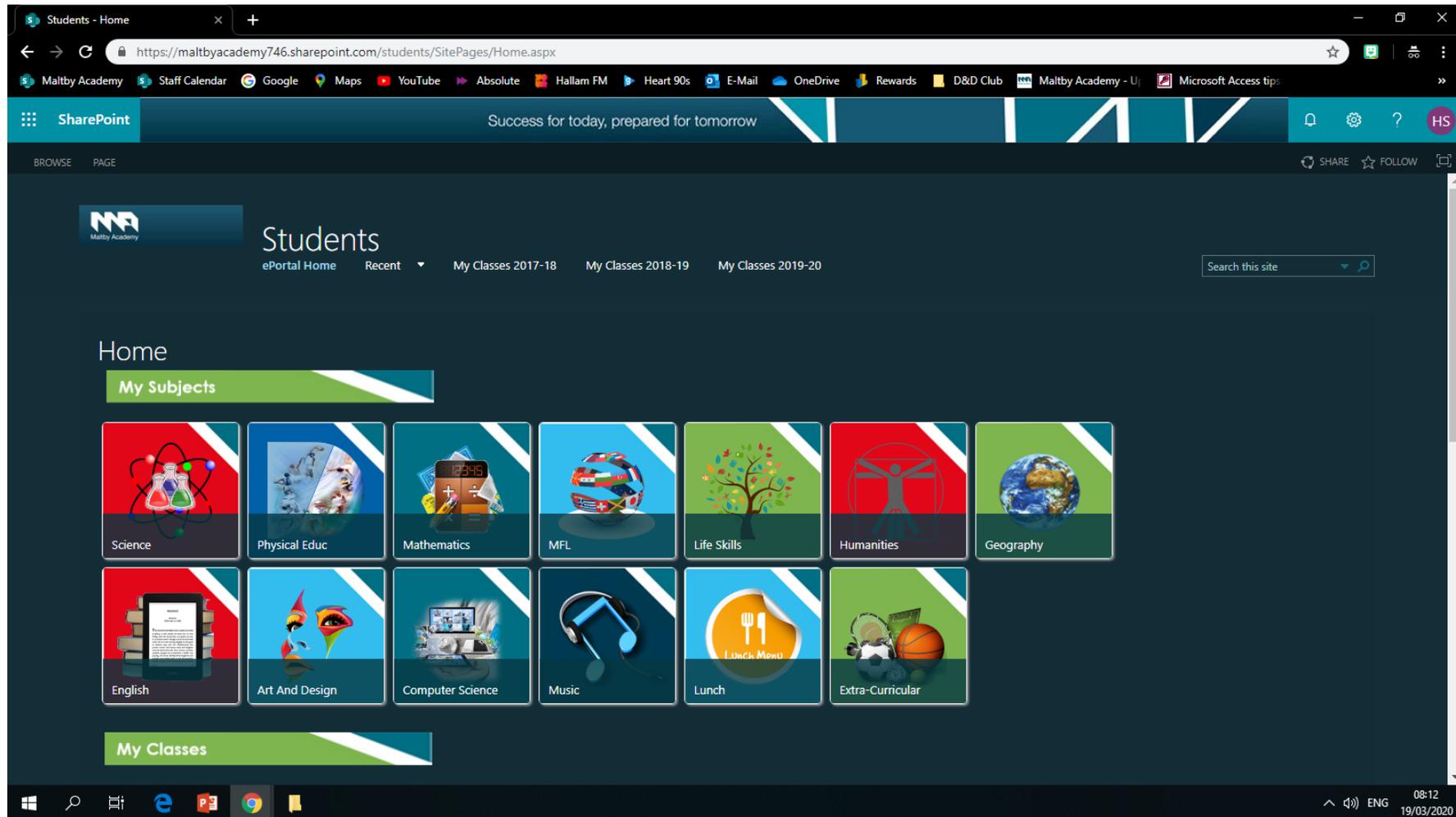


5. You should now be on the Maltby Academy Portal.

- Click on students

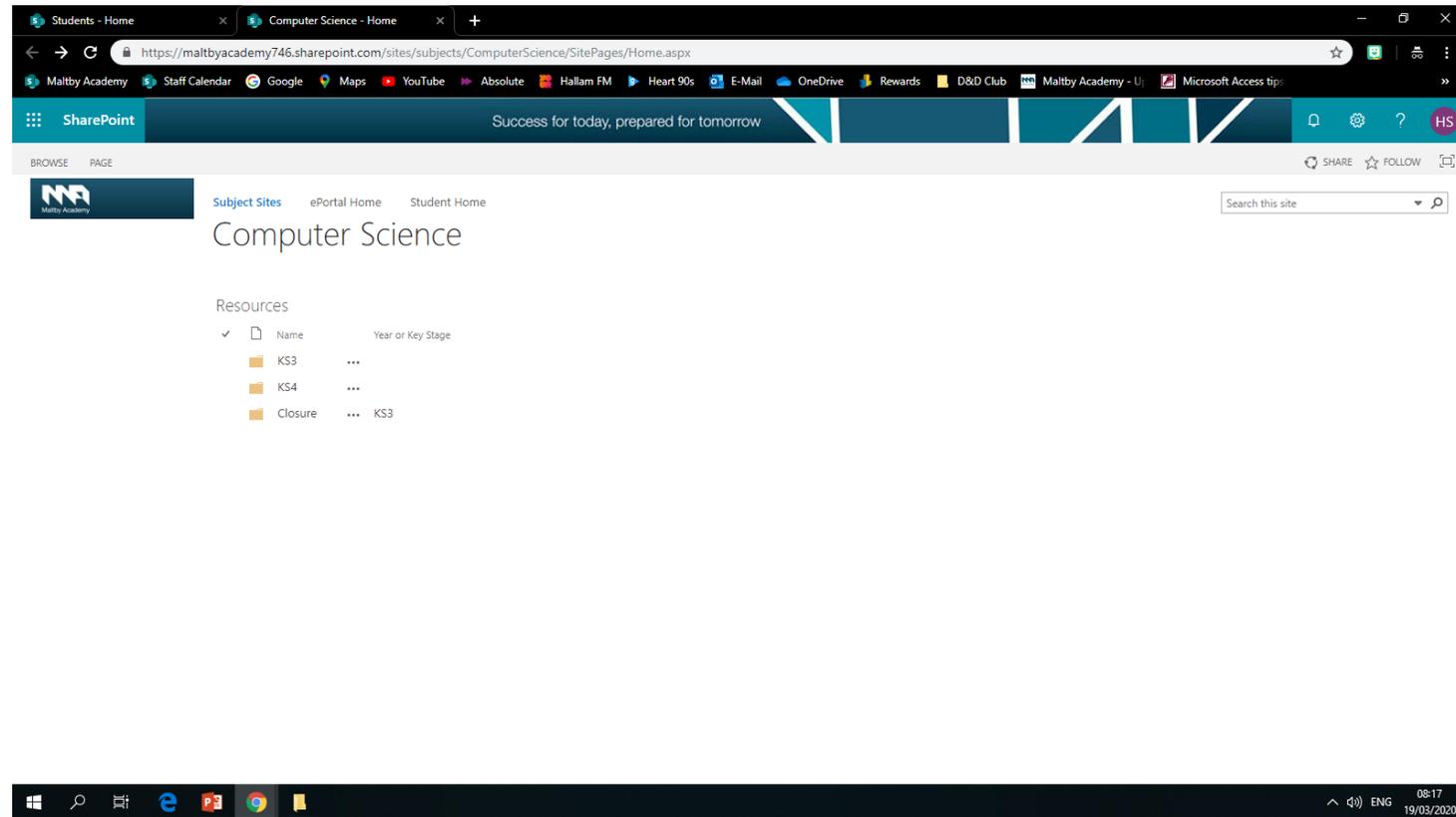


6. You should now have access to each of your subjects' areas.

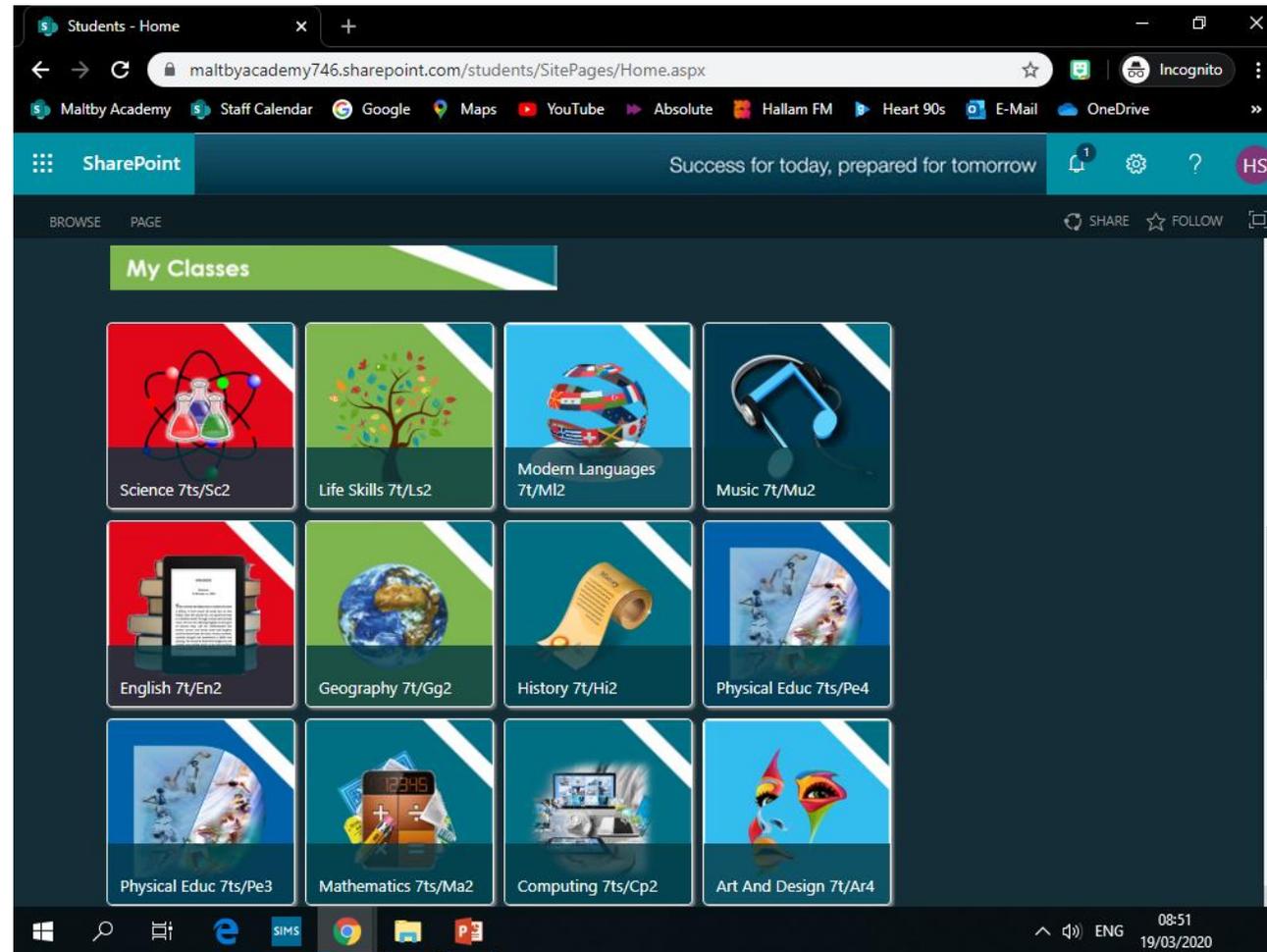


7. After you click on a subject you can see the work they have left.

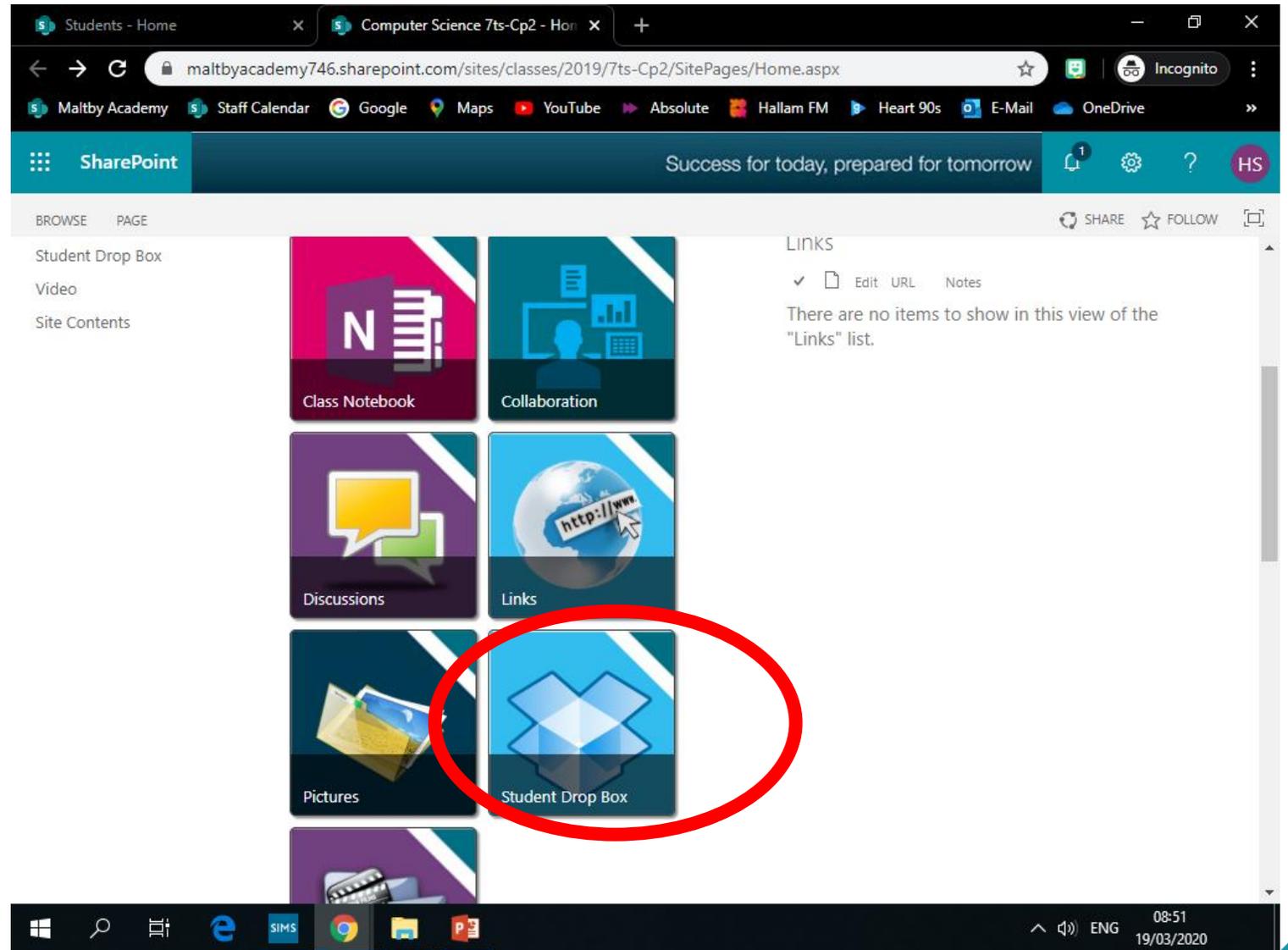
- This is the computer science one, and computer scientists can access the work here.



8. Back on the student section, you also have access to pages for each class.



9. You can submit work to your teachers to be marked by putting it in your Student Dropbox area

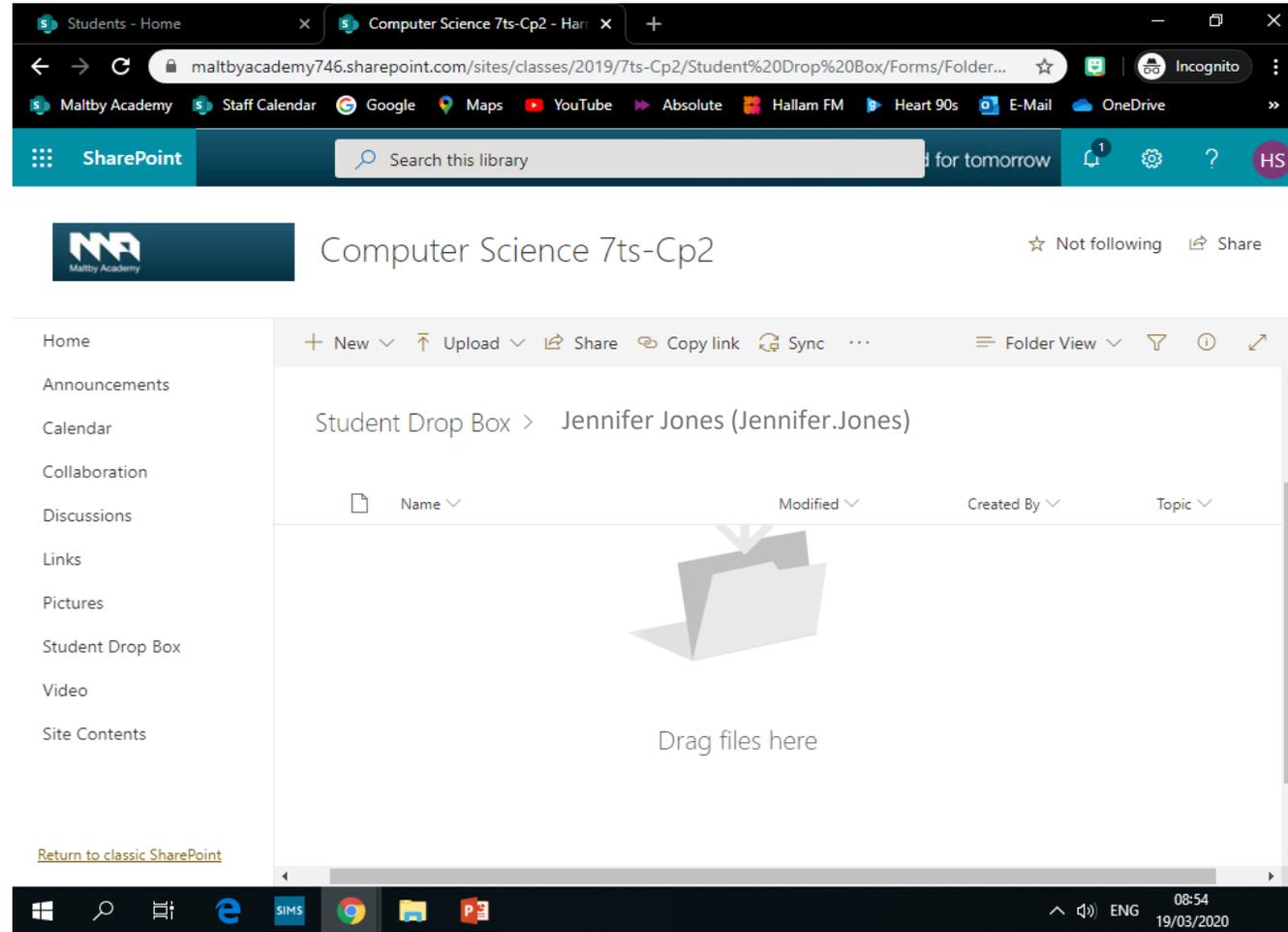


10. Click on your name

The screenshot shows a web browser window displaying a SharePoint site. The browser's address bar shows the URL: `maltbyacademy746.sharepoint.com/sites/classes/2019/7ts-Cp2/Student%20Drop%20Box/Forms/Folder...`. The page title is "Computer Science 7ts-Cp2". A navigation menu on the left includes "Home", "Announcements", "Calendar", "Collaboration", "Discussions", "Links", "Pictures", "Student Drop Box", "Video", and "Site Contents". The main content area displays a table titled "Student Drop Box" with columns for "Name", "Modified", "Created By", and "Topic". A red circle highlights the entry for "Jennifer Jones (Jennifer.Jones)".

Name	Modified	Created By	Topic
Jennifer Jones (Jennifer.Jones)	February 3	Salamander AD	

11. Drag any files, or upload any files you want your teacher to see, and mark for you.



The screenshot shows a web browser window displaying a SharePoint site. The address bar shows the URL: `maltbyacademy746.sharepoint.com/sites/classes/2019/7ts-Cp2/Student%20Drop%20Box/Forms/Folder...`. The page title is "Computer Science 7ts-Cp2". The main content area is titled "Student Drop Box > Jennifer Jones (Jennifer.Jones)". Below the title, there is a large folder icon with the text "Drag files here" underneath it. The interface includes a navigation pane on the left with options like Home, Announcements, Calendar, Collaboration, Discussions, Links, Pictures, Student Drop Box, Video, and Site Contents. At the top of the main content area, there are buttons for "New", "Upload", "Share", "Copy link", and "Sync". The Windows taskbar is visible at the bottom, showing the time as 08:54 on 19/03/2020.