Accessing school resources online

Signing into SharePoint

- Go to the school's website at https://stanleyhigh.co.uk

- Then go to **Students** > **Online Learning Resources**.

- *This page contains links to guides and other online services.*

- Scroll down the page and click on the "**SharePoint**" link
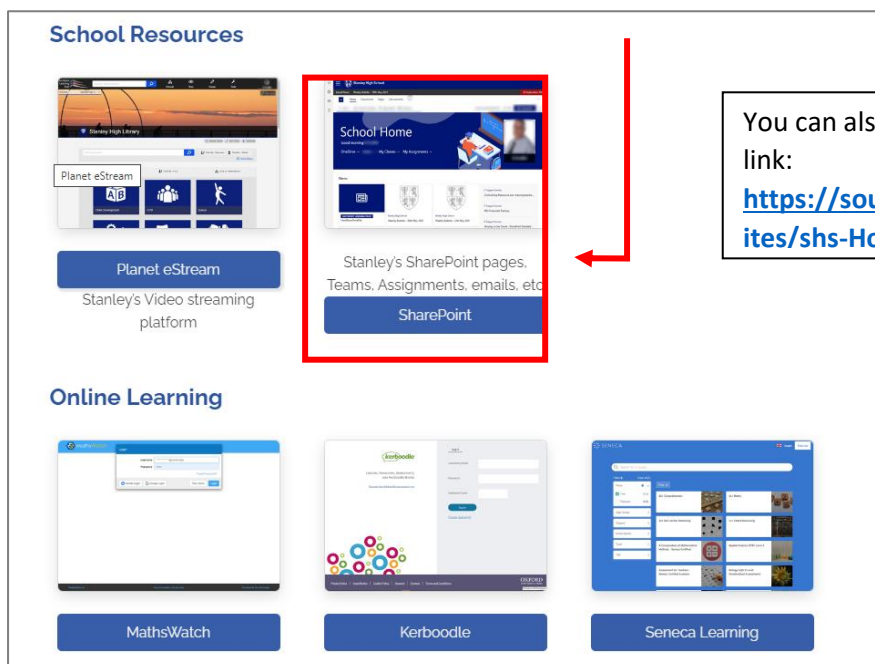
- You can also go directly by using the following link: **https://southportlearningtrust.sharepoint.com/sites/shs-Home**

Sign in using your email address and password:

- For the username, enter your school email address. This is your network login (**Y********) plus **@stanleyhigh.co.uk**. (ie: y15smia@stanleyhigh.co.uk)

- Click **Next**

- On the next screen, enter your **usual network password**.

- Click **Sign in**

- If your username and password have been entered correctly you will then be logged into SharePoint. This is the same view that you will get in school.
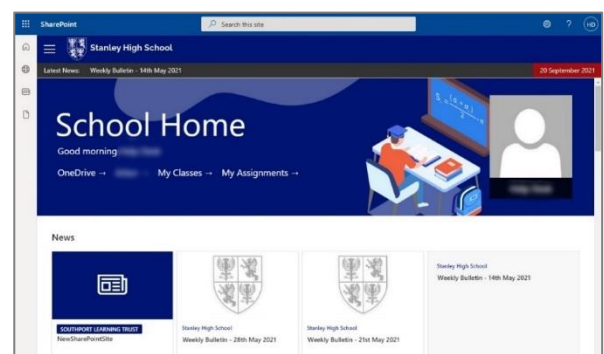
Getting to Teams

Teams is part of Office 365. The best way to get to Teams is through SharePoint (see below). *Do not use an online search for Teams. This will not work and you will get a message saying that you do not have an account.*
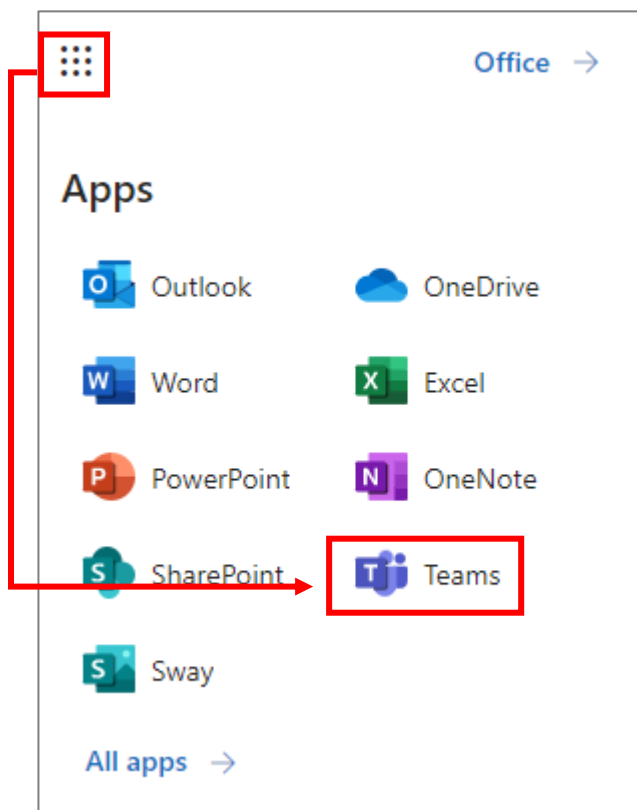
Teams

Teams, like any of the Office365 Apps, can be opening using the **Application Launcher**.

You will find this at the **top-right** of every page in Office365. It is the icon that looks a little like a waffle.
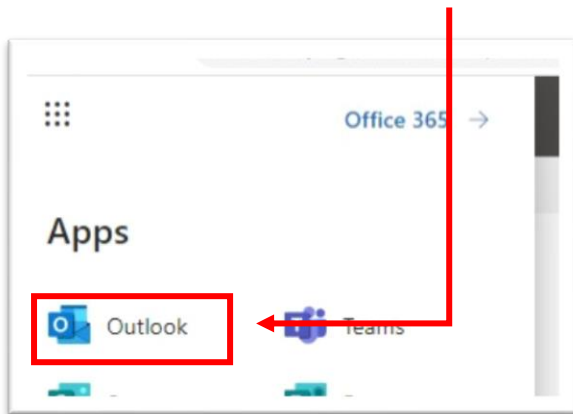
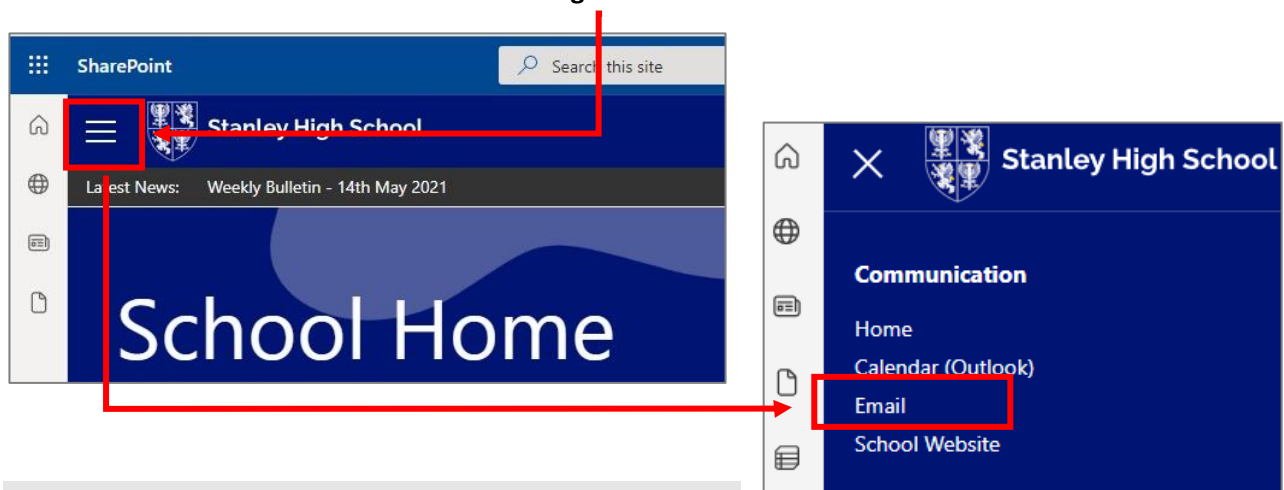From the list that will appear, click on **Teams**.

Finding your Email

- Click on the **App Launcher** (top-left)

- select **Outlook** from the Apps list

Email is also available from the SharePoint "**Mega Menu**"

Opening OneDrive

OneDrive is your online storage and access to Office365 Applications from within your browser. You can open OneDrive from within SharePoint or Teams

1. To open in SharePoint
   Click on the **OneDrive** button on the SharePoint Home Page.

   Please note that this is not the same as your network Home drive. OneDrive will only contain files that you have uploaded or created there.
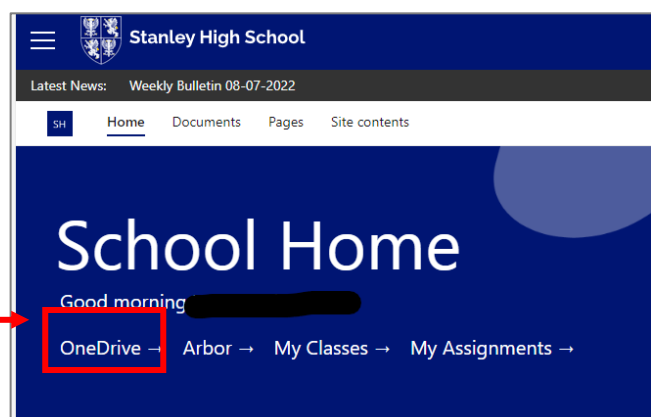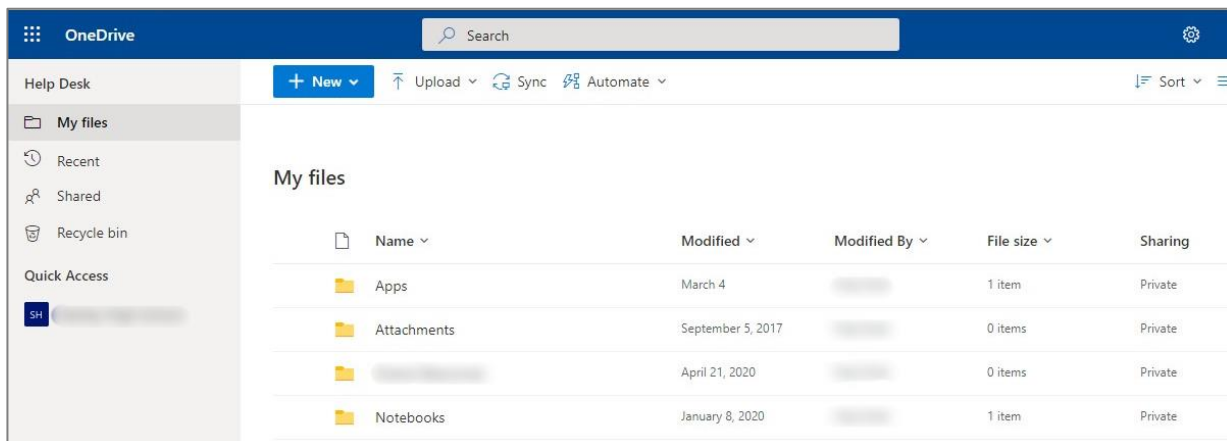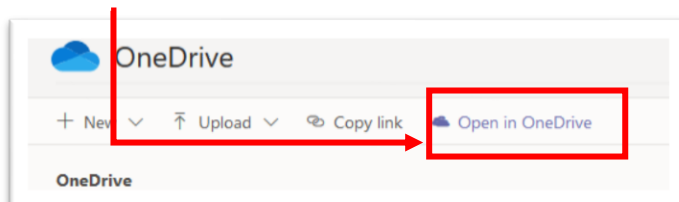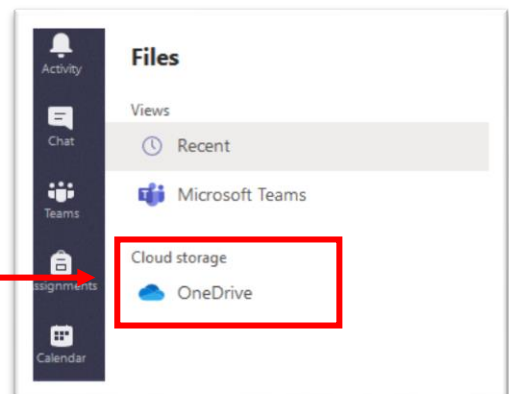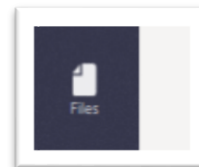
You can use this area to upload or create new files.

2. To open OneDrive in Teams

1. Open **Teams**

2. Click on the **Files** button on the left navigation bar

3. Click on the **OneDrive** option under *Cloud storage*

4. This will open a window within Teams displaying the content of your OneDrive.

5. You can open this in your browser by clicking on the **Open in OneDrive** button on the menu

Finding Classes and Assignments

All your Classes and Assignments can be found in SharePoint.

Click on "**My Classes**" or "**My Assignments**" to be directed to the right place.

Key information at a glance

Below are links and log in details for sites and resources. If you have any problems accessing any of these sites or have forgotten your log in details, please email helpdesk@styanleyhigh.co.uk for help. We recommend that you bookmark/add to your favourites the links found below.

Stanley High School website

- Website **Home** page : https://stanleyhigh.co.uk/
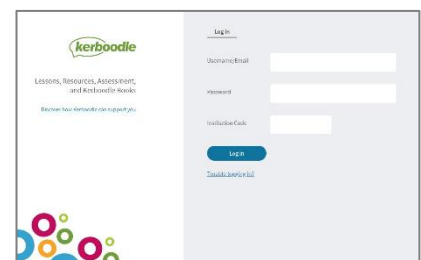
Office 365

*Login for all Office365 apps is your email address (y******@stanleyhigh.co.uk). The password is the same as your network password.*

- Direct access to **SharePoint** : https://southportlearningtrust.sharepoint.com/sites/shs-Home
- Direct access to **OneDrive** : https://southportlearningtrust-my.sharepoint.com/
- Direct access to **Email** : https://outlook.office.com/mail/

Kerboodle

Usernames are in the format: first initial plus surname, ie: asmith

- URL : https://www.kerboodle.com/
- Institution code = **pre3**

MathsWatch

Usernames are in the format Y******@stanleyhigh

- URL : https://vle.mathswatch.com/vle/

Planet eStream

- URL : https://slt.planetestream.com/
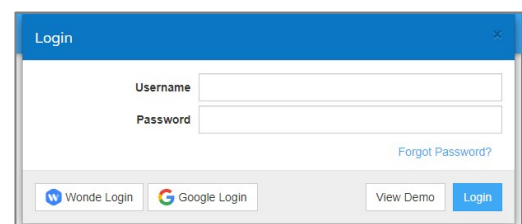
- When prompted to log in, click on the "**Login with Microsoft Account**" button then, if needed, enter your Office365 username and password.