

Please read and follow the instructions **CAREFULLY**.

1. Go to the Rooks Heath College website:

https://www.rooksheath.harrow.sch.uk/

2. Click on the SharePoint icon on the home page:





3. You will then be asked to sign into the site (unless you are already logged into Canvas, if you are, the system will sign you straight in).

If you are asked to sign in, use your college username followed by **@rooksheath.harrow.sch.uk** and the same password that you use to log into the computers at college (this is exactly the same username and password that you've been using for Canvas).

Microsoft	
Sign in	
Email address, phone nu	mber or Skype
Can't access your account?	
Sign-in options	
	Next



4. When you have signed in, you will be asked if you want to stay signed in, please choose "NO", (especially if you live with siblings who are sharing the same device, as this will prevent them from logging into the system).

Microsoft
hyde@rooksheath/harrow.sch.uk
Do this to reduce the number of times you are asked
to sign in.
Don't show this again
No <u>Yes</u>

5. You will then be taken to the Rooks Heath College SharePoint homepage:

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Latest News:	: Testing image post			Week 2		
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	News					

6. To get to your classes, you can either, click on the "My Classes" button underneath your name.

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OneDrive	My Classes
My Ass	signments



OR

You can click on the three horizontal lines next to the Rooks Heath College Logo, which will take you to the "mega menu":

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Communications	Collaboration	My Subjects	Classes 2020-2021	My Links
Home	BTEC Qualification Team	All Subjects	Class Dashboard	Edit My Links
Calendar	Curriculum Management Group Team	Media Stud	Media-Stud 9E-Ms1 2020	BTEC Level 3 Creative Digital Media Production
Email	Leadership Forum Team	Media Studies BTEC	Media-Studies-BTEC 10A-Mt1 2020	BTEC Tech Award Creative Media Production
Exams	Post 16 Teachers Team	Registration	Media-Studies-BTEC 11D-Nt1 2020	Edugas A-Level Media Studies
Human Resources Service	Radio Rooks Heath Team		Media-Studies-BTEC 12A-Mt 2020	Eduqas GCSE Media Studies
ICT Room Booking	Sixth Form Pastoral Team		Media-Studies-BTEC 13D-Mt1 2020	
IT Support Service	SLICT Team		Registration 13Y 2020	
Performance Development			$\langle \rangle$	
Remote Desktop Access				
School website				
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Latest News. New site available				Week 2

In the "mega menu", all of your classes are listed underneath the heading "Classes 2020 – 2021".

Each class will contain resources and assignments, where you can see instructions for work and hand in work you have completed. You will also be able to see messages posted by your teacher.