

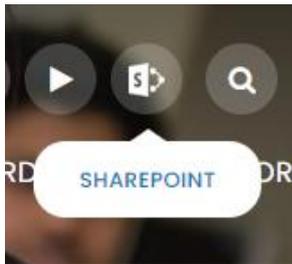
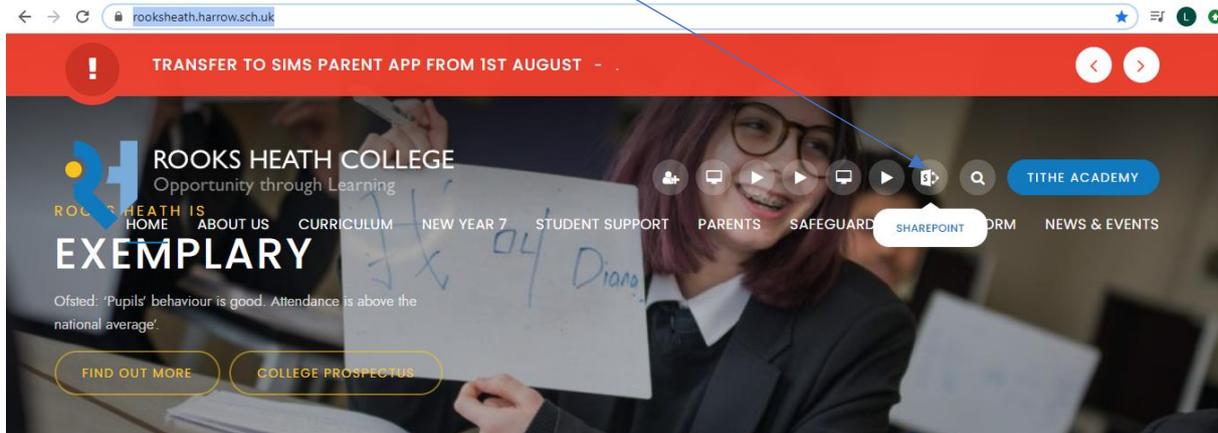


Please read and follow the instructions **CAREFULLY**.

1. Go to the Rooks Heath College website:

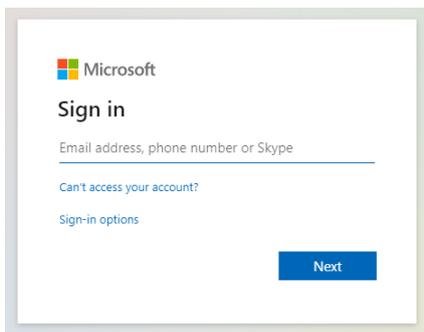
<https://www.rooksheath.harrow.sch.uk/>

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



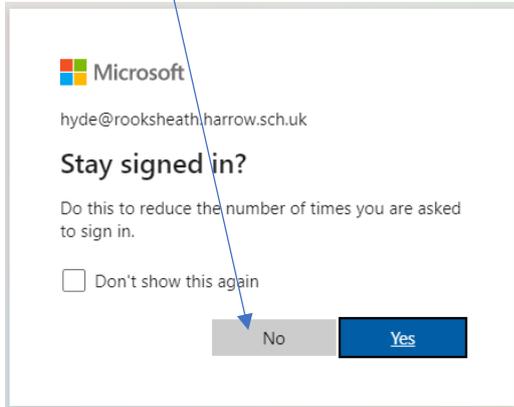
3. You will then be asked to sign into the site (unless you are already logged into Canvas, if you are, the system will sign you straight in).

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).





- 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).



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



- To get to your classes, you can either, click on the “My Classes” button underneath your name.





## Remote Learning Student Guide 1 - Logging into the SharePoint Site

OR

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

The screenshot shows the SharePoint site interface. At the top, there is a blue header with the SharePoint logo and the Rooks Heath College logo. Below the header, there is a search bar and a navigation menu. The navigation menu is open, showing several categories: Communications, Collaboration, My Subjects, Classes 2020-2021, and My Links. The 'Classes 2020-2021' section is highlighted with a red arrow, indicating that this is where the user's classes are listed.

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.