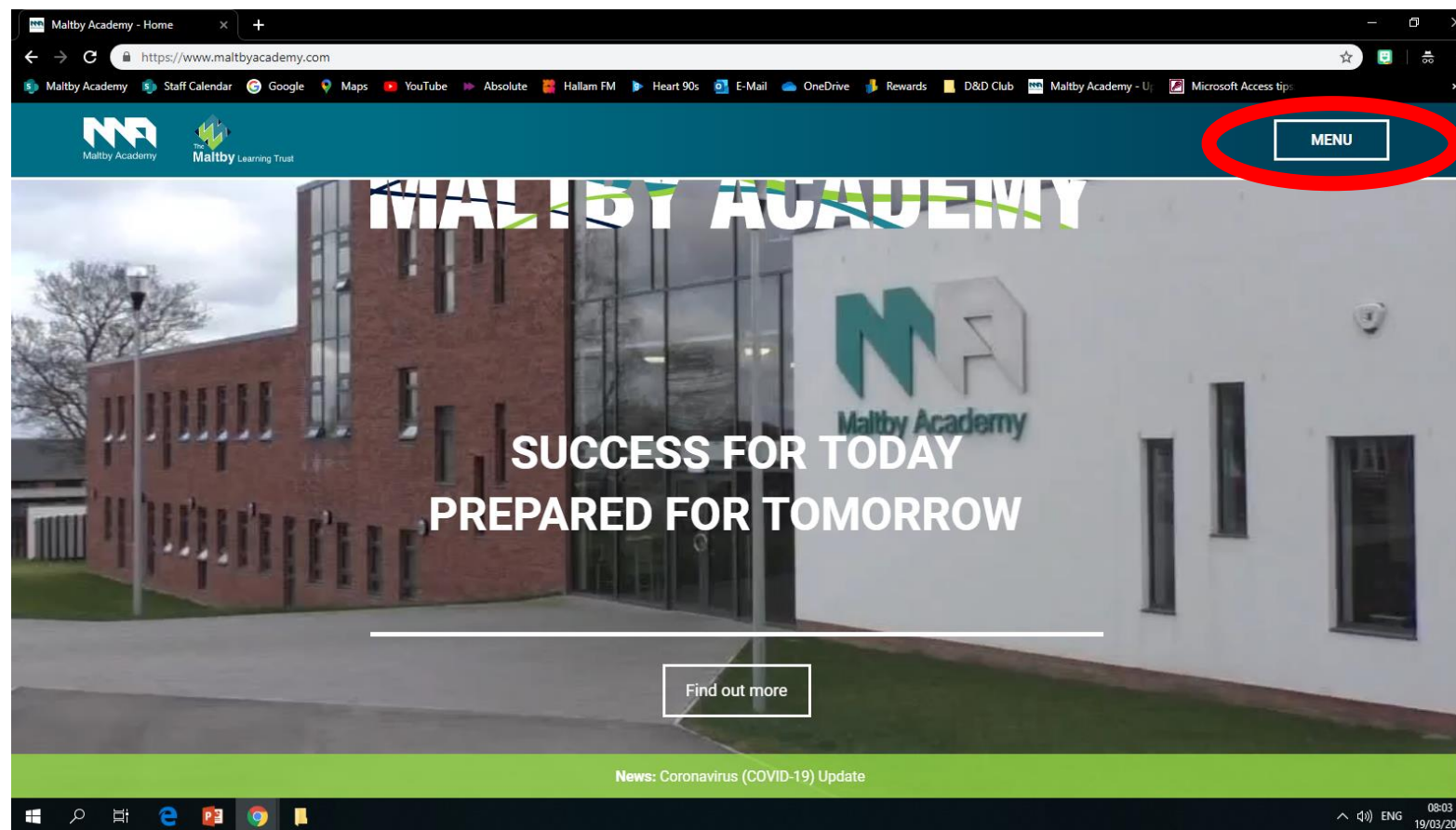


Accessing SharePoint

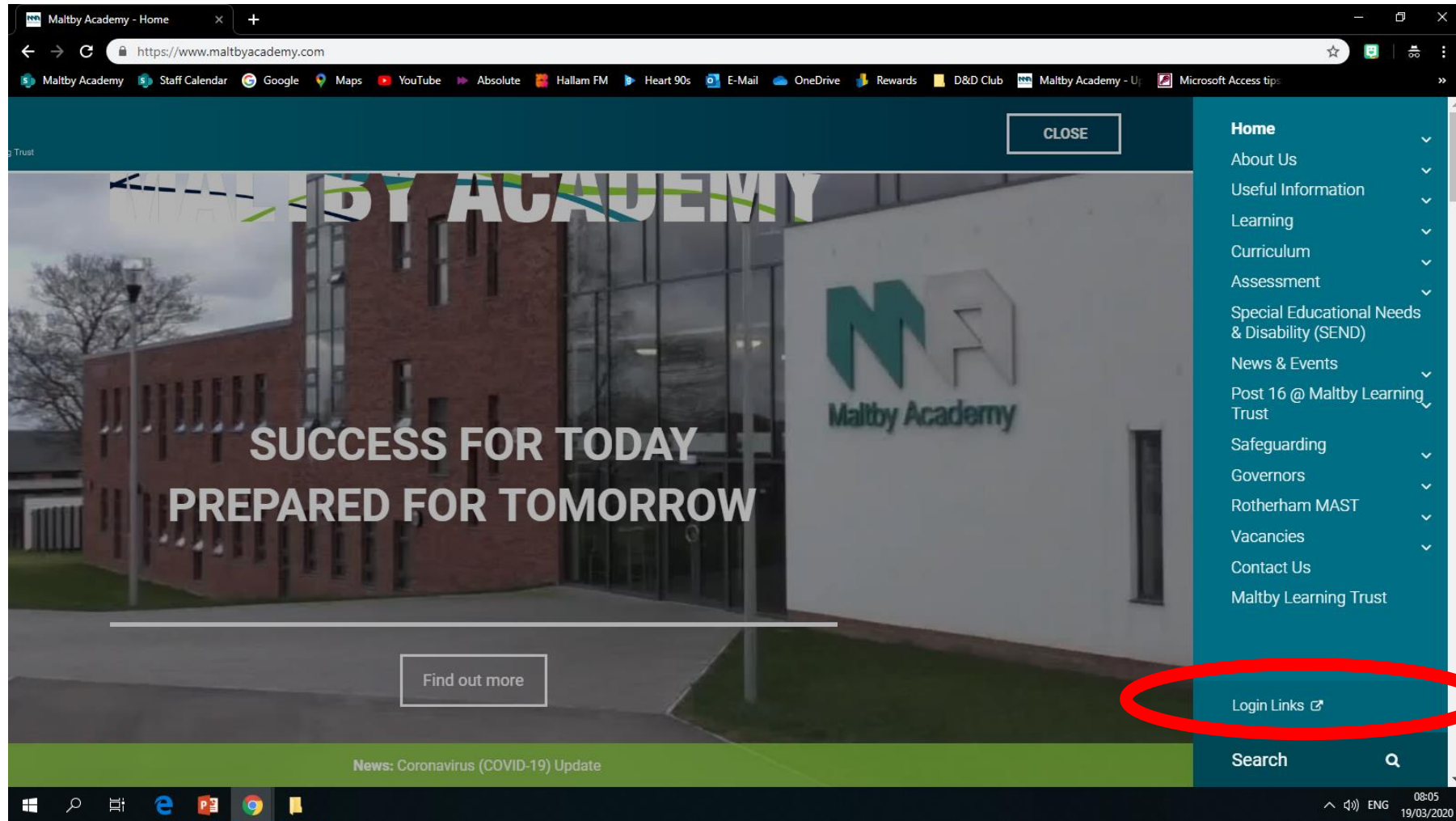
Accessing work provided by teachers online.

1. Go to the Maltby Academy website

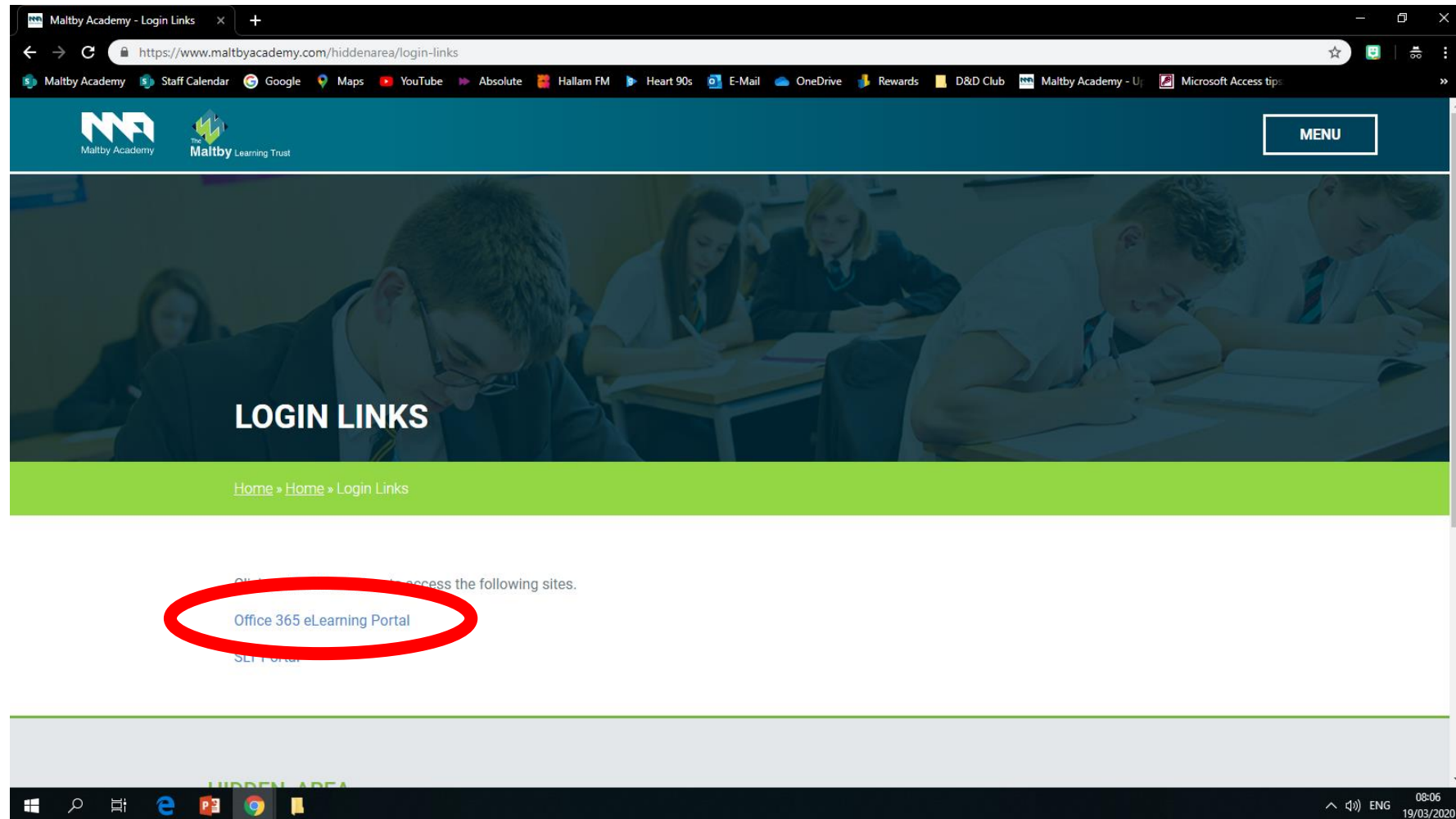
- <https://www.maltbyacademy.com> ... Click on Menu.



2. Head to 'Login Links'



3. Click the Office 365 Learning Portal Link




4. Sign in

Sign in to your account

https://login.microsoftonline.com/14fc2144-b175-4660-8ed5-96cf81572d46/oauth2/authorize?client_id=00000003-0000-0ff1-ce00-000000000000&response_mode=form_post&protectedtoken=true&respon...

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

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 **Sign in**

[Can't access your account?](#)

[Sign-in options](#)

Next

Please sign in with your email address and password.

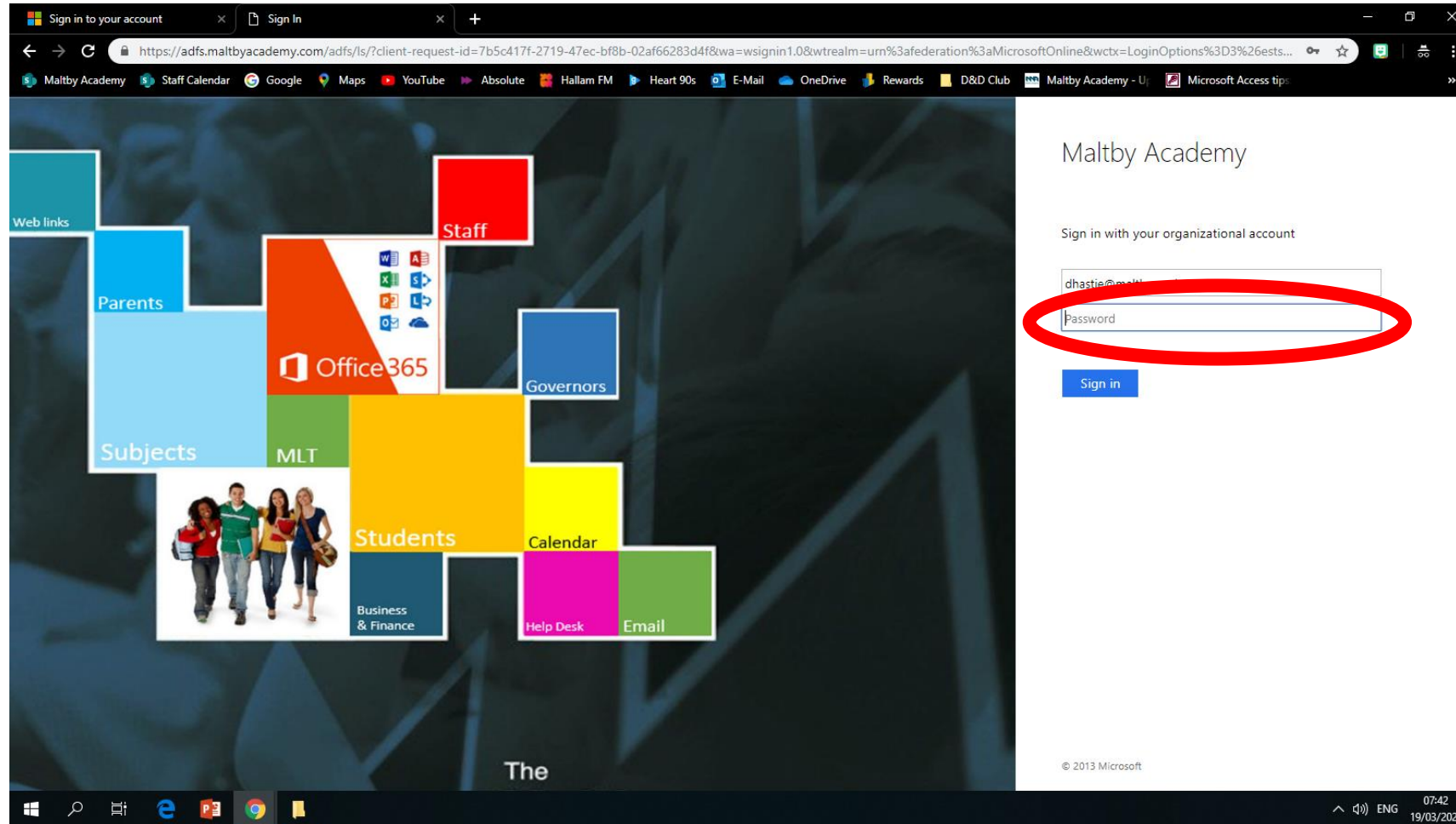
Terms of use Privacy & cookies

07:37 19/03/2020

2. Sign in with your Maltby Academy Email

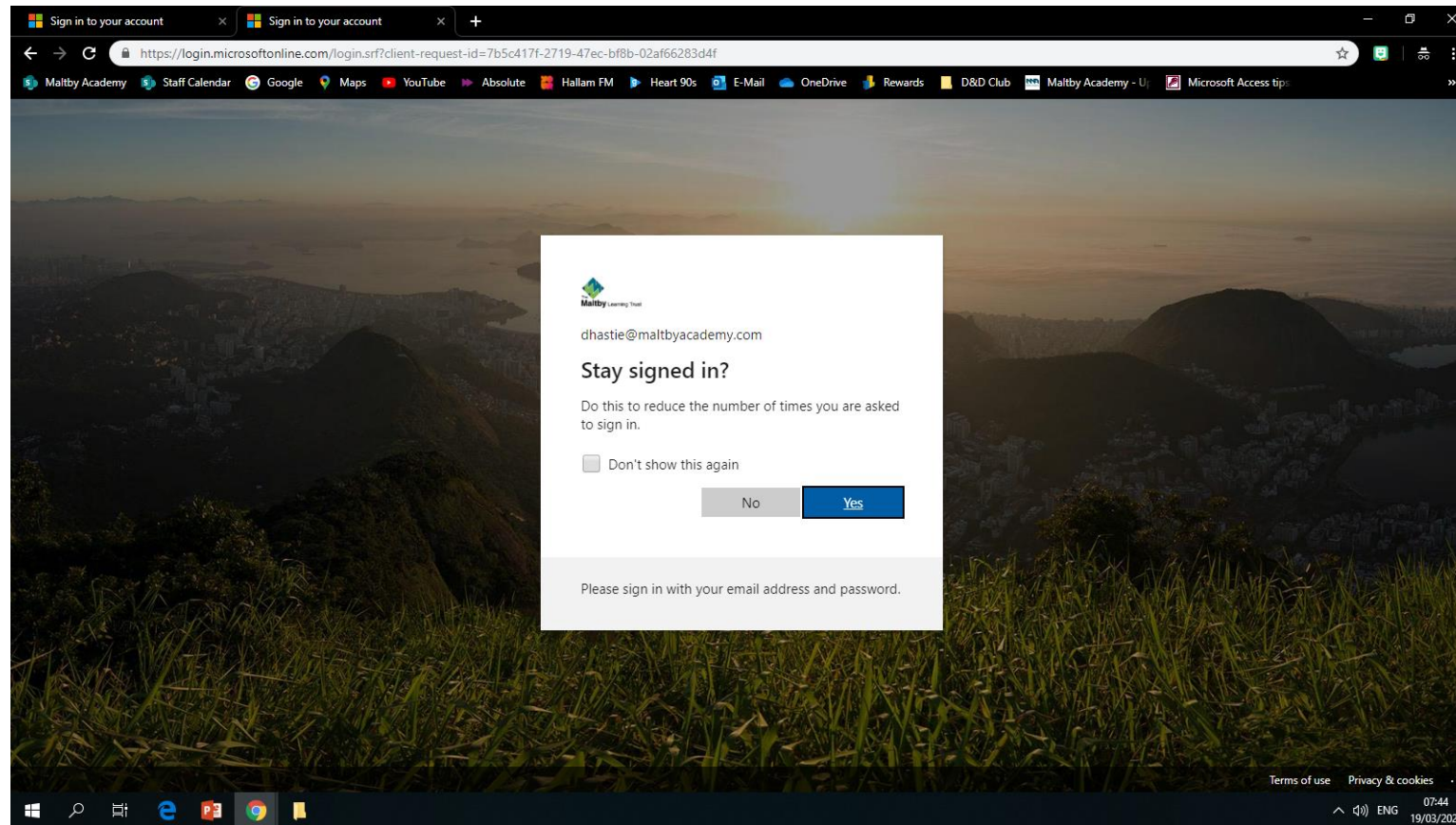
- **Year 7 and 8**
 - **FirstName.Surname@maltbyacademy.com**
- **Year 9, 10, 11**
 - **FirstName_Surname@maltbyacademy.com**
- **Year 12 and 13 depending when you started at MA you could be either so try both if one doesn't work.**

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



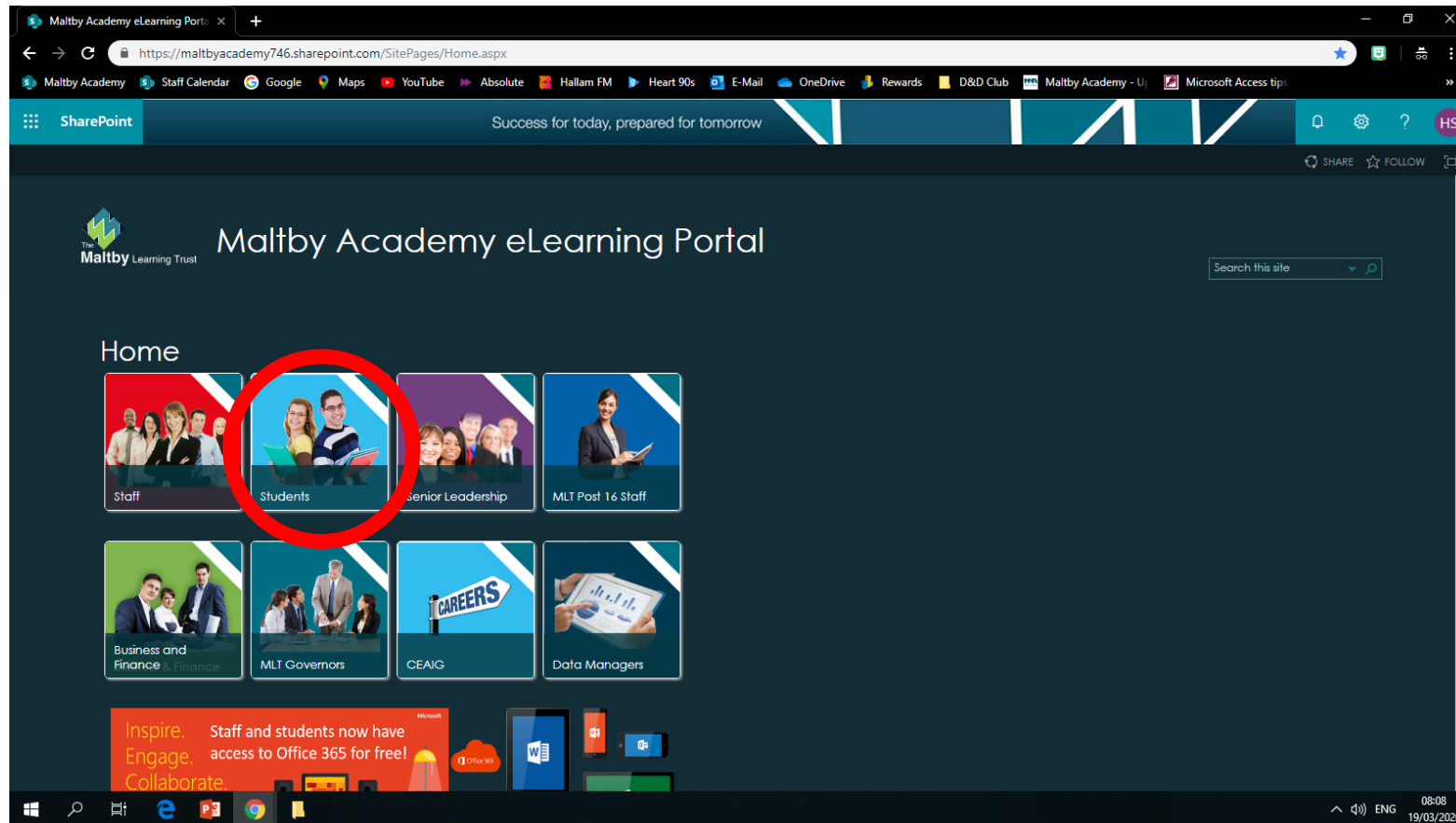
4. You can have your device remember your information if you want.

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

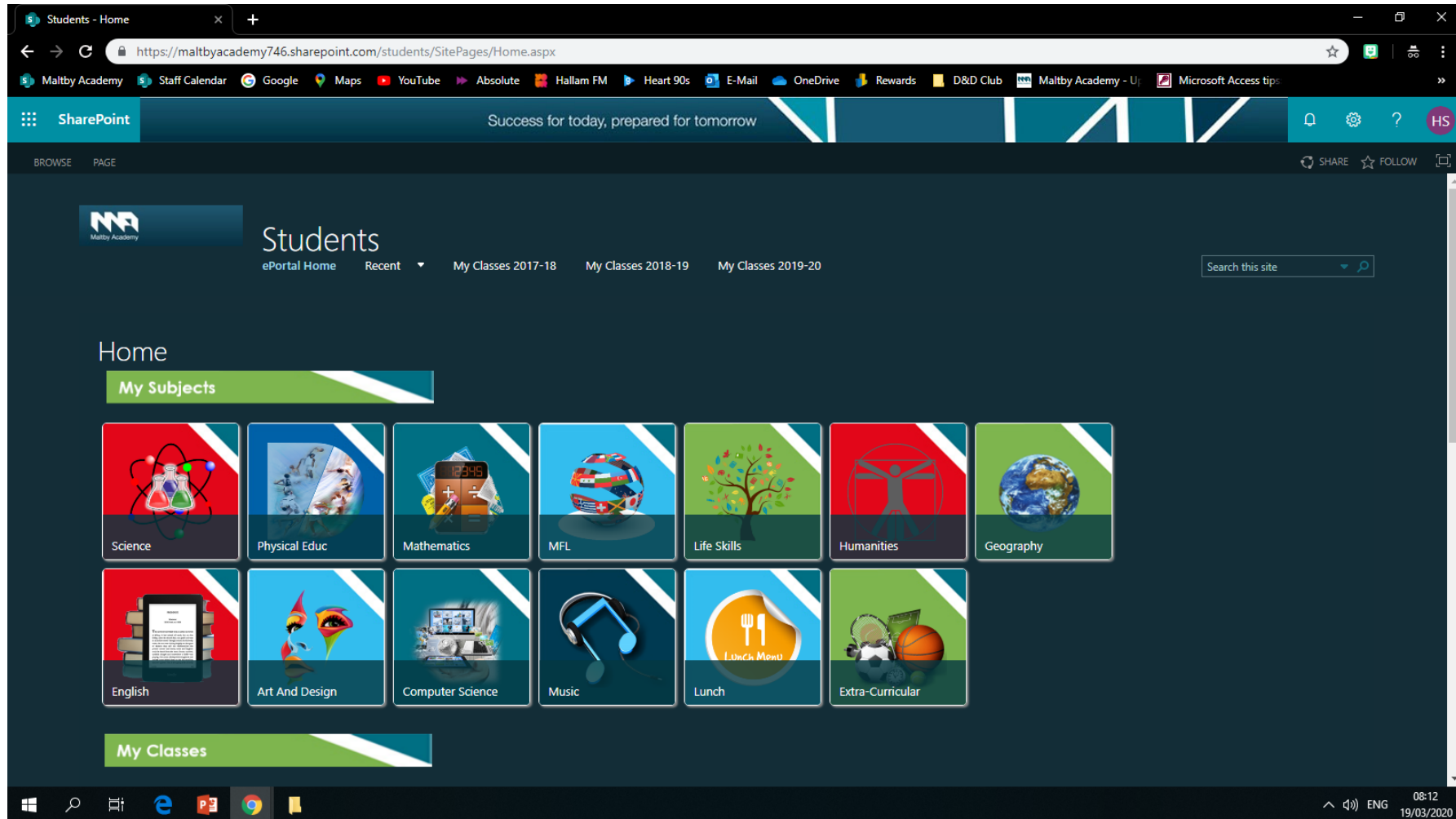


5. You should now be on the Maltby Academy Portal.

- Click on students

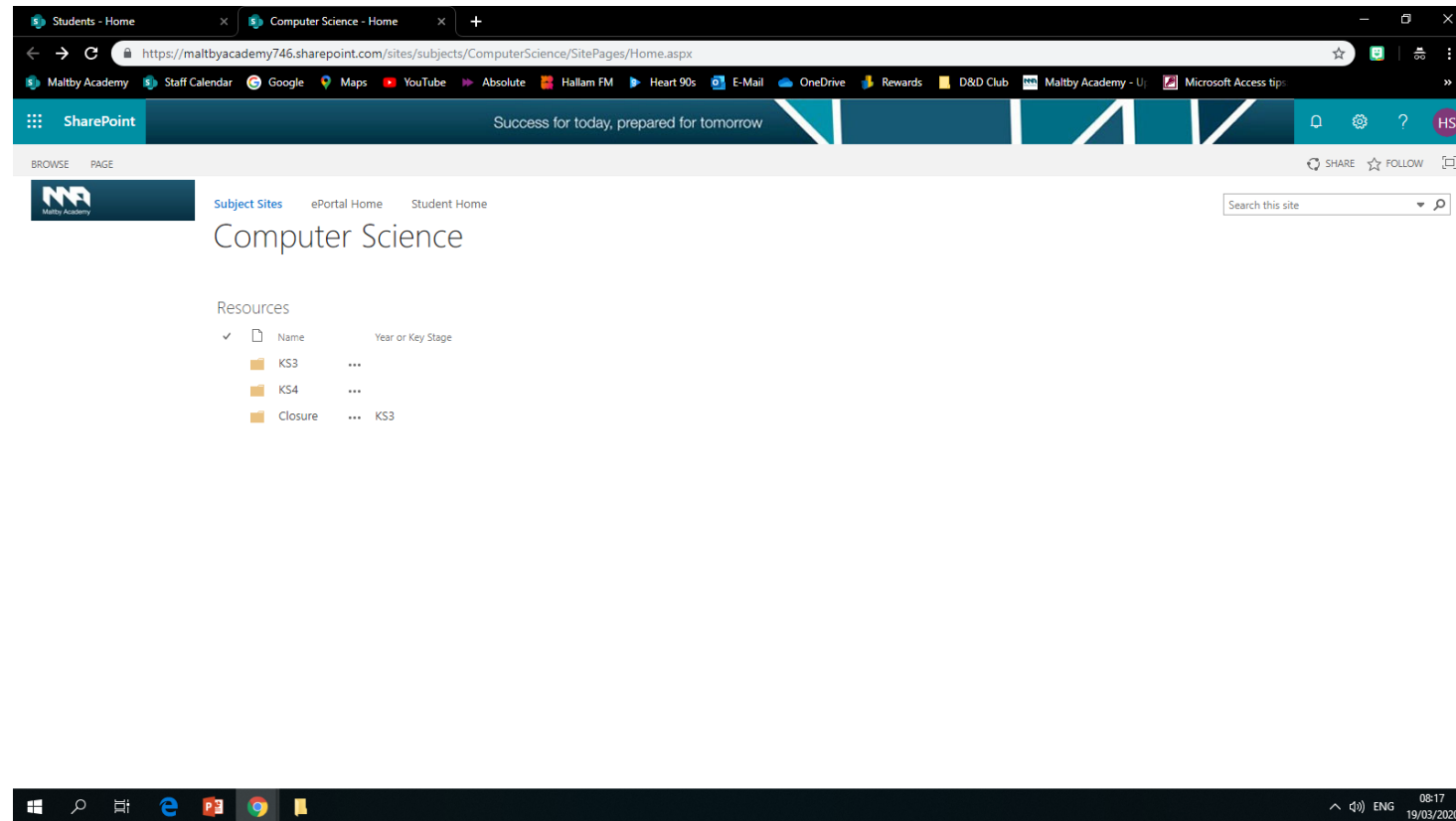


6. You should now have access to each of your subjects' areas.

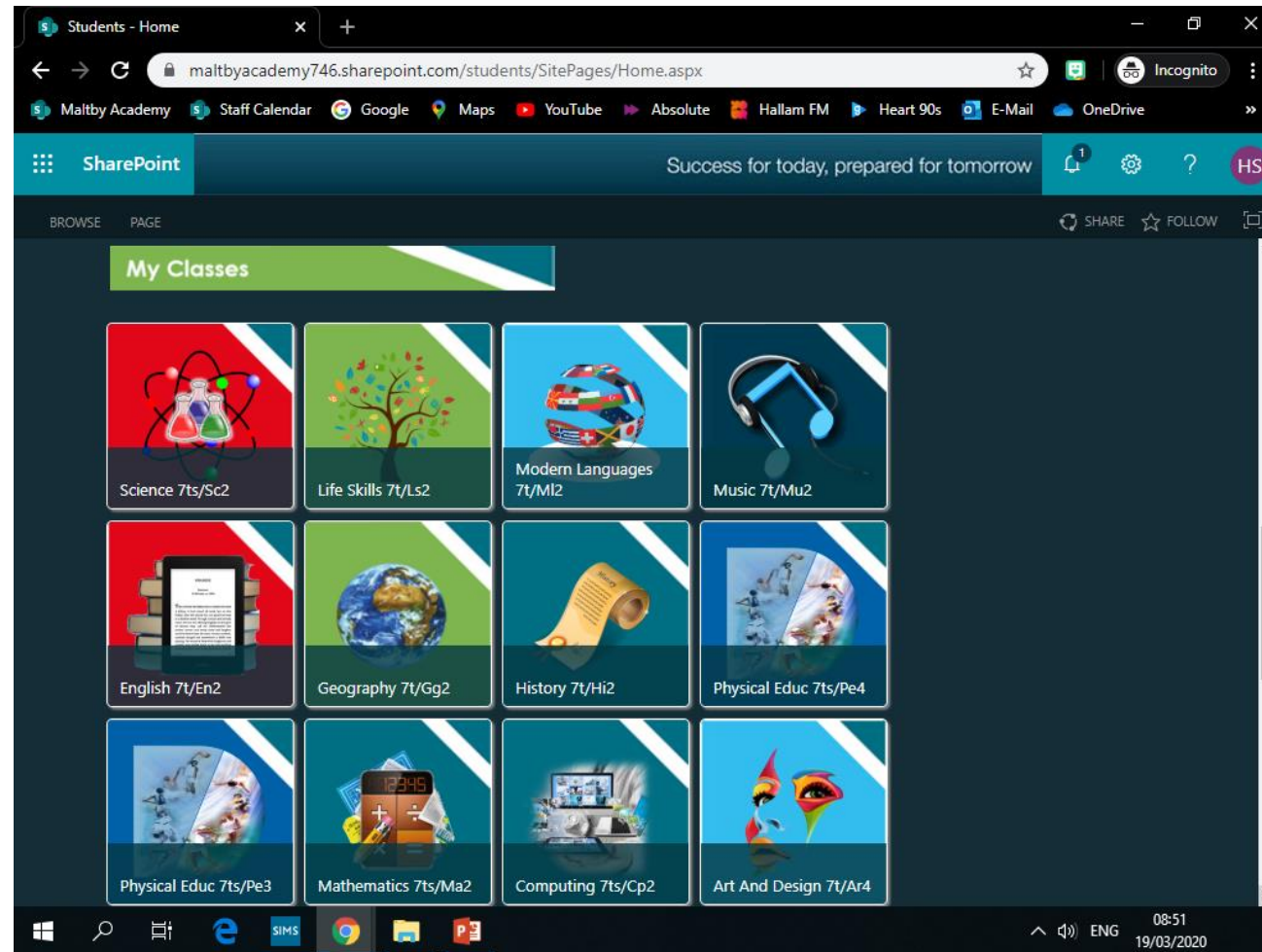


7. After you click on a subject you can see the work they have left.

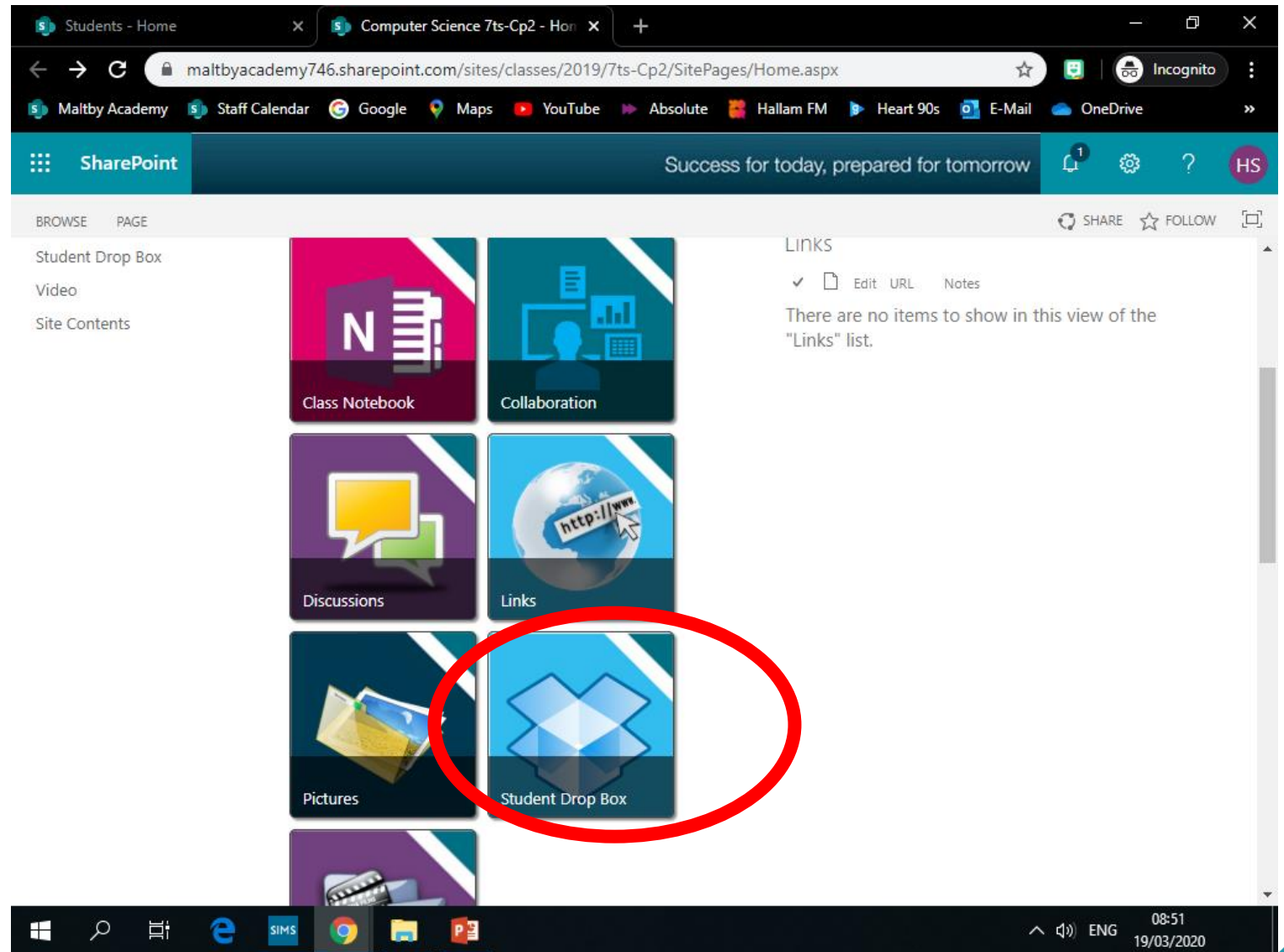
- This is the computer science one, and computer scientists can access the work here.



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 for 'Computer Science 7ts-Cp2'. The page title is 'Student Drop Box'. A red circle highlights the user's name 'Jennifer Jones (Jennifer.Jones)' in the list. The table also shows the date 'February 3' and the user 'Salamander AD'. The left sidebar contains navigation links: Home, Announcements, Calendar, Collaboration, Discussions, Links, Pictures, Student Drop Box, Video, and Site Contents. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 08:53 on 19/03/2020.

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.

