

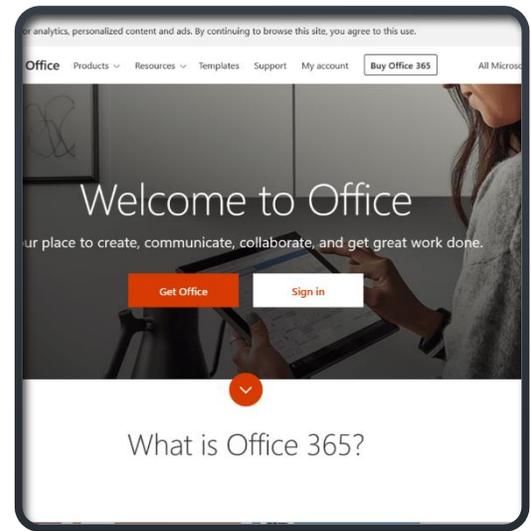


How to access SMC Remote Study

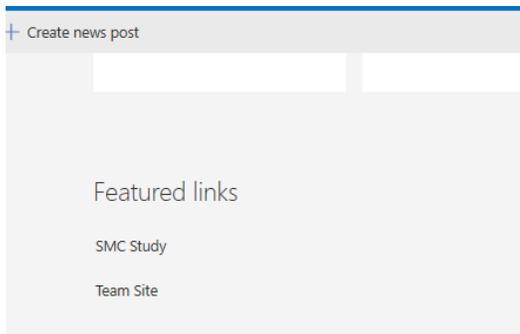
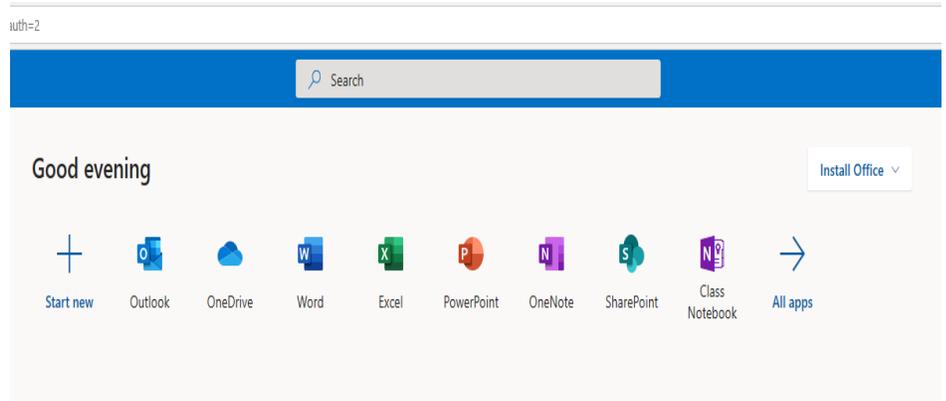
1. Go to www.office.com
Click on 'Sign In'
2. Sign in using your school email address and normal login password.
Examples of login:

Examples:

Year 7	13jonesc@student.smchull.org
Year 8	12JonesC@student.smchull.org
Year 9	11JonesC@student.smchull.org
Year 10	10JonesC@student.smchull.org
Year 11	09JonesC@student.smchull.org
Year 12	08JonesC@student.smchull.org
Year 13	07Jonesc@student.smchull.org



3. Once you have logged into your Office 365 account, this is what you will see.
The 'Outlook' icon will take you to your email. The 'OneDrive' icon is your OneDrive account that you can save documents to.
The 'SharePoint' icon takes you to the remote study page.



4. When you click on 'SharePoint', ensure your scroll down to 'Featured Pages'. Underneath here is 'SMC Study' click on this to launch the SMC Remote Study platform.

5. This is SMC Remote Study. Click on each tile to find a variety of support and information.



6. To access educational resources, click on 'Documents' at the top of the page.

7. In the 'Documents' section, you can select your year group.

The screenshot shows the 'Documents' page for 'SMC Study'. At the top, there are navigation links for 'Home', 'Documents', and 'Staff'. Below the navigation bar, there are options for '+ New', 'Upload', 'Export to Excel', 'PowerApps', and 'Flow'. The main content area is titled 'Documents' and displays a list of folders representing different year groups. The list includes 'Collective Worship', 'Year 07', 'Year 08', 'Year 09', 'Year 10', 'Year 11', 'Year 12', and 'Year 13'. Each folder entry shows the name and the time it was last modified (e.g., '22 minutes ago').

Documents > Year 09

Name	Modified
Week Starting on Monday 23rd March	24 minutes ago
Week Starting on Monday 30th March	24 minutes ago

8. Then select the week which will then take you to the subject files.

Name	Modified
ALP	25 minutes ago
Art	25 minutes ago
Business and Enterprise	25 minutes ago
Computer Science	25 minutes ago
Dance	25 minutes ago
Drama	25 minutes ago
English	25 minutes ago
French	25 minutes ago
Geography	25 minutes ago
Health and Social Care	25 minutes ago

9. Select your class where you will find your resources for the week.

Name	Modified
9m E1 - Miss Hallam, Miss Shinkwin	26 minutes ago
9m E2 - Mrs Smith, Mrs Baker	26 minutes ago
9m E3 - Miss Jackson, Mrs Baggaley	26 minutes ago
9m E4 - Mrs Hanson	26 minutes ago
9m E5 - Mrs Corbin, Mrs Barnaby	26 minutes ago
9m E6 - Miss Clarke	26 minutes ago
9m E7 - Miss Cross, Mr Hussey	26 minutes ago

Don't forget to check for extra resources in each subject file such as revision guides and exam papers.

How to send an email:

- Click on the 'Outlook' icon.
- To attach a file to your email, click on the paper clip icon.
- This will then bring up your files and you can select what you would like to attach to your email.
- When you are writing your email you must remember that this is to your teacher, therefore you should write it in the same formal and polite manner that you would speak to your teachers with.



New message

