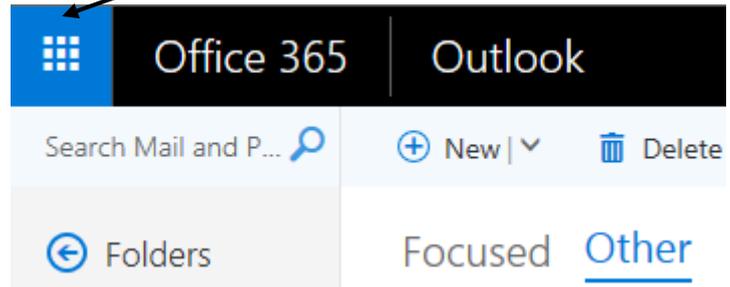


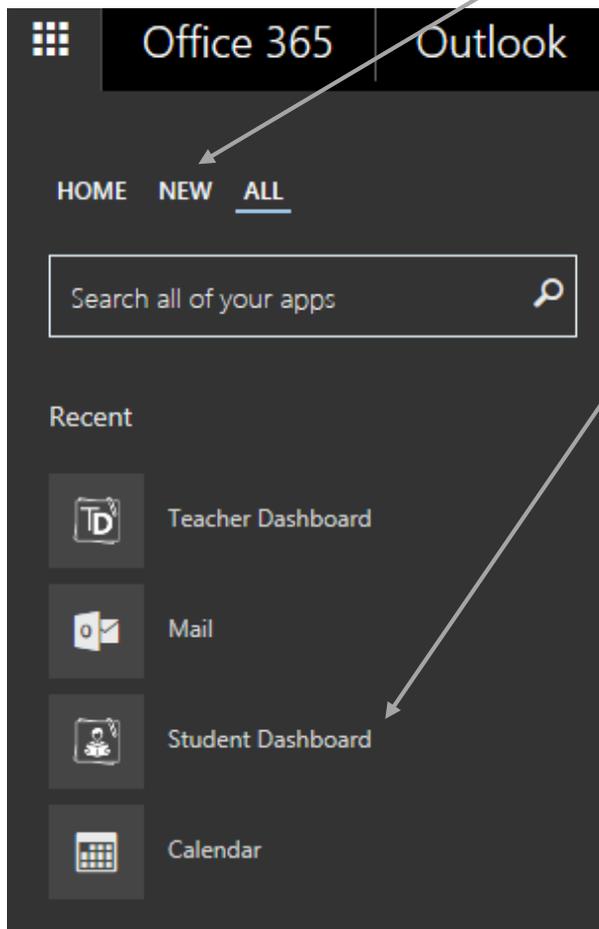
Student Dashboard

Getting started

1. If you are on a school computer, click on your school email and log on (username@sjfchs.org.uk). If at home, do a google search for office 365 and then click log on to email.
2. If you haven't already accessed your one drive, select the one drive icon from the tiled area.
3. Once you have logged onto your school email (username@sjfchs.org.uk), click on the button in the top left hand corner of the screen



4. When the menu opens, click on new (if this is your first time using the system) or all and then click on student dashboard (yours may be at a different point on the list, but it will be there!)



then click on student dashboard (yours may be at a different point on the list, but it will be there!)

5. The homepage of the Student dashboard will look like:



6. Under My assignments select the assignment you require and double click on the assignment and it will display the following screen

The screenshot shows the details of an assignment titled 'Ionic formulae'. At the top right, the status is 'Not Started' in a red box. Below the title, there are tabs for 'Assignment', 'Resources', 'My Work', and 'Work handed-in'. The 'Resources' tab is active. On the left, there is a blue sidebar with 'Timeline' and 'Questions & answers' options. The main content area has an 'Instructions' section with the text: 'Complete the sheet using the appropriate knowledge from your classwork. If you are struggling either use the ask question button or see the teacher'. To the right, there is a 'Time remaining' section with three orange boxes showing '2 days', '19 hours', and '25 minutes'. Below this, it says 'Due: Thursday, 30 November 2017 08:00', 'Subject: Chemistry', and 'Assigned to you by: Jenny Burton'. At the bottom, there is a 'Files and links' section with a document icon and the text 'Formulas of ionic compounds 1.doc', and a blue button labeled 'Copy to 'My Work''.

This gives information about the assignment – it gives instructions on what you need to do, the time you have remaining (when the work is due to be handed in) and any resources/documents you need to complete.

7. Click on the copy to my work link at the bottom right of the screen and set a status i.e. in progress

Status **In progress** ▾

Time remaining:

days	hours	minutes
2	19	25

Due: Thursday, 30 November 2017 08:00
Subject: Chemistry
Assigned to you by: Jenny Burton

al, clean versions here.

Copy to 'My Work'

8. Click on the 'My Work' tab

Resources **My Work** Work handed-in

Complete the sheet using the appropriate knowledge from your classwork. If you are struggling either use the ask question button or see the teacher

9. Then click on the document you want to work on and it will open

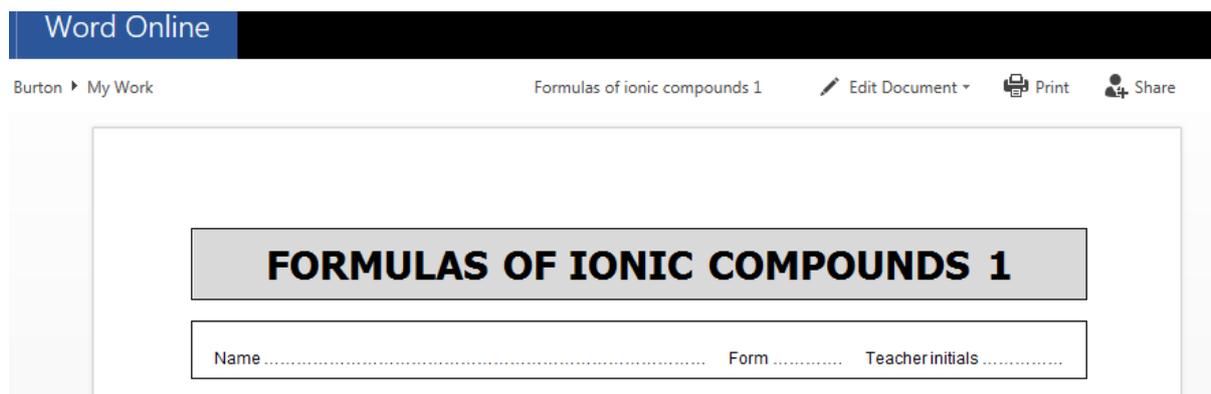
Resources **My Work** Work handed-in

This is your workspace for this assignment. You can add files using the 'Add' button below or 'Copy' buttons on the 'Resources' and 'Work handed-in' tabs. Use the 'Hand in' button to submit a file for review.

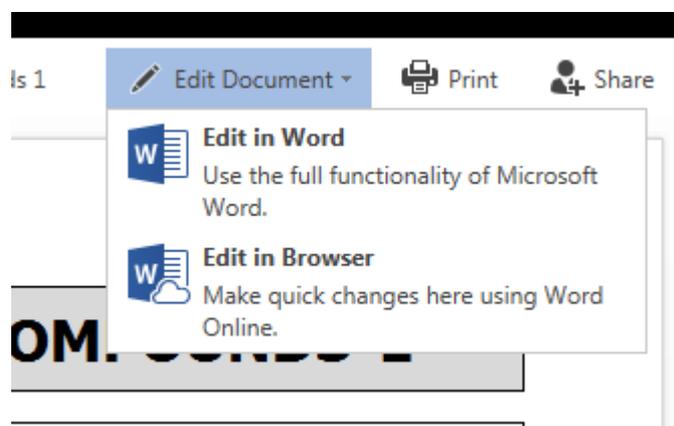
⊕ add

[Formulas of ionic compounds 1.doc](#) **Hand in**

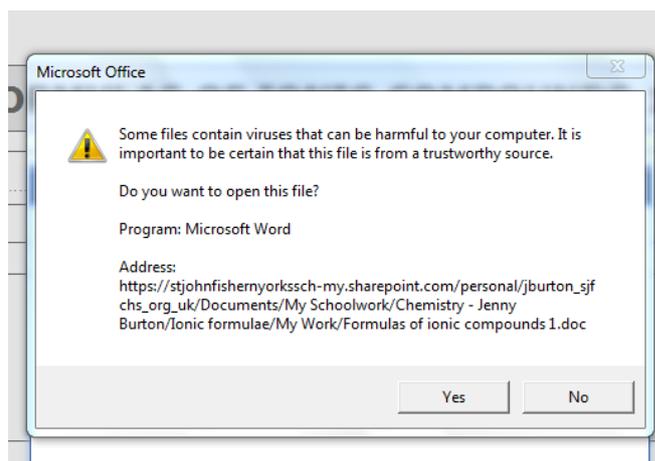
10. Once the document is open (if in word) it may look like the following



11. Click on edit document and then either edit in word or edit in browser



12. If you click edit in word then you will get the following pop up, just click yes



13. Then you may have to sign into word using your school email address and password

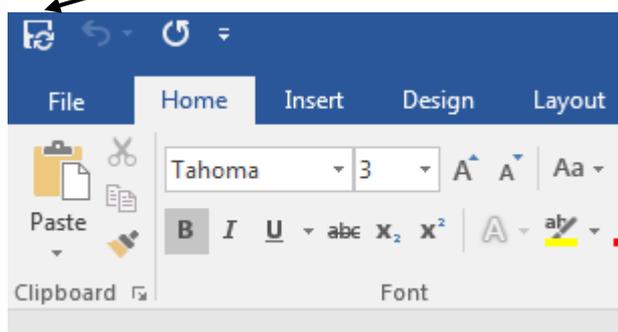
Sign in

Tell us the account you want to use to open
"stjohnfishernyorkssch-
my.sharepoint.com/personal/jburton_sjfchs_org_uk/Doc
uments/My Schoolwork/Chemistry - Jenny Burton/Ionic
formulae/My Work".

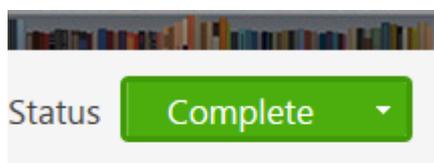
Next

[Privacy statement](#)

14. Once this is done, click on enable editing and you can now type directly into the document. Once you have completed some work, save using the save button at the top of the screen, this will save directly back to your student dashboard area. Just press the cross to close the document



15. Once completed change the status to complete



16. Press the 'Hand In' button and this work will go back to your teacher

d

formulas of ionic compounds 1.doc



Hand in