ACCESSING THE PARKWOOD HALL INTRANET
A GUIDE FOR STUDENTS AND CLASSES

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OFFICE.COM

Here is a link that will take you straight to the sign in page:
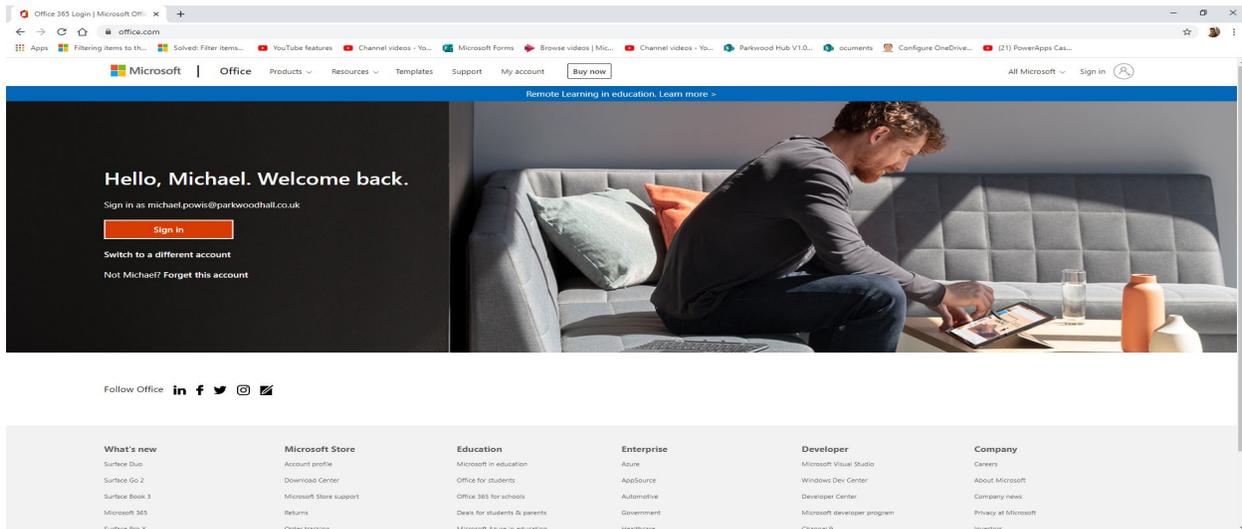https://parkwoodhall.sharepoint.com/sites/StudentsHome
You will have been sent your child's login and password in a separate letter last term.

Below is a link to a YouTube video that you might find useful:
https://www.youtube.com/watch?v=cnd7GhjCSE0&t
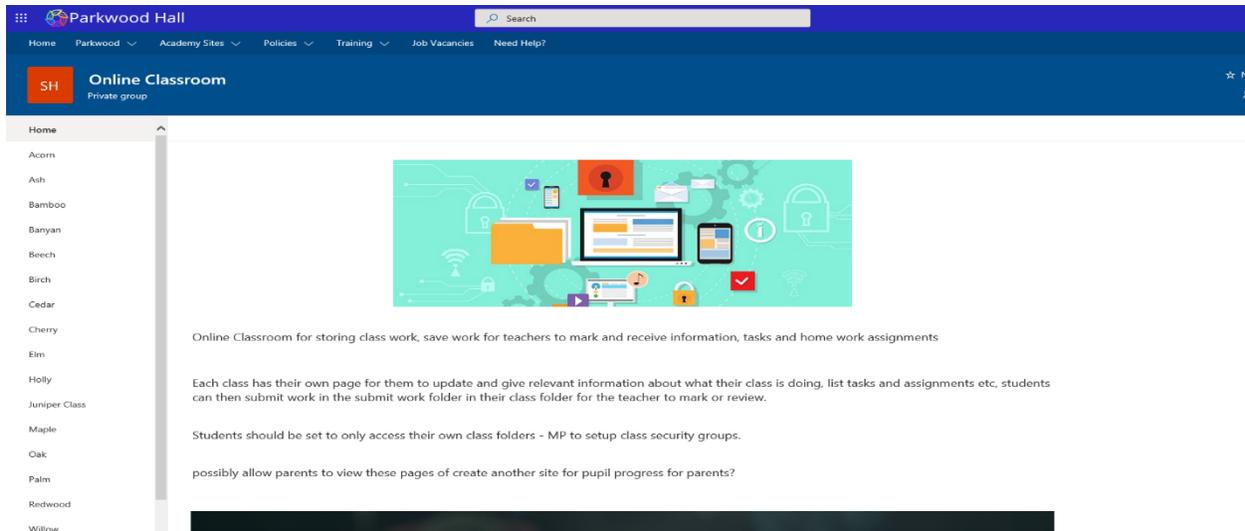
The first step is to go to:
https://office.com

Click sign in and enter the details sent to you. Usually username will be username and then add @parkwoodhall.co.uk, for example joeb@parkwoodhall.co.uk

The screen will then change and you should see a picture of Parkwood in the background and a window asking for your password.
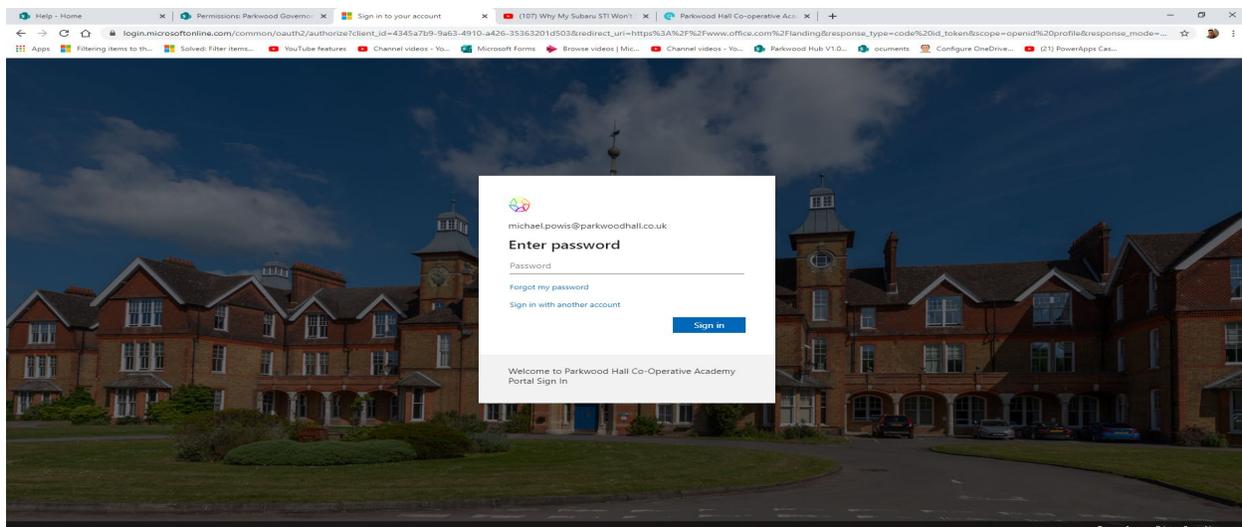
Next you will get another window asking if you want to stay signed in? I would suggest if you share this computer with other staff that you say no, if it's only a computer you use then you can say yes.

Student Homepage:

Navigation Menu:

The top navigation menu is locked out for students they can click on the links, but access will be denied except for the Student Home link under Academy Sites.

The left Menu will give them access to their class pages and the student folders where they have a folder to save their work.
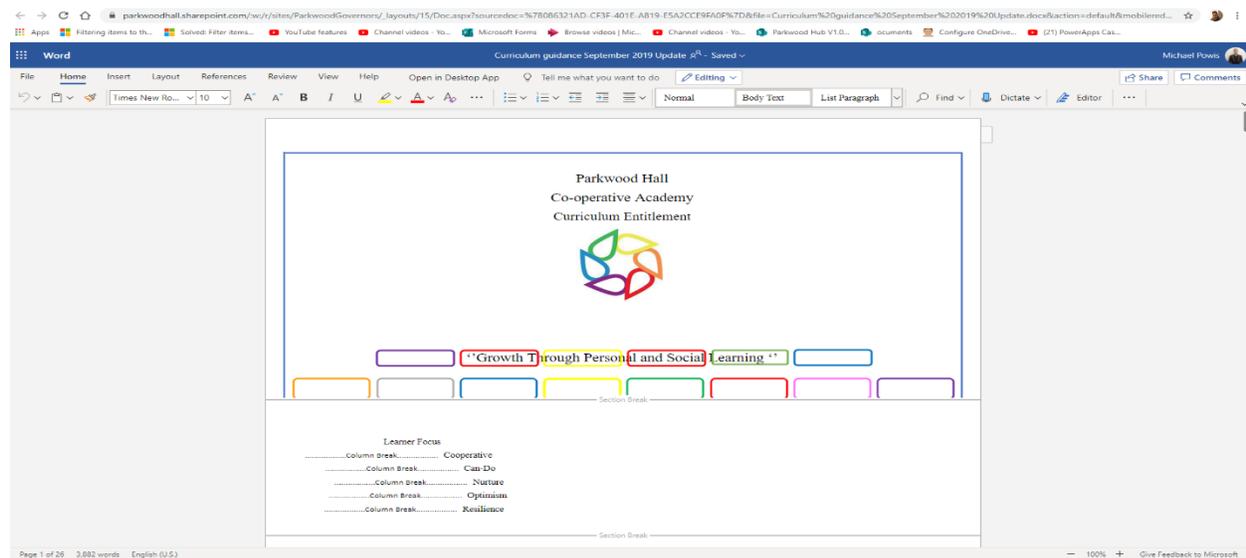
EDITING DOCUMENTS

SharePoint is part of office 365 and as such provides access to the complete lite versions of the office applications online, this means you can go to the document library click on a document you wish to read / edit and it will open online.

Click document name.

Document now opens in Word online.

You cannot edit PDF's but you can view them online. From here you can edit the document if you have permission to do so and every change is automatically saved as you type.

If there is an option you normally use in any Office application but you cannot find it in the online version it is because not all options are available online but you can click Open in Desktop App if you have it installed on your computer and it will open and give you the full options.
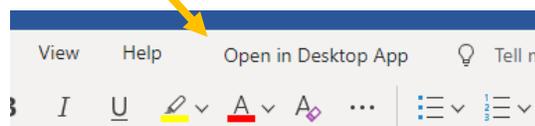
When opening it in the desktop App, the document should continue to auto save the document as you type but if you choose to download a document from the library to edit auto save may not be enabled.

To Download a document, you need to click the circle next to the document name to select it and the menu at the top changes.
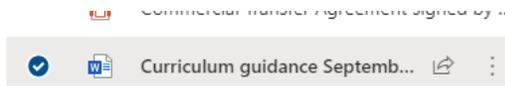
Menu changes to the below. Now you have the option to download and delete among other options.

AUTOSAVE not always your friend….

If you plan to use a document like a template you must save a copy of it first either using the copy to as shown in the menu above or in your file explorer otherwise auto save will automatically save and make changes to the original document.

SAVING, CREATING OR ADDING DOCUMENTS

Saving, creating, or adding documents to SharePoint is really easy, as simple as click and drag.

Open the document library on SharePoint where you want to Create, Save or Add a document.

Now at the top you have the New button, if you click this button it will give you a list of options for you to create something from a Word document to an internet / site link.

To save to this library you can create and edit / save the document online but if you create the document on your computer you will need to Sync the library with your computer (see syncing information further in guide).

A document created on your computer, create your document and then when it comes time to save it you have two options:

1. Option One: you save the document to your computer and then open SharePoint to the document library where you want to add the document, open file explorer to the location you have the saved document and then click and drag it into the document library on SharePoint.

OR

2. Option Two: save your document to your computer and then open SharePoint to the document library and click Upload on the menu and browse to the file you want to add to the library.