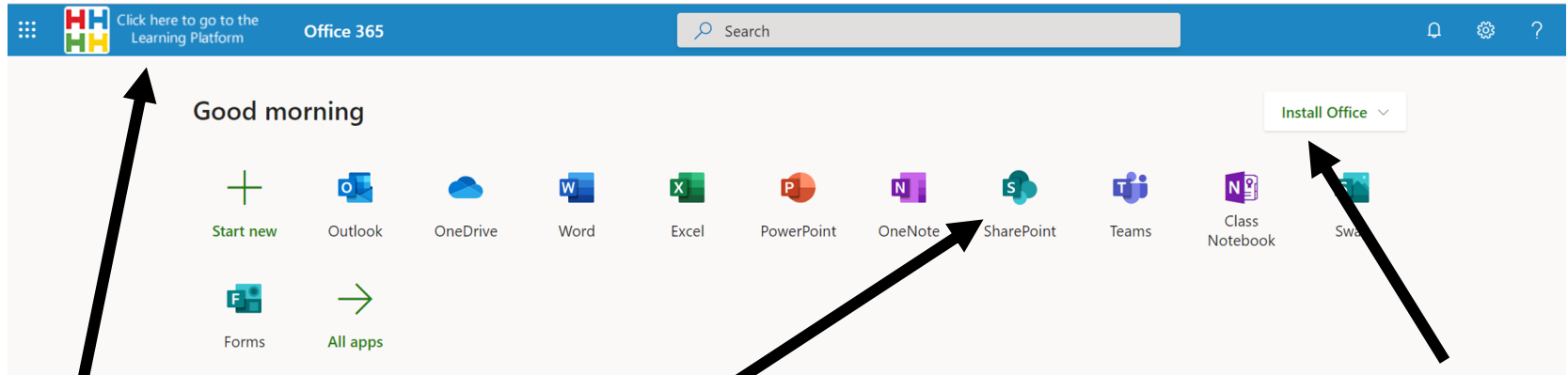


Accessing Home Learning

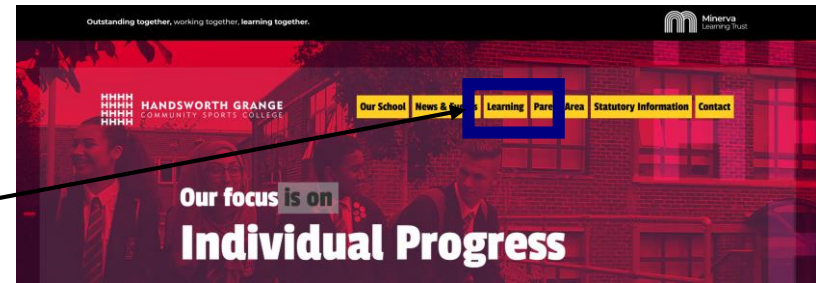


Click here to access Home Learning

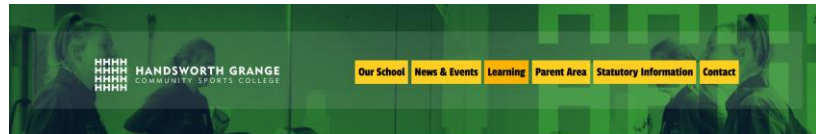
Click here to install Microsoft Office

Accessing Home Learning

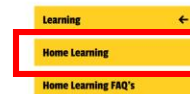
Go to www.hgcsc.co.uk
Then click on learning



On the left-hand side will
be a yellow menu list.
Click on Home Learning



Learning



Our Vision

At Handsworth Grange Community Sports College, we place learning at the centre of all we do because we believe that learning improves lives.

All our learning is driven by high expectations and aspirations for all.

We believe all our pupils need support to achieve their potential.

Click on the link in the
purple box



Home Learning



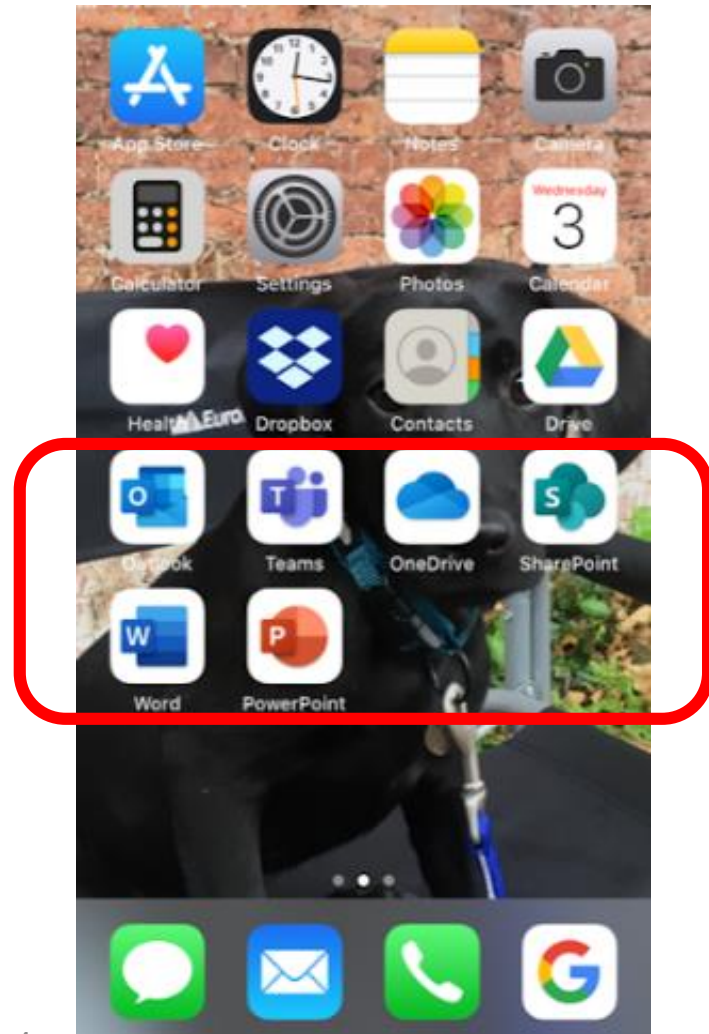
Opening and Saving Work

Mobile and Desktop

Opening and Saving Work

Application list

- Outlook
- OneDrive
- Microsoft Teams
- **Sharepoint**
- **Word**
- Powerpoint



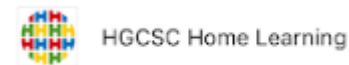
Opening and Saving Work - iOS

Opening work for home learning on Sharepoint

1. Open SharePoint



2. Click on HGCS Home Learning



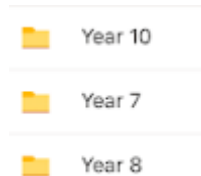
3. Click All Subjects



4. Click on the subject you want



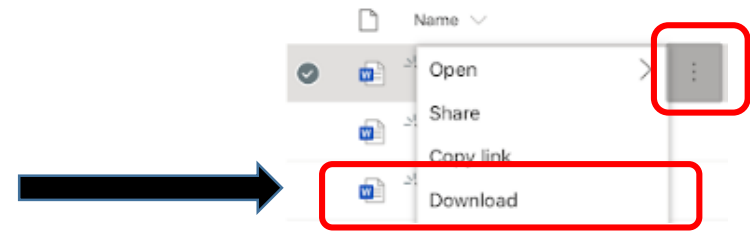
5. Select your year group.



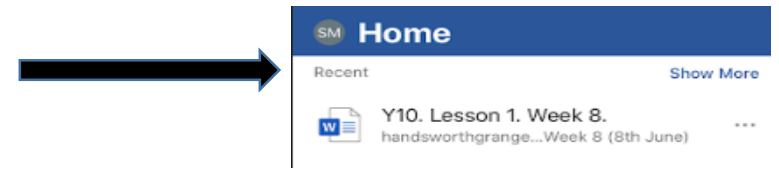
Opening and Saving Work - iOS

Opening work for home learning on SharePoint

1. To download the file. Click on the three dots and the drop- down menu will appear. Select Download



2. Click on the home button and the file will now be saved.



3. Click on the file to open. You can now work on this.



4. You can also share your work with your teacher by clicking this icon

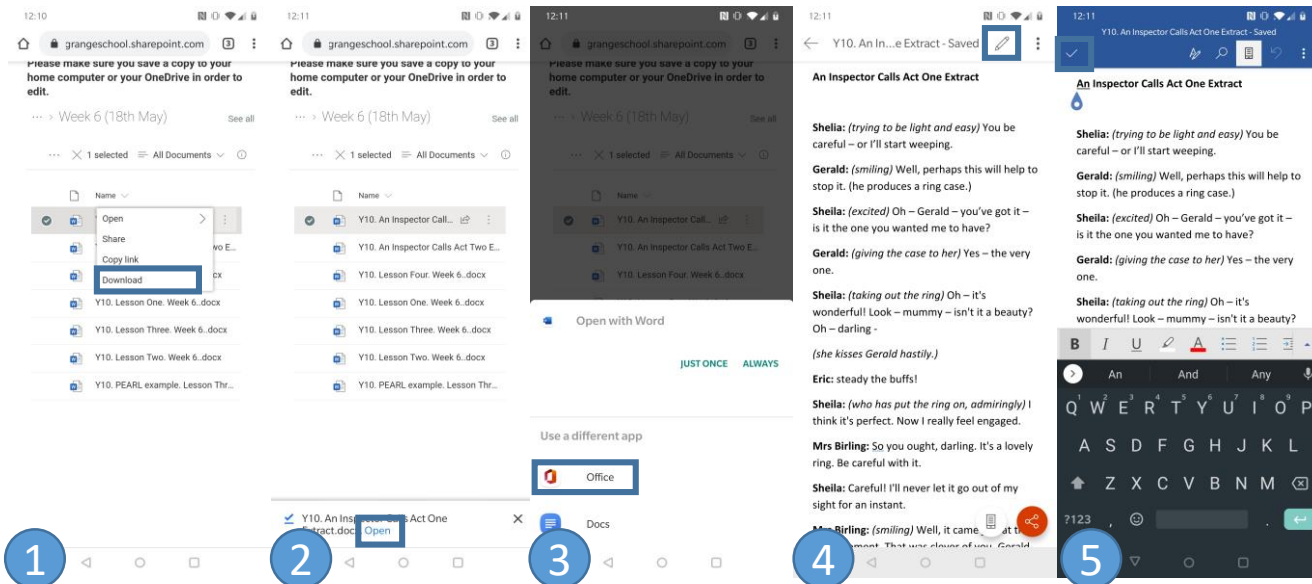


Type in the email address/name
For e.g. msteeples
Click Send



Opening and Saving Work - Android

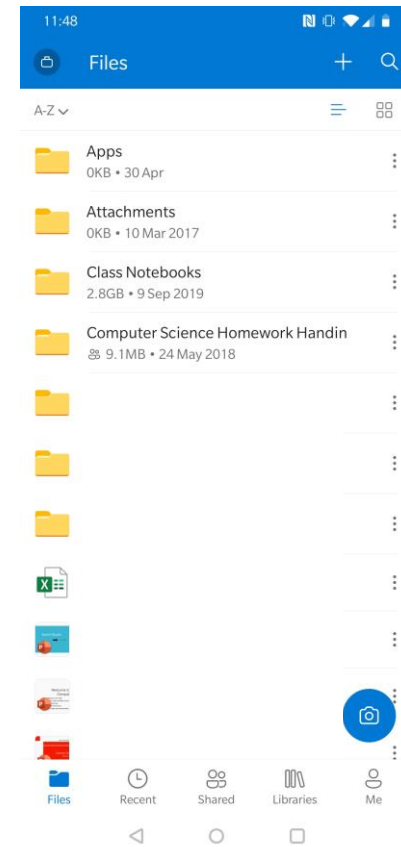
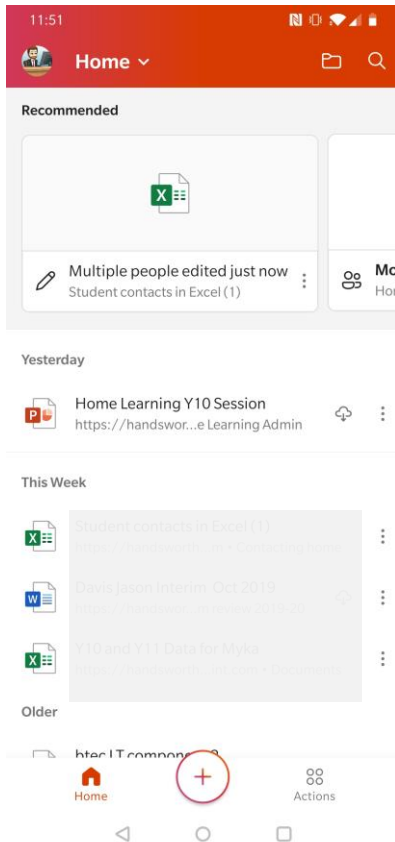
1. Find work on the HGCSG Home learning Sharepoint and click download.
2. Once Downloaded click 'Open'
3. Choose your app to open the work with, 'Office'.
4. You can now read the work or click to edit.
5. Once finished editing click the tick to save.



Opening and Saving Work - Android

You can also access downloaded work on your device through the Office Application.

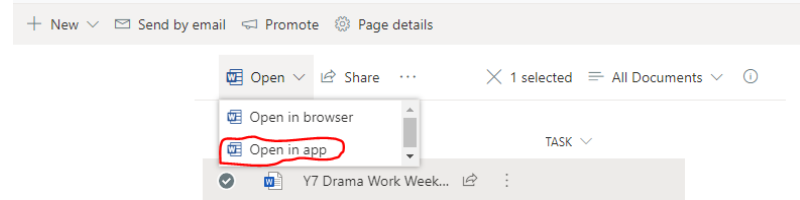
Or Access your own files using the OneDrive application.



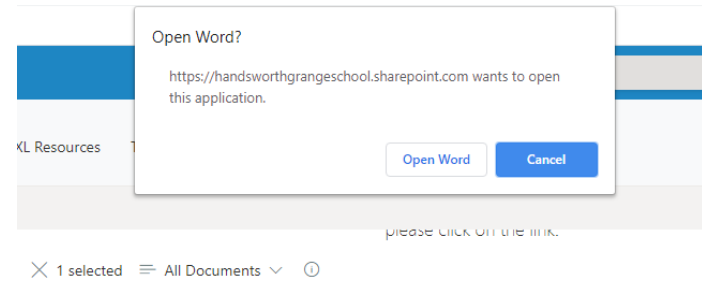
Opening and Saving Work - Desktop

OPTION 1

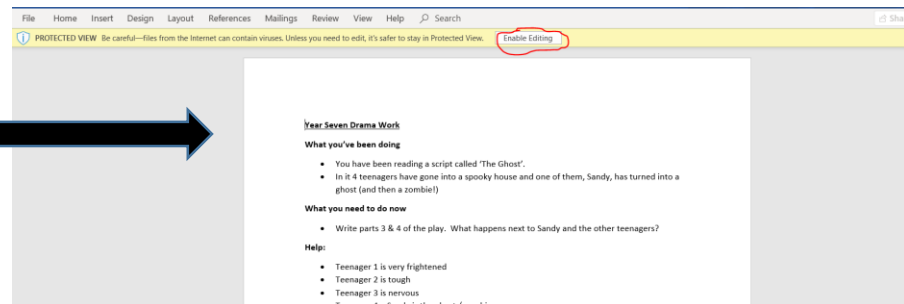
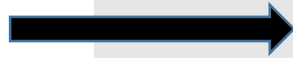
Select the file you want by clicking the tick.
Then click Open.
Select open in app



Click Open Word



Click enable editing.
Then File – Save. You will then be able to save to your OneDrive.



Opening and Saving Work - Desktop

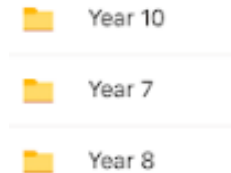
OPTION 2

Opening work for home learning

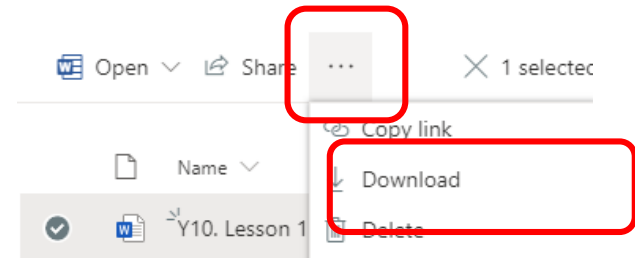
Click on the subject you want



Click on your year group



Go to the folder you need. Select the file you want. Click on the three dots and choose Download.



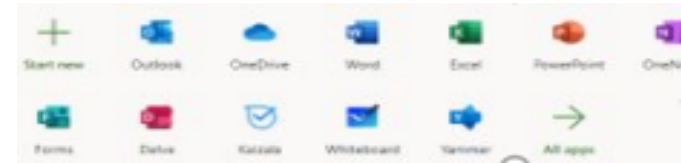
This will Download to your Computer.

Usually your Download file.

Opening and Saving Work - Desktop

Opening work for home learning

- Open the file you have downloaded in OneDrive or you can open this in Word/Excel or powerpoint (check the file type though)



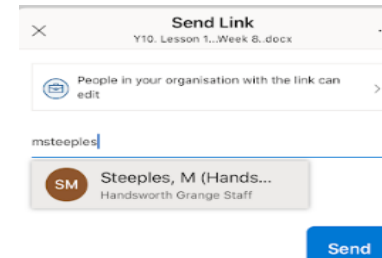
- The file you downloaded will be saved. You can edit this and complete your work.



- You can share your work with your teacher
By clicking this icon

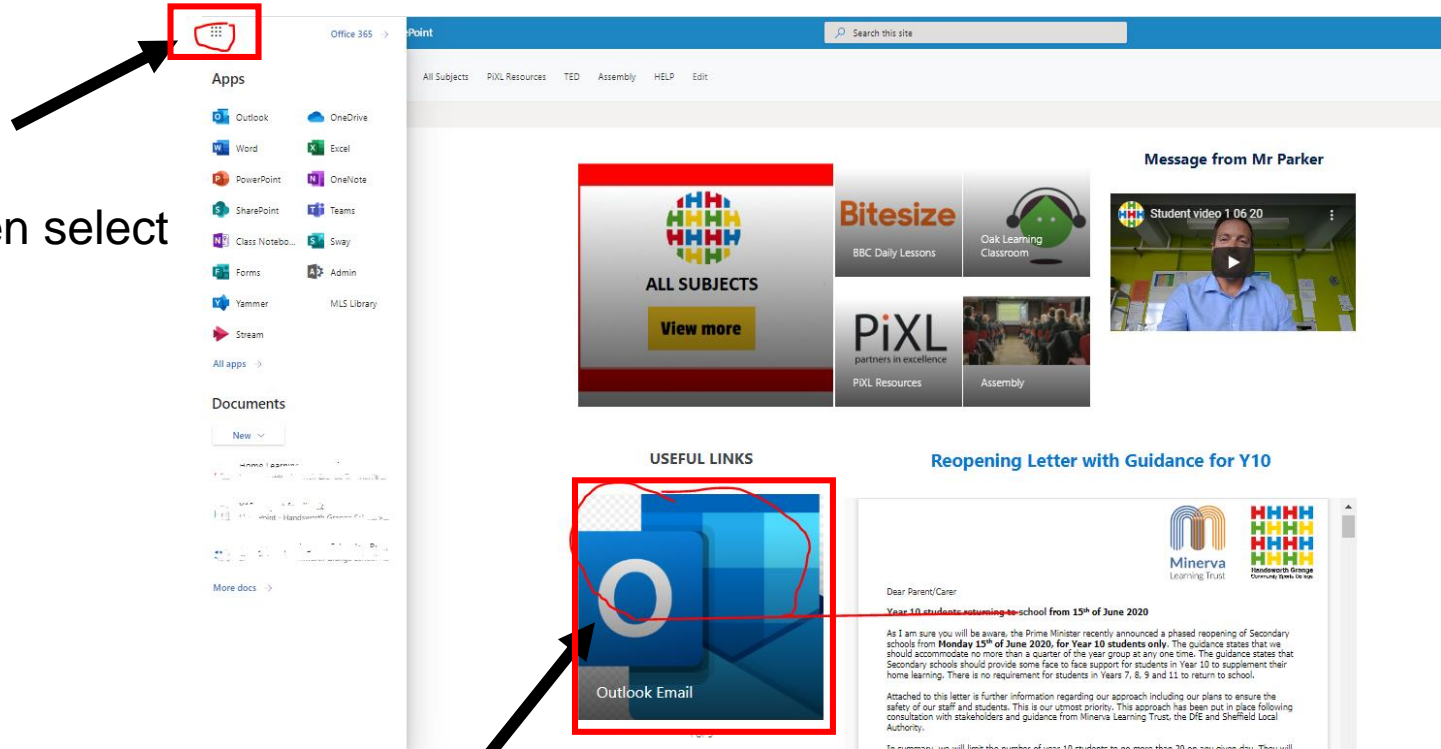


Then type in the email address/name
For e.g. msteeples
Click Send



Emailing in work and attaching files to emails – Desktop/Laptop

Using your Outlook Email Account



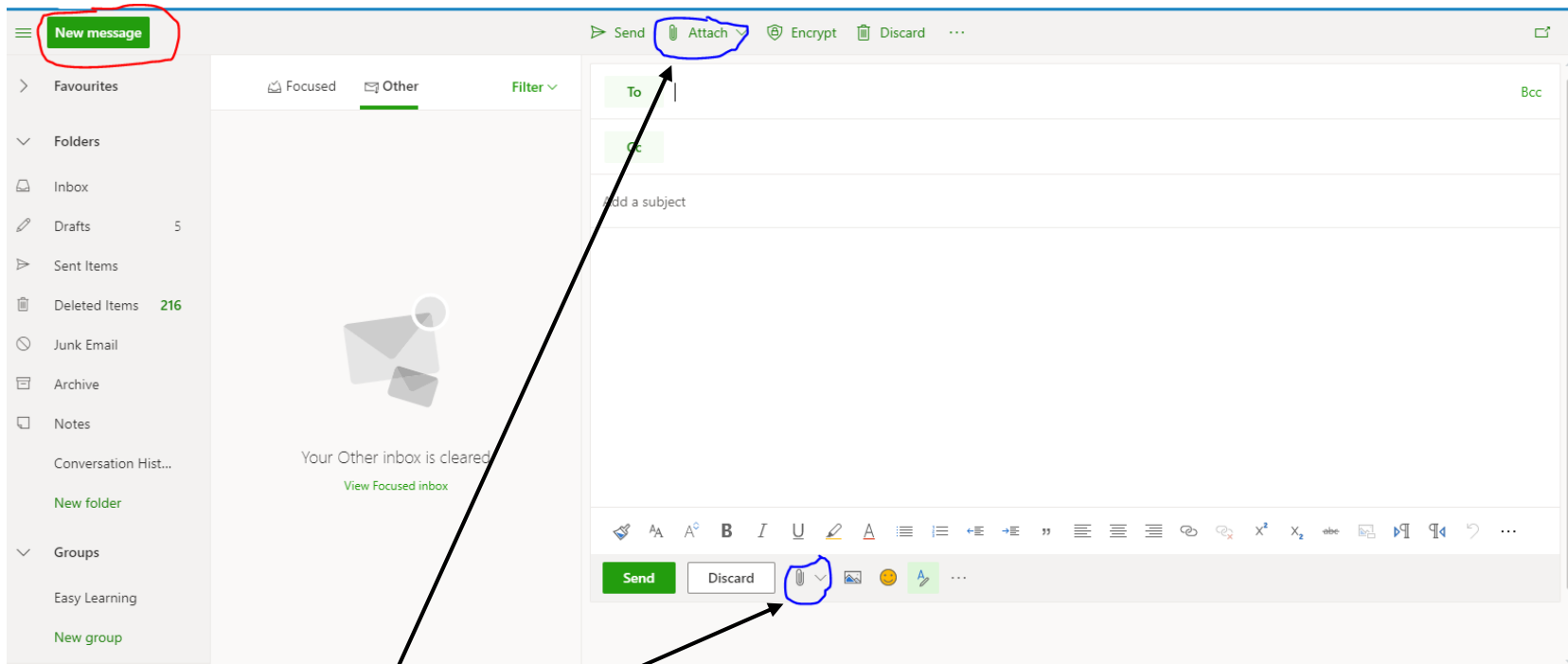
Click on the app launcher and then select Outlook

If you don't have the app launcher click on the massive Outlook link here

Emailing Work in – Desktop/Laptop

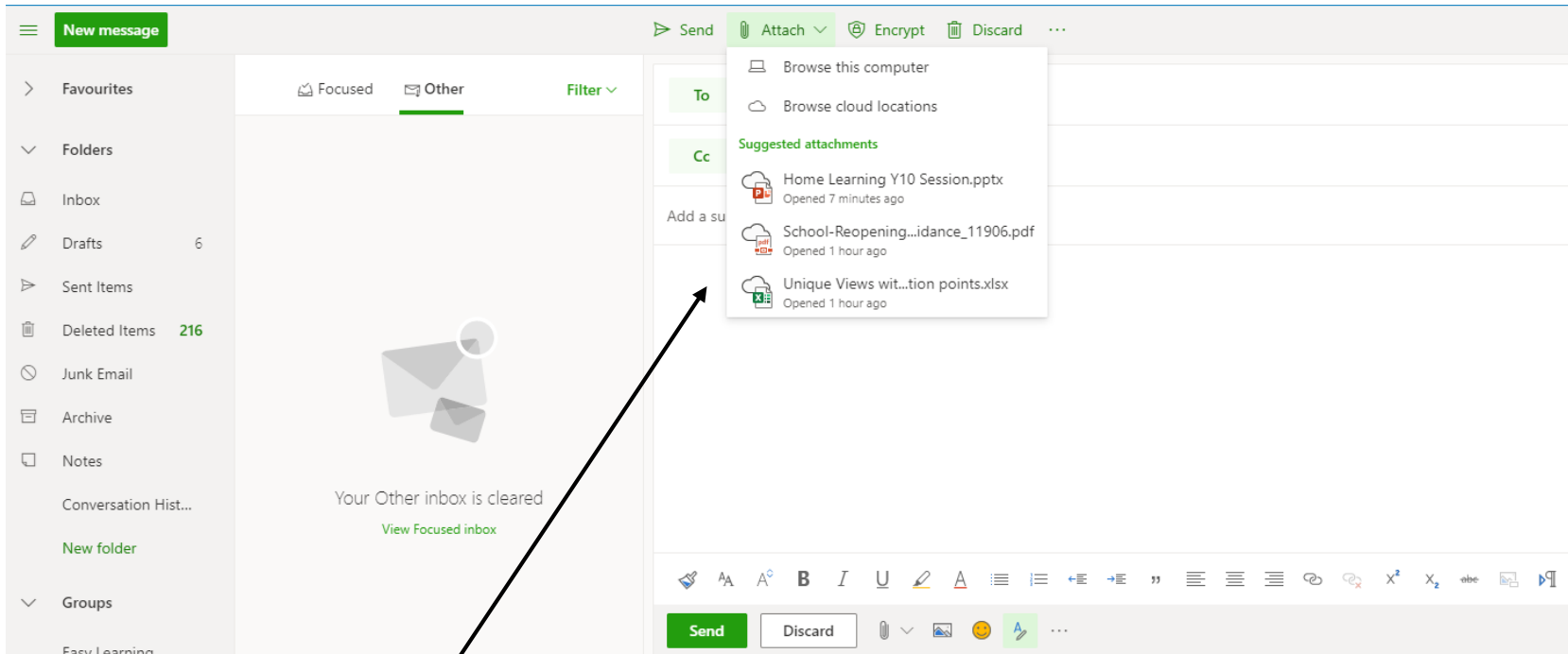
When sending work in:

Include your name somewhere on the email and keep checking emails afterwards for a response from your teacher.



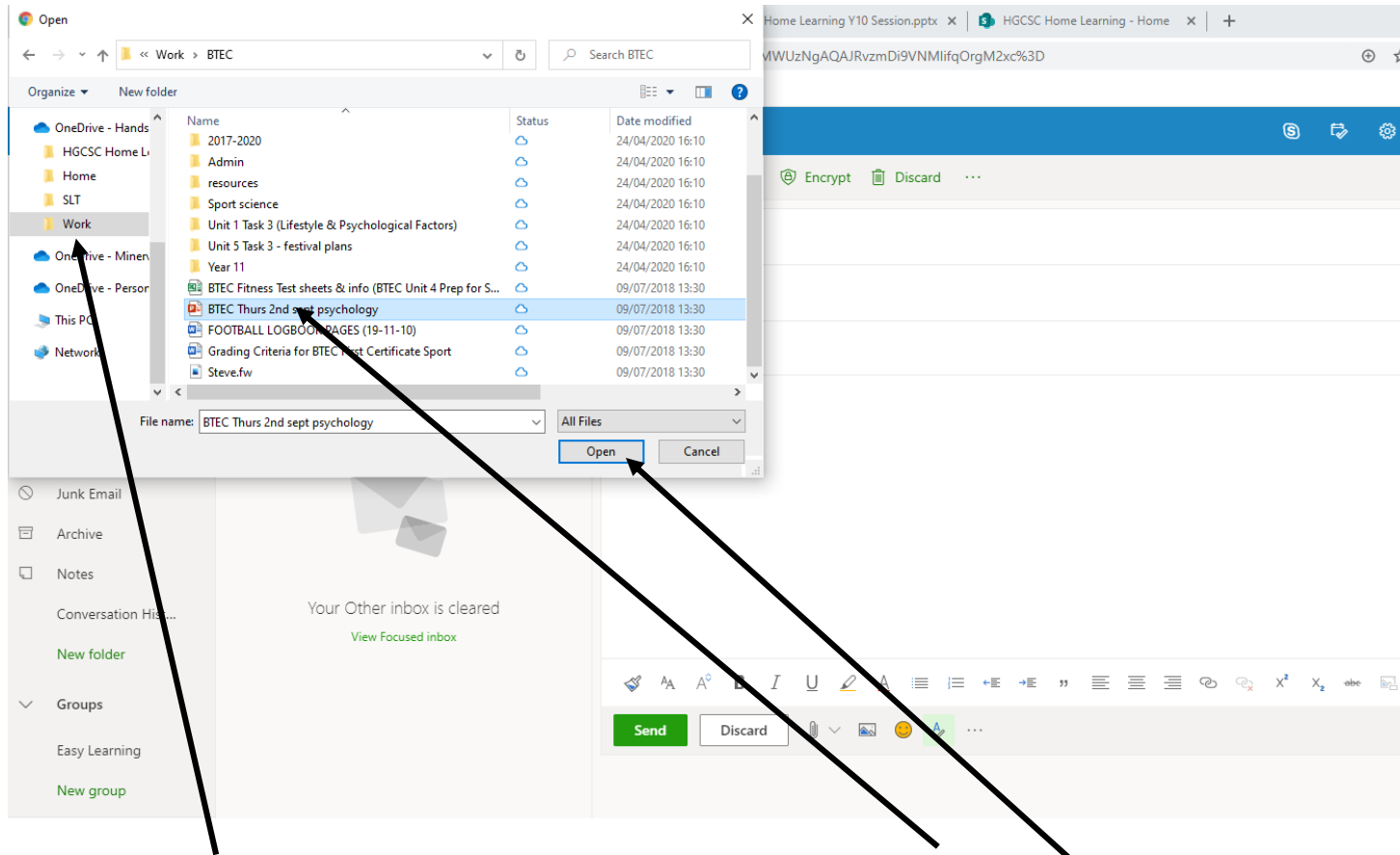
Look for the symbol that looks like a **paper clip**.

Emailing Work in – Desktop/Laptop



When you click on the paper clip, it will give you the option to attach a file on your computer or Cloud location (OneDrive). Click the one you want and then upload

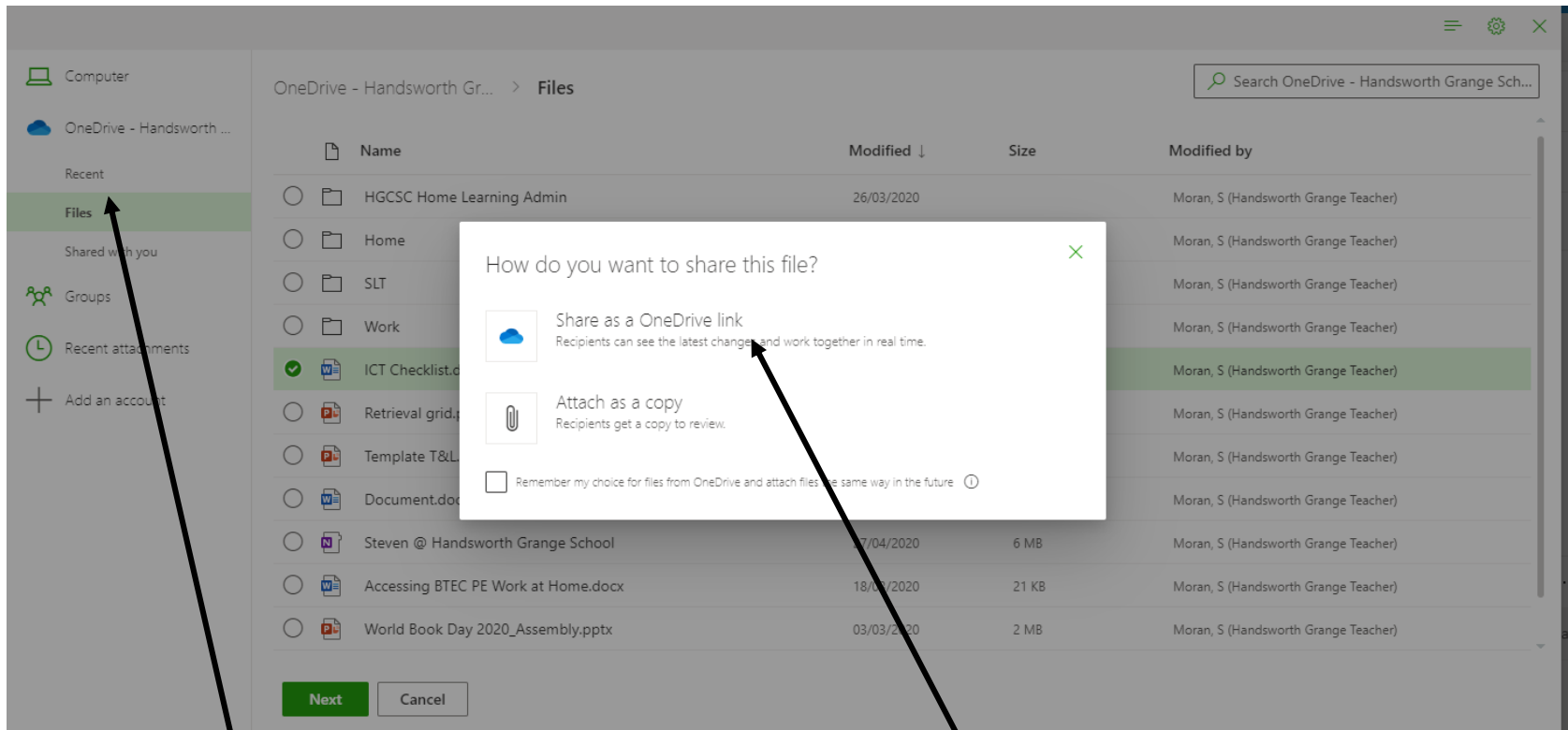
Emailing Work in – Desktop/Laptop



For files on your computer.
Select the location.

Then select the file and
click Open

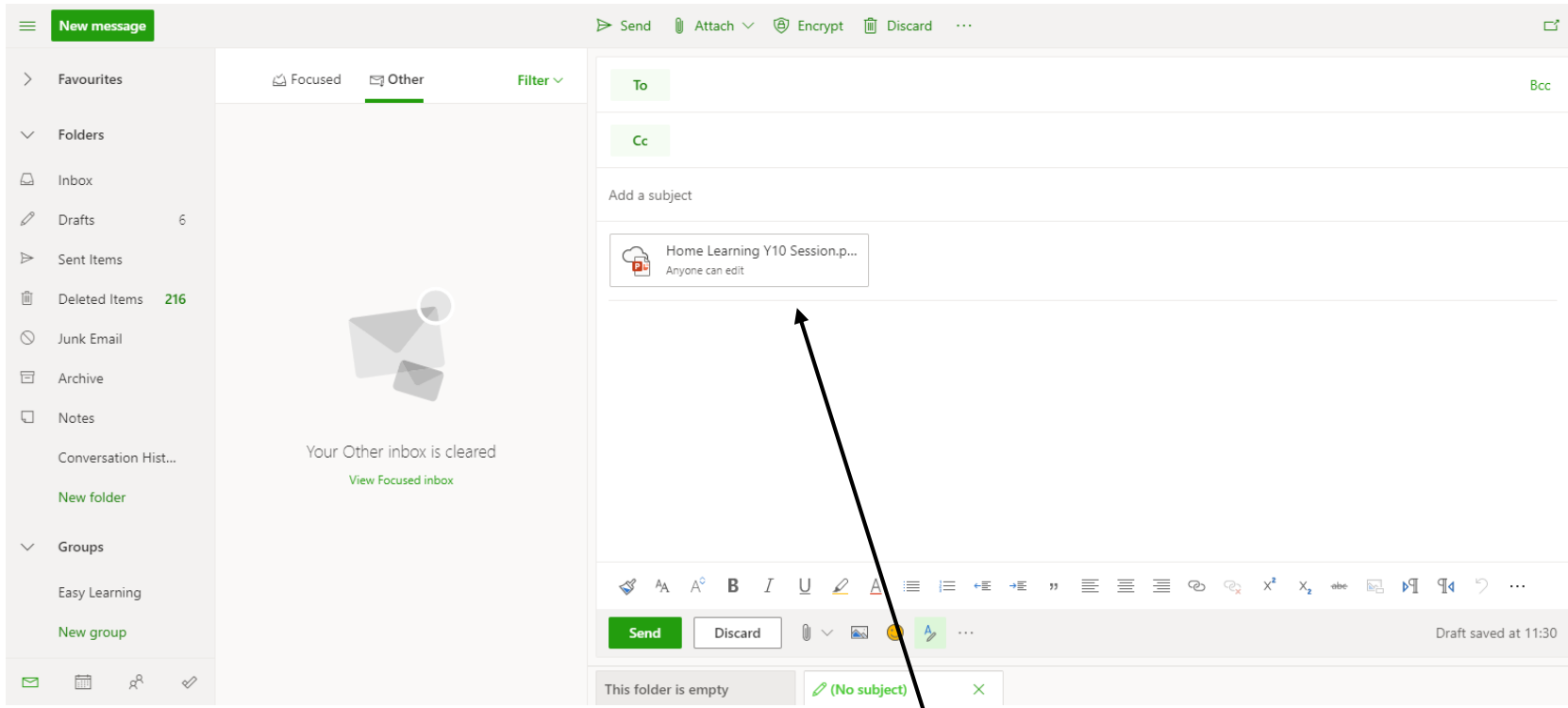
Emailing Work in – Desktop/Laptop



If the files are on you OneDrive.
Fine the location

Share a OneDrive link. Your
teacher will then be able to mark
your work online.

Emailing Work in – Desktop/Laptop



Make sure your file is attached under the add subject box.
Then click send.
If you want to send more than one file¹⁸, repeat the process again.

