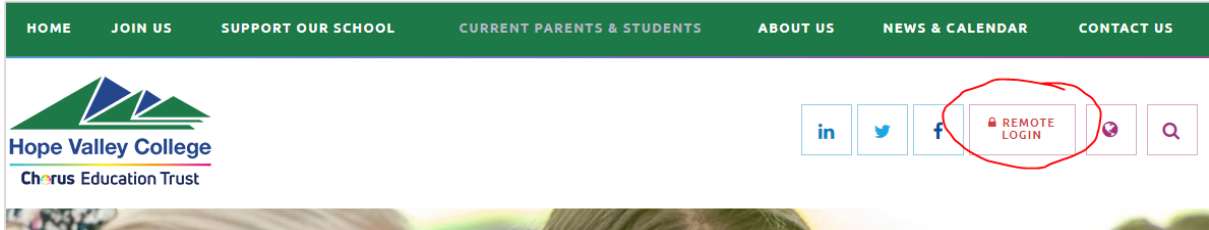# Accessing the Hope Valley IT system remotely - Students

The easy way to access the different ways in to the IT system is via the 'Remote Login' button at the top of the school's website:

This brings up a page with links:

Clicking on the Outlook/Sharepoint link will bring up an authentication page. This is your email address e.g. networkusername@hopevalley.derbyshire.sch.uk and your network password that you use to logon to the Hope Valley College network..

Sharepoint

Gives you access to the HVC Sharepoint site:
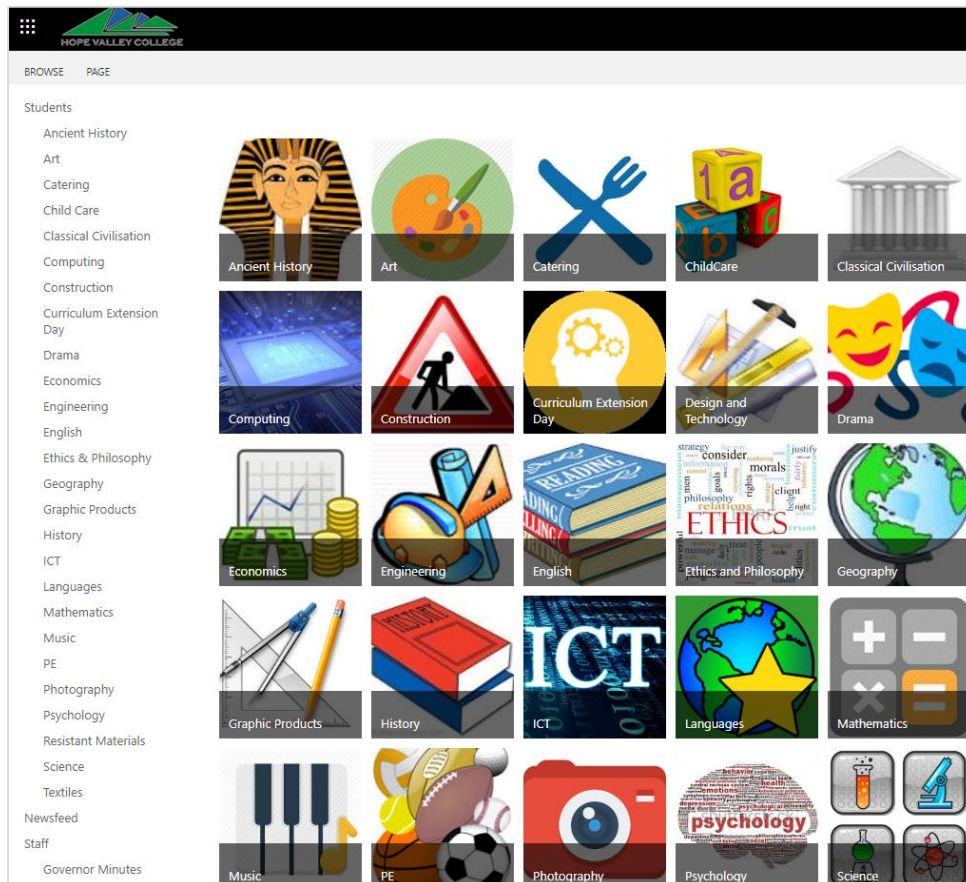
Outlook

Gives you access to the online version of Outlook. From Outlook you can also access online versions of other Office programs, such as Outlook, Word, Powerpoint, OneDrive, Excel, etc.

To access these click on the dots in the top left-hand corner of your screen:
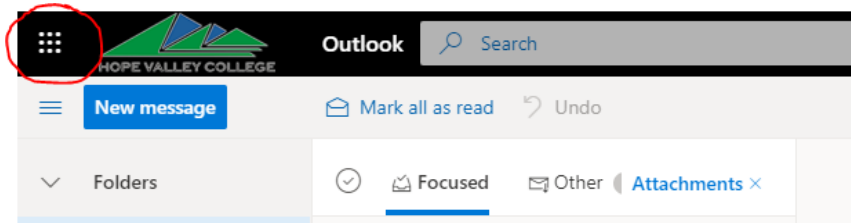
This will bring up a list of the programs you can access:
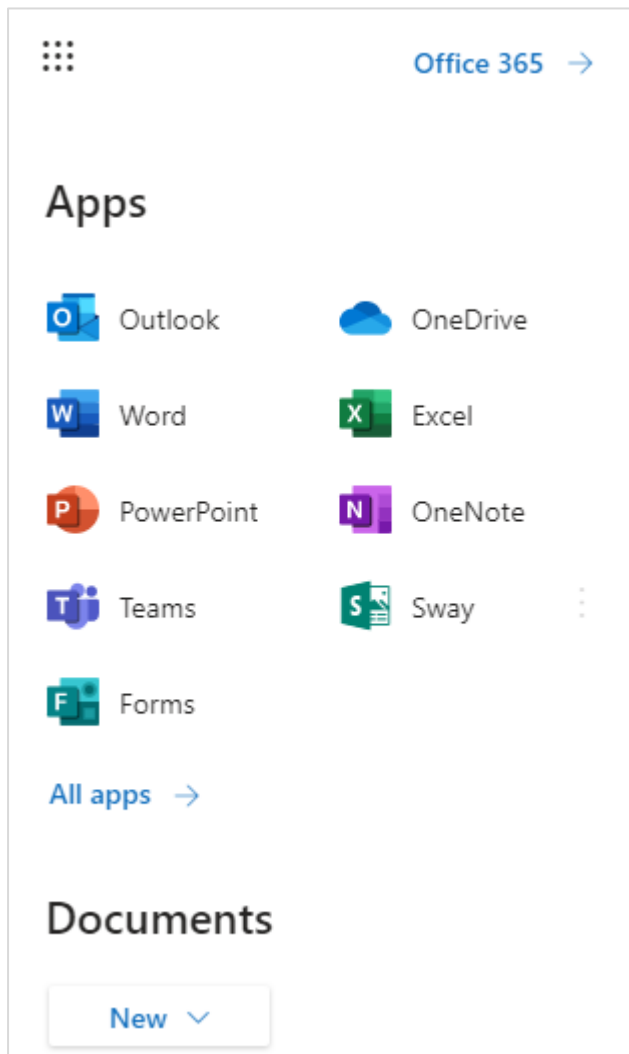
If you don't have the Office suite of programs installed on your home computer you may download a copy for free using your college email address & password from https://www.hopevalley-chorustrust.org/page/?title=Computers%2C+software+%26amp%3B+BYOD&pid=95

Please note: when using the online version of Word, Powerpoint etc. you will not be able to save to any location on the network – only on OneDrive.

Using OneDrive to store your documents, rather than the main drives

You may want to consider moving some of the files you may have on the normal drives onto OneDrive – as this can be accessed by students from any computer at any time.

There are three ways to access OneDrive:

1. Via the route described above where you click on the top left of the webmail page to access other programs.
   This will then show you your OneDrive folders – which you can create and delete, etc.
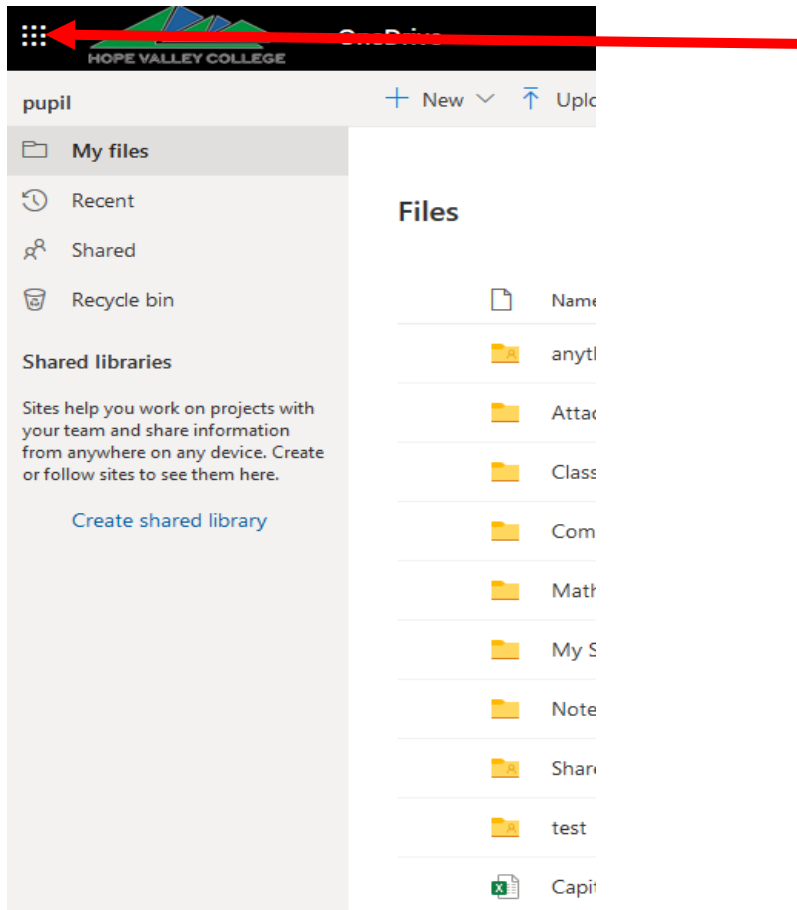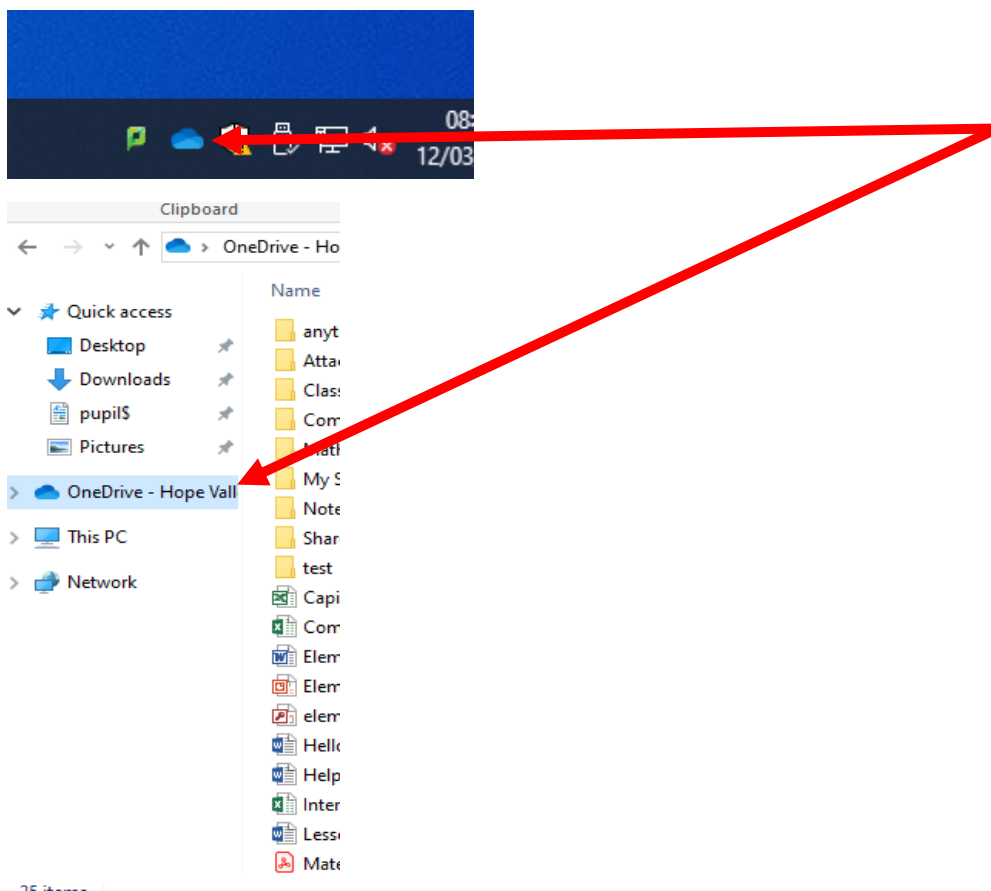

2. From within programs, such as Word, when you are opening or saving a document.

If you click on 'OneDrive – Hope Valley College' it will bring up all your OneDrive folders, so you can save and open documents from there.
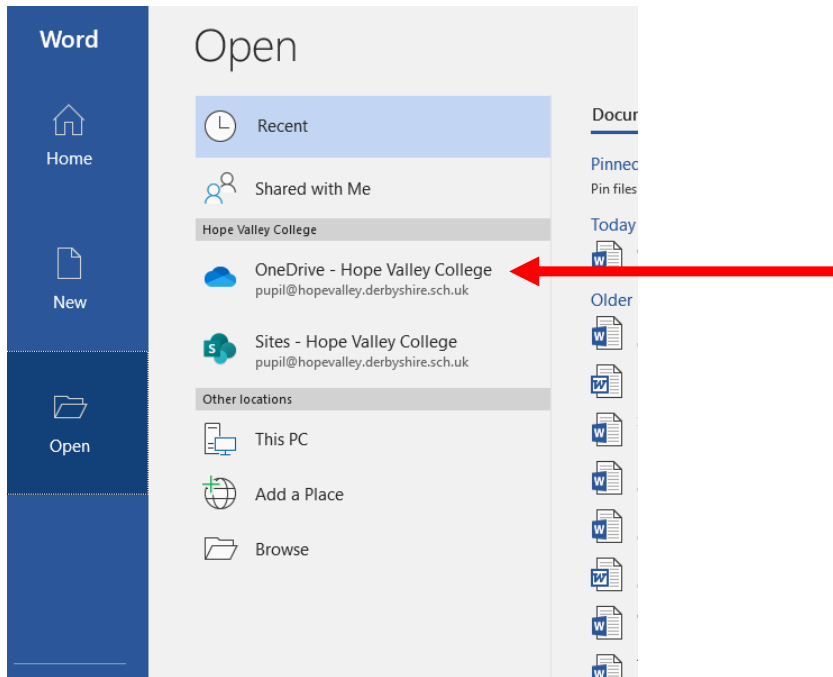
3.

Selecting the OneDrive icon in the System Tray

Further guidance on OneDrive and Office 365 Web Apps can also be found at https://www.hopevalley-chorustrust.org/page/?title=Computers%2C+software+%26amp%3B+BYOD&pid=95

Using Microsoft Teams

Microsoft Teams for Education is a collaboration platform and brings together in one tool (class conversations/discussions, file storage, video-conferencing, OneNote Class Notebook, assignments.

Your class groups are already setup within Teams. Teams can be accessed via the 9 dots in the top left hand corner.
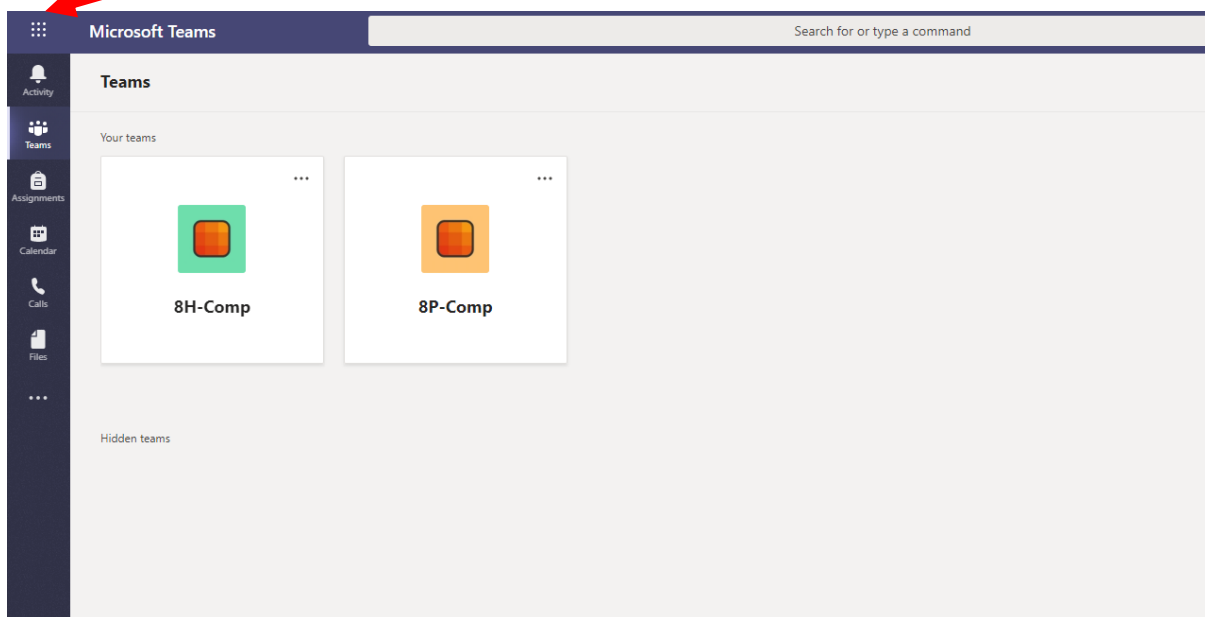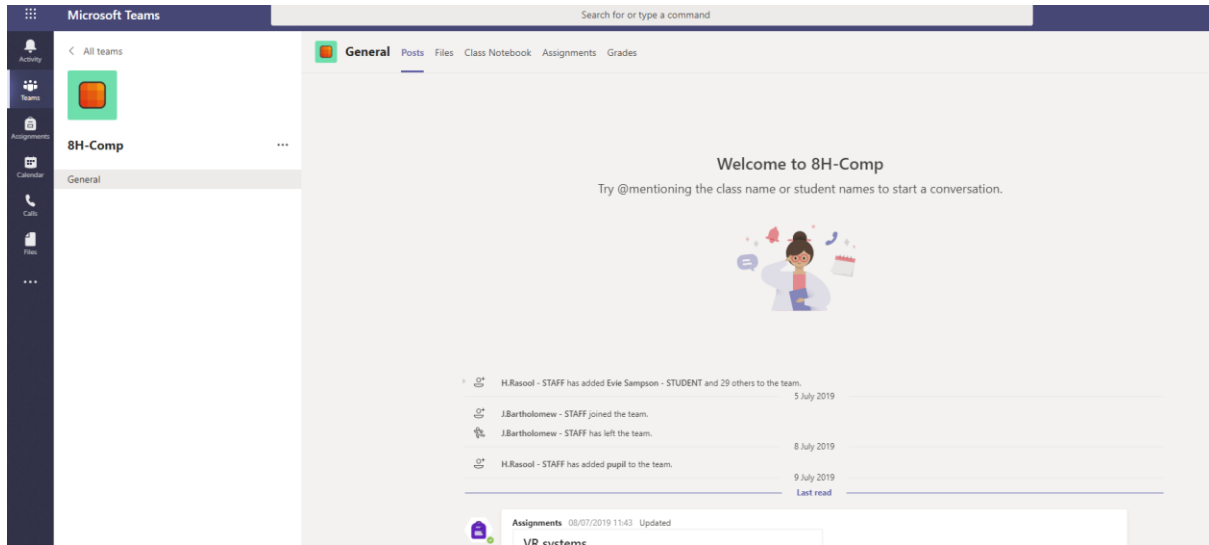
There maybe work instructions by your teacher within the post.
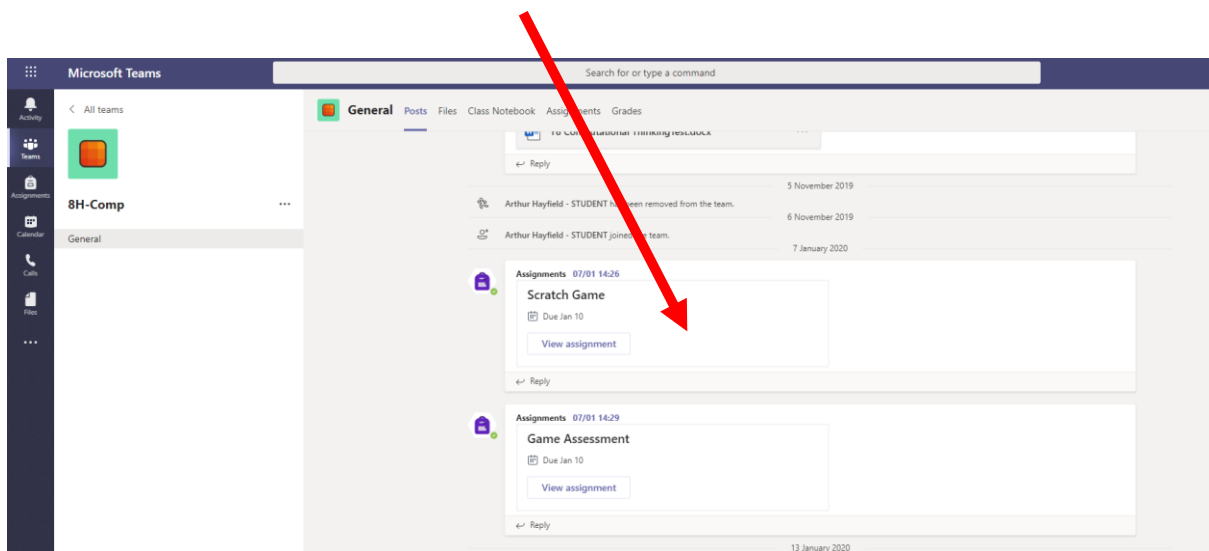
Any logon/passwords issues Hope Valley College IT Support can be contacted by emailing: ITSupport@hopevalley.derbyshire.sch.uk