

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:

номе	JOIN US	SUPPORT OUR SCHOOL	CURRENT PARENTS & STUDENTS	ABOUT US	NEWS & CALENDAR	CONTACT US
Hope Va Cherus E	alley Colleg	ge t		in	f REMOTE LOGIN	Q
- 231		and the second	A ANNIA CARESSO	- Alle		-

This brings up a page with links:



P:\TEAM_Marketing\@ Current Jobs\Chorus_Coronavirus\IT guidance\Accessing the HVC IT system remotely_students.docx Page **1** of **8**



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



HOPE VALLEY COLLEGE

Sign in with your organizational account

pupil@hopevalley.derbyshire.sch.uk	
Password	

Sharepoint

BROWSE PAGE Students Ancient History Art Catering Child Care Classical Civilisation Computing Construction Curriculum Extension Day Drama Economics Engineering English Ethics & Philosophy orals goals Geography rights . cli Graphic Products ETH History ICT Languages Mathematics Music PE Photography Psychology Resistant Materials Science Textiles Newsfeed psychology Staff Governor Minutes

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:

	HOPE VALLEY COLLEGE	Outlook Search	
=	New message	🗎 Mark all as read 🧳 Undo	
\sim	7 Folders	⊘ 🖾 Focused 🖾 Other (Attachments ×	

This will bring up a list of the programs you can access:

	Office 365 \rightarrow
Apps	
Outlook	OneDrive
Word	X Excel
PowerPoint	OneNote
Teams	S Sway
Forms	
All apps \rightarrow	
Documents	
New \vee	

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 <u>https://www.hopevalley-</u> 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.





	Microsoft Teams	Search for or type a command
Activity	< All teams	General Posts Files Class Notebook Assignments Grades
Teams		
Assignments	8H-Comp	 Welcome to 8H-Comp
Calendar	General	To Constitution the design of the second second
Calls		iry gimentioning the class name or student names to start a conversation.
Files		
		E ⁴ H.Rasool - STAFF has added Evie Sampson - STUDENT and 29 others to the team.
		5 July 2019
		% J.Bartholomew - STAFF has left the team.
		8 July 2019
		Hilasool - STAFF has added pupil to the team. 9 July 2019
		Last read
		Assignments 08/07/2019 11-83 Updated
		UP cycleme

There maybe work instructions by your teacher within the post.

	Microsoft Teams	Search for or type a command
Activity	< All teams	General Posts Files Class Notebook Assignments Grades
Teams		er Reply
ssignments	8H-Comp	Arthur Hayfield - STUDINT A sean removed from the team. 6 November 2019 Arthur Mayfield - STUDINT bio and team 6 November 2019
Colls Files	General	Assignments 07/01 14:26 Scratch Game Due Jan 10 View assignment & Reply
		Assignments 07/011429 Game Assessment Dow Jan 10 View assignment er Reply
		13 January 2020

Any logon/passwords issues Hope Valley College IT Support can be contacted by emailing: ITSupport@hopevalley.derbyshire.sch.uk