How to share files with your teachers

Note: You must only send work to the teacher who is currently teaching you, or, if you have a supply teacher, you can send work to the subject leader

First, you need to create a document. You can do this by going to your personal OneDrive account here: https://onedrive.live.com/about/en-gb/signin/ (Use the same login as SharePoint)

OneDrive is like your home area on the school computers. It is personal to you and you can store as many files as you want in it!
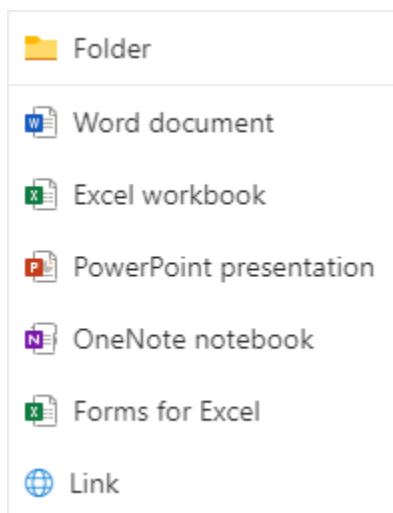
Warning! The IT staff can access your OneDrive *at any time* to make sure you only have appropriate items stored inside it. Only schoolwork should be stored.

Once inside OneDrive, you will see an interface like this:
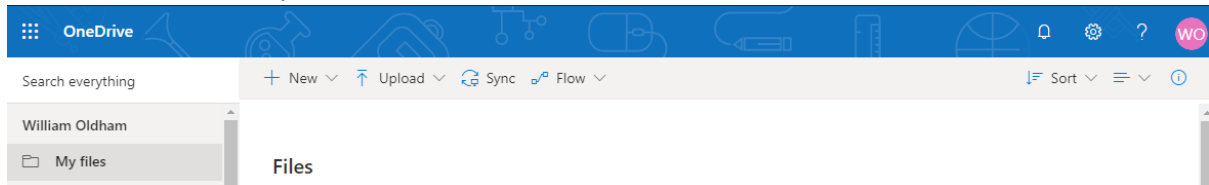
Under + New, you can create a Word, Excel or Powerpoint document all within the browser!

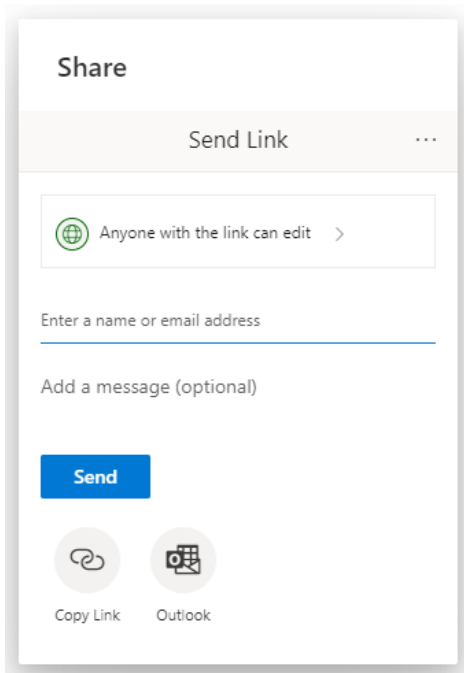You can also create folders to organise your work.

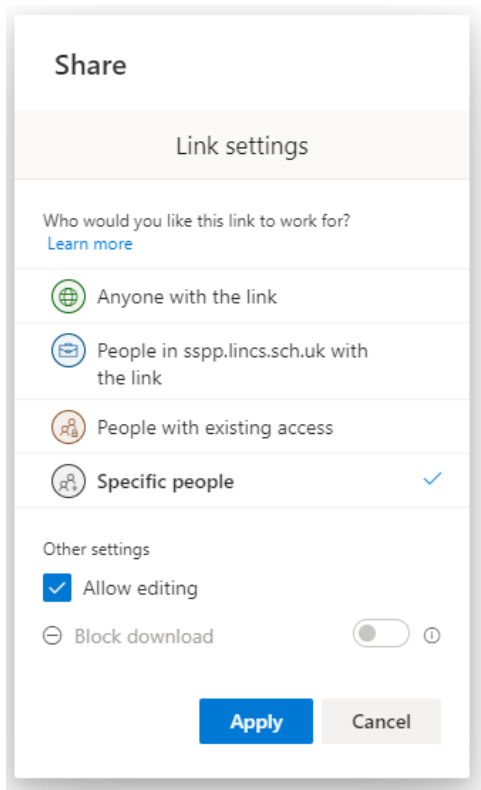A video on creating and editing documents can be found here

Once you have created a document, click "Share" in the top right-hand corner:
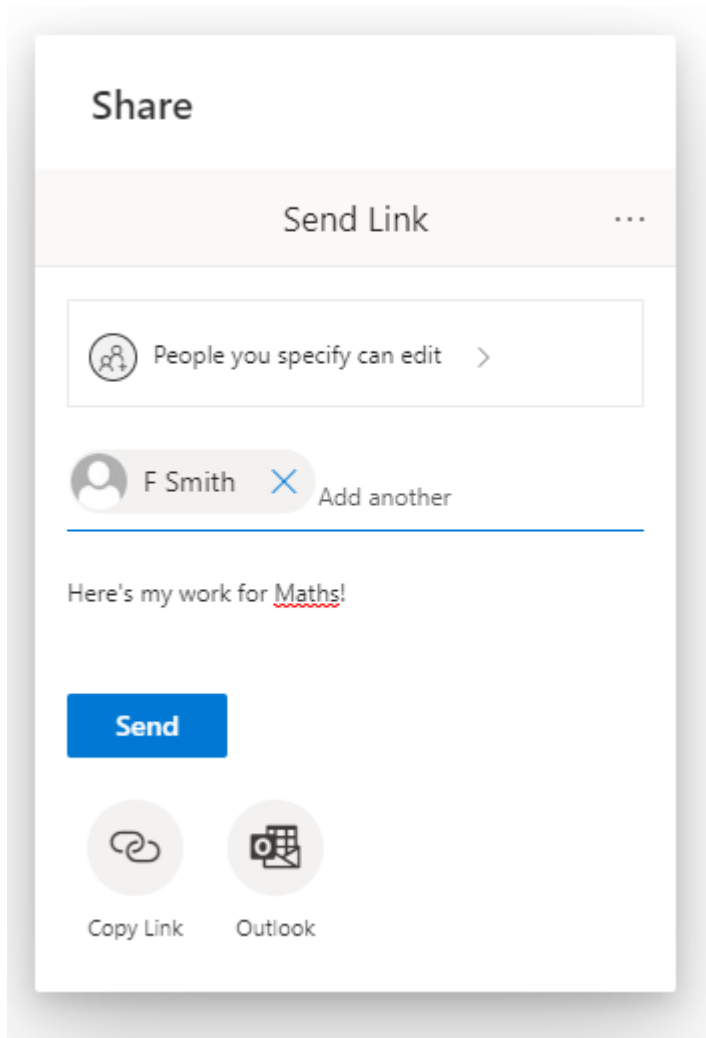
A share dialog box will pop up like so:

Click on "Anyone with the link can edit" and change it to "Specific people" and then click Apply:
Make sure to keep "Allow editing" checked so teachers can leave comments!

Now type the teacher's name you want to send the work to:

And then click send!