

Setting up SharePoint

You will be able to use SharePoint to submit your work to your teachers as well as view feedback on your assessed activities.

It is important that your teachers are able to access your work quickly. If you do not use the correct file-naming conventions your allocated user area will become unmanageable and **your work will not be acknowledged**.

File-naming conventions

1. You must first set up folders for each of your subjects in your user area. For example:
 - English
 - Maths
 - Science
 - Design Technology
 - Etc.
2. Make sure that you use a capital letter to begin each subject and that each subject is spelt correctly.
3. It is important that files are organised by date, so that teachers can keep a track of when work was completed. You must save your work using the **date that the work was set by your teacher**:
 - YYYY_MM_DD_surname_forename_description_of_work
 - 2020_03_22_smith_john_algebra_questions
4. You may upload a range of evidence, including word processed documents, spreadsheets, presentations and photographs of any written work you have completed.

IMPORTANT: YOUR WORK WILL NOT BE ACKNOWLEDGED IF YOU DO NOT USE THE CORRECT FILE-NAMING CONVENTION!