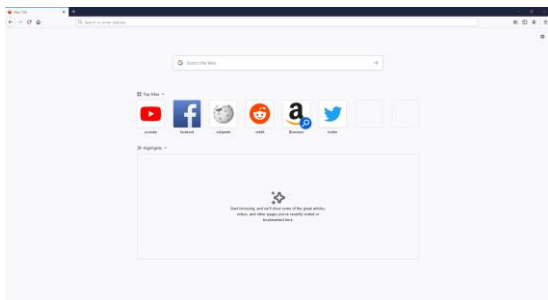


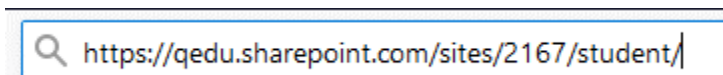
Upload a file to SharePoint Online at home

This is brief guide on how to get connected and upload a file to the Runcorn SHS's SharePoint Online when not on an EQ network.

1. Open up your favourite web browser (in this case I am using Firefox).

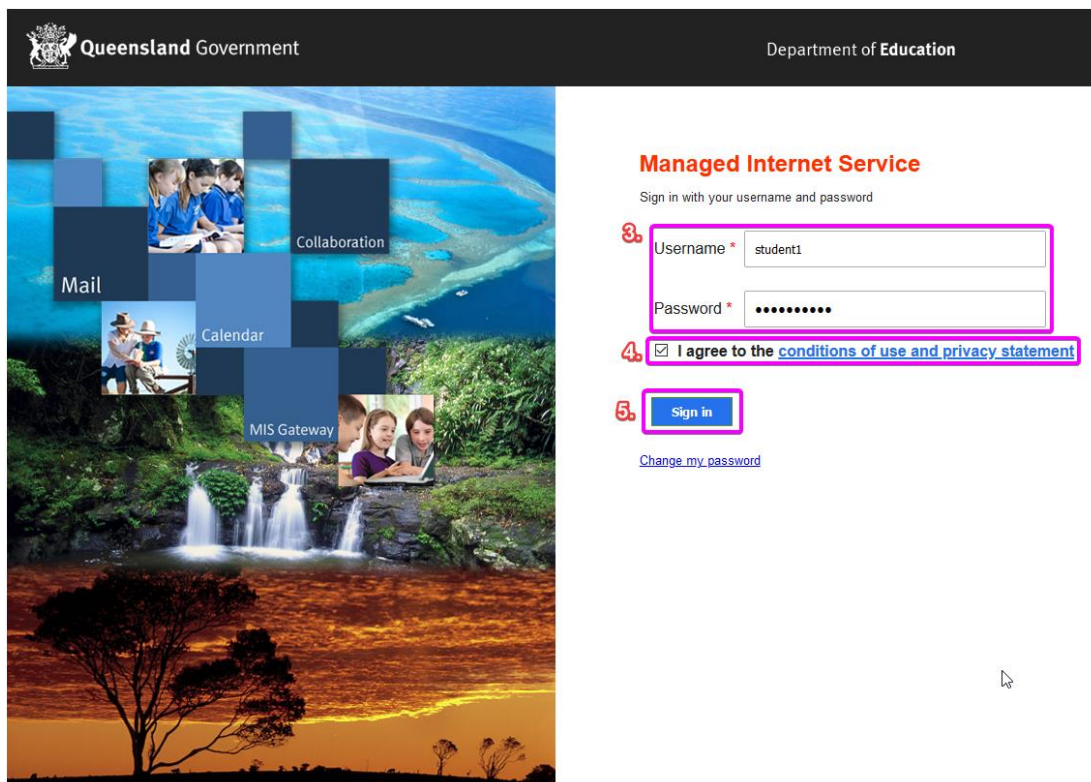


2. Type in the URL Bar at the top "qedu.sharepoint.com/sites/2167/student/" or click on this blue hyperlink.

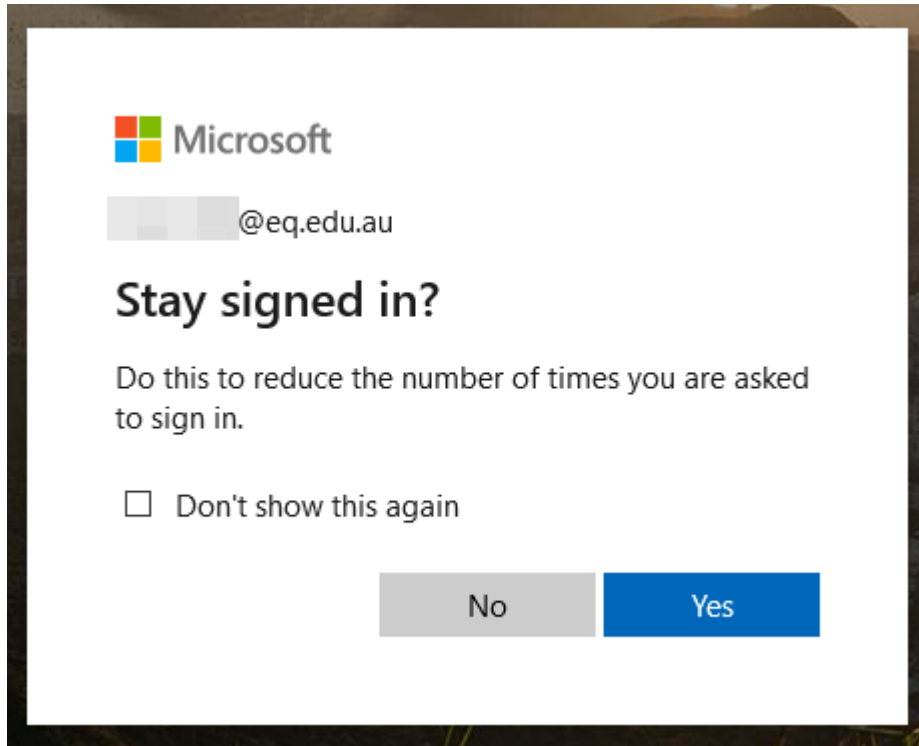


Alternatively, there is a link on the Runcorn State High School website under **Quick Links**.

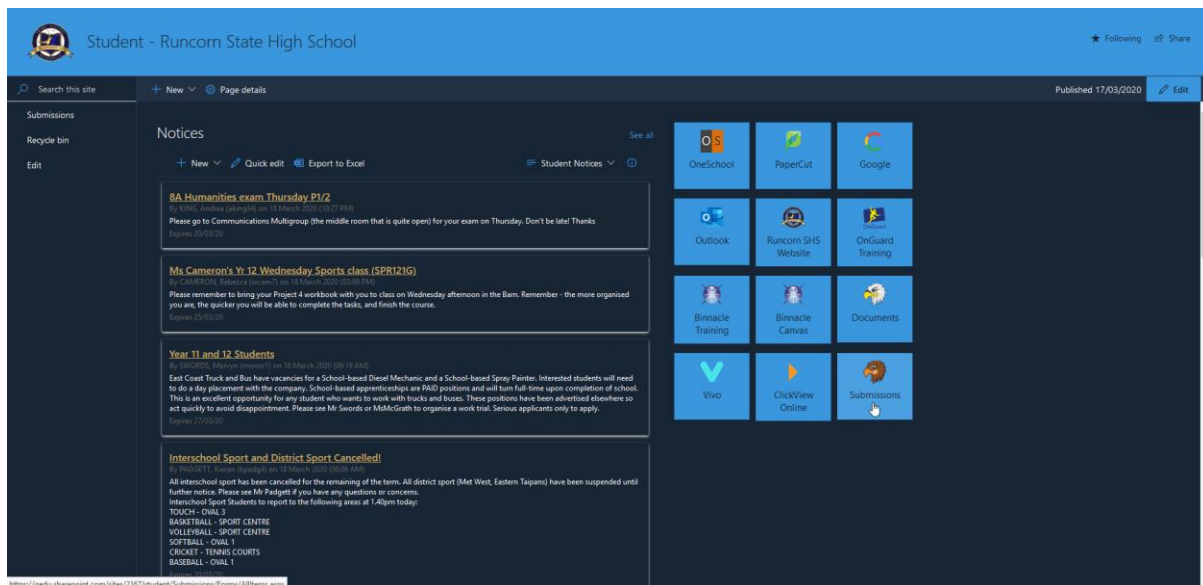
3. You will be prompted to enter your Managed Internet Service details. This is just your school username and password.
4. Check "I agree to the conditions of use and privacy statement".
5. Then sign in.



6. Click “Yes”

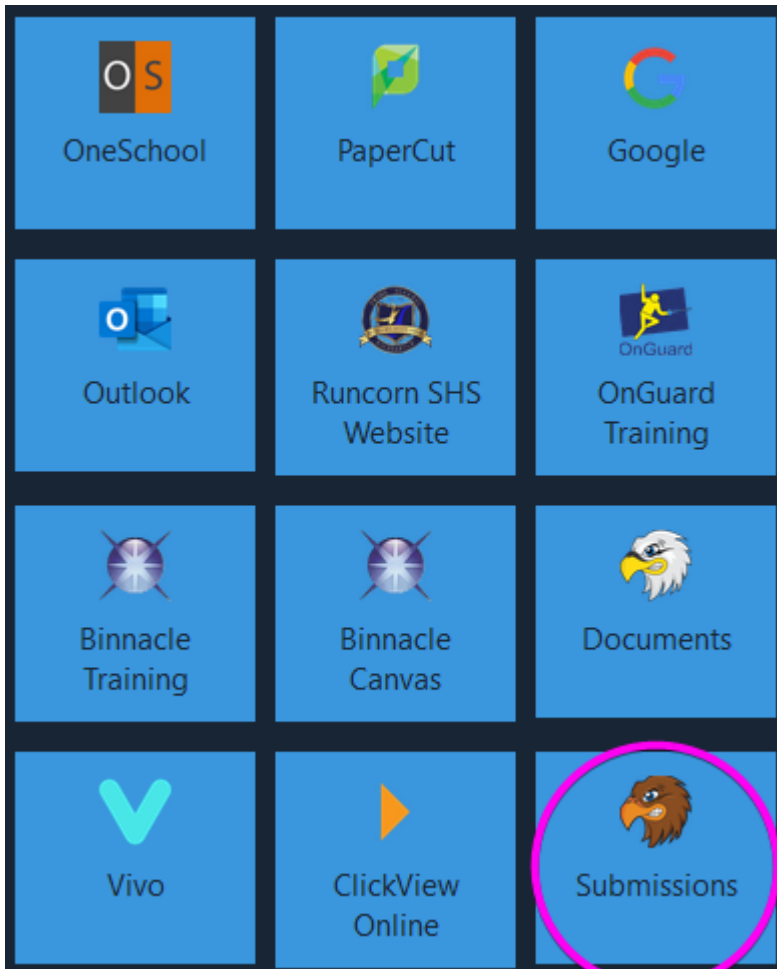


7. You are on the student SharePoint Online! You can see school notices on this page.

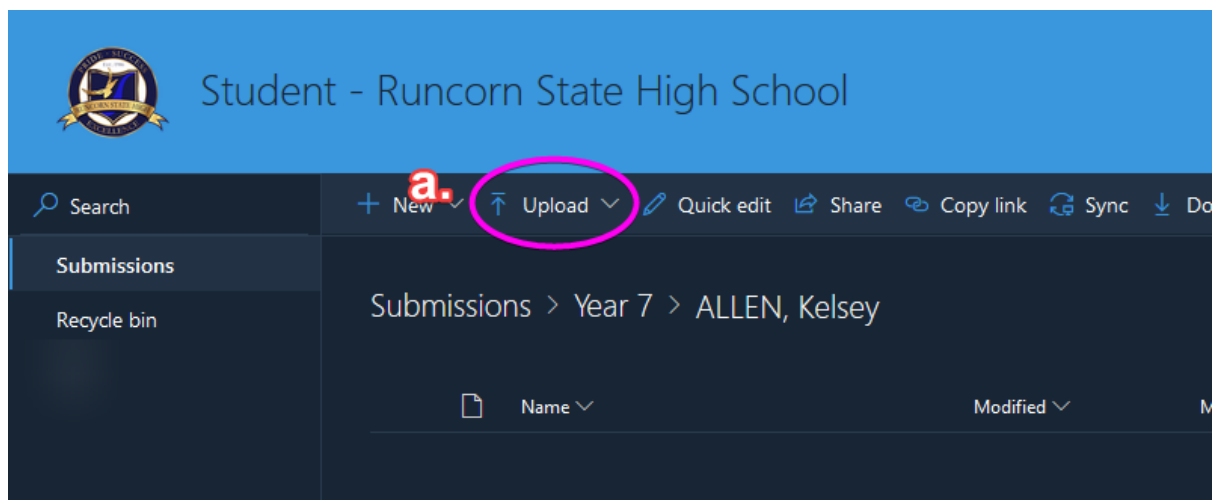


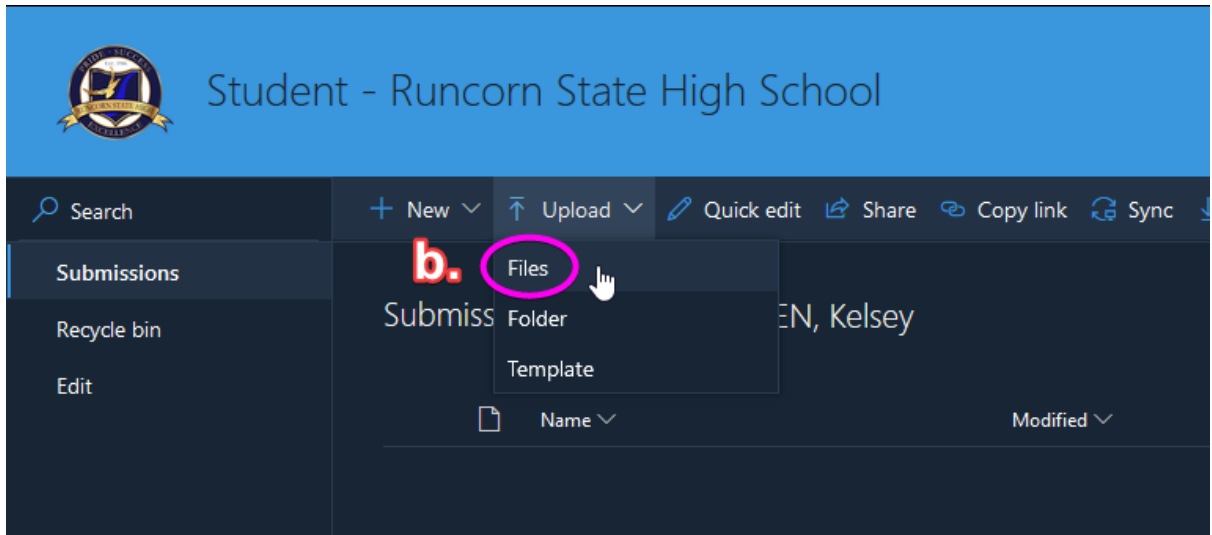
8. If you need to upload documents such as completed homework sheets or assignment tasks, make sure the document is labelled clearly with your name - subject – task. eg. Harry Potter – Yr 10 English – Short Story.

9. Click on Submissions and select your year level. Click on your teacher’s folder. If you save it in the wrong folder your teacher will not see it.



10. Once you have found your year and teacher's folder it is as simple as
- Clicking upload
 - Then selecting files





11. Find the document you want to upload and click on it. It should appear in the SharePoint folder.

<The End>