

## Accessing Distant Learning

1. Check your emails, you would have received an email inviting you to **SharePoint**

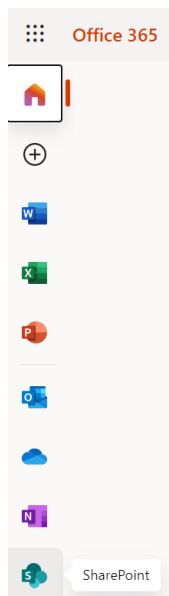
Go to [Abu Bakr Boys School Sharepoint](#)

Follow this site to get updates in your newsfeed.

2. Click the link and follow the **SharePoint** by clicking the follow star in the right-hand corner, this will save the site and will be available in your **SharePoint**.



3. From the **Office 365** homepage, click on the **SharePoint** app

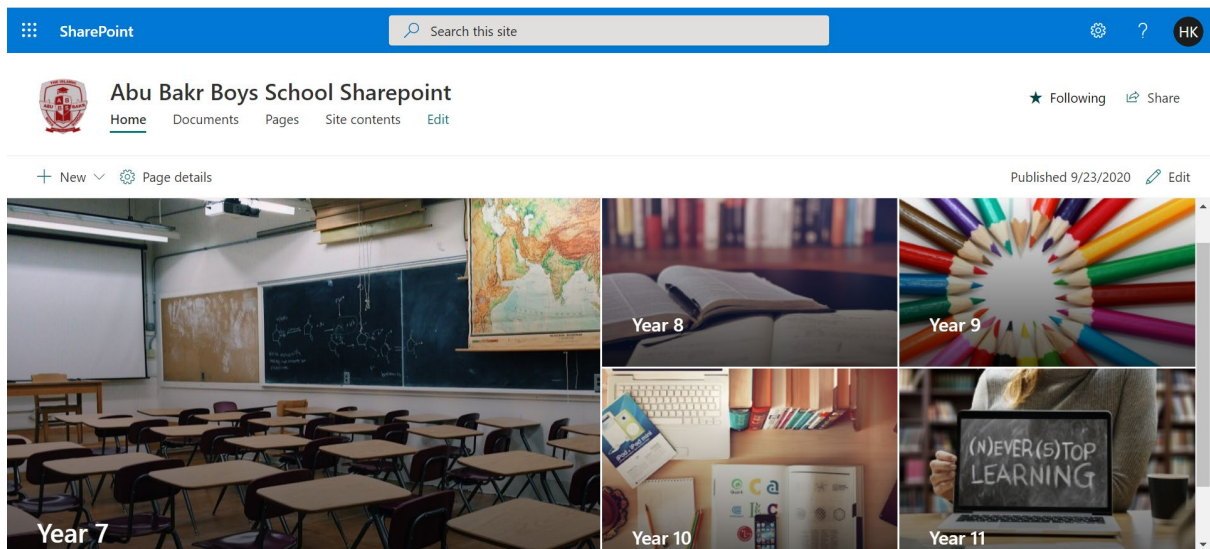


4. Click on **Abu Bakr Boys School SharePoint**



The image shows the top section of a SharePoint site. It features a blue header bar with a white star icon on the right. Below the header is the school's logo, a circular emblem with Arabic text. The site title "Abu Bakr Boys School Sharepoint" is displayed in a bold, black font. Underneath the title, there is a search box containing the text "Site Abu Bakr Boys Sch". A list of recent activity is shown, with each item starting with a blue circular icon containing the letters "HK". The first item says "You viewed Year 7 13 minutes ago". The second item says "You viewed Year 8 on 9/24/2020". The third item says "You modified Year 11 on 9/23/2020".

5. Open your **Year group's** folder



The image shows a full view of the SharePoint site. At the top is a blue navigation bar with the "SharePoint" logo on the left, a search box in the center, and a user profile icon labeled "HK" on the right. Below the navigation bar is the site header, which includes the school logo, the site title "Abu Bakr Boys School Sharepoint", and navigation links for "Home", "Documents", "Pages", "Site contents", and "Edit". On the right side of the header, there are links for "Following" and "Share". Below the header is a content grid. The grid is divided into five sections, each representing a year group: "Year 7" (a classroom with desks and a chalkboard), "Year 8" (an open book on a desk), "Year 9" (a collection of colorful pencils), "Year 10" (a desk with a laptop and various school supplies), and "Year 11" (a person holding a laptop with the text "(N)EVER(S)TOP LEARNING" on the screen). The grid is published on 9/23/2020 and has an "Edit" link.

6. Open your **subject** folder (click the arrow if you can't find your subject)

7. Your work will show here, Open the relevant work

8. Read the **instructions** and complete tasks which have been uploaded.