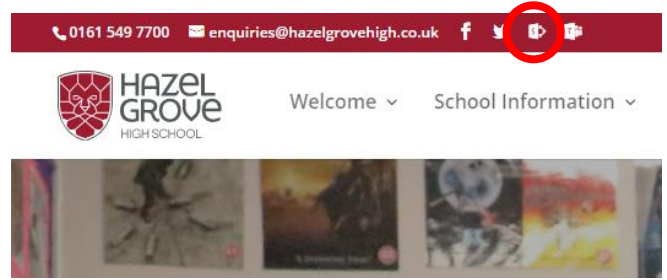


# SharePoint User Guide – Student

To use SharePoint please use Google Chrome as a browser.

To get to the HGH SharePoint home page, simply click [here](#). You can also access SharePoint by clicking the SharePoint icon on the home page of the school website at <https://www.hazeltrovehigh.co.uk>.



## Sign in

to continue to Outlook

Email address or phone number

[Can't access your account?](#)

[Sign in with a security key](#)

Next

To sign in, you need to use the following login details:

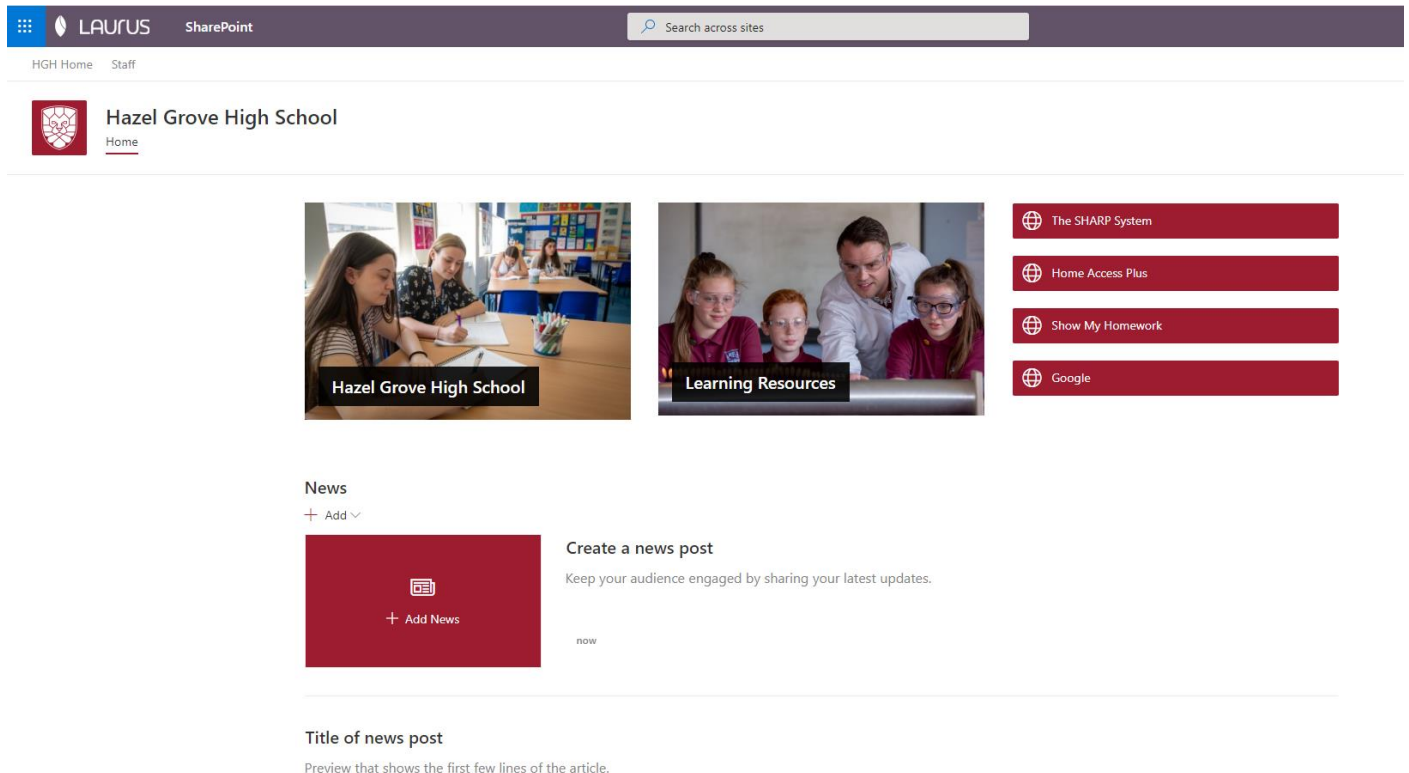
Username: your normal school username followed by @hazeltrovehigh.co.uk

For example, Joe Bloggs would be [y19.bloggsjo@hazeltrovehigh.co.uk](mailto:y19.bloggsjo@hazeltrovehigh.co.uk)

Password: Your normal school password

## Home Page

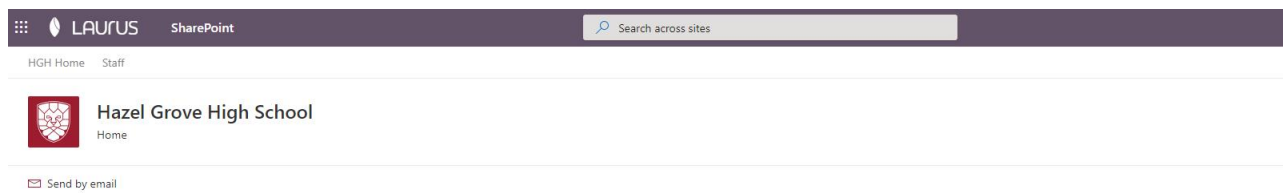
On the home page you have access to Learning Resources, Quick links, and Student News. Please click on Learning Resources.



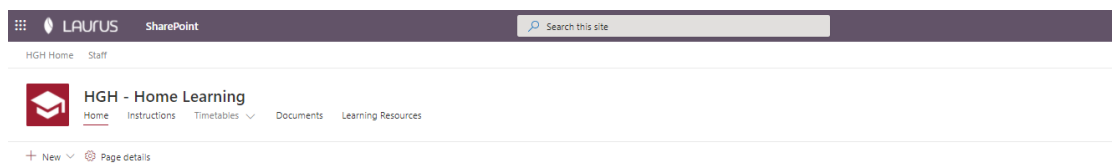
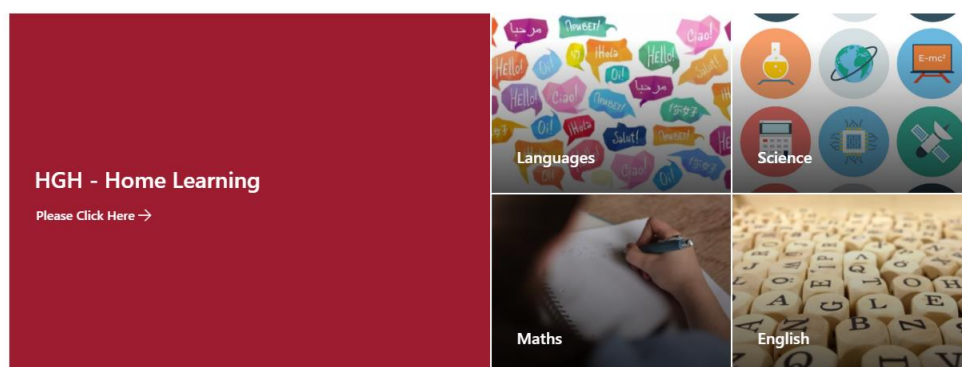
# Learning Resources

You then need to click on HGH – Home Learning. This page then has links at the bottom to work set by departments. It also has suggested timetables and instructions on Home Learning to help you.

Please note, all Microsoft Office format files (e.g. Word, PowerPoint) will display directly in the browser.



Learning Resources are available here - choose your subject



already have a good idea of the work you are expected to complete for each subject.  
If you are unsure of what you are expected to do for each subject then scroll to the bottom of this page and navigate through the relevant year group folder to find the specific subject instructions.  
We understand that it can often be much harder to work whilst you are at home so we have provided some more detailed 'instructions' below and suggested timetables to follow.  
Don't forget to keep checking Show My Homework for any additional work that may be set.



### Specific year group and subject instructions

Within your relevant year group folder you will find a folder for each subject. If you open the folder you will find work that has been set by the department for you to complete.

#### KS4

You will find work below for the majority of your options subjects. However, such is the nature of some practical subjects you will often require more bespoke guidance. Where this situation arises we will provide you with more details and guidance for those subjects via Show My Homework.

#### KS5

Such is the nature of most subjects you will often require more bespoke guidance. Where this situation arises we will provide you with more details and guidance for those subjects via Show My Homework and your teachers may also use your student email to communicate.

