**Creating a site**

Login to [Microsoft Office Home](https://www.office.com/?auth=2) (office.com)

Click on Menu

Machine generated alternative text:
Office 365 

Click on SharePoint

Machine generated alternative text:
Shal 

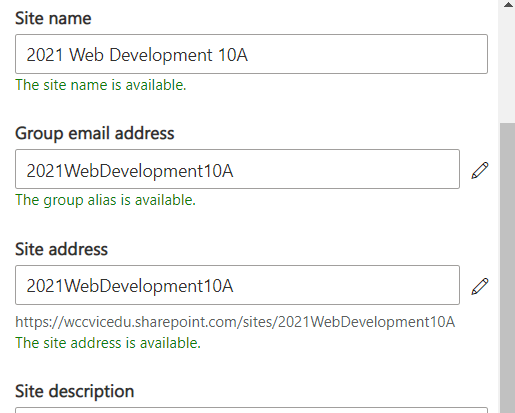
Click Create site

Machine generated alternative text:
SharePoint 
Create site Create news post 

Choose Team site

Give the site a name. I recommend YEAR SUBJECT CLASS

Eg 2021 Web Development 10A



,

Next

Add any other teachers as owners - for me this is usually blank

Add students as members - start typing their names and suggestions will pop up ( a bit of a slow process)

For privacy reasons I will just use the Test Student not an actual student

Machine generated alternative text:
Add additional owners 
Enter a name or email address 
Add members 
Studend 
NWS Student 
Student Year Primary NWS 
Student Test<student.test@wcc.vic.edu.au> 
Student Test 
Student Year Primary NWS 
Showing top results 

Do this for all your students

Click Finish

Because this is to be a Class SharePoint members are not given rights to the main document area. Students will have full access to their own folder and read\_only to a general folder.

Click on Documents (You may have to click on documents twice for the next menu to appear)

Machine generated alternative text:
WD 
Home 
2021 web De 
Private group 
Conversations 
Documents 
Notebook 
Pages 
Site contents 

Click on Settings and then Library Settings

Machine generated alternative text:
Q 
Robert Hallworth 
Settings 
SharePoint 
Add a page 
Add an app 
Site contents 
Library settings 
Restore t IS I 
Site information 
Site permissions 
Site usage 
Change the look 
Site designs 

Click on Permissions for this document Library

Machine generated alternative text:
.com/sites/2021WebDevelopment10A/Shared Documents/Forms/AIIItems.aspx 
Permissions and Management 
a Permissions for this document library 
a Manage files which have no checked in version 
a Workflow Settings 
a Enterprise Metadata and Keywords Settings 

Now Stop Inheriting Permissions

Machine generated alternative text:
SharePoint 
BROWSE 
PERMISSIONS 
Mana 
Paren 
Stop Inheriting 
Permissions 
Inheritance 
Check 
ermisslons 
Check 

Now back to Documents

**Creating a General shared folder**

Click New Folder to make a folder called General. Click create.

Machine generated alternative text:
+ New v 
Folder 
T Upload 
Word document 
Excel workbook 
PowerPoint presentation 

Click to the left of General to select it

Click on show actions and choose Manage Access

Machine generated alternative text:
Documents 
e 
Name 
General 
6] 
Share 
Copy link 
Manage access 
Download 
lodified By 
bert Hallworth 

Change Members access to can view

Machine generated alternative text:
2021 Web Development IOA . 
2021 Web Development IOA . 
2021 Web Development 10... 
2021 Web Development 10... 
V Can edit 
Can view 
Stop sharing 
Owner 
Owner 

**Creating Student Folders**

Now create the individual Student folders as Surname\_Firstname so they will be sorted by surname. Join name with an underline.

Machine generated alternative text:
Create a folder 
Student TeÅ 
x 

Again tick folder and manage access

Machine generated alternative text:
Documents 
Name 
- General 
- Student_Test 
6] 
Share 
Copy link 
Manage access 
Download 
Add shortcut to OneDrive 
Delete 
Automate 
lodified 
'bert Hall 
bert Hallw 

Now stop sharing with Visitors and Members

Machine generated alternative text:
2021 Web Development 10... 
V Can view 
2021 Web D can edit 
Sto 

Do a direct access for the student by typing in their name

Machine generated alternative text:
There are no sharing links for this item. 
Direct access O 
Grant access 
Student Test 
Enter a name or email address 
Can edit 
Add a message (optional) 
x 

Machine generated alternative text:
Grant access 
Student Test 
student* 
NWS Student 
Student Year Primary NWS 
Student 
Primary Student 
WS Student 
Student Year Primarv WS 
Search directory 

Set them to edit folder. I normally do not notify the student

Click Grant Access

Machine generated alternative text:
Grant access 
x 
Student Test 
Add another 
x 
Can edit 
Notify people 
Grant access 

Repeat this for the remaining students in your class.

**Sharing the Site using OneDrive**

Click on home

And copy the URL for the site

Machine generated alternative text:
CD 
SharePoint 
littps://wccvicedu.sharepoint.com/sites/2021WebDevelopment10A 
Search this site 
2021 Web Development IOA 
WD 
Private group 
Home 
Conversations 
-4- New @ Page details 

Email the URL for the site to your students.

Ask them to login to the site and click on Documents

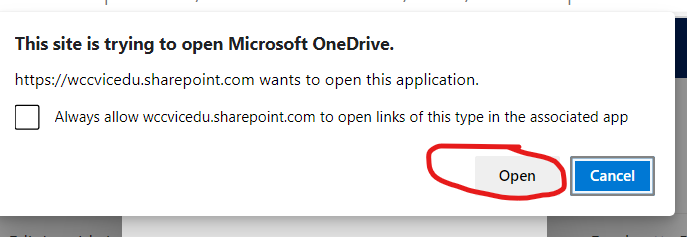
Machine generated alternative text:
2021 Web C 
WD 
Private group 
Home 
Conversations 
Documents 
Shared with us 

They will only see the General folder and their own folder. The teacher will see all the folders

Click sync

Machine generated alternative text:
•b Development 1 
+ New v 
Upload 
Edit in grid vie 
Sync 
Add shortcut t 

Click Open



You should get a pop-up message like this

Machine generated alternative text:
You are now syncing "2021 Web 
Development IOA - Documents" 
You can edit files in "2021 Web 
Development IOA - Documents". 
Click here to view your files. 
OneDrive 

Now to fine your files. Open Windows Explorer



Scroll down you should see the schools site folder with a building icon and listed inside that the site you have created.

Machine generated alternative text:
> 
Shared with Everyone 
Sites 
Staff Notebooks 
WAVERLEY CHRISTIAN COLLEGE 
2020 Applied omputing - Documents 
2020 Software Development Documents 
2021 Applied Computing - Documents 
2021 Software Development Documents 
2021 Web Development IOA Documents 
RHAWebData - Documents 
Science Faculty Documents 
VCE Applied Computing - Documents 

Students can click on the site folder and see their own folder plus general. Staff can see and edit all folders.