**Creating a site**

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

Click on Menu



Click on SharePoint



Click Create site



Choose Team site

Give the site a name. I recommend YEAR SUBJECT CLASS

Eg 2021 Web Development 10A



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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



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)



Click on Settings and then Library Settings



Click on Permissions for this document Library



Now Stop Inheriting Permissions



Now back to Documents

**Creating a General shared folder**

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



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



**Creating Student Folders**

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



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



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





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

Click 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



Email the URL for the site to your students.

Ask them to login to the site and click on Documents



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

Click sync



Click Open



You should get a pop-up message like this



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.



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