

# Accord SharePoint

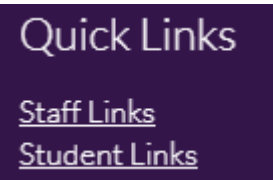
## Introduction

Accord SharePoint is an area for staff and students to access key information and links to other websites and services. It is the portal we will all use to communicate and collaborate with each other and our students. Accord SharePoint is available from anywhere using most internet connected devices.

## How to access From Home

The easiest way to access from home is via the academy website at <https://ossett.accordmat.org>.

Alternatively, just search in Google for Ossett Academy to access the website. On the website, click on Student Links then click on Accord SharePoint. When prompted to log in, you will need to use your academy email address and password.



Your email address is based on your login username and password within the academy along with the email domain, like below:

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[yourusername@students.ossettacademy.co.uk](mailto:yourusername@students.ossettacademy.co.uk)

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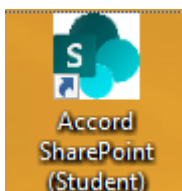
You can add the site to your favourites/bookmarks at home then make sure you add the following URL:  
<https://accordmat.sharepoint.com/sites/OA-Home>

## Getting the SharePoint App

Accord SharePoint can be accessed using the Microsoft SharePoint mobile app for Android or Apple iOS, from the relevant Mobile App Store. Once you have logged into the app it is the quickest way to access your school email and important information from school.



## How to access from within an Academy

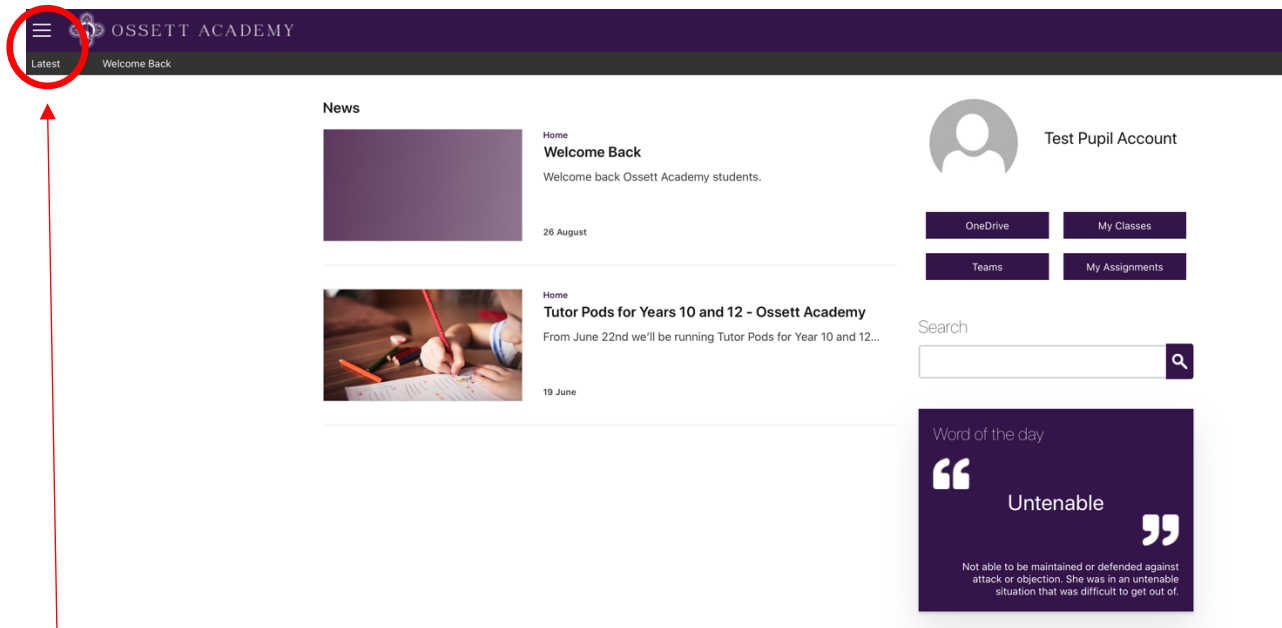


Log in to a computer as normal, opening Google Chrome or Microsoft Edge will automatically launch Accord SharePoint website. There's also a link on the desktop to take you right there.

# Accord SharePoint

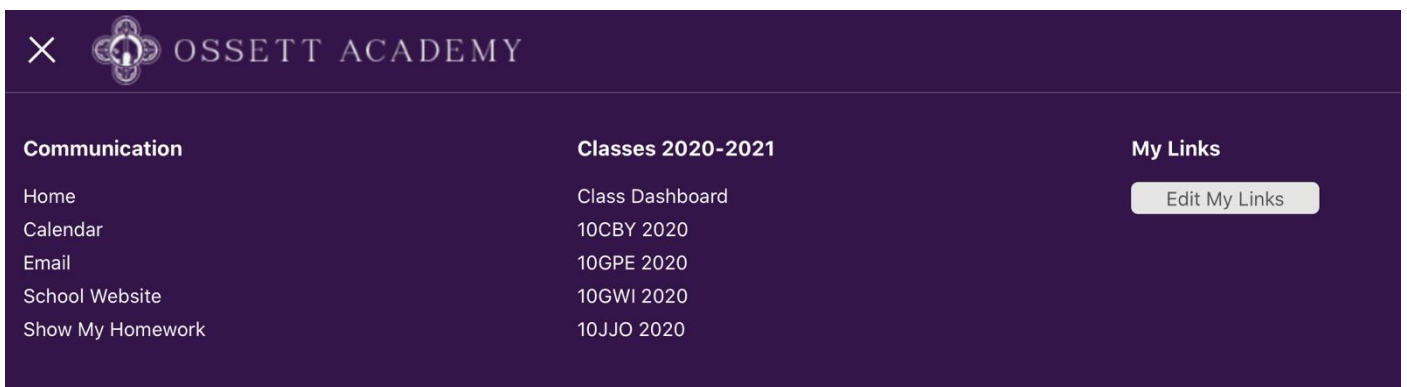
## The Student Site

Once you have logged in you will see the student site. Here are a number of your shortcuts, but also the latest news and information that is important to you.



## The Mega Menu

Open the Mega Menu by selecting the menu button. The Mega Menu opens up links to all the resources you need.



### Communication

This area of the menu provides access to your school email account, the school calendar and website. When you have a live lesson, this will show in your calendar. You can join the lesson through your calendar.

### Classes

Here you will see a list of all the classes you are assigned to. This is where you will be able to access shared resources and your Class Team – A Microsoft Teams site where you can collaborate as a class and join live lessons.

### My Links

Here you can add links to useful educational resources and websites.

Select the Class dashboard or a specific class from the list. Each class will display your teachers details and the members of your class.

## My Classes

4 classes


Sort by: Title

**10JJO 2020 (9)**  
25 STUDENTS - 10JJO



Julian John

**10GWI 2020 (9)**  
21 STUDENTS - 10GWI




Gemma Wilson

**10GPE 2020 (9)**  
19 STUDENTS - 10GPE



Graham Pearman

**10CBY 2020 (9)**  
22 STUDENTS - 10CBY



Charlotte Bayes


## 10CBY 2020 Students





22 Students

Sort by: Surname


Hayden Bowles	Blake Broadhead	Alyssa Davies	Ethan Day
Alex Dickinson	Olivia Dixon	Thomas Edgar	Maia Enwright




**Teachers**

 Charlotte Bayes

-  Class Team >
-  Student Work >
-  Assignments >
-  Class Notebook >

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**Class Team** – Opens your class in Microsoft Teams site. This is where you will find any work set by your teacher, guides and instructions and access live lessons.

**Student Work** – Opens your class resources.

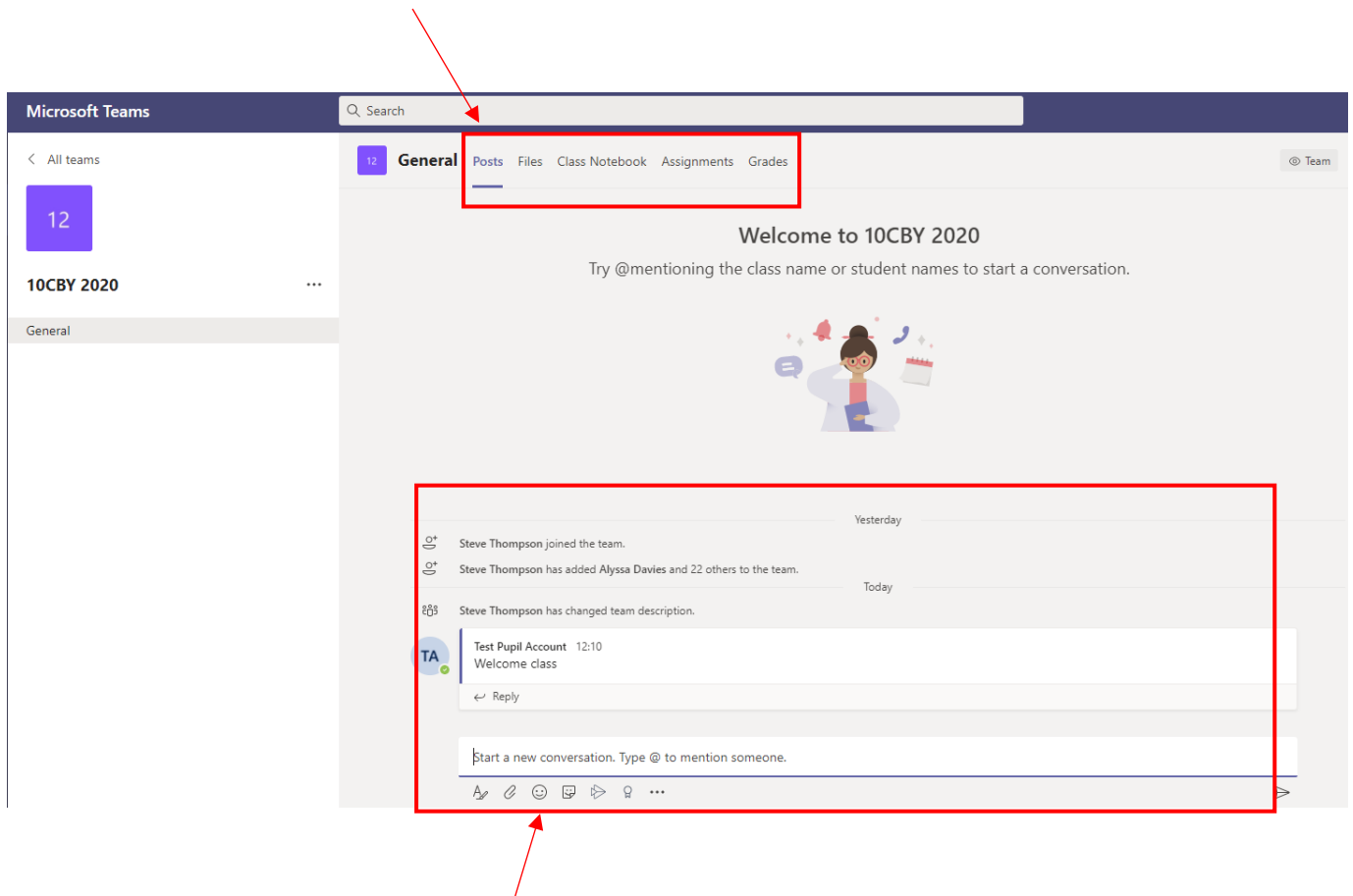
**Assignments** – Your teachers might set you work as an assignment. An assignment is a task with a deadline you can complete and submit to your teacher. They can mark it and provide you with feedback.

**Class Notebook** – Your online exercise book and another way teachers can share subject content with you.

## Class Teams

When you get to your class teams site you will see a screen like the one below. This is where you will find new posts and information from your teachers, such as homework or lessons when working remotely from home. You can respond to these posts and also make your own posts to the class when enabled by your teacher.

The menu tab at the top of Teams lets you switch between the 'posts' menu, files, notebook and assignments. All of the resources posted to this group can be found under the files tab.



New posts and message threads will appear here. A resource or weblink might be part of the post.

To access a live lesson your teacher might post a link to join in a post. You can also join a live lesson by joining it through your Microsoft Calendar on the Mega Menu.