



How to access SMC Remote Study

1. Go to www.office.com

Click on 'Sign In'

2. Sign in using your school email address and normal login password.

Examples of login:

Examples:

Year 7 | 13jonesc@student.smchull.org

Year 8 | 12JonesC@student.smchull.org

Year 9 | 11JonesC@student.smchull.org

Year 10 | 10JonesC@student.smchull.org

Year 11 | 09JonesC@student.smchull.org

Year 12 | 08JonesC@student.smchull.org

Year 13 | 07Jonesc@student.smchull.org

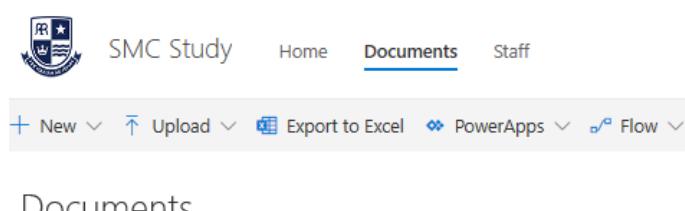
3. Once you have logged into your Office 365 account, this is what you will see.

The 'Outlook' icon will take you to your email. The 'OneDrive' icon is your OneDrive account that you can save documents to. The 'SharePoint' icon takes you to the remote study page.

4. When you click on 'SharePoint', ensure you scroll down to 'Featured Pages'. Underneath here is 'SMC Study' click on this to launch the SMC Remote Study platform.

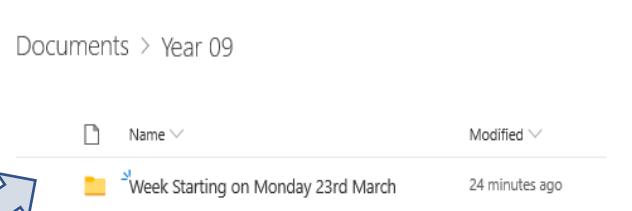
5. This is SMC Remote Study. Click on each tile to find a variety of support and information.

- To access educational resources, click on 'Documents' at the top of the page.
- In the 'Documents' section, you can select your year group.



Documents

Name	Modified
Collective Worship	22 minutes ago
Year 07	19 minutes ago
Year 08	19 minutes ago
Year 09	21 minutes ago
Year 10	22 minutes ago
Year 11	19 minutes ago
Year 12	19 minutes ago
Year 13	19 minutes ago



Documents > Year 09

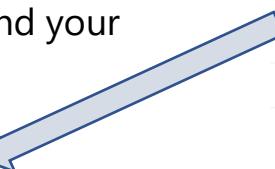
Name	Modified
Week Starting on Monday 23rd March	24 minutes ago
Week Starting on Monday 30th March	24 minutes ago

8. Then select the week which will then take you to the subject files.

Name	Modified
ALP	25 minutes ago
Art	25 minutes ago
Business and Enterprise	25 minutes ago
Computer Science	25 minutes ago
Dance	25 minutes ago
Drama	25 minutes ago
English	25 minutes ago
French	25 minutes ago
Geography	25 minutes ago
Health and Social Care	25 minutes ago

9. Select your class where you will find your resources for the week.

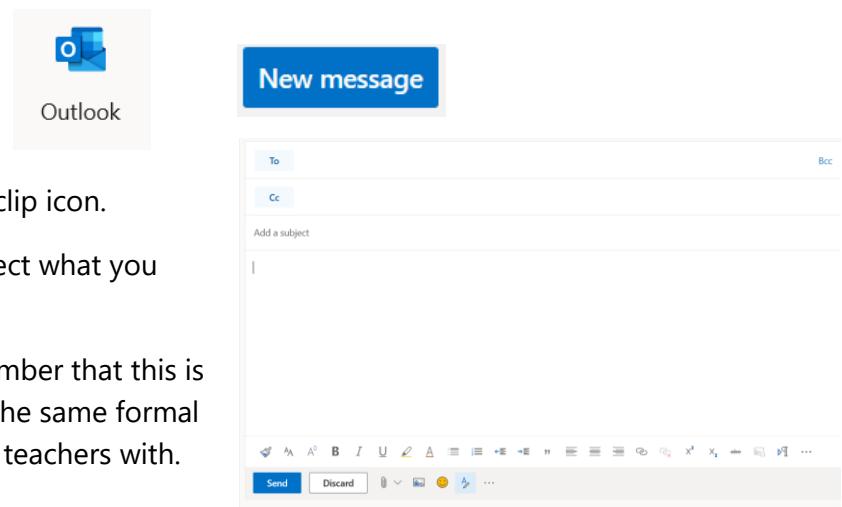
Name	Modified
9m E1 - Miss Hallam, Miss Shinkwin	26 minutes ago
9m E2 - Mrs Smith, Mrs Baker	26 minutes ago
9m E3 - Miss Jackson, Mrs Baggaley	26 minutes ago
9m E4 - Mrs Hanson	26 minutes ago
9m E5 - Mrs Corbin, Mrs Barnaby	26 minutes ago
9m E6 - Miss Clarke	26 minutes ago
9m E7 - Miss Cross, Mr Hussey	26 minutes ago



Don't forget to check for extra resources in each subject file such as revision guides and exam papers.

How to send an email:

- Click on the 'Outlook' icon.
- To attach a file to your email, click on the paper clip icon.
- This will then bring up your files and you can select what you would like to attach to your email.
- When you are writing your email you must remember that this is to your teacher, therefore you should write it in the same formal and polite manner that you would speak to your teachers with.



World class thinking. World class achieving.

St Mary's College

COVID19 – School Closure (for the majority)



SSAT



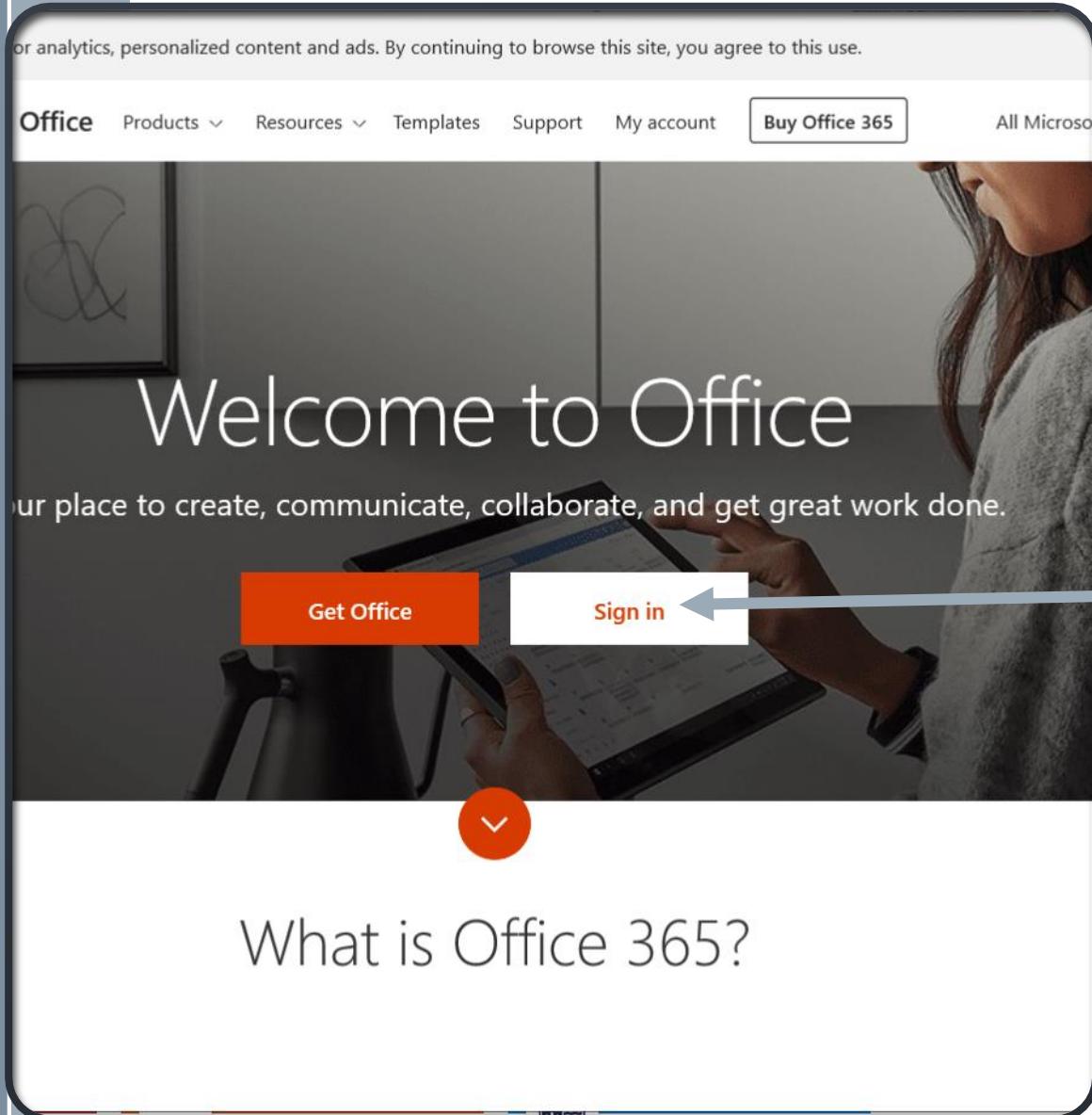
“Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as yourself”

MK 12: 30-31



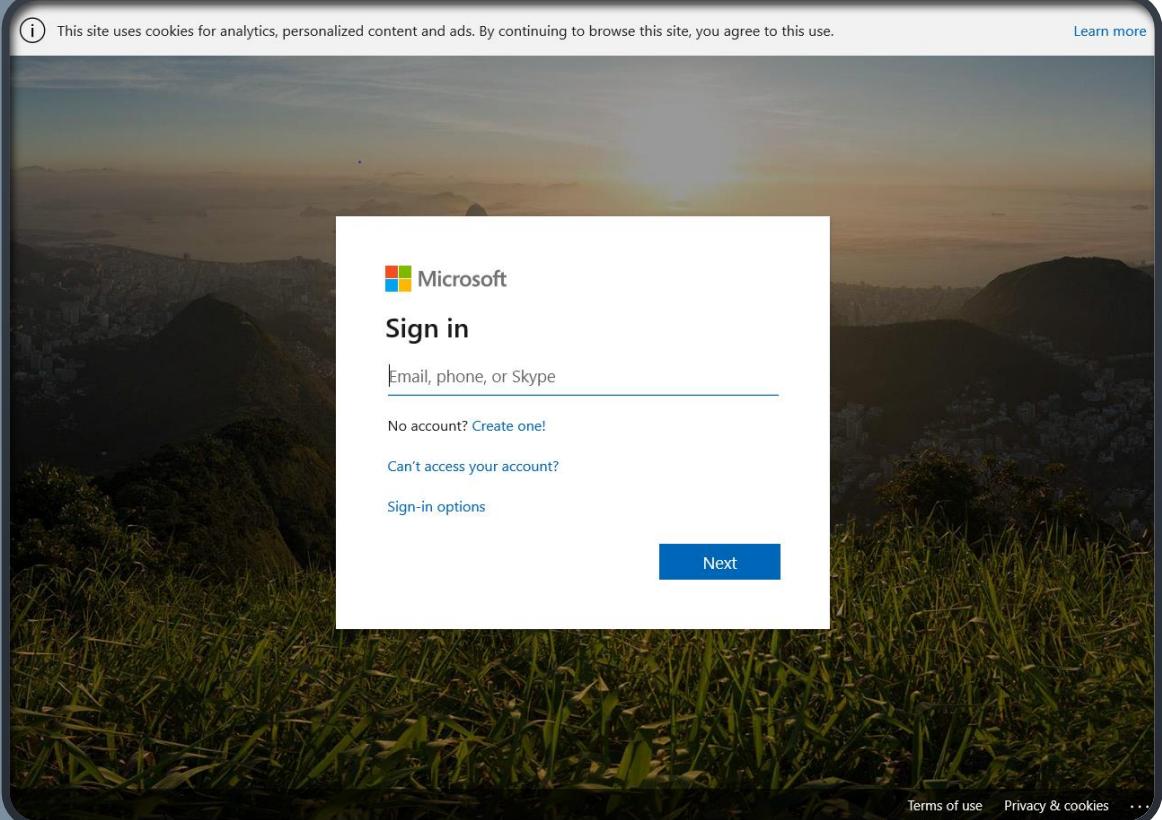
What happened yesterday?

- › The Government announced schools across England will close to most students at the end of the day on Friday.
- › From Monday 23rd March, you will complete your studies remotely, many of you at home, using our new Share Point which I will take you through shortly.
- › It is important to stay calm & remember those less fortunate than us. We must also ensure we continue to study hard and produce work of a high quality.



STEP 1: Browse to www.office.com and you will see the following webpage. Click on the 'Sign in' button.





STEP 2: SIGN IN USING YOUR SCHOOL EMAIL ADDRESS AND NORMAL LOGIN PASSWORD

Examples:

Year 7 | 13jonesc@student.smchull.org

Year 8 | 12JonesC@student.smchull.org

Year 9 | 11JonesC@student.smchull.org

Year 10 | 10JonesC@student.smchull.org

Year 11 | 09JonesC@student.smchull.org

Year 12 | 08JonesC@student.smchull.org

Year 13 | 07jonesc@student.smchull.org



This is how Microsoft 365 looks when it opens

The screenshot shows the Microsoft 365 homepage with several key features highlighted:

- Start new**: A plus sign icon.
- Outlook**: Represented by a blue square with white clouds.
- OneDrive**: Represented by a blue cloud icon.
- Word**: Represented by a blue document icon with a 'W'.
- Excel**: Represented by a green document icon with an 'X'.
- PowerPoint**: Represented by a red document icon with a 'P'.
- OneNote**: Represented by a purple document icon with an 'N'.
- SharePoint**: Represented by a teal document icon with a 'S'.
- Class Notebook**: Represented by a purple document icon with a 'N'.

Three items are circled in red: Outlook, OneDrive, and SharePoint.

Recommended section:

- 7h ago: + 3 others e... (Excel file)
- 1h ago: sent this (Word file)
- 8h ago: sent this (Word file)
- 49m ago: sent this (Word file)

Recent section:

- St. Mary's College - OneDrive for Business (11m ago, Only you)
- St. Mary's College (11m ago, Only you)

At the bottom right, there are buttons for **Upload and open...** and a three-dot menu.



SharePoint

When you click on Share Point, you will be taken to a page that looks like this:

A screenshot of a Microsoft SharePoint homepage. The top navigation bar includes links for "SMC Study - Lessons - All D", "Microsoft Office Home", and "SharePoint". The address bar shows the URL "https://smc23.sharepoint.com/_layouts/15/sharepoint.aspx". The main content area features a "SharePoint" ribbon tab and a search bar. Below this is a "Create news post" button. A section titled "News from sites" displays a blue card with a document icon and the text "News from sites". It explains that users will see news from sites they follow or visit frequently and other news suggested by the Microsoft Graph. Another section titled "Crisis Management" shows an image of people in a crowded area and an article titled "Containment is key" by Mike Pearce, dated 3/13/2020, with 58 views. A third section also titled "Crisis Management" shows an image of a modern office and an article titled "Best practices for working remotely" by Mike Pearce, dated 3/13/2020, with 24 views.

In order to find the Share Point SMC page, you need to scroll down....



Once you have scrolled down the page, you should find the heading 'Featured Links' and then click on 'SMC Study'.

The screenshot shows a Microsoft SharePoint page titled "SMC Study - Lessons - All D". The browser address bar displays the URL https://smc23.sharepoint.com/_layouts/15/sharepoint.aspx. The SharePoint ribbon navigation bar is visible at the top, along with a search bar labeled "Search in SharePoint". A red oval highlights the "Featured links" section on the left side of the page. This section contains three items: "Featured links", "SMC Study", and "Team Site". To the right, there are sections for "Recent documents" and "Saved for later".

Featured links

SMC Study

Team Site

Recent documents

- Lesson 1 Aquinas
- Lesson 2 Butler & Durkheim
- 5. Theme B 2020
- Hum and Re Spring 2
- Lesson 9 Moral statements as fact

Saved for later

Pages, n across S



Welcome to SMC Remote Study

[LEARN MORE ➔](#)



[News and Updates](#)



Reading Cloud at SMC



Support, Advice and Guidance

You can access the following through each tile:

- Welcome to SMC Remote Study – this will take you to a Study Guide.
- St Mary's College website
- Reading Cloud at SMC – you will talk more about this in form.
- News and Updates
- Support, Advice and Guidance – teachers' email address and other support contacts.



Welcome to SMC Remote Study

LEARN MORE →



St Mary's College - Website



Reading Cloud at SMC



Support, Advice and Guidance

Useful Links



SAM Learning



Reading
Cloud



BBC Bitesize



MathsWatch



Edmodo



Audiopi



Memrise for
MFL

There are lots of useful links just under the main tiles.

Emailing your teachers and other members of staff.



Good evening

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Class Notebook All apps

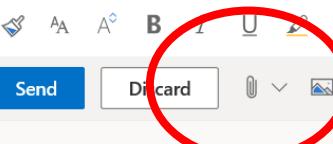
New message

To: Type the email address here. Bcc: Cc:

Add a subject: Give the email a title e.g. 'RE assessment'

Write your email in this section.

Send Discard



- To attach a file to your email, click on the paper clip icon.
- This will then bring up your files and you can select what you would like to attach to your email.
- When you are writing your email you must remember that this is to your teacher, therefore you should write it in the same formal and polite manner that you would speak to your teachers with.



SMC Study

[Home](#)

[Documents](#)

[Staff](#)

[Not following](#) [Share](#)



Welcome to SMC Remote Study

[LEARN MORE →](#)



St Mary's College - Website

[ST MARY'S](#)



News and Updates



Reading Cloud at SMC



Support, Advice and Guidance

You can access this on any device – it just may look a little different on your phone!



+ New ▾ Upload ▾ Export to Excel PowerApps ▾ Flow ▾ ...

Documents

Name ▾	Modified ▾	Modified By ▾
📁 Collective Worship	22 minutes ago	Daniel Flack
📁 Year 07	19 minutes ago	Daniel Flack
📁 Year 08	19 minutes ago	Daniel Flack
📁 Year 09	21 minutes ago	Daniel Flack
📁 Year 10	22 minutes ago	Daniel Flack
📁 Year 11	19 minutes ago	Daniel Flack
📁 Year 12	19 minutes ago	Daniel Flack
📁 Year 13	19 minutes ago	Daniel Flack

When you click on the 'Documents' section, this is what you will see.

Collective Worship is available for you each week.

Select your year group file.

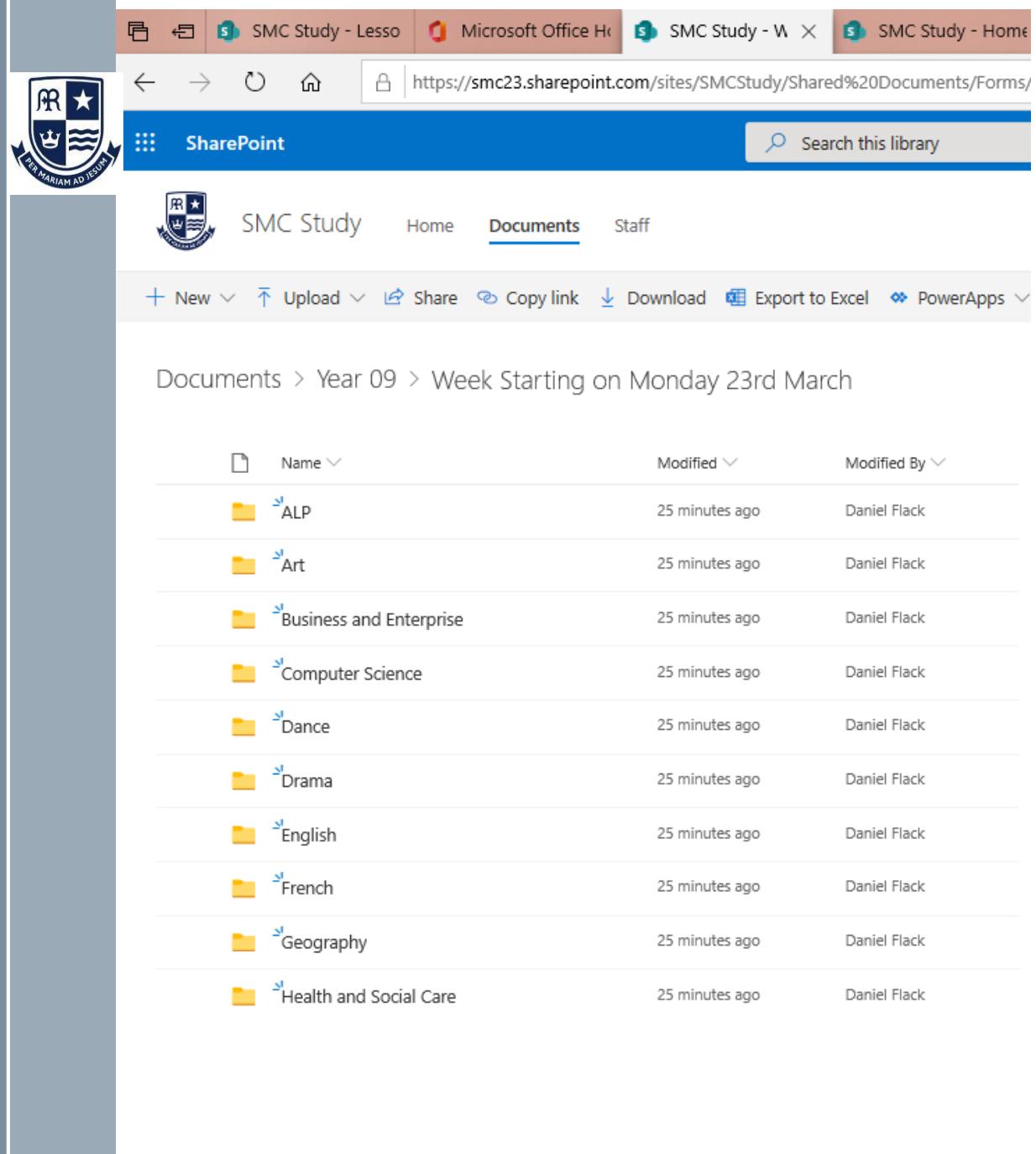


+ New ▾ Upload ▾ Share Copy link Download Export to Excel PowerApps ▾ ⚡ Fl

Documents > Year 09

Name ▾	Modified ▾	Modified By ▾
Week Starting on Monday 23rd March	24 minutes ago	Daniel Flack
Week Starting on Monday 30th March	24 minutes ago	Daniel Flack

For each week that school is closed, you will find a file that is clearly labelled with the date on.



The screenshot shows a Microsoft SharePoint interface. At the top, there is a navigation bar with icons for back, forward, home, and search, followed by tabs for 'SMC Study - Lesso', 'Microsoft Office Ho...', 'SMC Study - W...', and 'SMC Study - Home'. Below this is a blue header bar with the SharePoint logo and a search bar labeled 'Search this library'. On the left, there is a sidebar featuring the school's crest and the text 'SMC Study', 'Home', 'Documents' (which is underlined), and 'Staff'. Below the sidebar is a toolbar with options: '+ New', 'Upload', 'Share', 'Copy link', 'Download', 'Export to Excel', and 'PowerApps'. The main content area shows a breadcrumb path: 'Documents > Year 09 > Week Starting on Monday 23rd March'. A table lists ten subject folders: ALP, Art, Business and Enterprise, Computer Science, Dance, Drama, English, French, Geography, and Health and Social Care. Each folder entry includes a small yellow folder icon, the folder name, the last modified time (all listed as '25 minutes ago'), and the name of the person who modified it (all listed as 'Daniel Flack').

Name	Modified	Modified By
ALP	25 minutes ago	Daniel Flack
Art	25 minutes ago	Daniel Flack
Business and Enterprise	25 minutes ago	Daniel Flack
Computer Science	25 minutes ago	Daniel Flack
Dance	25 minutes ago	Daniel Flack
Drama	25 minutes ago	Daniel Flack
English	25 minutes ago	Daniel Flack
French	25 minutes ago	Daniel Flack
Geography	25 minutes ago	Daniel Flack
Health and Social Care	25 minutes ago	Daniel Flack

When you go into the weekly file, you will then find all of the subject folders.

You will need to find all of your subjects that you study.

SMC Study - Lesso Microsoft Office Ho SMC Study - Er SMC Study - Home Email - Rosa

← → ⏪ ⏹ https://smc23.sharepoint.com/sites/SMCStudy/Shared%20Documents/Forms/AllItems.aspx?id=%

SharePoint Search this library

SMC Study Home Documents Staff

+ New Upload Share Copy link Download Export to Excel PowerApps Flow ...

Documents > Year 09 > Week Starting on Monday 23rd March > English

Name	Modified	Modified By
9m E1 - Miss Hallam, Miss Shinkwin	26 minutes ago	Daniel Flack
9m E2 - Mrs Smith, Mrs Baker	26 minutes ago	Daniel Flack
9m E3 - Miss Jackson, Mrs Baggaley	26 minutes ago	Daniel Flack
9m E4 - Mrs Hanson	26 minutes ago	Daniel Flack
9m E5 - Mrs Corbin, Mrs Barnaby	26 minutes ago	Daniel Flack
9m E6 - Miss Clarke	26 minutes ago	Daniel Flack
9m E7 - Miss Cross, Mr Hussey	26 minutes ago	Daniel Flack
9n E1 - Miss Jackson, Miss Culver	26 minutes ago	Daniel Flack
9n E2 - Mrs Barnaby, Miss Cross	26 minutes ago	Daniel Flack
9n E3 - Miss Coulson, Mrs Corbin	26 minutes ago	Daniel Flack

In each subject file you will find a file for each class. This has the name of your teacher on.

In the folder you will then find lessons resources for the week.

There could also be some additional resources that you can access e.g. exam papers so make sure you scroll down the full page to see what is there.



Expectations:

- › You are expected to study all of your timetabled lessons each day.
- › You have your exercise books for your subjects, but some of the tasks could be completed on paper.
- › Look out for advice and guidance from your teacher, such as completing assessments.
 - If you miss a deadline for an assessment your teacher will contact home.
- › It is so important to keep up with your studies and to produce high quality work.
- › We will regularly contact you and your family to check in and make sure that you have everything you need.



Form Time:

- › Reading Cloud – download the App.
- › An opportunity to discuss the school closure with your tutor and peers.
- › Think about practical ways to keep safe, happy and healthy whilst you are not at school.
- › Go over top tips for independent study at home.



Let us pray

When we aren't sure, God, help us be calm;
when information comes from all sides, correct and not, help us to discern;
when uncertainty makes life challenging, slow us down, God;
help us to reach out with our hearts, when we can't touch with our hands;
help us to be socially connected, when we have to be socially distant;
help us to love as perfectly as we can.

Amen