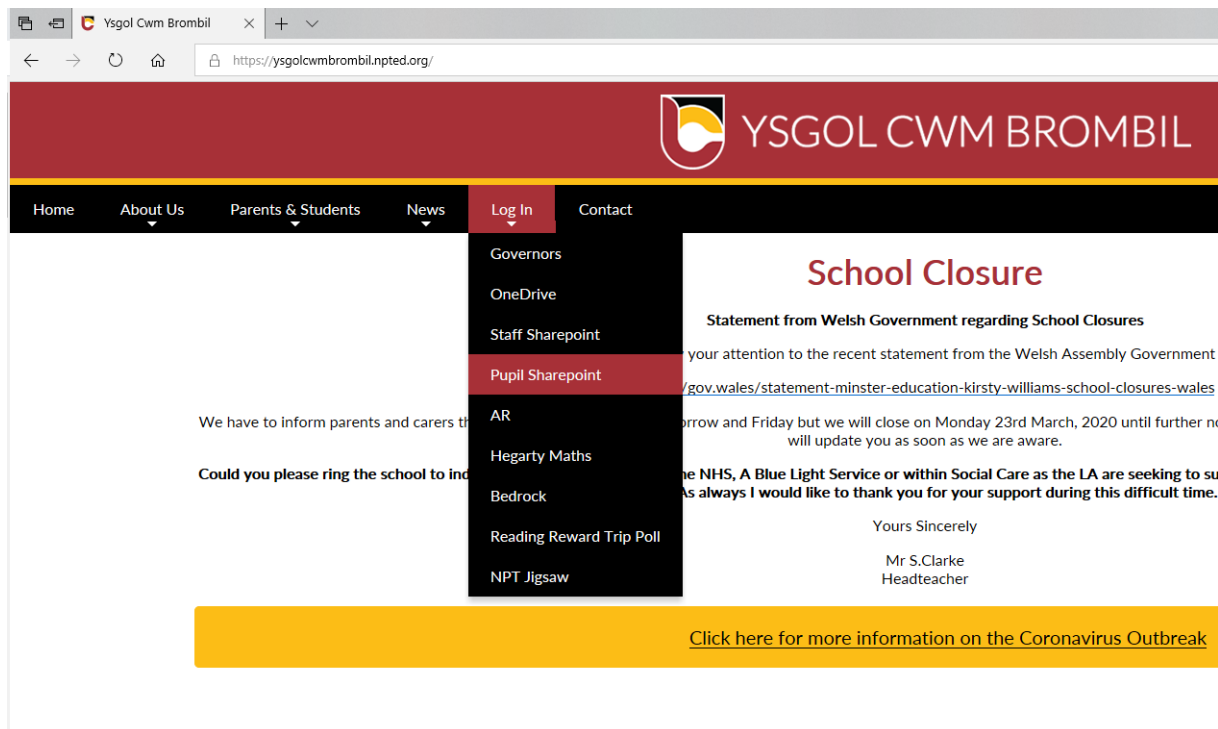


Copying Work from Pupil Sharepoint

To access the sharepoint, please navigate to the School Website:

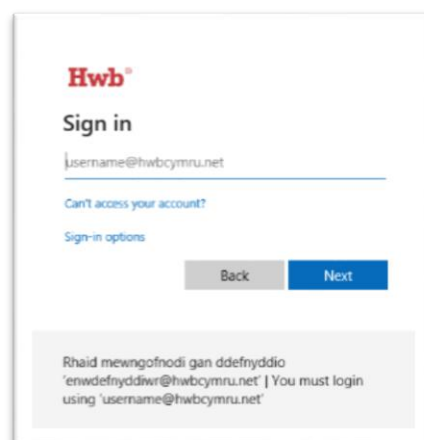
<https://ysgolcwmbrombil.npted.org/>

Hover over the “Log In” button and then click on the Pupil Sharepoint button.



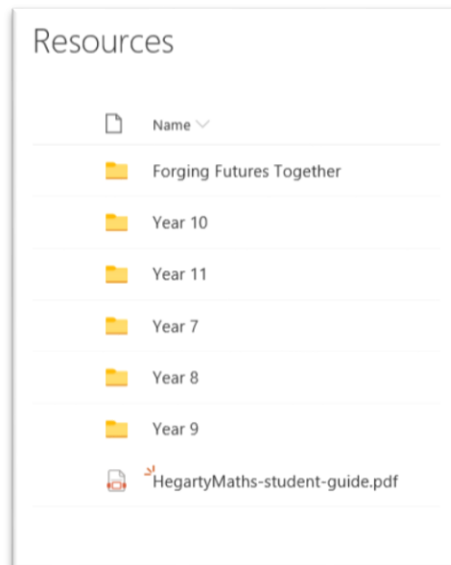
The screenshot shows a web browser window with the URL <https://ysgolcwmbrombil.npted.org/>. The website header features the school's logo and name, "YSGOL CWM BROMBIL". A navigation menu is visible, with "Log In" highlighted. A dropdown menu is open under "Log In", showing options: "Governors", "OneDrive", "Staff Sharepoint", "Pupil Sharepoint" (highlighted in red), "AR", "Hegarty Maths", "Bedrock", "Reading Reward Trip Poll", and "NPT Jigsaw". The main content area displays a "School Closure" statement from the Welsh Government regarding school closures. The statement mentions that schools will close on Monday 23rd March, 2020, and that the school is seeking to support children in the NHS, A Blue Light Service or within Social Care. The statement is signed by Mr S. Clarke, Headteacher. A yellow banner at the bottom of the page contains the text: "Click here for more information on the Coronavirus Outbreak".

You will then be directed to this page where you have to use your HWB details to Log In.



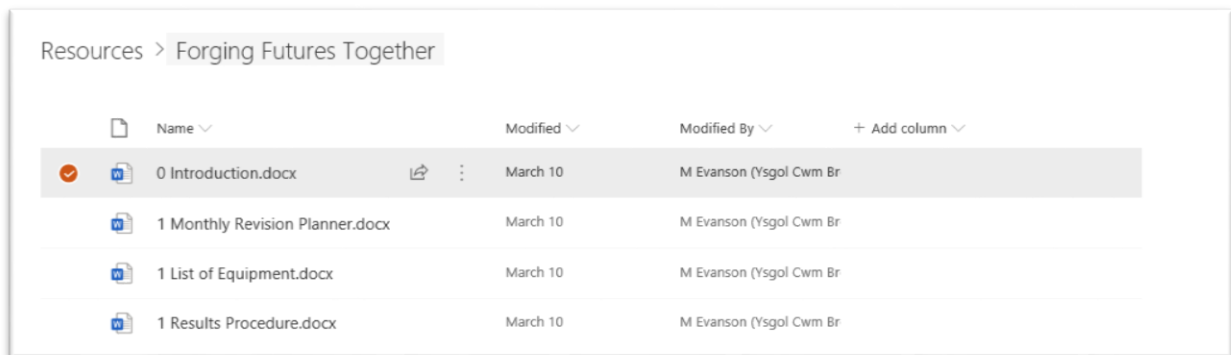
The screenshot shows the Hwb Sign in page. The page has a white background with the Hwb logo at the top. Below the logo, the text "Sign in" is displayed. A text input field contains the email address "username@hwbcymru.net". Below the input field, there is a link that says "Can't access your account?". Underneath, there is a section for "Sign-in options" with two buttons: "Back" and "Next". At the bottom of the page, there is a grey box containing the text: "Rhaid mewngofnodi gan ddefnyddio 'enwdefnyddwr@hwbcymru.net' | You must login using 'username@hwbcymru.net'".

You will then be shown folders for all different year groups. These folders will be updated with additional work when required. Please click on the folder relevant to you.

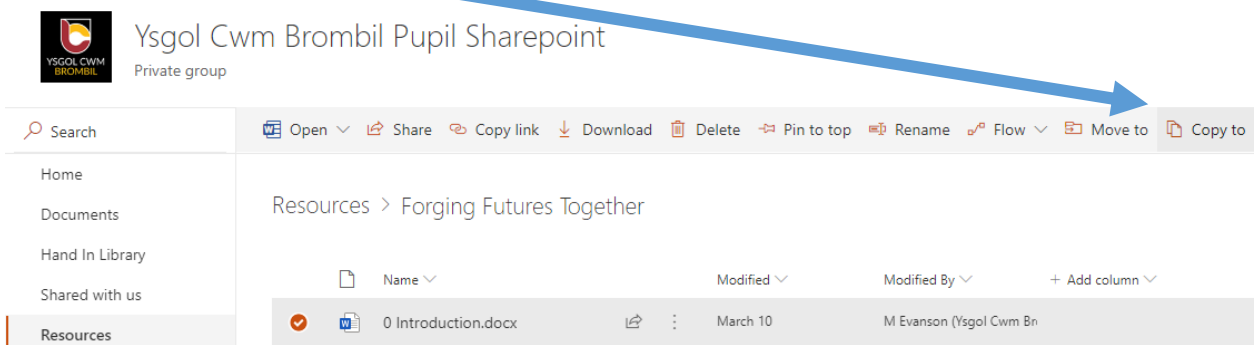


To edit these files, you will need to copy them to your personal OneDrive folder on HWB.

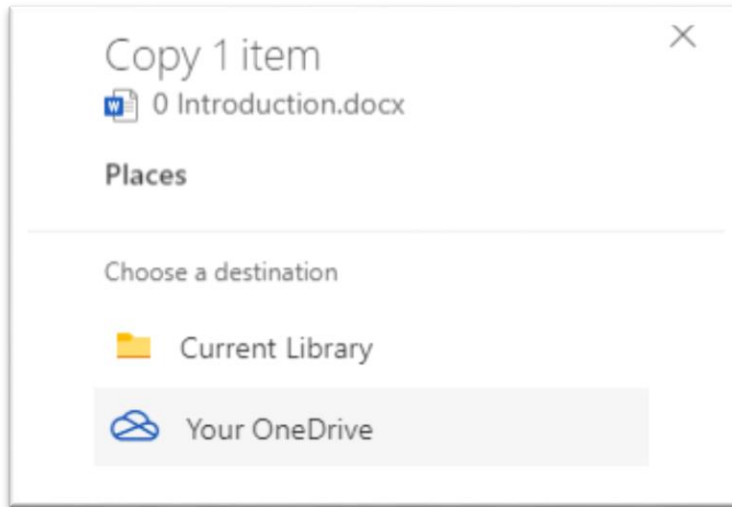
To do this you select the document relevant to you.



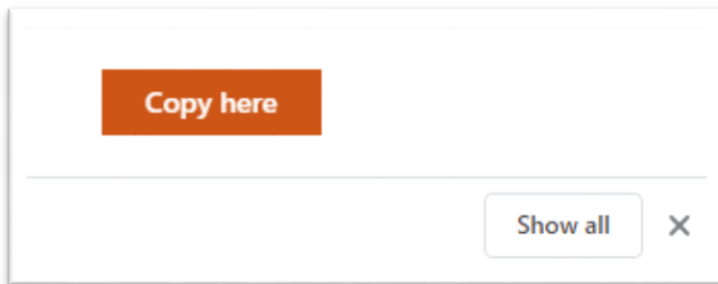
Then click "Copy to"



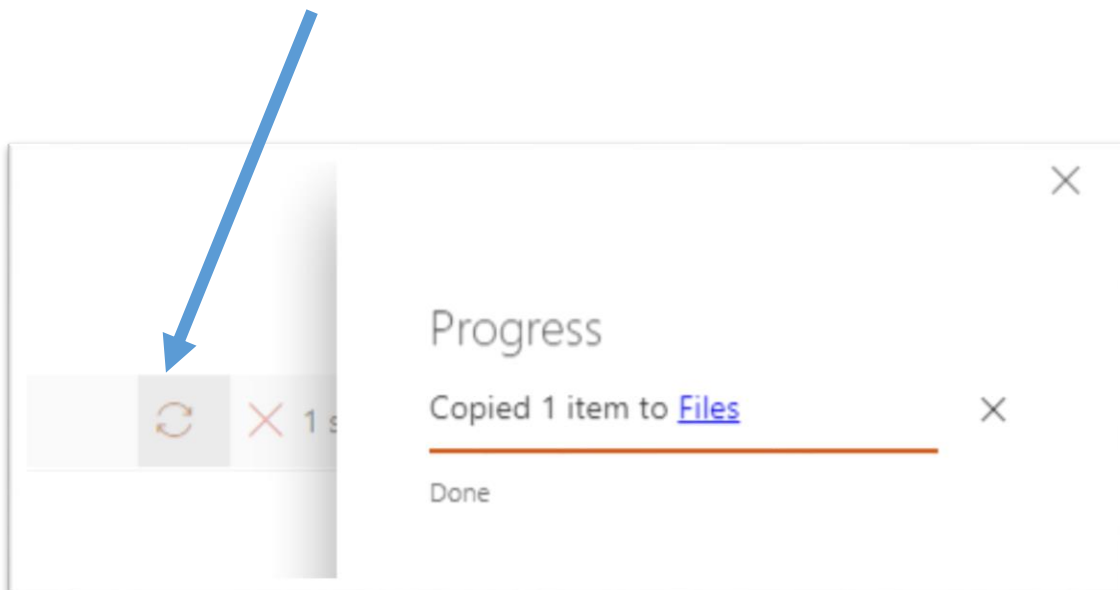
Next click “Your OneDrive”



Then select a relevant folder to save work too or scroll to the bottom of the list and press Create new folder. Then press “copy here”



Copying can take up to a few minutes depending on file size. To check progress, check press the two arrows on the top toolbar:



You can then navigate to your OneDrive and work on the file from there.