

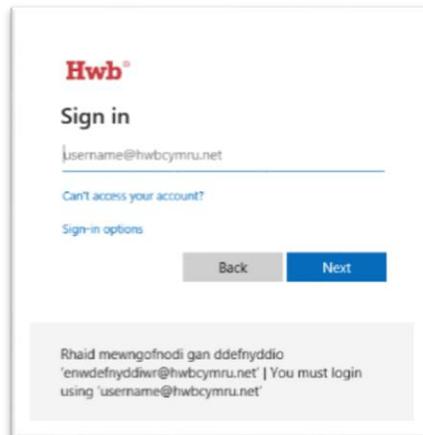
Uploading Work to the Pupil SharePoint

Firstly, we need to make sure the work you wish to upload is in your OneDrive. If your work is already in OneDrive, skip to step 6.

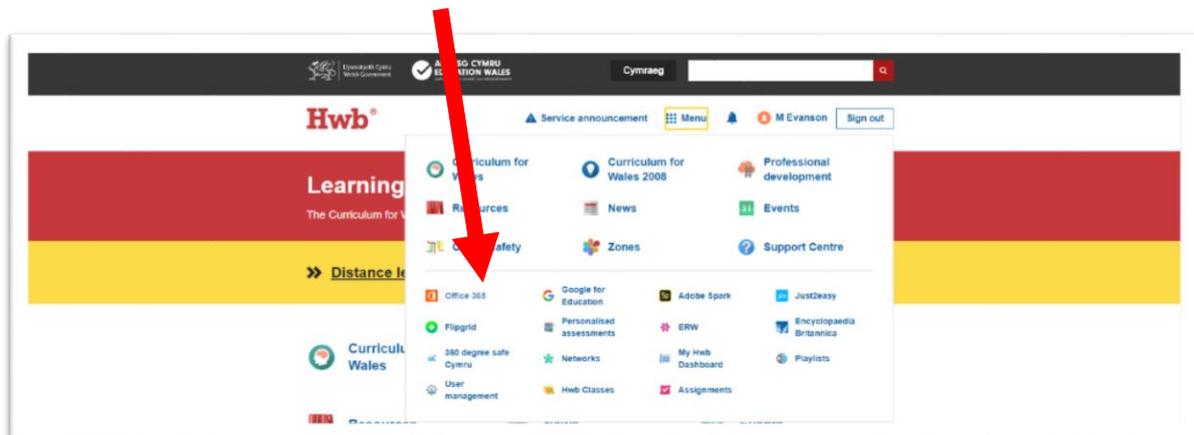
1. Log in to Hwb.



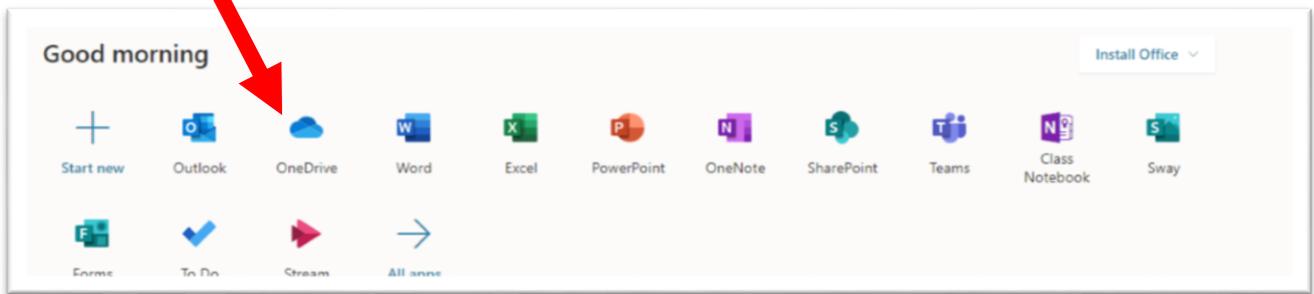
2. You will then be directed to this page where you have to use your Hwb details to Log In.



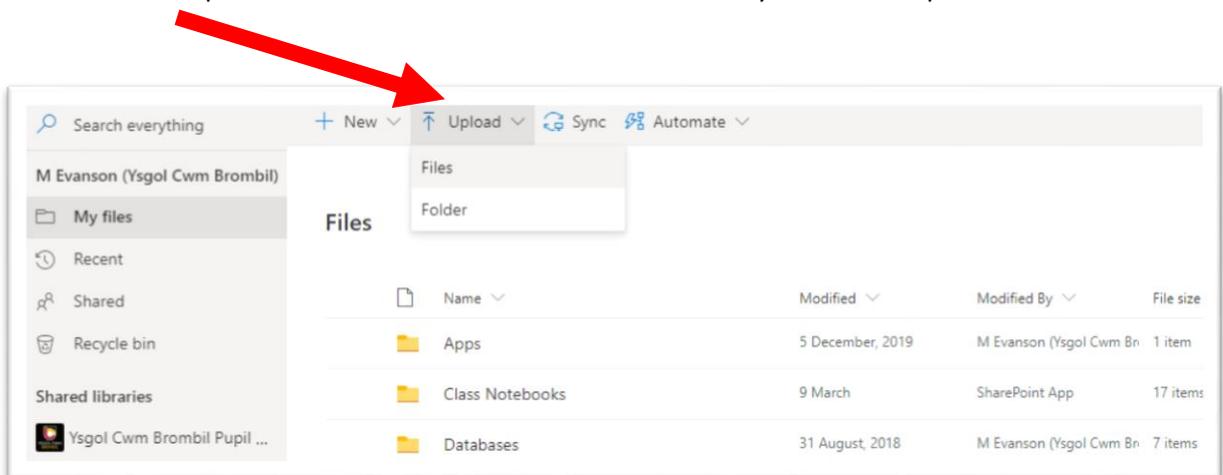
3. From the Menu, choose Office 365



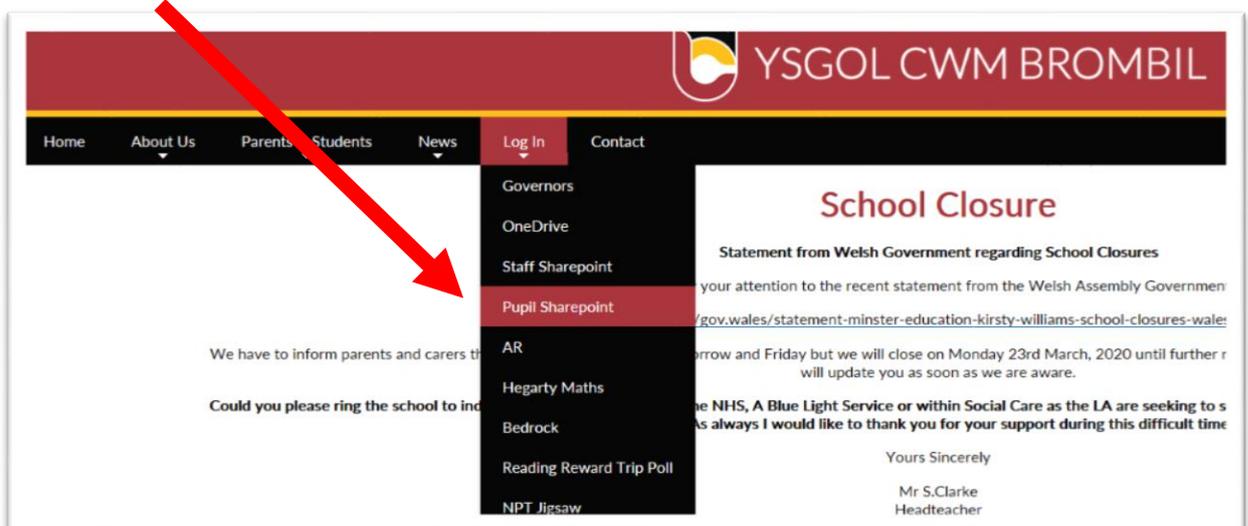
4. Then choose OneDrive



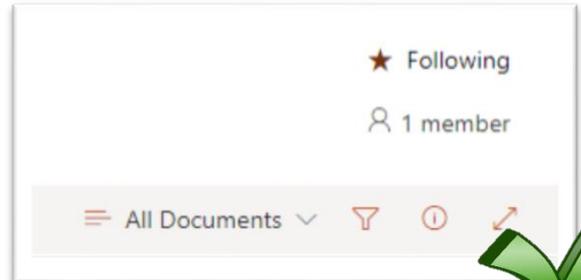
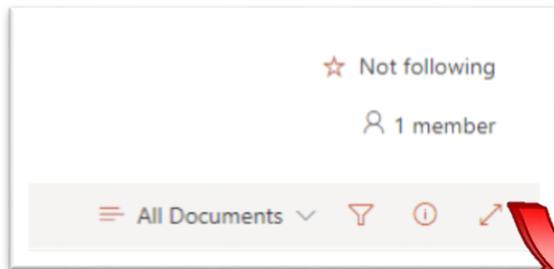
5. Then click Upload and choose the Relevant Folder or Files you'd like to upload.



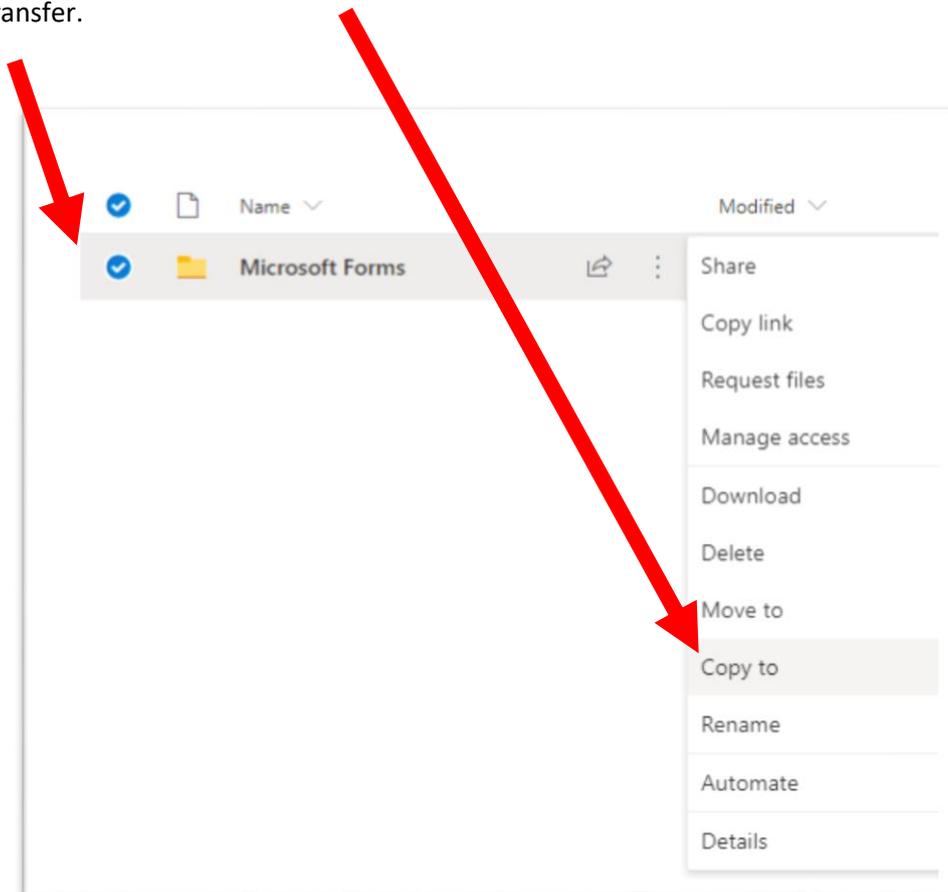
6. Next, navigate to the Pupil SharePoint by going to our School Website



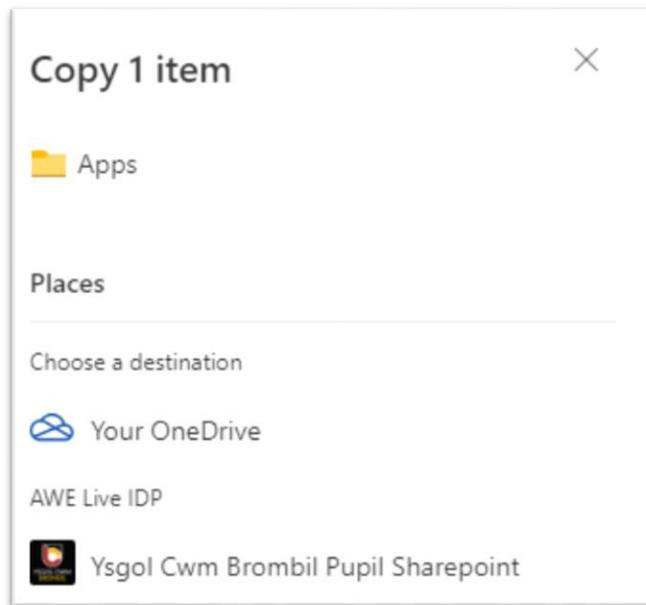
7. Once logged in, press the star in the top right corner of the page so the text changes from Not Following to Following:



8. Next, go back to your OneDrive and tick the Circle to left of the file or folder you wish to transfer.



9. Choose Ysgol Cwm Brombil Pupil SharePoint and then choose Hand in Library



10. Then Select the relevant folder, and press Copy too at the bottom of the page.



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

