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.

Hwb		
Sign in		
username@hwbcy	mru.net	
Can't access your acc	count?	
Sign-in options		
	Back	Next
Rhaid mewngofno 'enwdefnyddiwr@l	di gan ddefnyddio hwbcymru.net' Yo	ou must login

3. From the Menu, choose Office 365

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Hwb°		Service announcement III Menu	MEvanson Sign out
Learning The Curriculum for V	O Vers	Curriculum for Wales 2008	Professional development 31 Events
>> Distance le	IT office 365	G Google for Education Span	Support Centre
Curricult Wales	Flipgrid St0 degree safe Cymru	Personalised to ERW assessments to ERW	 Encyclopandia Britannica Praylists
	User management	📒 Hwb Classes 🛛 💆 Assignment	5

4. Then choose OneDrive

Good mo	rning								Inst	all Office $$
	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	T eams	Class	s Sway
E		•	\rightarrow						Notebook	
Forms	To Do	Stream	All apps							

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

✓ Search everything	+ New \sim	$\overline{\uparrow}$ Upload \lor	G Sync	🚱 Automate 🗸			
M Evanson (Ysgol Cwm Brombil)		Files					
🗎 My files	Files	Folder					
C Recent							
g ^R Shared) Name 🗸			Modified \checkmark	Modified By $ \smallsetminus $	File size
🗑 Recycle bin		Apps			5 December, 2019	M Evanson (Ysgol Cwm Bn	1 item
Shared libraries		Class Notebo	ooks		9 March	SharePoint App	17 items
Ysgol Cwm Brombil Pupil		Databases			31 August, 2018	M Evanson (Ysgol Cwm Bn	7 items

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.

• •	Name 🗸			Modified $$
0	Microsoft Forms	Ê	:	Share
				Copy link
				Request files
				Manage access
		Ν		Download
				Delete
			Y	Move to
				Copy to
				Rename
				Automate
				Details

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:

		×
	Progress	
🕹 🗙 1 s	Copied 1 item to Files	×
	Done	