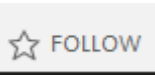
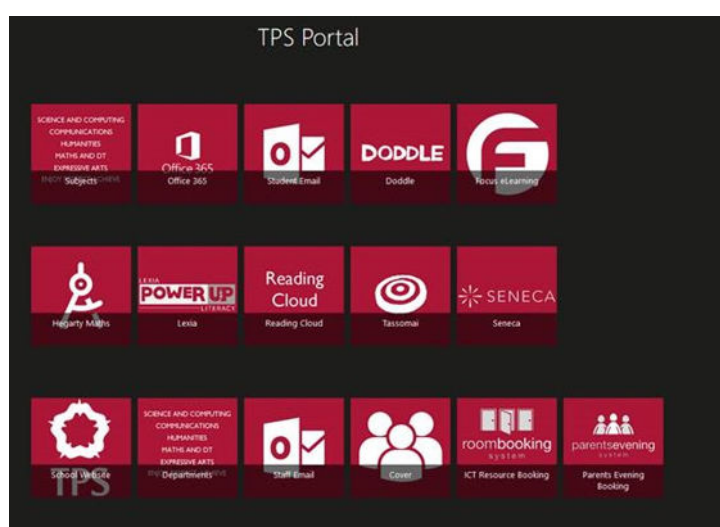


How to use the TPS Portal

The TPS Portal is a series of SharePoint sites created to make learning from home easier for students and staff. You can access the various portal sites with the links below. Once you have visited the site you can click the  in the top corner to make it show up under your SharePoint app section in 365.



TPS Portal

https://thepetersfieldschool.sharepoint.com/sites/TPS_Portal/SitePages/Home.aspx - TPS Portal site, this has helpful links for student resources



Subjects/Departments

<https://thepetersfieldschool.sharepoint.com/sites/departments/SitePages/Home.aspx> - if you click the subject page it will take you here, this is where all the subjects have their individual pages including the remote learning page.

Remote Learning Files

On accessing the Remote Learning Page, you should see 'Remote Learning Plans'. This folder contains all Remote Learning Files for each year.

RL Remote Learning

Search

Home
Notebook
Documents
Pages
Site contents

+ New Upload Quick edit Sync Export to Excel PowerApps Flow ...

Documents

Name	Modified	Modified By	+ Add column
Remote Learning Plans	5 days ago	Steve Pye	

Select the year you/your child is in and you will see the Remote Learning Files relevant to that year.

	Name	Modified
	Year 10	6 days ago
	Year 11	6 days ago
	Year 7	6 days ago
	Year 8	6 days ago
	Year 9	6 days ago

The files are titled by Subject followed by Year.

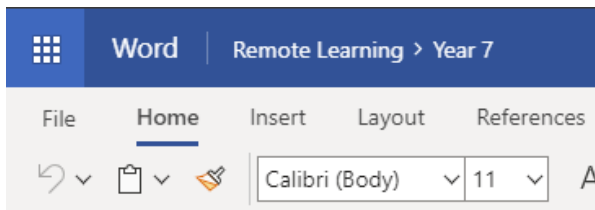
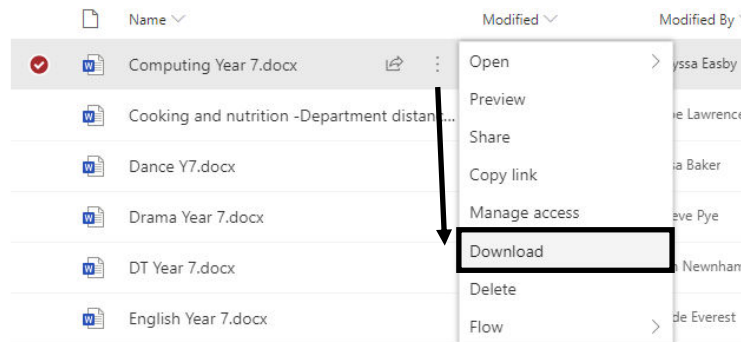
From here, you have a few options on how to access and download the files.

	Name	Modified
	Computing Year 7.docx	March 16
	Cooking and nutrition -Department distanc...	6 days ago
	Dance Y7.docx	6 days ago
	Drama Year 7.docx	March 12
	DT Year 7.docx	6 days ago
	English Year 7.docx	Yesterday at 9:01 AM

Accessing/Downloading Remote Learning Files

To download a Remote Learning File, first: Hover over the file you want to download and click the  as shown on the right. Then select 'download'.

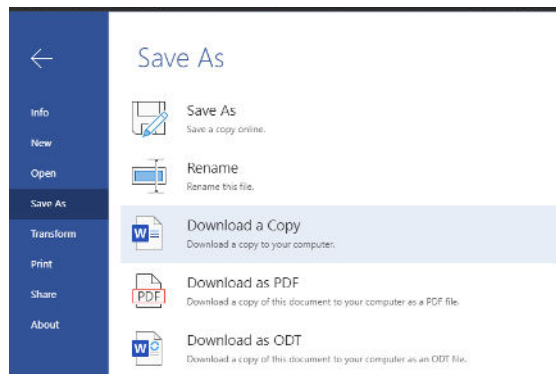
You will then be prompted to save the file.



Alternatively you can open the file by double clicking it from the list (as shown above).

Then from here we go to File in the top left of the document editor.

From here we select 'Save As', followed by 'Download a Copy'. This will prompt you to save the file as before.

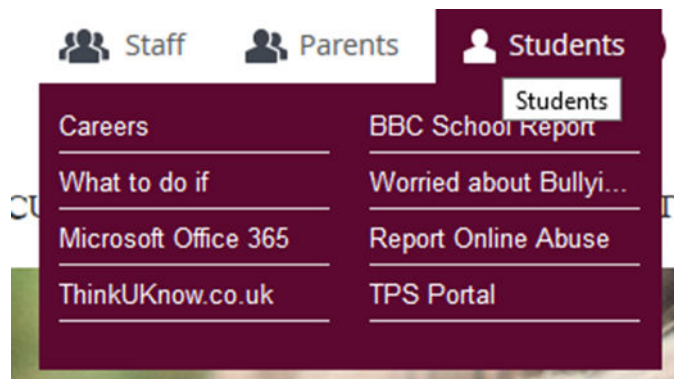


Accessing Remote Learning Files without Office 365 Suite

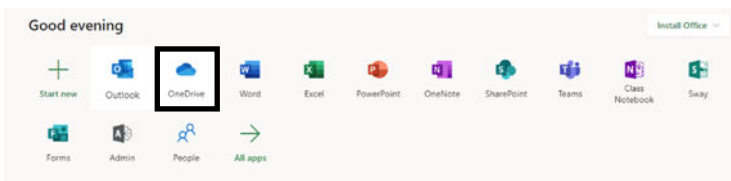
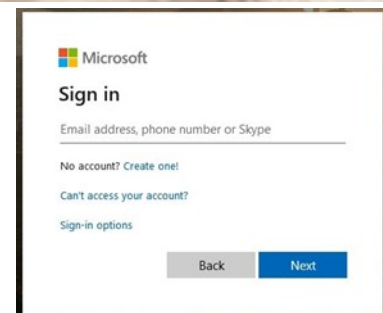
If you don't have the Office 365 Suite Installed, you can view a guide [here](#).

Alternatively: To access word or the other office 365 apps from home, firstly browse to the school website.

www.petersfieldschool.com and click on the students tab, "Microsoft Office 365" or directly www.portal.office.com

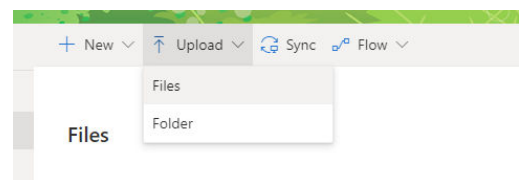


Log in with your school username and password, ie: 'Y19BloggsJ@Petersfieldschool.com', Password



From here select 'OneDrive'.

Once on OneDrive, select 'Upload' and click on 'Files'. Select the Remote Learning File you just downloaded and it will upload.



Once uploaded, the file will appear on your OneDrive list. Open this file by double clicking and you will have access to the File via Office Online Apps.