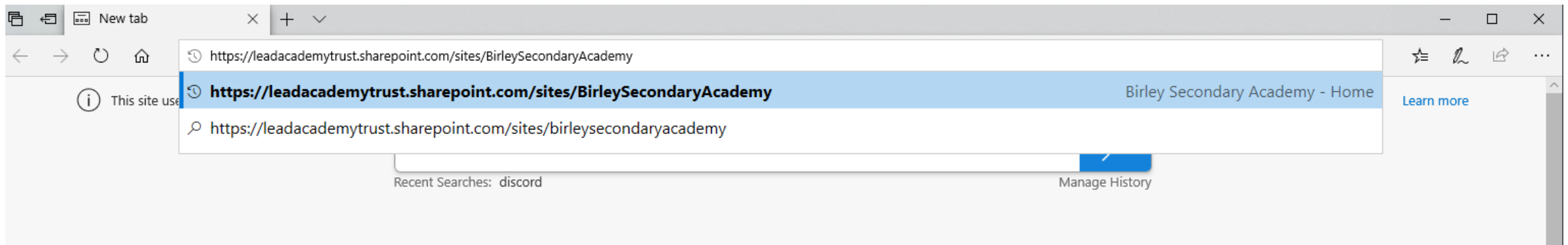


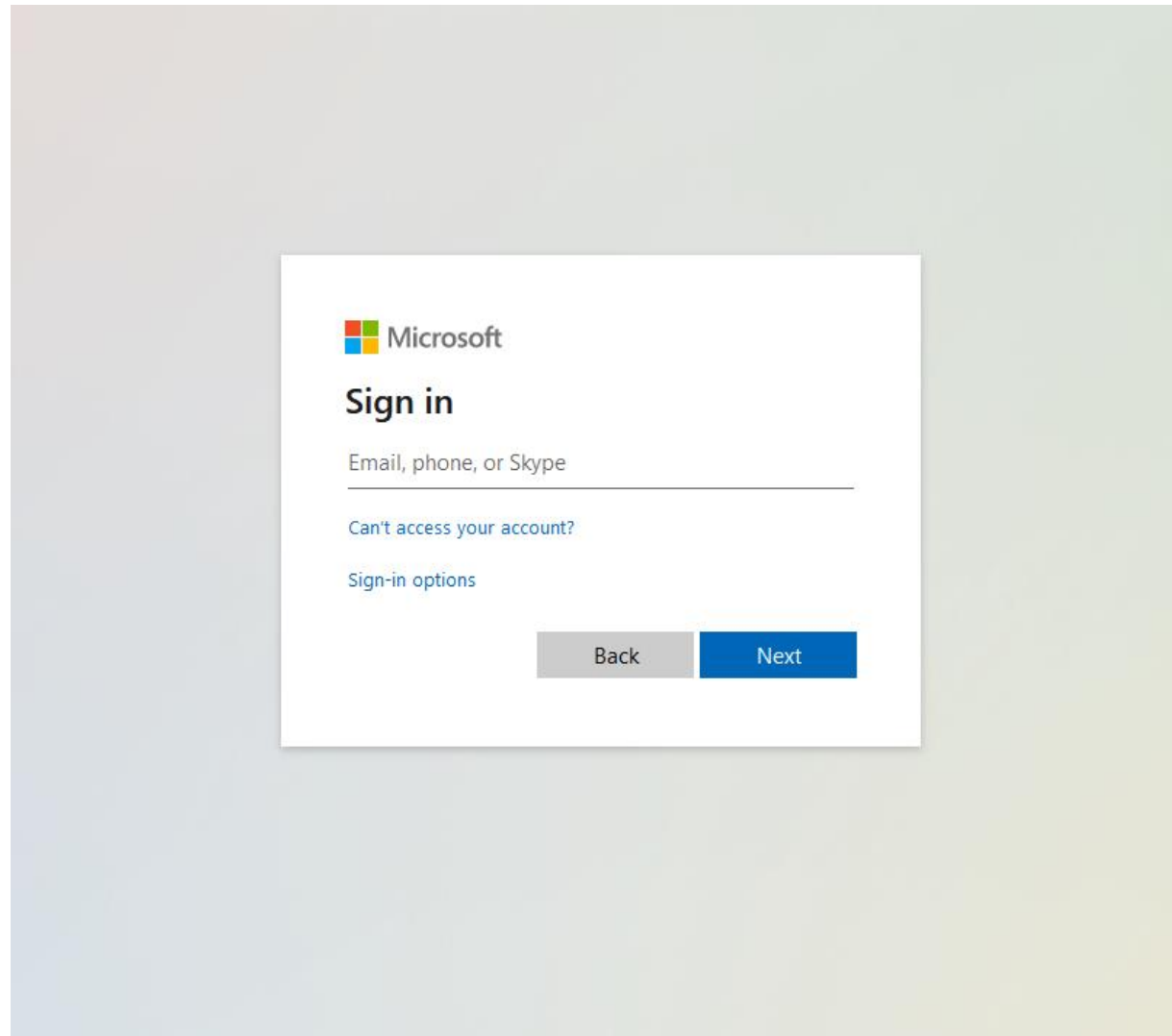
How to Access Birley Academy Online

To access The Birley Academy Online site, you will need to use the following link:

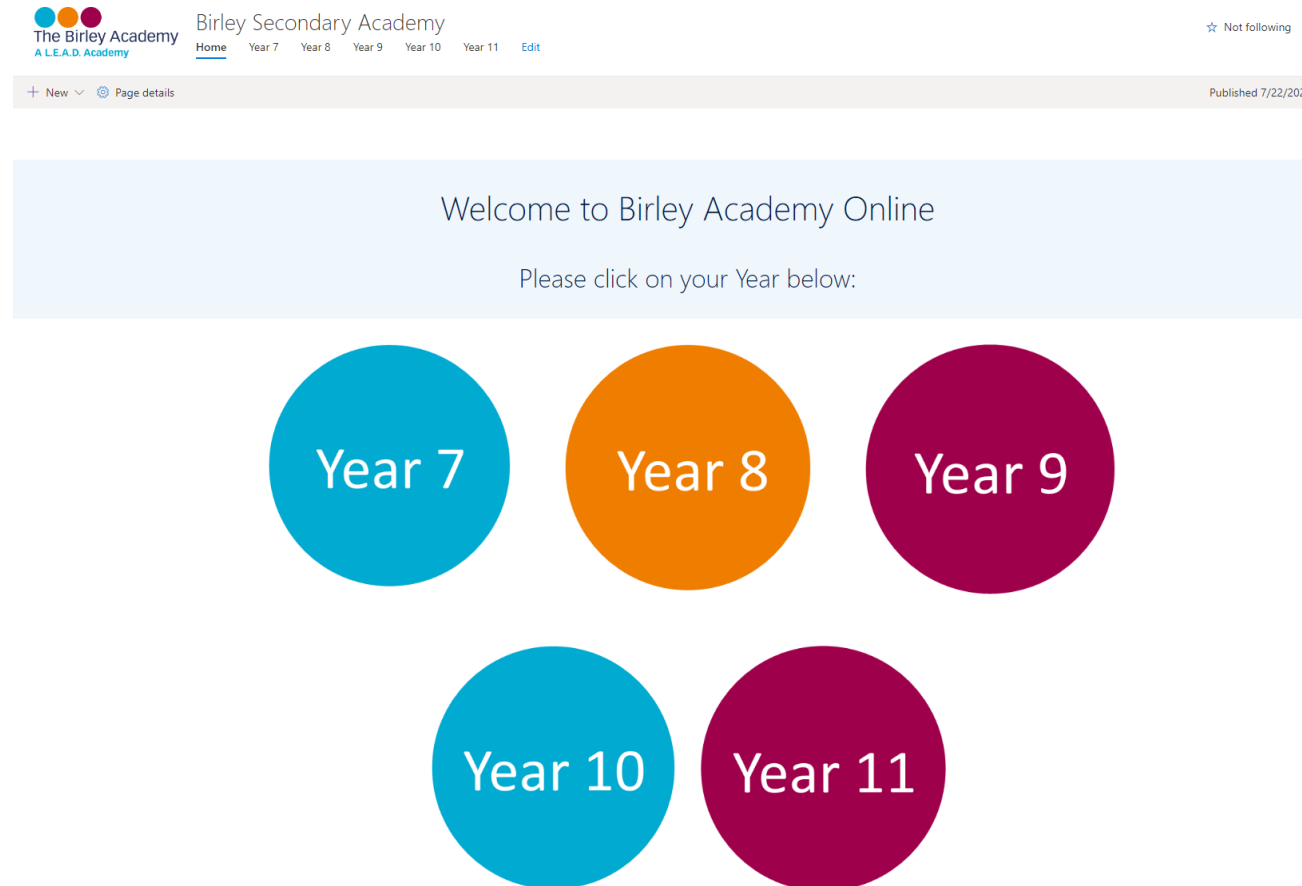
<https://leadacademytrust.sharepoint.com/sites/BirleySecondaryAcademy>



It will then ask you to sign in. You will need to use your school email address and password.



It will then take you through to The Birley Academy Online site. From here you can select the Year you want.



The screenshot shows the homepage of The Birley Academy Online. At the top left is the logo for 'The Birley Academy A.L.E.A.D. Academy' with three colored dots (blue, orange, purple). To the right of the logo is the text 'Birley Secondary Academy' and a navigation menu with links for 'Home', 'Year 7', 'Year 8', 'Year 9', 'Year 10', 'Year 11', and 'Edit'. In the top right corner, there is a star icon and the text 'Not following'. Below the navigation bar is a light blue banner with the text 'Welcome to Birley Academy Online' and 'Please click on your Year below:'. Below the banner are five large colored circles representing year levels: 'Year 7' (blue), 'Year 8' (orange), 'Year 9' (purple), 'Year 10' (blue), and 'Year 11' (purple). At the bottom right of the page, there is a small blue horizontal line.

Each Year is laid out like below with the Weeks to chose from:

The screenshot shows a SharePoint page for 'Year 7' at 'The Birley Academy'. The page features a navigation bar with 'Year 7', 'Year 8', 'Year 9', 'Year 10', and 'Year 11' links. Below the navigation bar, there is a search bar and a 'Not follow' button. The main content area displays a message: 'Please click on a week below:'. Below this message, there are eight circular buttons, each representing a week with its corresponding dates:

- Week 1: 3rd - 5th September
- Week 2: 8th - 12th September
- Week 3: 15th - 19th September
- Week 4: 22nd - 26th September
- Week 5: 29th September - 2nd October
- Week 6: 5th - 9th October
- Week 7: 12th - 16th October
- Week 8: 19th - 23rd October

Then inside of each week are the folders for the subjects. Just click on the one you need.

The screenshot shows a SharePoint library interface. At the top, there's a navigation bar with 'SharePoint' and a search box. Below that, the site title 'The Birley Academy Year 7' is visible. The main content area displays a list of folders for 'Week 1: 3rd - 5th September'. The folders are organized by subject: Art, Drama, DT, English, Food, French, Geography, History, Instructions, Maths, Music, PE, PSHE, RS, Science, and Tutor Time. Each folder entry includes a folder icon, the name, the modification date (Monday at 9:54 AM), and the modified by user (Joanna Fearn).

Name	Modified	Modified By
Art	Monday at 9:54 AM	Joanna Fearn
Drama	Monday at 9:54 AM	Joanna Fearn
DT	Monday at 9:54 AM	Joanna Fearn
English	Monday at 9:54 AM	Joanna Fearn
Food	Monday at 9:54 AM	Joanna Fearn
French	Monday at 9:54 AM	Joanna Fearn
Geography	Monday at 9:54 AM	Joanna Fearn
History	Monday at 9:54 AM	Joanna Fearn
Instructions	Monday at 9:54 AM	Joanna Fearn
Maths	Monday at 9:54 AM	Joanna Fearn
Music	Monday at 9:54 AM	Joanna Fearn
PE	Monday at 9:54 AM	Joanna Fearn
PSHE	Monday at 9:54 AM	Joanna Fearn
RS	Monday at 9:54 AM	Joanna Fearn
Science	Monday at 9:54 AM	Joanna Fearn
Tutor Time	Monday at 9:54 AM	Joanna Fearn

Inside these folders will be the work set by your teachers.

The screenshot displays a SharePoint library interface. At the top, the 'SharePoint' logo is on the left, and a search bar labeled 'Search this library' is in the center. On the right, there are icons for a megaphone, a bell, a gear, and a question mark. Below the search bar, navigation links for 'Year 7', 'Year 8', 'Year 9', 'Year 10', and 'Year 11' are visible. The main header area includes 'The Birley Academy A L.E.A.D. Academy' logo, 'Year 7', and a 'Not follow' button. A left-hand navigation pane contains 'Home', 'Recycle bin', and 'Edit'. The main content area features a toolbar with options: '+ New', 'Upload', 'Quick edit', 'Share', 'Copy link', 'Sync', 'Download', 'Export to Excel', 'Power Apps', 'Automate', and 'All Documents'. Below the toolbar, the breadcrumb path is 'Week 1: 3rd - 5th September > Art'. A table lists the contents of the folder:

Name	Modified	Modified By	+ Add column
Test Document.docx	A few seconds ago	Joanna Fearn	