

This help-guide will guide you through the process of accessing the Grand Avenue State School’s “Student Sharepoint site”. The Sharepoint site will allow students to access their year level “Document Library” and their “OneNote - Class Notebook”.

This help-guide is applicable to users with an IOS device (iPad, iPad Pro, iPhone)

1. Please ensure you have the following apps **installed on your device before you continue:**

- Microsoft SharePoint – [Download here](#)

**NOTE:** QR codes to all Apps can be found in the appendix of this help guide.

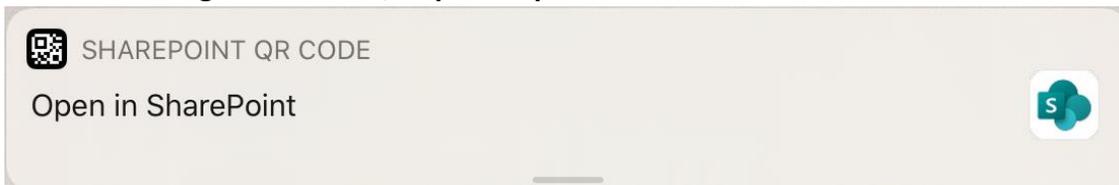
2. Open the “Camera” App.

3. Scan the QR code from the Appendix (Bottom of help guide) corresponding to your year level, alternatively you can select the link below corresponding to your year level.

- [Prep – Student Teamsite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Prep.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Prep.aspx
- [Year 1 – Student Teamsite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-1.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-1.aspx
- [Year 2 – Student Teamsite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-2.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-2.aspx
- [Year 3 – Student TeamSite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-3.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-3.aspx
- [Year 4 – Student TeamSite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-4.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-4.aspx
- [Year 5 – Student Teamsite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-5.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-5.aspx
- [Year 6 – Student Teamsite](https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-6.aspx) - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-6.aspx

**NOTE:** QR codes to all year level team sites can be found in the appendix of this help guide.

4. If you have scanned a QR code in the “Camera” App, a pop-up will appear in the “Camera” App “*Open in SharePoint*” (See below) tap on this pop-up to be redirected to the SharePoint App. **If you have selected a link instead of using the QR code, skip to step 8.**



5. Once the SharePoint App has opened, enter your full EQ email address (e.g. jsmith123@eq.edu.au)

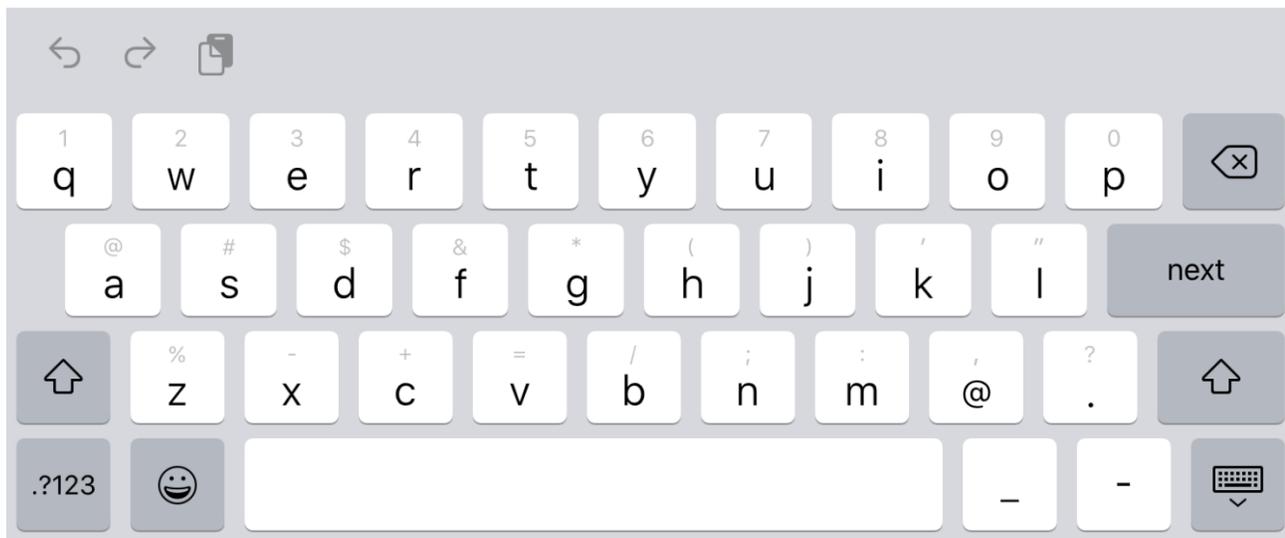


# SharePoint

Sign in with your work or school account

someone@example.com

Next



6. You will be redirected to the Department of Education's Managed Internet Service Sign in page.

- Log in by:
  - Entering your username/MIS ID (do not enter your full email address - i.e. do not include @eq.edu.au)
  - Entering your password (your typing will be hidden for security).
  - Accept the conditions of use and privacy statement by clicking 'I agree'
  - Clicking on 'Sign in'

Queensland Government

Department of Education and Training

### Managed Internet Service

Sign in with your username and password

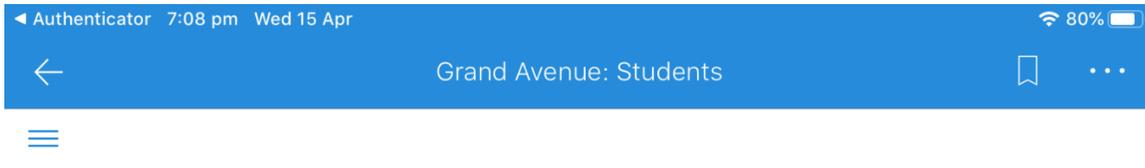
Username \*

Password \*

I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

7. SharePoint will now sign in, once the sign in has completed you will be redirected to the student team-site you selected. Congratulations you now have access to the student SharePoint team-site.



# Prep: Student Teamsite

## OneNote: Class Notebooks



Prep A



Prep B



Prep C



Prep D



Prep E



Prep F



Prep G

## Quick Links:



Prep Documents



Mathletics



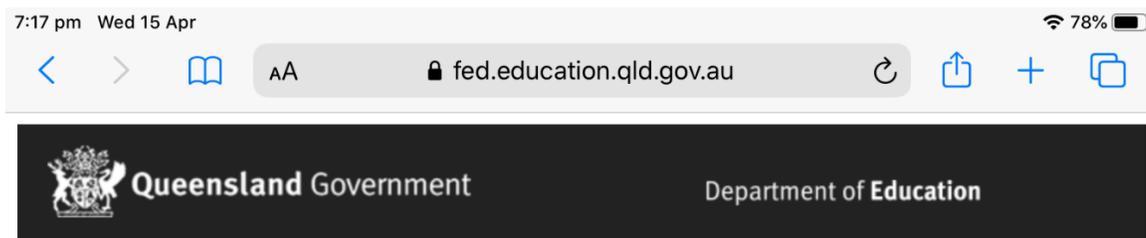
Reading Eggs



611 views

8. If you have selected the link from Step 3 instead of using a QR code, navigate to a web browser (e.g. Safari) enter the corresponding team-site URL or select the link from this document in step 3. You will be directed to the Department of Education's Managed Internet Service sign in page.

- Log in by:
  - Entering your username/MIS ID (do not enter your full email address - i.e. **Do not include @eq.edu.au**)
  - Entering your password (your typing will be hidden for security).
  - Accept the conditions of use and privacy statement by clicking 'I agree'
  - Clicking on 'Sign in'



## Managed Internet Service

Sign in with your username and password

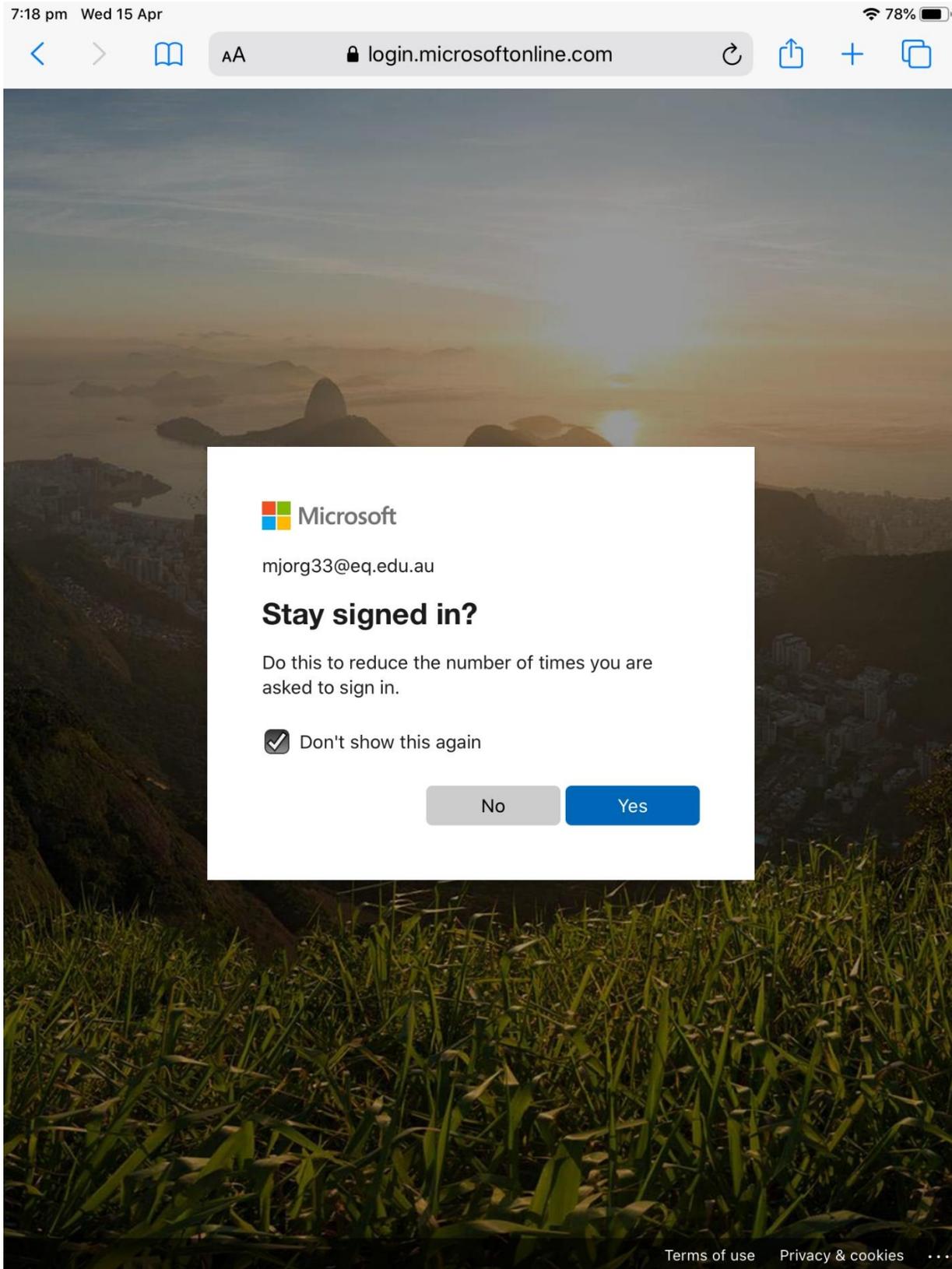
Username \*

Password \*

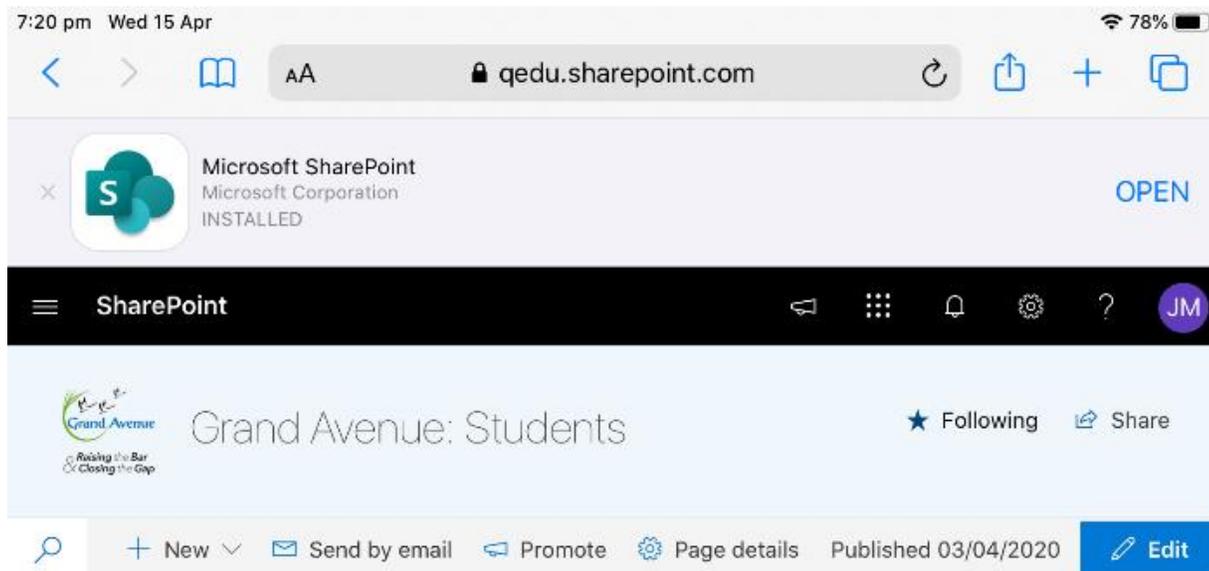
I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

9. A pop-up might appear on screen, "Stay signed in?" select "Yes:

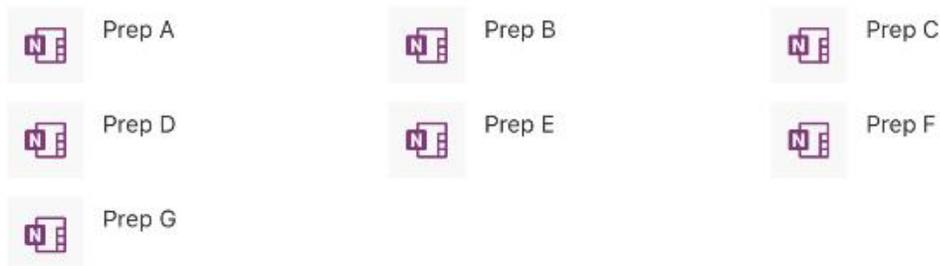


10. You will be redirected to the student team-site you selected.



# Prep: Student Teamsite

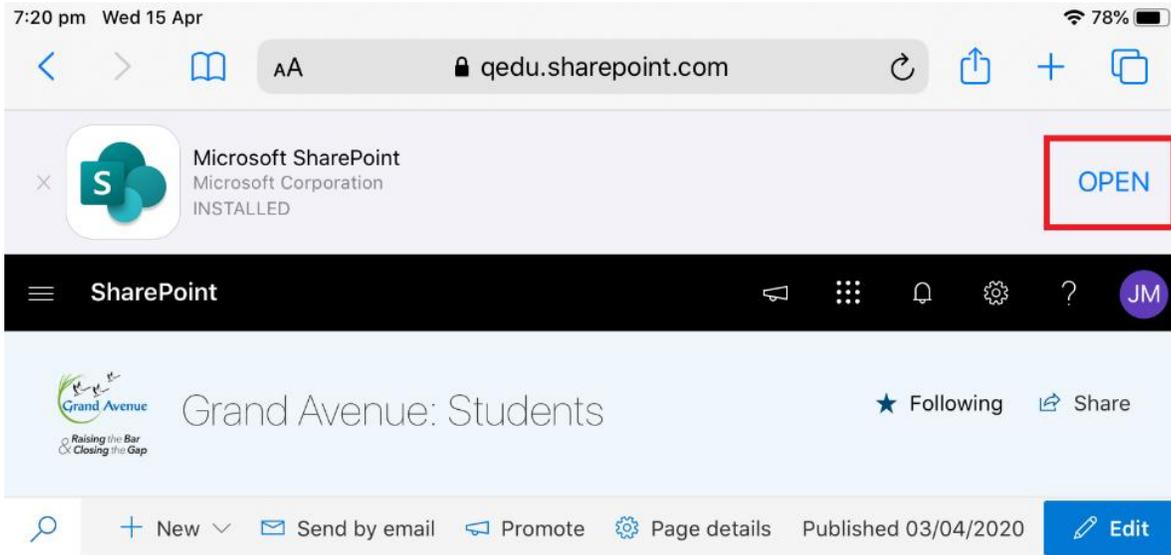
## OneNote: Class Notebooks



## Quick Links:



11. At the top of the page will be an option to open the team-site in the SharePoint app, select "Open"



# Prep: Student Teamsite

## OneNote: Class Notebooks



## Quick Links:



12. You will be redirected to the team-site you selected in the SharePoint App. Congratulations you now have access to the student SharePoint team-site.



# Prep: Student Teamsite

## OneNote: Class Notebooks



Prep A



Prep B



Prep C



Prep D



Prep E



Prep F



Prep G

## Quick Links:



Prep Documents



Mathletics



Reading Eggs



611 views



Prep – Student Team-Site



Year 1 – Student Team-Site



Year 2 – Student Team-Site



Year 3 – Student Team-Site



Year 4 – Student Team-Site



Year 5 – Student Team-Site



Year 6 – Student Team-Site



App Download - OneNote