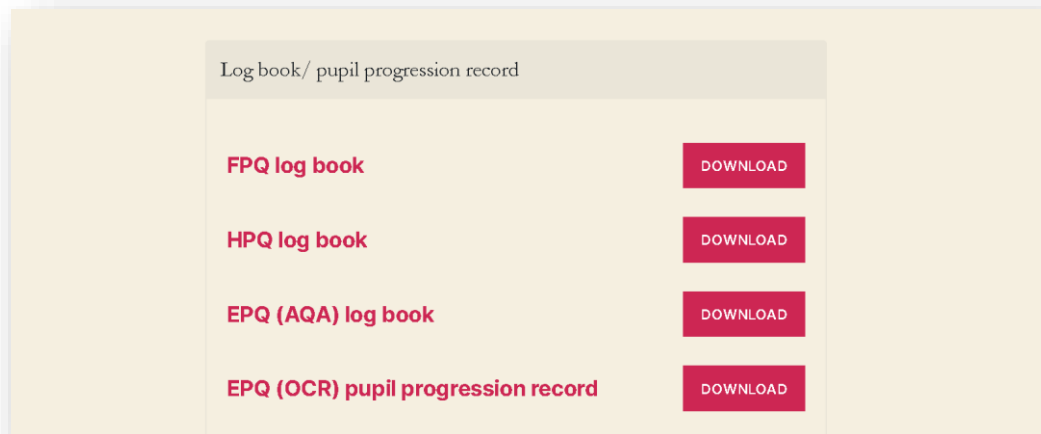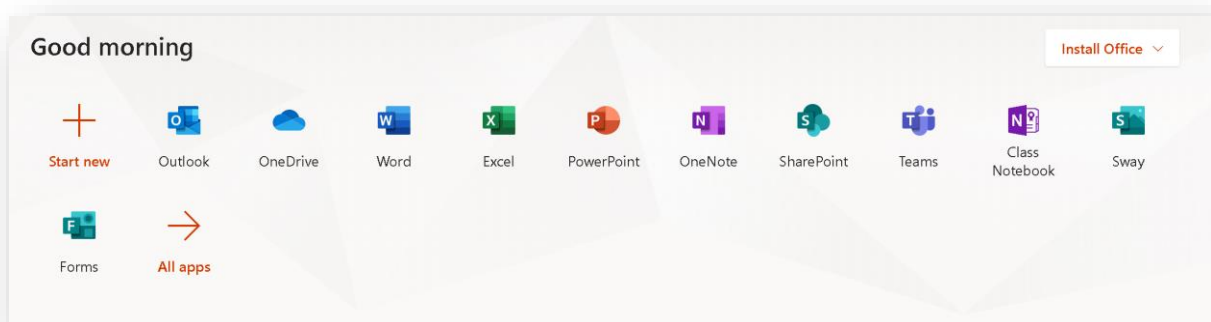# Guide to setting up the log book / pupil progression record on Office365

1. Download a copy of the log book / pupil progression record. Perhaps rename it.
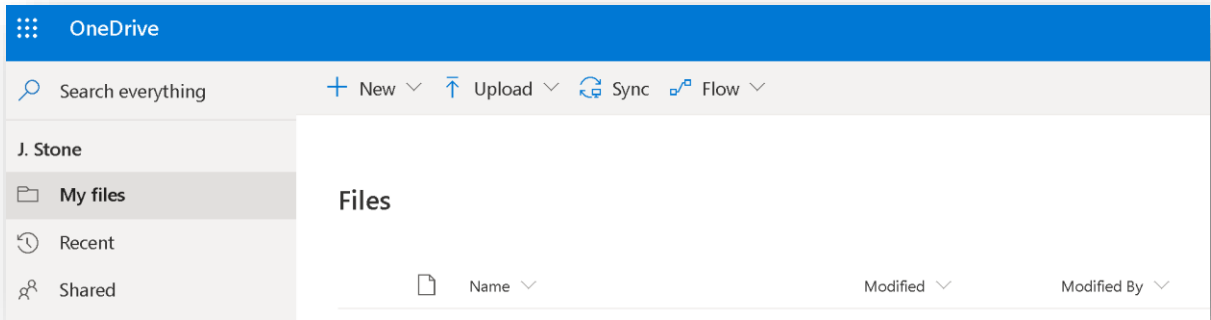

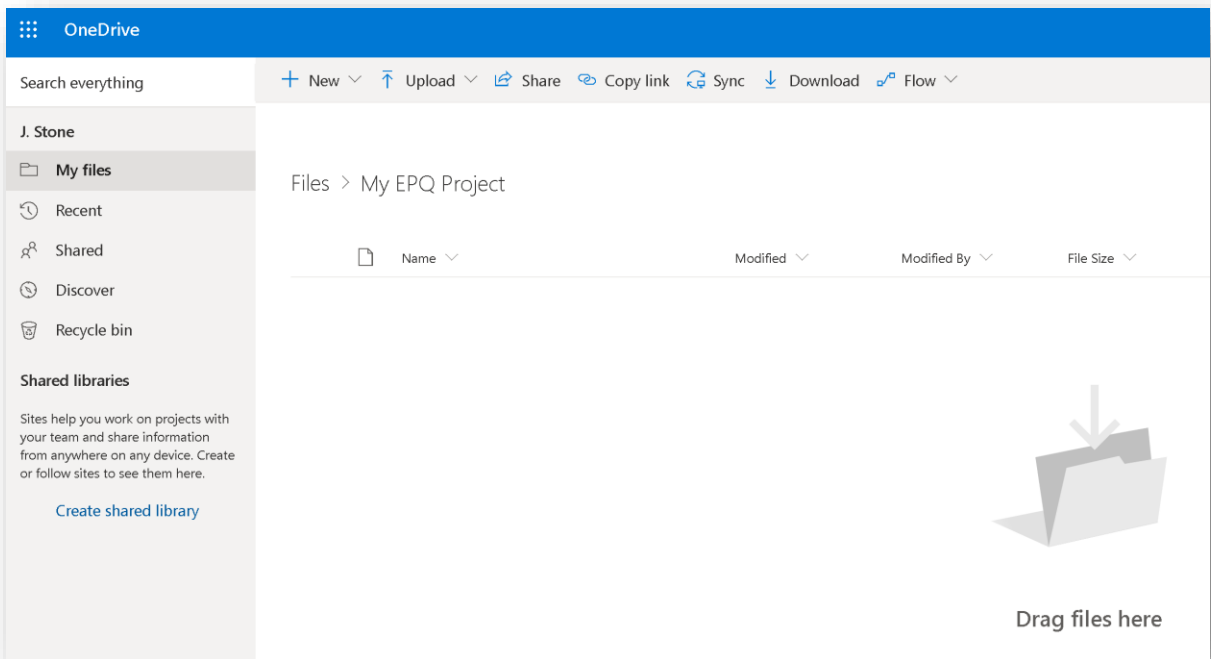2. Then upload the document to your school Office365 account.

After logging in to Office 365, click on the OneDrive link:

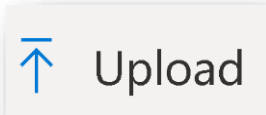Then create a new folder by clicking on 'New'. Call it something like 'EPQ', 'HPQ', or 'FPQ'.
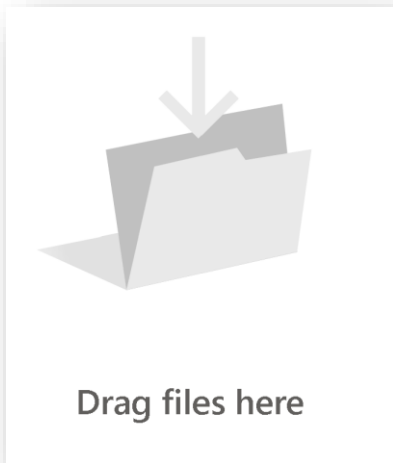
I called the folder 'My EPQ Project'.

You can now upload the log book / pupil progression record.

Either click on the upload button:

Or click and drag the file to the icon:

Drag files here

I've uploaded four of them. You of course only need to upload one.

Files > My EPQ Project

	Name	Modified	Modified By	File Size	Sharing
📄	AQA EPQ Log Book.DOCX	A few seconds ago	J. Stone	411 KB	Private
📄	AQA FPQ Log Book.DOCX	A few seconds ago	J. Stone	413 KB	Private
📄	AQA HPQ Log Book.DOCX	A few seconds ago	J. Stone	413 KB	Private
📄	OCR EPQ Pupil Progression Record.docx	A few seconds ago	J. Stone	47.9 KB	Private

3. Share the file with your supervisor and with the centre coordinator.

One way you can do this is to click on the document so the white tick in the blue circle appears:

	Name ∨		Modified ∨	Modified By ∨	File Size ∨	Sharing
✓	AQA EPQ Log Book.DOCX		About a minute ago	J. Stone	411 KB	Private
	AQA FPQ Log Book.DOCX		About a minute ago	J. Stone	413 KB	Private
	AQA HPQ Log Book.DOCX		About a minute ago	J. Stone	413 KB	Private
	OCR EPQ Pupil Progression Record.docx		About a minute ago	J. Stone	47.9 KB	Private
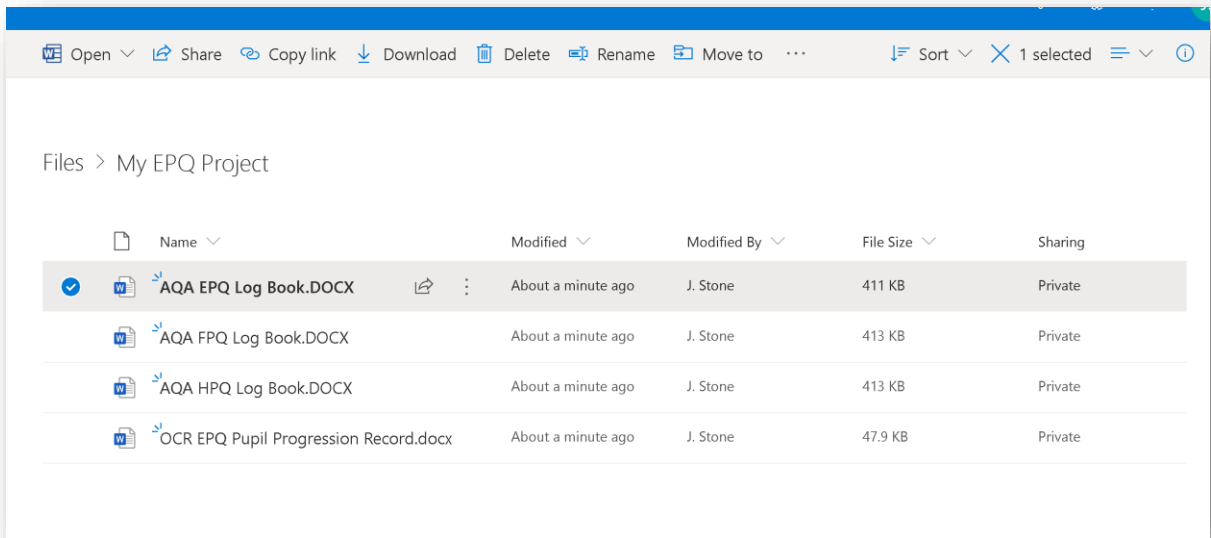
Then click share:
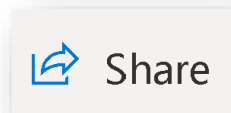
You'll get this dialogue box:

Send Link

··· ✕

People you specify can edit ›

Enter a name or email address

Add a message (optional)

Send

Copy Link   Outlook

Then simply type in the name of your supervisor, and their name and email address should automatically appear. Do the same for me.

Send Link

People you specify can edit >

J. Stone ✕

Add another

Please find a link to my log book attached – thank you :)

Send

🔗 Copy Link

📧 Outlook

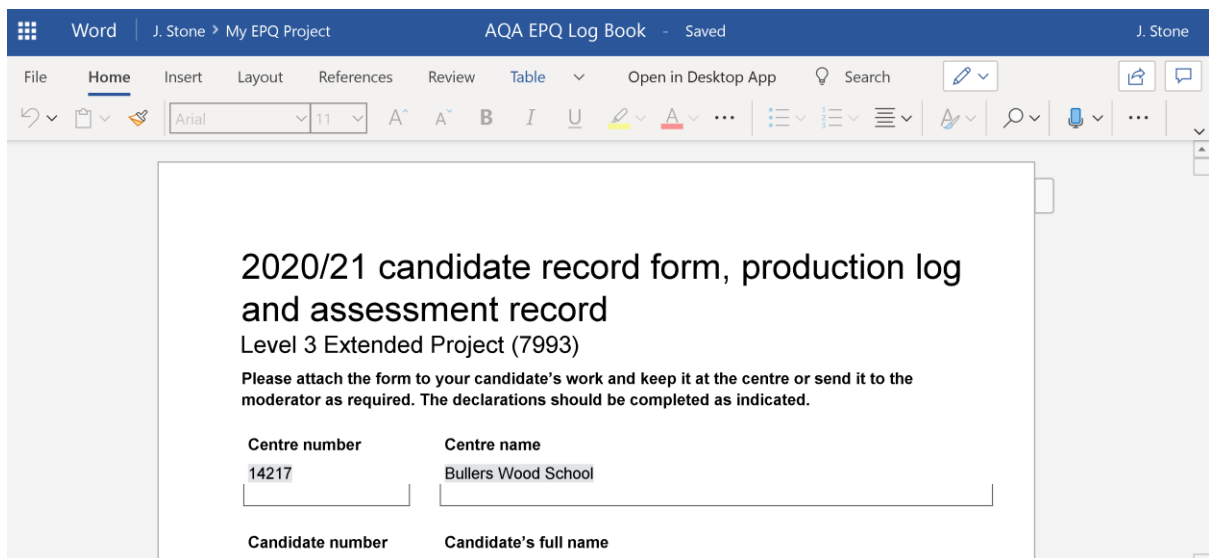Write a short message, and then send a link.

With OCR, that's job done! Just remember to fill in your *cloud* version of the PPR.

With AQA, there's one further step.

The AQA log book can't be *edited* in the online version of Word.

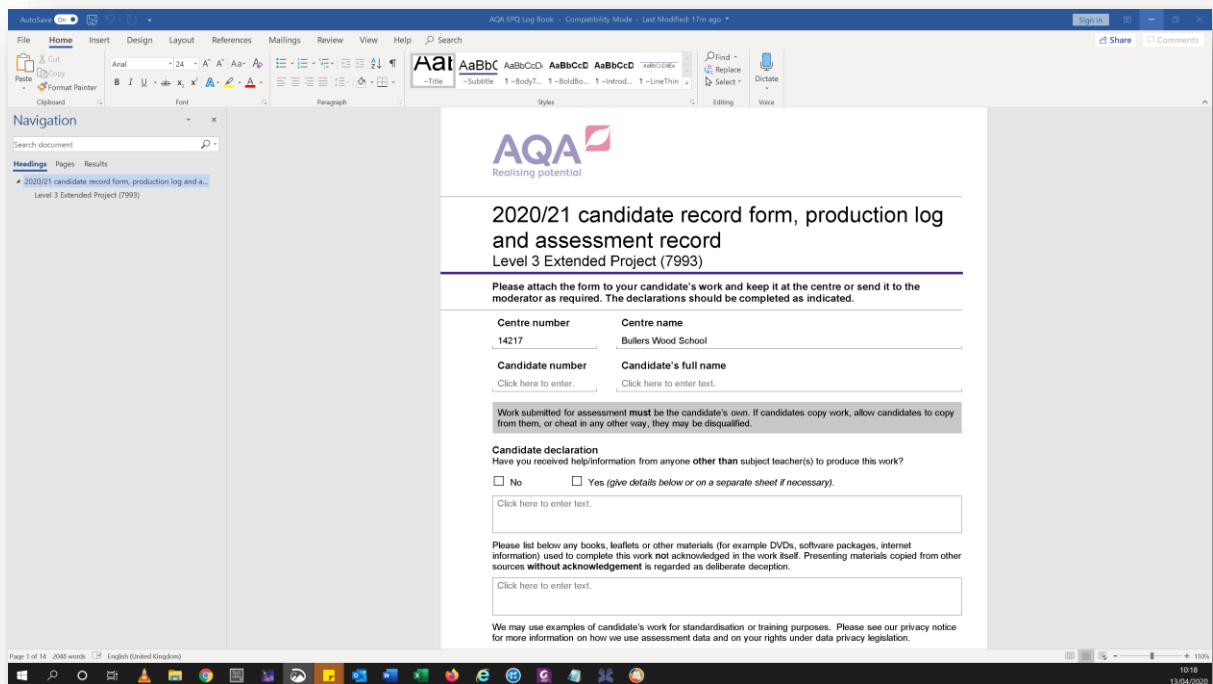First, open the document on the cloud.

Next, click on the

Open in Desktop App

button.

After a bit more rigmarole, you should be able to edit the document on your Desktop version of Word. Changes save to version on the cloud.

If you don't have Word on your PC at home, this method will only work on a school PC.