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:

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Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway
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Then create a new folder by clicking on 'New'. Call it something like 'EPQ', 'HPQ', or 'FPQ'.

::: OneDrive			
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J. Stone			
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I called the folder 'My EPQ Project'.

::: OneDrive				
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O Discover				
Recycle bin				
Shared libraries				
Sites help you work on projects with your team and share information				
from anywhere on any device. Create or follow sites to see them here.				
Create shared library				
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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:



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

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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:

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AQA HPQ Log Book.DOCX	About a minute ago	J. Stone	413 KB	Private
🕲 ²¹ 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:



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 $\cdots \times$
People you specify can edit >
J. Stone X
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.

	Word	J. Stone > My EPQ Pr	oject	AC	A EPQ Log	Book - Saved			J. Stone
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Next, click on the



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.