

Using SharePoint for Assignments

Contents

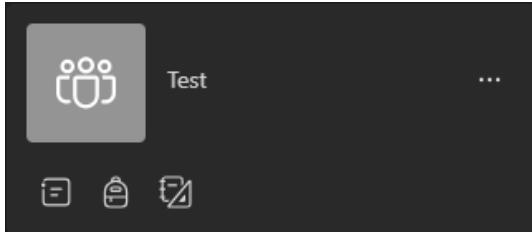
Setup	3
Teams	3
SharePoint	3
List	4
Create	4
Modify	5
Permissions	5
List Columns	6
Add Pupils	8
Document Library	9
Create	9
Modify	10
Permissions	10
Power Automate – Create & Share	11
Create Flow	11
Code	12
Manually trigger a flow	12
Get Items	12
Apply to each	13
Create new folder	13
Grant access to an item or a folder	13
Run the Flow	14
Power Automate – Remove access to Folders	15
Duplicate Flow	15
Edit Flow	15

Send an HTTP request to SharePoint	16
Turn on and Run	16
Power Automate – Grant access to Folders	17
Duplicate Flow.....	17
Edit Flow	17
Turn on and Run	17

Setup

Teams

Create a new class team. This one is called **Test**.

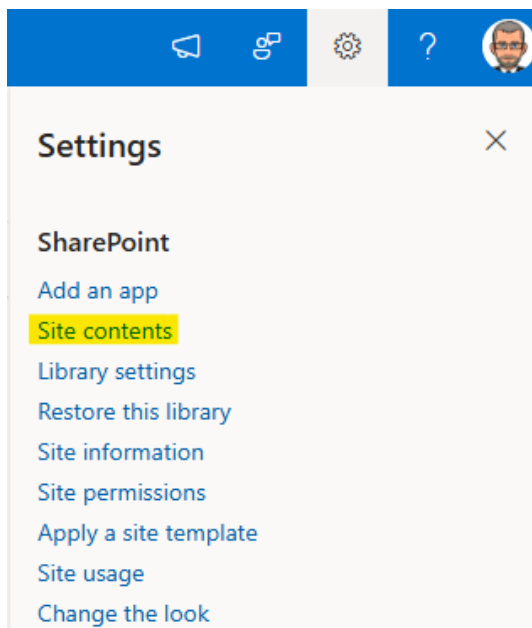


SharePoint

In the SharePoint site of the class team, create a list and a document library.

SharePoint can be accessed via the **General** channel and the **Files** tab. It can take a few minutes after the team is created for the site to be accessible.

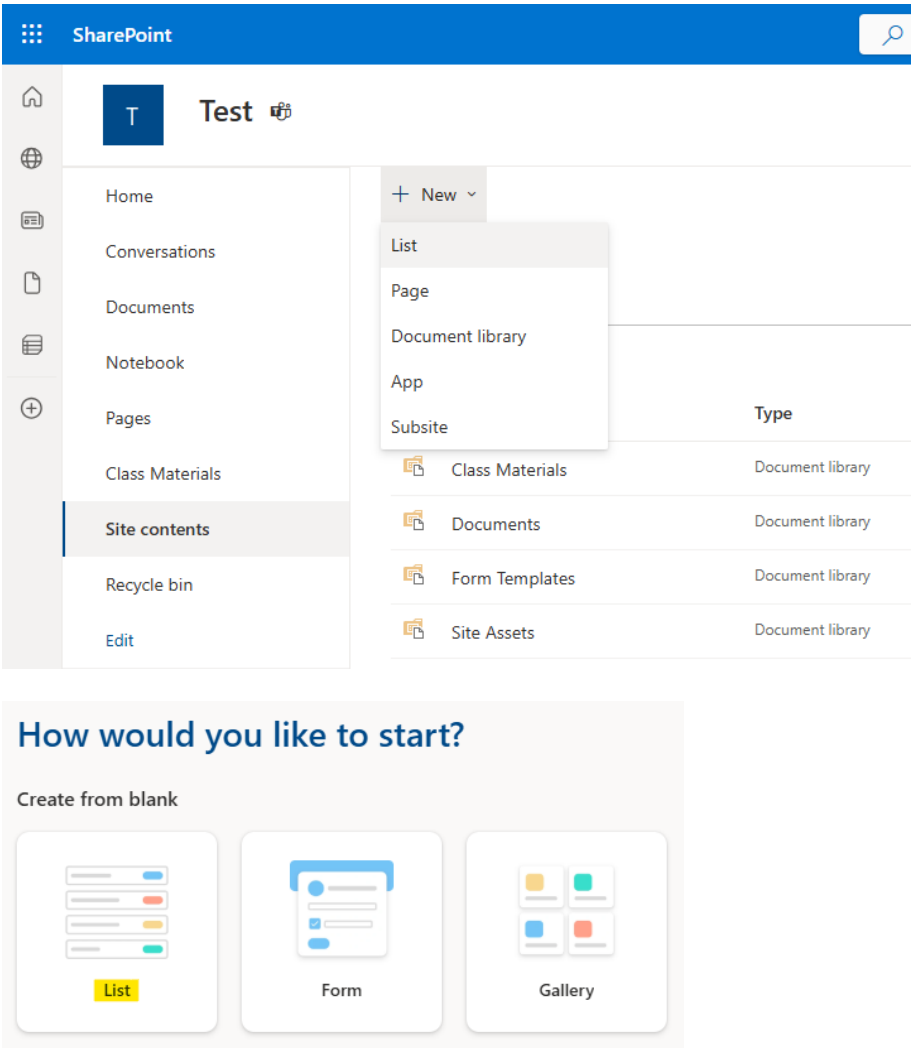
Access the **Site contents**.



List

Create

Create a new list.



The list is called **Data**. It is used to hold the details of the pupils.

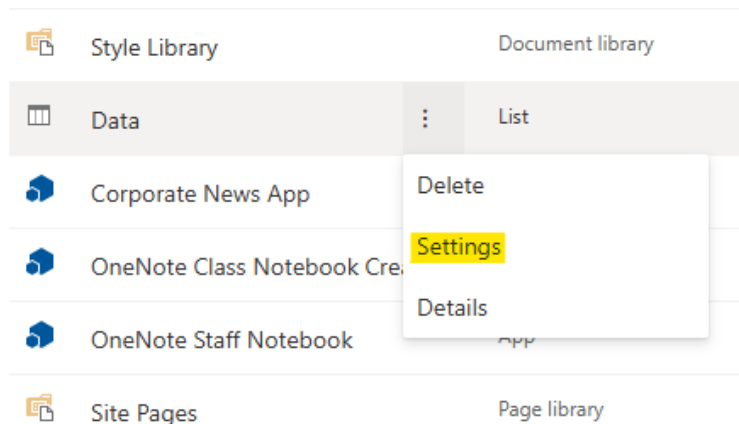
Data

☒ Show list in site navigation

Modify

Permissions

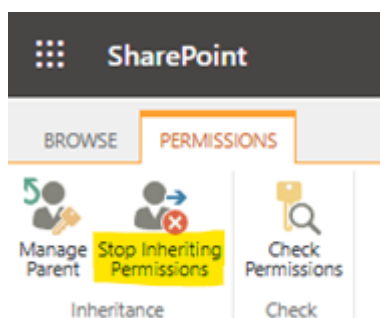
Access the site contents to edit the settings of the list.



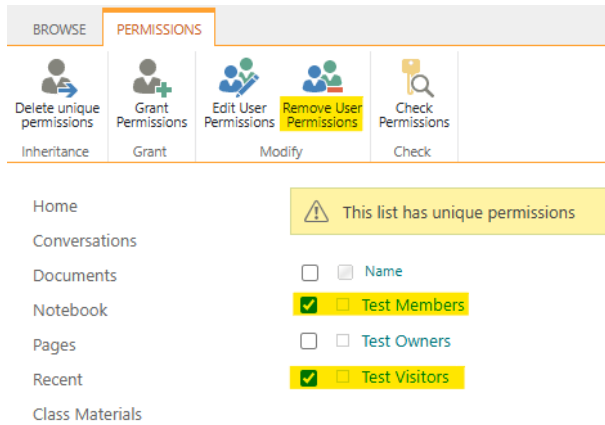
Permissions and Management

- [Delete this list](#)
- [Permissions for this list](#)
- [Workflow Settings](#)
- [Apply label to items in this list or library](#)
- [Enterprise Metadata and Keywords Settings](#)

Stop inheriting permissions.

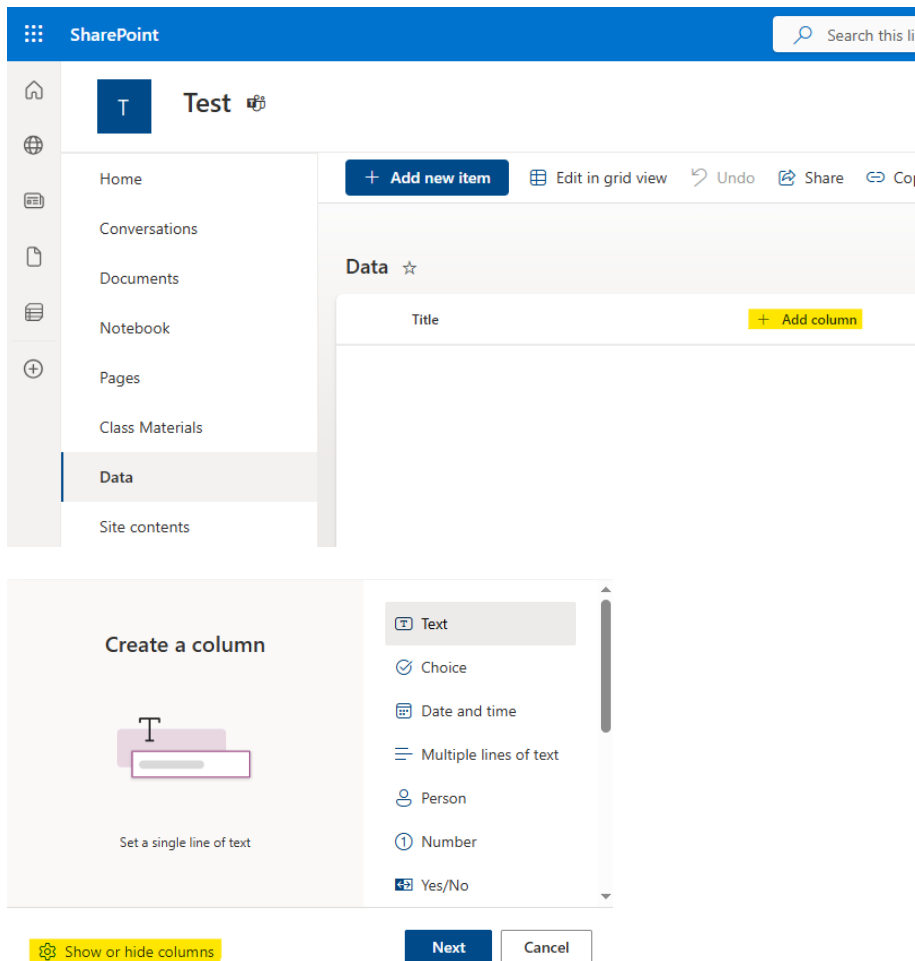


Remove non-owners.



List Columns

Show the ID column.




Edit view columns ✕

Select the columns to display in the list view. To change ordering, use drag-and-drop or the "up" and "down" buttons next to each column.

- ☒ Title
- ☐ Compliance Asset Id
- ☒ ID ^ v
- ☐ Modified
- ☐ Created
- ☐ Created By

Add a *Person* column.

Create a column



Use names of people or groups from your organization

- ☐ Text
- ☐ Choice
- ☐ Date and time
- ☐ Multiple lines of text
- ☒ Person
- ☐ Number
- ☐ Yes/No

Show or hide columns Next Cancel

This one is called **Pupil**.

Create a column ✕

[Learn more about column creation.](#)

Name *

Description

Type

☐ Allow selection of Groups

Show profile photos

☐ No

More options ^

Allow multiple selections

☐ No

Require that this column contains information

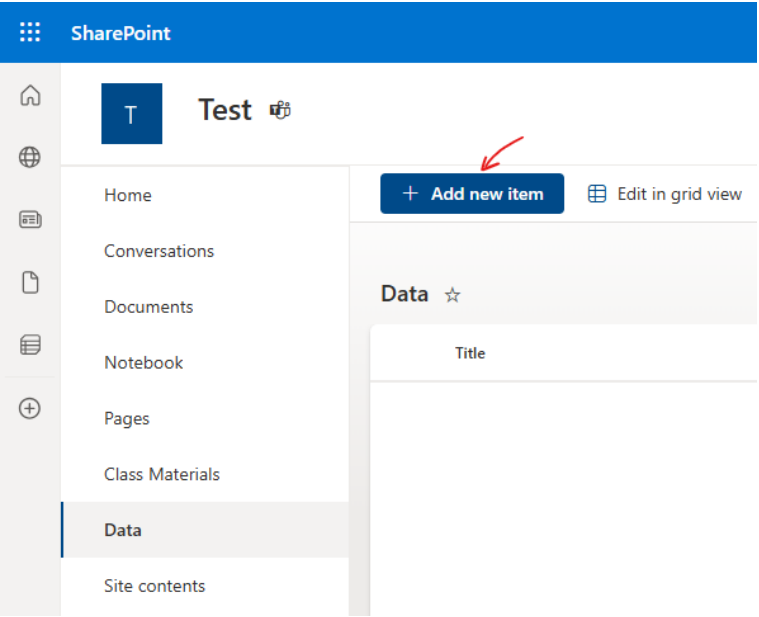
☒ Yes

Enforce unique values

☒ Yes

Add Pupils

Add the required pupils.



Glow email addresses can be used.

New item

Title

Enter value here

Pupil *

????@glow.sch.uk

Search Directory

Update *Title* to match *ID*.

Data ☆ ☺			
Title	ID	Pupil	+ Add column
	1		
	2		

+ Add new item
Exit grid view
Undo
Share
Copy link
Export
Forms

Data ☆

Title	ID	Pupil	+ Add column
1	1		
2	2		

+ Add new item

Document Library

Create

Create a document library using the same steps for creating a list.

Create new document library

+
Blank library

From existing library

Name *

Assignment

Description

Writing a description can help others know more about your library.

☒ Show in site navigation

The document library is called **Assignment**. It is used to hold the pupils' files.

SharePoint
Search this library

T
Test

Home
Conversations
Documents
Notebook
Pages
Class Materials
Data
Assignment

+ New
Upload
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access

Assignment

Name	Modified	Modified By	+ Add column
Your files			

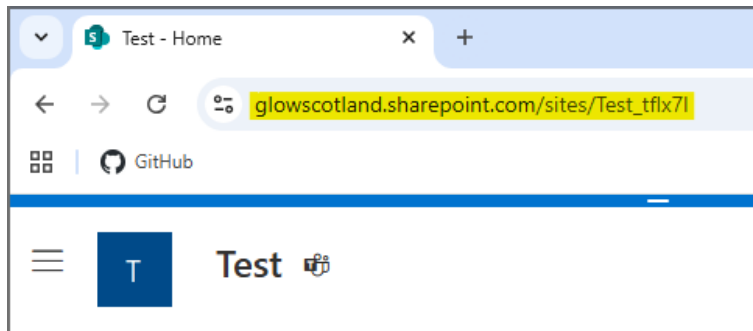
Modify

Permissions

Modify the permissions and remove non-owners using the same steps for the list.

Power Automate – Create & Share

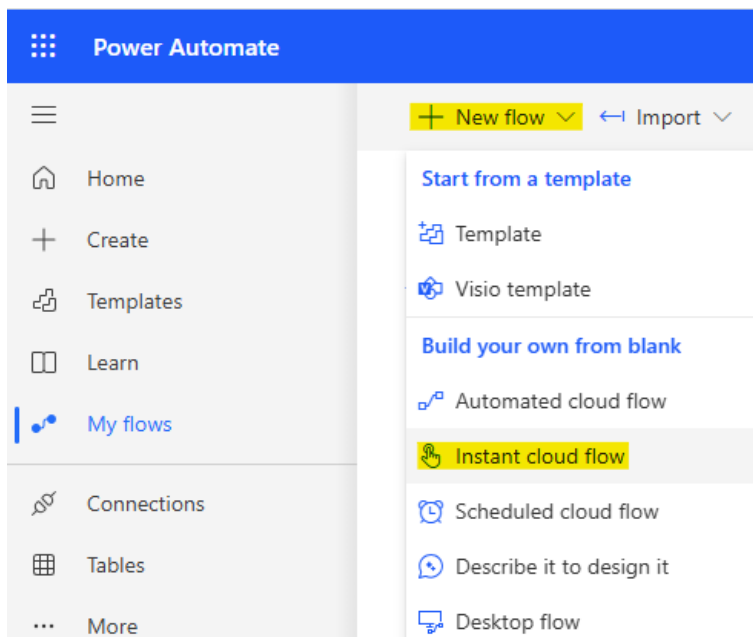
Power Automate will require the site address of the SharePoint site:



The address will be shown in various drop-down lists.

Create Flow

Create a flow.









This one is called **Test Create & Share**.

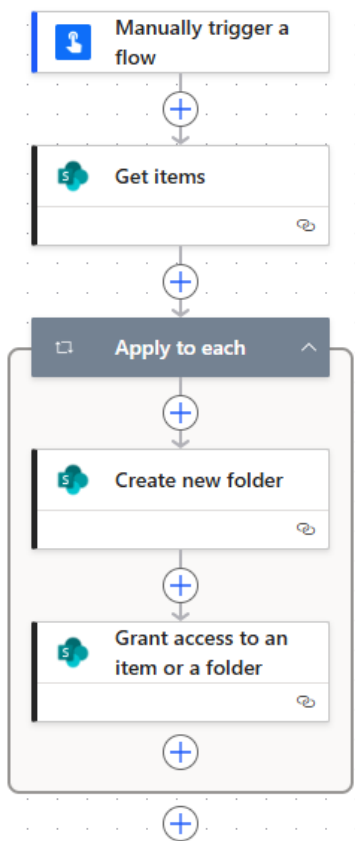
Flow name

Test Create & Share

Choose how to trigger this flow *

<input checked="" type="radio"/>	 Manually trigger a flow Manually trigger a flow	
<input type="radio"/>	 When Power Apps calls a flow (V2) Power Apps	
<input type="radio"/>	 When an agent calls the flow Skills	

Code



Manually trigger a flow

Manually trigger a flow

Parameters

Settings

Code view

About

+ Add an input

Get Items

Get items

Parameters

Settings

Code view

Testing

About

Site Address *

Test - https://glowscotland.sharepoint.com/sites/Test_tflx7l

List Name *

Data


Advanced parameters

Showing 0 of 6

Show all


Clear all

Apply to each


 Apply to each ⋮ ⏪

[Parameters](#) [Settings](#) [Code view](#) [About](#)

Select an output from previous steps *

 body/value ×

Create new folder

 Create new folder ⋮ ⏪

[Parameters](#) [Settings](#) [Code view](#) [Testing](#) [About](#)


Site Address *

Test - https://glowscotland.sharepoint.com/sites/Test_tflx7l ⌵

List or Library *

Assignment ⌵


Folder Path *

 Pupil DisplayNa... ×

Advanced parameters

Showing 0 of 1 ⌵ Show all Clear all

Grant access to an item or a folder

 Grant access to an item or a folder ⋮ ⏪

[Parameters](#) [Settings](#) [Code view](#) [Testing](#) [About](#)


Site Address *

Test - https://glowscotland.sharepoint.com/sites/Test_tflx7l ⌵


List or Library Name *

Assignment ⌵

Id *

 ID ×

Recipients * ⚙️ ⌵

 Pupil Email ×

Roles *

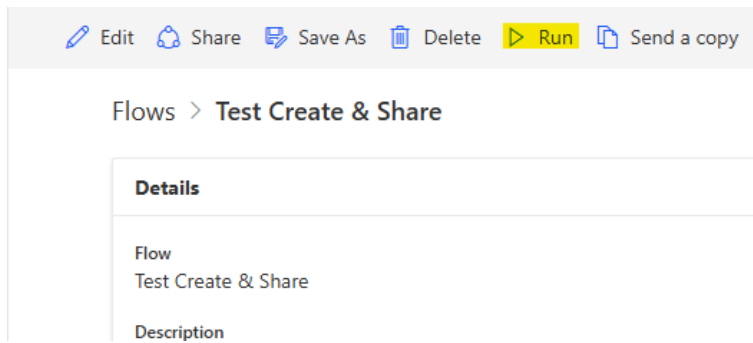
Can edit ⌵

Advanced parameters

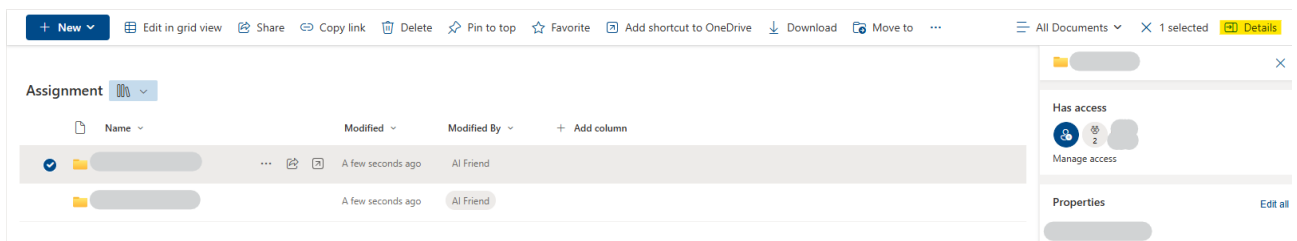
Showing 0 of 2 ⌵ Show all Clear all

Run the Flow

Save and run the flow

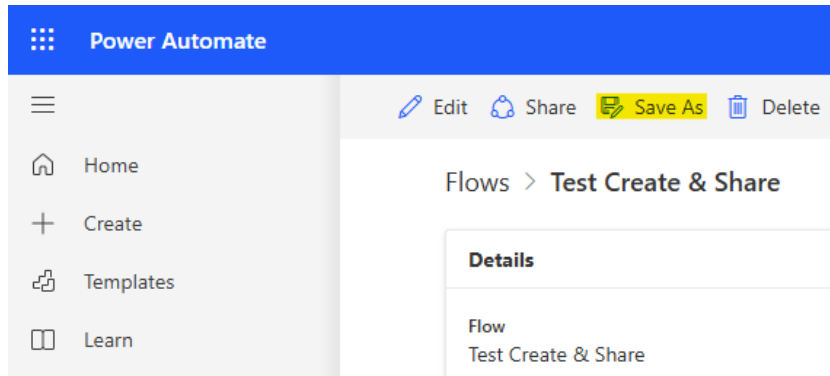


Check the result.



Power Automate – Remove access to Folders

Duplicate Flow



This one is called **Test Unshare**.

×

Create a copy of this flow

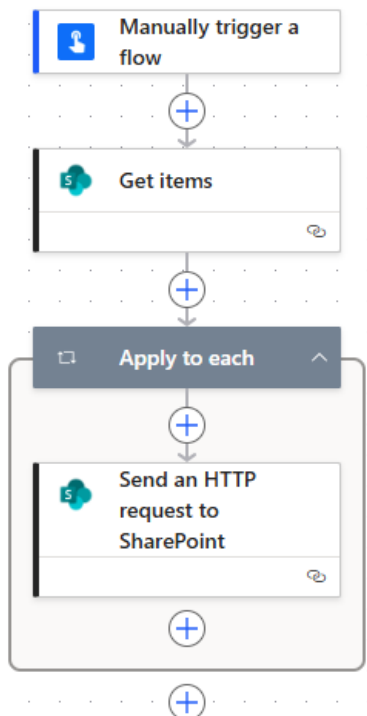
We'll create a copy of this flow and add it to your My flows page. You can rename it first if you want. It'll be turned off by default.

Flow name

SaveCancel

Edit Flow

Change the *Apply to each* block:



Send an HTTP request to SharePoint

Send an HTTP request to SharePoint

⋮ ⏪

Parameters

Settings

Code view

Testing

About

Site Address *

Test - https://glowscotland.sharepoint.com/sites/Test_tfix7l

Method *

POST

Uri *

_api/web/lists/getByTitle('Assignment')/items({ID})/ResetRoleInheritance()

Advanced parameters

Showing 0 of 2

Show all

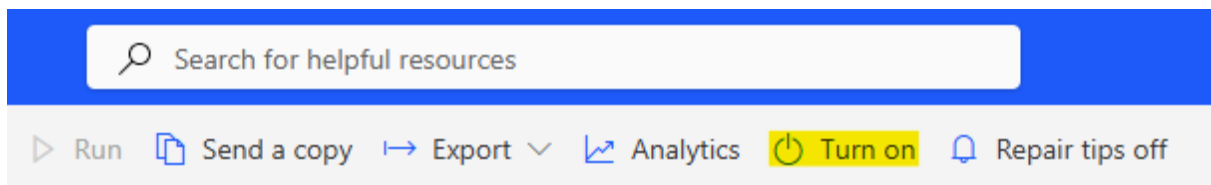
Clear all

Uri:

_api/web/lists/getByTitle('Assignment')/items(@{items('Apply_to_each')?['ID']})/ResetRoleInheritance()

Turn on and Run

Turn on the flow.



Run the flow.

Check the result.

New

Edit in grid view

Share

Copy link

Delete

Pin to top

Favorite

Add shortcut to OneDrive

Download

Move to

⋮

All Documents 1 selected Details

Assignment

Name	Modified	Modified By	
✓ [icon] [redacted]	2 hours ago	AI Friend	⋮ [icon] [icon]
[icon] [redacted]	2 hours ago	AI Friend	

Has access

[icon] This item is not shared

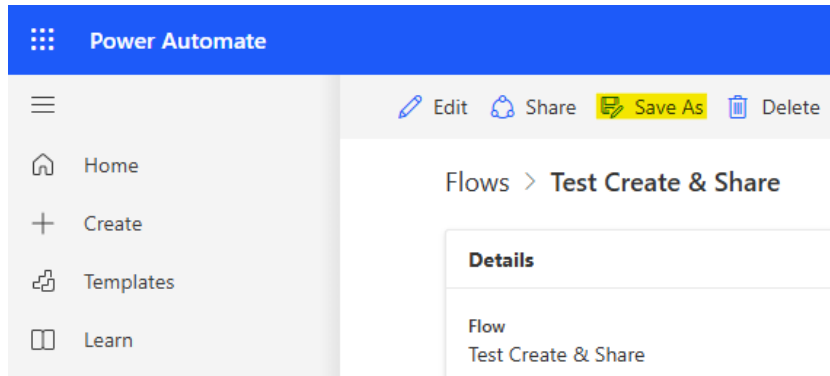
Manage access

Properties

Edit all

Power Automate – Grant access to Folders

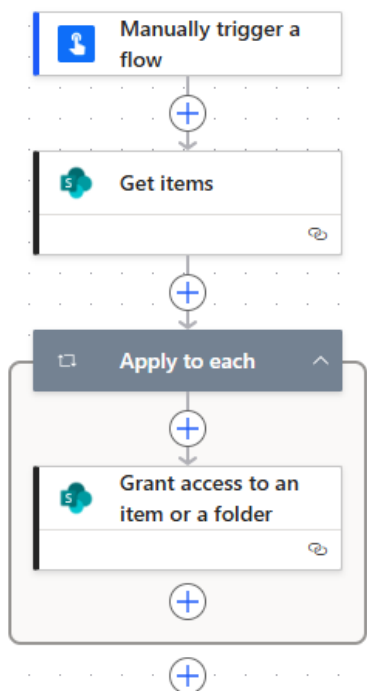
Duplicate Flow



This one is called **Test Share**.

Edit Flow

Change the *Apply to each* block:



Turn on and Run

Turn on and run the flow. Check the result.

