## Office 365

Word, Excel, PowerPoint

1. Student logs into their student webmail (username is firstname.lastname@stu.boone.kyschools.us and password will be the EXACT same as their computer password. These are linked and always the same.
2. Student clicks on the "app switcher" in the upper left corner of their screen (looks like 9 little squares, and is exactly the same thing you click in IC to switch between IC Tools and IC Gradebook)


3. The student chooses "OneDrive" to open their Cloud drive:
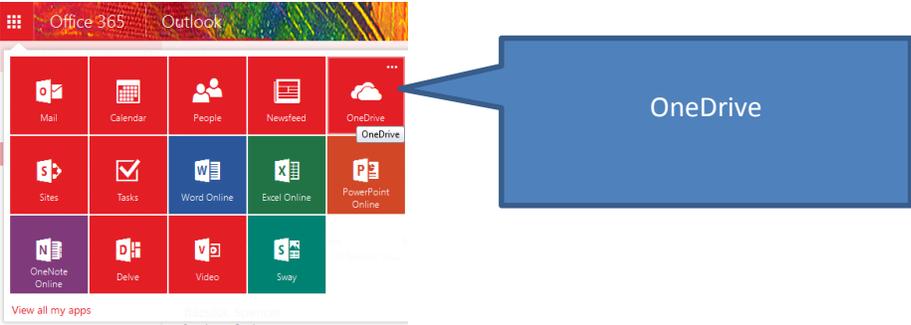
4. If this is the first time they are getting in, they will need to set up their OneDrive (only have to do this once). Just have them click "No Thanks" and then Next and Next and they're good to go!

5. Here is a look at what students' OneDrive may look like (it might be blank if they have no files at all yet). If you look in the "Sharing" column, you can see how the student can choose to share documents with specific people, with everyone or with no one. They can change these permissions at any time!

|	Name ↑		Modified	Modified By	File Size	Sharing
	Email attachments	•••	January 8	Bazsika, Spencer		🔒 Only you
	Email attachments 1	•••	3 days ago	Bazsika, Spencer		🔒 Only you
	Notebooks	•••	October 19	Bazsika, Spencer		🔒 Only you
	Shared with Everyone	•••	August 13, 2014	Bazsika, Spencer		👥 Shared
	Awesome Blobfish.jpg	•••	January 8	Bazsika, Spencer	27.18 KB	🔒 Only you
	Document.docx	•••	August 28, 2014	Bazsika, Spencer	18.83 KB	👥 Widener, Tricia
	Document1.docx	•••	January 5	Bazsika, Spencer	19.71 KB	🔒 Only you
	OMS BYOT Guidelines...	•••	August 13, 2014	Bazsika, Spencer	309.54 KB	🔒 Only you
	Presentation.pptx	•••	August 21, 2014	Bazsika, Spencer	38.81 KB	👥 Bazsika, Tracy
	Presentation1.pptx	•••	January 8	Bazsika, Spencer	707.66 KB	👥 Shared
	Presentation2.pptx	•••	October 19	Bazsika, Spencer	60.14 KB	🔒 Only you

6. To modify an existing file, they can just click on it. To create a new document, they just click on the New button at the top and then select what kind of file they want to create:
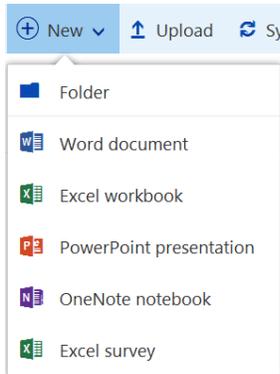
7. Creating a document in Word online is very much like working is regular Word. There are a few features the kids may not be able to use that they are used to using, but you will find it very easy to get them going.
8. One thing that is very different is naming the file. Because OneDrive saves as you go, you don't actually 'Save' your file. It is already saved! But you might want to give it a meaningful name, and to do that, you would click at the top where it says Document 1 or something similar and change the name of the document there:

9. When they are done, they have several options to submit their work:
   a. **Printing:** They cannot print from Chromebooks. So while they can use the Chromebooks to create, they will need to come to library and log into a computer to print out their final product. When they go to print, it will generate a text box telling them that their "PDF" is ready. The cloud drive creates a PDF of the existing Word file and then they can print the PDF.
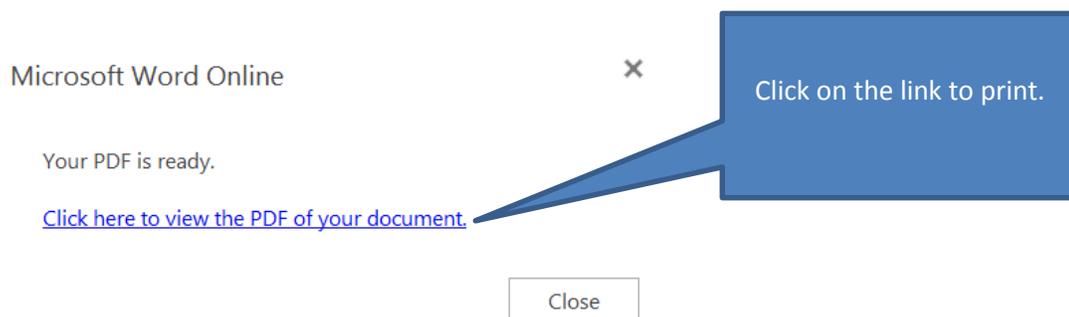
b. **Sharing with the teacher:** They can also "Share" their document with teachers right from Office365.

Share 'Document1'

🔒 Only shared with you

Invite people
Get a link
Shared with

bazzika — Can edit

Bazsika, Tracy
Bazsika, Spencer
Student

☐ Require sign-in

SHOW OPTIONS

Share   Cancel

If teacher will be providing comments for feedback, this needs to be "Can Edit"

Because Office365 is tied into our email, students can actually search for teachers by typing the first part of their last name! Notice that students will have the word "Student" under their name. This is helpful in differentiating between staff and students.
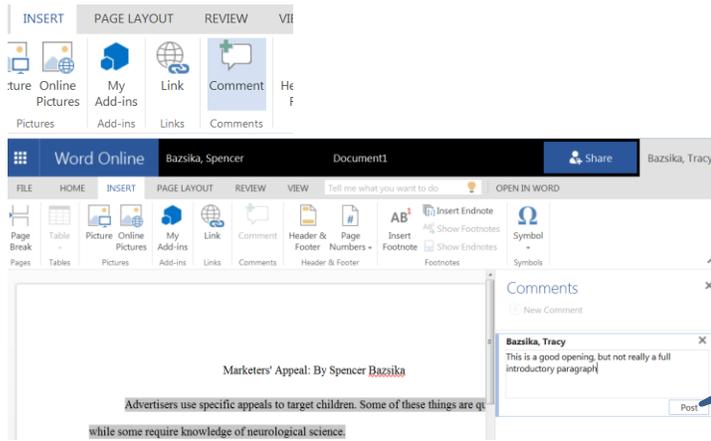
Your invitation will arrive in your teacher's email and will look like this:

Reply   Reply All   Forward
Mon 12/7/2015 11:23 AM
Bazsika, Spencer
Bazsika, Spencer has shared 'Document1'
To   Bazsika, Tracy
Cc   Bazsika, Spencer

Here's the document that Bazsika, Spencer shared with you.

Open Document1.docx
In a hurry? Use this guest link.
See more related to Bazsika, Spencer in Delve.

Click this link to open the document.

When the teacher opens the document, they will need to click "Edit Document" and then "Edit in Word Online" to add their comments.

Edit Document ▾   Print   Share

Edit in Word
Use the full functionality of Microsoft Word.

Edit in Word Online
Make quick changes right here in your browser.

If they find something they would like to give feedback on, they will highlight it and then click on the Insert menu, select "Comment" and then add a comment:

The student will see THIS when they log back in to review your feedback:
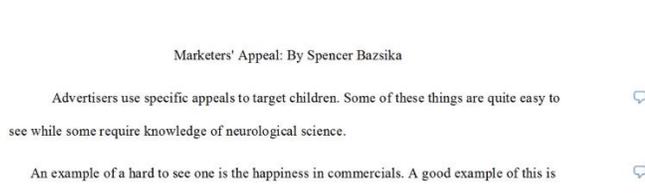
Each of the little bubbles represents a comment by you. They can reply to your feedback, they can click the checkbox to show it is complete (corrections made or they've read the feedback) or they can delete it.

c. Uploading to the class page drop-box: Students can also upload to your class page drop box. They will need to download a copy of the file first onto their Chromebook. They do this by clicking on File > Save As > Download a Copy > and then click "Click here to download your document" when it is ready.

When they go to your website, they will click on Submit Assignment, type in their first and last name and click on the Browse button to find the document they just downloaded.