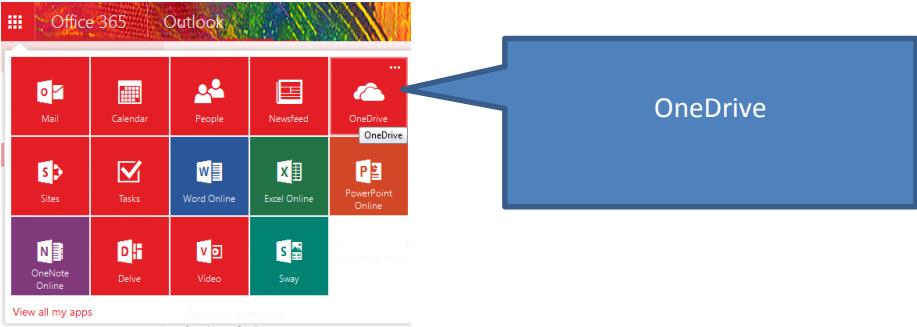


Office 365
Word, Excel, PowerPoint

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)



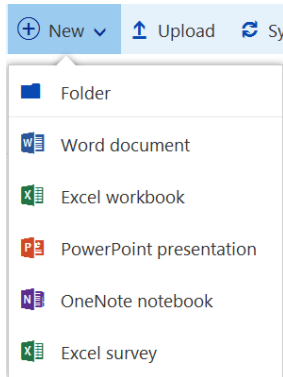
3. The student chooses “OneDrive” to open their Cloud drive:



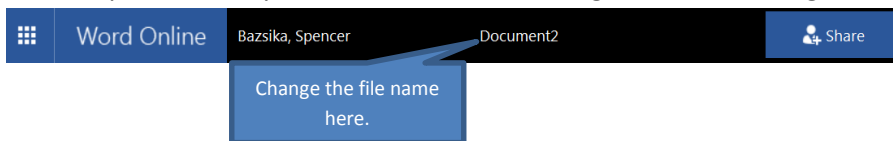
4. If this is the first time they are getting in, they will need to set up their OneDrive (only have to do this once). Just have them click “No Thanks” and then Next and Next and they’re good to go!
5. Here is a look at what students’ OneDrive may look like (it might be blank if they have no files at 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

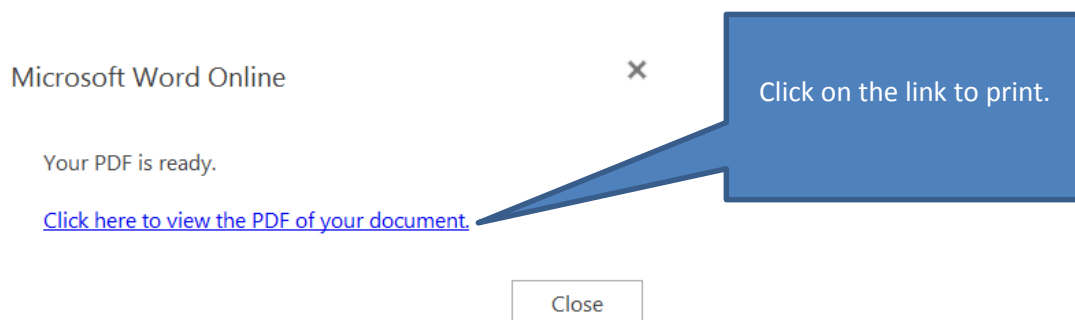
6. To modify an existing file, they can just click on it. To create a new document, they just click on the New button at the top and then select what kind of file they want to create:



7. Creating a document in Word online is very much like working in 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:
- 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.

The screenshot shows the Word Online interface. At the top right, there is a 'Share' button. A blue callout box points to it with the text 'Click here to share'. Below the ribbon, the document content is visible, including the title 'Marketers' Appeal: By Spencer Bazsika' and a paragraph of text. Below the document, the 'Share' dialog box is open. It shows a search for 'bazsika' and lists 'Bazsika, Tracy' and 'Bazsika, Spencer Student'. A blue callout box points to the 'Can edit' dropdown menu with the text 'If teacher will be providing comments for feedback, this needs to be “Can Edit”'. Another blue callout box points to the search results with the text '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.'

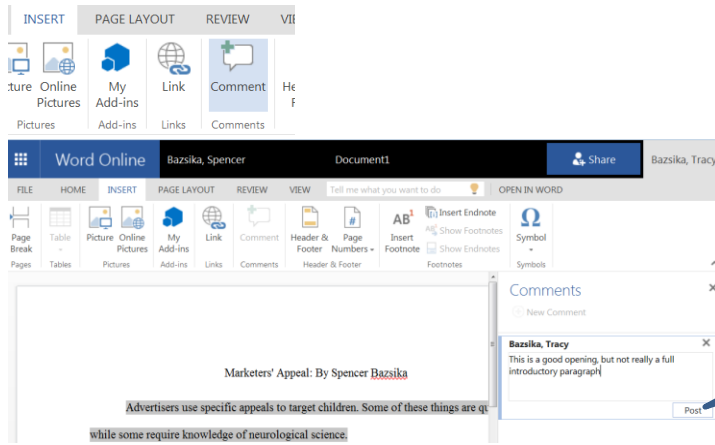
Your invitation will arrive in your teacher’s email and will look like this:

The screenshot shows an email invitation. The sender is 'Bazsika, Spencer' and the subject is 'Bazsika, Spencer has shared 'Document1''. The email body contains the text 'Here's the document that Bazsika, Spencer shared with you.' followed by a blue link 'Open Document1.docx'. A blue callout box points to the link with the text 'Click this link to open the document.' Below the link, there is a note 'In a hurry? Use this guest link.' and a link to 'See more related to Bazsika, Spencer in Delve.'

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

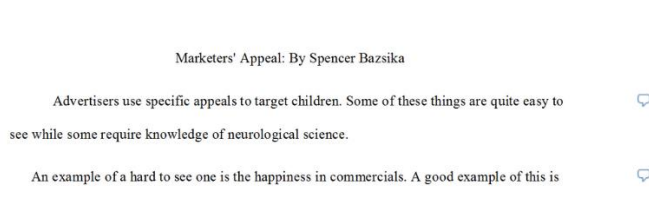
The screenshot shows the document editing options menu. It includes 'Edit Document', 'Print', and 'Share'. Below these, there are two options for editing: 'Edit in Word' (Use the full functionality of Microsoft Word.) and 'Edit in Word Online' (Make quick changes right here in your browser.).

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:



Teacher types comments and then click "Post" to add them to the document.

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.

