



An Introduction to Office 365 for Students

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Office 365 tools are available to **ALL** students in SD 79.

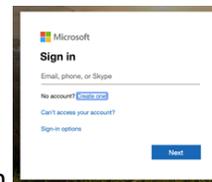
These free and accessible tools can be used by students in any location that has an Internet connection to create and share information. The tools available in Office 365 allow students and staff to create and collaborate with each other. It allows students to showcase and share their work with their teachers, while also allowing everyone to save their work in real-time in a safe FOIPPA approved cloud. Students can access all the Office 365 apps online through a computer, or they can download each app that they use on a phone or tablet/iPad, from either Google Play or the App Store for free. Signing in will be the same through the apps as it is online. If you require further instruction, please go to <https://support.office.com/en-us/office-training-center?ms.officeurl=training> for video instruction.

How to Log-in

In order to login to Office 365, you will need to type in the **Address Bar** of your browser “office.com” or you will have to open the app you wish to use on your tablet/phone. If you do not know your student number, please contact one of your teachers for it.



Click on the  button to get to this screen.



Students

Students will need their student number to sign in:

Username: student#@sd79.bc.ca (123456@sd79.bc.ca)

Password (this is the same for all students and is all lowercase, unless they have changed it): **welcome**



Word

Word is a tool that can allow you to create, present and collaborate on documents. When creating any material in Office 365, it is important to title your material. At the top-center portion of any of your works, is a space where you can change the title. By clicking on the title area, it usually starts as “Document 1”, you can change the title to make it easier for you to locate the work later. If you are working collaboratively with a student or teacher on a project, or if students are working collaboratively with each other, documents can simply be shared using the  **Share** button at the top right and then typing the individuals name who you are sharing the document with. This document will then appear in the **Shared with me** file on their main Office 365 page. You can insert images that are found on your device

or ones that are found online. To insert an image from your device, simply click on the  **Picture** button and select the file which contains the image and format the image to wrap the text in a manner that fits the

document. If you want to insert an image found on the web, click the  **Online Pictures** and search and select for an image that is appropriate for the document and format it according to how you would like it to fit into the document.



PowerPoint

PowerPoint is a tool that allows students to create presentations which can showcase new topics or present a story or learning. This tool allows the user to add text, images, art and videos in a creative presentation. PowerPoint can be used collaboratively, just like with Word. Students can collaborate on the same PowerPoint project simultaneously on different devices, while watching each other’s additions and edits in real time.

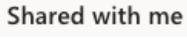
Using PowerPoint:

1. Start by picking a Theme for your presentation when you open the app in your Office 365 account. From here you can pick your “Design.”
2. Inserting an image, picture, video or object is also a similar process to Word. Please select the “Insert” tab and determine which item you would like to insert.
 - a. You can insert a picture from your device  **This device** by choosing the file from your computer or you can choose an image from online using the  **Bing pictures** tab.

- b. You can insert videos  from online or links to online videos using the  Link tab and copying the URL from the internet.
- c. Text boxes can be added to any slide as well to organize thoughts and ideas by using the  Text Box tab.

OneNote

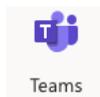
OneNote is a tool that teachers can use to curate, share and collaborate with students on class materials. OneNote is a digital notebook that allows teachers to record, organize and share notes, videos, voice recording or images with their students. Students are also able to access teachers notes, projects and assignments all in one location. Students can “copy” an assignment from the teacher into their folders and are then able to “write” on the assignment so that they teacher can track progress and provide feedback.

Students can access OneNote files from their teacher through  button or the



feature. Student will then see the following on the left-hand side of their screen.

Student can then look in the “Content Library” for their course material. Students will need to copy and paste a page from the Content Library into their own tabs under their name. Students will need to copy the 'read-only' pages for assignments made by their teacher by either hovering over it with your mouse and right clicking, or by pushing control and clicking at the same time. This should bring up a drop-down menu where you can select 'copy'. To paste this page into your own notebook, choose to paste it in the appropriate file made by your teacher. Press the '+ Page' button on the second column to the left, then right click or control click and select 'paste' from the drop-down menu. After doing this you should be able to work and save these pages in your own notebook. Your teacher will then be able to access the work you have completed and provide you with feedback and comments.



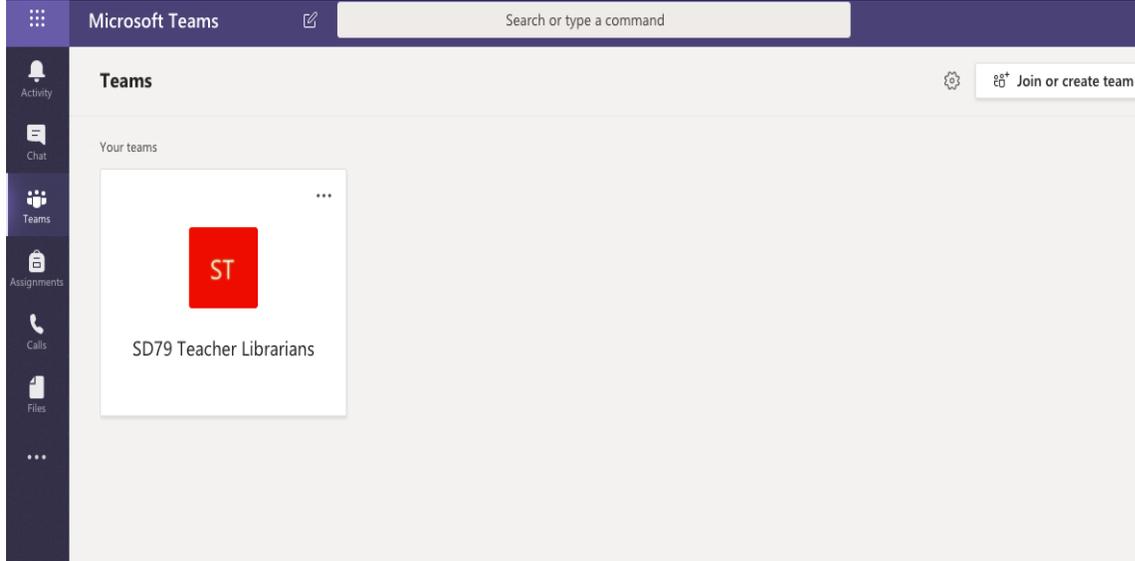
Teams (thank you Alana Baker for your guidance on this App)

Teams is an app that allows teachers to also share materials and files with students, while also allowing teachers and students to share digital conversations and questions and providing teachers the



opportunity to video conference with their students. When accessing the  Teams app, your initial

screen will look something like this (except you will have a “Your Teams” button associated with the class your teacher has created for you).



To navigate this page: for phone/tablet access, use the *bottom menu bar*, for a computer use the *left-*

hand side bar. The  button shows recent events, the  button shows conversations, the  button shows what classes you have, the  will show you the assignments that your teacher has provided to you and the  will allow you to access all your Office files.

Working in Teams for students requires etiquette and reminders:

- Your teachers are learning this platform too, be patient and kind.
- Chat and video features: *everything* on this site is PUBLIC to your class and teacher – even your “private one-on-one chat” is PUBLIC and can be seen by your teacher – so keep language and manner respectable *at all times*.