



# GETTING STARTED GUIDE

**SD41 Learning Technologies**

**2017-2018**



# Office 365 @



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## Welcome to O365!

The Burnaby school district has provided you with an Office 365 (O365) account. This account provides you with access to the most recent versions of Microsoft Office tools, such as Word, PowerPoint, and Excel. Your account comes with 1TB of online file storage space (OneDrive) so you can access your work on any device, seamlessly. These tools will help you to carry out the work of lesson planning and delivery, assigning and assessing student work, and collaborating with colleagues. You can access these tools online, or, you can install the desktop versions of these programs for use on up to 5 home computers.

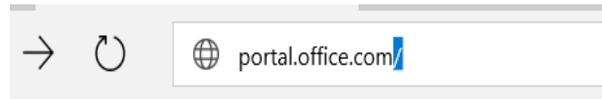
Your students will also receive an O365 account including a school district email address. This will improve your ability to contact your students regarding school work and activities, and share to easily share files through your OneDrive.

## Professional Use and Supporting Digital Citizenship

O365 has been provided to you to empower teachers to use digital tools to enhance their practice. Your use of O365 should be reserved for the business of teaching and learning. It is important that you do not store any personal data or confidential student data on your OneDrive account. Additionally, It is important for you to remind your students of appropriate uses of O365 or other digital tools. Please review the list of acceptable and unacceptable uses below. If you have questions, please contact Lucky Saini, Michelle Mactavish, or your school’s Learning Technologies support teacher.

| <b>Acceptable Uses/Types of Information</b>   | <b>Unacceptable Uses/Types of Information</b>   |
|---|---|
| <ul style="list-style-type: none"> <li>• Classroom assignments, research notes, presentations, school based projects (avoiding assignments that involve personally identifiable, sensitive or confidential information)</li> <li>• Curriculum-based multimedia objects created by students (videos, pictures, audio files, animations, etc.)</li> <li>• Curriculum based quizzes, tests, surveys</li> <li>• Formative assessment material (e.g., teacher comments, peer feedback)</li> <li>• Calendars for assignment dates and project deadlines</li> <li>• Communication with teachers and other students related to these acceptable educational purposes (avoiding personally identifiable, sensitive or confidential information)</li> </ul> | <ul style="list-style-type: none"> <li>• Personal contact information (e.g., home addresses, phone numbers, email address)</li> <li>• Confidential, sensitive personal information</li> <li>• Any personally identifiable information (i.e., full names, addresses, emails, contact information) about other persons (e.g., any other student, teacher, parent, family member)</li> <li>• Student records (e.g., student attendance, schedule, grades, report cards, etc.)</li> <li>• Classroom assignments involving sensitive or confidential personal information, (e.g., a family history assignment with full names, birthdates, birth locations, etc. of family members)</li> <li>• Health information (e.g. specialist assessments, psychology reports, IEPs)</li> <li>• Any files in violation of copyright (e.g., illegally obtained music, videos, copyrighted images)</li> <li>• Any form of harassment or bullying behaviour</li> </ul> |

## Accessing Your O365 Account



**Step 1:** Go to office.portal.com

**Step 2:** Enter your login information

Username: [E12345@sd41.bc.ca](mailto:E12345@sd41.bc.ca) (your employee [ID@sd41.bc.ca](mailto:ID@sd41.bc.ca))

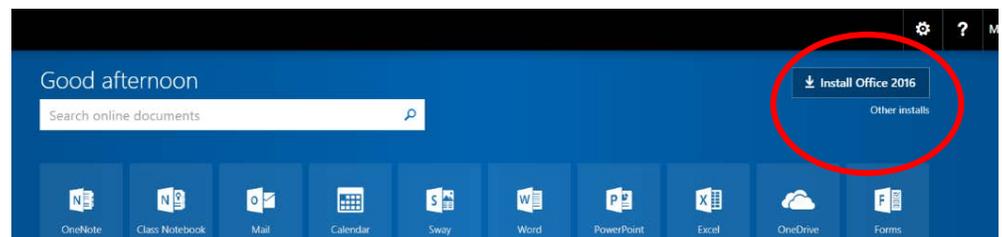
Password: Same password you use to access your email

## Installing O365 on a Desktop Computer

While O365 tools are handy for quick edits and word processing, you may want access to the full features of the desktop version of Office while working from home. Your O365 account allows you to download and install the full Office 2016 suite on up to five computers. You can now use the newest version of Office at home, free of charge! To install Office 2016, follow these steps:

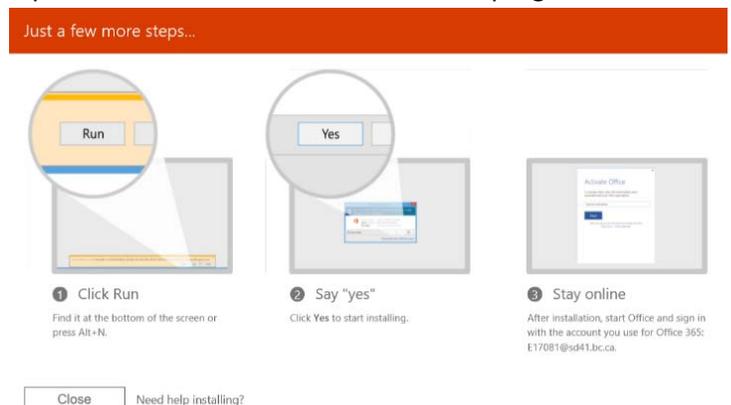
**Step 1:** Go to your O365 Homepage.

**Step 2:** Click on the “Install Office 2016” button at the top right of the homepage.



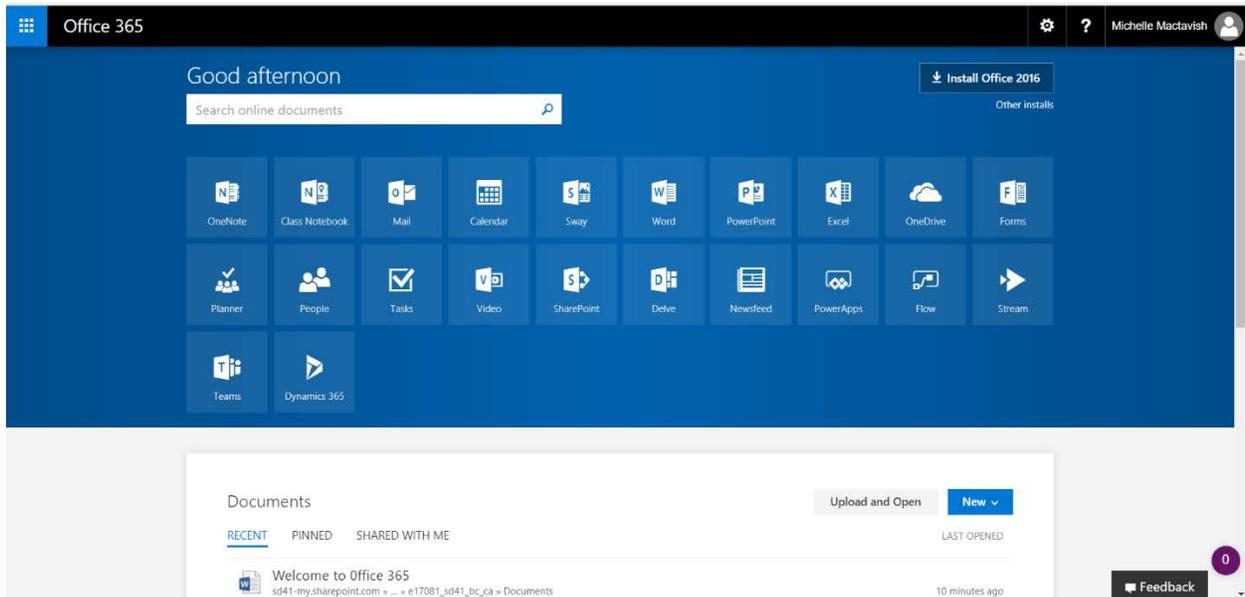
**Step 3:** The program will start to download immediately- you should see a pop-up window (see image below) explaining how to proceed with the installation. Click “Run” when prompted and then click “Yes” to install the program.

**Step 4:** Link to your O365 Account – after the program is installed, you will need to sign in with your O365 username and password. This is necessary to authorize your subscription and will allow you to access your OneDrive files directly from your desktop.



## The Home Page

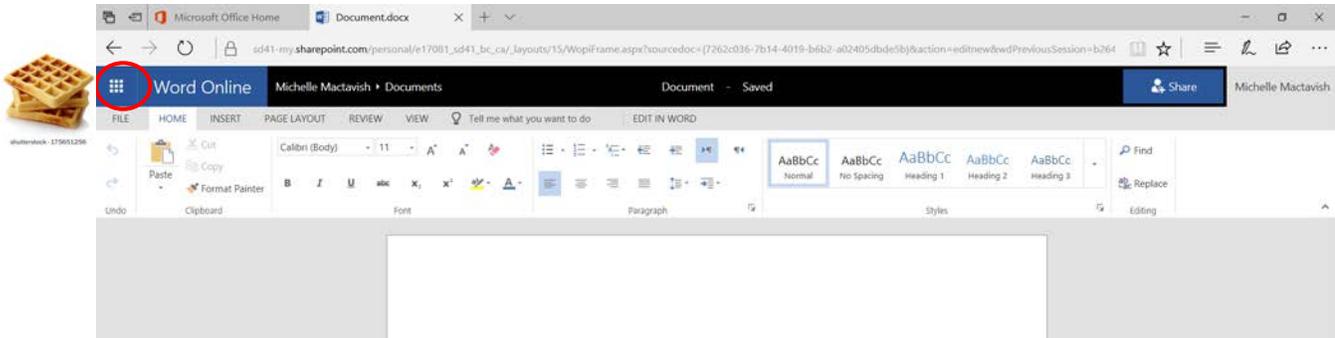
On your Office 365 homepage you have access to all the online versions of Office 365 tools. For example, you can open and edit a Word document, create a new PowerPoint presentation, or start a new OneNote notebook. For more detailed information on these applications, see the other training guides on the SD41 Learning Portal.



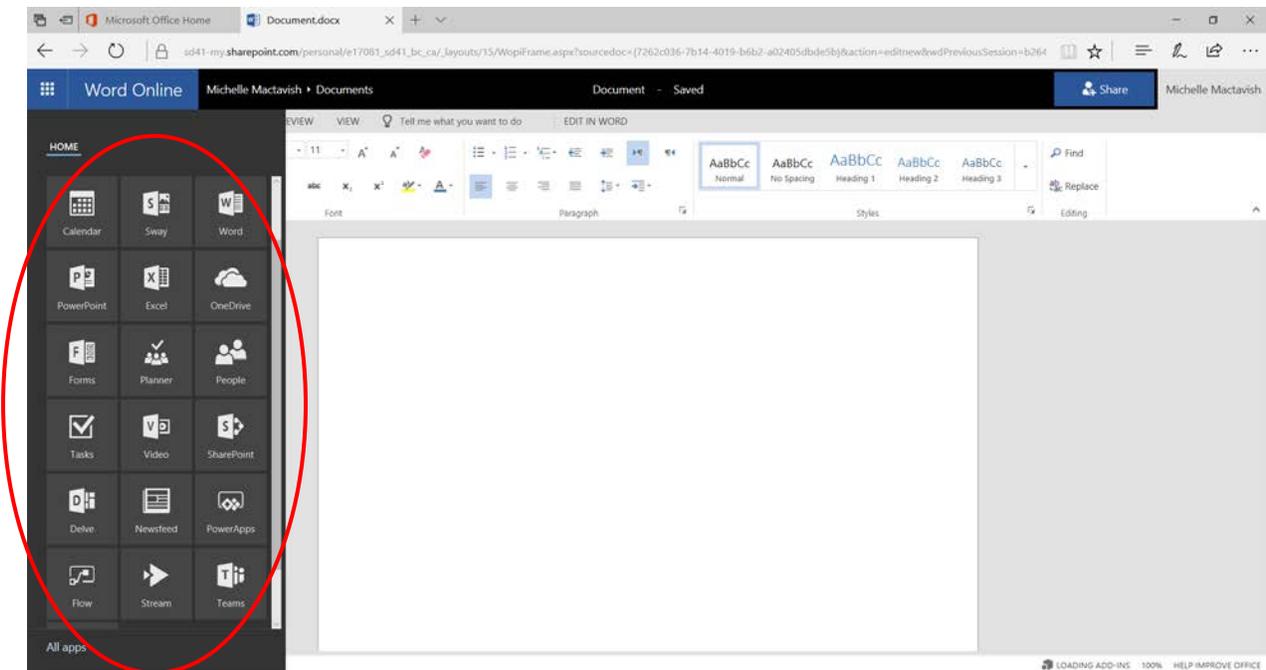
Below the list of applications you will find a list of recently opened files to help you quickly and easily resume working on your documents.

## Navigating O365 Online

When you are working with the Online applications, you can easily jump from one program to another using the handy “waffle” icon.



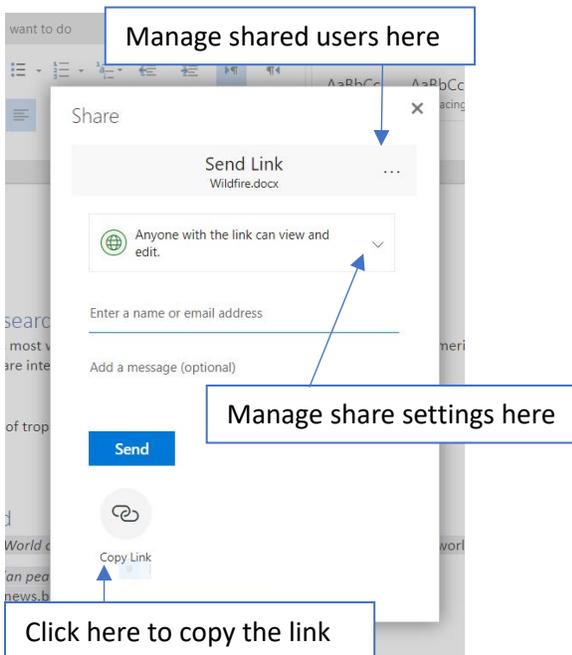
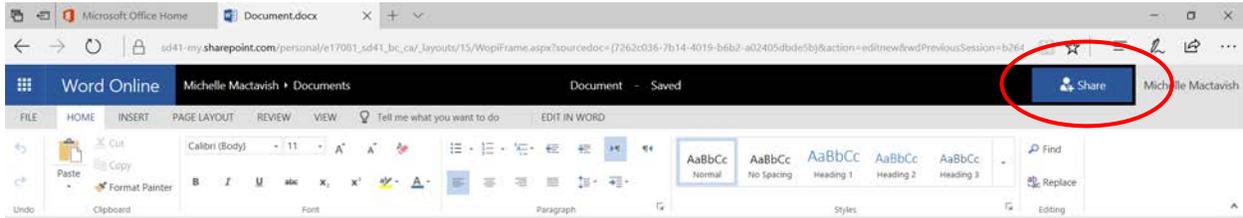
For example, you are working on a worksheet in Word online and want to open a PowerPoint deck to reference your notes. You would click on the “waffle” at the top left of the page and the following waffle menu would appear



From here, click on the application you need (PowerPoint) and the program will open in a new tab.

## Sharing a Document Online

To share a document from the O365 online programs, open the document you would like to share and then click the “Share” button at the top left of the screen.



A pop-up window will appear with all the sharing options available.

To email or post a link to the document for others to view or edit, click the “Copy Link” button at the bottom of the window.

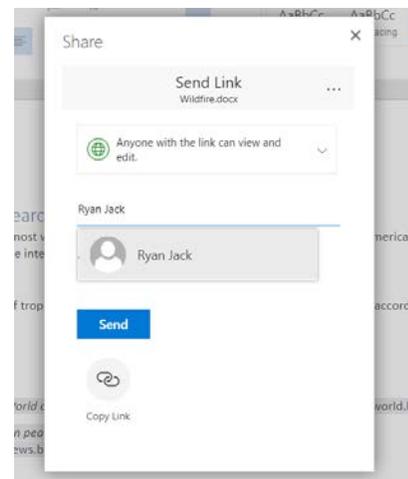
Do you want others to be able to edit or just view the document? Do you want viewers to have to log in to their SD41 O365 account before accessing your document? Be sure to set the link sharing settings before sending out the link.

You can manage share settings by clicking on the drop-down menu as shown in the image to the left.

To manage who you have shared the document with already, click on the ellipses (...) in the grey “Send Link” box. This will tell you who has access to your file and allow you to remove access.

You can also share with an individual directly using their email address. To add a SD41 user, just start typing their name and a drop-down menu will appear – click on their name, and click the blue “Send” box to share with this individual.

Once the file has been shared, you and the other users can edit the document online simultaneously.

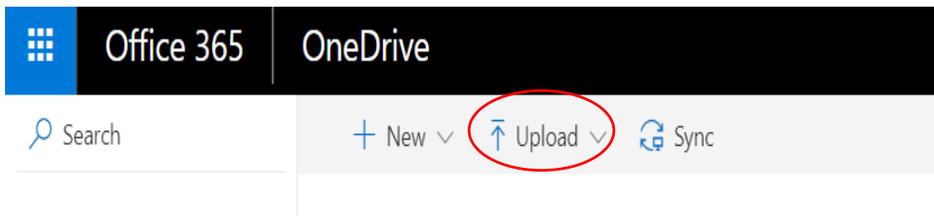




## Your OneDrive Account

OneDrive is your cloud-based file storage system. This is where all your Office 365 documents and files are saved. When installing Office 365 on your computer you can sign in to your OneDrive account and sync files between your online and local OneDrive folders.

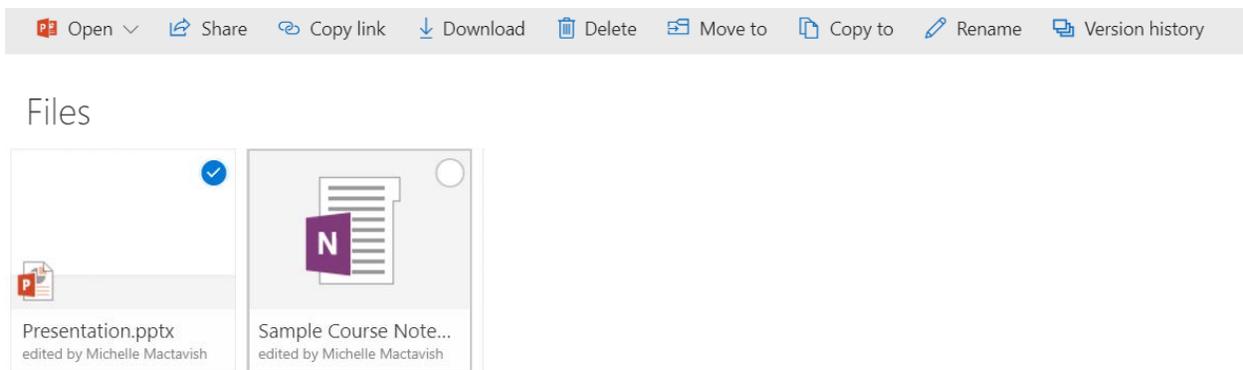
You can add files to your OneDrive online using the Upload file option on your OneDrive page.



To change from icon view to list view, click here



You can access more options by selecting a file. To do this, hover your mouse over the document until a circle icon appears (see image below). Click in the circle to see the full list of options as shown below.



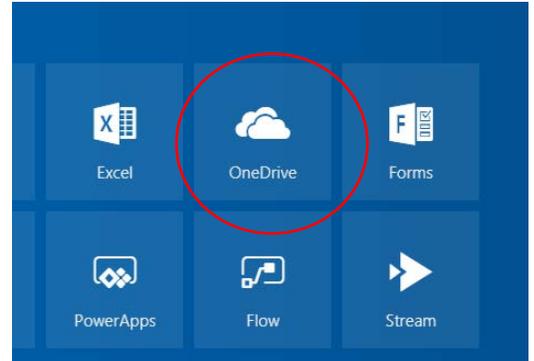
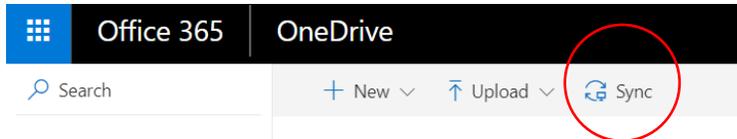
To open a file or folder, click on its name. Files will open in a new web browser where you can choose to edit or just view the document.



## Syncing Your OneDrive Account on a Desktop

Login to your Office 365 account (portal.office.com) and open your OneDrive app.

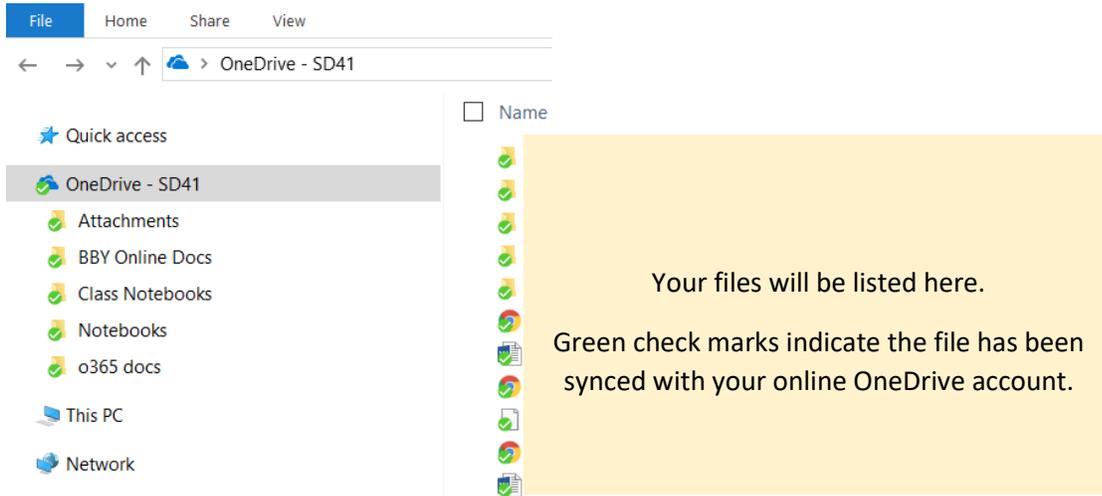
In OneDrive, click on the “Sync” button in the top navigation bar.



This will connect your cloud-based OneDrive to your desktop OneDrive. You will need to login with your O365 account.

Select the files and folders you would like to sync and click “Start Sync”.

After you connect your O365 account to your desktop, the computer will automatically sync your online OneDrive files with your local (desktop) OneDrive folder. You can access your files through the File Explorer as shown below:



For more detailed instructions see: <https://goo.gl/KM38pC>

## Online, App or Desktop – Which Version of Office Should I Use?

Office 365 offers you flexibility to work on a variety of platforms – Online or offline, PC or Mac, tablet or mobile device. Each platform has different capabilities and functions. The chart below outlines these features to help you figure out which platform will work best for your needs.

| Desktop Version  | Online Version   | Mobile App  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Full functionality for all Office programs</li> <li>• Includes Publisher and Access</li> <li>• Create media-rich documents and presentations</li> <li>• Reference manager and research tool in Word</li> <li>• Full formatting options</li> <li>• OneDrive sync allows you to move from one device to another and continue your work</li> <li>• Students may benefit from the desktop version when conducting research and creating presentations</li> <li>• More elaborate tools for grading and providing feedback on student work</li> </ul> | <ul style="list-style-type: none"> <li>• Create, view and edit documents and presentations</li> <li>• Basic word processing functions</li> <li>• Can add simple content (e.g., an online picture)</li> <li>• Limited formatting options</li> <li>• Can share documents and edit them collaboratively in real time</li> <li>• AutoSaved function</li> <li>• Useful on shared devices or where the desktop version is not available</li> </ul> | <ul style="list-style-type: none"> <li>• Available on Apple and Android devices</li> <li>• Simplified tools</li> <li>• On the go notes or drawings</li> <li>• Add photos from mobile device cameras when on field trips</li> <li>• Quick edits or viewing material</li> </ul> |

## Helpful Resources

General support – <https://support.office.com>

Lesson ideas and training – <https://education.microsoft.com>

OneNote guide for teachers – [www.onenoteineducation.com/teachers](http://www.onenoteineducation.com/teachers)

OneNote guide for students – [www.onenoteineducation.com/students](http://www.onenoteineducation.com/students)

SD41 training guides & workshop materials – <https://learn.sd41.bc.ca/office365>