



# GETTING STARTED GUIDE

VERSION 3

**Burnaby Schools - Learning Technologies**

Updated October 2019

## Table of Contents

*Digital copy: use the hyperlinks to jump to the section in the document you are looking for.*

<a href="#">Welcome to O365</a>	Page 2
<a href="#">Professional Use and Digital Citizenship</a>	Page 2
<a href="#">Accessing O365 online</a>	Page 3
<a href="#">Installing Office on your desktop</a>	Page 3
<a href="#">Your O365 Homepage</a>	Page 4
<a href="#">Navigating O365 Online</a>	Page 5
<a href="#">Sharing Documents Online</a>	Page 6
<a href="#">Your OneDrive Account</a>	Page 7
<a href="#">Online, App, or Desktop, what should I use?</a>	Page 8
<a href="#">Helpful Resources</a>	Page 8

**Welcome to O365!**

The Burnaby school district has provided you with an Office 365 (O365) account. This account gives you 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 also have an O365 account, including a school district email address. This will improve your ability to contact your students regarding school work and activities.

**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 a member of the Learning Technologies team.

<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 [portal.office.com](https://portal.office.com)

**Step 2:** Enter your username and click “Next”

**Username:** [e+employee number@burnabyschools.ca](mailto:e+employee number@burnabyschools.ca)

**Step 3:** Enter your password (same as your password to use computers at school) and click “Sign in”

That’s it! You’re in!

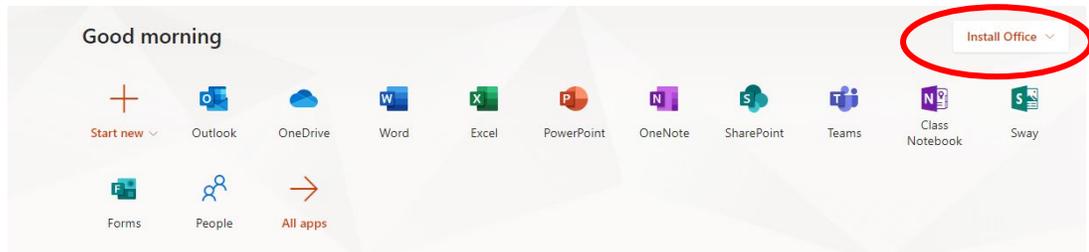


## Installing Office at Home (desktop edition)

While Office 365 tools are handy for quick edits and word processing, you may want access to the full features of the desktop version of Office on **your home devices**. Your Office 365 account allows you to download and install the full Office suite on up to five personal computers. **Follow these steps to install:**

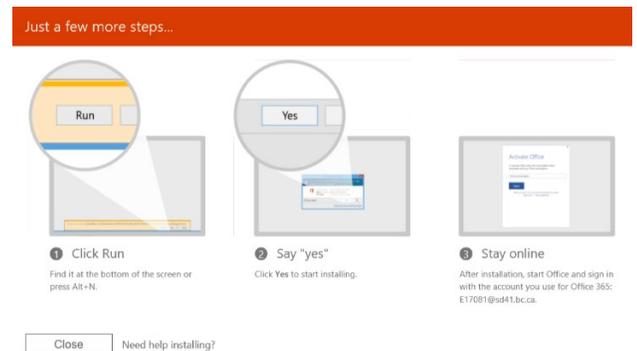
**Step 1:** Login to Office

**Step 2:** Click on the “Install Office” button at the top right of the homepage and select “Office 365 apps” from the drop down menu.



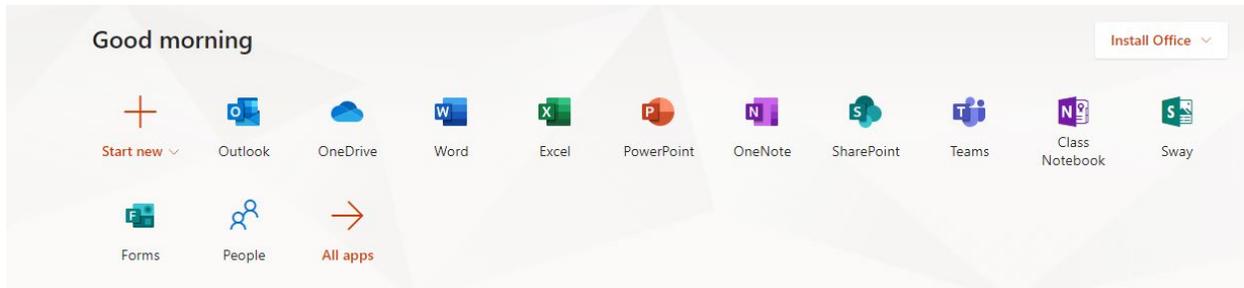
**Step 3:** The program will start to download immediately- you should see a pop-up window (shown on the right). Once the download is complete, click “Run” when prompted and then click “Yes” to install the program.

**Step 4:** Connect to your Office 365 Account – after the program is installed, you will need to sign in with your Office 365 username and password to authorize your subscription.



## 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 guides on the SD41 Learning Portal (<https://learn.burnabyschools.ca/office365>)

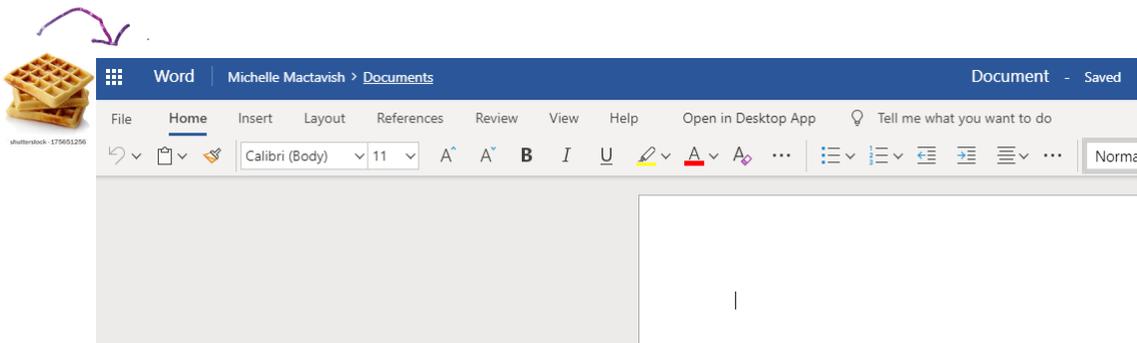


The list of applications on your homepage is not the full list of apps, just the most commonly used ones. You can click “All apps” to see a full list of programs you can use with Office 365.

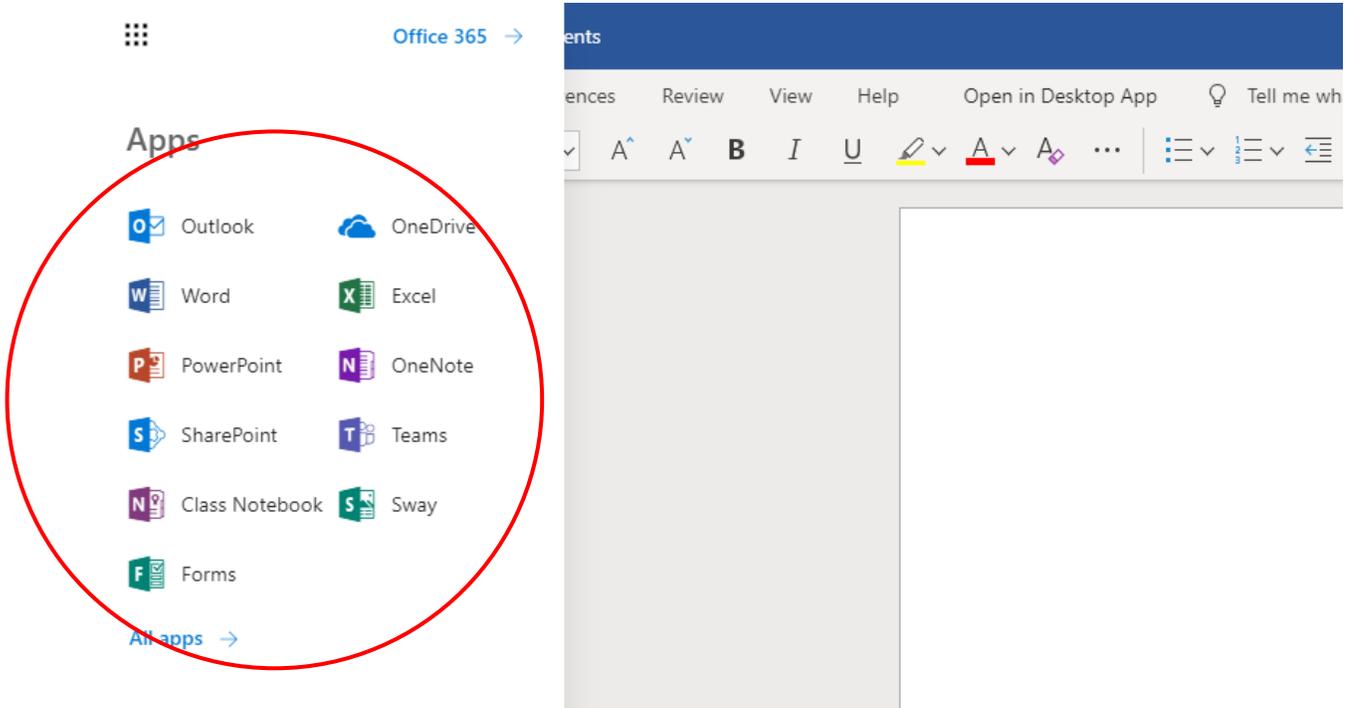
Below the grid of applications you will find a list of recently opened files and “recommended” files from people you commonly interact with.

## Navigating O365 Online

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



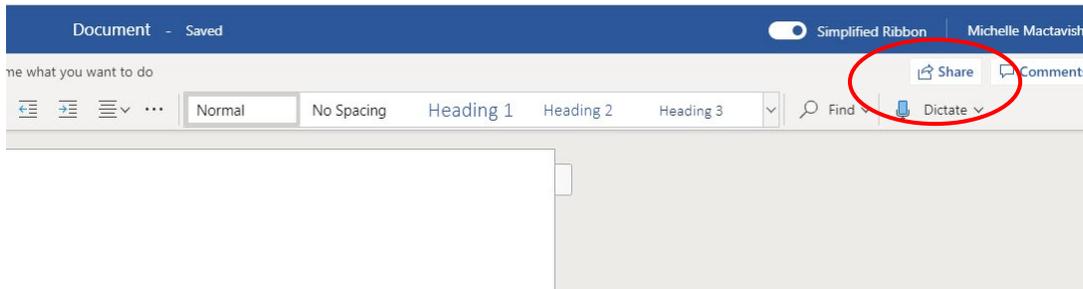
For example, you are working on a worksheet in Word online and want to open a PowerPoint deck to reference your notes. You would click on the “waffle” at the top left of the page and the following waffle menu would appear:

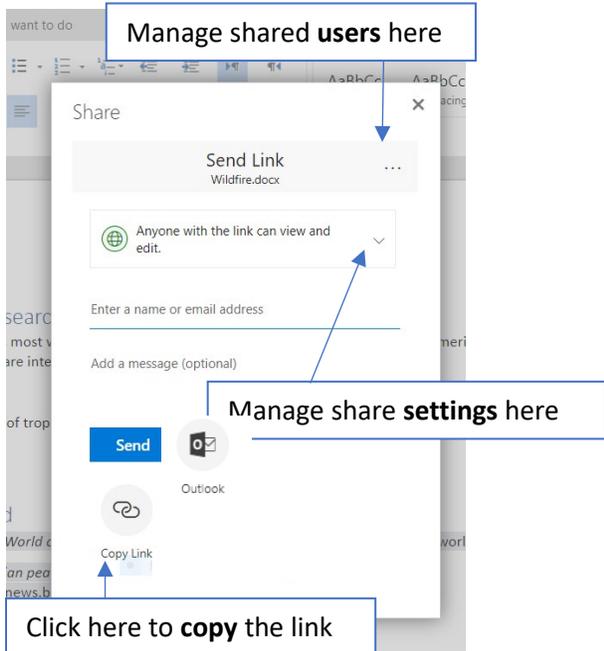


From here, click on the application you need (PowerPoint) and the program will open in a new tab.

### Sharing a Word Document Online

To share a document from Word Online, open the document you would like to share and then click the “Share” button at the top right of the screen. A pop-up window will appear with sharing options (see image on next page)





### Sharing Options

To **email the link**, click the “Outlook” button.

To **create a link** to the document that you can post on a website or other online place, click the “Copy Link” button.

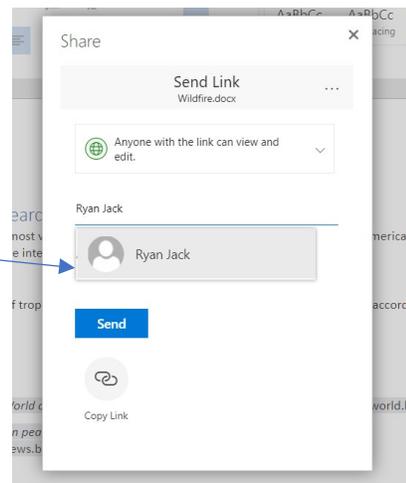
### IMPORTANT

If you **do not want others to edit** your document, make sure you change the **share settings** before emailing/copying the link. You can turn off editing, set an expiration date for the link, set a password, prevent users from downloading your document, and limit users to specific individuals or Burnaby Schools users.

To manage share settings click on the drop-down menu as shown in the image to the left.

You can share with Burnaby Schools user directly by entering their name (or student number) in the input box on the share window. As you type, a drop-down menu will appear – click on their name, and click the blue “Send” button to share with this individual.

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



### Managing Shared Users

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

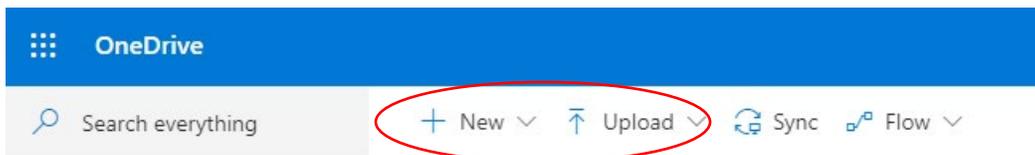
**Note: Sharing files and folders from OneDrive follows the same process described here.**

## Your OneDrive Account

OneDrive is your cloud-based file storage system where all your O365 documents and files are saved.

In the OneDrive Online app, you can create new content (Word, PPT, Excel, etc.) by clicking the +New button in the top menu bar.

You can upload existing content from your computer by clicking the “Upload” button in the top menu bar (See image below). You can upload a single file or an entire folder.

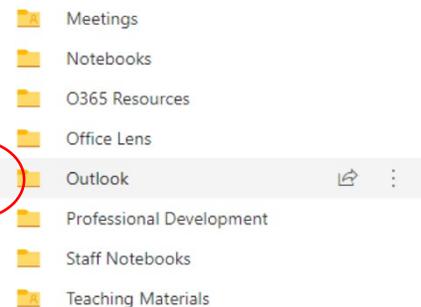


You can change how your files are displayed – as a list, or as icons. Use this toggle to switch between the views:



## Selecting a File in OneDrive

You can access more options by selecting a file/folder. To do this, hover your mouse over the file or folder until a circle icon appears. Click in the circle and the top menu bar will change to display more options (see image below).



## File Options



To open a file or folder, just click on its name and it will open in a new tab. From here you can edit your file in the online app, or click “Open in Desktop App” to work from your desktop program. While you are working in the desktop app, your file will continue to be saved to OneDrive automatically – look for the autosave icon to be sure your file is saving to the cloud



## 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)

Burnaby Schools guides & workshop materials – <https://learn.burnabyschools.ca/office365>