Office 365 for Students

Intro Outline for all Grades

This is a very generalized outline and can be completed in 40 minutes if students listen well. Having one or two other adults in the room helping with computer glitches, clumsy fingers, and questions definitely helps.

It is assumed YOU know Office 365, and that you've visited this web-based suite many times in the past. It is also assumed you want your students to share and turn in their work to you electronically.

The purpose of this first introduction to Office 365 is simple familiarization and some basic set-up. Unless you have significant time, don't plan on starting a project during this session.

1. Students log into school computers using typical District credentials, and continue to school website.
2. With hands off keyboard and mouse (on their shoulders, head, lap…have a system), converse with kids about being a good "digital citizen". Review:
   a. Do not share usernames or passwords;
   b. Do not use inappropriate language/images and report inappropriate sites/language/images to teacher/adult;
   c. Keep your hands to yourself – help others with advise;
   d. Treat hardware kindly.
3. Using the vocabulary word "ribbon" have kids run their mouse over the horizontal ribbon on your school's website that contains the words "Home About Us Classrooms Parents Students Calendar"…observe "dropdown menus" (another vocab word you will use later).
4. Stop over, but do not click on "Students"
5. Depending on your site, either click on "**Office 365 Portal**" in the Student dropdown or click "Students" and click on "Office 365 Portal on the page that opens.
6. The new page is the "Acceptable Use Policy"…You've already spoken to them about what is acceptable behavior.

7. Scroll down to the bottom of the page where they'll see an orange box. Above the box are two "hyperlinks" (colored, underlined letters). **Click the upper hyperlink** one that has the word "login" in it.

8. Now you are looking at the login page for Office 365. Have students **enter the username** they used to get into the computer just a few minutes ago, then follow it with   **@stu.chino.k12.ca.us**

9. Approve each kid – saves time – making sure there are no spaces and that the dots are all there.]

10. Have kids enter the **same password** they used when they logged into the computer.

11. Students will see "Good Morning, Timmy" or something like that. They'll see the tiles on this page, too. Go over them.
    a. Fourth grade and older have more tiles than the youngers.
    b. Fourth grade and older have email, but it only works within the CVUSD system (ie. They cannot receive or sent outside of CVUSD)

12. Indicate the "waffle" in the upper left corner. Remind kids that wherever they are they will see the waffle and will be able to get wherever they need to go.

13. Give the direction, "**Waffle … OneDrive**" and explain that OneDrive is the most important app/tile in the whole Office 365 collection. It is the central nervous system of Office 365. It is where they should go when they need to start a new document or to find a document they need to edit.

14. If this this the first time in OneDrive, kids may need to click "**Next**" to get it kicked off. Also, if the system asks about SharePoint have them click "**No thanks.**"

15. Have kids run mouse over the ribbon at the top that has the words "New Sync … " etc. in it. Stop over **New** and click.
    a. They see a dropdown menu which is where they can choose to start a New folder, Word Document, PowerPoint Presentation, etc.
    b. Remind them this is the best place to start a new (whatever).

16. Click (New) **Folder**.

17. Pop-up …. **Enter a name for the folder** that both teacher and student will appreciate, such as "Farnsworth Work Folder" or "Period 1 Farnsworth"…then click **OK**.

18. Kids can now see their folder. Have them **open the folder by clicking on the name of the folder.**
    a. Point out the folder is empty.
    b. Point out you can't put anything in a folder unless it is OPEN.

c. **Close folder** by clicking on the word **Files** in the thread at the top of the page (but below the "New" ribbon).

19. With the new folder closed – so you can see the name of the folder and nothing says the folder is empty – have the kids run their mouse back and forth across the name of the folder (don't click!) all the way right to where it reads "*just a few minutes ago"

20. When kids see the **ellipses (three dots) have them click one time**.

21. A dropdown menu shows up. These are all things they can do to their folder.

22. Click **Share**.

23. They will be sharing the folder with their teacher. The mouse is blinking in the top box…have them **enter their teacher's last name, followed by a comma**   (James,)   and the teacher's name will populate. **Click it.**

24. Don't change anything else in this pop-up. Just click the **blue Share button** at the bottom.

25. Now let's put something IN the folder for our teacher! **Click on the name of the folder to open it**.

26. Click on **New,** then choose **Word Document**.

27. Word Online will open.

28. VERY IMPORTANT! Show students how to **rename the document**! First thing! Right now the document is named "Document"

   a. Have kids run their mouse over the black ribbon at the top of the page.

   b. **Stop over the word Document.**

   c. **Click once**.

   d. Document will turn blue/white, which means it is editable. If it does not, it is probably okay anyway. Type a new name (I choose Cheese).

29. Students should click on "paper" and **type one sentence**.

30. YOU call out the order "**Waffle…..OneDrive**" and encourage kids to go to their OneDrive.

31. Tell them it is okay they did not click SAVE, because there is no Save button!

32. How do they know their document is okay? **Click to open their folder** and there they should see "Cheese"

33. **Click the name of the "Cheese" file** to open it.

   a. They will not be able to type on the document until they **click "Edit Document"** in the upper mid-right.

      b. They are given the choice of "Edit in Word" or "Edit in Browser"…choose "**Edit in Browser**"

34. Have them **type one more sentence**.
35. "**Waffle….OneDrive!**"
36. When they are all in OneDrive direct them to the **pale yellow ribbon** at the top of the page…mouse back and forth….at the far right, when they hover there, they will **see their name. Click it**. Dropdown appears and at the bottom of that is "Sign Out"
37. **Click "Sign Out**"
38. Have them leave their browser if they are done with lab time. Follow whatever lab protocol you normally follow.

Good job!