

Office 365 Information for Parents

We have completed training on Office 365 for all 7th and 8th grade students. Office 365 provides email, file and folder storage, and productivity software in the cloud via any device with an Internet connection. Students access the website (<http://portal.office.com>) and log in with their network user name and network password.

Throughout our training, students were reminded of the Student Network Acceptable Use Agreement (<http://www.tesd.net/aua>) they signed in the fall and how their usage of Office 365, a District-provided resource, still warranted responsible use. Students were informed that their work in the cloud was District-owned and searchable if cause for concern.

Outlook:

- The format of student email addresses is (network user name@tesdk12.net<<mailto:name@tesdk12.net>>). For example, 20smithd@tesdk12.net<<mailto:20smithd@tesdk12.net>>.
- Students have access to a contact list which contains all 7th-12th grade students and staff members.

OneDrive:

- Students now have 24/7 cloud storage for their school files and folders which eliminates the need for carrying (and losing) flash drives or accessing the VPN. They were excited about this!
- We shared the process for uploading current files into their OneDrive space and demonstrated how to create curriculum folders.
- We explored their “Shared with Me” folder which would hold any collaborative files which are shared with them.

Word Online/PowerPoint Online/Excel Online:

- Since Office 365 will save your files automatically into OneDrive, we stressed the importance of working directly in the cloud for any future assignments vs. working on the desktop versions and having to manually save their work.
- We demonstrated how to easily name their files.
- We demonstrated how to “Share” files with other students when working on group projects. Likewise, we demonstrated how to “Stop Sharing” files once projects are complete.
- We explained the ability to save files manually if they choose to work on the desktop version by choosing Save As/One Drive – TESD from the File menu.

Home Versions of Office:

- While letters were sent home to parents previous to our training regarding the (5) free copies of the Office Suite each student receives, we took time to highlight this news and instruct the students on how to install the product onto their personal devices.

The students were engaged as they explored this new resource. These accounts will be with our students until they graduate from Stoga or until they leave us, so their use and productivity in this online resource will help to prepare them for their academic work both today and in the future.

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