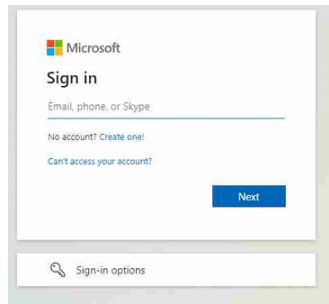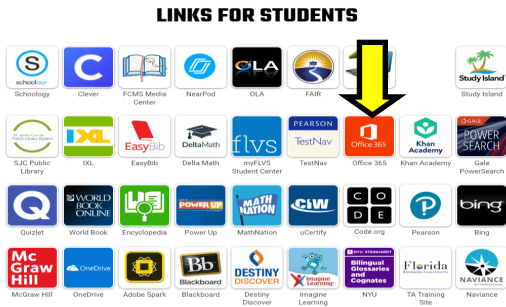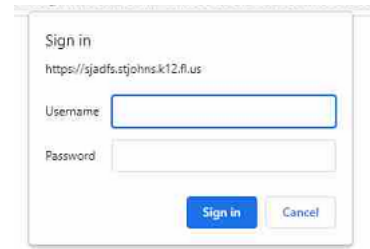# Using Office 365 with Schoology

Office 365

Login with your Active Directory (S# and password) just like Schoology.

S123456@stjohns.k12.fl.us

S123456

animal123

Microsoft Office apps appear on the left side of the page

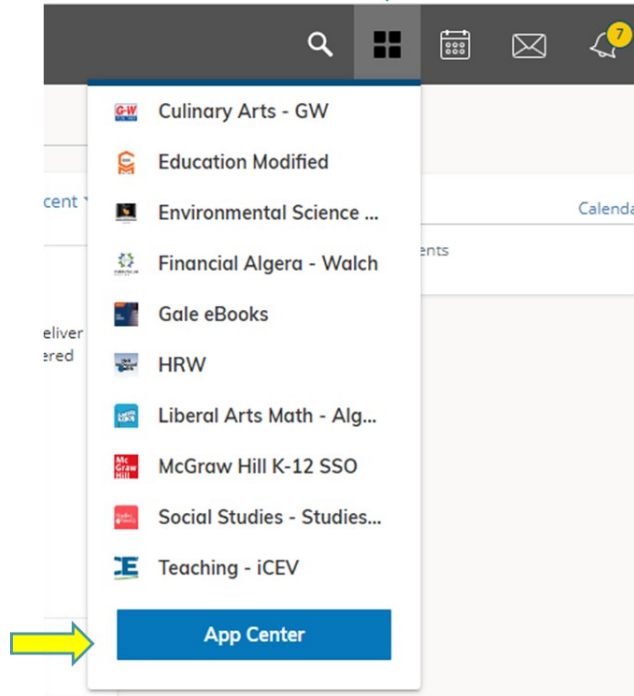This folder is where all your files are stored. Also knows as OneDrive.

When a file is opened using Office 365, it is automatically saved. However, the filename is generic (Word -> "Document;" Excel -> "Book;" Powerpoint -> "Presentation"). Be sure to click FILE—SAVE AS—RENAME and change the filename to a recognizable term.
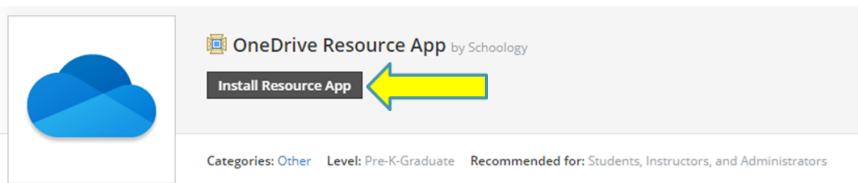
Schoology

Before being able to access OneDrive files with Schoology, the OneDrive Resource App has to be added to the student Resource folder.

Adding OneDrive to Schoology

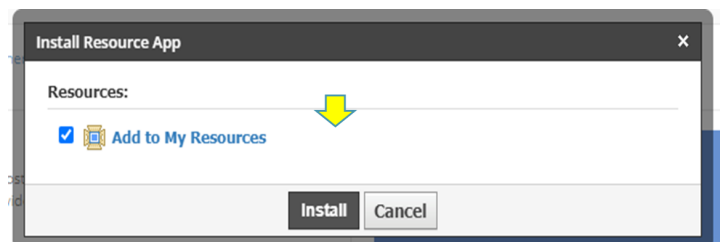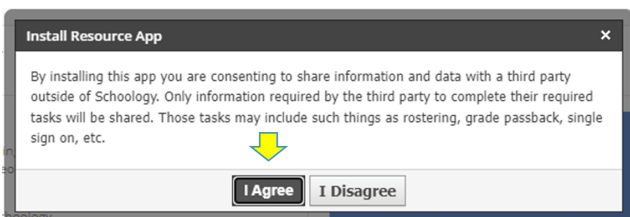▶ Click the "waffle" on the top toolbar

▶ Choose APP CENTER at the bottom

Culinary Arts - GW
Education Modified
Environmental Science ...
Financial Algera - Walch
Gale eBooks
HRW
Liberal Arts Math - Alg...
McGraw Hill K-12 SSO
Social Studies - Studies...
Teaching - iCEV

App Center

OneDrive Resource App

Microsoft OneDrive for Business is a secure file-hosting service where you can safely store your files in the Cloud. Gain instant access to your photo...

Resource App

▶Scroll down until you find the OneDrive Resource App and click the title

OneDrive Resource App by Schoology

Install Resource App

Categories: Other Level: Pre-K-Graduate Recommended for: Students, Instructors, and Administrators

Description

Microsoft OneDrive for business is a secure file-hosting service where you can safely store your files

▶Click "Install Resource App"

Install Resource App ✕

By installing this app you are consenting to share information and data with a third party outside of Schoology. Only information required by the third party to complete their required tasks will be shared. Those tasks may include such things as rostering, grade passback, single sign on, etc.

I Agree **I Disagree**

Install Resource App ✕

Resources:

☑ Add to My Resources

Install **Cancel**

1

Search

▼ **My Resource Apps**

Personal

🔲 Dropbox

🔺 Google Drive Resource App

☁ **OneDrive Resource App**   **3**

Public

🔲 Install Apps

Group

When OneDrive files appear, the file needed must be imported to the Schoology Resource folder. Click the gear to the far right of the desired folder and choose IMPORT FILE. Then choose location, generally, to the HOME COLLECTION. Now the file can be added to an assignment for submission or to an email to a teacher.

☐ 📄 LA homework.docx	⚙▾
☐ 📄 Library essay.docx	⚙▾
☐ 📄 P6 homework.docx	
☐ 📄 Presentation.pptx	
☐ 📄 SC FAIR.docx	⚙▾
☐ 📄 SC Fair1.docx	⚙▾

🖼 Import File
🔗 Import As Link
🔗 Import Private Link

Apps

2

📋 Copy to Resources

Collection: - No Collection Selected - ▾

          - No Collection Selected -
Folder: Home
          Group Resources
          22 Electives