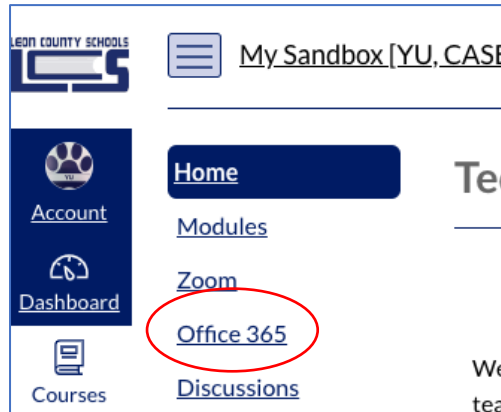
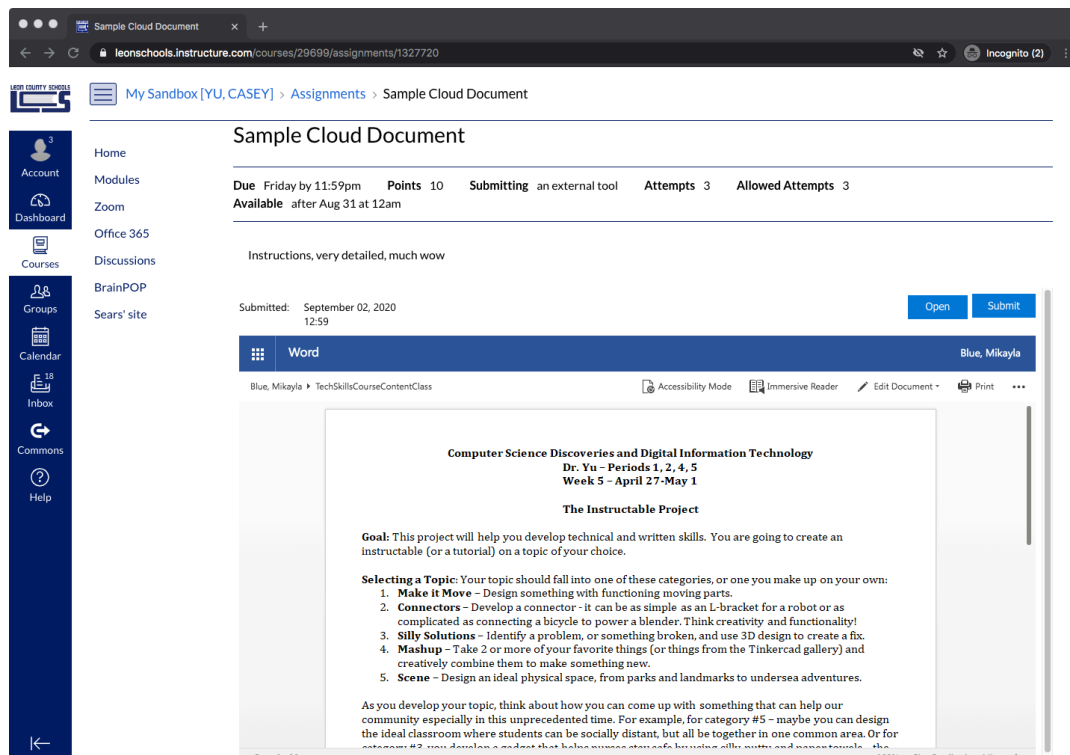


COMPLETING AN ASSIGNMENT FROM ONEDRIVE

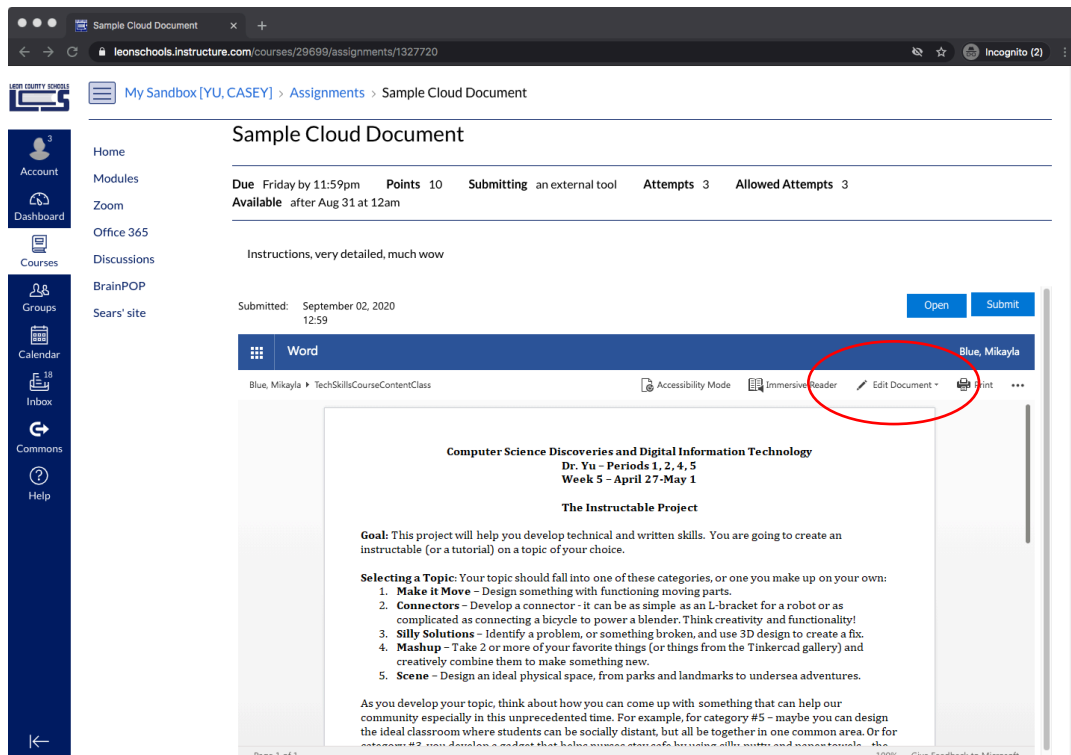
1. In your course, click on the Office365 link. If you are not logged into Office365, Canvas will prompt you to login using your Leon County Schools email address and password (studentID@edu.leonschools.net – password: same as the one you use to log into Classlink)



2. Click on the assignment. Your teacher has embedded an Office365 document on the page. If you are logged in, it will load momentarily. If not, it will ask you to log in (see info from above)

A screenshot of a Canvas assignment page. The browser address bar shows the URL 'leonschools.instructure.com/courses/29699/assignments/1327720'. The page title is 'Sample Cloud Document'. The assignment details show it is due on Friday at 11:59pm, worth 10 points, and submitted using an external tool. The content area contains instructions and a Word document. The Word document is titled 'Computer Science Discoveries and Digital Information Technology' and is for 'Dr. Yu - Periods 1, 2, 4, 5' in 'Week 5 - April 27-May 1'. The document content includes a goal, a project title 'The Instructable Project', and a list of five categories for selecting a topic: 'Make it Move', 'Connectors', 'Silly Solutions', 'Mashup', and 'Scene'. The document is viewed in a Word interface with the user 'Blue, Mikayla' logged in.

3. Click on Edit Document.



4. Once it opens up, you can type directly into the Office document (PowerPoint, Excel, Word). When you are ready to submit your assignment, click the submit button:

