**HHS Technology Directions**

**\*\* Technology is only to be used for school purposes. If you are caught using technology inappropriately, you will lose your technology privileges for the rest of the quarter\*\***

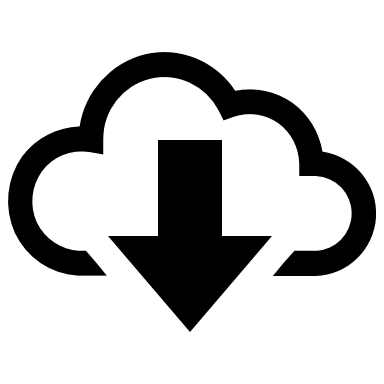
My website: misslampmanenglish.weebly.com OR bengalfrosh.com

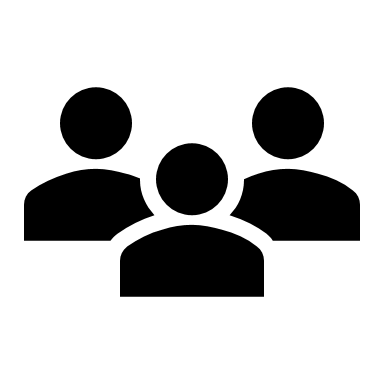
Office 365 at-home directions (also use these on the ChromeBooks):

1. Go to [www.office365.helenaschools.org](http://www.office365.helenaschools.org/)
2. Click on sign in
3. Type your username + @helenastudent.org (ex: [tsmith@helenastudent.org](mailto:tsmith@helenastudent.org))
4. Type your password (same as on campus)

A note for ChromeBooks – if you download an attachment, make **sure you save it to OneDrive,** otherwise it gets lost in the abyss.

Apps we will use in the Office Suit

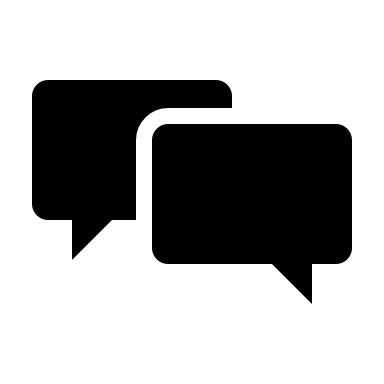
* **OneDrive**
  + This is your cloud storage. You'll use it to create Word documents, PowerPoints, Excel spreadsheets, etc.
  + If you create every new document/PowerPoint/spreadsheet from here, it will automatically save and you can access it anywhere.
* **Sway**
  + This is a presentation software.
  + It's different and requires less work than PowerPoint (it will design things for you!)
* **Teams**
  + This is where you will turn in online assignments, communicate with peers, take surveys, etc.
* **Mail**
  + Access your school email
* **Forms**
  + Create class surveys
  + Take quizzes
* **Word, PowerPoint, Excel**
  + These are always included in the Office Suite, but I ask that you create these documents from your OneDrive so that they are automatically saved.

Teams information

Teams is a Microsoft app you can access through the Office 365 homepage or the “waffle” in the upper-left-hand corner. You will have a Team for each of your classes and teachers may use this to post assignments, have you take notes, participate in a discussion forum, or many other things (it’s almost like an online classroom). You can navigate your different Teams by clicking on each class in the white bar on the left of the Teams page. Within each team, there are different “Channels” (which you access in the white bar underneath each class) and different “tabs” within each channel. For now, my class just has one Channel titled “General.” More will be added as we enter new units.

Teams – Submitting Assignments

1. Go to "Teams" in the Office Suite and find English I
2. Once you are in the correct Team, click on the "Assignments" Tab
3. Assignments are sorted by due date, so scroll through the calendar until you find the correct assignment.
4. To view the details of the assignment, select the assignment
5. If reference materials have been included, click to open the document.
6. To submit an assignment, you need to work under “My Work.” You can upload an existing document from OneDrive or use the document that may already have been provided.
   1. If you see a document already under “My Work,” you can open and edit that document. If you don’t finish, it will automatically save so you can come back to it later.
7. To turn in the assignment, select “Turn In”.
   1. If you are not finished, make sure you don’t select “Turn In.” Only do this once you have completed the assignment.

*If you feel that there is any information I missed or that should be included on this sheet next year, please let me know.*