ACCESSING AND INSTALLING OFFICE 365 APPLICATIONS AND NAVIGATING TEAMS

1. Obtain your stu.k12.wv.us email address and password from your in-person school.
2. Go to http://login.microsoftonline.com
3. Type your @stu.k12.wv.us email address.
4. Type your password. Click Sign In.

To install Office 365, so you have access to Office 365 Applications offline,
1. Go to Install Office 365.
2. On the right, click the down arrow beside Install Office.
3. Click Office 365 Apps.
4. An Office Setup File will download in the bottom left corner of the screen.
5. Please follow the directions on the screen.

On the left side of the screen you will see a variety of Office 365 Applications.
1. Click the circle with a plus sign icon to create a new document, spreadsheet, presentation, notebook, form, quiz, or page.
2. Click the Word icon to open a new document or use one of the available templates.
3. Click the Excel icon to open a new spreadsheet or use one of the available templates.
4. Click the PowerPoint icon to open a new presentation.
5. Click the Outlook icon to open your email.
6. Click the One Drive icon to open your saved files and upload other files you want to save.
7. Click the One Note icon to open your saved notebooks and create a new notebook.
8. Click the TEAMS icon to open your TEAMS app. This is where you will access your courses.
9. Click the Sway icon to open your saved interactive presentations and create interactive reports and presentations.
10. Click the bottom icon to see the other available applications.

Courses are located at http://portal.imaginelearning.com under Edgenuity – Student login. See more information on page 3.

To help your family learn more about Office 365, here is a link to the Office 365 Information Pack for Parents - Office365 - Informaton Pack for Parents (claycountyschools.org)

As soon as an issue arises, please use your stu.k12.wv.us email to email the virtual school coordinator at matriple@k12.wv.us. You may expect a response within twenty-four hours excluding weekends and holidays.

To change your email password, go to http://wvde.k12.wv.us
1. Click WebTop Portal.
2. Your username is the part of your email address that comes before @stu.k12.wv.us or type your entire email address.
3. Your password is the same as your email password.
4. Click Portal.   Click User Profile. Click Change Password tab.
5. Type the Old Password, which is the same as your email password.
6. Type your First Initial last name and four-digit lunch number for your New Password. For example Mtriplett0659.
7. Confirm New Password with First initial last name and four-digit lunch number your long lunch number.
8. Click Submit. Click Log Out.   Click Here.   Click Here to Log Out.   Close all of your browsers.
9. Your webtop password and your email password have been changed.

You can also go to http://wvde.k12.wv.us and log in to your email and Office 365 applications using the Office 365 link.
There are buttons on this site that are intended for educators that you will not have access to.

Remember to always log out of your email for security purposes.

Independent Learning with Online Instructional Support provides students with the opportunity to complete assignments aligned to the West Virginia College and Career Readiness Standards within the deadlines imposed by the virtual school coordinator and have direct access to the virtual school coordinator through email. While students have access to the content 24/7, the virtual school coordinator is not accessible 24/7. The virtual school coordinator will respond to your correspondence within twenty-four hours, excluding weekends and holidays.

Please contact matriple@k12.wv.us with your questions or concerns.

Begin each day by logging on to http://login.microsoftonline.com to check your email.

Next, log in to your courses at http://portal.imaginelearning.com.

Click on Courseware.

Click Students under Imagine Edgenuity.

Click on the megaphone icon to check for announcements.

Click on the envelope icon to check your course email.

You can watch The Imagine Edgenuity Student Experience video at https://www.edgenuity.com/video-library/?vid=5978276525001 to learn about Edgenuity.

Click on the course name.

Click the bar graph icon to check the Progress Dashboard for your current Edgenuity grades.

Click the paper pencil icon to open your e-Notes.

Click the three dots and lines to access the Course Map to see the estimated time it will take to complete the Next Activity and the date when you should have each component of the lesson completed.

Click Next Activity.

Click the plus sign to take e-Notes, look words up in the glossary, and read the transcript.

Click SAVE to save your e-Notes.

Use the toolbar on the left to highlight, change the speed of the audio, access a calculator, or review a normal distribution or a formula sheet.

Click the house icon to go to the course homepage.

Click the Course Report to check your progress and see what lessons you should be completing when.

Click the circular icon and Home to go to the Edgenuity landing page with all of your courses.

Click the down arrow beside your name.

Click Profile.

Click Attendance Report to check your attendance.

Click Help Center when you need assistance.

Click Log Out to log out of the program.

IMAGINE LEARNING GUIDANCE FOR FAMILIES

Families can access the Family Portal by going to https://portal.imaginelearning.com/.

Click Families under Courseware – Imagine Edgenuity near the bottom of the page.

Login if you activated an account in the past.

If not, click Activate Account.

Put in the email address you registered for virtual school with and the activation code if you know it.

If you need an activation code, please contact the virtual school coordinator at matriple@k12.wv.us.

Click Continue.

Set up your password. Confirm your password.

Write a security question and answer it.

If you have more than one student, go through the steps to activate the account again.

Now log in using your email and the password you created.