

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.

To access your classes and navigate TEAMS,

1. Click the TEAMS app.
2. Click All TEAMS to view the teams to which you belong.
3. Click on one of your classes.
4. The General Channel will welcome you to the course. Your instructor has pinned a welcome message to the top of the discussion posts. The agenda for each week will be posted here by Friday afternoon of the previous week, so you can plan your week ahead.
5. The General Channel files will contain files uploaded by your instructor, such as this document, the Virtual School Policy, the Home Virtual School Compact, and the Virtual School Contract.
6. The Class Notebook can be used for your notes and to collaborate with your classmates if your teacher creates a notes space. These notes will be stored in your class notebook's collaborative spaces.
7. Assignments will house your assignments.
8. Grades will house grades that are taken on work in TEAMS; however, please refer to your Live Grades account for your current class progress.
9. Your teacher might have included an Introduction channel and pinned his or her introduction to the top as well as ask you to introduce yourself to your classmates and respond to each other. The teacher can upload files.
10. The Orientation and Required Learning channel will contain links to required student learning, such as Suicide Prevention, Sexual Abuse Prevention, Dangers of Substance Use/Misuse, Cybersafety, First Aid, and Handwashing. Although the required learning is posted in each class, you only have to complete the required learning once. However, please submit what you need to each teacher, so they all know you have completed the required learning.
11. The Orientation and Required Learning files will contain a welcome letter, the class syllabus and grading policy, and the course pacing guide.
12. Your teacher will create a channel for each unit of study and a folder in the files with the materials needed to complete the unit.

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 \(claycountyschools.org\)](#)

To help your family learn more about Microsoft TEAMS, here is a Parent Quick Guide with links - [teams_parents_quickstartguide.pdf \(azureedge.net\)](#)

To help you learn more about Microsoft TEAMS, here is a Student Guide to read through and explore the hyperlinks - [Remote learning with Office 365 for students \(microsoft.com\)](#) There is a Get Started tab and a Tips for Successful Online Learning tab.

To access and submit your assignments,

1. Click on your TEAMS class.
2. Click the General channel.
3. Click the Assignments tab.
4. Select the assignment to view the assignment and submit your work.
5. Click Add Work to attach required work.
6. Click Turn In.

To contact your instructor as soon as an issue arises, please use your stu.k12.wv.us email to email your teacher at their k12.wv.us email address. You may also contact your teacher through Live Grades and TEAMS. If after twenty-four hours excluding weekends and holidays, please email matriple@k12.wv.us for assistance if the issue has not been resolved.

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 teacher and have direct access to the teacher through email, TEAMS, and Live Grades. While students have access to the content 24/7, teachers are only accessible during the school day. While virtual school is not your teachers' only responsibility, they are available during a virtual school instructional block and will respond to your correspondence within twenty-four hours, excluding weekends and holidays.

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