

History 2P1 Culminating: How to...

STM learning commons: <http://stm.hwcdsb.ca/learningcommons/>

How to log in to Office 365

-go to STM Learning Commons icon on desktop (green book) and then click on Office 365 icon

OR

using Google CHROME go to mysite.hwcdsb.ca

-log in to Office 365 using the same user name as your regular school computer log in and add @hwcdsb.ca to the end. (ex. Luvisape276@hwcdsb.ca)

-your password is the same as your school log in.

How to Access OneDrive

-From your Office 365 Home Page, click on the OneDrive icon (clouds) **can use tic tac toe icon

-create a new folder for this history 2P1 project.

-At top of page, click "New".... and then "Folder"

-Name your folder "History 2P1 and then click create

How to get the History 2P1 work sheet and save

-Get the history 2P1 worksheet by going to the STM Learning Commons website (green book icon)

-Click on the link with the note sheet

-A box will appear at the bottom of the page. Click the up arrow in the box and press "Open"

-When it opens, immediately go to "File"..."Save as" and save it to your school hard drive. Change the name to your last name and history 2P1 culminating. Example "Luvisa History 2P1 culminating"

-Close the document

Upload the document to OneDrive

-Open OneDrive (tic tac toe icon)

-Click "Upload" at top of screen...then click "files".

-Find the file from your hard drive and double click it

-From your OneDrive files, click and drag your History 2P1 assignment into your History folder

-To work on your document at another time, go to OneDrive and double click on the file.

-Click "Edit Document" at top of page...Select "**Open in browser**"

-It saves automatically