Accessing Applications from Home Through Classlink - Grades 6-12

– Open the **Chrome browser** and type **www.eischools.org**	
– From the **District Home Page,** click **Schools** – Click on your **child's school** to open its **Home Page**	
– From the **Navigation Pane** on the left side of the screen, click **CLASSLINK**	

- From the **Classlink login page**, type your child's **Username** and **Password**
- **Format** is**:**
  - **Username – firstname.lastname**
  - **Password – firstnameinitial+lastnameininitial+StudentID**
- Click the blue **Sign in** button

- **NOTE:** If you close out of **Classlink** without logging off your computer, you should be able to click **CLASSLINK** from your child's **School Homepage** and get into **Classlink** without logging in again.

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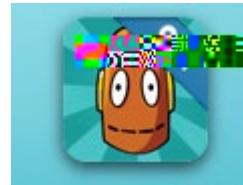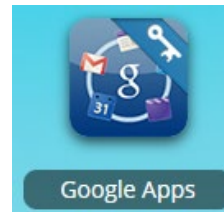– From the **Classlink** dashboard, click the icon for your desired application, such as:

    Office 365
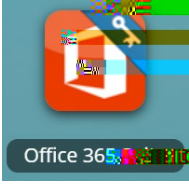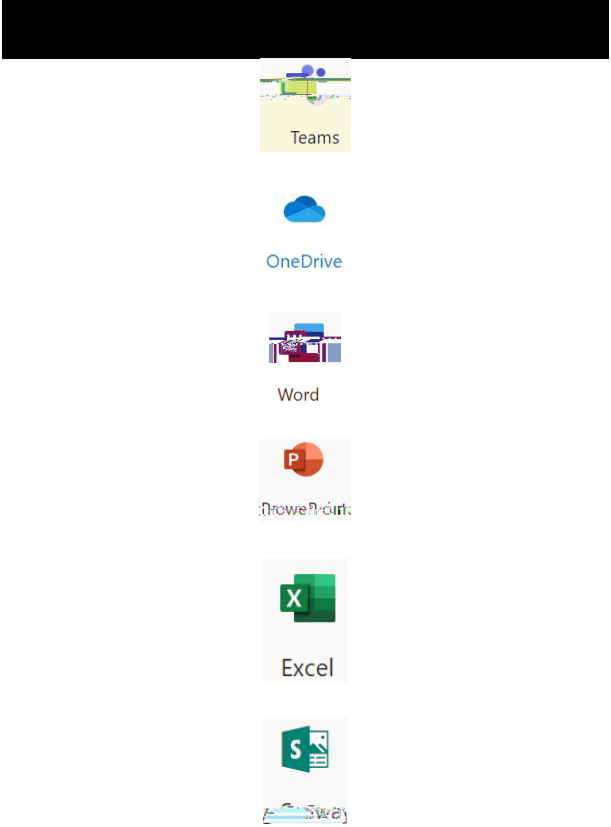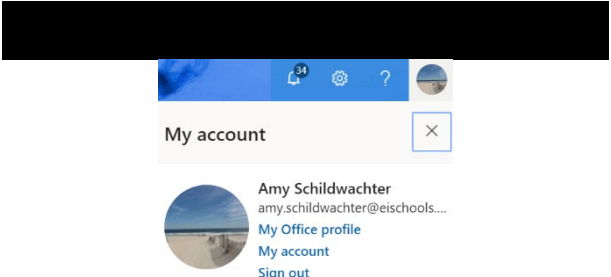   **Google Apps**
    BrainPOP
    Castle Learning

– Your child should be logged into **these programs** through **Classlink**

– **NOTE:** You should be able to log into other programs that are on your child's **Classlink** dashboard as well.

Accessing Microsoft Office Apps Through Classlink

• From your **Classlink dashboard**, click the icon for the **Office 365 Suite**.	Office 365 Suite

• Once you have clicked on the icon for the **Office 365 Suite**, click the icon for the app which you would like to open.
 	
      Teams
 	
      OneDrive
 	
      Word
 	
      PowerPoint
 	
      Excel
 	
      Sway
	Teams
	
	OneDrive
	
	Word
	
	PowerPoint
	
	Excel
	
	Sway

• When you have completed your activity in **Office 365**, please be sure to log out of your **Office 365 account**.
      Go to the **Office 365 Home screen** that shows your apps
      From the upper right of your screen, click the **circle with your initials in it**.
      From the pull-down menu, click **Sign out** to log out of your account.
	My account ×
	Amy Schildwachter
	amy.schildwachter@eischools....
	My Office profile
	My account
	Sign out

Edit a File in a Teams Assignment and Turn It In

- From the **Home Screen** of your **Office 365 account**, click on the icon for **Teams** to open it.

- You can open your **Assignment** two ways:

  Click the **Assignment tab** near the top of the screen and look for the **Assignment** from which you would like to submit your work. Look for the due date of the **Assignment**. Click on that **Assignment** to open it.

  When you first open **Teams**, you should see a **button** on the **Posts tab** to open the **Assignment**. Click on that **button** to open the **Assignment**.

  Here is an example of what that **Assignment Post** would look like.

  Click **View assignmen**t to open it.

Edit a File in a Teams Assignment and Turn It In

Edit a Class Notebook File in a Teams Assignment and Turn It In

- From the **Home Screen** of your **Office 365 account**, click on the icon for **Teams** to open it.

- You can open your **Assignment** two ways:

    Click the **Assignment tab** near the top of the screen and look for the **Assignment** from which you would like to submit your work. Look for the due date of the **Assignment**. Click on that **Assignment** to open it.

    When you first open **Teams**, you should see a **button** on the **Posts**

Add a File into a Teams Assignment from OneDrive or Another Source to Turn In

• From the **Home Screen** of your **Office 365 account**, click on the icon for the **Teams** app to open it.	

• You can open your **Assignment** two ways:
 	
    Click the **Assignment tab** near the top of the screen and look for the **Assignment** from which you would like to submit your work. Look for the due date of the **Assignment**. Click on that **Assignment** to open it.
 	
    When you first open **Teams**, you should see a **button** on the **Posts tab** to open the **Assignment**. Click on that **button** to open the **Assignment**.
 	
    Here is an example of what that **Assignment Post** would look like.	

• Once the **Assignment** is open, you can **add** your **file** to the **Assignment** to **turn it in**. • To add your file, click on the button that says **+ Add Work.**	

Add a File into a Teams Assignment from OneDrive or Another Source to Turn In

• When you click the **+ Add work** button, you have a choice as to where to find the **Assignment file** to turn in. Your file could be in:
      Your **OneDrive** (this should open automatically when you click the + **Add Work** button)
      In your **Documents** folder
      Saved on your device.
• Find and click on the file you want to turn in.
• If your file is on your device, click **Upload from this device**
• Click the **Attach** button.
• Let the file load into **Teams**; it may take a few seconds.	

• Look for the purple **Turn in** button on the upper right side of the **Assignment**. • Click the **Turn in** button **to turn in the Assignment.**	

*** **Very Important:** Please **log out** of your **Office 365 account**.
- Click your **initials** in the upper right of your screen.
- Click **Sign out** from the pull down menu.
- **Sign out** from any other open **Office 365** tabs.