



# St. Joseph School

## *Microsoft Office 365*

### ***Microsoft Office 365 for Education:***

SJS Middle School uses *Microsoft Office 365 for Education* as an on-line digital learning platform. This technology ensures that students are able to work on-line in a safe, private environment. To access each teacher's site, students sign-in with their school account login and password. Users may also request permission. By protecting these pages, we gain additional security of the information on our sites which allows students to contribute content to our interactive sites.

### ***Benefits of a Cloud-based Learning Management System:***

- Students can save and access work from any computer with internet access
- Students can collaborate on documents in real time with peers and teachers
- Platform is secure so students can submit digital assignments
- Provides opportunities for interactive applications like on-line discussions
- All student digital behavior is tracked, which requires accountability
- A student-specific digital platform forces organization of all work into one on-line storage location
- Provides one space to access and manage all content for a class like digital lessons, student OneNote notebooks, collaborative documents, sample projects, multi-media learning, etc.

### ***Microsoft Office 365 for Education Access:***

To access the middle school student accounts which includes a suite of applications like Outlook, OneNote, OneDrive, PowerPoint, and more as well as teacher's sites, go to <https://login.microsoftonline.com/>. Students will then be prompted to enter the following information: 1) School created email account; 2) School created password. The school recommends that parents access *Office 365* using their student's login information. By logging in as a student, parents can view everything the student creates or views online in using his *Office 365* for school account.

*Additional technical information available. For further information or questions contact St. Joseph School Technology Coordinators, Jana White at [jwhite@sjsissaquah.org](mailto:jwhite@sjsissaquah.org).*