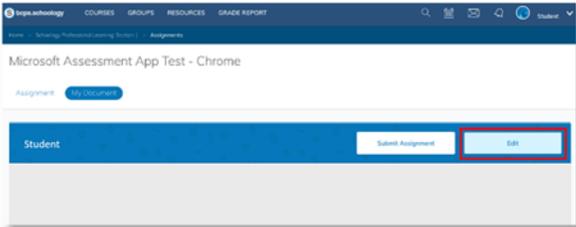
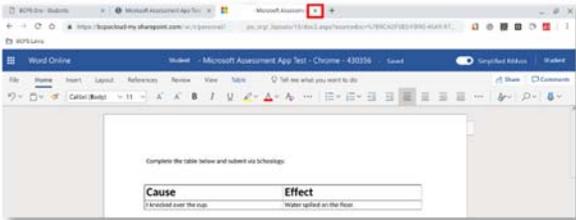
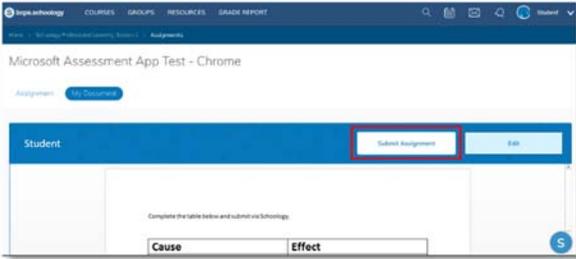


Accessing and Completing Office Documents Using the Schoology Microsoft One Drive Assignments App

This workflow is intended to help reduce the number of steps required for students to access, edit, and submit Microsoft files in Schoology.

Student Steps:

<p>1. Log in to Schoology and open your course.</p>	
<p>2. Navigate to the assignment you want to complete and click to open.</p>	
<p>3. Click My Document and click Edit. You may be asked to Sign In to Microsoft. When prompted for email, type your BCPS username followed by @bcps.org. Enter your BCPS password when prompted. Click Accept and wait for the file to be created. Now click Edit.</p>	
<p>4. The file will open in the appropriate Office Online tool and you can edit and make changes. Your work will be automatically saved. When finished, close the tab to return to the Schoology Assignment window.</p>	
<p>5. Click the Submit Assignment button to turn in your completed assignment.</p>	
<p>6. Click Yes, submit when prompted. Then click Done.</p>	