



# 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 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 and requiring parents to sign-in, we gain additional security of the information on our sites, and allow students and parents 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) or Emily Castle at [ecastle@sjsissaquah.org](mailto:ecastle@sjsissaquah.org)*