

## Accessing Applications from Home Through Classlink - Grades 6-12

<ul style="list-style-type: none"><li>– Open the <b>Chrome browser</b> and type <a href="http://www.eischools.org">www.eischools.org</a></li></ul>	
<ul style="list-style-type: none"><li>– From the <b>District Home Page</b>, click <b>Schools</b></li><li>– Click on your <b>child’s school</b> to open its <b>Home Page</b></li></ul>	
<ul style="list-style-type: none"><li>– From the <b>Navigation Pane</b> on the left side of the screen, click <b>CLASSLINK</b></li></ul>	

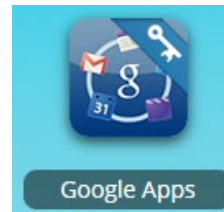
- From the **Classlink login page**, type your child’s **Username** and **Password**
- **Format is:**
  - Username – firstname.lastname**
  - Password –**  
**firstnameinitial+lastnameininitial+StudentID**
- Click the blue **Sign in** button
- **NOTE:** If you close out of **Classlink** without logging off your computer, you should be able to click **CLASSLINK** from your child’s **School Homepage** and get into **Classlink** without logging in again.

## Accessing Applications from Home Through Classlink - Grades 6-12

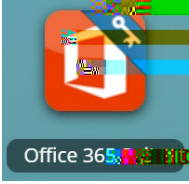
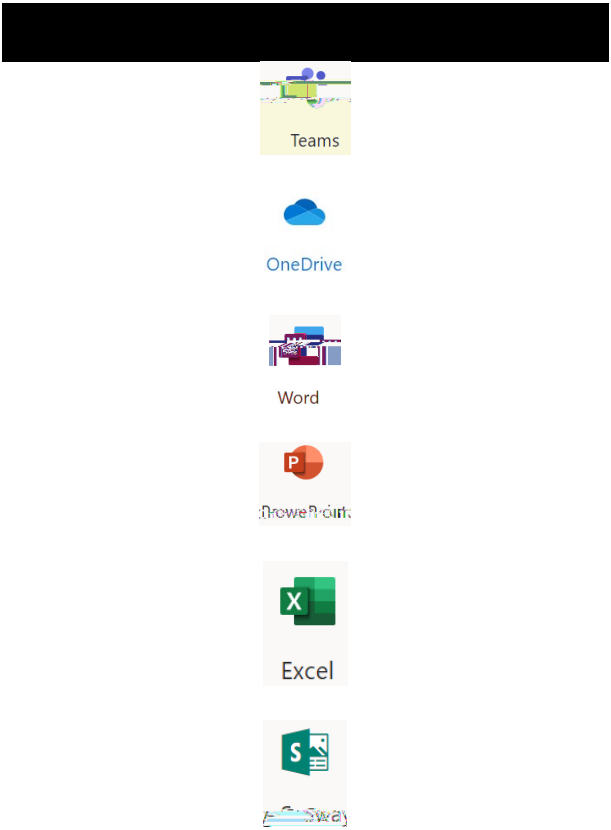
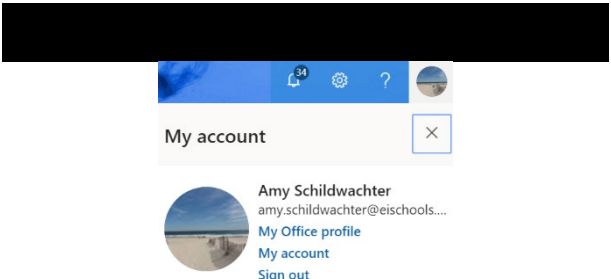
- From the **Classlink** dashboard, click the icon for your desired application, such as:

**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

<ul style="list-style-type: none"> <li>From your <b>Classlink dashboard</b>, click the icon for the <b>Office 365 Suite</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>Once you have clicked on the icon for the <b>Office 365 Suite</b>, click the icon for the app which you would like to open.</li> </ul> <p><b>Teams</b></p> <p><b>OneDrive</b></p> <p><b>Word</b></p> <p><b>PowerPoint</b></p> <p><b>Excel</b></p> <p><b>Sway</b></p>	
<ul style="list-style-type: none"> <li>When you have completed your activity in <b>Office 365</b>, please be sure to log out of your <b>Office 365 account</b>. Go to the <b>Office 365 Home screen</b> that shows your apps From the upper right of your screen, click the <b>circle with your initials in it</b>. From the pull-down menu, click <b>Sign out</b> to log out of your account.</li> </ul>	

## 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 assignment** 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**

**Click** on that **button** to open the **Assignment**. 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.



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

<ul style="list-style-type: none"><li>• From the <b>Home Screen</b> of your <b>Office 365 account</b>, click on the icon for the <b>Teams</b> app to open it.</li></ul>	
<ul style="list-style-type: none"><li>• You can open your <b>Assignment</b> two ways:  Click the <b>Assignment tab</b> near the top of the screen and look for the <b>Assignment</b> from which you would like to submit your work. Look for the due date of the <b>Assignment</b>. Click on that <b>Assignment</b> to open it.  When you first open <b>Teams</b>, you should see a <b>button</b> on the <b>Posts tab</b> to open the <b>Assignment</b>. Click on that <b>button</b> to open the <b>Assignment</b>.  Here is an example of what that <b>Assignment Post</b> would look like.</li></ul>	
<ul style="list-style-type: none"><li>• Once the <b>Assignment</b> is open, you can <b>add</b> your <b>file</b> to the <b>Assignment</b> to <b>turn it in</b>.</li><li>• To add your file, click on the button that says <b>+ Add Work</b>.</li></ul>	



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

<ul style="list-style-type: none"><li>• When you click the <b>+ Add work</b> button, you have a choice as to where to find the <b>Assignment file</b> to turn in. Your file could be in:<ul style="list-style-type: none"><li>Your <b>OneDrive</b> (this should open automatically when you click the <b>+ Add Work</b> button)</li><li>In your <b>Documents</b> folder</li><li>Saved on your device.</li></ul></li><li>• Find and click on the file you want to turn in.</li><li>• If your file is on your device, click <b>Upload from this device</b></li><li>• Click the <b>Attach</b> button.</li><li>• Let the file load into <b>Teams</b>; it may take a few seconds.</li></ul>	
<ul style="list-style-type: none"><li>• Look for the purple <b>Turn in</b> button on the upper right side of the <b>Assignment</b>.</li><li>• Click the <b>Turn in</b> button <b>to turn in the Assignment</b>.</li></ul>	

\*\*\* **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.