

Office 365 Files Uploaded to Schoology

LOG INTO OFFICE 365

1. Click on the File Explorer folder on the task bar, M: Drive, Office 365 Login
 - or Click on the Office 365 link on the Student tab on the district webpage.
2. Type in your school email address and press enter.
 - Username: ##### (student ID)@students.avon-schools.org – NO PASSWORD - ENTER
 - Password: ##### (student ID)
3. Click on One Drive
4. Click New to create a document
5. Click Share button on top right if you want to share with teacher
6. Search for last name
 - Be sure to uncheck the box that says “require sign-in)
 - Your teacher will receive an email with your shared file link
 - You can also share with others and work on the same document as a team
7. When you log in again and want to edit your documents you will need to click on edit button
 - Choose edit online and it will continue to save as you make changes

LOG INTO SCHOOLOGY

1. Click on the File Explorer folder on the task bar, M Drive, Schoology Login (avon.schoology.com)
 - or Click on the Schoology link on the Student tab on the district webpage.
 2. Username and password are student ID
 3. Click on “resources” (top bar)
 4. Apps
 5. Click on Microsoft One drive to set it up
- IF YOU GET A WARNING THAT GOOGLE HAS STOPPED WORKING – just click on X and it will go back
(DON'T CLOSE THE PROGRAM)