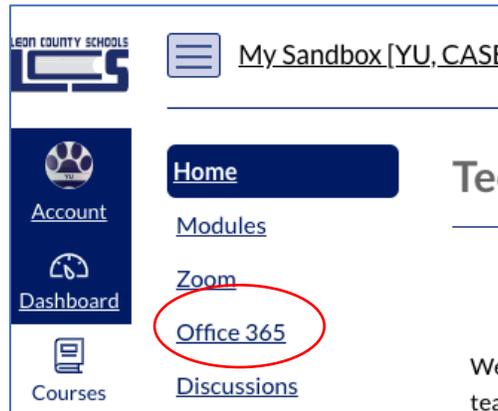


To have a student use an Office 365 document WITHOUT leaving Canvas, you need to do the following:

(Video Tutorial: <https://www.loom.com/share/e63b9f70de9b4636a075f76edc5c9ac9> )

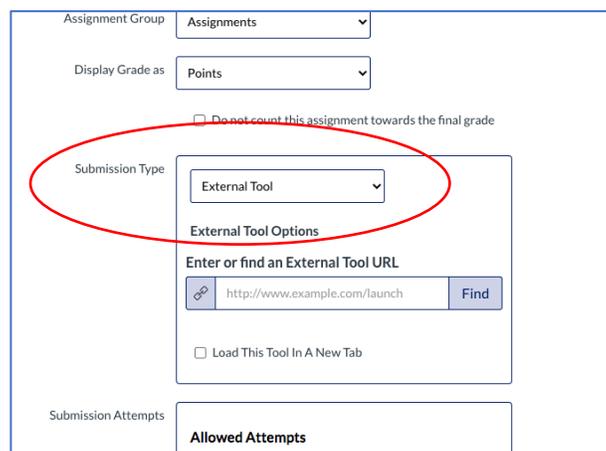
1. In Canvas, you AND your students need to connect their Office365 account with Canvas. This allows Canvas and Office365 to talk back and forth to each other to do your bidding.



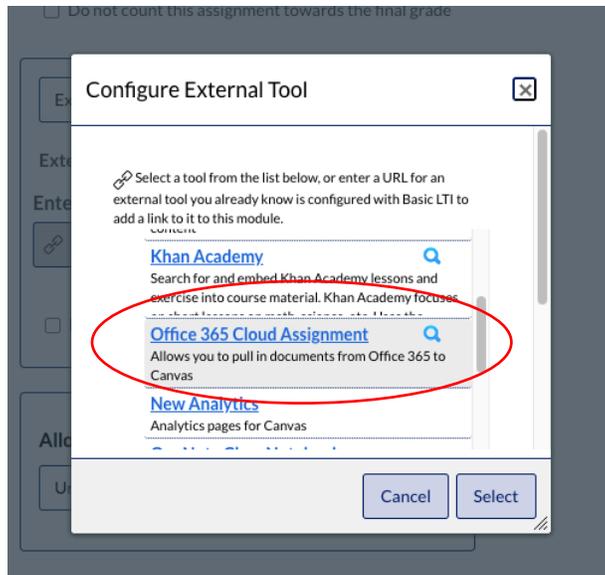
Students will need to use their LCS email ([studentID@edu.leonschools.net](mailto:studentID@edu.leonschools.net)) to log in, as well as their password (same as it is used to log into the devices/network). You need to use your full LCS email address.

Once it's loaded, they should see their own personal OneDrive account there.

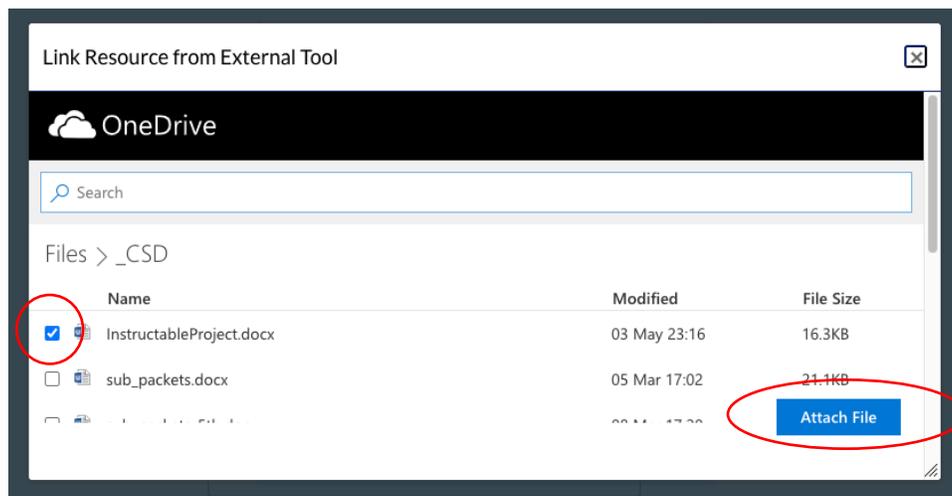
2. Next, when you create an assignment in Canvas, scroll down to Submission type and change the drop down menu to "EXTERNAL TOOL"

A screenshot of the Canvas assignment settings form. The 'Submission Type' dropdown menu is set to 'External Tool' and is circled in red. Below it, the 'External Tool Options' section includes a field for 'Enter or find an External Tool URL' with the value 'http://www.example.com/launch' and a 'Find' button. There is also a checkbox for 'Load This Tool In A New Tab' which is unchecked. Other visible fields include 'Assignment Group' (set to 'Assignments'), 'Display Grade as' (set to 'Points'), and 'Submission Attempts' (set to 'Allowed Attempts').

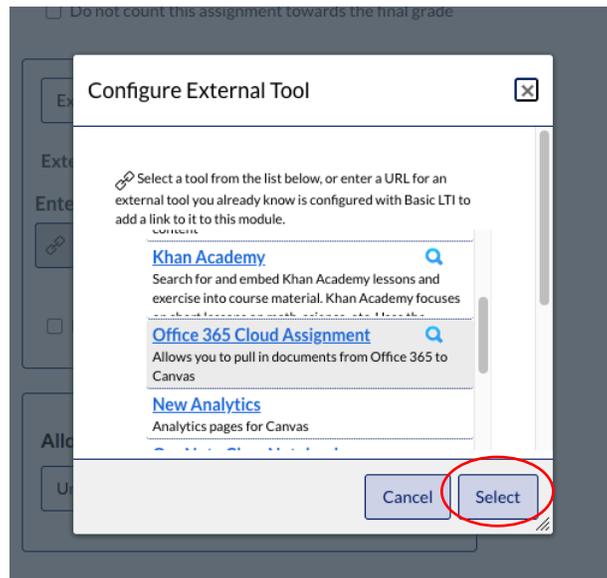
3. Click on the Find button and scroll to Office365 Cloud Assignment



4. This will open a pop-up window of your Office365 drive. Check the file you need on the left, then click Attach File



5. Click on “Select”



At this point, Office365 distributes a copy to each student’s OneDrive account.

6. Save the assignment. The student will be able to work on it and submit it from within Canvas.
7. Once the student submits it, open up the assignment, click on SpeedGrader in the upper right hand corner. You’ll see a snapshot of the student’s assignments/edits and you can download a copy to your computer to work with if you want.

