


Creating document in Office 365

1. PJHE Website
2. Under Quick Links, click "Office 365"
3. Log in with yourusername@pearlandisd.org, then just username and password.
4. Click +blank document
5. Turn off "Simplified Ribbon" in top right corner.
6. Click "View" then "Header and Footer"
7. Put your name and class period in the header. Turn off header by clicking on "Header and Footer" again.
8. Click "Document" and change the name to the assignment you are submitting.
9. Click  on the toolbar and change to 2.
10. Font size 12
11. Tab to indent paragraphs

Submitting on Canvas

1. PJHE Website
2. Under Quick Links, click "Canvas"
3. Log in
4. Look for assignment on the right or click on "Language Arts" then "Assignments"
5. Click on the assignment you're turning in
6. Click the "Submit Assignment" button in the top right corner.
7. Click on the Office 365 tab.
8. Log in if you need to
9. Check off the document you are turning in and upload it
10. Click "Attach File"
11. Click submit again.
12. Make sure it says you submitted it in the top right corner.