



## Instructional Technology Guidance for CCPS Students: Accessing Office365, Clever and Canvas

CCPS offers safe and secure online resources through Microsoft 365, Clever and Canvas.



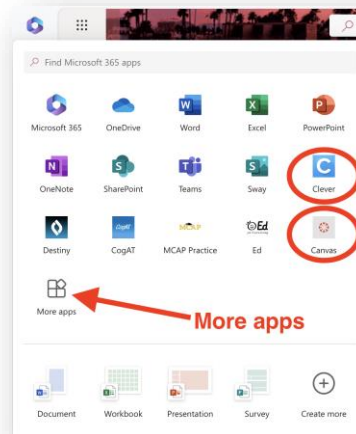
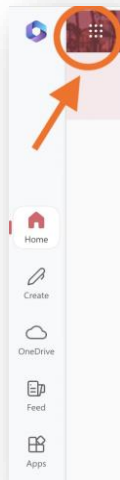


# Access Microsoft 365

1. Visit [Microsoft 365 Sign-in](#) to start.
2. Enter Your **Sign-In** Information:
  - **Username:** Use your student ID followed by @ccboe.com (e.g., [123456@ccboe.com](#)).
  - **Password:** Provided by your school. Click here if you need help accessing your student ID and password. The StudentVUE password is the same password as their Office365 account. The password can be found in ParentVUE under Student Information when using a web browser or in Student Info, Additional Information in the mobile app.
3. **Log In:** After entering your username and password, click "Sign in."
4. **Find Your Apps:**
  - a. After signing in, you'll see a main menu with available Microsoft 365 apps, including **Word, Excel, PowerPoint, OneNote, and Teams**.
  - b. If the app you need isn't on the main menu, select "More Apps" by clicking on the **App Launcher** (displayed as an arrow or "stacked boxes" icon).

**Note:** Microsoft 365 can be accessed on various devices, including mobile phone apps, tablet and iPad apps, and laptops.

Enjoy exploring your Microsoft 365 educational tools!



Click the 3x3 grid (referred to as the waffle iron) to open All Apps.

Microsoft 365 often shows a small number of apps for students where they can see their most recent choices. Choose "More apps" if you do not see what you are looking for at first.

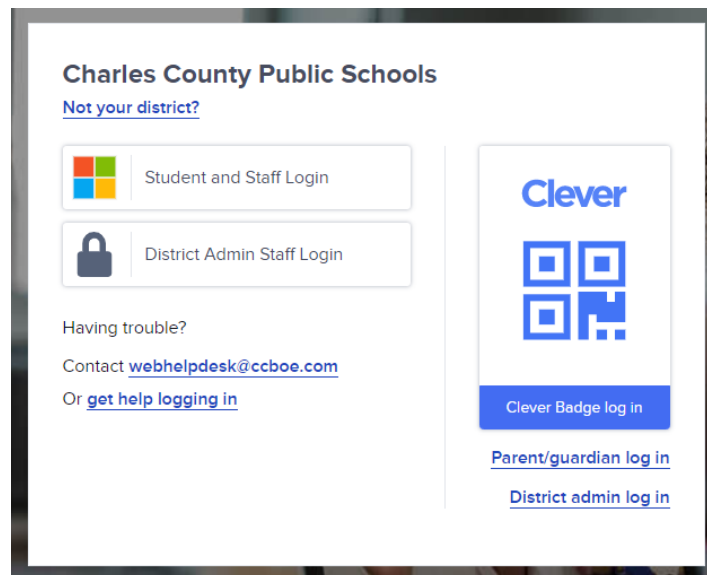


# Access Clever Portal and Canvas LMS

## Option 1: Access through Microsoft Office365

In Office365, click "More Apps"  or the App Launcher icon  to see the link to Clever.

**Option 2:** Access through Direct links instead. For Clever go to <https://clever.com/in/ccboe> and for Canvas go to <https://charlescounty.instructure.com/>. Use the same log in and password credentials that are found in Synergy.



**Note to Parents:** Parents do not have Microsoft 365 or Clever accounts. They must access either through their student's account. Parents can access Canvas as Canvas Observers. Go to [www.cbboe.com](http://www.cbboe.com) after November 1, 2024, to learn how to access Canvas as an Observer.