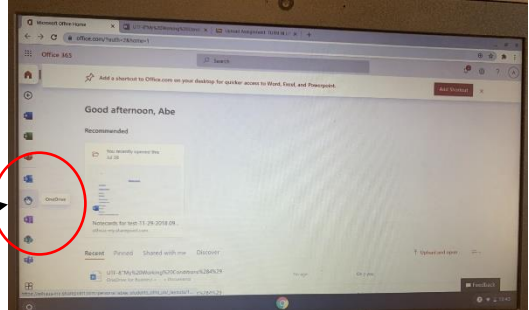


# School Chromebooks: How to Access and Edit Word Documents on Blackboard

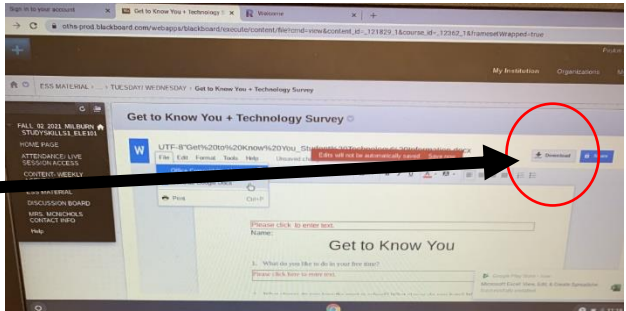
EVERY DAY PROCESS:

You ***MUST*** sign into your Chromebook using your given login information.

Open your Microsoft 365 Account

1. Sign into your Microsoft account (automatically opens as tab one)
2. Open OneDrive (looks like a cloud) 

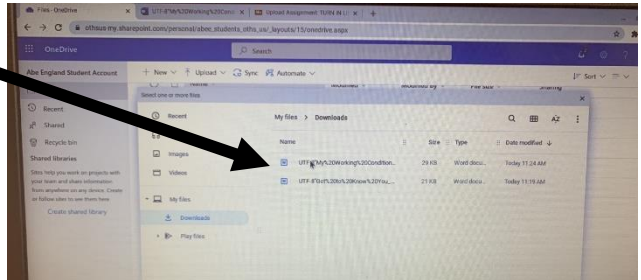
Accessing Word Documents posted within course pages.

1. In Blackboard
  - a. Click the document that you need.
  - b. Select **DOWNLOAD**- do not press SAVE 

2. Go to your OneDrive tab

a. Select **UPLOAD** and then **FILE** 

b. A small window will pop up-  
Select **DOWNLOADS** 

c. **Select the document** you downloaded from Blackboard and click the blue **OPEN** button at the bottom right. 

You have now uploaded and saved the document to your OneDrive!

- Be sure to find rename the document accordingly (right click document and select “rename”).
- To edit/ fill out the documents double click the title.

## Submitting Documents to Blackboard from OneDrive.

### 1. In Blackboard

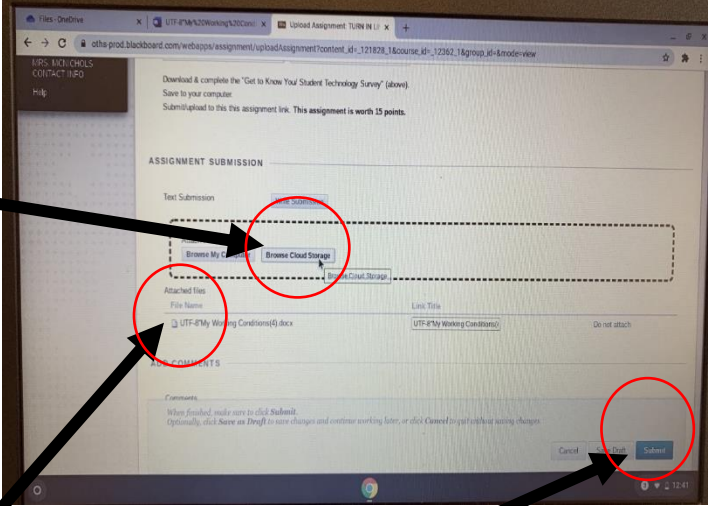
a. Go to the “turn in” location your teacher has created for the assignment

b. Select **BROWSE CLOUD STORAGE**

c. Sign in to **ONEDRIVE FOR BUSINESS** (school email/ password) - You should only have to do this on your very first time.

d. Find and select your document  
\*Make sure it appears under “Attached Files” on the Blackboard page.

f. Select **SUBMIT**



The screenshot shows the Blackboard assignment submission page. A dashed box highlights the 'Text Submission' section, which includes a 'Browse My Computer' button and a 'Browse Cloud Storage' button. A red circle highlights the 'Browse Cloud Storage' button. Another red circle highlights the 'Attached Files' section, which contains a table with columns for 'File Name' and 'Link Title'. A file named 'UTF-8 My Working Conditions.docx' is listed. A third red circle highlights the 'Submit' button at the bottom right of the page. Arrows from the text boxes point to these specific elements: from 'b' to the 'Browse Cloud Storage' button, from 'd' to the 'Attached Files' section, and from 'f' to the 'Submit' button.

\*If your submission was **successful** a green “success” note will appear along with a preview of the document you uploaded.

\*If your submission was **not successful**, a red message will appear. If you continue to receive this note, contact your teacher via email (attach the file to the email).