

STUDENT COMPUTER & IT INFORMATION



With this Handout learn how to....





Access your World Classroom account for online learning



Log in to campus computers

MICROSOFT 365







WEBSITE ADDRESS: Go to http://portal.office.com

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USERNAME: Usernames are typically*

firstname.lastname@academycanadastudent.com

(i.e. john.doe@academycanadastudent.com)

* In cases where we have a student with the same name, your username may include an added initial. If you have difficulties logging in using the format above, contact your IT Support. Contact details can be found on Page 6 of this handout.

PASSWORD: for First time logon: 1Password

You will be immediately asked to change your password to one unique to you. Passwords must be 8 characters long and contain at least one UPPER CASE and one lower case character, along with numbers or symbols.

Once logged in you will see a screen similar to the one on the next page.

With your FREE subscription to Microsoft 365, you get:

- The latest Office apps, like Word, Excel, PowerPoint, and Outlook.
- The ability to install on PCs, Macs, tablets, and phones.
- 1 TB of OneDrive cloud storage.
- Feature updates and upgrades not available anywhere else.

To gain access to your account, follow the steps!

Your Microsoft 365 Portal

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My Content 🛏	My Content				to Your
Feed 🛏	Feed	Recommended			< >
All Apps 🛏		Quick access			
Outlook (Email)	Outlook	(All (Recently	opened 용 Shared ☆ Favorites +		T Upload = ⊞
Teams 🛏	Teams				
Word →	Word				
Excel 🛶	Excel			•	
PowerPoint 🗕	PowerPoint				
OneNote 🗕	OneNote				
			No recent cont	tent	
			Create a new document or upload	one to get started.	

All components of your Microsoft 365 Portal are labelled above including web versions of many software applications you may need to complete your coursework.

Click on the **App Launcher** to view all apps available to you.

To access your student email, click on the **Outlook** icon on the left-hand side (see starred item in image above).

On the right hand side, you will see an **Install Apps** button. This will allow you to download and install Microsoft Office programs on a desktop or laptop that you personally own.

There is a limit to the number of installs for the software. Installing on additional machines may result in your license to install being revoked.



WORLD CLASSROOM





Access your account

After you log in to your Microsoft 365 account, open your student email (Outlook). You will see a **Welcome email from World Classroom**. This email contains 3 easy steps to get started.



USERNAME: Step 1 in the email includes your username.

Usernames are typically* **firstname.lastname@academycanadastudent.com** (i.e. john.doe@academycanadastudent.com)

* In cases where we have a student with the same name, your username may include an added initial. If you have difficulties logging in using the format above or did not receive the automated email, contact your World Classroom Team. Contact details can be found on Page 6 of this handout.

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PASSWORD: Step 1 of the email also provides a **link to create your password**. Click on the link to create a password unique to you. Passwords must be 8 characters long and contain at least one UPPER CASE and one lower case character, along with numbers or symbols.



After you log in to World Classroom you will see a **Help Tutorial** available to you. This tutorial will help you get acquainted with World Classroom and <u>we strongly recommend</u> that you complete this tutorial before you begin your academic program course(s).

WORLD CLASSROOM ADDRESS: https://worldclassroom.brightspace.com

Frequently asked questions about World Classroom



What do I need?

- Modern computer system with recent (and actively supported) operating system
 - <u>Windows 10-based pcs are best options</u> for software compatibility and for most* of our academic programs (*some exceptions, check with your admissions officer or instructor)
 - $\,\circ\,$ minimum Intel i3 or similar with 8GB system memory
- Internet connection, high-speed recommended (Students may access free Wi-Fi when working on campus)
- Speakers and microphone
- A webcam
- Headphones/earbuds

No computer or internet access?

Contact your campus and we will see how we can assist.

What browsers are recommended?

World Classroom is optimized when using the latest versions of Google Chrome, Apple Safari, Microsoft Edge, or Mozilla Firefox. For some applications, Chrome or Safari is specifically recommended. By default, most browsers automatically update to the latest version. To ensure you are always running the latest browser version, we recommend that you set your browser to auto-update. Ensure that your browser has JavaScript and Cookies enabled.

Important information for students enrolled in online Microsoft Office courses

We currently teach Microsoft Office 2019. You have access to Microsoft Office software for free through your Microsoft 365 student account. You will notice that some features and tools in your software may be absent or appear different in comparison to your textbook. Affected students should contact their instructor for clarification, if needed.

Is World Classroom Macintosh compatible?

Yes, World Classroom and most tools are compatible with Mac computers. However, instructors and staff of Academy Canada use Windows-based PCs with Microsoft Office software. Therefore, they may have issues opening any documents you submit that were created using default Mac-specific software such as Pages. Options to deal with this issue.

- 1. Inquire with your instructor for their preferred file type submission. Some may be able to open both PC and Mac-specific documents.
- 2. Export documents as another appropriate file type, e.g. Word or pdf, before you upload to your instructor.
- 3. Use Microsoft Office software for Mac. Web-based and download versions are accessible through your college Microsoft 365 account.

Will my exams be online?

Your exams may or may not be online. More details will be provided by your instructor as they become available.

Forget the web address to World Classroom?

The address is: <u>https://worldclassroom.brightspace.com</u>. You can always find a link to World Classroom from the Academy Canada website. Click on 'Online Learning' in the top navigation bar as shown below.





CAMPUS COMPUTERS





Turn on the computer. You will see a login screen. If someone else's name is on the screen, select 'Other User' from the bottom left of your screen.



USERNAME: Usernames are typically* FirstnameLastname (i.e. JohnDoe)

* In cases where we have a student with the same name, your username may include an added initial. If you have difficulties logging in using the format above, contact your IT Support. Contact details below.



PASSWORD: for *First time* logon: 1Password

You will be immediately asked to change your **password** to one unique to you. Passwords must be 8 characters long and contain at least one UPPER CASE and one lower case character, along with numbers or symbols.

