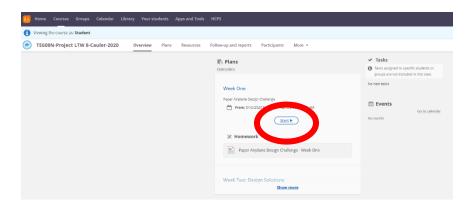
## Few Helpful Hints for working in It's Learning

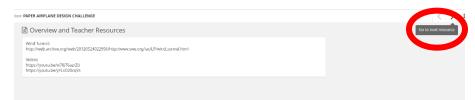
- 1. Always sign into your Office 365 account at home before working in It's Learning. (this will allow you to open/edit Office Documents such as Microsoft Word)
- 2. Leave office 365 signed in and open a new tab to navigate to It's Learning website.
- 3. If you don't own Microsoft Office Suite at home, you have up to 6 free installations using your student Office 365 sign in.
- 4. IF you are signed into your Office 365, and It's Learning your Microsoft Office documents will be set to Auto-Save.

See Steps Below for completing work.

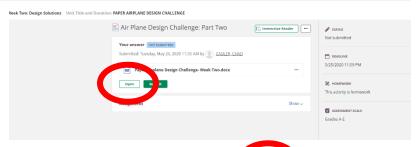
1. Click Start on the assignment you wish to complete.



2. Review the resource list needed for activity. Once done, click the arrow to go to the next resources.



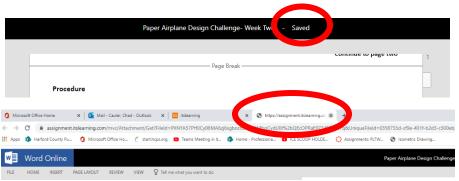
3. Click on Open and begin reading and completing the assignment.



4. While you are working it will continue to save your work, if you remain signed into Office 365, and It's Learning.



5. Once you are finished editing, look for it to say "Saved". Then you may close the document Tab.



6. Then go back to the It'sLearning Tab and hit submit.

