# Creating a Cloud Assignment with Office 365

If your instructor creates a cloud assignment with a Microsoft OneDrive file, you can open the assignment, edit the document directly, and submit your changes as your assignment submission.

- Log in to Canvas and select the desired course.

- From the menu on the left, click **Assignments**.

- Click the name of the assignment in the assignment list.
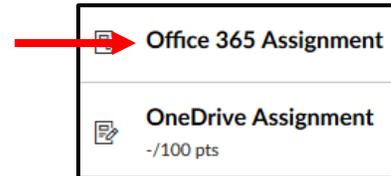
- If necessary, sign in to your Office 365 account using your student id number followed by @paulding.k12.ga.us (for example 12345@paulding.k12.ga.us) and the password you use at school.

- Click **Open** in the top right-hand corner of the page.

- The assignment will open in the corresponding Office online program (Word Online, PowerPoint Online, or Excel Online).

- Complete the assignment in the office online window; your changes are saved automatically.

- When you are ready to submit the assignment, close the Office Online tab.

- Click **Submit**.

    Note: You will still see the original file without your edits when you go back to Canvas. This is normal, when you click **Submit**, the teacher will receive your edited version of the assignment.

- Confirm the assignment was submitted and click **FINISHED**.