



Peru Community Schools




35 W. 3rd Street, Peru, IN. 46970



Virtual Learning DAY

Virtual Learning Day Information Packet

Please find below a summary of the training you received during school on how to access your assignments for the Virtual Learning Day. If more help is needed, you will find “how to” videos on the school website under the Students Menu. In addition to the “how to” videos, you will also find an Online Support Chat and Call-Back Request Form. Our Tech Department will be on stand-by for the Virtual Learning Day. The Tech Hotline can be found at the bottom of this document.

- 1) Go to our website at www.peru.k12.in.us .
- 2) Click the Students Menu, then click the Office 365 Portal link.
- 3) Log into the Office 365 Portal with your School User ID and password...
(example: 18FMLName@peru.k12.in.us)
- 4) Click the square menu icon at the top left corner of the screen  .
- 5) Click the OneDrive Cloud Icon  .
- 6) Click “Shared with me” on the left  .
- 7) Click the OneNote Class Notebook for the desired class.
- 8) (optional) Click “Open in OneNote” near the top of the OneNote Class Notebook to load this Notebook in the full desktop program.
(if you have the OneNote 2013 Desktop Program on your computer)
Otherwise, you can continue completing your assignment in the web-based OneNote Notebook.
- 9) Once the OneNote Class Notebook is open, follow any instructions your Teacher provided to complete your assignment for that class.

Online Support Chat: www.peru.k12.in.us/help

(also can be found under the Students Menu on our website)

Teacher phone extensions can be found on the Contact Us page on the school website.

You can email a Teacher by clicking on their name on the Contact Us page on our website.

If Online Support is not available, call 765-473-3081 EXT 2406