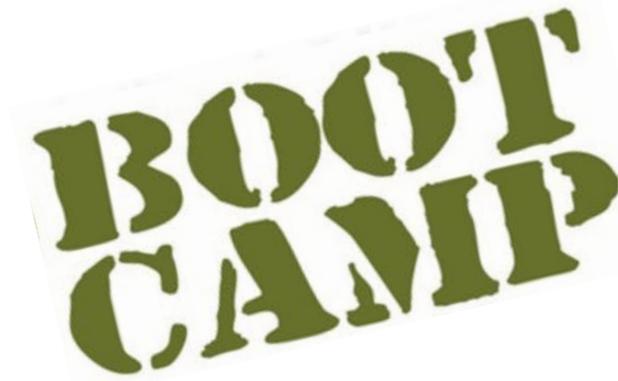# WELCOME TO PINETREE'S
APPLICATIONS OF DIGITAL LEARNING 10

Welcome to Pinetree Secondary! As part of our BYOD 1:1 technology initiative, every student has access to a laptop or tablet which will be used daily in many classes. Today, we will learn how to use the most important Office 365 programs.

There are 4 parts to the Boot Camp (Details below):

Part 1: Forms: (Tell us about yourself and sign-in.)

Part 2: OneDrive and Word

Part 3: Teams (Where ALL your assignments will be distributed and handed in)

Part 4: OneNote Classroom

PART 1: Forms:

Many of your teachers will use Microsoft Forms to create surveys, quizzes, and polls. Sometime the teacher will show real-time results as they're submitted, or use built-in analytics to grade your responses. BUT, our form is very easy. We just want to know a bit more about you, what you're thinking, and to sign-in to show that you've started the course. Please click on this link and fill out the form to complete Part 1. (You will need your Pinetree Username and password to sign into the form as the Form records who submitted based on the login info.)

https://forms.office.com/Pages/ResponsePage.aspx?id=74xl2ZICUkKZJWRC3iSkS8FuLnO_Ho5EuVi8ONgSUv9URUNLR003VjhUMDVJVEg4QUxHVU5OQU82UC4u

If the above link didn't work, try this shorter one: (Both links will take you to the same place)
https://tinyurl.com/PT2021BootCamp

PART 2: ☁ OneDrive

OneDrive is Microsoft's cloud storage software and possibly the most important program you will use! It can be synced to your personal devices **and** the school's library/lab computers. It can even be accessed through a browser (Chrome, Firefox, Safari, etc) allowing you to download and edit your digital files from **anywhere** with an internet connection. No more excuses about losing your homework!

1. Use your school UserID and password to log into the Office 365 portal   (
    https://login.microsoftonline.com/)

2. Click on OneDrive
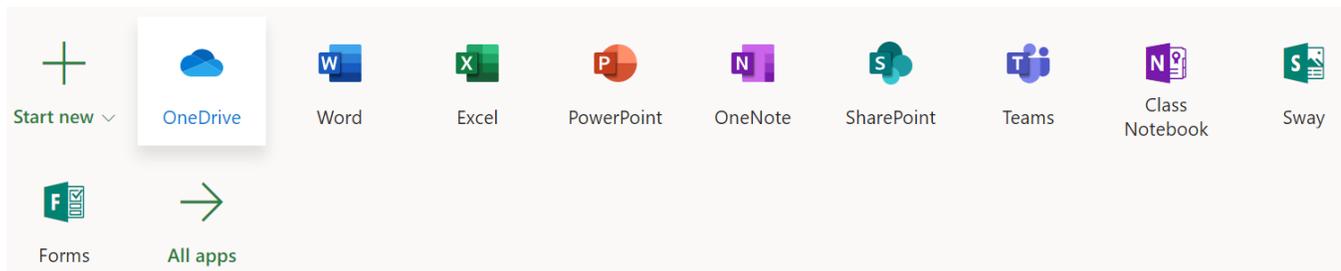
3. The browser version of OneDrive works very similarly to your computer's regular hard drive. You can create new folders or documents, and you can move files around or upload them by dragging and dropping them. At the top of the page, you will see the following set of options:

We require that you to sync OneDrive with your computer so that you will be able to access your storage without having to use the browser every time.

4. For your first assignment, click **New** and **create a new folder** called <mark>Digital Learning 10</mark>. After creating the folder, double click on it to access its contents. Now, **create a new Word document** within the folder and call it <mark>Digital Learning Boot Camp</mark>.

5. This new document will be used to tell us a little more about yourself and your experience with technology. Answer the following questions in your new document:

    Number each answer so that it matches the corresponding question. *Change your font style, colour, and size to anything you want! Make it a reflection of who you are!*

    1. What type of devices do you use on a regular basis (laptop, phone, desktop PC, iPad, etc)? What do you use them for?
    2. What programs or apps do you use? What do they do and why do you use them? Include at least five examples.
    3. In an average day, how many hours do you use your devices? Do you believe this is a reasonable amount of time? Why or why not?
    4. Why is it important to think about the impact technology has on us? How does it positively or negatively impact you?
    5. If you did NOT have access to your devices, how would that affect your day to day life?

PART 3: Microsoft Teams

You will also find yourself using Microsoft Teams a lot this year. This will be our primary method of communication and the place where you will be submitting your Digital Learning assignments. Most of your teachers at Pinetree will use Teams in their classes!

1. Use your school UserID and password to log into the Office 365 portal

    (https://login.microsoftonline.com/)

2. Click on Teams
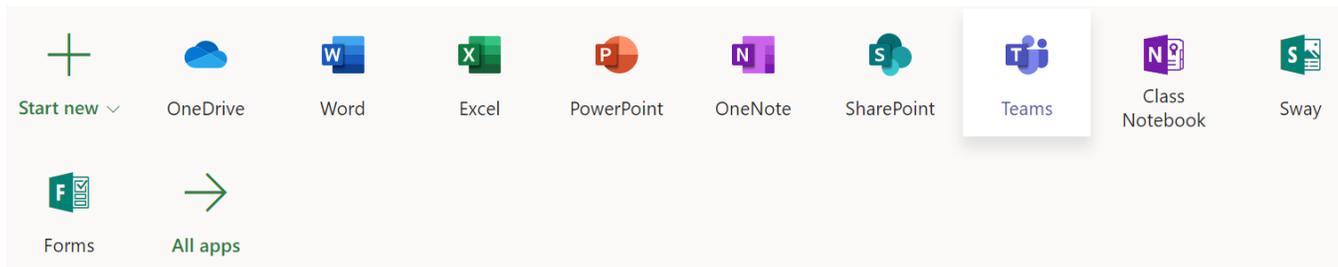
3. Like OneDrive, Teams can also be accessed through any browser as long as you have an internet connection, but we are ***requiring that you download and install it on both your device and your phone***. This will allow us to give you notifications about upcoming important dates and deadlines. You can install the application onto your device by clicking the **Get App** button in the bottom left corner.
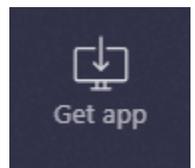

4. From the main screen, you will see a list of all the Teams you have been added to. Click on **PT Digital Learning 2020-21** .
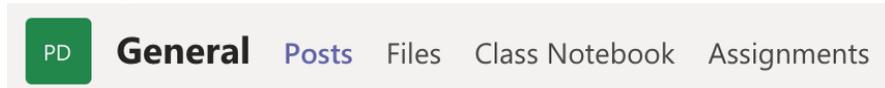
    After accessing the Team, you will see some different tabs at the top of the screen. **Posts** is basically a message board which can be used to communicate within the Team. **Files** is a location where teachers and students can share documents. **Class Notebook** allows you to access the Notebook for your class while in Teams. **Assignments** is where you will collect new assignments and submit completed work.

5. Click on the **Assignments** tab and select Assignment 1 - Office 365 Boot Camp. This is where you will upload and submit your **Word document from Part 2** after it's complete! Note the due date; make sure you hand your work in on time! **Remember that you can visit the Virtual Den for help anytime. Just post your question and someone from the Digital Learning Team will respond.**
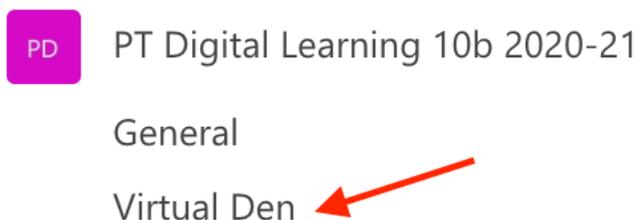
PART 4: OneNote

Many of you have probably used OneNote in your middle school classes. Many Pinetree teachers use it as well! You will need to make sure OneNote is installed onto your device so that you can access and edit your notebooks even without being connected to the internet.

1. If your class uses a Team, you can access the OneNote from there! Click on **Class Notebook** at the top of the screen to open the notebook.
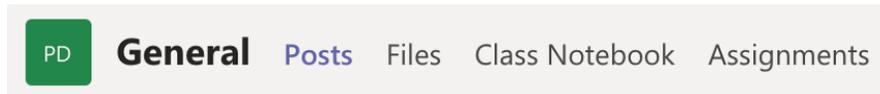
2. However, you won't want to work on your OneNote while in Teams because its features are limited and the sections load slowly. At the top of the screen, you will see a drop-down menu **Open in browser**. Click on the arrow and select **Open in app**. This will open the Notebook using the software installed on your device.
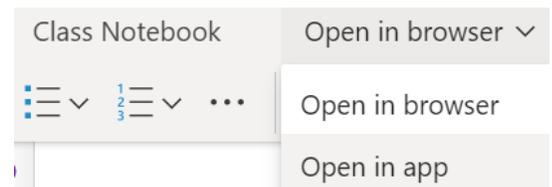
3. <mark>Now let's practice using OneNote.</mark> Open your DL OneNote and navigate to the first page in **your** folder under **Assignments**. Complete the instructions written on the page to test your ability to use the Draw tool, the Highlight tool, Typing tool, and Inserting and Image. (These are the basic skills that a teacher might want you to use.)
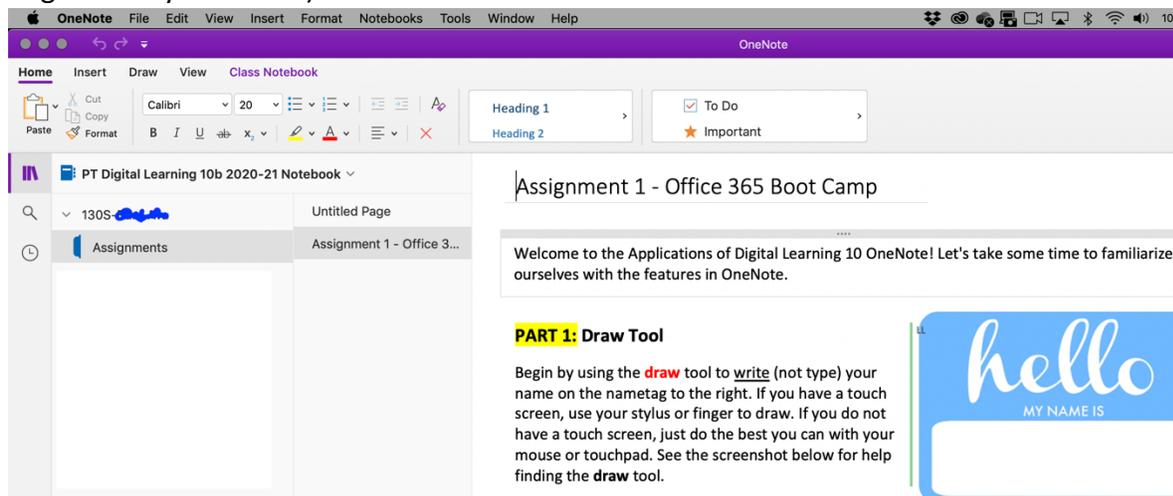
Congratulations! You survived your first day of Digital Learning at Pinetree!