

WELCOME TO APPLICATIONS OF DIGITAL LEARNING 10

BOOT
CAMP

AKA: Digital Literacy

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.

This assignment includes **THREE** parts. Make sure you don't miss anything!

PART 1:



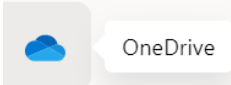
To ensure you understand what this Digital Literacy course is all about, you will need to fill out an online form acknowledging your Learning Plan and Commitment to Learning for the year.

1. Click on the following link to access the online Microsoft Form:
<https://forms.office.com/r/eVdPxyRQqJ>
2. **Carefully read** the instructions at the top of the form (the bullet points in the blue section).
3. Fill out the form and remember to click **Submit** when you're done!

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, Edge, 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 **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 **Digital Literacy**. After creating the folder, double click on it to access its contents. Now, **create a new Word document** within the folder and call it **Assignment 1 – Office 365 Boot Camp**.
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:

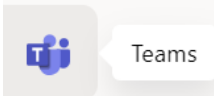
Number each answer so that it matches the corresponding question. Change your font style, colour, and size! Try out some different formatting options! Make it a reflection of who you are!

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 didn't have access to your devices, how would that affect your day to day life?

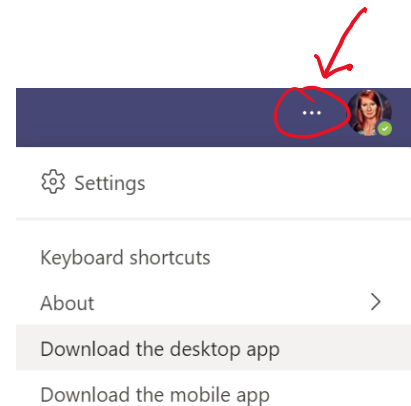
PART 3: Microsoft Teams

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 Literacy assignments. There are several other teachers at Pinetree who also use Teams in their classes!

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

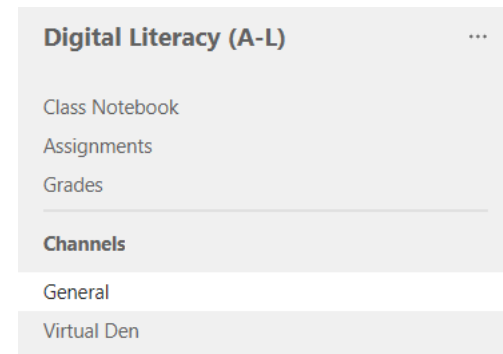
2. Click on Teams 

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 (...) button in the top right corner, then selecting **Download the desktop app**.



4. From the main screen, you will see a list of all the Teams you have been added to. Click on **Digital Literacy**.

After accessing the Team, you will see some different tabs at the top (or side) of the screen (depending on your settings). **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. **Grades** will display your feedback on assignments as they are returned. You will also see a variety of **Channels** for communication. The **Virtual Den** is a great place to ask questions when you need some tech-related help.



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!

Congratulations! You survived your first day of Digital Literacy at Pinetree!