GRADE 12 TECHNOLOGY ORIENTATION CHECKLIST
September 2020

Microsoft 365, Teams, Class Notebook, and Managebac will be integral parts of your learning experiences this year. This checklist will help you practice the skills you will need to access and get to know these various platforms.

I CAN:
- ☐ Log into my SD44 district email

MICROSOFT TEAMS
- ☐ Log into Microsoft Teams at home
- ☐ Join a Team using a join code
  - ○ Use the code: **a8ky3f3** to join the EPIC 12 2020-21 Team
- ☐ Download a File from a Team
  - ○ *Find the Files section in the EPIC 12 Team and download the instructions to install Teams on a mobile device*
- ☐ Download Microsoft Teams onto my phone
- ☐ Log into Microsoft Teams on my phone
- ☐ Reply on a thread in Microsoft Teams
  - ○ *Find the place in the EPIC 12 Team General Chat where you need to answer with your Q1 P1 teacher's name*
- ☐ Type "/" into the top search bar to see the shortcuts available in Teams
- ☐ Join a meeting (you can't try this yet, but do you know how?)
- ☐ Check my Teams calendar

CLASS NOTEBOOK
- ☐ Find the Class Notebook in the EPIC 12 Team
- ☐ Find the All About Me Page in the Class Notebook
- ☐ Type into the Class Notebook by answering the All About Me questions
- ☐ Insert a picture into Class Notebook by uploading a picture of yourself into the All About Me page
- ☐ Download Microsoft One Note onto my phone
- ☐ Open my EPIC 12 Class Notebook in One Note on my phone

MANAGEBAC
- ☐ Log into my Managebac account
- ☐ Find the Service as Action page