



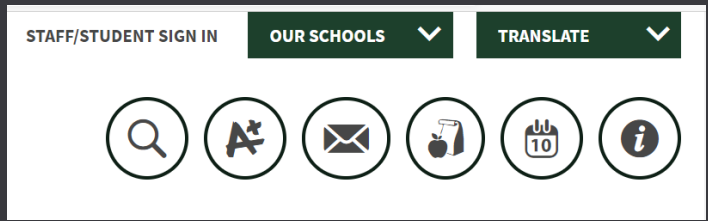
# TECH 101



Follow these steps to help you get ready for the year!

## LOGGING IN

To access anything, you will need to use your CBSD student login. This is also how you get into the computer. **If you forget your password, please email me ASAP.**



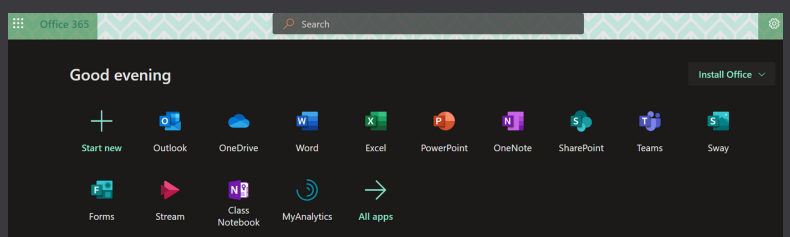
## MICROSOFT TEAMS



We will be using Teams for all of our live meetings. Teams should already be on your computers. If not, you can go into your Office 365 for the online version. You will use your CBSD student login to get onto Teams.

## OFFICE 365

Office 365 is a very important tool. Here, you are able to access ClassLink, which brings you to all the apps we will be using. Office 365 is also where you can check your email. **Please check your email every morning as a part of your morning routine.**



## CLASS LINK

Originally, you were able to access all of your apps through Clever. Instead of Clever, you will be using ClassLink. ClassLink will be on your computer desktop. This is where you will start your day every morning. ClassLink allows you to go straight to Canvas.



## CANVAS



This year, we will be working a lot with Canvas. We will be practicing how to use Canvas during our synchronous lessons. Our goal is to have you use Canvas to help organize your lessons and links in one location. You will be able to access your Canvas through Office 365 or ClassLink. **Every morning will start with you accessing Canvas to open the Teams meeting link.**

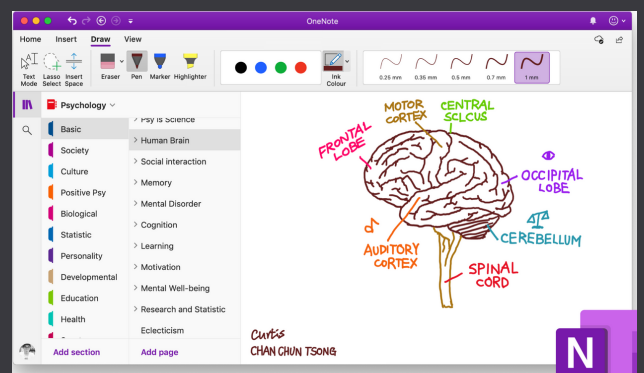
## MICROSOFT FORMS



As a way of checking in, we will be using Microsoft Forms, a survey tool, with students. This is a great resource because they can be sent out as a link or be inserted into the chat window during our Teams Calls.

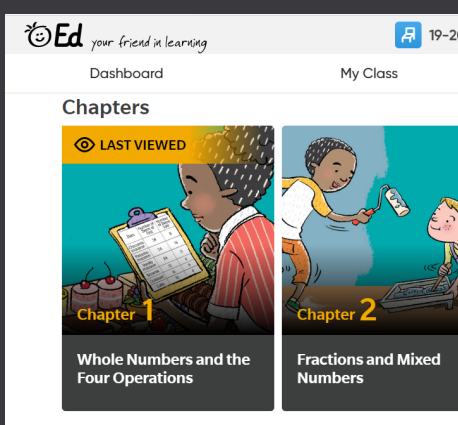
## MICROSOFT ONENOTE

OneNote can be accessed through Teams, Office 365, and Canvas. It is an online notebook that automatically saves work for each of your classes.



## ED YOUR FRIEND

Ed Your Friend is an app that you can access through ClassLink to support you in math. Here, you can find the math book, as well as complete assignments (if assigned).



## TCI

We are beginning our year with studying Social Studies. To access the materials, you will access TCI through ClassLink.

