

Go to the Gleneagle homepage and click on "Office 365"



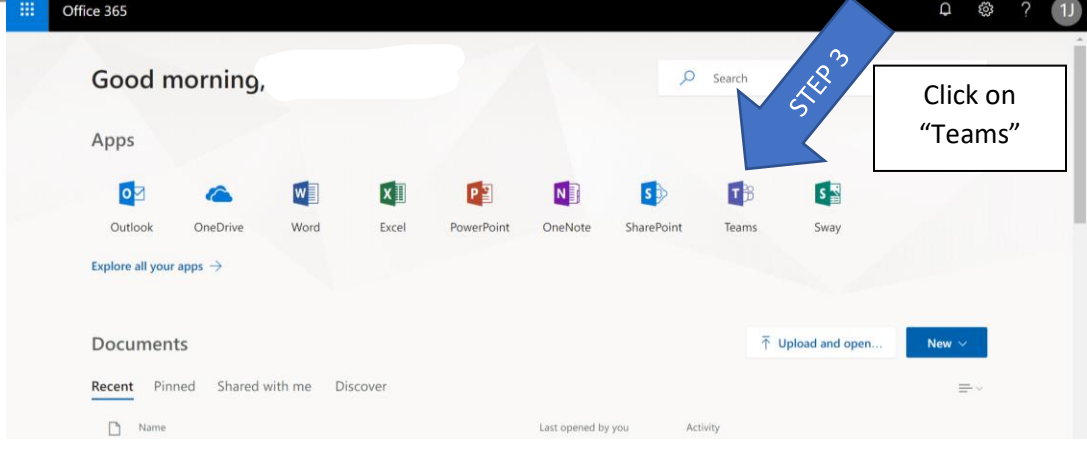
Career Life Connections 12 HOW TO GUIDE



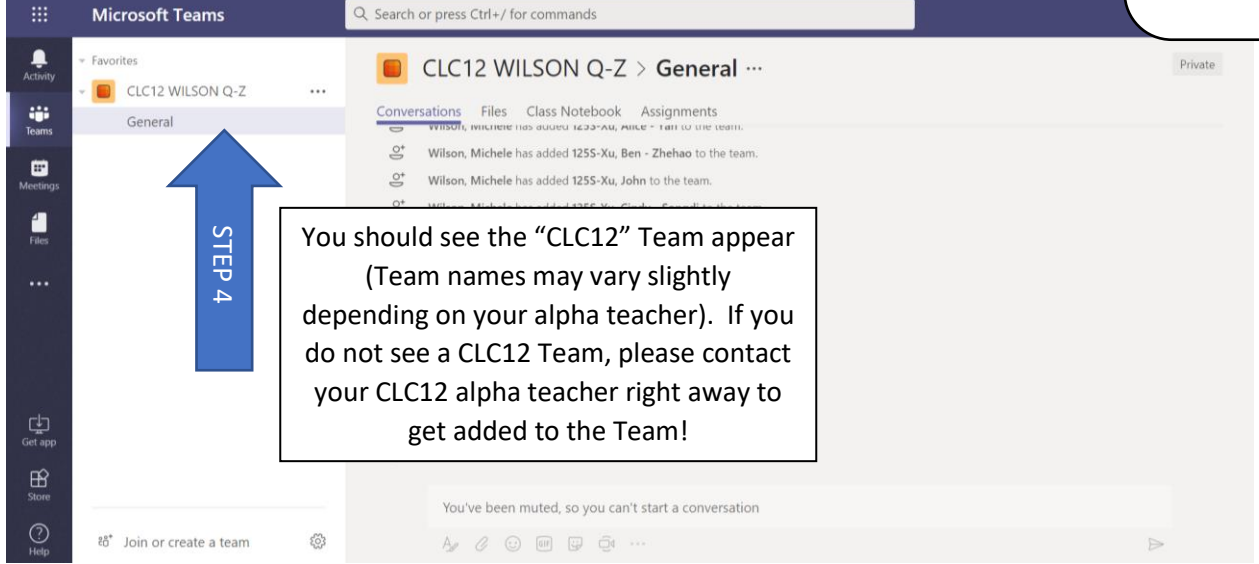
Sign in with your school SD43 email...then password
125-____@sd43.bc.ca



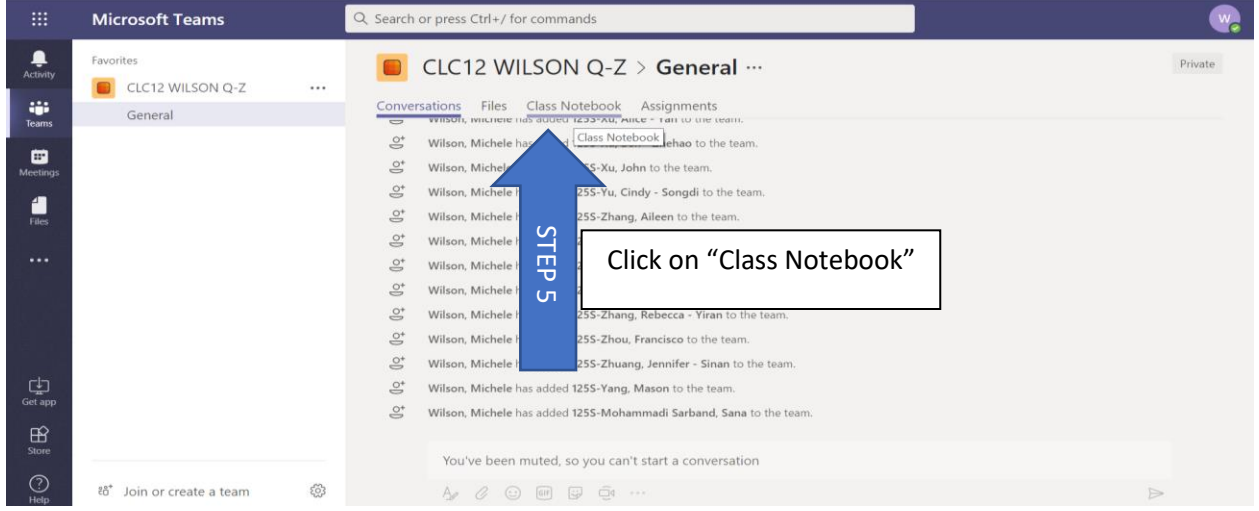
Click on "Teams"



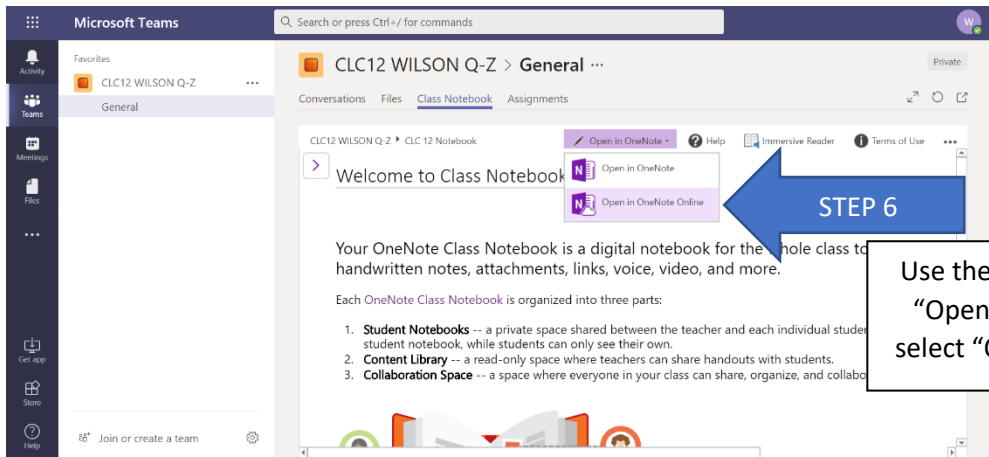
ALL Assignments are due Tuesday, FEBRUARY 19th. Please email your CLC12 teacher when ALL assignments are completed.



You should see the "CLC12" Team appear (Team names may vary slightly depending on your alpha teacher). If you do not see a CLC12 Team, please contact your CLC12 alpha teacher right away to get added to the Team!



Click on "Class Notebook"



Use the drop-down arrow in the "Open in OneNote" icon, then select "Open in OneNote Online"

OneNote Online CLC12 WILSON Q-Z CLC 12 Notebook CLC 12 Notebook Open in OneNote Print

Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class. It is organized into three parts:

- Class Notebook** -- a private space shared between the teacher and each individual student, while students can only see their own.
- Classroom** -- a read-only space where teachers can share handouts with students.
- Class Space** -- a space where everyone in your class can share, organize, and collaborate.

STEP 7

Click on "Content Library". Here you will see several sections. These are your assignments!

OneNote Online CLC12 WILSON Q-Z CLC 12 Notebook CLC 12 Notebook Open in OneNote Print

Personal Career Life Development (10%)
Wednesday, October 17, 2018 2:07 PM

Gleneagle Secondary
Career Life Connections 12

All of your Career Life Connections assignments will be graded using the rubric below. Please remember, completion of your Career Life Connections assignments is required for graduation. If you do not complete your assignments you will not be allowed to attend Grad Dinner Dance, you will not receive credit for the course and will therefore, not graduate.

*****Please note, you only have one attempt to complete your assignments...SO, DO IT RIGHT THE FIRST TIME!**

NUMBER	LETTER	WHAT DOES IT MEAN?
4	A	Excellent/Good
3	B/C+	Satisfactory
2	C/C-	Needs Improvement
1	I	Incomplete

STEP 8

To open an assignment, select a section in the "Content Library" then right click on the document inside and "Download a Copy". Once you open the downloaded assignment, you can work on it and save it where you usually would.

OneNote Online CLC12 WILSON Q-Z CLC 12 Notebook CLC 12 Notebook

File Home Insert Draw View Print Tell me what you want to do

Personal Career Li... MyBluePrint Care... Core Competencies Resume Capstone Project Connections to th... 125S- JOE My BluePrint Care... Personal Career Li... Connections to th... Resume Core Competencies

STEP 9

Your name should appear here (below the "Content Library" sections). If you click on your name you should see more sections. These sections are your hand-in folders for each assignment.

OneNote Online CLC12 WILSON Q-Z CLC 12 Notebook CLC 12 Notebook Share 125 JOE

File Home Insert Draw View Print Tell me what you want to do Open In OneNote Give Feedback To Microsoft Saved 2 Other people Are Here

New Page New Section Table Picture Online Pictures File Printout Attachment Office Add-ins Link Record Audio Symbol Stickers

STEP 10

Under your name, click on the section where you wish to hand in an assignment. Example, "Resume".

STEP 11

Next, select the "Insert" tab and select "File Attachment". Find the document you are handing in and you will be prompted to "Attach File". Voila! You have handed in an assignment.

ALL Assignments are due Tuesday, FEBRUARY 19th.

Please email your CLC12 teacher when ALL assignments are completed.