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Description automatically generated with medium confidence](https://www.remc.org/21things4students/) **Student Checklist**

**Thing: 4. Microsoft Word 365   Quest: QM2 Sharing & Collaboration**                                               

**Objectives:**

* know how to set permissions for a document to be shared, edited, viewed, commented on by others
* share your documents with others electronically
* know the difference between synchronous and asynchronous

|  |  |  |
| --- | --- | --- |
| Ck off | action | Step directions with illustrations |
|  |  | * Watch the video at the top of the page   Pause and play frequently as you do the steps  Reminder: **Windows computers use ctrl** for actions,  **Macintosh uses the cmd key**,  **right-click** can be done with a track pad action or a mouse.  **Chromebook**, you can press or tap the touchpad with two fingers, or pres Alt and click with one finger. |
|  |  | * Open Office 365 (in one browser tab, keeping the 21things Quest page in another tab) OR Open Word in your Desktop App |
|  |  | * Open your Poem document |
|  | Select Word |  |
|  | **Part 1**  1. Open your Poem document from Quest 1 in the **Microsoft 365 Online account in your browser** | * You can type the name you saved it as, ‘poem’ , to locate it quickly…      * OR Look in Recent, Graphical user interface, text, application    Description automatically generated * OR go to OneDrive   Graphical user interface, text, application, chat or text message  Description automatically generated  and locate the file, or a folder you may have created for your 21things work. Graphical user interface, application  Description automatically generated   * Open your poem document from Quest 1 |
|  | OR using the **Word desktop app, look in File>Open Recent** |  |
|  | Step 2. | * Watch the Video embedded in Part 1 |
|  | Steps 3 & 4 Share your poem document with your teacher | * Use the **Share** Text    Description automatically generated * Select the permission by **expanding the permission**A picture containing logo    Description automatically generated * Set it to allow **Editing permissions** for your teacher by checking the box   Graphical user interface, text, application, chat or text message  Description automatically generated  and **APPLY** it |
|  | 5. Enter your teacher’s email address | Paste your teacher’s email address into your blank document (shortcut – ctrl-v, cmd-v) exactly as it isGraphical user interface, application  Description automatically generated |
|  | 6. Add a message | Add a message to let your teacher know you are sending your Poem document and include your name.  Graphical user interface, text, application  Description automatically generated  Select Send or Share. |
|  | Note: | This is an example of "asynchronous" collaboration. Check out the definition on [Dictionary.com](http://dictionary.reference.com/browse/asynchronous). |
|  | Part 2 Prepare a Document Step 1 | * Create a new blank document in Word:   + Select the File menu, and select New.   Graphical user interface, application  Description automatically generated  (Online image) ( Desktop app Image) |
|  | Step 2 | * Name your document “Analysis by…. “(your name or initials) * A picture containing table    Description automatically generated  **Word** **Online**: select **Document – saved** and type the name Analysis by… and notice the name appear on the browser tab and where it said document. * **Desktop App**: go to the **File menu** and select **Save As**… name it **Analysis by** …and note or decide where to save it.   Table  Description automatically generated |
|  | Step 3 | * Type "Author" and your name on line one and "Edited by" on line two for your partner to fill in later |
|  | Step 4 | * Copy the sentence in italics below and paste it into your document:   In Nothing Gold Can Stay, some say that Robert Frost's message is, "nothing can last forever, especially something perfect and beautiful."​ |
|  | Step 5 | * Copy and paste the following two prompts for you to type in your analysis. Questions to think about and/or discuss with a classmate or class:  1. What examples from the poem help reveal the message? 2. Write about a time in your life when you had an experience that seemed perfect, but you knew would come to an end   Example: Graphical user interface, text, application, email  Description automatically generated |
|  | Part 3 | * When you have completed the previous steps, and you have saved your document, check with your teacher about who to share your analysis document with:  1. Open your partner’s document in a new tab 2. Select Edit Document 3. Select Edit in Browser 4. Enter your name after the words “Edited by” 5. Read what your partner(s) has/have written 6. Add some of your own ideas under each of theirs. Type your initials in parentheses (xx) after or before each comment. 7. Read what your partner(s) has/have written 8. Add some thoughtful comments, questions or examples to what they wrote 9. Talk with your partner(s) about this sharing and collaboration experience. How could this be helpful for other classes and assignments? |
|  |  | [Check the definition of synchronous.](http://www.dictionary.com/browse/synchronous?s=t) |
|  |  | Check with your teacher about turning in your document. |
|  |  | Check off this 4.QM2 Sharing Quest in your Roadmap document |