[Shape

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

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

**Name:**

**Date:**

**Teacher name:**

***To make a copy for yourself:***

* ***Google users need to be logged into their email account and go to File>Make a Copy.***
* ***Microsoft Users can use File>Download to a Word Document.***

**As you go through the Quest, you will need to check off each step as you complete it. You will be able to:**

* 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

|  |  |
| --- | --- |
| Check Off |  |
| PART 1  Watch the video | 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 from Quest 1 in the **Microsoft 365 Online account in your browser or use the desktop app.** |
|  | Open your poem document using the **Word desktop app** |
|  | Use the **Share**  Select the permission by **expanding the permission**  Set it to allow **Editing permissions** for your teacher by checking the box  and **APPLY** it |
|  | Paste your teacher’s email address into your blank document (shortcut – ctrl-v, cmd-v) exactly as it is. |
|  | Add a message to let your teacher know you are sending your Poem document and include your name. |
| **Part 2 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)  and note or decide where to save it. |
| 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.   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 |
| **Part 3** | When done with the previous step, and you have saved your document, check with your teacher about who to share this analysis document with then:   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 with your teacher about turning in your collaboration. |
|  | Check off this 4.QM2 Sharing Quest in your Roadmap document |