



Name: _____

Homeroom: _____

PREPARATION

- I have well organised folders for each of my subjects.
- I have backed up my folders and files up to OneDrive.
- I have access to SEQTA and OneNote.
- I have downloaded the OneNote App.
- I know where to find my work for each subject on OneNote or SEQTA.
- I have tested my ability to access my classwork at home.
- I have access to my SMC email and check it regularly.

SKILLS

I can...

- Open Outlook to check my emails and email my teachers.
- Access daily classwork in OneNote for subjects using this platform.
- View and download lesson materials from SEQTA or OneNote for subjects using this platform.
- Access programs my classes may be using, such as Teams or Stream.
- Access resources such as Libguides on the Library portal.
- Upload completed work to my OneNote student workspace.
- Upload completed assessment tasks using e-Submission on SEQTA.
- View the Upcoming Assessments in SEQTA for each subject.
- Find my assessment results will be displayed on SEQTA.

Places I can seek help:

- My classroom teachers
- Other students in my Homeroom/classes
- My Homeroom teacher
- The ICT Techno Lounge (ict@santamaria.wa.edu.au) for Teams, OneNote etc
- See the 'How to' videos on the **Library Portal**: Submitting work to SEQTA, Accessing work on a OneNote.