



WELCOME TO PLAYCANICS - PROTOTYPE (ORIGINAL CONTENT)

Playcanics is a new business vision for the modern era in Canada's Tech Industry, and we are excited to have you on our team. Through constant collaboration and repetition, we are confident that excellence is achieved in training and the arts. In this way, the cross-pollination between the two enhances both.

COURSE OVERVIEW

LESSON ONE: WELCOME TO PLAYCANICS

- OUR PHILOSOPHY
- WHO WE ARE
- WHERE YOU FIT IN
- WHAT YOU CAN EXPECT FROM US
- GETTING TO KNOW OUR CLIENTS AND THEIR NEEDS
- MEET YOUR TEAM
- JOB DESCRIPTIONS

LESSON TWO: MICROSOFT TEAMS - GETTING STARTED

- WHAT IS MICROSOFT TEAMS?
- WHAT MAKES MICROSOFT TEAMS UNIQUE?
- WHAT CAN MICROSOFT TEAMS DO?
- GETTING LOGGED INTO MICROSOFT 360
- PROTECTING YOUR ACCOUNT WITH THE MICROSOFT AUTHENTICATOR APP
- MICROSOFT TEAMS DESKTOP APP

LESSON THREE: MICROSOFT TEAMS – THE BASICS

1. CHATS
2. TOOLBAR
3. SHARING FILES WITH CHATS
4. ARCHIVE INVOICES

5. HIDING CHATS AND DELETING MESSAGES
6. APPS
7. Help

MOVING BEYOND THE BASICS

LESSON ONE - WELCOME TO PLAYCANICS

Process Block

Block One: **OUR PHILOSOPHY**

Audio: "As gaming enthusiasts, our team grew up playing, loving, and enjoying games in a variety of formats. Many modern technologies like serious games and virtual reality allow children ample opportunities to move, explore, and become self-directed through quests and complex problem solving."

Block Two: **WHO WE ARE**

Audio: "Playcanics runs entirely by remote. With the use of highly specialized subcontractors, our business model is designed so that there is significant flexibility when it comes to the techniques you and our clients wish to employ."

Playcanics was founded in 2020 and it is the brainchild of Jessica Haak, M.A. Educational Technology (Concordia, Montreal), B.A. Theatre, and Film and Media Studies (University of Alberta), with the creative collaboration of Joel Duffield, Senior Unreal Engine Specialist.

Block Three: **WHERE YOU FIT IN**

Audio: "Our team uses Lean Manufacturing and the Sam Agile Model to allow for rapid prototyping and the maximization of training and educational budgets."

Never has eLearning and virtual technology been more important. We have been supporting organizations as they produce digital content, optimizing their Learning Management Systems (LMSs), and selecting appropriate educational strategies, having worked with AFPA, EWI Works, Langmobile, and Let's talk Science, to implement 3D art designs into their online content.

Block four: **WHAT YOU CAN EXPECT FROM US**

Audio: *“Whether a client’s budget is large or small, as a team, we can bring their vision to life. With our calculated project management, lean process techniques, creative ingenuity, and technical excellence, anything is possible.”*

Playcanics is a labor of love.

Our specialists are paid well. They are treated respectfully, and they take on projects to improve their skills beyond their other business pursuits. We believe that our work is stronger with these collaborations. The artists are enriched professionally, and companies receive products at a fair market value.

Flashcard Grid: **GETTING TO KNOW OUR CLIENTS AND THEIR NEEDS**

This is blank at the moment and maybe redundant for the purpose of this project?

Subheading: **MEET YOUR TEAM**

Accordion:

- Gerhard Geick, Script Manager + Photo of Geick (plus short bio)
- Scott Luscombe, Graphic Design Consultant + Photo of Luscombe (plus short bio)
- Etc.

Subheading: **JOB DESCRIPTIONS**

Interactive Tabs

- E-learning Developer + Job Description + relevant photo
- Graphic Design Consultant + Job Description + relevant photo
- Etc.

CONTINUE TOOLBAR

LESSON TWO: MICROSOFT TEAMS - GETTING STARTED

Heading: **WELCOME TO MICROSOFT TEAMS**

Interactive Tabs

WHAT IS MS TEAMS?

- **Microsoft Teams** is a hub for teamwork. It is an app that helps you pull together a team and work together using **Chat** instead of email, and **Channels** instead of just file folders. It is a workspace where you and your team can securely edit files at the same time and see **Likes**, **@mentions**, and replies with just a single tap

WHAT MAKES MS TEAMS UNIQUE?

- Microsoft Teams is a place that your team can make its own by adding notes, websites, and apps, and because it is in the cloud it lets everyone work together no matter where they are. It is a solution that understands that having fun doesn't just make you and your team more productive. It also makes you more creative.

WHAT CAN MS TEAMS DO?

- Pull together a team.
- Use Chat instead of email.
- Securely edit files at the same time.
- See Likes, @mentions, and replies with just a single tap.
- Customize work by adding notes, web sites, and apps.

Paragraph with heading: **GETTING LOGGED INTO MICROSOFT 360**

Before you begin your journey with Microsoft Teams, you will need to sign into your Microsoft 360 account.

- Go to Office.com
- Login with the name and password you were given by your administrator.
 1. Right away you will be prompted to change your password.
- The next prompt will say "Help us protect your account."
 1. At this point, you may click "Skip for now."

2. You can skip this for up to fourteen days. Protecting your system is required, though. If you do not do it now, you will be prompted to do it later.

Process

Block ONE: **MICROSOFT AUTHENTICATOR APP**

Audio: *"When you are ready to protect your account, click "Next" on the bottom right-hand corner of the screen.*

Block two: **CONNECTING THE APP WITH YOUR ACCOUNT**

- To continue, you will need to agree to the Privacy Notice. Click "Agree."
- The next phone page header will read: Microsoft respects your privacy. Click "Agree." This will launch a QR code scanner, and it will connect the App with your account.
- The next computer screen will read: Scan the QR code, and you should see a QR code in the bottom left-hand corner. Scan it with your Authenticator App.
 1. Can't scan the code? No problem. Click "Can't scan the code." Enter the Code and URL, and this will get you where you need to be just as fast.

Block Three: **Missing Step**

Block four: **MICROSOFT TEAMS DESKTOP APP** Audio: *"Congratulations! You made it in! You are now ready to use Microsoft teams!"*

- MS Teams will recommend downloading the Teams Desktop App to "stay better connected." Go ahead and hit "Download now" if you feel comfortable doing so.
 1. If MS Teams runs into an issue, you may be prompted to restart your computer. If that happens, don't worry. This happens all the time. Just follow the instructions.
 2. If you use Gmail, MS Teams may automatically want to use that account. In that case, after the computer restarts, when it prompts you to log in, ensure that you are signing in with your Playcanics account.

3. The next prompt will read: “Stay signed in to all your accounts”.
Read the writing below and click according to your preferences.
 4. It will take a moment to register your device, and then you will be all set! Click “Done” and you will have access to Playcanics Apps and services.
- You may also wish to download the App on your phone. It is called Microsoft Teams, it is free, and you can download it as easily as you would any other App.

CONTINUE TOOLBAR

LESSON THREE: MICROSOFT TEAMS - THE BASICS

Image & text:

Below image: Click on the blue Team's shield logo in the bottom left-hand corner of your screen to launch **Microsoft Teams**.

Beside image:

GETTING STARTED WITH MICROSOFT TEAMS

1. **Chats**
2. **Toolbar**
3. **Sharing files with Chats**
4. **Archive Invoices**
5. **Hiding Chats and Deleting Messages**
6. **Apps**
7. **Help**

Process

Block one: **STARTING A CONVERSATION WITH TEAMS**

On the left side of the screen, from top to bottom, you have your activity notifications, chats, teams, calendar, calls, additional apps, and help.

Up top, from left to right, you can see your Teams column open and ready for you.

Beside that, you have quick access to your posts, files, Wiki, and additional options.

Block two: 01. **Chats**

Chats is one of the most important features of Teams in that it replaces emails, and it is the primary form of communication used by Playcanics' team members. The sooner you familiarize yourself with the Chat feature, the better, which is why it is the first thing we are going to learn.

- If you look at the top left-hand corner, you will see that the Chat bubble is highlighted. When you click on that, a prompt will appear at the top of the page: "To: Enter name, email, group or tag." Type your administrator's name and select it.
- Now look at the bottom of the page where you will see another prompt: "Type a new message." Write, "Test."
- Follow the bar to the far right and you will see an arrow. When you hover over it, the word "Send" will appear. Click on the arrow.
- Sometime later, a red alert will appear on the Chat icon on the top left-hand corner of your screen. It looks like you have received your first reply, and the number in the center of the circle indicates how many replies you received.

Congratulations! You have sent your first Chat.

Block three: **02. Toolbar** Audio: *"If you look beneath where it says, "Type a new message," you may have noticed the toolbar. It may look a little daunting at first, but once you have played around with it a bit, you will see that it is actually very easy to use.*

"If you hover over the symbols, a pop-up will appear to tell you what each one means. Most of them, like the symbols for emojis, memes, stickers, and attachments are likely to be familiar to you."

Block four: **03. Sharing files with Chats**

Sometimes words aren't enough, and you need to post a file to a channel conversation.

1. In your channel conversation, click Attach under the box where you would typically type your message.
2. Select from these options in the image.
3. Select a file > Share a link.

If you're uploading a file from your computer, select a file, click Open, and then Send.

Block 5: **04. Archive Invoices**

1. Select the Teams icon on the left-hand side of the screen.
2. In the Teams column, look down until you see your name and select it.
3. Select the Channel that says General
4. In the next column click Files at the top of the screen.
5. Once you have opened your Invoices File, drag and drop your invoices into your file from your computer or upload them.

Block six: **05. Hiding Chats and Deleting Messages** Video:
<https://www.microsoft.com/en-us/videoplayer/embed/RE3Noly?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us>

While you can't delete an entire chat, you can hide a chat from your chat list if it's not relevant to you anymore. Select the chat you want to hide, then More options > Hide.

If you need to backtrack and delete something you just sent, go to the message and select More options > Delete.

Block seven: **06. Apps** Audio: *"Microsoft Teams offers a plethora of helpful Apps. Click on the icon with the four squares on the bottom left-hand corner of your screen to launch Apps."*

Block eight: **07. Help**

- If at any time you need help, click the question mark icon on the bottom left-hand corner and select training. There are fifty videos, and there is a good chance that one of them will help.
- If that does not help, you can try the Search help bar in the top left-hand corner.
- If you still cannot find a solution to your problem, you should consider contacting your administrator.

Continue > Now let's put what we've learned together and move beyond the basics!

Video: WELCOME TO MICROSOFT TEAMS

https://www.youtube.com/watch?v=jugBQqE_2sM&list=PLXPr7gfUMmKwYKFSqoPN-aHQppI7rRQLf