

# Playbook for AI Writers Guild Students

## Purpose

This Playbook provides detailed instructions for AI Writers Guild students on how to log into their Microsoft account, access their course on LogCabinSchoolhouse.com, and explore optional resources such as the FREE Cybersecurity course and Minecraft Education Edition.

## Scope

This Playbook applies to all students enrolled in the AI Writers Guild program.

## Responsibilities

- **Students:** Follow the steps outlined in this document to gain access to necessary accounts and resources.
  - **Instructors/Support Staff:** Aid students as needed.
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## 1. Log into Your Microsoft Account

### 1. Purchase a Course and Obtain License:

- If a family purchases the course:
  1. Email [Jennifer@logcabinschoolhouse.com](mailto:Jennifer@logcabinschoolhouse.com) with your student's first name, last name, and the email address where Microsoft can send your license.
  2. Log Cabin Schoolhouse then assigns the student license.
  3. After your license is created, you'll receive an email from Microsoft with login information. Be sure to check your junk mail if you don't see it in your inbox.
- If a teacher or microscool purchases the course:
  1. Email [Jennifer@logcabinschoolhouse.com](mailto:Jennifer@logcabinschoolhouse.com) with a class list including student first name, student last name, age, grade, class start date, teacher email addresses. Student logins will be sent to whatever email you include here.
- In either case, after you receive your Microsoft email with login information:
  1. follow the directions on the email to login,

2. change your student password,
  3. and look around at your new Microsoft for Education A3 environment.
  4. Check for a Team if your student was assigned one.
  5. Check for meetings coming up on the Calendar. This is where students join virtual Teams calls if they have any.
  6. Try clicking on the waffle up in the left-hand corner. It's a square of nine dots. This will take you to all the applications you now have access to. Check out Outlook for email and Teams for collaboration.
  7. Troubleshooting Tip: If there's any trouble logging in, try coming into Microsoft from <https://teams.microsoft.com>. Many families have multiple Microsoft licenses, and it can confuse the system.
- Next time you want to open your Microsoft applications,
    1. go to a web browser and type in: <https://teams.microsoft.com> .
    2. Enter your Microsoft email address:  
[name@logcabinschoolhouse.com](mailto:name@logcabinschoolhouse.com)
    3. Enter the password that you chose the first time you logged in.

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## 2. Log into <https://LogCabinSchoolhouse.com>

### 1. Open a Web Browser:

- Use any web browser (Chrome, Firefox, Safari, etc.) on your device.

### 2. Navigate to the Website:

- Type <https://LogCabinSchoolhouse.com> into the address bar and press Enter.

### 3. Locate the 'My Account' Menu:

- On the homepage, find the 'My Account' option in the main menu at the top of the screen.

### 4. Enter Your Credentials:

- **Username:** Enter your assigned username. This is different from your Microsoft login. Be sure you write down both your LCSH **Microsoft** login and password as well as your LCSH **website** username and password.

1. **LCSH Microsoft Username:** name@logcabinschoolhouse.com

2. **LCSH Microsoft Password:** \_\_\_\_\_
  3. **LCSH Website Username:** \_\_\_\_\_
  4. **LCSH Website Password:** \_\_\_\_\_
- **Password:** Enter your password.
  - If you do not remember your password, click the “Lost your password?” link and follow the instructions to reset it.
5. **Click the 'Login' Button:**
    - After entering your credentials, click the 'Login' button to access your account.
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### 3. Navigate to Your AI Writers Guild Course

1. **Access the Dashboard:**

- Once logged in, you will be directed to your personal dashboard, your central hub for managing orders, downloading materials, updating personal information, and logging out.

2. **Navigate to the “COURSES” Menu:**

- To access your courses, navigate to the ‘COURSES’ menu at the top of the screen.

3. **Find and Open Your AI Writers Guild Course:**

- Look for the “**AI Writers Guild 2024 – 25**” course in the list of available courses. Click on the course title to access the course’s main page where you can find all related materials.

4. **Accessing Course Materials**

- **Course Overview:** Each course page will start with an overview or welcome message. Read through it to familiarize yourself with the course structure.
  - **Navigating Sections:** Courses are typically organized by weeks or modules. Use the sidebar or menu to navigate between different sections of the course.
  - **Downloading Materials:** Course materials such as PDFs, videos, and links will be available within each section. Click on them to view or download.
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### 4. Access Optional Resources

## 4.1. FREE Cybersecurity Course

### 1. Navigate to the 'Courses' Menu:

- Go to the 'Courses' menu at the top of the screen, like accessing your main course.

### 2. Find the FREE Cybersecurity Course:

- Look for the Cybersecurity course, offered as a complimentary resource. Click to enroll. We recommend doing all of the course in October, which is Cybersecurity Awareness Month, or doing one lesson a week as an extra activity during your school year. It could even be used monthly over a few years.

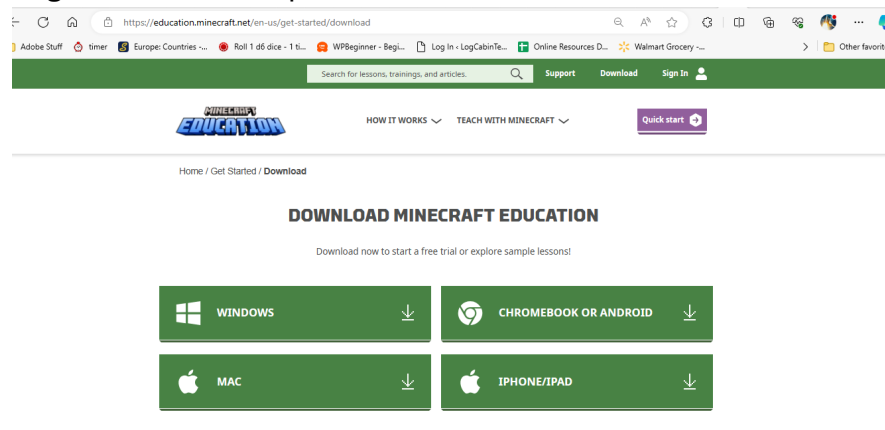
### 3. Start the Course:

- Begin exploring the course materials at your own pace.

## 4.2. Minecraft Education Edition

### 1. Download Minecraft Education Edition:

- Ensure you are logged in to <https://teams.microsoft.com> with your [name@logcabinschoolhouse.com](mailto:name@logcabinschoolhouse.com) email. Personal or business Microsoft licenses will not work with Minecraft Education Edition.
- Open a web browser and go to <https://education.minecraft.net/get-started/download>.
- Select your platform (Windows 10, macOS, or iPad) and click "Download" to begin the download process.



### 2. Install Minecraft Education Edition:

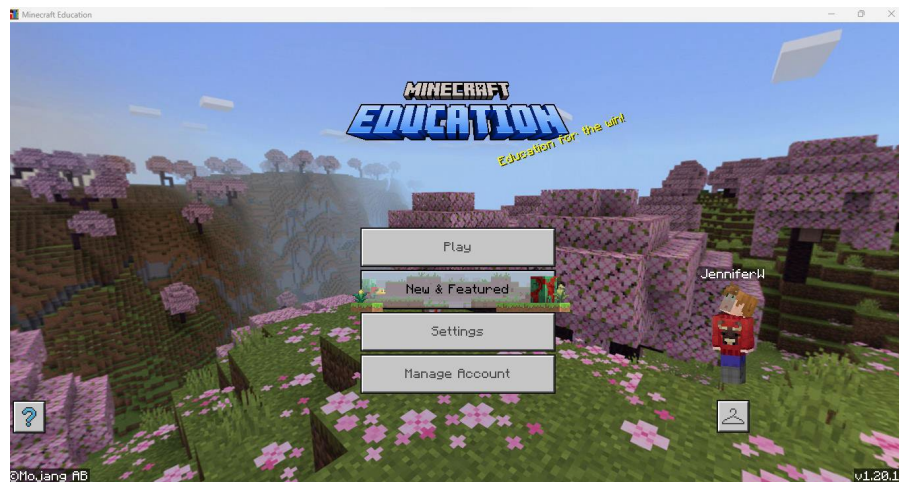
- Once the download is complete, open the installation file and follow the on-screen instructions to install the software on your device.

### 3. Log into Minecraft Education Edition:

- Launch Minecraft Education Edition on your desktop.
- On the welcome screen, click on the "Sign In" button and choose the "Microsoft" login option.
- Enter your Log Cabin Schoolhouse Microsoft 365 email address and password, then click the "Sign In" button.

### 4. Access Minecraft Education Edition:

- After a successful login, you will be directed to the Minecraft Education Edition interface where you can explore the available educational features and content.



### 5. Explore Lessons and Worlds:

- Access the "Library" within the game's main menu to find lessons and syllabi that interest you.
- Once you find a lesson that interests you, click on it to see more details and download the corresponding world.
- After downloading, the world will be available in your game's "Worlds" tab. Select the world and click "Play" to start exploring the lesson.
- More tips HERE: [Learn how to use MINECRAFT EDUCATION EDITON - w/Logan \(youtube.com\)](https://www.youtube.com/watch?v=Logan)

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## 5. Logging Out

### 1. Log Out:

- When you have finished your session, ensure you log out of your account by clicking on your profile icon at the top right corner and selecting "Log Out."
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## **Support**

For additional assistance, contact the Log Cabin Schoolhouse support team via email at [Jennifer@logcabinschoolhouse.com](mailto:Jennifer@logcabinschoolhouse.com) or by phone at (757)227-5152.

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## **Revision History**

- **Version 1.2** – [8/22/24] – Updated Playbook for AI Writers Guild students including Microsoft account login, additional resources, and detailed Minecraft Education Edition instructions.