PolarTREC Orientation Task Checklist

Use the instructions in your notebook to complete the PolarTREC tasks below.

Equipment Check Out:
- [ ] 1. Inspected issued equipment
- [ ] 2. Signed Equipment Agreement & returned to ARCUS staff

Computer Basics:
- [ ] 3. Explored the "dock" and opened up applications to become familiar with them
- [ ] 4. Log in and send a message using Mattermost
- [ ] 5. Log in and send a message using the Mattermost web interface
- [ ] 6. Log in and send an E-Mail using Thunderbird or Mail
- [ ] 7. Log in and send an E-Mail using ARCUS Webmail
- [ ] 8. Go to and log into the PolarTREC FTP Site (under Teacher Folders)
- [ ] 9. Add a Folder to the FTP site, title it with your First and Last name
- [ ] 10. Add a file to your folder on the FTP Site
- [ ] 11. Download a file from the folder called "2017 Orientation"
- [ ] 12. Make sure E-Mail client is set-up for plain text messages
- [ ] 13. Log into PolarTREC website

Cameras:
- [ ] 14. Take a Photo
- [ ] 15. Download Photo to Computer
- [ ] 16. Document Photo in your Spreadsheet (name, date, location, caption, etc.)
- [ ] 17. Using iPhoto (Mac), resize the photos
- [ ] 18. Organized resized photos in the "WEB READY" folder

Virtual Base Camp:
- [ ] 19. Write a journal entry in a text editing program (Text Wrangler)
- [ ] 20. Upload the written journal entry to the VBC
- [ ] 21. Add photos to the journal
- [ ] 22. Add weather information to the journal
- [ ] 23. Add location information to the journal
- [ ] 24. Attach a file to the journal
- [ ] 25. Save the journal, and go back into it to edit something
- [ ] 26. Properly use Remote Journal Posting (via E-Mail) to send a journal and associated photos
- [ ] 27. Post a question to a journal
- [ ] 28. Post a response to a journal comment using both methods – via website and via email.

Multimedia:
- [ ] 29. Take a short video with storyboarding and composition in mind
- [ ] 30. Upload video to PolarTREC YouTube Channel
- [ ] 31. For video or audio file, insert it into the journal entry or embed it
- [ ] 32. For video, document it on the spreadsheet

Other:
- [ ] 33. Using the PolarTREC website, go look for three resources that you might use
- [ ] 34. Go to Internet Media Archive, search and download 1-2 photos for future journals