

Hello Seniors!

As graduation is right around the corner, you need to be prepared to turn in your Surface now that you are moving on from Country Day.

There will be multiple Surface Turn In Events that coincide with your last day of school, AP exams, and/or locker clean out days on the 18th and 19th. This process should take about 10 minutes if your surface is charged.

Here is the checklist of what you need to return to CCDS

- Surface Pro tablet
- Surface Pro keypad
- Surface Pro stylus/pen
- Surface Pro power brick
- Surface Pro case UAG
- CHARGE YOUR SURFACE – you will be asked to turn it on and show that it works!!

**Please remember you were issued Microsoft brand device & accessories and that is what must be returned in good working order to avoid being billed for replacement.*

- *If you have an AP exam beyond Wednesday, May 19th, we have your name and ask that you make an appointment to turn in your device on either May 22nd or May 23rd.*
- *Those AP students with Art submissions due on the 26th must turn their device in by appointment on May 26th.*
- *AP Students-make your appointment today:*
<https://outlook.office365.com/owa/calendar/SeniorDropOff514515@charlottecountryday.org/bookings/>
- ***You must make sure to return all items to us no later than May 26th, 2020*** If upon closer inspection and removal from the protective case we discover any damage, you will be billed accordingly.

Any device not returned by *May 26th* will be billed in full for the replacement value of the Surface and accessories issued to you.

Back-Up your data!!

If there is anything important to you on the Surface, it needs to be backed up or moved before you turn the Surface in. Be sure to check your pictures, videos and Documents folder and back that data up to an external/usb device if you want to keep it. ***See page 2 for info on saving your OneNote Notebooks to PDF***

Email and One Drive info

You will have access to your CCDS email and your One Drive Charlotte Country Day School accounts through August 31st, 2020. Please save or forward any e-mails you may want to a personal account (gmail, icloud, yahoo, ect). You can sign into your CCDS e-mail from a personal device at: **webmail.charlottecountryday.org** through August 31st, 2020. You will have to use your FULL address – astudent20@charlottecountryday.org and your current CCDS password.

As always, if you have questions or need help with anything mentioned above, please fill out a Help Desk ticket:
<https://charlottecountryday.samanage.com>

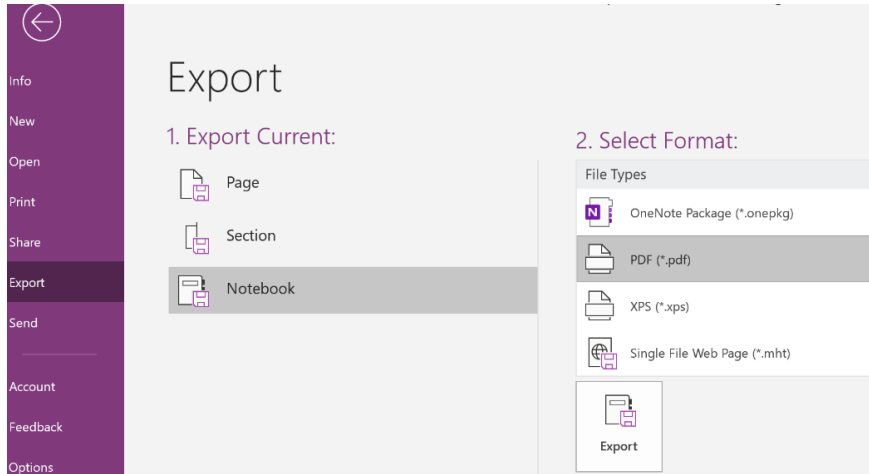
How to Export your OneNote Notebooks as PDF:

Before you start – create a folder on your Desktop labeled Notebooks – this is where you will save all your exported notebooks. If you export as a section (some larger class notebooks require this – then create a folder for each subject inside the Desktop folder you just created for your Notebooks. This will help you keep track of everything when you go to reference it at a later date.

Open OneNote and then open the notebook you want to back up.

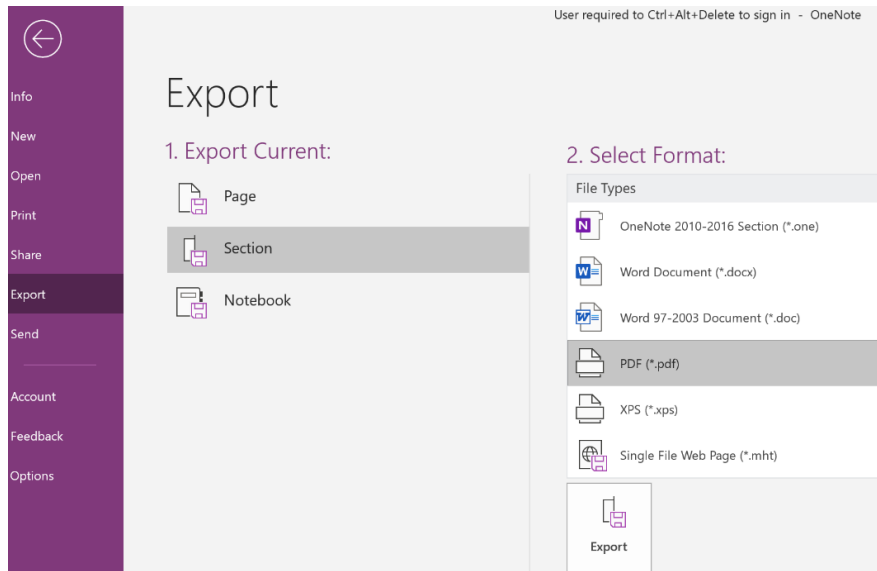
Click on File (upper left corner) then Click on export

Choose Notebook (if a personal notebook you created) Choose PDF – then click the Export button



If the export fails after a bit – it may be too large to export as a whole notebook – then try the following steps to export in sections.

Choose Section and then PDF if a large class notebook to get your tab and the work under it- click the Export button



Once you hit the Export button, it will ask you where you want to save the section or notebook – navigate to the folder you created on your desktop you called Notebooks (or whatever you choose to name it.)