**🛠 Useful Tools 🛠**

**Microsoft [uses school account so you shouldn't need to sign up for anything]**

**OneNote**

A good place to gather and store a whole heap of different things as you work.

**Loop** [loop.cloud.microsoft]

A little bit like OneNote, but built for the web and collaboration. Has a lot of useful templates.

**Whiteboard** [app.whiteboard.microsoft.com]

A digital whiteboard that is good for laying out ideas. Can be shared with others for collaboration.

**To do** [to-do.office.com]

Simple to do list app. Helps to keep track of steps in a project and can remind you of deadlines.

**Visio** - [microsoft365.com/launch/Visio/]

Software to make charts and diagrams.

**Planner** [tasks.office.com}

A planning app that allows you to make virtual wall with cards (think post-it notes on a wall). Allows you to complicated tasks that have lots of steps. Or when you have a lot of things happening at the same time.

**Stream [**microsoft365.com/launch/Stream/]

Allows you to upload and share video.

**Forms** [forms.office.com]

Create and send surveys. Similar to google forms or survey monkey but all tied to your school account.

**Other [will need to sign up to these unless they don't require it]**

miro.com (similar to loop/whiteboard)

plotparade.com - Create aesthetic graphs

[The best note-taking apps for collecting your thoughts and data - The Verge](https://www.theverge.com/23942597/notes-text-evernote-onenote-keep-apps)

[Magic ToDo - GoblinTools](https://goblin.tools/)

trello - Same as planner but not made by Microsoft and often used in the tech industry for planning