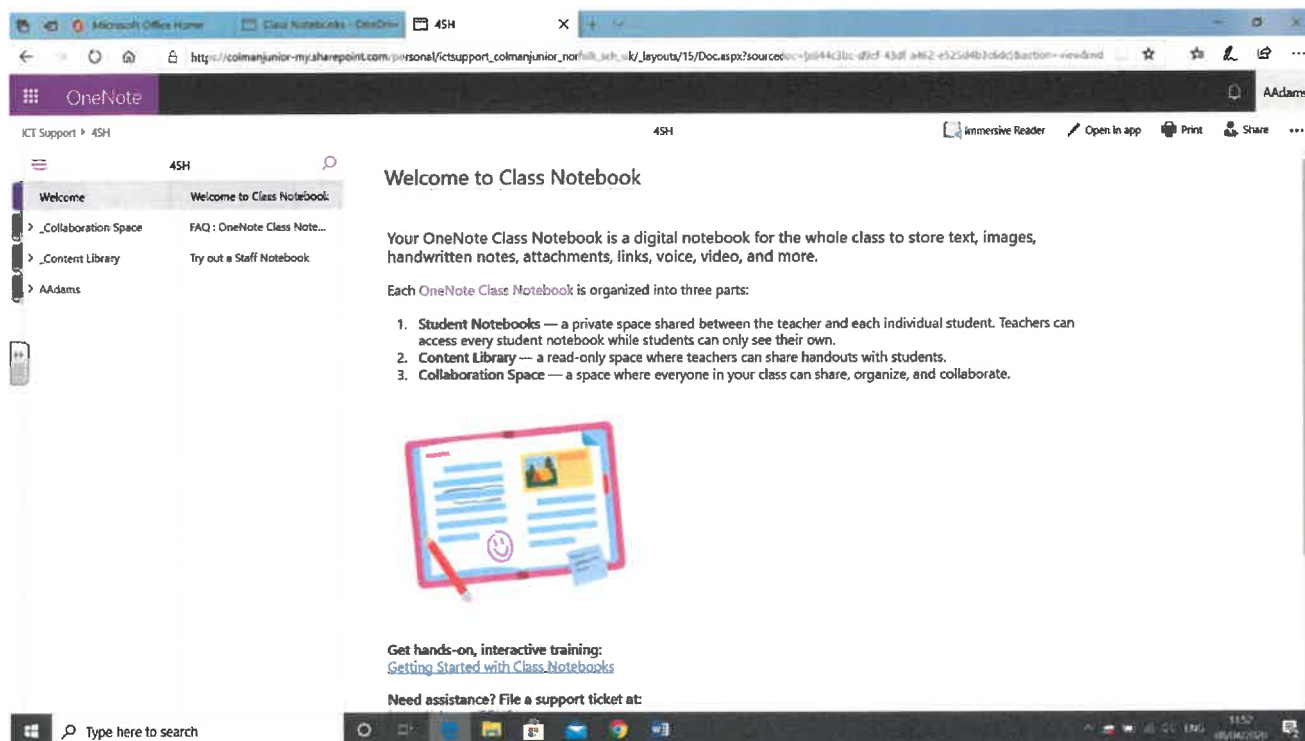# OneNote Guide

First, activate your class notebook in OneNote:

1. Log into Office 365 (in the same way you logged into Microsoft Teams)
2. Click on **outlook** (emails)
3. Find and open the email that is headed 'SharePoint App'
4. Click on the link **open**

You must do this first as it will activate your account and take you to your OneNote Class notebook.

It will look like this:

To return to this again in the future...

1. Log into Office 365
2. Click on **OneNote** from the welcome page (or the Waffle in top left corner)
3. Click on your **class**
4. This will take you back to your OneNote class notebook (see picture above)

Finding your way around your OneNote class notebook.

Along the left- hand side, you will find sections (folders) listed vertically.

These are:

Welcome

Collaboration Space

Content Library

Your name

If you click on these they may display other sections (subfolders) such as folders for each of your subjects.

Folders contain pages. These are the pages on which the assignments will be set. As the pages are added they will appear vertically down this list by page name.

For example – in the **folder** 'Content Library' there might be a **subfolder** called 'Maths' followed by a **page** called 'Summer Term Week 1'

The Collaboration Space – These pages are able to be viewed and edited by all class members, Teachers and Headteacher. Your class teacher may suggest you use a page as a contact for help and support. Your questions maybe answered by different staff or class peers.

This can also be used as a whole class discussion page on various learning topics (just like a whole class discussion in the classroom). Remember our rule - we all have the right to dignity and respect.

Content library – In this section your teacher may add PowerPoints, video links or pictures that may be helpful to your tasks.

Your own section – Here you will find subject folders which when clicked will have your assignments inside (treat these folders as your subject books). Each assignment will be allocated a page name, which will be listed vertically down the page's column.

When your teacher adds a new assignment it will be 'distributed' to you and appear in the folder with your name on.

You can type directly onto the assignment page (treat the page as a word document). You will see it is similar to a word document in lots of ways.

The tool bar at the top has:

Home- this allows you to change your font style, colour or size etc.

Insert – this allows you to add pictures, links, attach files and record audio.

Draw – this allows you to free draw with a pen tool (remember to click on the little 'AI' at the left of drawing tools to get your cursor back when finished drawing)

View – This allows you change the background colour of your page (this is useful for those children who need a blue or green background to help with reading) You can also use 'immersive reader' this will enable the computer to read what id written on the page. Again, a useful tool for those who may need this to be independent.

You can type anywhere on the page by double clicking to open a new text box.

Extra information

The computer will automatically save your work. However, please allow it time to do this before closing the page.

Your teacher will mark and give feedback on the work itself.

There is not a turn in section to hand your work in.

Your teacher will confirm your due date for task completion on the assignment description.

You may be asked to purple pen your work just like in school. You can do this directly on the work. Please use a purple pen colour when correcting your work by changing the font colour.

Using OneNote on a tablet or smart phone device.

You will need to download the OneNote and Outlook Apps to your device and login as you would have for Teams.

To activate your OneNote - class notebook - you will need to open the email in outlook. This will contain a link to your class notebook. (Just click on the link open in the email.)

Once you have activated your account you can then just open the OneNote App to access your class notebook.

Click on your class (it's a purple icon)

This will open your notebook ready for you to use.

You will see the same sections as explained above in the desktop version.

Tap on the section you want and the page you wish to work on.

To work on the page just double tap the screen where you wish to write and your onscreen keyboard with tools will appear.

You are able to add pictures from your gallery or by taking a photo using the little camera icon.