Student Guide to OneNote

OneNote can be used within Teams to do your work digitally, submit work and access lesson content. Please read this guide in preparation for increased use.

How to use this guide:

This guide is best used on a device with an internet connection so that links to the best video tutorials and websites can be accessed.

Look out for this video icon throughout the guide to be taken to quick and useful video tutorials.

Click somewhere on the table of contents to be taken to a specific page.

TABLE OF CONTENTS (CLICK ME!)

What is...

OneNote? ▶

OneNote is like a digital binder, an online notebook where you can take notes on individual pages, then organize the pages within subject tabs. Because the binder is digital, you can also hyperlink text, embed video and audio, add drawings, insert images, and so much more.

Class Notebook? ▶

A OneNote Class Notebook has three main components:

Content Library   Student Notebooks   Collaboration Space
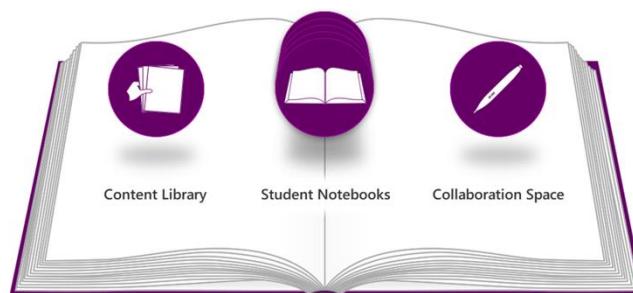
1. Your own **student notebook**. You are responsible for your own notebook that is viewable only by yourself and your teacher.

2. A **content library** where learning resources can be provided by teachers for students to use.

3. A **collaboration space** for teachers and students, where teachers and students can create or edit content, individually or in groups.

the benefit?

- OneNote offers **a wide range of tools** for all subjects,
- **Easy access** to learning resources,
- It is available on **any device, anywhere, anytime**,
- Collaboration tools allow students to **compare notes** with each other,
- Teachers have access to individual student notebooks, so they can provide students with **more personal feedback**.
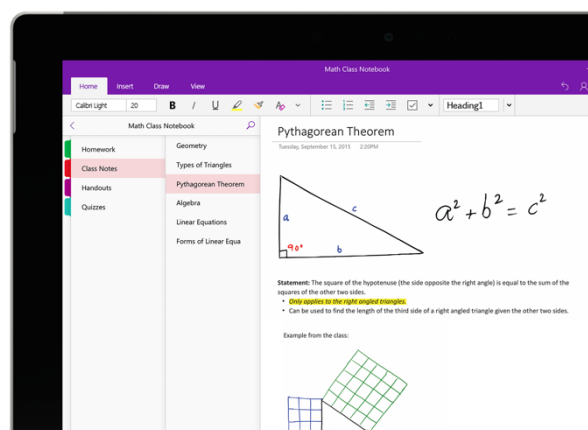
How your teacher might use Class Notebook with you:

Organise your subject content

Your teacher can organize lesson content so that it is easily accessible to you – on any device, anywhere, at any time.

OneNote's powerful search tool can find what you're looking for, even text in pictures or handwriting.

Create and deliver lessons

Teachers are able to create lessons and send them straight to your student notebook, just like handing out worksheets in a classroom. These handouts can even include videos or audio recordings.

Students work on these handouts, perhaps choosing to use powerful drawing tools to highlight, annotate slides, sketch diagrams, and take handwritten notes.

Provide feedback

Teachers can provide real-time feedback and coaching. Personal support can be typed or written directly into your student notebook.

Students can insert 'tags' which ask for help. When teachers search these tags they can give instant feedback to students who are struggling.

An example of how remote learning instructions might be given by teachers

Step 1
This class is given remote learning instructions via Teams before the week begins.

Matthew McIntosh (Staff) 23:01
Please find attached your remote learning instructions for this week (23rd March-27th March). This can also be found in the content library of our Class Notebook, link to page - RL w/c 23rd March 2019 (Web view).
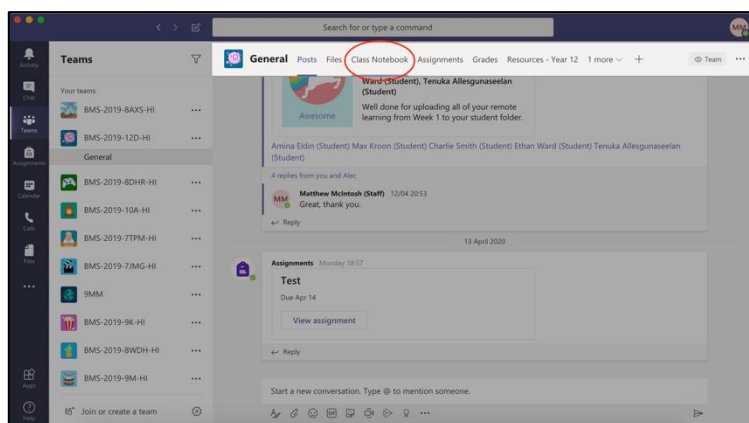
Remember to complete all of your written work in your student notebook.

Year 7 RL Instructions 23-27 March.docx   ...

↵ Reply

Step 2
This class has two guided lessons, and one real-time lesson.

They are given a due date and reminded to complete all work in their Class Notebook.

Y7 History schedule for 23 – 27 March

(GUIDED LESSON):

Complete the tasks below in the class notes section of your student notebook by 5pm Friday 27th March. Complete all of your written work in OneNote, entitle this week's notes page as 'The Bayeux Tapestry'.

- Watch this video on the Bayeux Tapestry - https://www.youtube.com/watch?v=F8OPQ_28mdo

- Answer these questions in this week's notes page, clearly numbering each question:
  1. What details does the Bayeux Tapestry show?
  2. How long did it take to make?
  3. Why was the Bayeux Tapestry created?

- Complete this crossword about the Bayeux Tapestry. Link - Crossword: Bayeux Tapestry (Web view)
  - Copy the page with the crossword to your class notes by right clicking on the page, and then pressing copy->paste into your own notebook. You can fill in the letters using the text or draw tool.

Wednesday @ 9am – 10am (REAL-TIME LESSON):

Join the live Teams session at 9am on Thursday

Have your microphone on mute to avoid interference and use the chat function to answer questions when asked.

During the real-time lesson I will share my screen and I will walk you through the Bayeux Tapestry. I may stop to ask you questions. After sharing my screen, I will ask you to spend the rest of the real-time lesson answering some source skills questions in your class notes section.

End of week assessment (GUIDED):

Complete and submit the Microsoft Forms quiz which has been set as an assignment on Microsoft Teams. Link - Assignments: Bayeux Tapestry Quiz | Due Mar 27

Communication

If you have any questions about this work or material we have already covered then please post them on Teams and I will respond within 24 hours. Alternatively, you could save your questions up for our live session.

Step 3
This student has completed the instructions for the first guided lesson in their class notes section of the notebook.

The teacher has given feedback on the same page. Which the student is able to see.

The Bayeux Tapestry

1. **What details does the Bayeux Tapestry show?**
   It tells the story of the Norman invasion of England in 1066 through panels which depict scenes of battle and of daily life. Therefore, from looking at the pictures on the tapestry we can find out much about life during the time of the invasion.
   Give specific examples

2. **How long did it take to make?**
   It is possible that the tapestry took about seven years to complete.
   Why could we be unsure of an exact date?

3. **Why was the tapestry made?**
   It was probably made to commemorate William the Conquerors victory at the Battle of Hastings, and to consolidate the power of his rule in England after 1066.

Crossword: Bayeux Tapestry

Date:

Across
2. This is shown hitting King Harold in his eye (5)
4. Thick textile fabric with pictures or designs formed by weaving or embroidering (8)
7. A sustained fight between large organized armed forces (6)
9. A person who conquers a place or people; a vanquisher (9)
13. Germanic inhabitants of England from their arrival in the 5th century up to the Norman Conquest (5,5)
15. Region in northern France (8)

Try this one again!

ARROW
NORMANS
TAPESTRY
NORWAY

Accessing your Class Notebook:

via Microsoft Teams

1. Open MS Teams (either in your browser or in the app).
2. Select the Team which you want to view the Class Notebook for.
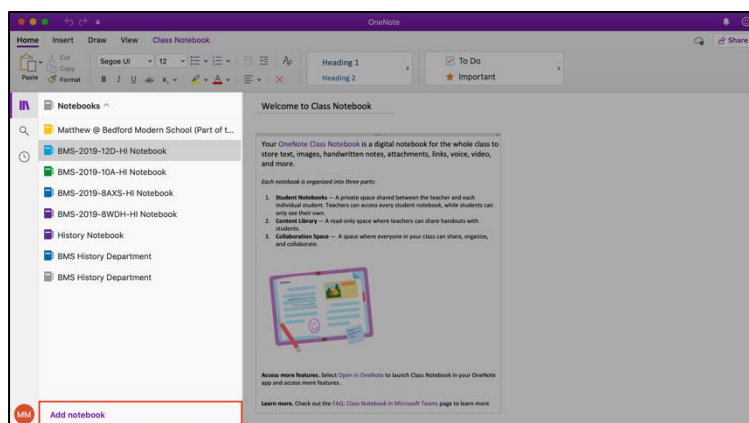3. Select the 'Class Notebook' tab.

4. The notebook opens, but using the OneNote app is recommended for easier use. This is free for everyone to download.

   Click here to download OneNote or the whole Office 365 package.
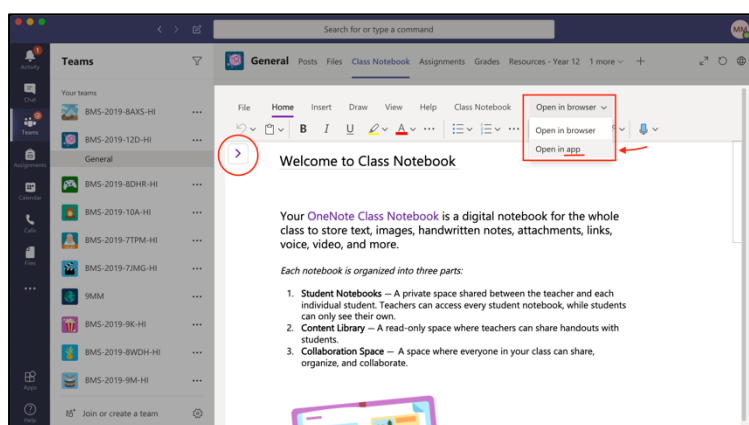
5. With the OneNote app open, if your Class Notebook doesn't open automatically along with it, you can use the left panel to add and select any Notebooks that are accessible to you.

6. You should now have access to all of the Class Notebooks that have been created by your subject teachers.

   You can also make your own personal notebooks, but please note that your subject teachers will **not** have access to these, so it is not recommended to use them for your remote learning.

Understanding the notebook sections:

Collaboration Space This is an area for students to collaborate (work together) on projects. Your teacher will give instructions of how and when to use this space.

Any students in your group can add to the page. Initials of the contributor will appear.
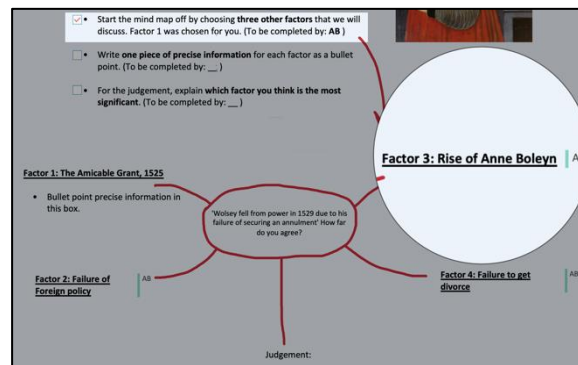
Content Library This area can only be edited by your teacher. It might include lesson instructions, handouts, quizzes, reading, videos, etc.
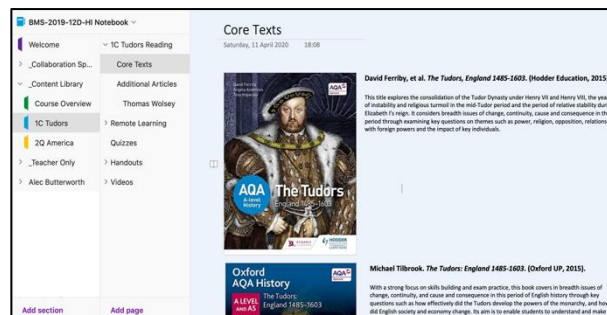
Student notebook
This is your area to complete any independent work for your subject. Teachers will decide what default sections to include within it, and they can view the progress you make.
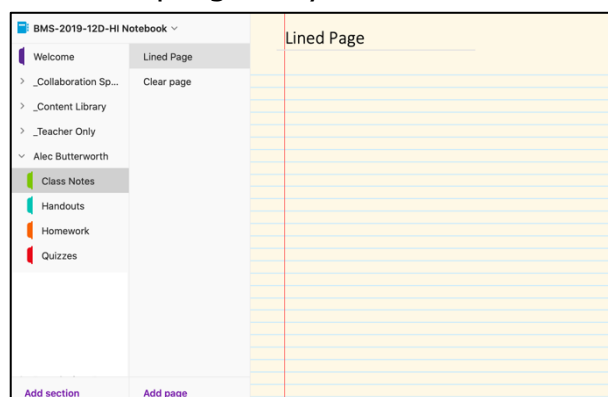
Taking class notes in your student folder:

Taking notes

Click on the video to watch a quick tutorial on taking notes in OneNote:
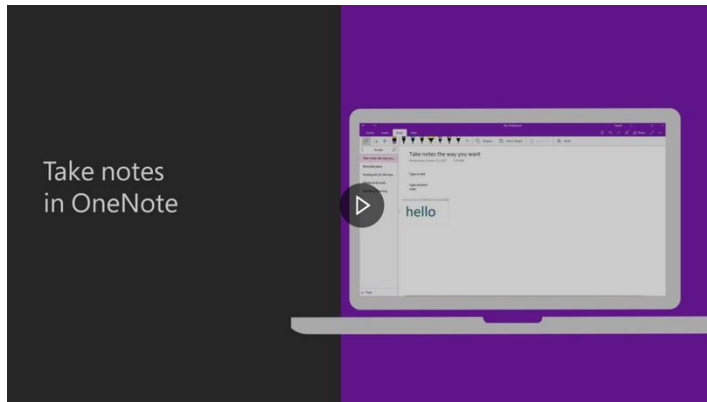
(1min 43secs)

Insert files, pictures, and videos

Click the video to watch a tutorial on inserting files, pictures, and videos in OneNote:
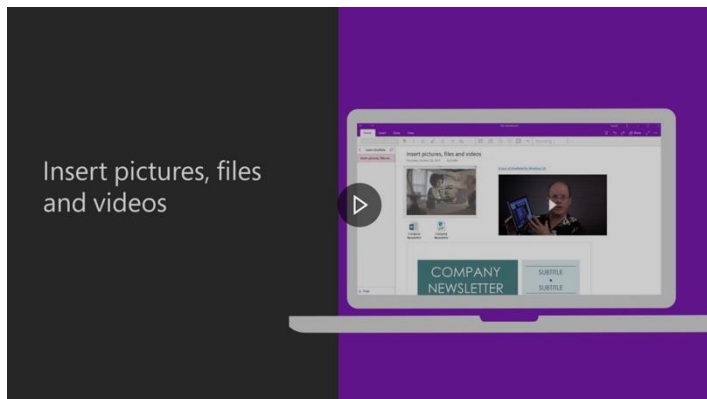
(1min 26secs)

Create more room in your notebook

Click on the video to watch a tutorial on creating more room in your notebook:
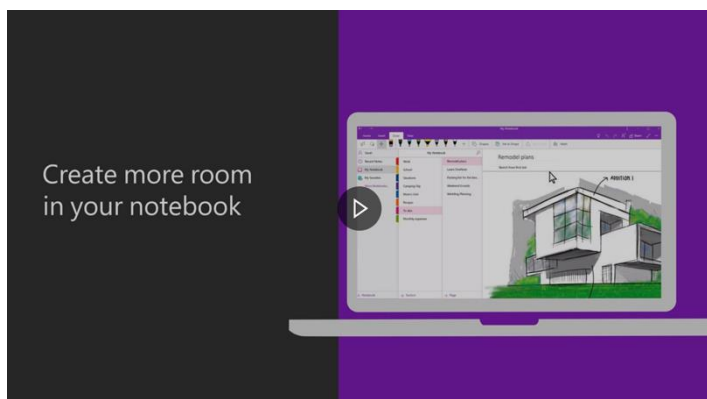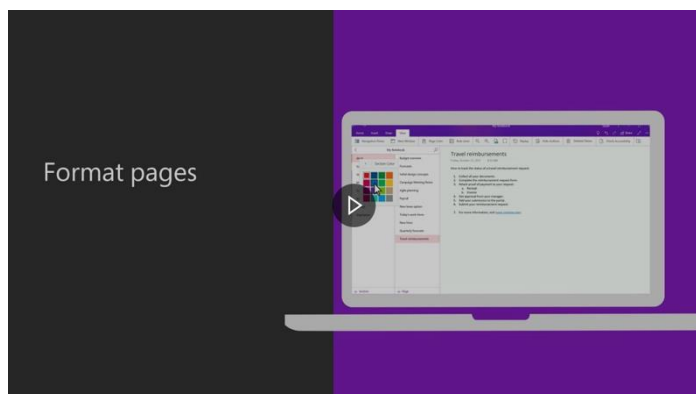

(1min 21secs)

Customizing your notebook:

Customizing your notetaking

Click on the video to watch a quick tutorial on formatting notes:
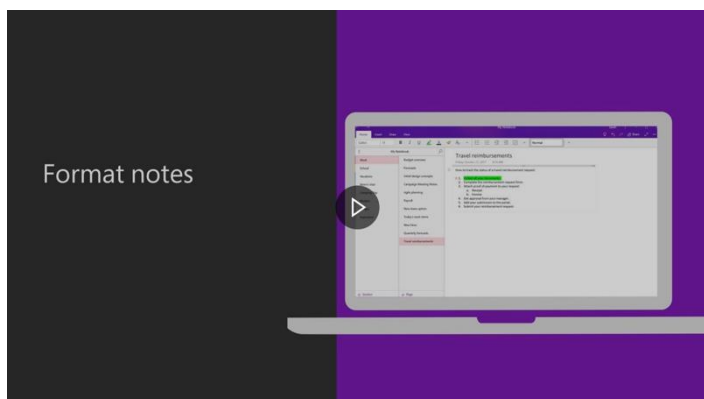
(1min 41secs)

Customizing your pages

Click on the video to watch a quick tutorial on formatting pages:

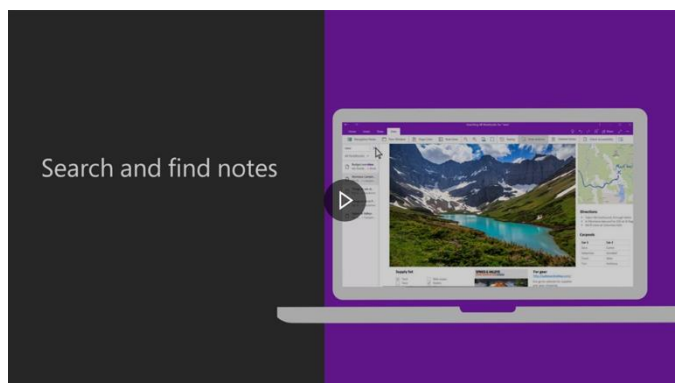(46secs)

Inserting and formatting tables
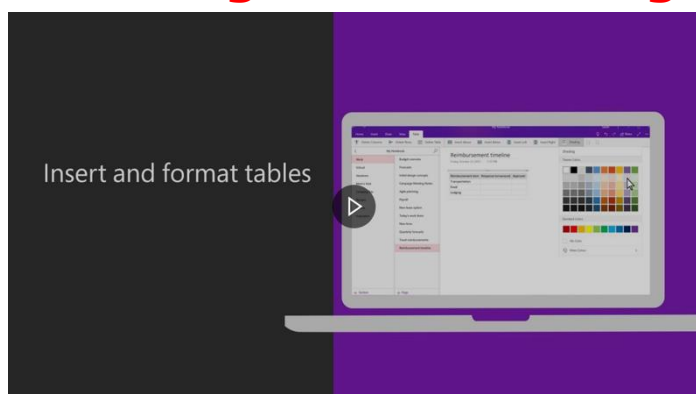
Click on the video to watch a tutorial on inserting and formatting tables:

(1min 9secs)

Organizing your notebook:
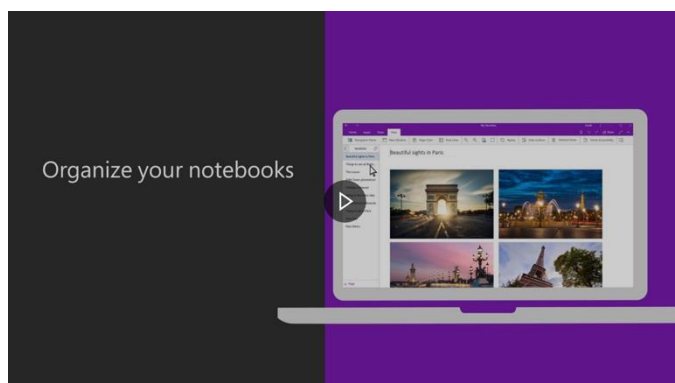
Search and find notes

Click on the video to watch a quick tutorial on searching and finding notes:

(52seconds)

Organize your notebooks

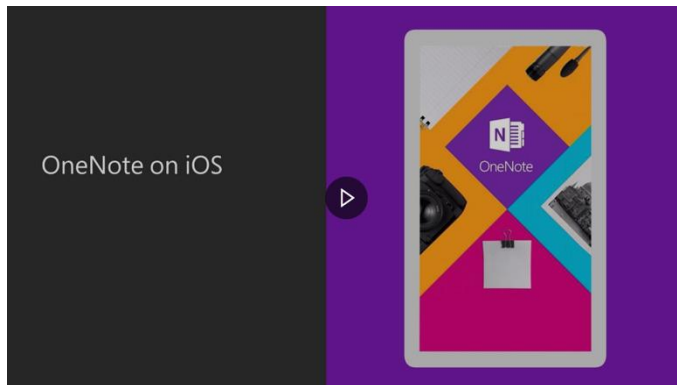Click on the video to watch a quick tutorial on how to organize your notebook:

(1min 54secs)

OneNote on mobile devices:
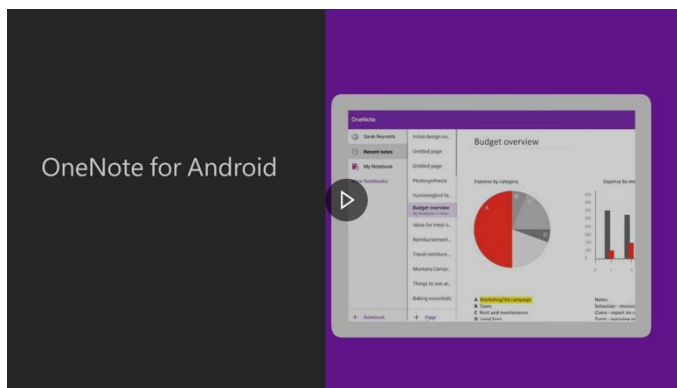
OneNote on iOS (Apple devices)

Click on the video to watch a quick tutorial on OneNote on iOS:

(1min 26secs)

OneNote on Android

Click on the video to watch a quick tutorial on OneNote for Android:

(1min 21secs)