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OneNote Class Notebook

A guide for parents and students

Contents

What is Class Notebook?

OneNote Class Notebook is an online teaching and learning tool that allows students and their teachers to share, complete and review learning resources and activities. You can think of OneNote Class Notebook as a personalised digital folder that contains student work, reading activities, pictures, assessments, homework and learning resources.

Teachers are able to create and instantly distribute content to student as well as see them complete tasks in real time. This has significant benefits for students as their teachers can see what they are doing when they are doing it, and provide feedback to help them improve.

Accessing a Class Notebook via email

When a Class Notebook is created for a student they are sent an email. The steps below describe how to access Class Notebooks via student email.

1	Go to the student's EQ email account

2	Locate the email, it will appear as below:

Here's the document that BANKS, Nicholas (nbank11) shared with you.

This link only works for the direct recipients of this message.

Year 7 History

Open

Microsoft OneDrive

Microsoft respects your privacy. To learn more, please read our Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052
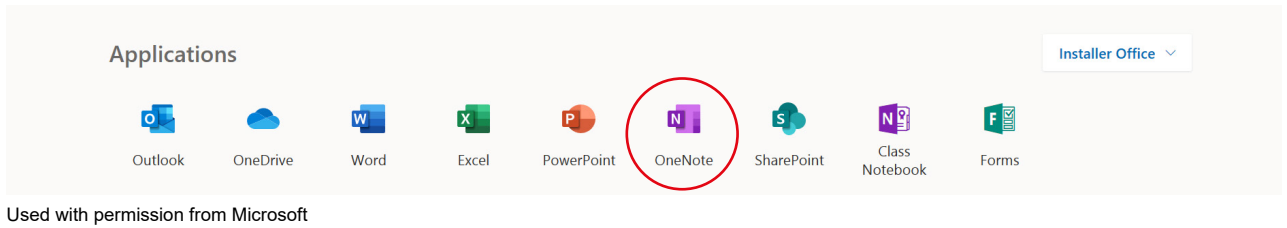
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3	Click **Open**

■ Accessing a Class Notebook via www.office.com

1   Go to www.office.com

2   Sign in using a student EQ email address and password

3   Click on **OneNote**

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4   Locate the **OneNote Class Notebook** you wish to open


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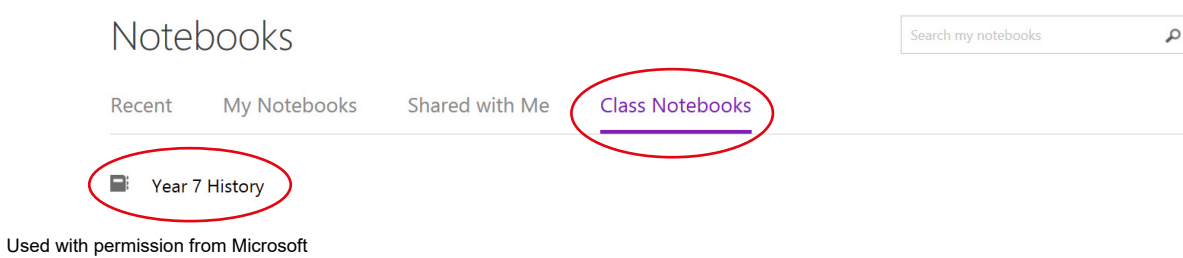
Important: Students can only find and access Class Notebooks that have been created for them by their teachers.

■ Opening a Class Notebook in OneNote Desktop

Class Notebooks can be opened using the desktop version of OneNote. The desktop version of OneNote will automatically sync with the online version so teachers can see student work live in class. OneNote Desktop is free to download through www.office.com for all Queensland school students using their EQ email address and password.

| 1 | Click **Open in OneNote** |

Used with permission from Microsoft
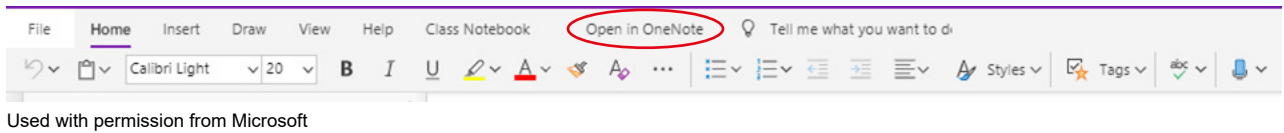
| 2 | This will automatically open the OneNote in the desktop version installed on your computer. |

Note: for Class Notebooks to open in the desktop version, the Class Notebook Add-in must be installed. See below for instructions on how to download and install the Class Notebook Add-in.
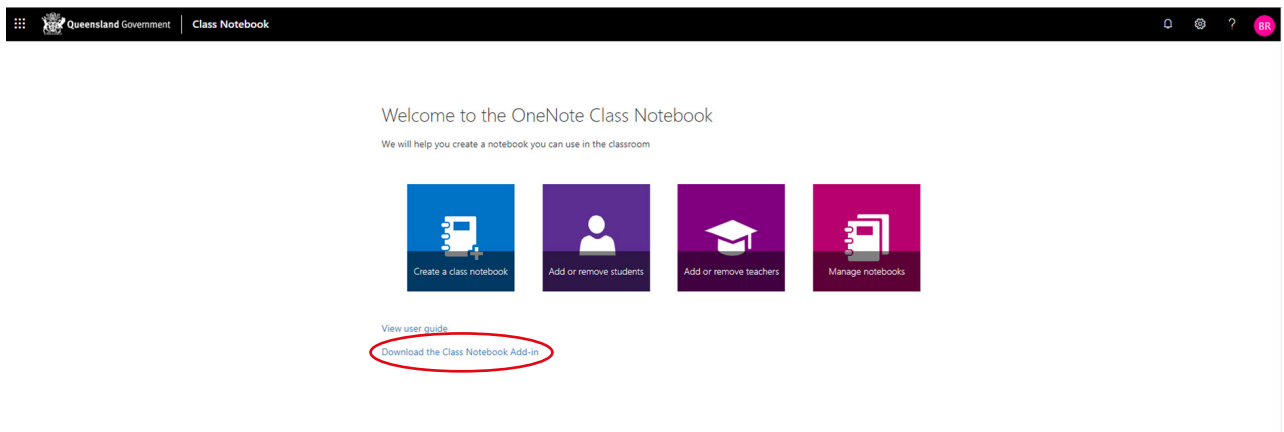
■ Downloading and installing the Class Notebook Add-in

For Class Notebooks to be opened using OneNote Desktop, an add-in must be installed.

| 1 | Go to www.onenote.com/classnotebook |

| 2 | Sign in using a student EQ email address and password |

| 3 | Click **Download the Class Notebook Add-in** as shown below |

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| 4 | Follow the prompts to install the Class Notebook Add-in. The Class Notebook menu will appear in the desktop version of OneNote if the installation is successful. |

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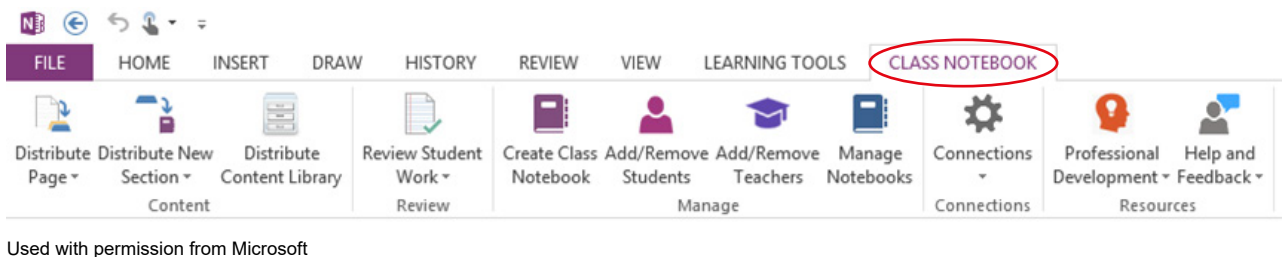
Navigating Class Notebook Online

Menu bar where editing, drawing and printing tools can be found

Content library where students can view but not edit content owned by their teacher

Student section when a student can view and edit content sent to them by their teacher

Student page bar where pages are shared with students

Page editor where students view and edit the content sent in each page by their teacher

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Inserting images and files and drawing in Class Notebook

The **insert menu** allows students to add pictures, files, symbols, stickers and emojis to a page. Students will be expected to use these tools in each lesson and should be familiar with locating and using them to communicate with their teachers.
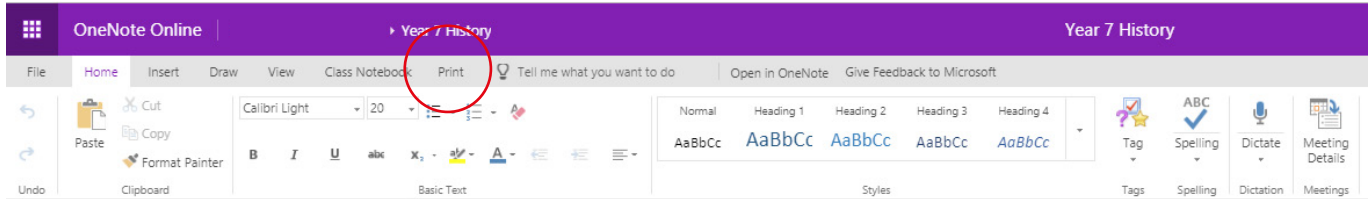
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OneNote Class Notebook allows students to draw on the content of each page. This is useful for annotating writing and pictures, circling important information and highlighting text while reading.

The **Math** allows students to input maths equations which is important in both science and maths classes.

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■ Printing student work from Class Notebook Online

Pages shared and edited by students can be printed directly from OneNote Class Notebook Online. This allows students to print their work onto paper or print a page to PDF.

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To print, simply click on the **print** menu as shown above and following the prompts.

To print to PDF, select **Save as PDF** from the list of available printers.

■ OneNote Learning Tools

Learning Tools are available in OneNote to support students with diverse learning needs. These tools make reading and writing easier for students and are available in both the online and desktop version of the OneNote Class Notebook.

■ Reading and dictation help for students

Immersive Read is a tool within OneNote Class Notebook that reads to students. It can also be used to enlarge text and change the colour of text to make reading easier. Immersive read is accessed via the **View** menu as shown below:
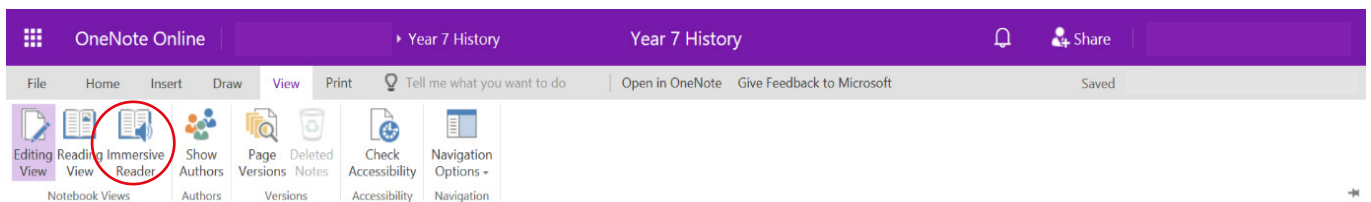
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Dictate is a tool in OneNote Class Notebook that converts speech to text. Find the Dictation tool via the Home menu as shown below:
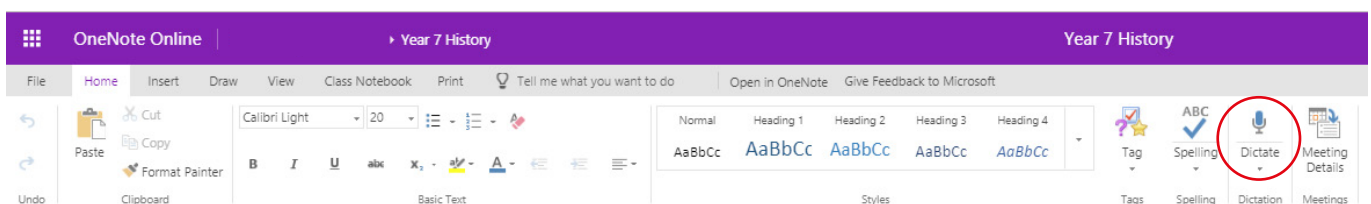
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Note: Immersive reader and dictation are best accessed using either Chrome or Firefox web browsers.

■ Immersive Reader via OneNote Online

Immersive reader converts written text to spoken word, making comprehending texts easier for students.
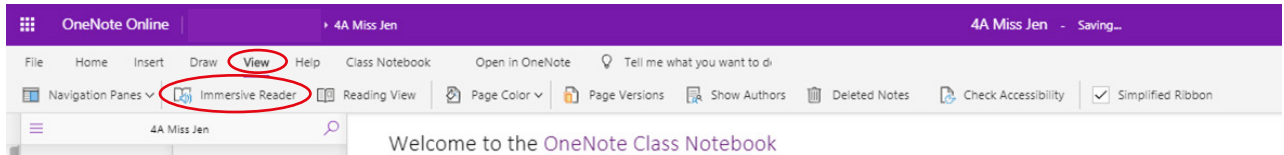
| 1 | Go to the relevant **OneNote Class Notebook online** |

| 2 | Click **View** |

| 3 | Click **Immersive Reader** |

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| 4 | Click the settings within Immersive Reader to adjust text size, reading voice and pace, and screen colour. |

Welcome to the OneNote Class Notebook

OneNote is your very own digital notebook

► Watch the 2 minute video

Your OneNote Class Notebook is organized into three parts:

Student Notebooks -- a private notebook shared between the teacher and each individual student. Teachers can access every student notebook, while students can see only their own.

Content Library -- a read-only notebook where teachers can share handouts

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■ Dictation via OneNote Online

Dictate in OneNote converts spoken text to written text in any one of eight languages.

| **1** | Go to the relevant **OneNote Class Notebook online** |

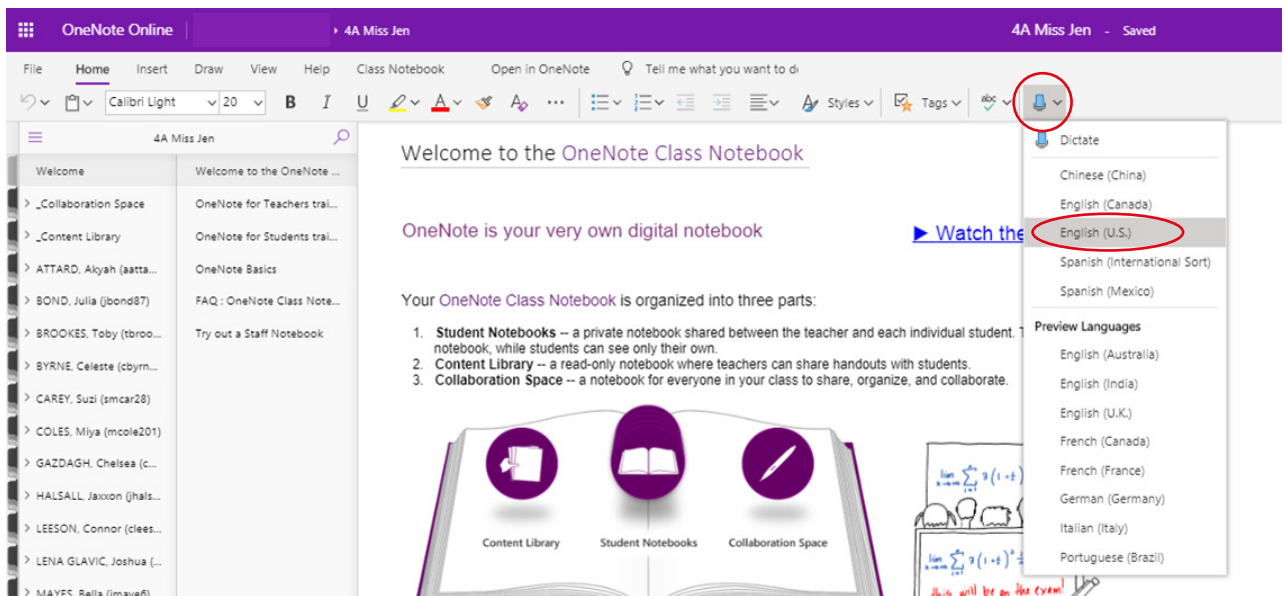| **2** | Click on the page you want to add text to using dictation |

| **3** | Click **Home** |

| **4** | Click the **Dictate** icon |

| **5** | Select the language that will be spoken |

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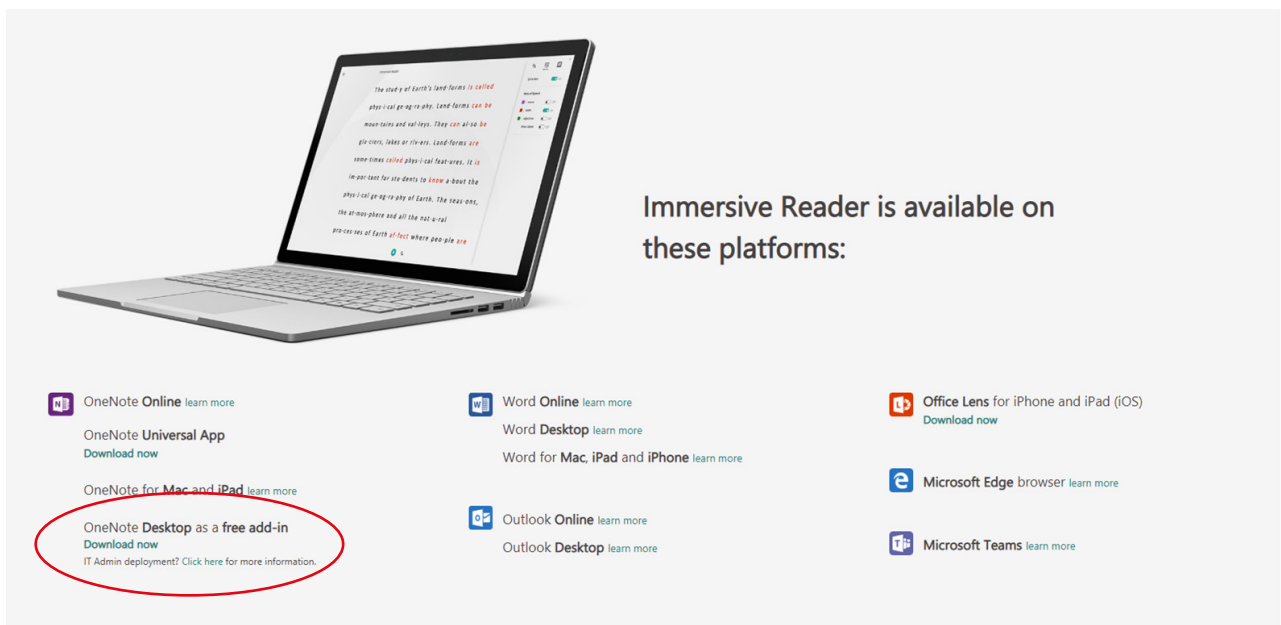| **6** | Speak into the microphone on your computer. Text should automatically appear on the screen as you speak. |

■ Downloading the Learning Tools add-in for OneNote Desktop

Learning Tools (immersive reader and dictate) are also available in the desktop version of OneNote. For them to be enabled an add-in must be installed.

To install the OneNote Desktop Learning Tools add-in:
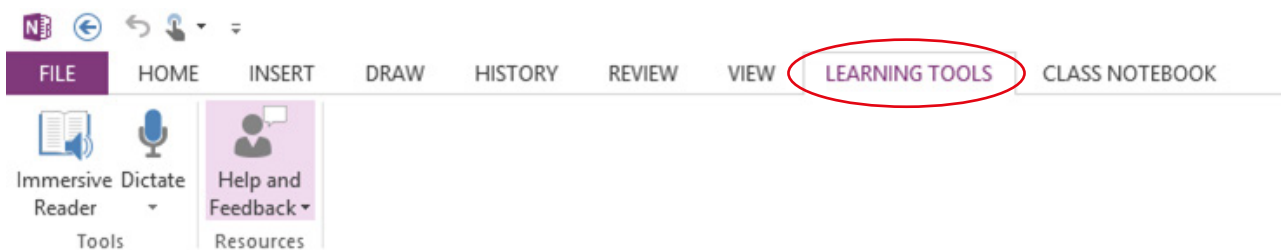
1	Go to www.onenote.com/learningtools

2	Click the relevant **Download now** link for your computer. If using a PC, click the **Download now** option circled below:

Immersive Reader is available on these platforms:

OneNote **Online** learn more

OneNote **Universal App**
Download now

OneNote for **Mac** and **iPad** learn more

OneNote **Desktop** as a **free add-in**
Download now
IT Admin deployment? Click here for more information.

Word **Online** learn more
Word **Desktop** learn more
Word for **Mac, iPad** and **iPhone** learn more

Outlook **Online** learn more
Outlook **Desktop** learn more

Office Lens for **iPhone** and **iPad** (iOS)
Download now

Microsoft **Edge** browser learn more

Microsoft **Teams** learn more

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3	Follow the install prompts

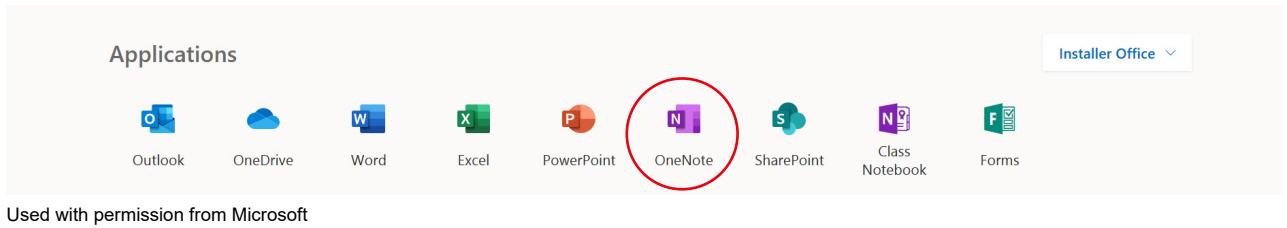| 4	Check that the Learning Tools add-in has been activated by going to the desktop version of OneNote and looking for the Learning Tools menu bar as circled below:

FILE   HOME   INSERT   DRAW   HISTORY   REVIEW   VIEW   LEARNING TOOLS   CLASS NOTEBOOK

Immersive Reader   Dictate   Help and Feedback
Tools   Resources

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■ Accessing interactive student training videos

1 Go to www.office.com

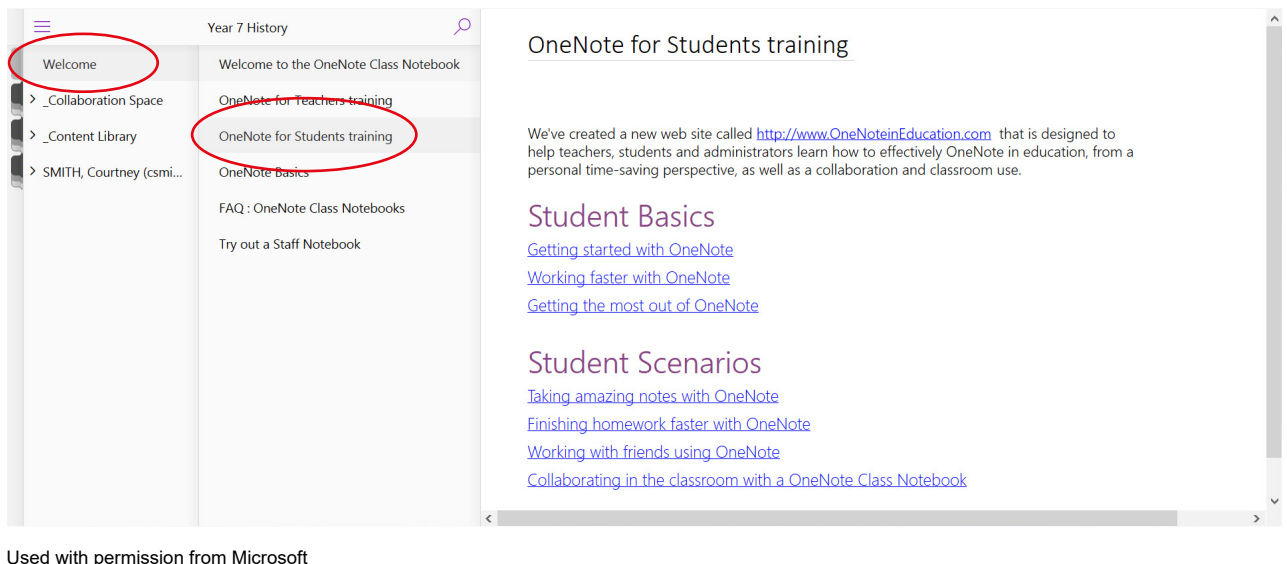**2** Sign in using a student EQ email address and password

3 Click on **OneNote**

Applications   Installer Office ⌄

Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Class Notebook   Forms

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4 Locate the **OneNote Class Notebook** you wish to open

Notebooks   Search my notebooks

Recent   My Notebooks   Shared with Me   Class Notebooks

Year 7 History

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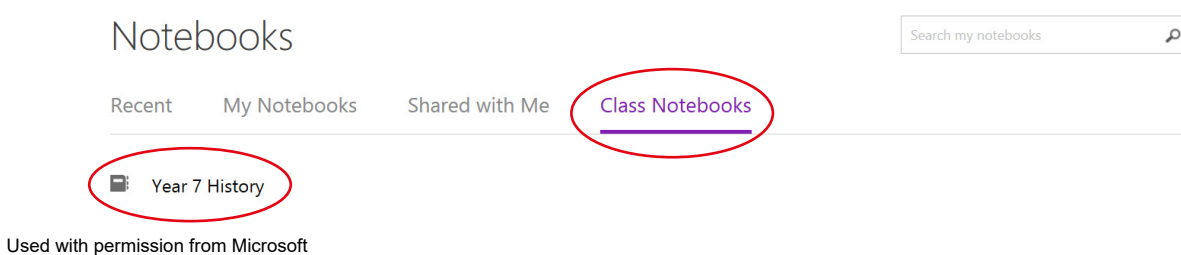
5 Once open, click on **Welcome** and then **OneNote for Students training**

Year 7 History	
Welcome	Welcome to the OneNote Class Notebook
> _Collaboration Space	OneNote for Teachers training
> _Content Library	OneNote for Students training
> SMITH, Courtney (csmi...	OneNote basics
	FAQ : OneNote Class Notebooks
	Try out a Staff Notebook

OneNote for Students training

We've created a new web site called http://www.OneNoteinEducation.com that is designed to help teachers, students and administrators learn how to effectively OneNote in education, from a personal time-saving perspective, as well as a collaboration and classroom use.

Student Basics

Getting started with OneNote
Working faster with OneNote
Getting the most out of OneNote

Student Scenarios

Taking amazing notes with OneNote
Finishing homework faster with OneNote
Working with friends using OneNote
Collaborating in the classroom with a OneNote Class Notebook

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These interactive training resources can also be accessed via the following links:

• Getting started with OneNote

• Working faster with OneNote

• Getting the most out of OneNote

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■ OneNote Class Notebook student checklist

All students should be able to demonstrate the following skills and processes so that they are ready to learn through OneNote Class Notebook:

1	Access OneNote Class Notebook from my email
2	Access OneNote Class Notebook from www.office.com
3	Locate the Class Notebooks shared by my teachers
4	Find the pages sent to each of my Class Notebook by my teachers
5	Add and edit text to a page shared with me
6	Highlight text on a page
7	Insert a picture, emoji, sticker and shape to a page
8	Draw on a page using the drawing tools
9	Access the OneNote for Students Training interactive videos
10	Print from OneNote Class Notebook

■ **OneNote quick and helpful tips for students**

Tips for OneNote online or desktop application

Did you know?

1   You can click, drag and drop files directly into OneNote.

2   You can paste in a snip (screenshot) of a Blackboard lesson into OneNote.

Find your snipping tool:

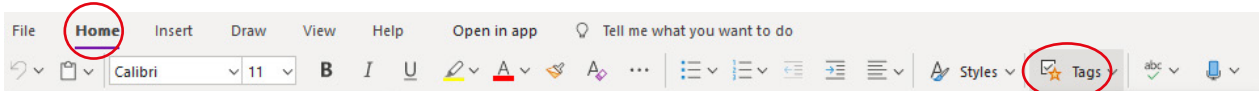Used with permission from Microsoft

Select **New** and take a snip.
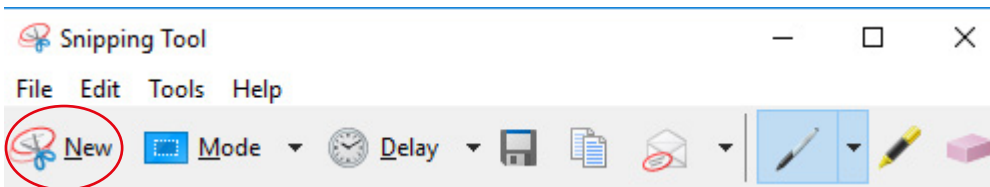
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3   You can organise your work by creating tables. Select **Insert** from the menu, click **Table** and select table size. Files, text and pictures can be added to a table which is helpful for organising information from lessons.
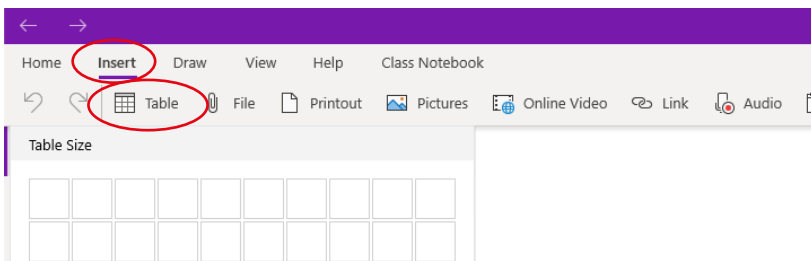
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4   You can create a 'to do' list to keep track of your tasks. Click **Home** from the menu and select **Tags**.

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Click **To Do**.
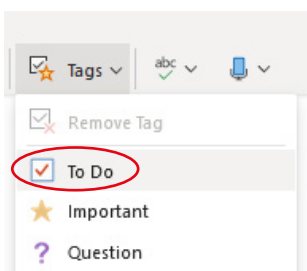
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5 You can search for a word within your text by clicking on the search function (magnifying glass, top left of the document near the Notebook page name).
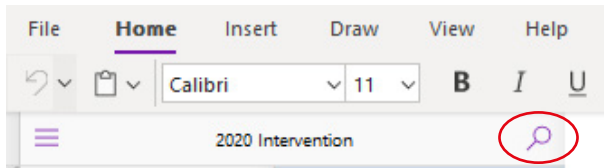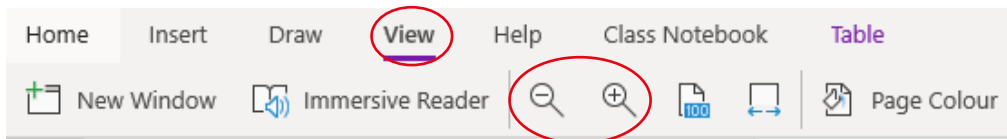

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## Tips for OneNote desktop application only

Did you know?

1 You can adjust the size of your page if the words are too big or too small. Click **View** from the Menu at the top of the page and select the magnifying glass to zoom in or zoom out.
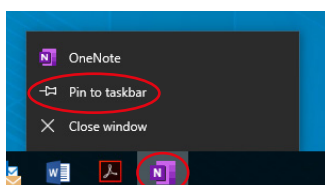

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2 You can open OneNote on your computer instead of going through the internet. Login to your OneNote online and click **Open in app.**
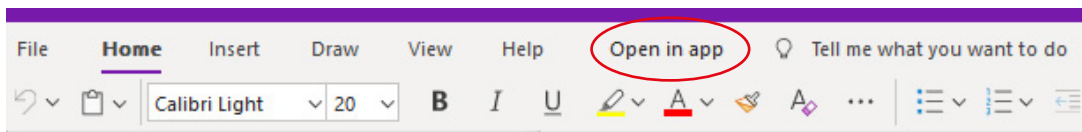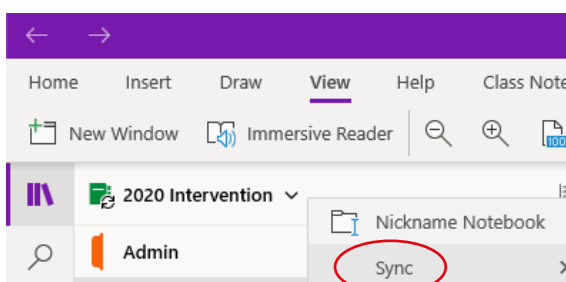

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Then click **Open** and the OneNote symbol will appear down the bottom of your computer along the taskbar. Right click the OneNote icon and select **Pin to taskbar**.
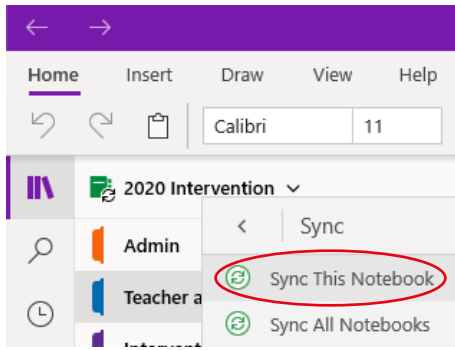

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Now you can access your OneNote by clicking this icon every time.

3 You can sync your Notebook so it is up to date if you access your Notebook online. To sync your Notebook, right click the Notebook name (top left) and select **Sync**.
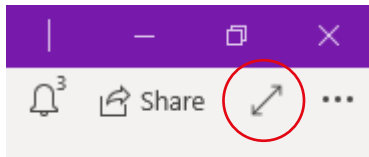

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Now select **Sync This Notebook.**

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| 4 | You can view your page in full screen mode by clicking on the diagonal arrow in the top right hand corner. |

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