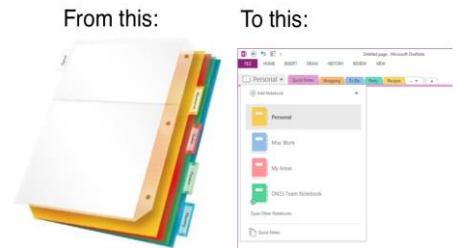


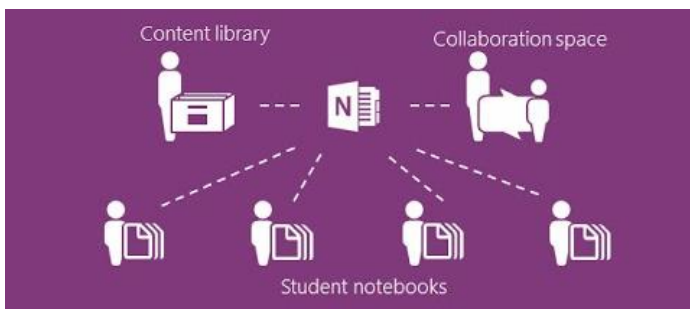
OneNote is a Microsoft application is an app for Office 365 that helps you set up Notebooks for personal use.



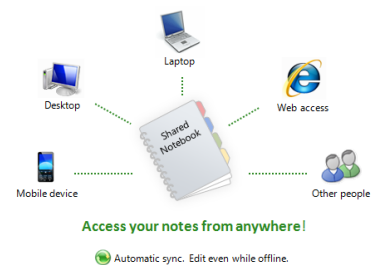
OneNote Class Notebook is an online teaching and learning tool that allows students and teachers to share, complete and review learning resources and activities. Teachers can create and instantly distribute content to students as well as review students' work and provide feedback to help improve.



Sections in a Class Notebook



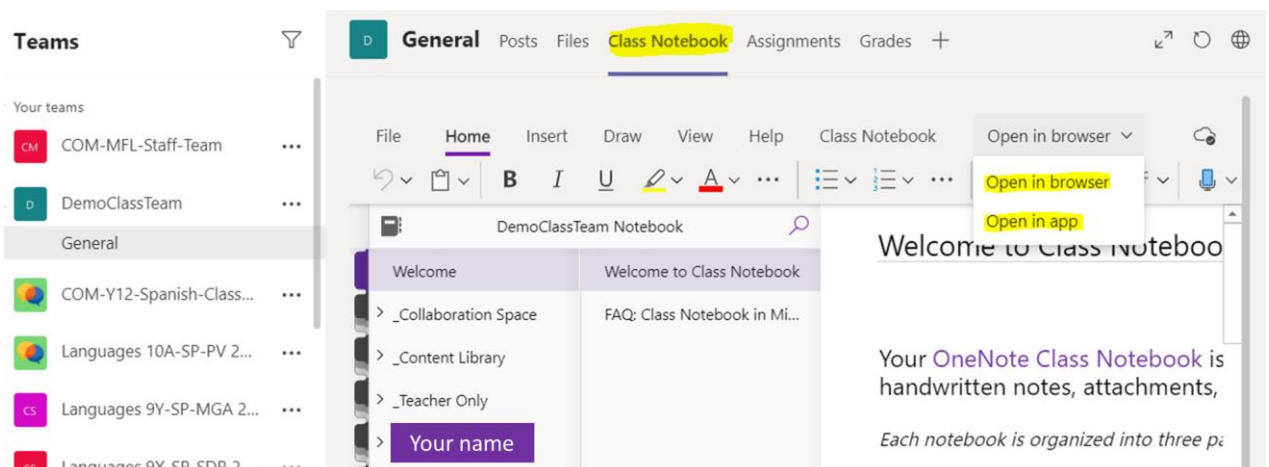
Access your notebook from any device



Accessing a Class Notebook via Teams

- 1 Go to the right MS Teams.
- 2 Go the Class Notebook. Tab.
- 3 Click on "Open in desktop". You can also launch it online (but it's slower)

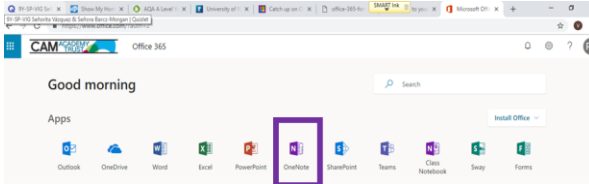
Once you do this, you will be able to access your class notebook in the desktop app.



Accessing a Class Notebook via www.office.com (Comberton website → portals)

1 Go to www.office.com or <https://www.combertonvc.org/parent-and-student-information/apps-and-communications> → Office 365

2 Sign in using your CombertonVC e-mail address and password.



Only your most commonly used apps will appear here so to access all the available Office 365 apps online click on the top right App launcher, and all the apps will disclose:

3 Click on OneNote

4 Locate the OneNote Class Notebook you wish to open

Notebooks

Recent My Notebooks Shared with Me Class Notebooks

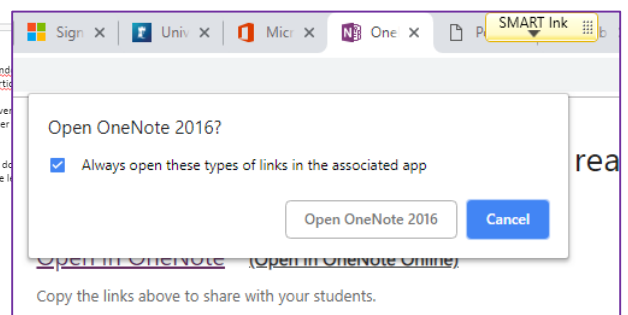
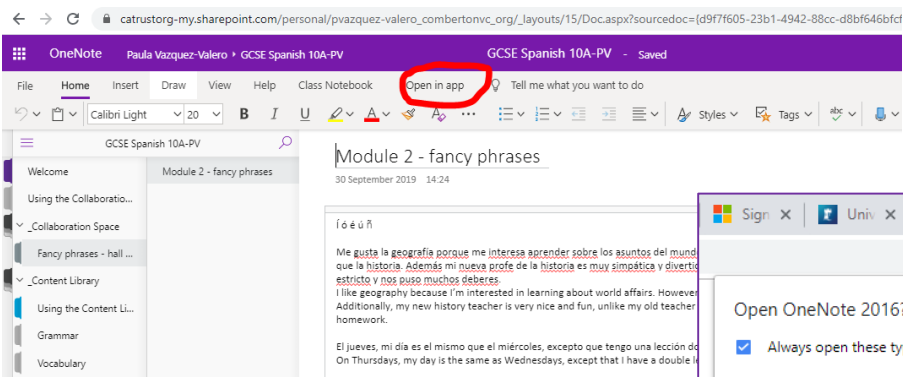
10-SP-PV

Opening a Class Notebook in OneNote desktop app (= your laptop).

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.

1 Click Open in app to launch OneNote in your desktop

2 A message will pop up – accept / click on open the OneNote in the desktop version installed on your computer.



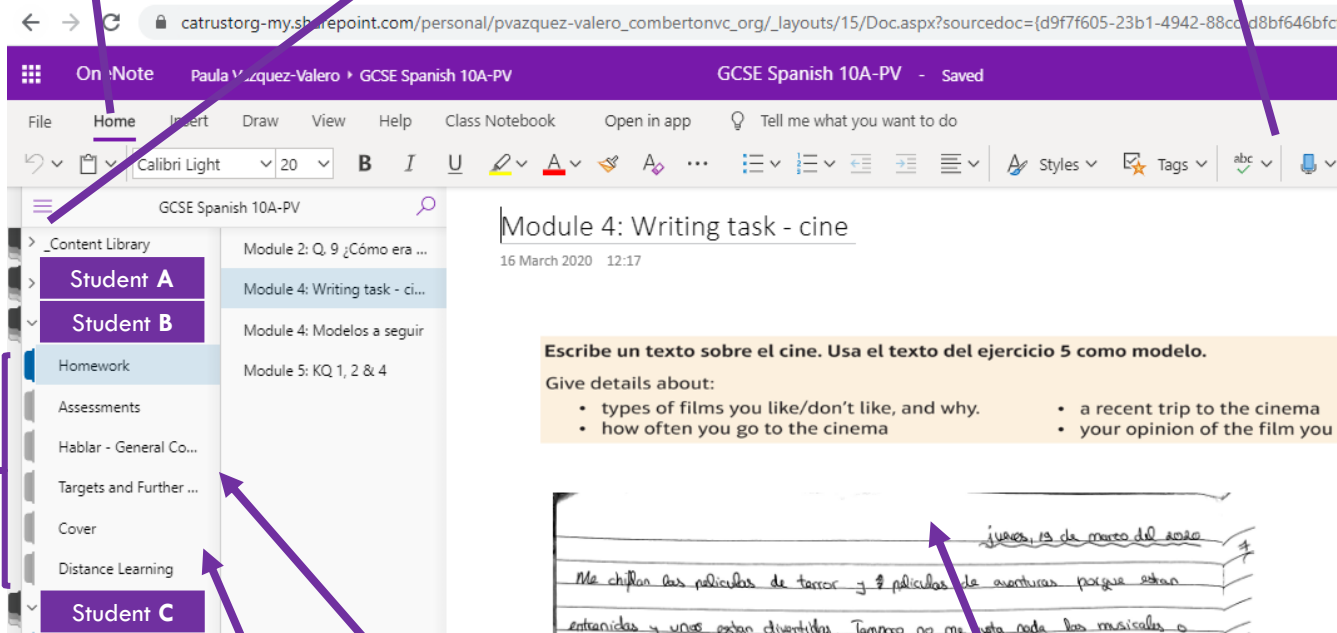
Navigating Class Notebooks Online

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

Content library where students can view but not edit content. Teachers share reference materials for students to view.

Change the language settings (Spanish / German / French) to avoid making unnecessary mistakes when typing.

Sections created by the teacher for students to organise their work



Students' own notebook. You will only see your individual notebook when accessing your Class Notebook. You can view **and edit content** your teacher sends to you and your teacher can give you feedback on your work.

Your teacher will create specific sections in your notebooks (as well as add pages for you to complete your work). You can also create your own pages and sections for your own use.

Page within a section. You can view and edit the content sent in each page by your teacher and add:

- Files (PPT, Word documents, audio files, etc.)
- -text – type on it
- Photos of your work
- Record your voice

Uploading photos of your written work

Download the app **Office Lens** in your phone / tablet. This app takes the best quality photos / scans of documents.

1. Scan / take a photo of your work. Make sure it's clear enough (use the filters to make it as clear as possible - auto/B&W etc.).
2. Save it your files
3. Go to the right page in your individual space on OneNote (your teacher will specify where) where you want to add the photo / scan.

- a) Insert
- b) file → search for the file & attach (As a printout).



Adding media to your page

Add a word document, PDF or photo of your work.

Draw / write your answers with a touch pen if you have a touch screen device (iPad or notebook)

Two options: Insert – audio (and it will start recording straight away) OR - Click on Audio – then record to start recording. If you pause it, it will create a new file.

The screenshot shows the OneNote application interface. The top ribbon includes 'File', 'Home', 'Insert', 'Draw', 'View', 'Help', 'Audio', 'Symbol', 'Math', 'Emoji', 'Office Add-ins', 'Forms', 'Stickers', and 'Meeting Details'. The 'Insert' menu is open, showing options like 'Insert as Attachment' and 'Insert File Printout'. The main content area displays a page titled 'Clase 18/03: 6.1 Sitios históricos y civilizaciones'. Below the title, there are icons for a PowerPoint presentation ('6.1_Sitios...') and an audio file ('18 Track 18'). A small window titled 'Audio Recording' is also visible. Purple arrows point from the text boxes above to specific elements in the interface: one to the 'File' tab, one to the 'Insert' menu, one to the 'Audio' button, and one to the 'Audio Recording' window.

If you want to type your work – click anywhere in the page and a text box will appear (**make sure you change the language settings + careful with accents!**).

If you want use your touch pen – go to draw to start writing on the page.

Printing

You might also want to have a paper copy of your work for revision.

From online →

Open the exact page you want to print

Top left → File → Print

From online →

To print a page – do as above

To print a whole sections (i.e all your work on Patrimonio Cultural). Right click on the title of the section & export (save as a PDF).

Saving

OneNote saves automatically all the work you do, although that does not always mean it has synced with cloud (Therefore your teacher might not be able to see your work).

The screenshot shows the OneNote interface with a notebook icon selected. A context menu is open, listing options: 'Sync This Notebook Now (Shift+F9)', 'Notebook Sync Status...', 'Share This Notebook', 'Copy Link to Notebook', 'Mark Notebook as Read', and 'Move Up'. A purple box highlights the 'Sync This Notebook Now (Shift+F9)' option, and a purple arrow points from it to the 'A-level Spanish 2019-2020' notebook icon in the bottom right corner of the interface.

Right click on the notebook icon and click on “Sync this Notebook Now” until the syncing icon appears.