

# ONENOTE

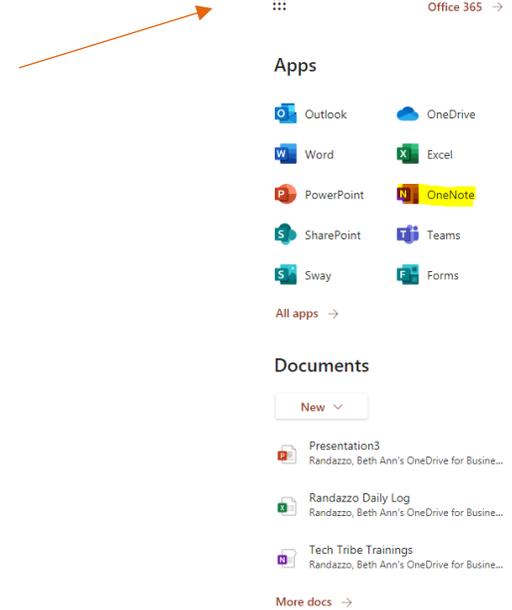
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Tech Team Turn-key Presentation

# MICROSOFT ONENOTE

Your Office 365 Cloud Based Digital Notebook for organizing and collaborating

Waffle



# ONENOTE- AT A GLANCE



## Organize

Sort content across notebooks, sections, and pages.



## Mix media

Record audio notes, insert online videos, and add files.



## Tag

Highlight can't-miss notes with Important and To-Do tags.



## Clip + Save

Use the OneNote web clipper to save content with a single click.



## Ink

Draw your thoughts and annotate your notes with a stylus or your finger.



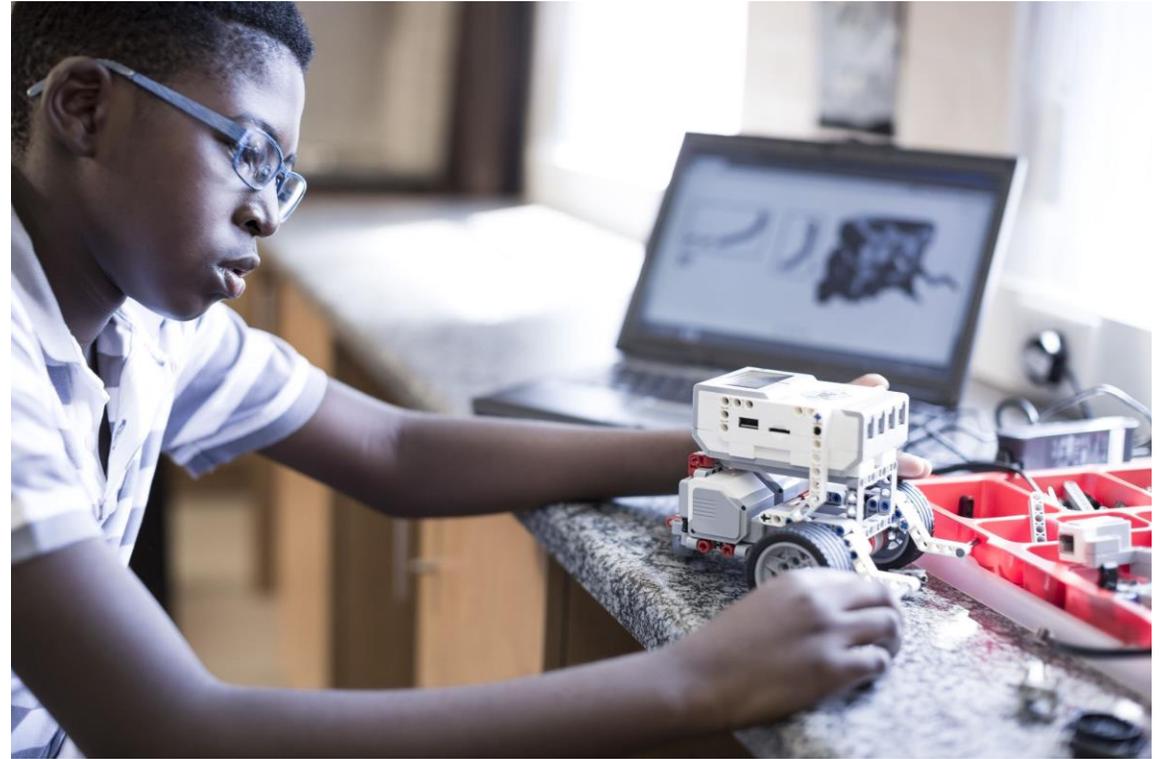
## Share

Share notebooks with coworkers, friends and family.

# AGENDA

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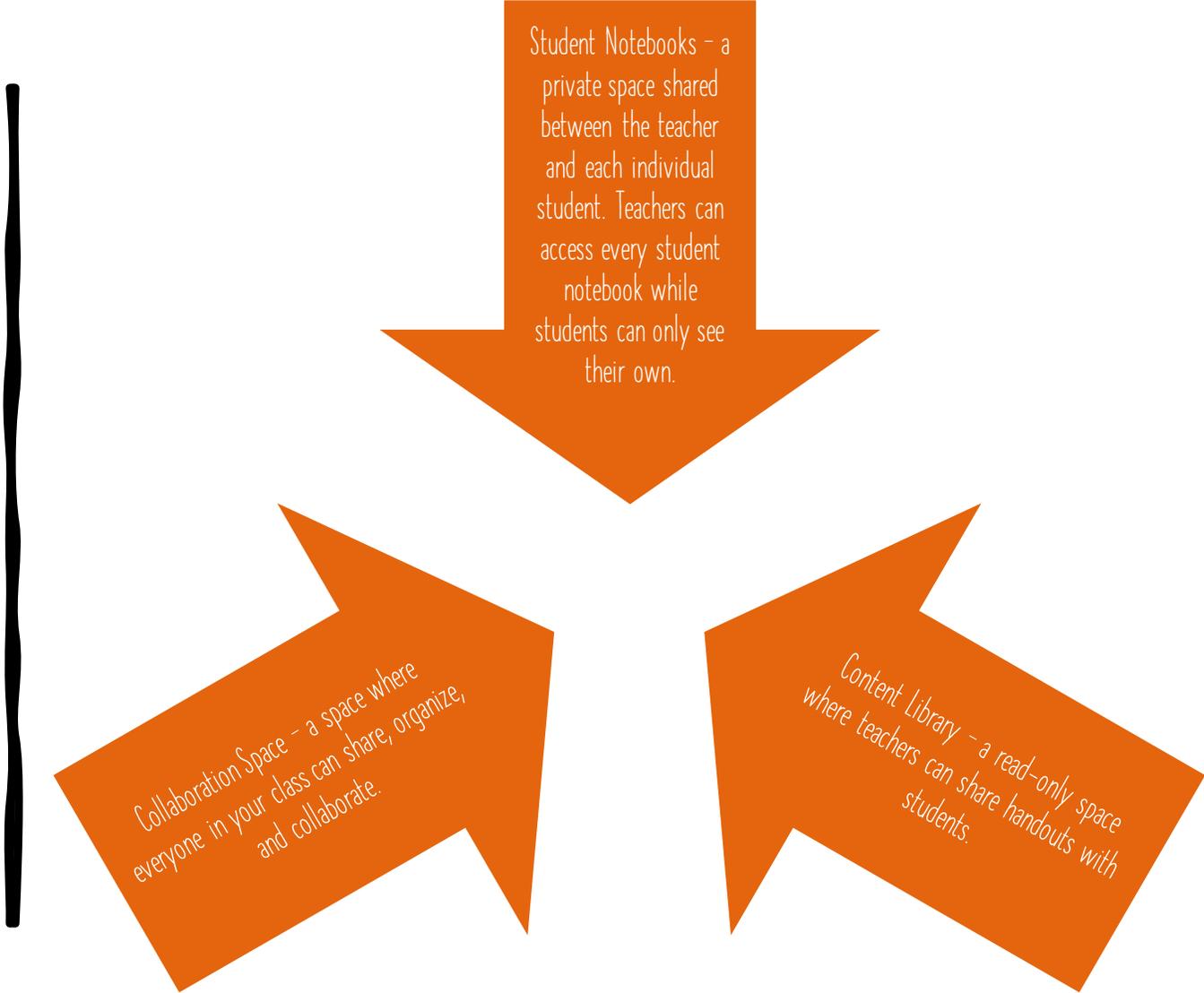
- 1. Organization and tabs in Notebook
- 2. Gather and enhance lesson ideas
- 3. Share with colleagues and students with ease



# FIRST UP:

Organization and tabs and setting up your Notebook

- You can access a notebook through the waffle or teams.
- Each OneNote Class Notebook is organized into three parts:

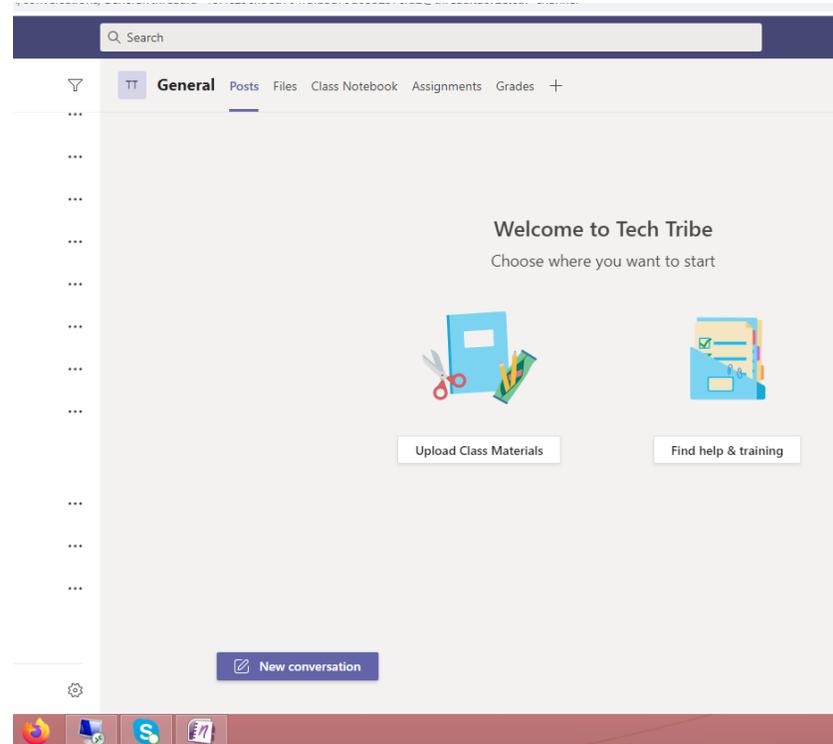


Collaboration Space - a space where everyone in your class can share, organize, and collaborate.

Content Library - a read-only space where teachers can share handouts with students.

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

# SET UP



- Click on waffle
- Click on Teams
- Go to General Channel on side menu
- Add new notebook
- Name it

## NEXT UP:

- What you can do in each section?

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

Content Library – a read-only space where teachers can share handouts with students.

Collaboration Space – a space where everyone in your class can share, organize, and collaborate.

# CREATING THE NOTEBOOK

Here's what you will get in your Tech Tribe Notebook:

## Collaboration Space

Team notes are stored here for everyone to see. All channels will have sections here.

🔗 Teacher can edit the content

👥 Student can edit the content

## Content Library

Publish course materials to students.

🔗 Teacher can edit the content

👥 Student can only view the content

## Teacher-Only Section

A private space for teachers

🔗 Teacher can edit the content

👥 Student cannot view the content

## Student Notebooks

A private space for each student.

🔗 Teacher can edit the content

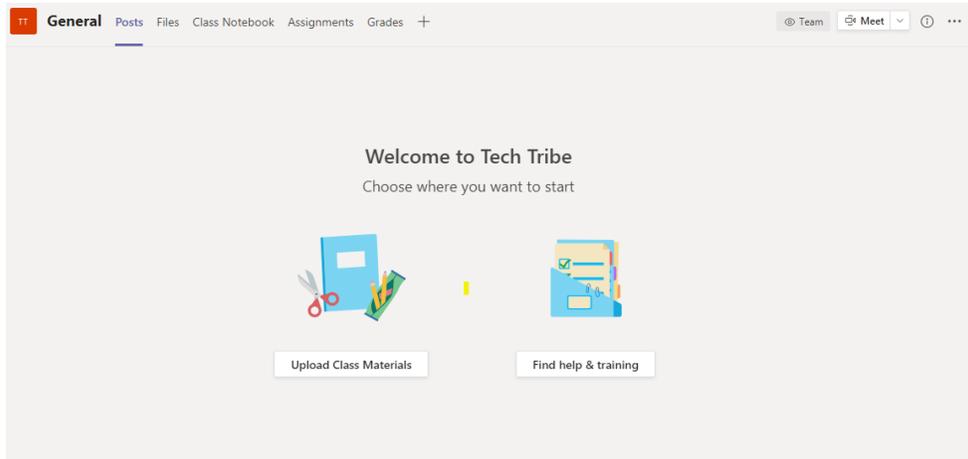
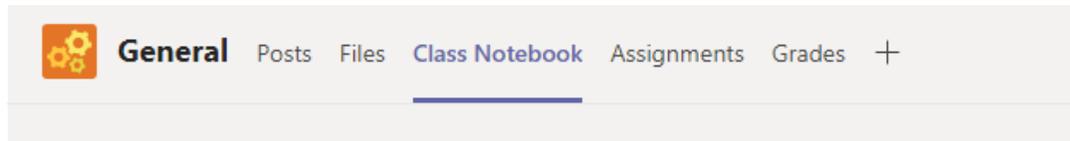
👥 Student can edit his or her own content and can't view others' notebooks

Discard

Next

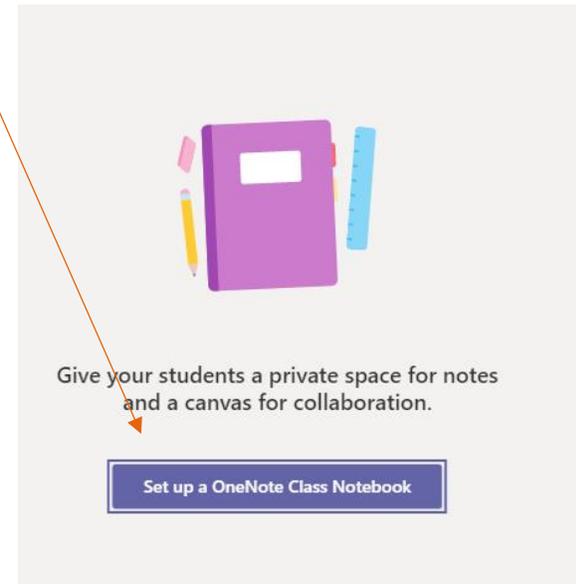
- Click on blank notebook
- Click next
- You will see all the sections that will be displayed
- You can personalize now what sections you want with + sign or right click remove the sections

# ACCESS:



Click on Class Notebook:

-Set up a OneNote class notebook



# PERSONALIZE YOUR NOTEBOOK SECTIONS:

## Create

Welcome to The Tech Tribe Notebook

Student name

- Handouts
- Class Notes
- Homework
- Quizzes

[+ Add section](#)

Discard   Back   **Create**

## Put in content:

General Posts Files **Class Notebook** Assignments Grades +

File Home Insert Draw View Help Class Notebook Open in Browser Tell me what you want to do

Welcome to The Tech Tribe Notebook

Welcome to Class Notebook

Your **OneNote Class Notebook** is a digital notebook for the whole class to handwritten notes, attachments, links, voice, video, and more.

Each notebook is organized into three parts:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Each student has their own notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

+ Section   + Page

## Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Each notebook is organized into three parts:

1. **Student Notebooks** – A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** – A read-only space where teachers can share handouts with students.
3. **Collaboration Space** – A space where everyone in your class can share, organize, and collaborate.



# NEXT UP:

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Gathering, Compiling, and Organizing Lesson ideas

# CHEAT SHEET:

The screenshot displays the Microsoft OneNote application interface. At the top, the title bar shows 'General' with sub-tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The ribbon is set to 'Home', and the font is 'Calibri' size '11'. The main content area shows a page titled 'All About Me' with a timestamp of 'Wednesday, October 28, 2020 4:18 PM'. The page content includes a highlighted sentence: 'This Lesson is for our final project for National Hispanic Heritage Month'. The left sidebar shows a navigation pane with sections like 'Welcome', 'Collaboration Space', 'Content Library', and 'Teacher Only'. The 'Content Library' section is expanded, showing 'Using the Content Li...'. The bottom of the page has '+ Section' and '+ Page' buttons.

# HELPFUL TOOLS:

Tabs and Tools for formatting

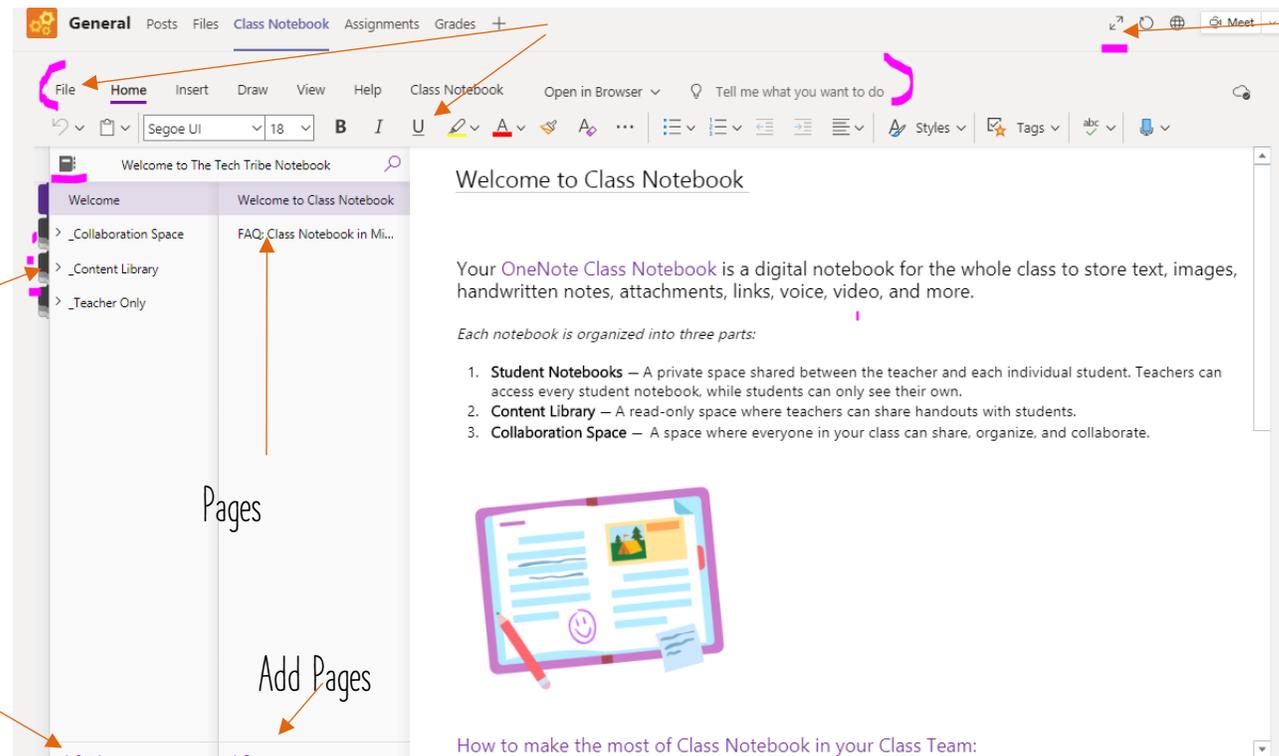
Full Screen

Notebook Sections

Add Notebook Sections

Pages

Add Pages



How to make the most of Class Notebook in your Class Team:

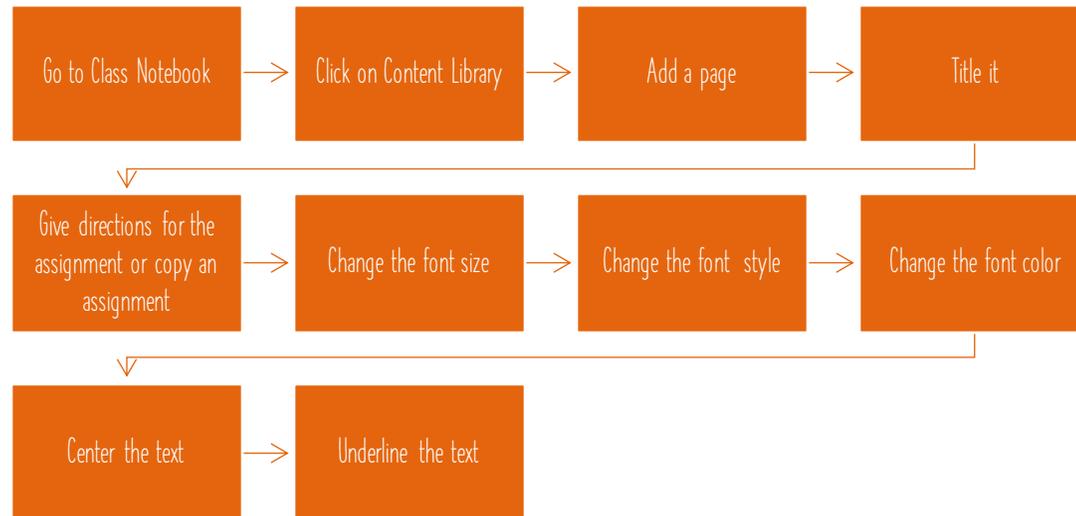
# HOME TAB

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# TIME TO CHECK! FOLLOW THIS WORKFLOW CHART FOR YOUR FIRST EXERCISE: USING HOME TAB

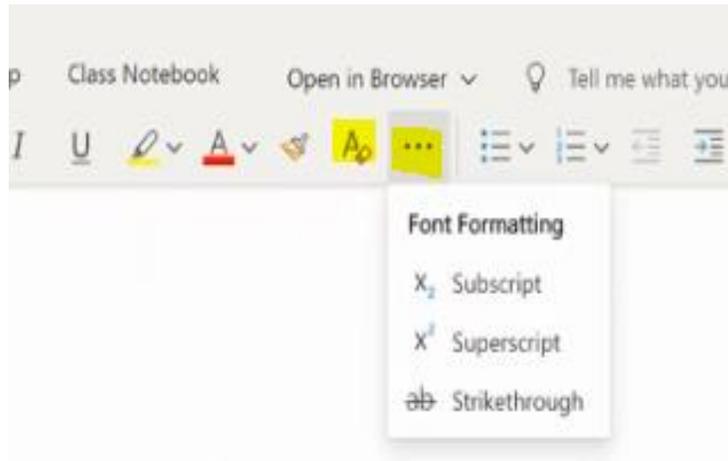
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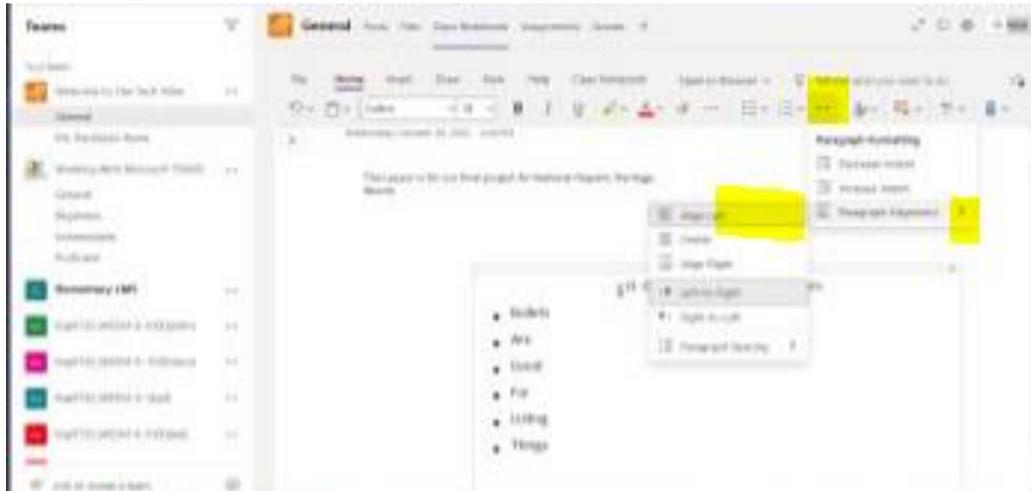
# SPECIAL TOOLS

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Ellipses- Subscript and Super Subscript



Bullets and managing paragraphs

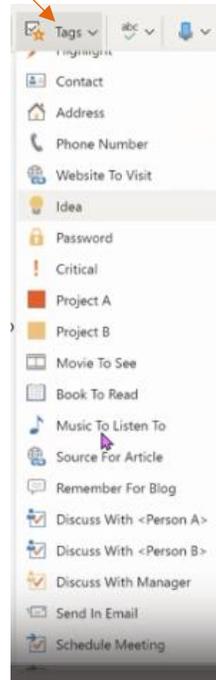


# TAGS, SPELL CHECK & DICTATION

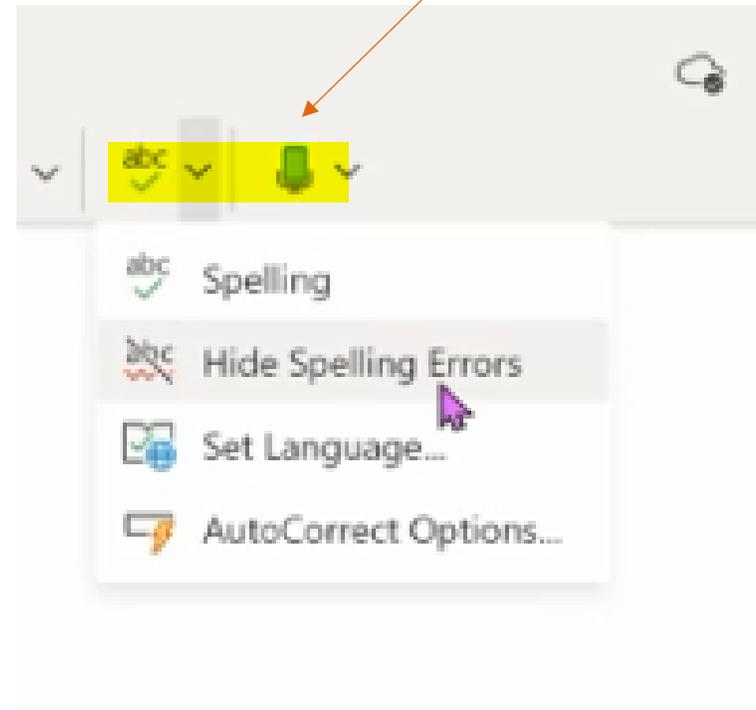
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Adding Tags

- Set Reminders outside of the text



Spell Check and Dictation- records voice and in different languages right onto page



# QUESTIONS/TIME TO PLAY



- Add content
- Add bullets
- Center the bullets
- Add subscripts
- Try dictating text

The screenshot shows a Microsoft Word document titled "All About Me" with a subtitle "Wednesday, October 28, 2020 4:18 PM". The document content includes:

This Lesson is for our final project for National Hispanic Heritage Month

hello students I need you to complete number one through 5

1<sup>st</sup>- Good for Exponents and places

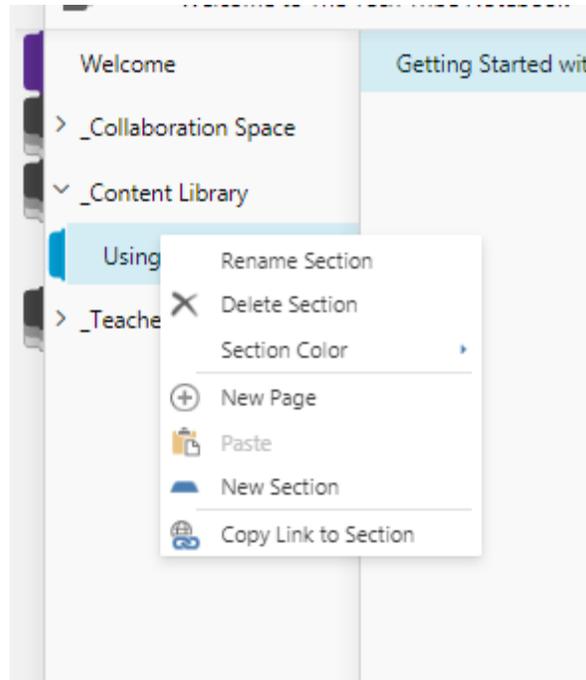
- Bullets
- Are
- Good
- For
- Listing
- Things

The Word ribbon is visible at the top, showing the "Home" tab with options for font (Calibri, size 11), bold (B), italic (I), underline (U), and other formatting tools.

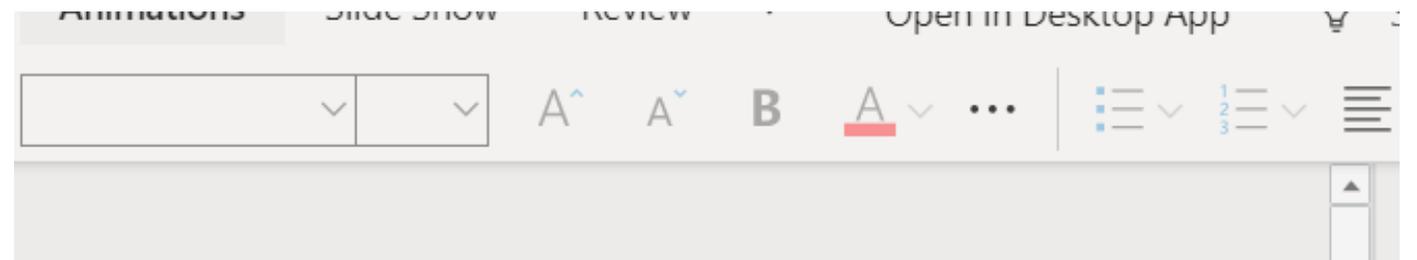
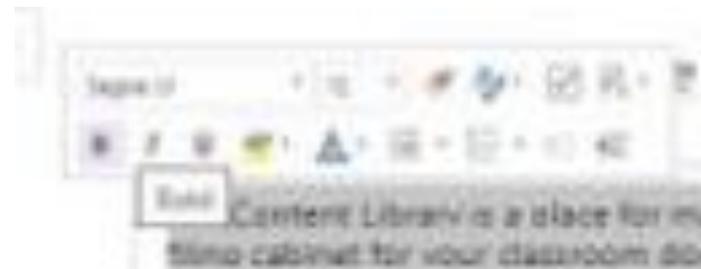
# THIS AND THAT:

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Right click on any page or section at any time to edit

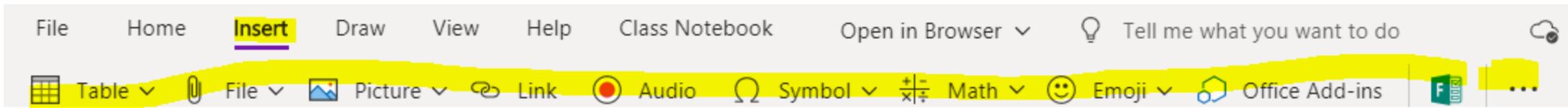


Select text anywhere- and a mini-home-toolbar will appear for quick edits



# NEXT UP- IMAGE TAB

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- Creating a table
- Attaching a file
- Insert image
- Hyperlink
- Video
- Symbols
- Math Equations
- Emogis
- And making assessments via notebook with Forms
- Create a meeting

# TABLE:

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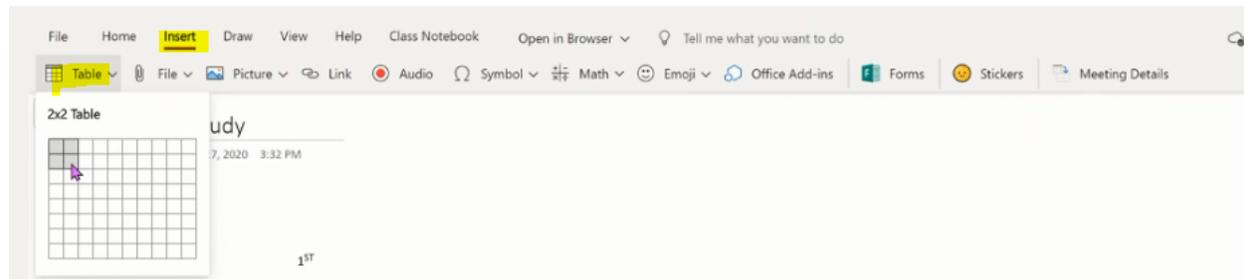
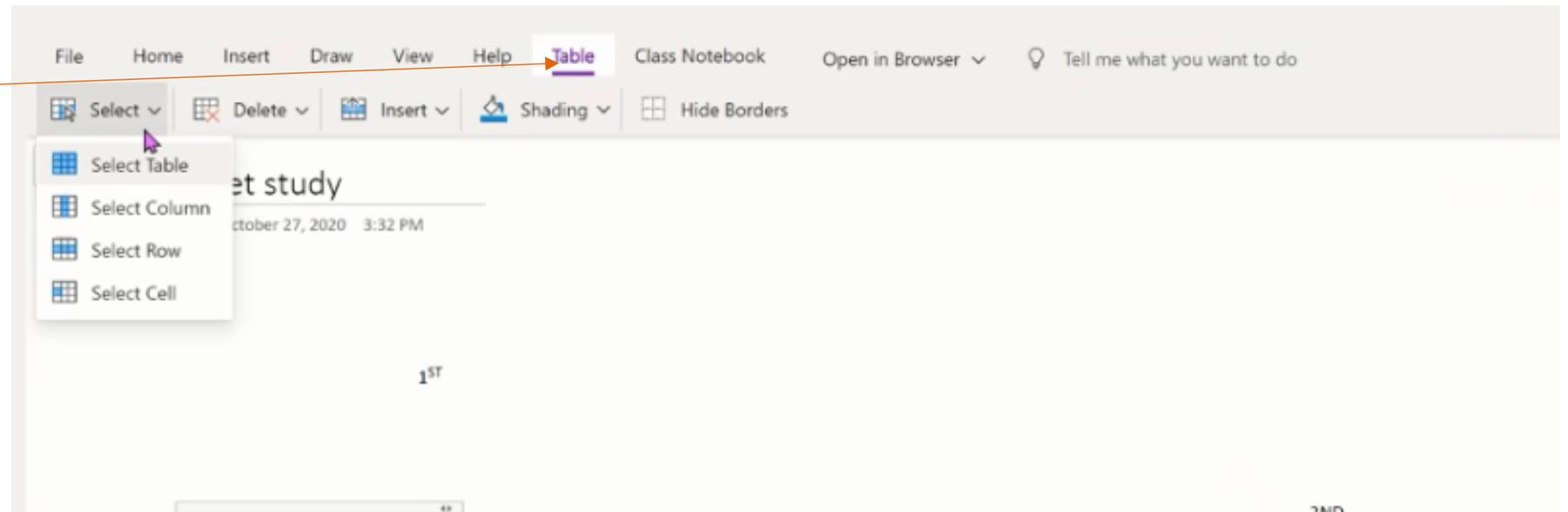
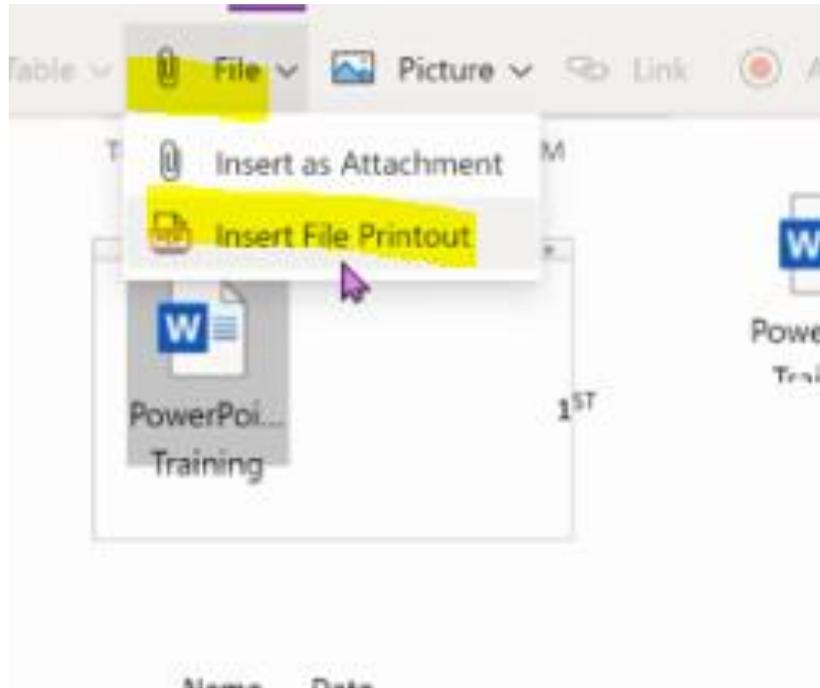


Table comes with a contextual tab that specifically addresses that table, once you tap off the contextual tab disappears, tap back on table to apply changes to the table

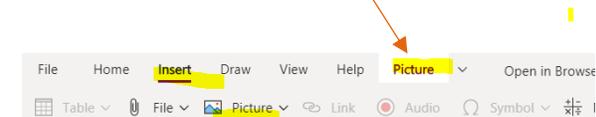


# FILES & IMAGES:

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- Image comes with a contextual tab that is specific to the picture, it comes up once picture is selected
- Images can come from your desktop, camera, or online

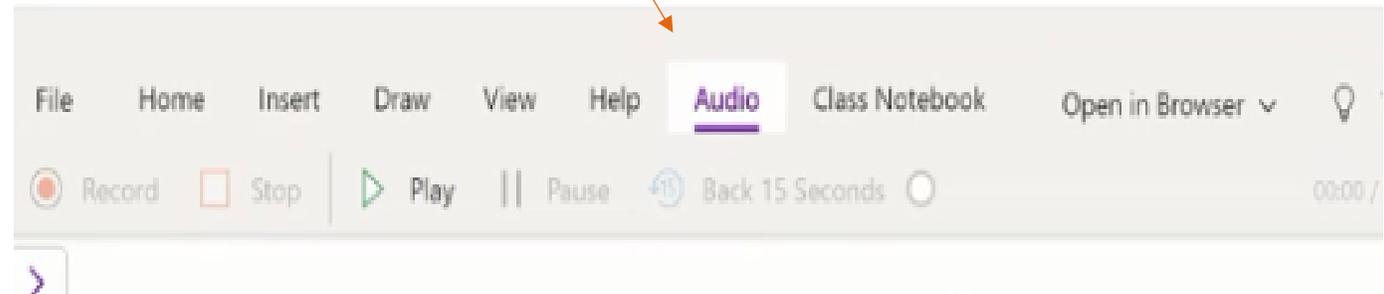


# HYPERLINKS, AUDIO & SYMBOLS:

- Add Link
  - Click links
  - Copy url
  - Paste
  - Name the link



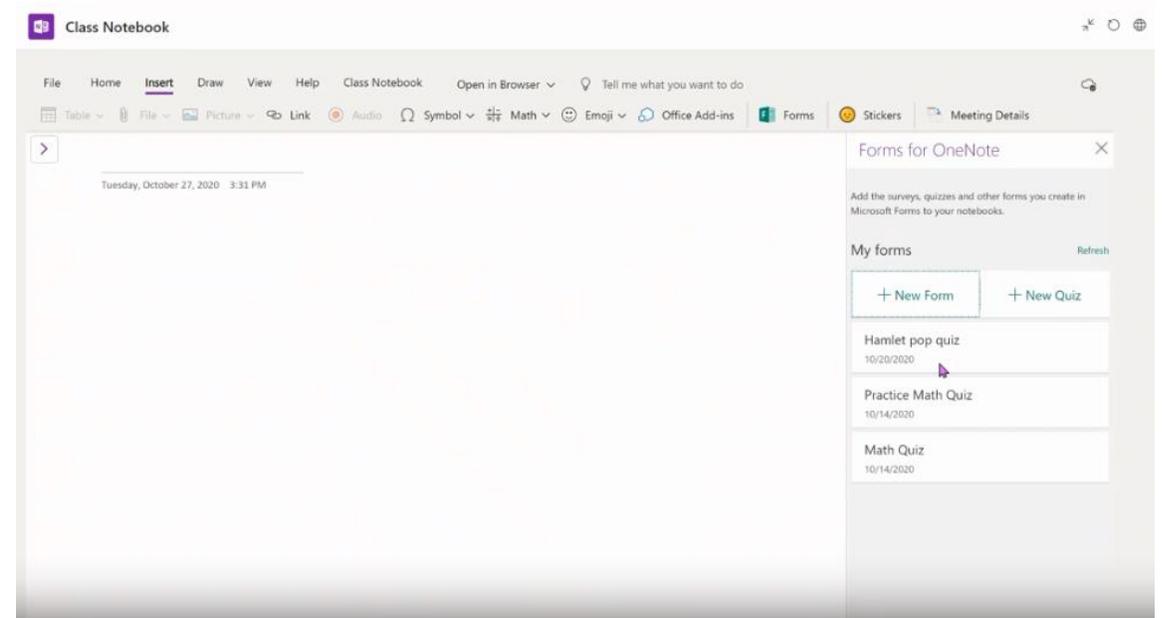
- Add Audio Recording
- Click Audio
- Will let you record your voice, not screen



Symbols and Emogi's



# FORMS & ADD ON'S:



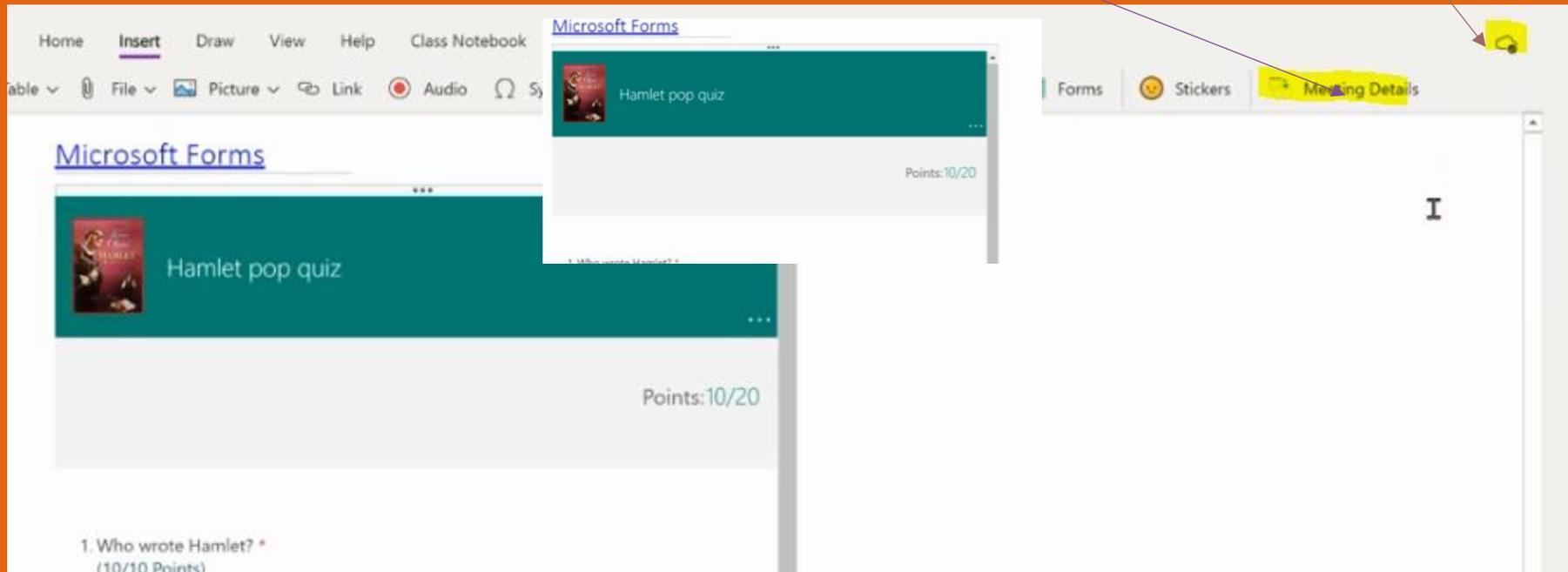
- You can click on Forms and bring in an assesment from the waffle or create on internally on that page.
- There are many add on's from the Microsoft Add on store to compliment your lessons

FORM APPEARS FROM YOUR PREMADE-  
QUIZZES (IN FORMS), STUDENTS  
TAKE THE QUIZ AND IT IS GRADED

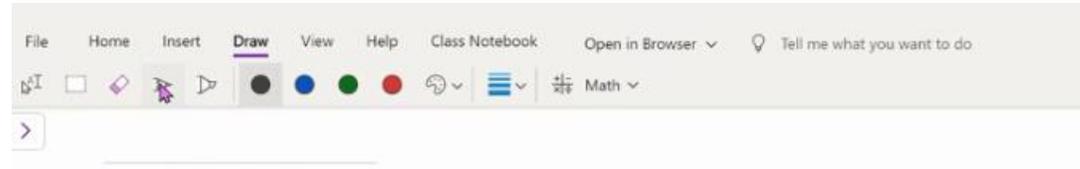


- Form appears from your premade- quizzes (in Forms), students take the assessment and it is graded!

# MEETING DETAILS AND SYNCING AUTOMATICALLY SAVES:



# NEXT UP:

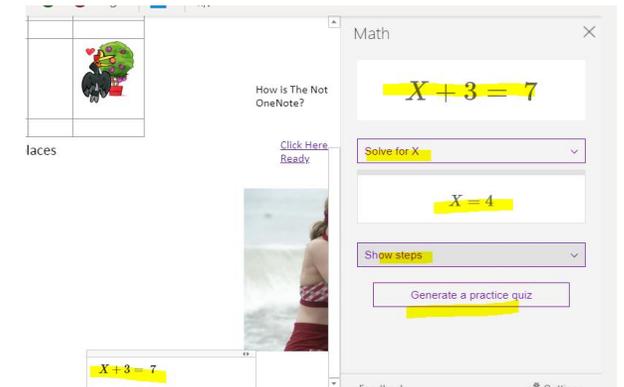


## Draw Tool

- You have many drawing tools, colors and different widths of pens, can be utilized via the mouse or the touchscreen

## Math

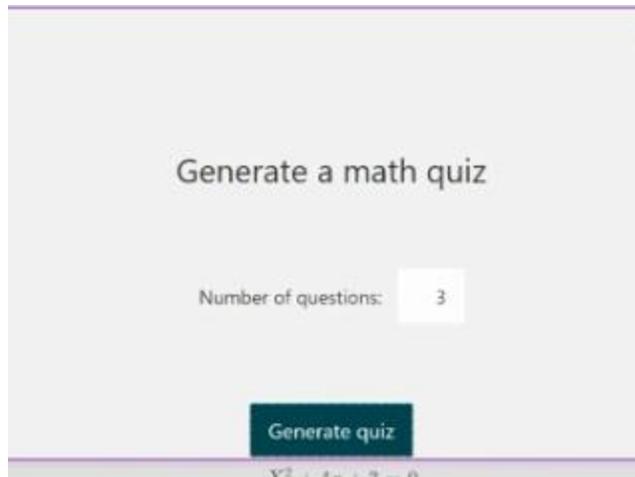
- Click on Math
- Type in a problem
- Click on Math and it will give you
- Answer and suggestions to solve



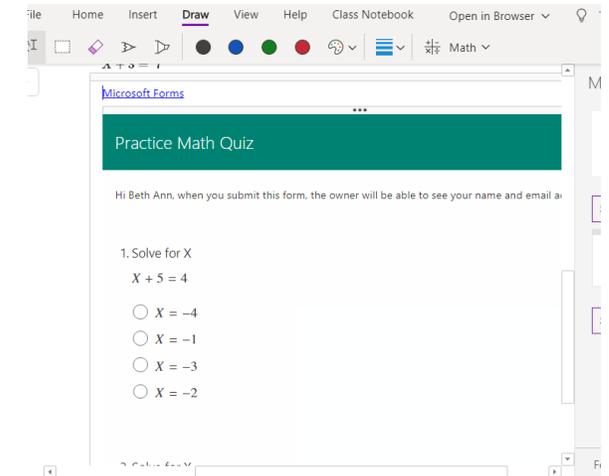
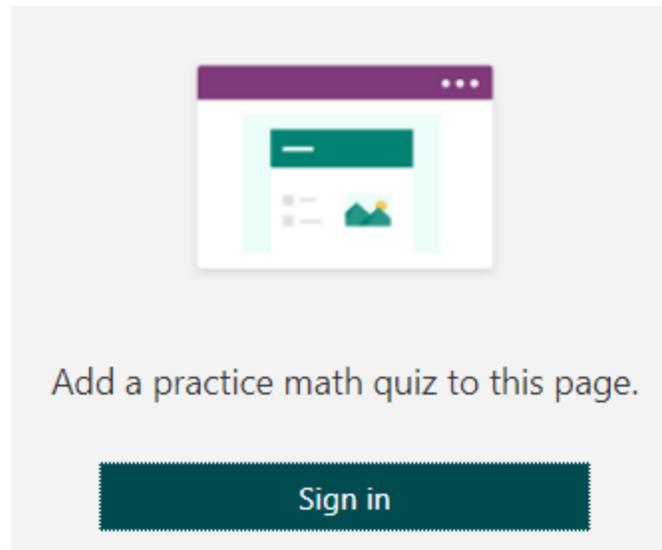
# MATH ASSESSMENT

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Click on Generate a Math Quiz and the Notebook will generate questions around that particular math problem- great for checking for understanding



Sign into forms and away you go!





## QUESTIONS/TIME TO PLAY

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- Take some time to play with the Draw tab
- Ask Questions

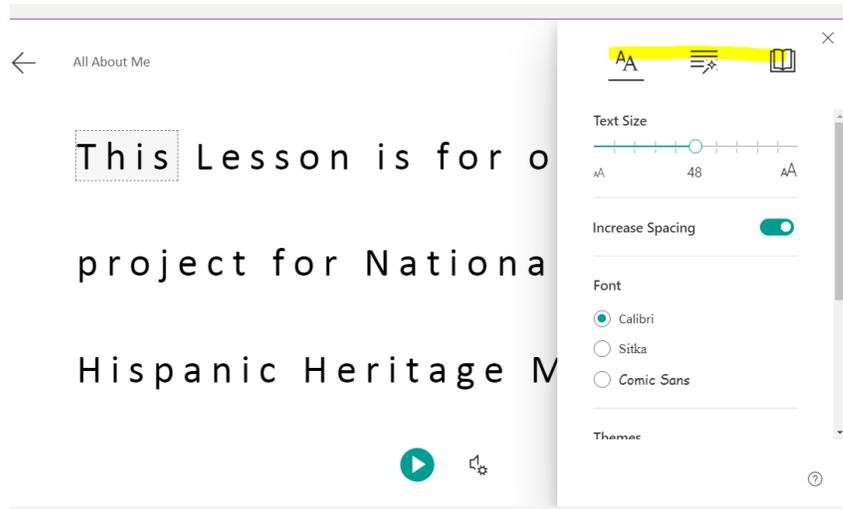
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**IT'S TIME  
TO PLAY**

Up Next: View Tab

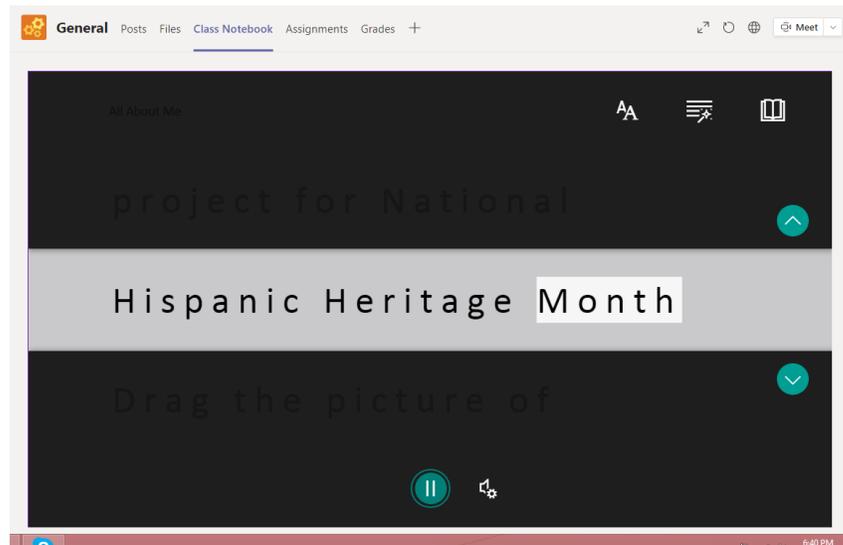
The screenshot shows a OneNote page titled "All About Me" in Immersive Reader mode. The text on the page reads: "This Lesson is for our final project for National Hispanic Heritage M". A tooltip is displayed over the text, containing the instruction: "Adjust voice settings here. Select the play button to begin listening." Below the text is a green play button and a speaker icon. The top navigation bar includes "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades".

The screenshot shows the OneNote ribbon with the "View" tab selected and highlighted in yellow. The ribbon includes the following options: "File", "Home", "Insert", "Draw", "View", "Help", "Class Notebook", "Open in Browser", and "Tell me what you want to do". Below the ribbon, the "Immersive Reader" and "Reading View" buttons are also highlighted in yellow. A white brushstroke is drawn across the ribbon area, and an orange arrow points from the "Immersive Reader" button to the text in the adjacent screenshot.



# IMMERSIVE READER:

- Reads line by line entire page.
- can do a line focus,
- can color code parts of speech,
- add color backgrounds,
- zoom in and out,
- choose language by word or entire document; and
- get a definition





PAGE COLOR- CHANGES BACKGROUND

PAGE VERSIONS- SHOWS YOU THE DIFFERENT VERSIONS AS YOU ADD ON

SHOW AUTHORS- LET'S YOU SEE WHO POSTED WHAT

ELLIPSES... SHOW A TIMESTAMP OF EDITS AND WHO CONTRIBUTED

The screenshot shows a OneNote page with the following content:

- Page title: All About Me
- Date and time: Wednesday, October 28, 2020 4:18 PM
- Text: This Lesson is for our final project for National Hispanic Heritage Month
- Author: Randazzo, Beth Ann
- Table with 3 columns: Bird, habitat, and an empty column. The first row contains the text: "Drag the picture of The animal & the appropriate Habitat". The second row contains an image of a bird in a habitat.
- Text: How is The Noteb OneNote?
- Author: Randazzo, Beth Ann
- Text: 1st- Good for Exponents and places
- Bullets: Bullets

The Accessibility checker on the right shows the following information:

- Last checked: 6:50 PM
- Errors: No alternative text, Table, Image
- Additional Information: The Accessibility Checker inspected your page for all issues that can be fixed in the browser. For a complete inspection, open your page in the desktop app.
- Link: Read more about making documents accessible

- **GET HANDS-ON, INTERACTIVE TRAINING:**  
GETTING STARTED WITH CLASS NOTEBOOKS
- **NEED ASSISTANCE? FILE A SUPPORT TICKET AT:**  
[HTTPS://AKA.MS/EDUSUPPORT](https://aka.ms/edusupport)
- **SUGGESTIONS OR FEEDBACK?**  
[HTTP://ONENOTE.USERVOICE.COM](http://onenote.uservoice.com)
- **JOIN THE CONVERSATION ON SOCIAL MEDIA:**  
TWITTER: [@ONENOTEEDU](#) AND [@MSONENOTE](#)  
FACEBOOK: [ONENOTE](#)  
OR REACH OUT TO BETH ANN OR STACEY

HELP PAGE AND FAQ'S

