

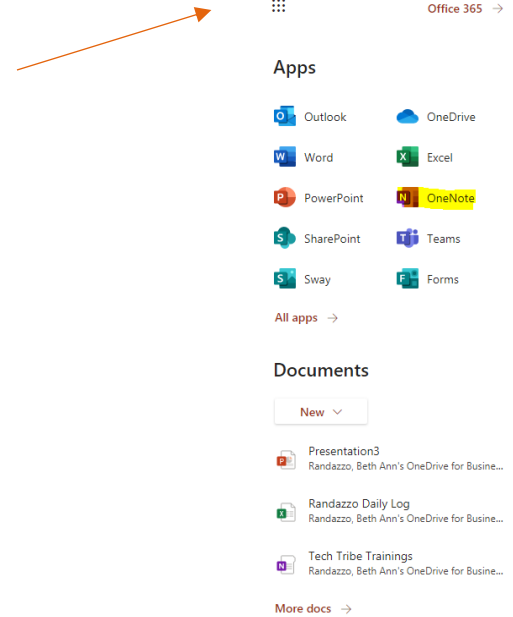
ONENOTE

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.

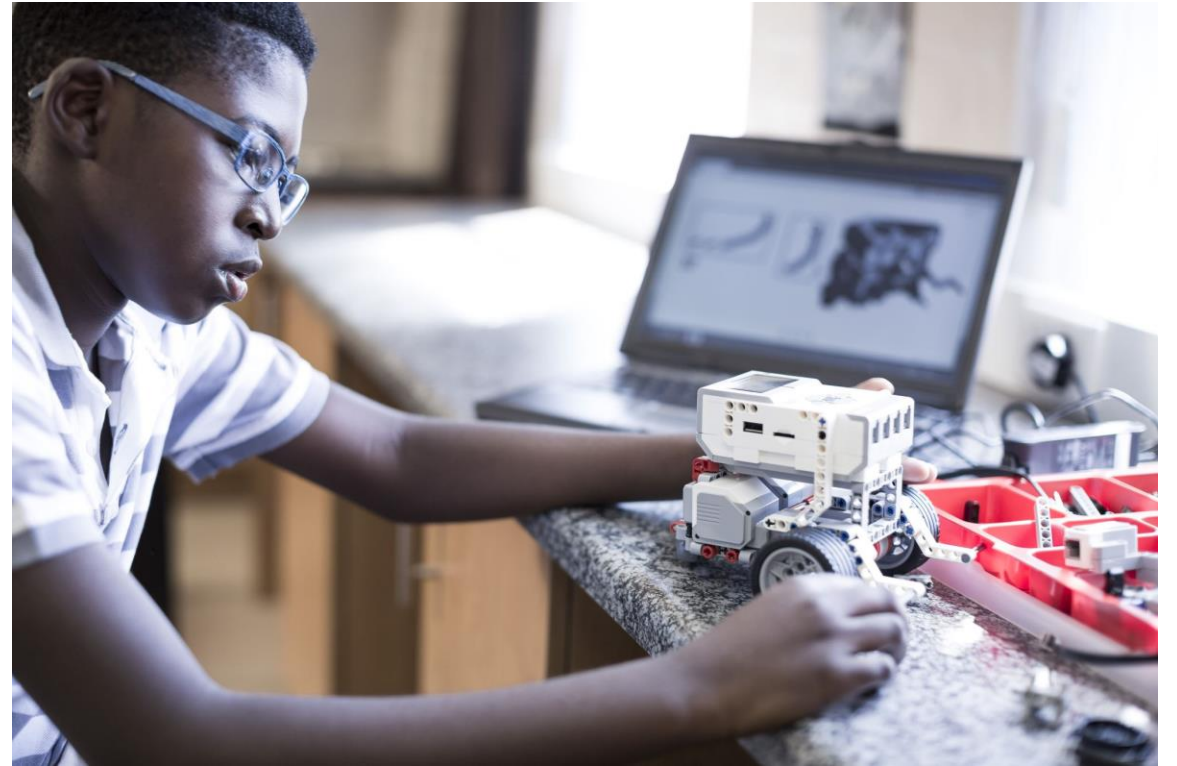


Share

Share notebooks with coworkers, friends and family.

AGENDA

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



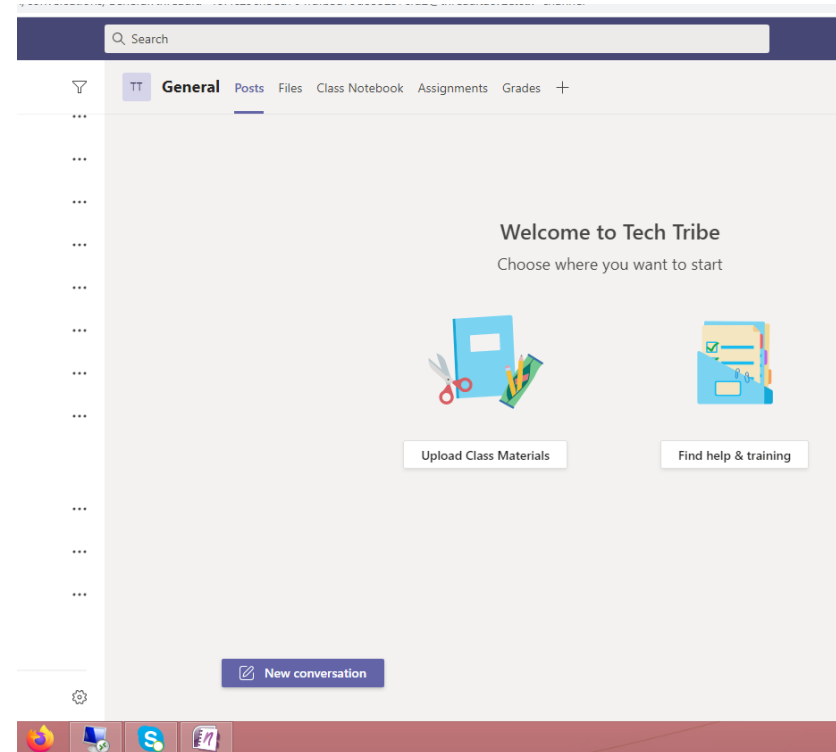
FIRST UP:

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:



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

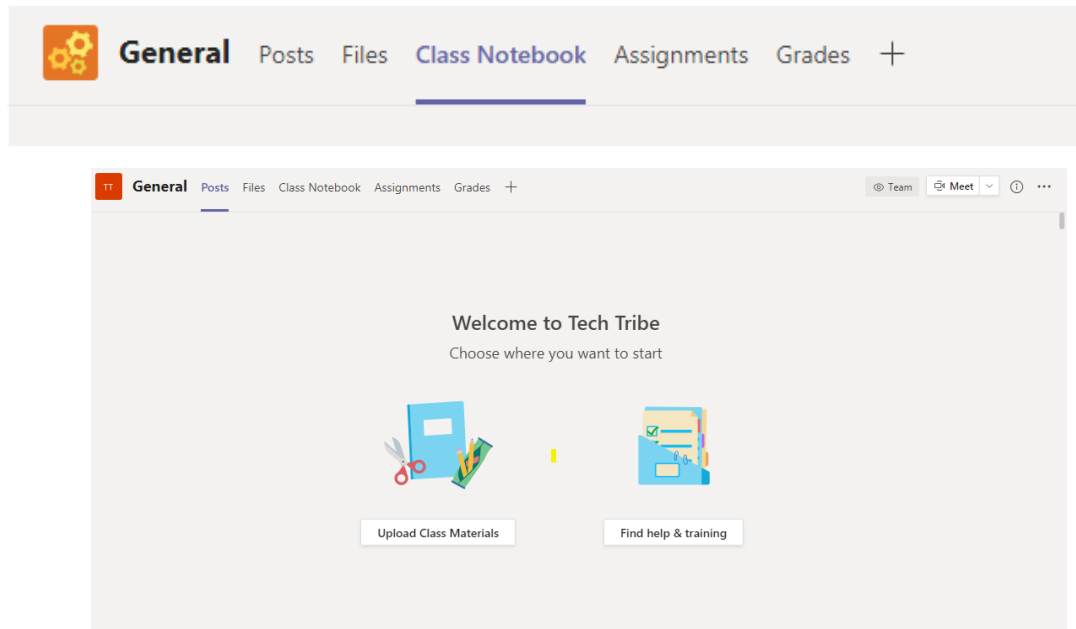
👤 Student can edit his or her own content and can't view others' notebooks

Discard

Next

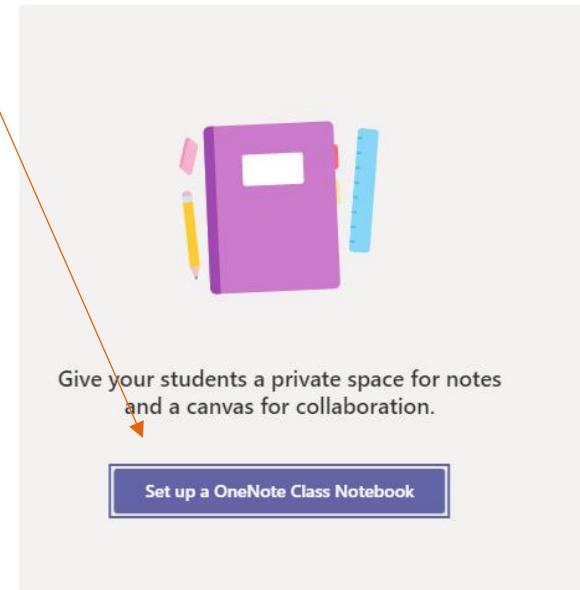
- Click on blank notebook
- Click next
- You will see all the sections that will be displayed
- You can personalize now what sections you want with + sign or right click remove the sections

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:

The screenshot shows the OneNote Class Notebook interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook' (selected), 'Assignments', and 'Grades'. The ribbon at the top has tabs for 'File', 'Home', 'Insert', 'Draw', 'View', 'Help', and 'Class Notebook'. The 'Home' tab is active, showing a ribbon with various formatting and editing tools. The left sidebar displays a tree view of the notebook structure, including 'Welcome', '_Collaboration Space', '_Content Library', and '_Teacher Only'. The main content area shows the 'Welcome to Class Notebook' page, which includes a welcome message, a list of three parts (Student Notebooks, Content Library, Collaboration Space), and an illustration of a tablet with a smiley face.

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:

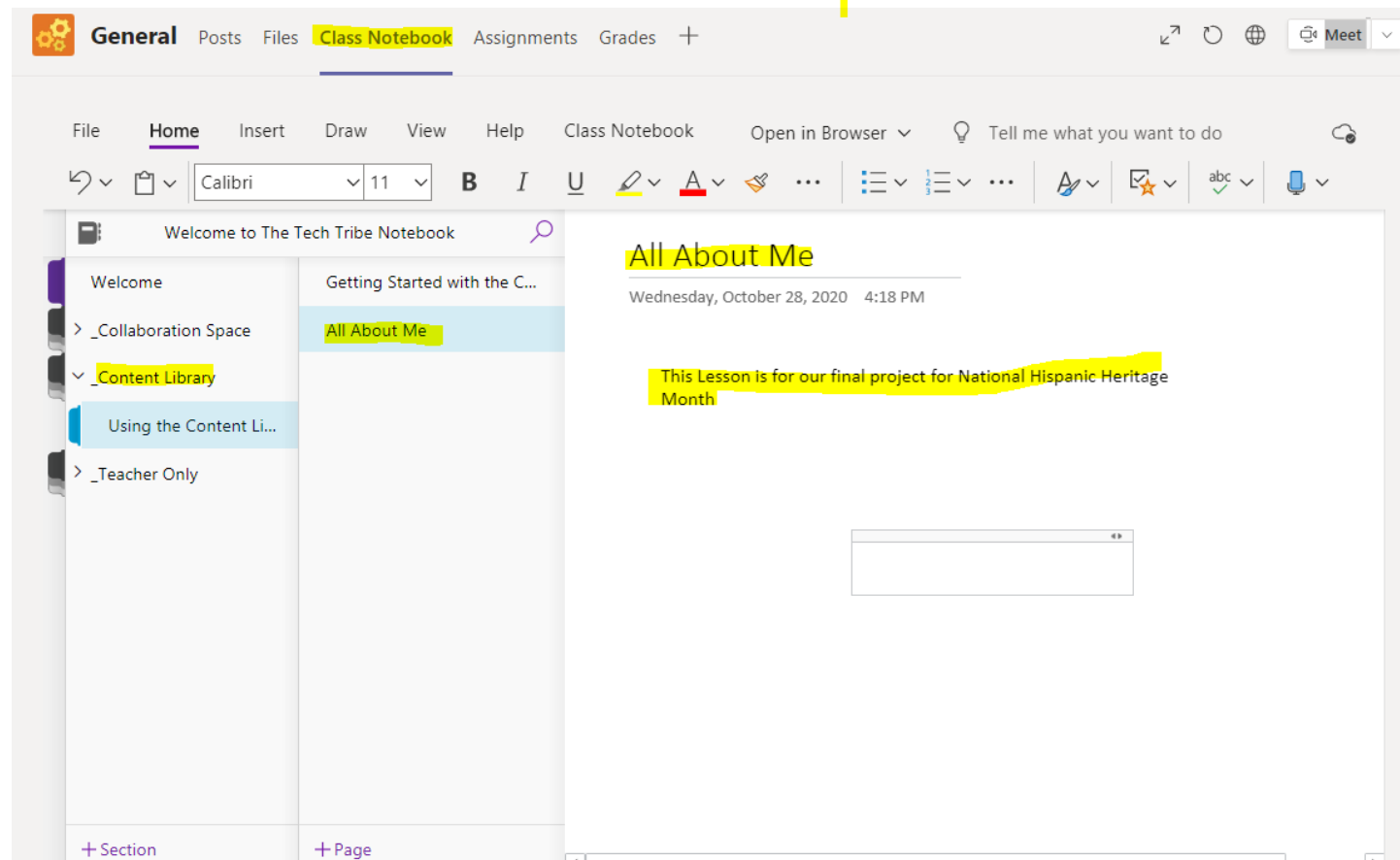
1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space**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



NEXT UP:

Gathering, Compiling, and Organizing Lesson ideas

CHEAT SHEET:



HELPFUL TOOLS:

Tabs and Tools for formatting

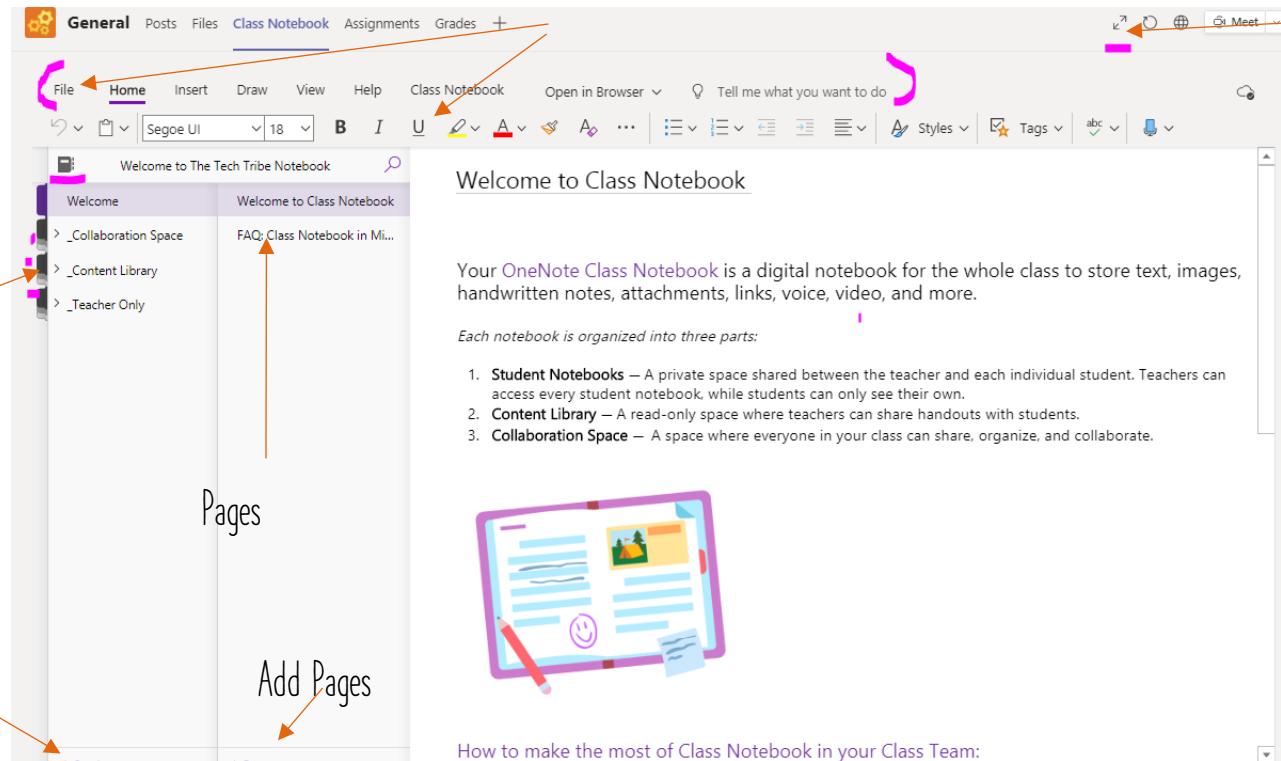
Full Screen

Notebook Sections

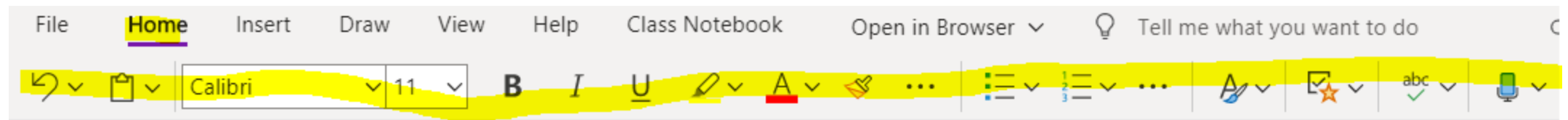
Pages

Add Notebook Sections

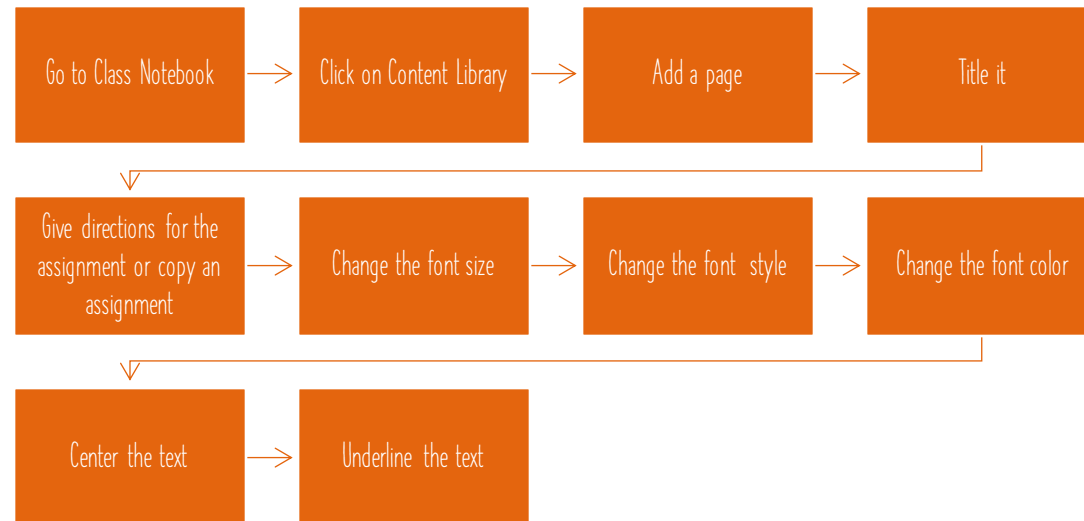
Add Pages



HOME TAB

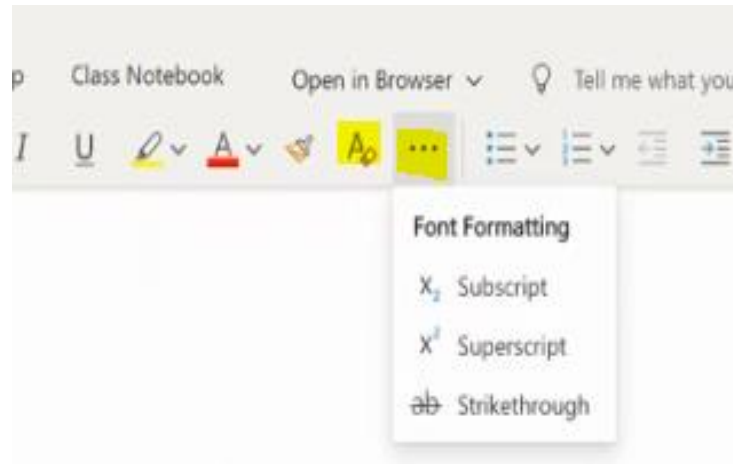


TIME TO CHECK! FOLLOW THIS WORKFLOW CHART FOR YOUR FIRST EXERCISE: USING HOME TAB

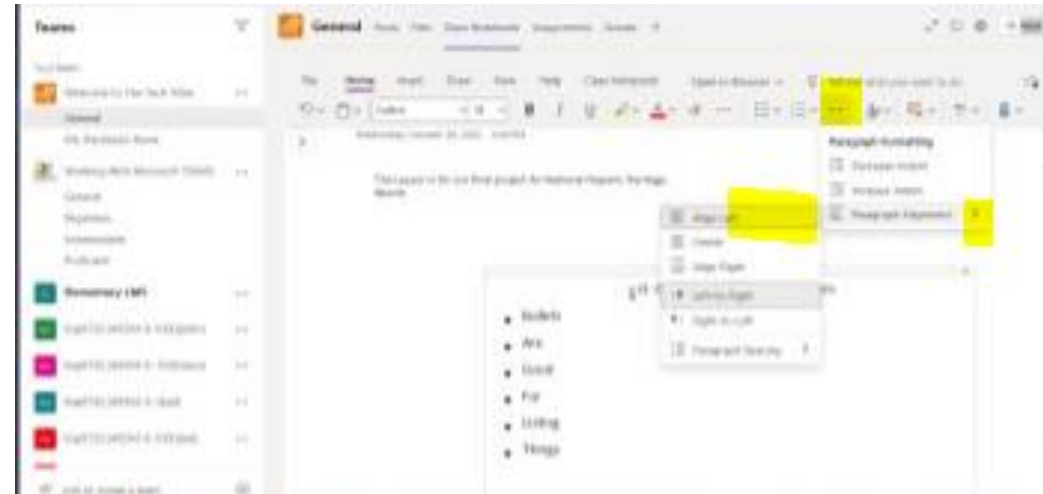


SPECIAL TOOLS

Ellipses- Subscript and Super Subscript



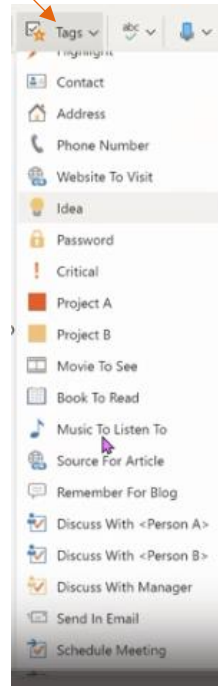
Bullets and managing paragraphs



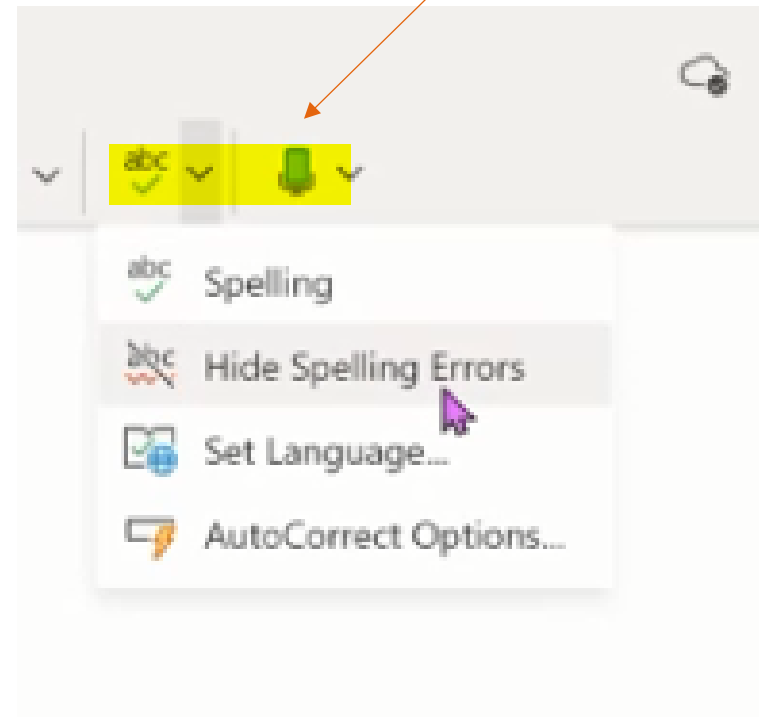
TAGS, SPELL CHECK & DICTATION

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

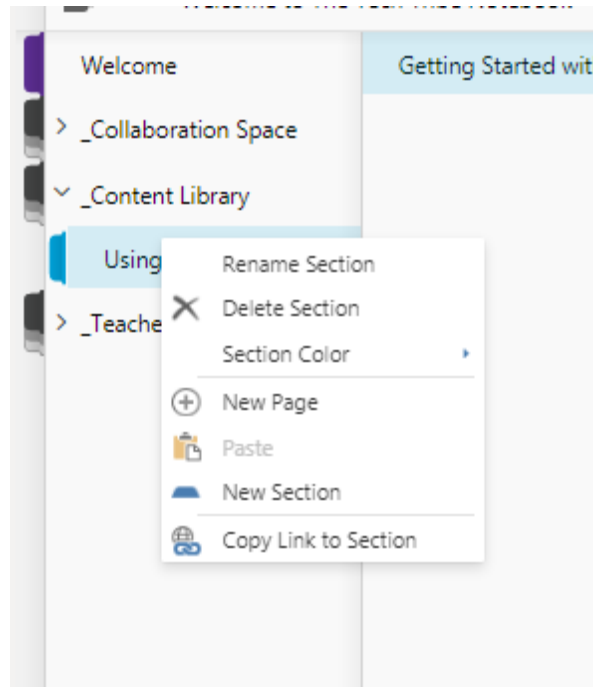


- Add content
- Add bullets
- Center the bullets
- Add subscripts
- Try dictating text

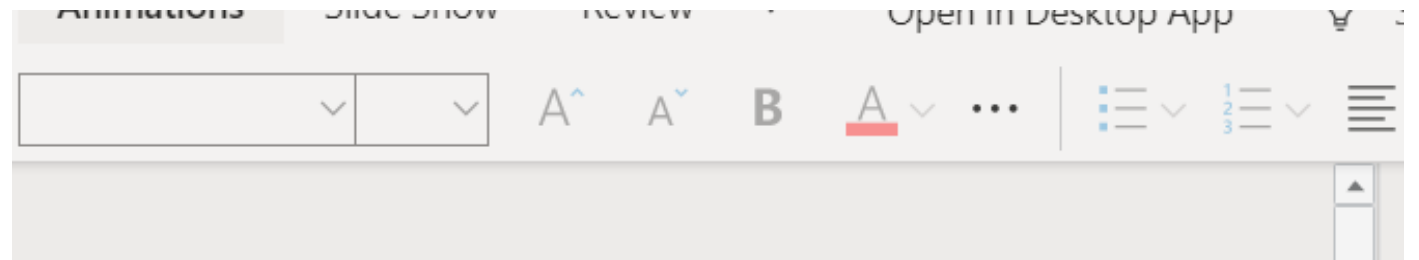
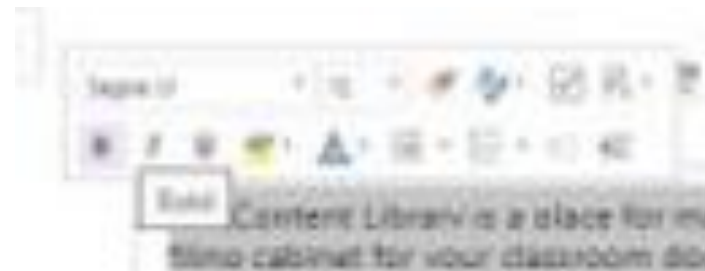
The screenshot shows a digital note-taking application with a ribbon-style menu at the top. The menu includes tabs for File, Home, Insert, Draw, View, Help, Class Notebook, Open in Browser, and a search bar labeled "Tell me what you want to do". The Home tab is active, showing a toolbar with icons for undo, redo, font face (Calibri), font size (11), bold, italic, underline, text color, background color, and other formatting options. The main content area has a title "All About Me" and a timestamp "Wednesday, October 28, 2020 4:18 PM". The text "This Lesson is for our final project for National Hispanic Heritage Month" is present. Below this, there is a text input field containing "hello students I need you to complete number one through 5". To the right of the input field, the text "1st- Good for Exponents and places" is visible. At the bottom right, there is a bulleted list: "Bullets", "Are", "Good", "For", "Listing", and "Things".

THIS AND THAT:

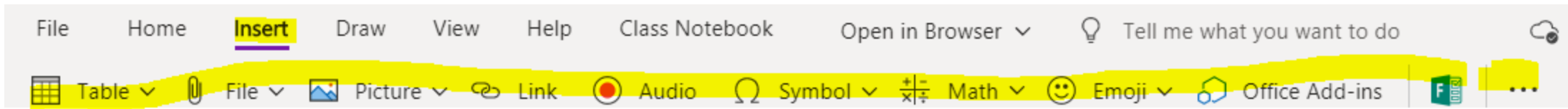
Right click on any page or section at any time to edit



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



NEXT UP- IMAGE TAB



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

TABLE:

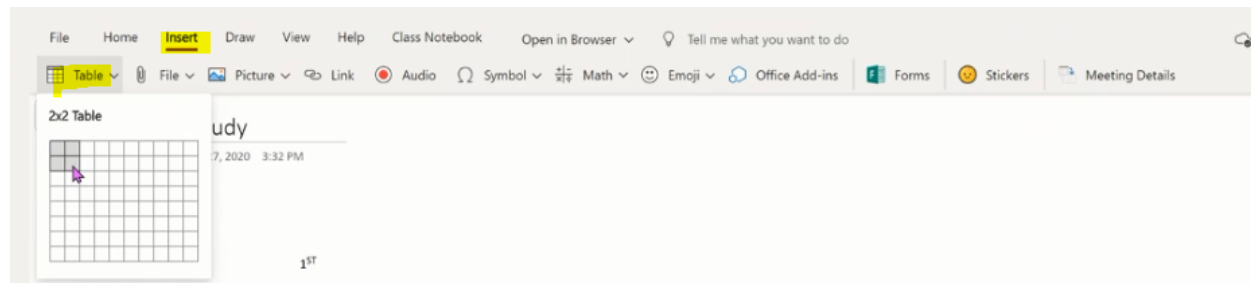
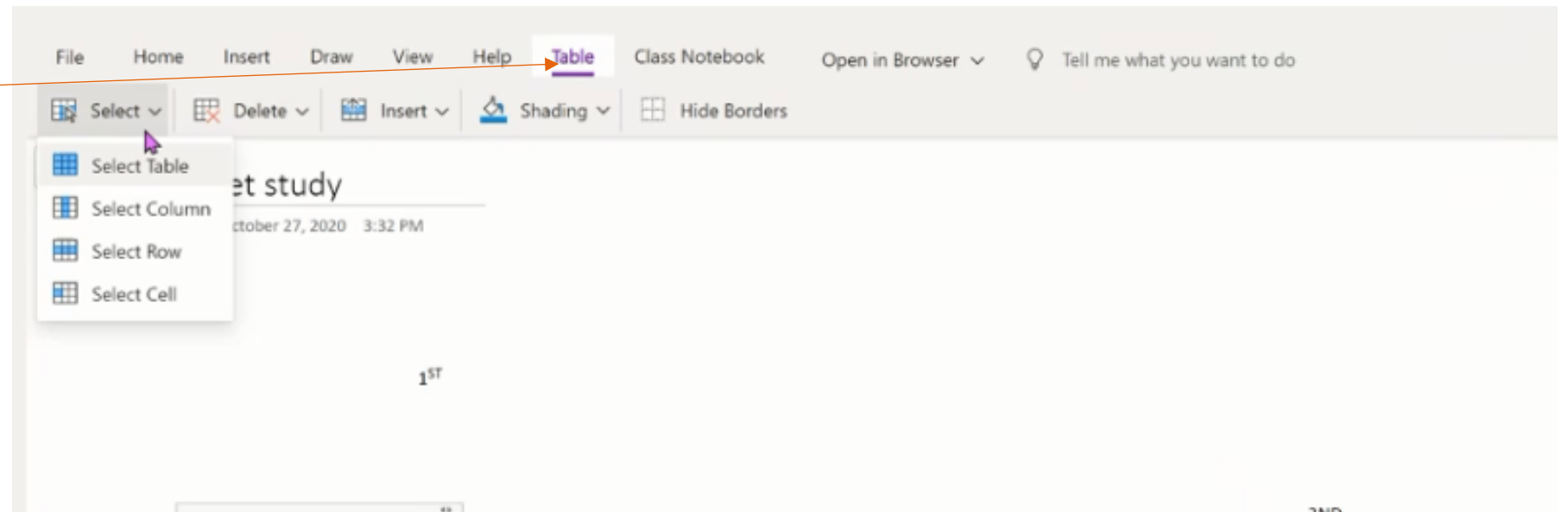
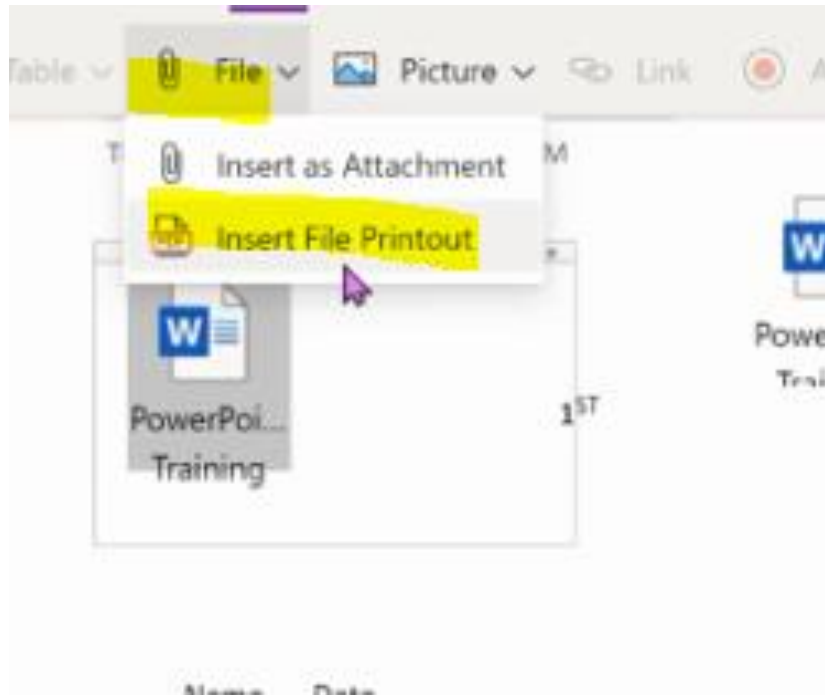


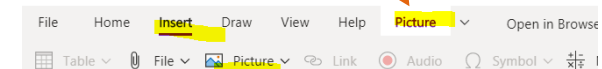
Table comes with a contextual tab that specifically addresses that table, once you tap off the contextual tab disappears, tap back on table to apply changes to the table



FILES & IMAGES:

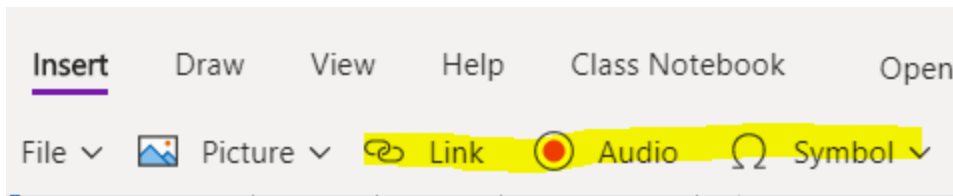


- Image comes with a contextual tab that is specific to the picture, it comes up once picture is selected
- Images can come from your desktop, camera, or online

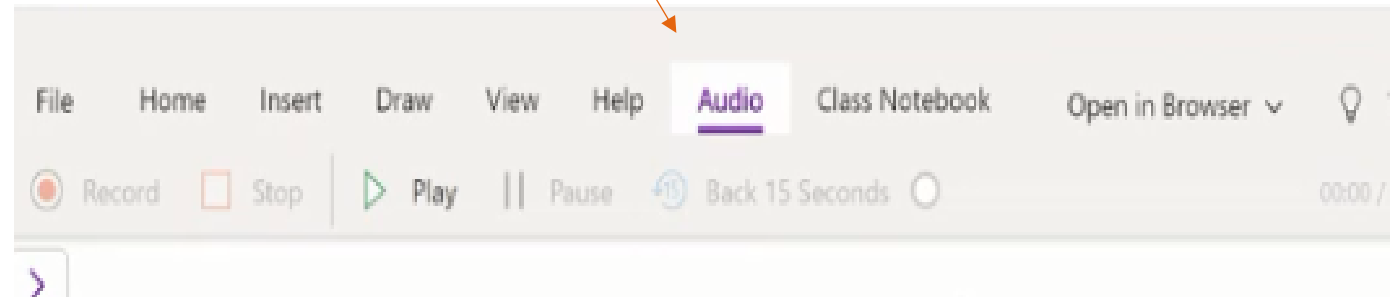


HYPERLINKS, AUDIO & SYMBOLS:

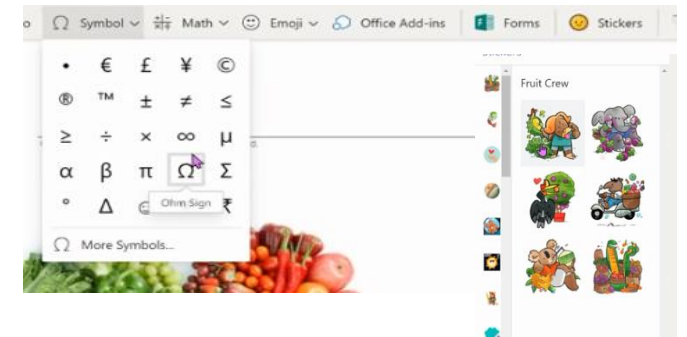
- Add Link
 - Click links
 - Copy url
 - Paste
 - Name the link



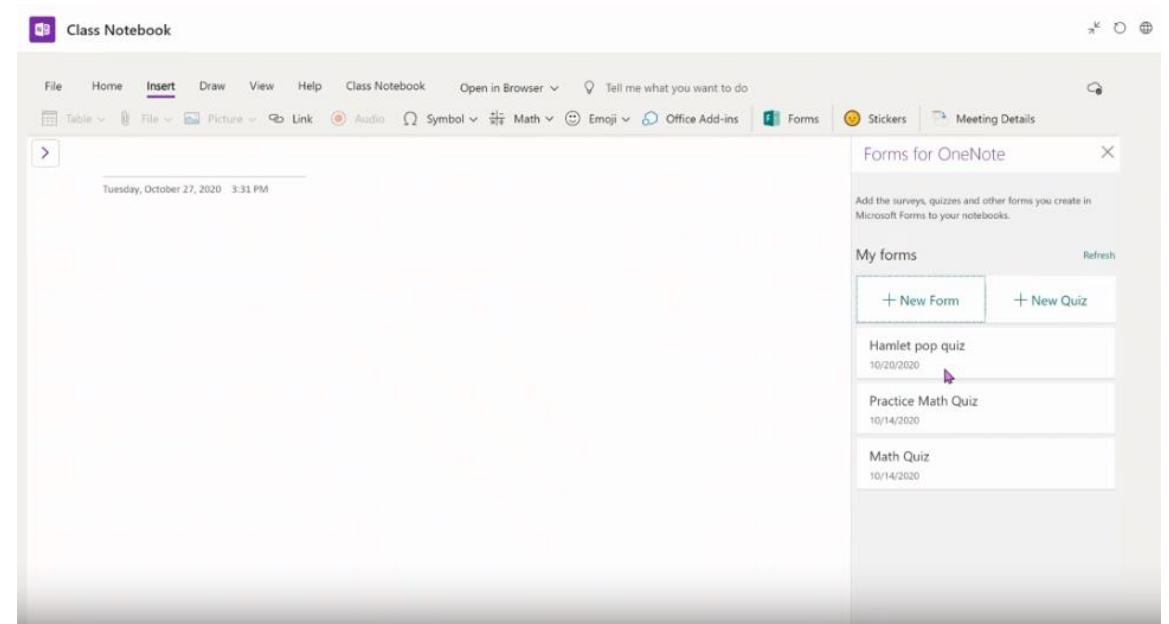
- Add Audio Recording
 - Click Audio
 - Will let you record your voice, not screen



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

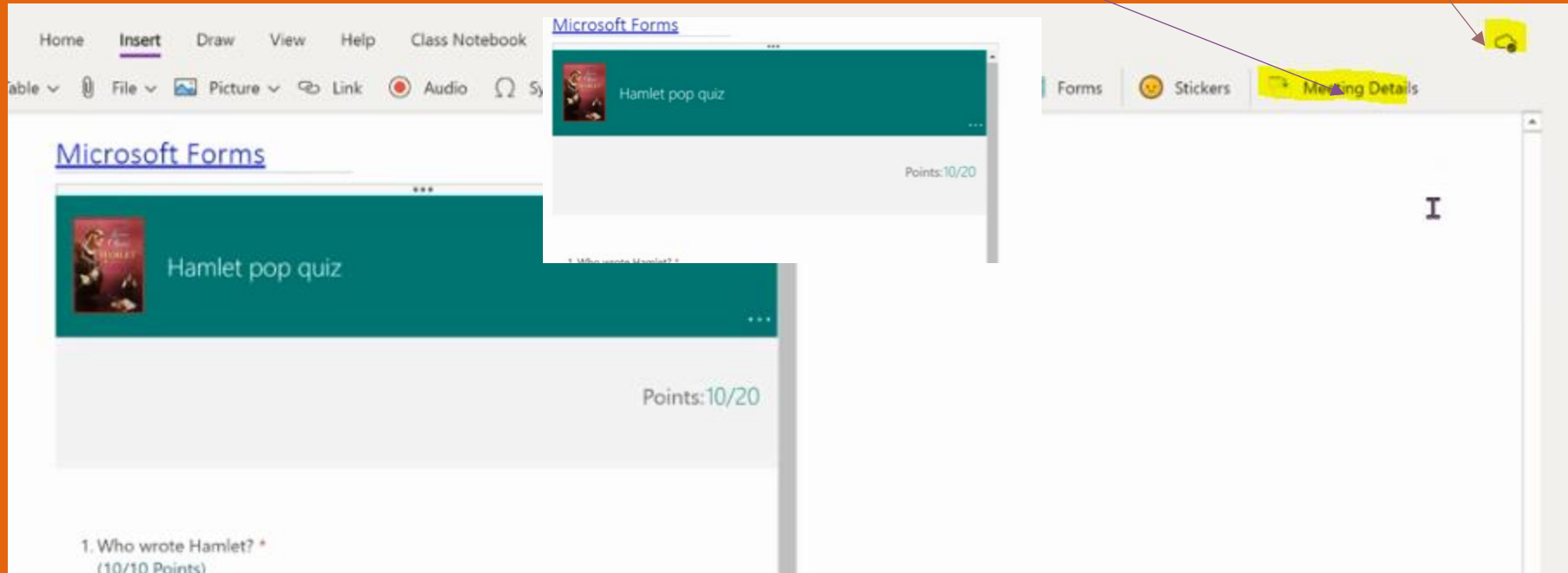
Microsoft Forms



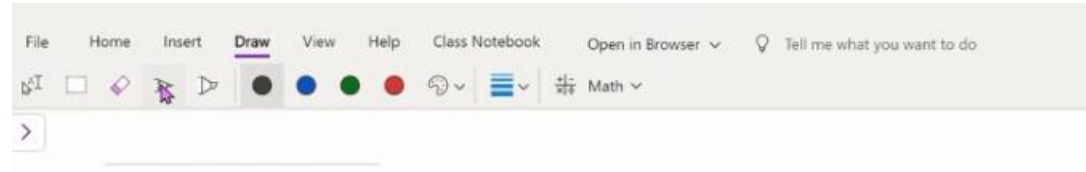
The screenshot shows a Microsoft Forms interface for a quiz titled "Hamlet pop quiz". On the left, there is a small image of a book cover. The main area is a teal header with the title "Hamlet pop quiz" in white. Below the header, the score "Points: 10/20" is displayed in a light gray box. At the bottom, a question is partially visible: "1. Which character is Hamlet's father?".

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

MEETING DETAILS AND SYNCING AUTOMATICALLY SAVES:



NEXT UP:

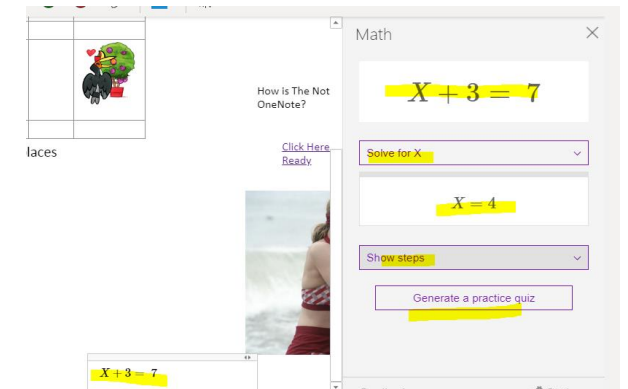


Draw Tool

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

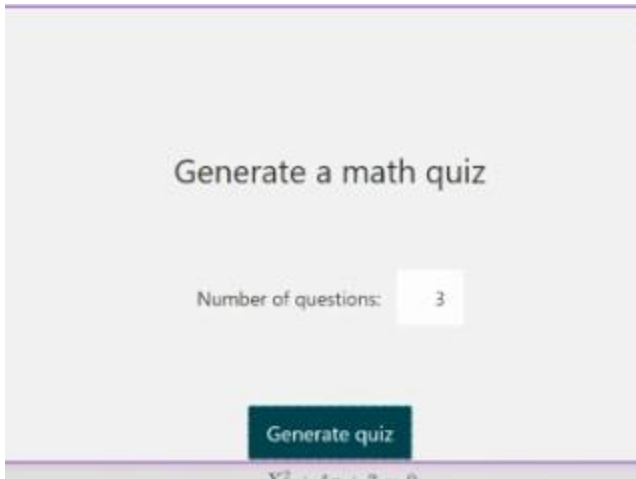
Math

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



MATH ASSESSMENT

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

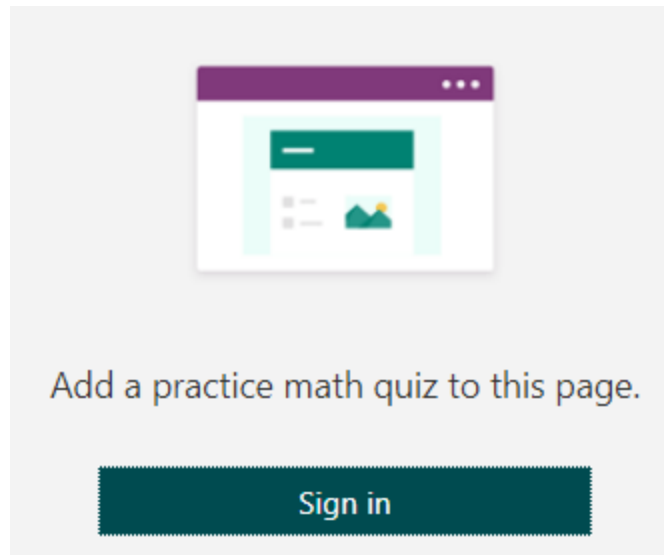


Generate a math quiz

Number of questions:

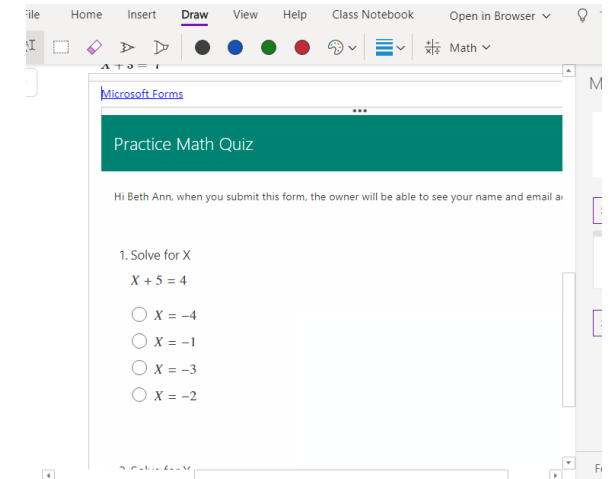
[Generate quiz](#)

Sign into forms and away you go!



Add a practice math quiz to this page.

[Sign in](#)



Microsoft Forms

Practice Math Quiz

Hi Beth Ann, when you submit this form, the owner will be able to see your name and email address.

1. Solve for X

$X + 5 = 4$

☐ $X = -4$

☐ $X = -1$

☐ $X = -3$

☐ $X = -2$



QUESTIONS/TIME TO PLAY

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

**IT'S TIME
TO PLAY**

Up Next: View Tab

General Posts Files Class Notebook Assignments Grades +

All About Me

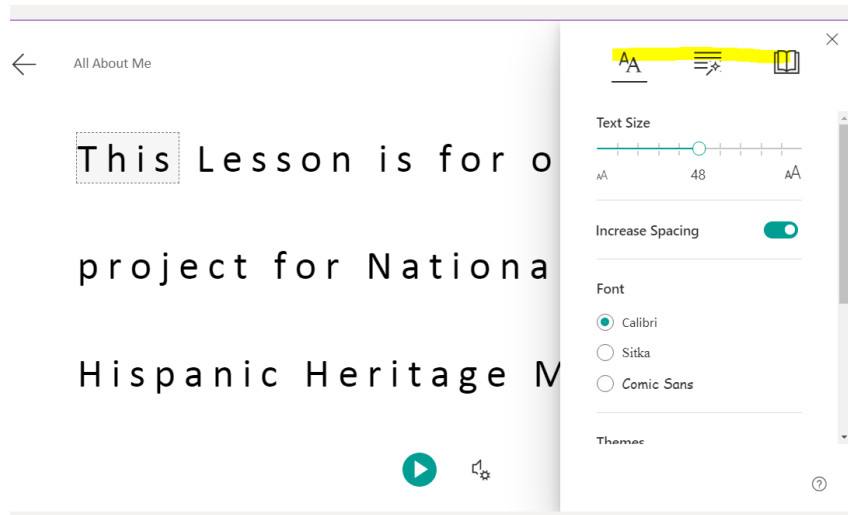
This Lesson is for our final project for National Hispanic Heritage M

Adjust voice settings here. Select the play button to begin listening.

Next tip

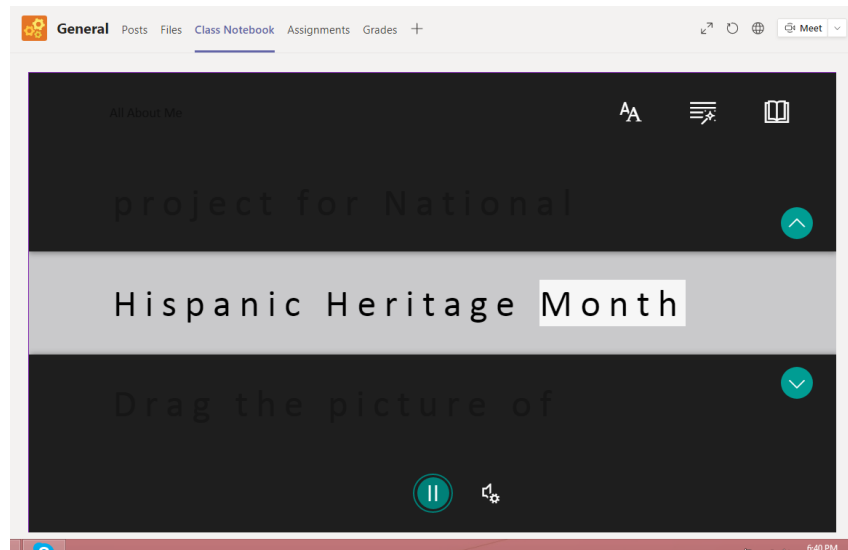
File Home Insert Draw View Help Class Notebook Open in Browser Tell me what you want to do

Navigation Panes Immersive Reader Reading View Page Color Page Versions Show Authors



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 the Microsoft OneNote application interface. The ribbon at the top includes tabs for File, Home, Insert, Draw, View, Help, Class Notebook, Open in Browser, and Tell me what you want to do. The View tab is active, showing options for Navigation Panes, Immersive Reader, Reading View, Page Color, Page Versions, Show Authors, and ellipses. The main content area displays a notebook page titled "All About Me" with a timestamp of "Wednesday, October 28, 2020 4:18 PM". The page content includes a paragraph: "This Lesson is for our final project for National Hispanic Heritage Month" attributed to "Randazzo, Beth Ann". Below this is a table with columns "Bird", "habitat", and an empty column. The table contains a placeholder text "Drag the picture of The animal to the appropriate Habitat" and an image of a bird in a habitat. At the bottom, there is a list item "1st- Good for Exponents and places" with a sub-bullet "Bullets". An Accessibility checker panel is open on the right, showing "Last checked: 6:50 PM" and a "Recheck" button. The panel lists "Errors" with "No alternative text" for a "Table" and "Image". It also provides "Additional Information" and a link to "Read more about making documents accessible".

	Bird	habitat
Drag the picture of The animal to the appropriate Habitat		

1st- Good for Exponents and places

- Bullets

- **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

