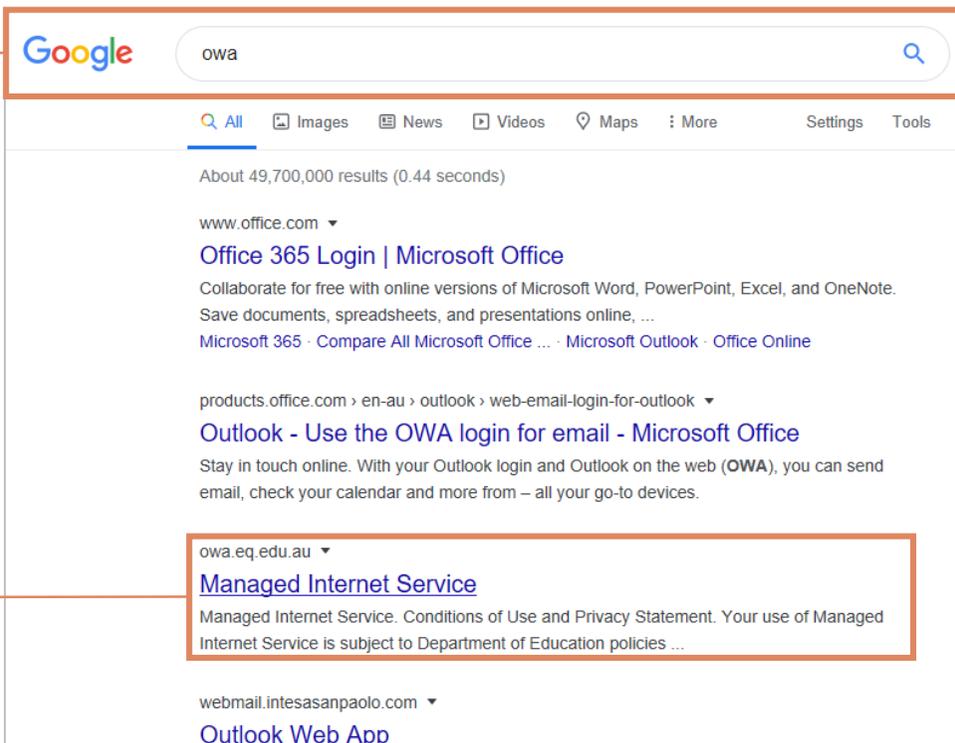


One Note Class Notebooks Guide for Parents and Students

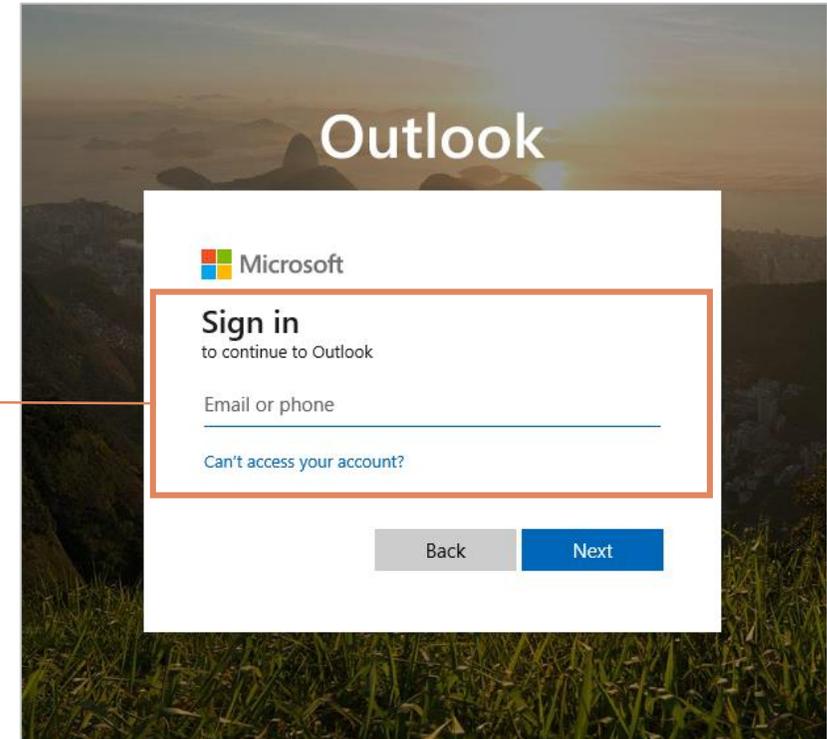
How to log into One Note Class Notebook

Every Student at Tully State High School is provided with a username and an email address (example: xabcd99@eq.edu.au). Students will need to use this email address to access their OneNote Class Notebook. If you are unsure of your username, check the school website.

To begin, open a new internet page and type **owa.eq.edu.au** in the address bar or alternatively open up a search engine such as google and search 'owa'



If using the search engine look for the result 'Managed Internet Service' or owa.eq.edu.au and select.

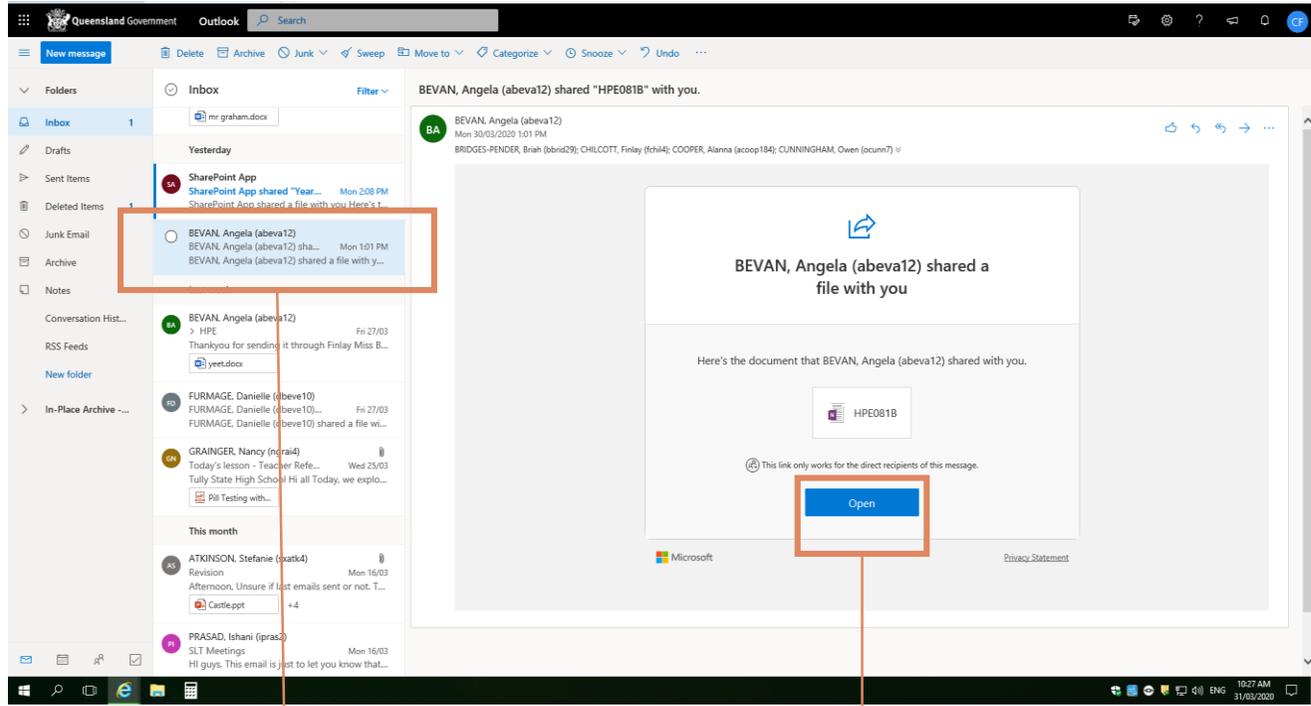
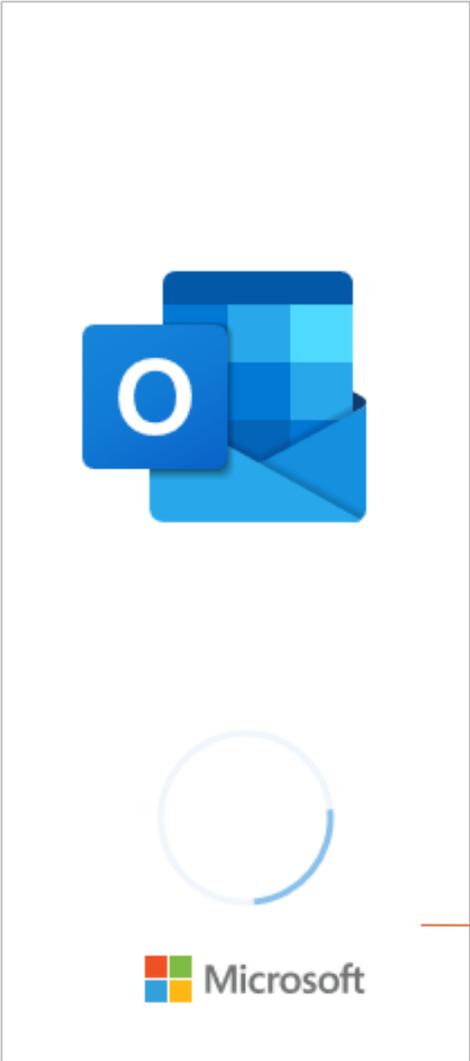


You will then be prompted to sign in using your school email address. (the page may look slightly different to the one above, but please do use your student school email and password to login)



One Note Class Notebooks Guide for Parents and Students

Opening your new class notebook via an email invitation



Once you have logged in with your email credentials and password. Please wait for Microsoft Outlook to load. It may look like this.

When your emails have loaded, you need to look for emails from your teachers. The emails that are generated when a teacher invites you to a new Class Notebook.

View the email and select 'Open' as shown above.



One Note Class Notebooks Guide for Parents and Students

Opening your new class notebook via an email invitation



Once you have selected 'open' the page will begin to load the One Note Class notebook. Please wait for this to load.

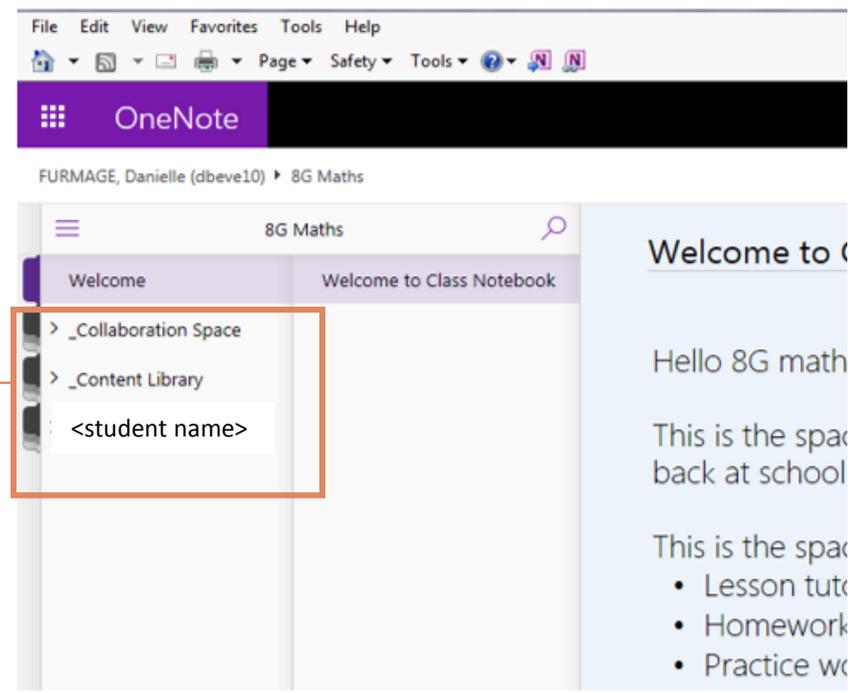
What will you see?

A welcome page - that may look similar to the one above.

A collaboration space – if this space has been provided by your teacher, you will use this space to collaborate on work with other students and your teacher. (be mindful that your teacher can see everything that is written in this space!)

A content library – this is where all of your teachers resources will be stored for you to browse and use to help you throughout your learning.

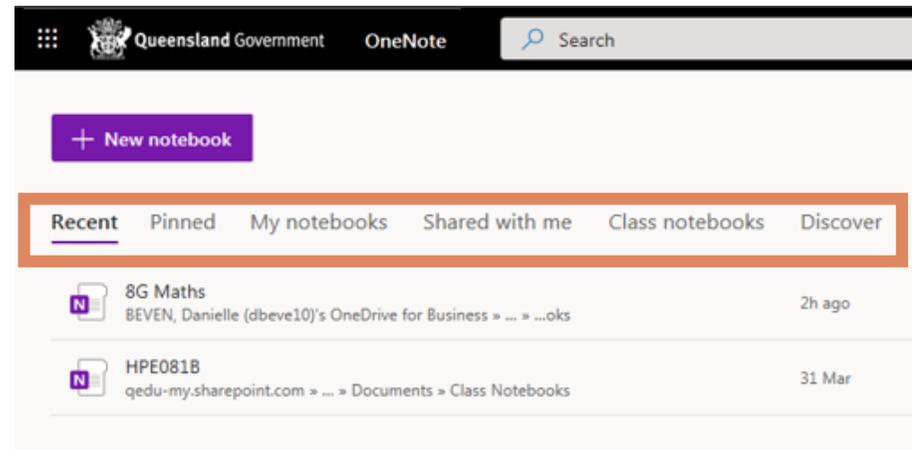
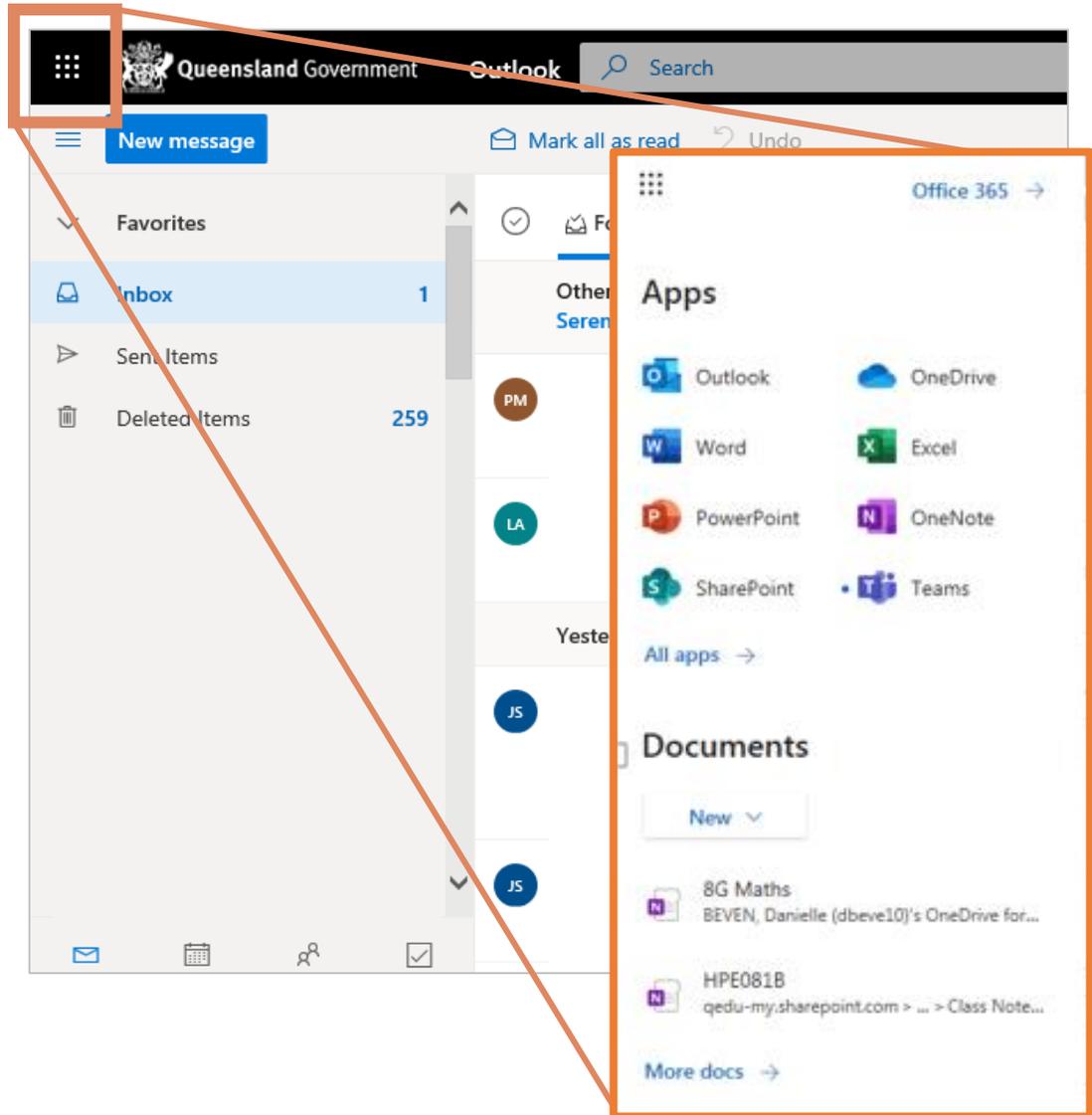
A folder in your name – this is where you will complete tasks, so that your teacher can review your work (only you and your teacher can read this).





One Note Class Notebooks Guide for Parents and Students

Opening a class notebook you have already visited before

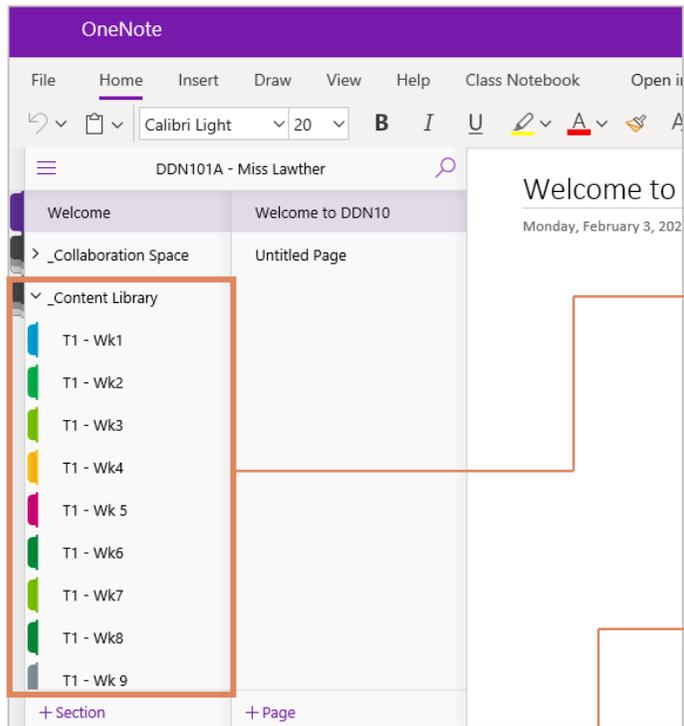


If you have already opened the One Note Class book before then you can access it again by logging into your emails and selecting the 'channel 9' icon (shown in the picture on the left).

Select 'OneNote' and you will be taken to all your recently opened Notebooks. Then just select the one which you would like to open.

One Note Class Notebooks Guide for Parents and Students

The Content Library in Class



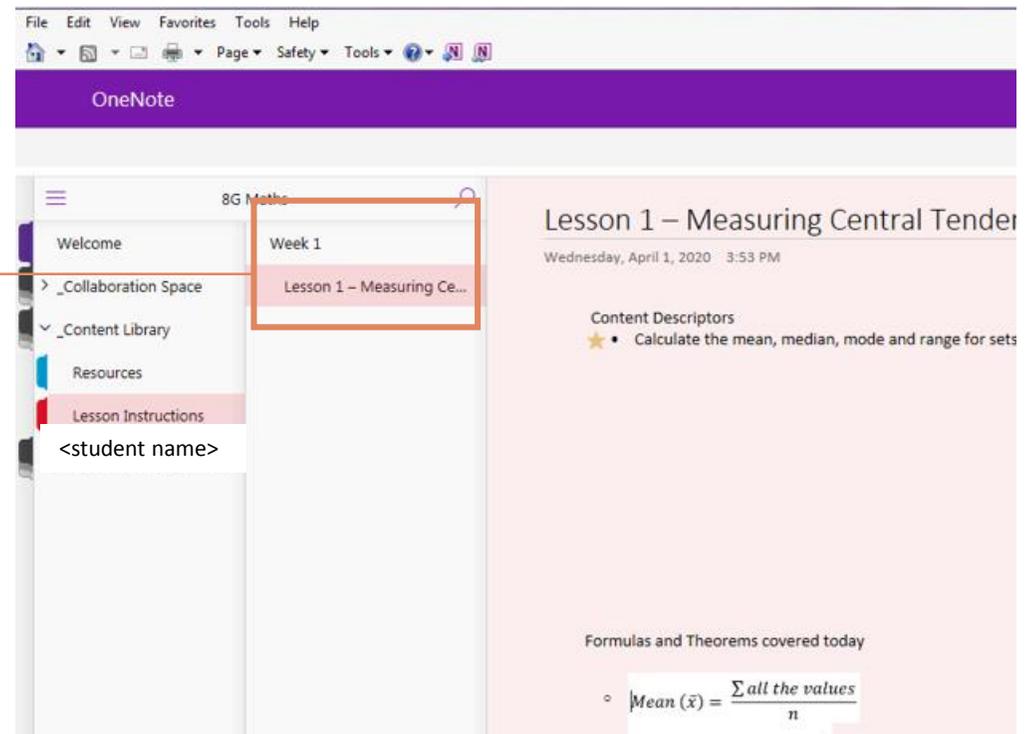
The pages in each section – The pages will be set up by the teacher and could look similar to the ones shown in the image.

Again you should find the page that you need to work on and view its content. This may be in the form of text/documents/videos/links etc.

The content library – this is the space where teachers will save learning resources and tasks for students to view and work on.

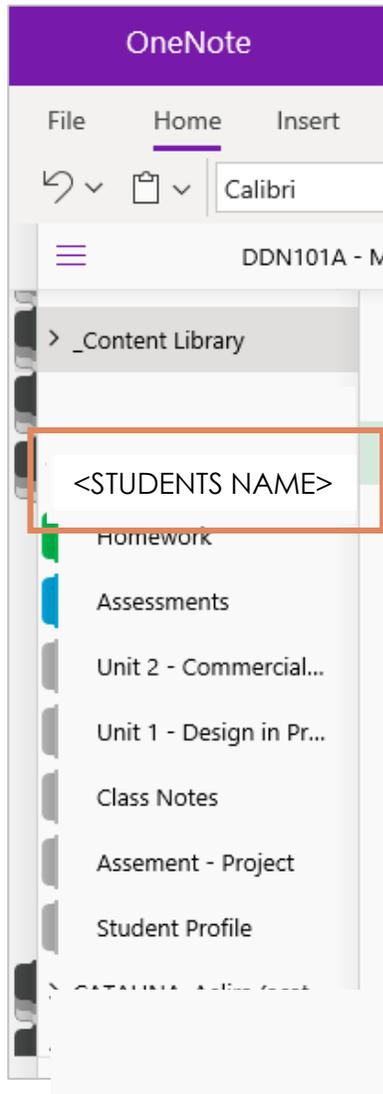
Here is an example of how that may look, please remember this may vary between subject and teacher.

When you find the section you are working on, just select the tab and the section will open up to the pages (as shown below).



One Note Class Notebooks Guide for Parents and Students

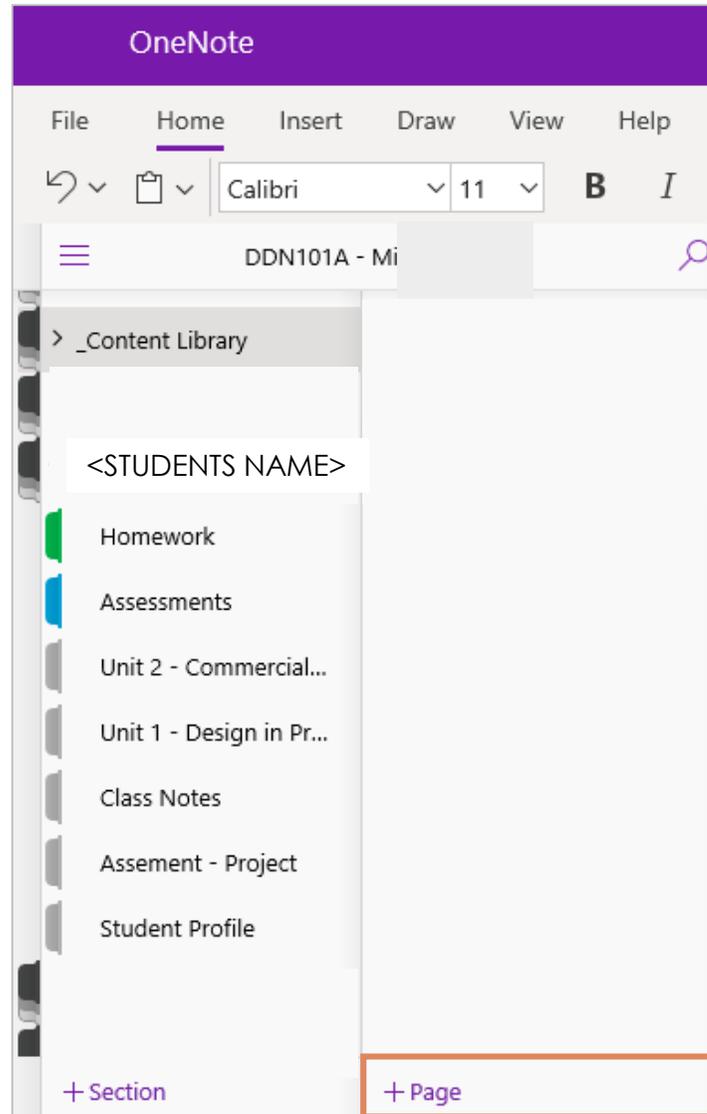
Using the student folder in Class Notebook



The student section – because you have been invited to this class notebook by your teacher, you will automatically have a section tab in your name.

When you click open your section, you will see a list of section tabs, which have been made for you by your teacher. This where you will be directed to complete and save your work.

Here is an example of how this may look.



The student pages – your teacher may direct you to select a particular section in your area and create a new page. For example 'go to the assessments in your student folder and create a new page.

To do this, make sure you are in your folder, select the assessments tab and then select +Page. An 'untitled page' will then appear. To give this page a name, write a title, preferably one related to the task you are completing. This will help the teacher find your work.

One Note Class Notebooks Guide for Parents and Students

Using the student folder in Class Notebook – using teacher generated pages

The image consists of two screenshots of the Microsoft OneNote application. The left screenshot shows the 'Class Notebook' sidebar with a folder named '<STUDENTS NAME>' highlighted in an orange box. The right screenshot shows the main content area of the notebook, displaying a page titled 'Investigating the Brief' with a list of tasks and checkboxes. An orange line connects the highlighted folder in the left screenshot to the 'Assessments' section in the right screenshot.

Teacher generated pages – some teachers may also choose to generate the page for you to complete. The teacher will share this directly to your student section.

Above is an example page that the teacher has shared to the students assessment section. You can see that the teacher has given the task a title and some check boxes for the student to tick once they have completed the tasks. You can also see that the student has started the tasks underneath the checkboxes, so that all the work is in one place.

Make sure you always read the instructions that have been provided by the subject teacher s they may ask you to find and complete tasks differently to the example shown.

One Note Class Notebooks Guide for Parents and Students

Do you need some more help?

What to do if you need further support in using OneNote Class notebook.

- ❑ Email your question directly to the subject teacher, they may be able to answer and provide support around the tasks.
- ❑ If you need technical support you can contact the Tully SHS Technicians via email at: aebra9@eq.edu.au OR tbran29@eq.edu.au
- ❑ Additional material to support student learning can also be accessed from the Department of Education website at: www.qld.gov.au/learningathome
- ❑ If you want to know more about how to use One Note you can visit the following links:

<https://support.office.com/en-au/onenote>

<https://support.office.com/en-us/article/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>