

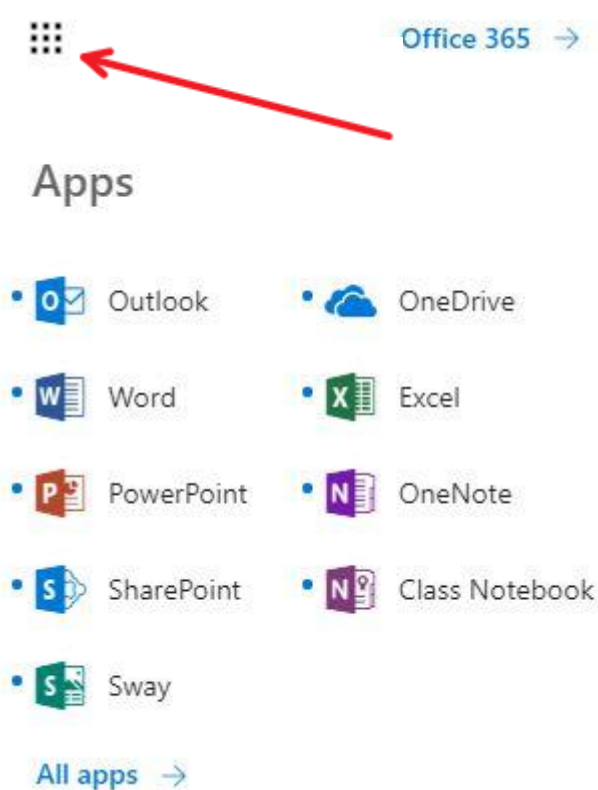
## Setup One Note - Teachers

### Creating a Class OneNote

#### TEACHER:

In your Internet browser, go to: <https://portal.office.com>

1. Access the **App Launcher** in the top left corner

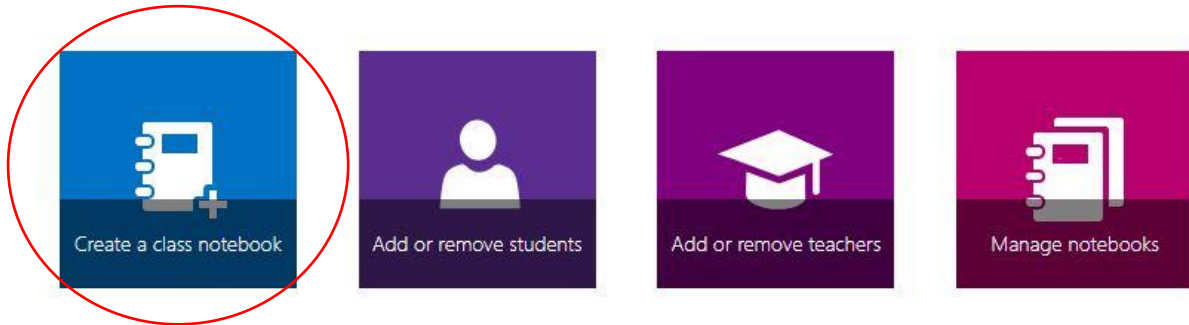


2. Click **Class Notebook**

3. Click **Create a class notebook**

## Welcome to the OneNote Class Notebook

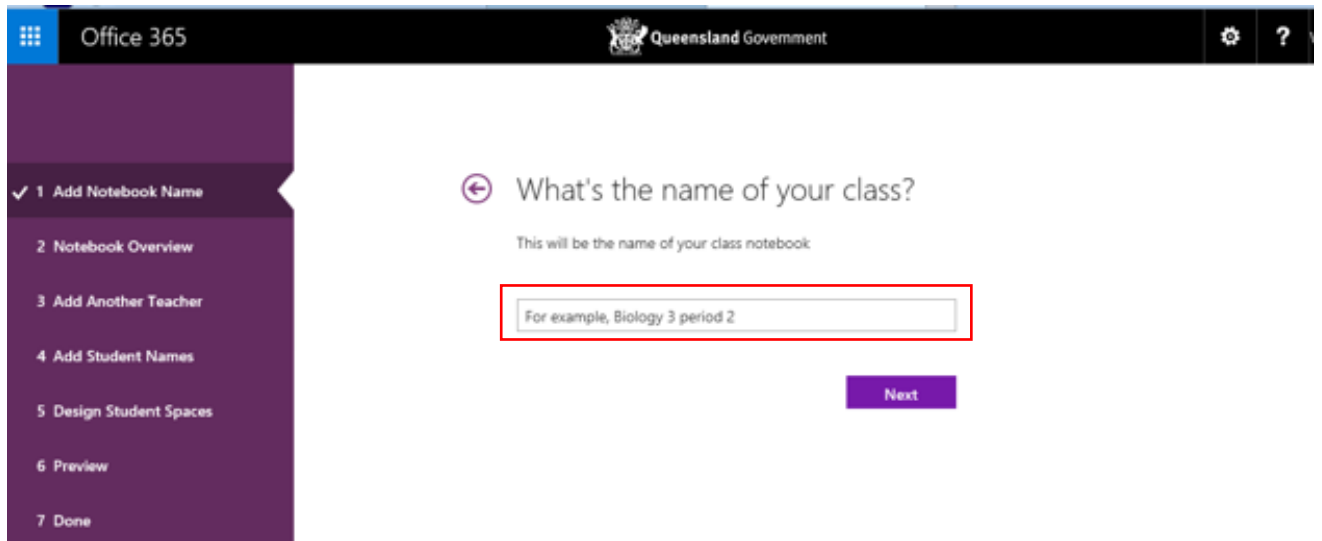
We will help you create a notebook you can use in the classroom



[View user guide](#)

[Download the Class Notebook Add-in](#)

3. Add **Notebook Name** - Name your new notebook, and then click Next.



4. **Notebook Overview** - You will see an overview of the notebook which explains the sections: Collaboration Space; Content Library; Student Notebooks.

✓ 1 Add Notebook Name  
 ✓ 2 Notebook Overview  
 3 Add Another Teacher  
 4 Add Student Names  
 5 Design Student Spaces  
 6 Preview  
 7 Done

← Great! We'll create Algebra 201 for you. Here's what will be inside:

These areas will be section groups of your class notebook:

<b>Collaboration Space</b> Students and teachers can work together	Teacher can edit the content Student can edit the content
<b>Content Library</b> Publish course materials to students	Teacher can edit the content Student can only view the content
<b>Student Notebooks</b> 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

Next

- (Optional) Add another teacher to your class notebook** - On this screen, you have the option to add another teacher to your class notebook. Any teacher added will have the same permissions as you do. Enter the name(s) of the teacher (or their full email address) and press Enter. Repeat if you wish to add additional teachers. When completed click Next.

✓ 1 Add Notebook Name  
 ✓ 2 Notebook Overview  
 ✓ 3 Add Another Teacher/Lecturer  
 4 Add Student Names  
 5 Design Student Spaces  
 6 Preview  
 7 Finished

← (Optional) Give another teacher or lecturer permission to use this class notebook?

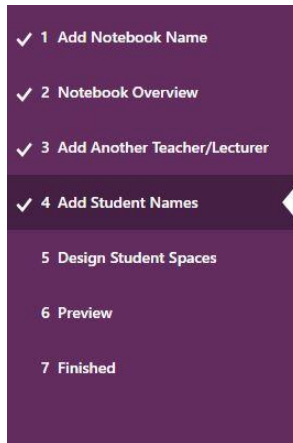
Type or paste your names of your teachers or lecturers (separated by semicolons) to add them to the class notebook

Marfloren Tover

TOVERA, Marfloren (mtove5)  
 Showing 1 result

Next

- Add Student Names** - Add your students to your class notebook by adding them individually or by pasting a list of students.



## ← Now, what are your students' names?

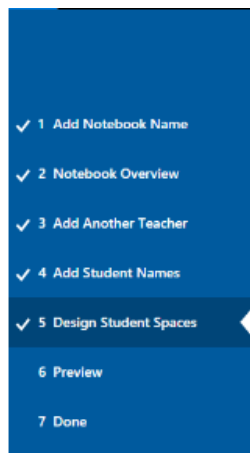
Type or paste your students' names (separated by semicolons) to add them to the class notebook

BECKINGHAM, Murray (mbeck106)
Showing 1 result

Next

- To add students individually, simply type their names in the text box (or their full email address) and then press Enter. As you type, the app will look up possible matches.
- To add individual students in bulk, you can copy-paste a list of students. After you paste the students' names into the text box, the app will look up each name. The app may take a few moments to automatically resolve each name.
- Click Next after you've added all your students.
- The students will now automatically receive the link as an email.

### 7. **Design Student Spaces** - Start each student notebook with sections



## ← Almost there! What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

- Handouts
- Class Notes
- Homework
- Quizzes

+ Add more

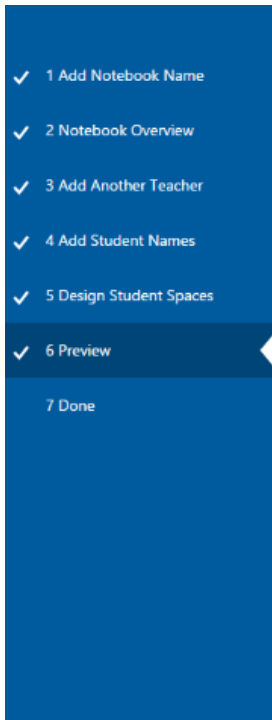
Next

- Click **Add more** to add additional sections in each student's notebook. Type in the name of the new section e.g. Assignments. Click Next when finished.

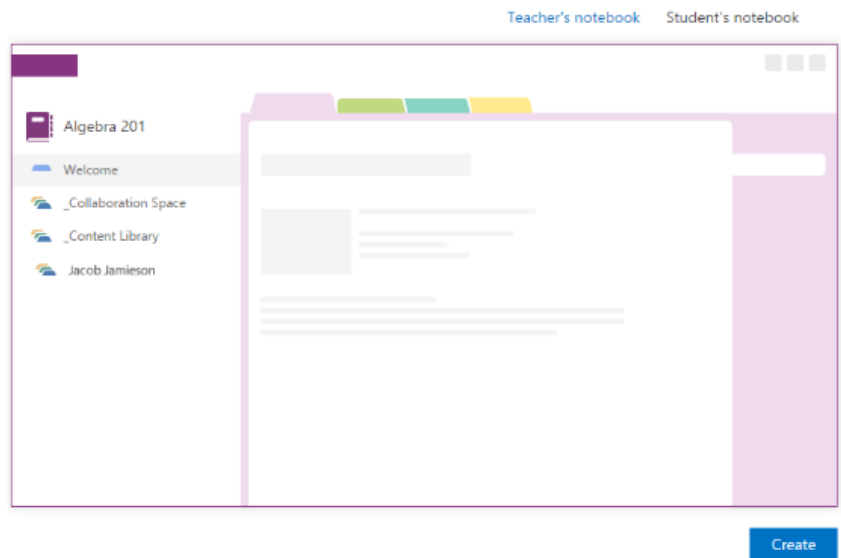
### 8. **Preview - Finalize Your Class Notebook** - Click **Teacher's notebook**, and **Student's notebook** to verify how the sub-notebooks and sections will be created for the class.



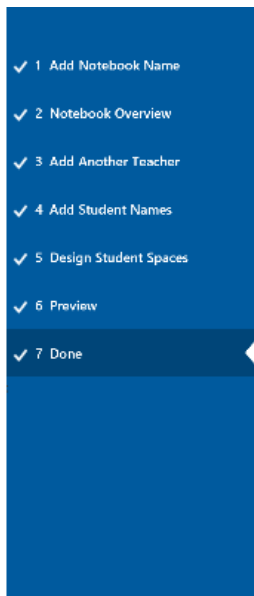
Click ← to go back to add or remove sections or click **Create** to have the app create your class notebook.



⌂ Did we get this right? Please confirm with the visual preview



9. **Done** – The Notebook is now ready.



Your notebook Math Period 2 is ready for you!

[Open in OneNote](#) [\(Open in OneNote Online\)](#)

Copy the links above to share with your students.

Class Notebook Add-in (preview)

This add-in for OneNote desktop is designed to help teachers be more efficient with their Class Notebooks. It includes page or section distribution to students, quick review of student work, and easier access to the Class Notebook app.

NOTE: Mac users do not need to download the Class Notebook Add-in as it will show up in an update for OneNote for Mac.

[Download the Class Notebook Add-in](#)

Learn More

 Get interactive training  
[OneNote for Teachers](#)

 Follow us on Twitter  
[@OneNoteFDU](#)

 See latest news and blog posts  
[OneNote in Education Blog](#)

 Tell us what you'd like to see  
[OneNote UserVoice](#)

Teachers can select “**Open in OneNote**” to open it in the desktop or “**Open in OneNote Online**” to open it in the browser.

**NOTE:** If this is the first time you used these steps then click on **Download the Class Notebook Add-In**. This will place an additional tab when you open OneNote so you can manage your Class Notebooks. You will need to click **Run** and agree to the licence agreement. After the Set Up process click on **Launch in OneNote**.

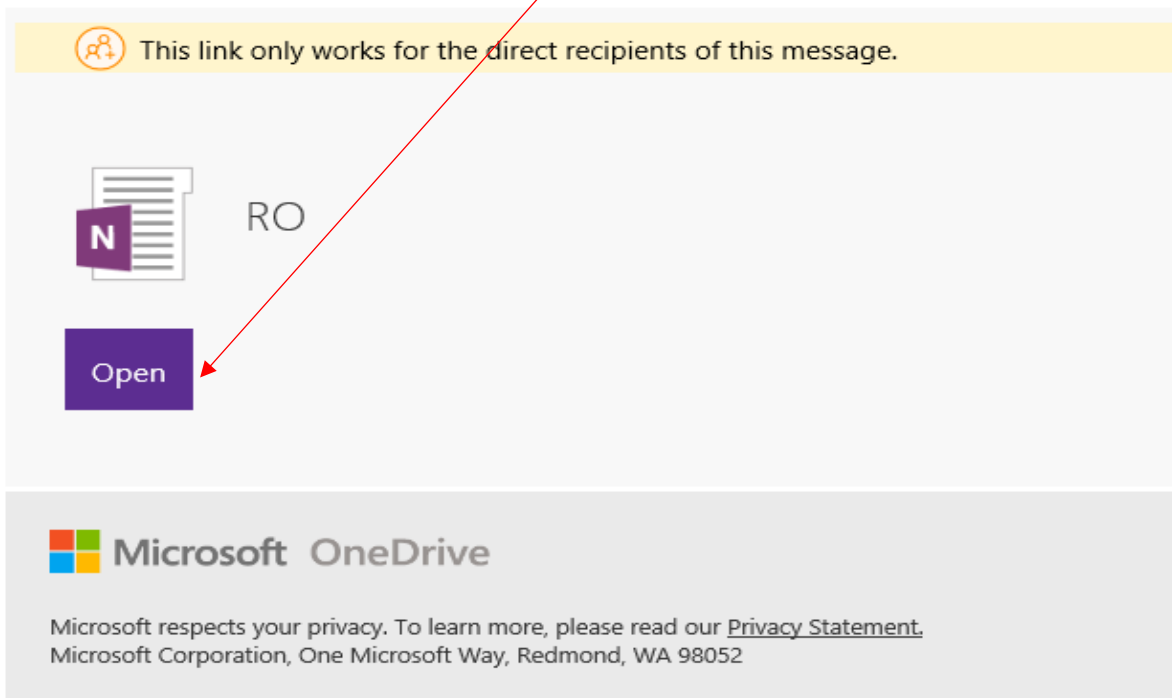
## Setup One Note - Students

### Opening a Class OneNote

#### STUDENT:

1. **Open webmail** <http://owa.eq.edu.au> The student may have to sign into their account using their normal school login.
2. Click on the **email from the teacher**. Click on **Open**.

Here's the document that [REDACTED] shared with you.



***The Class Notebook will open in OneNote Online.***

3. Click on **Open in OneNote**.

Your notebook Math Period 2 is ready for you!

[Open in OneNote](#) (Open in OneNote Online)

Copy the links above to share with your students.

The student is then able to work on their respective pages. The information will be synchronised to the teacher's Class Notebook. This is not instantaneous but may take a couple of minutes.

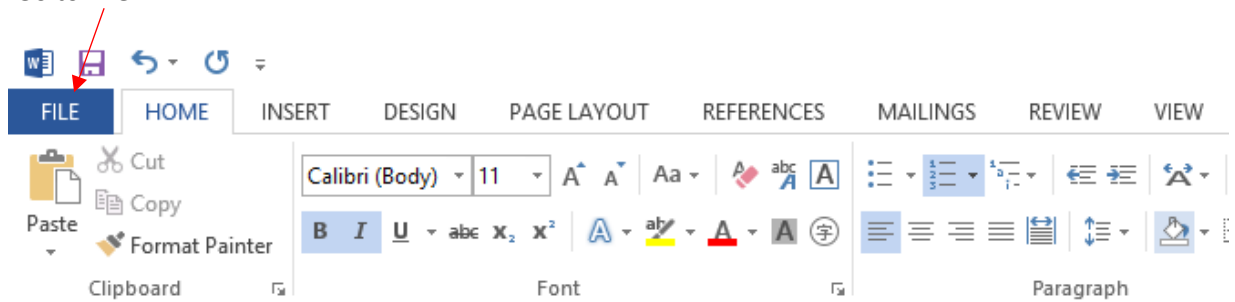
## Setup - Text to Speech in Word

### Setup Text to Speech in Word on the Computer

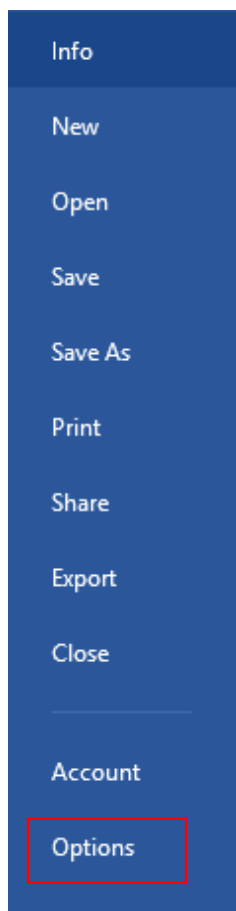
#### Speak

Steps:

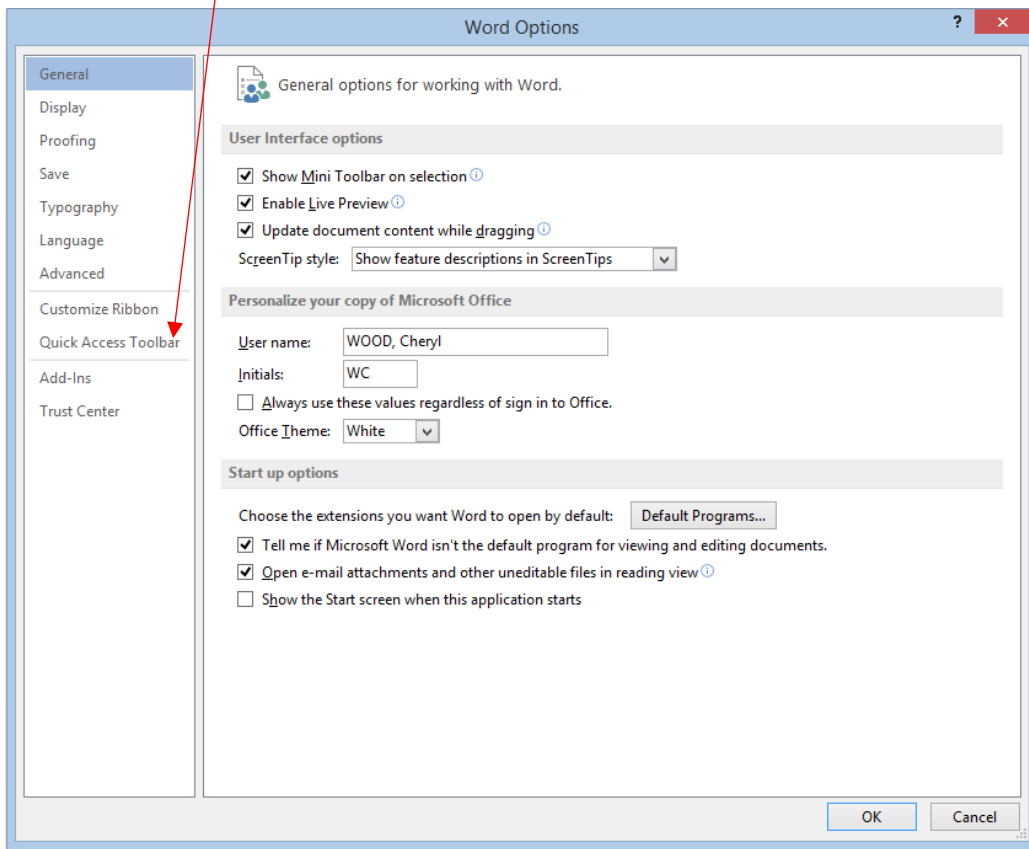
1. Open a **Word document**
2. Go to **File**



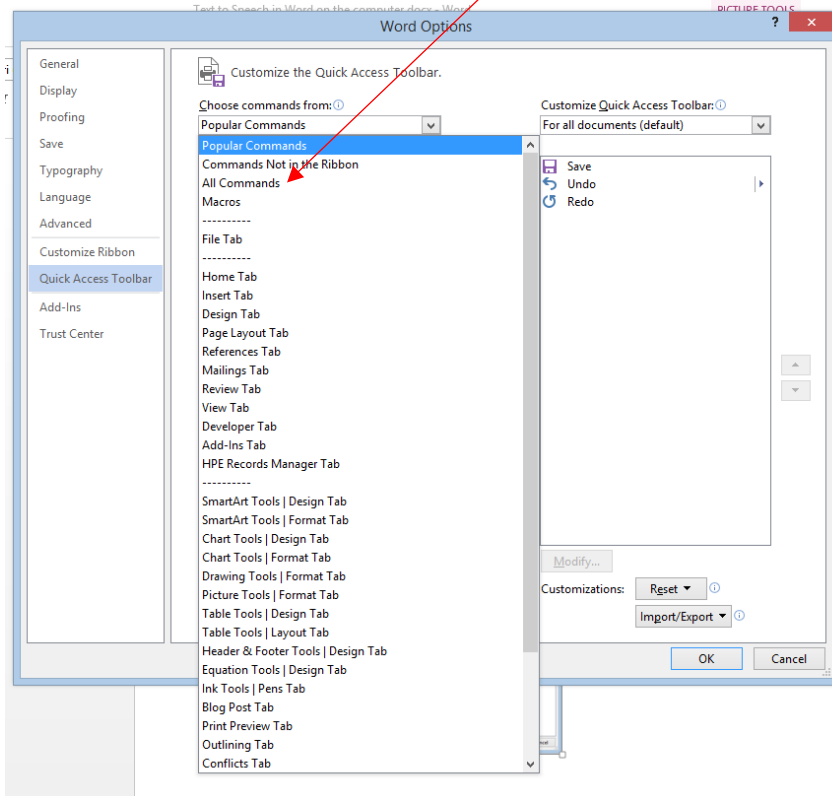
3. Select **Options**



4. Select Quick Access Toolbar

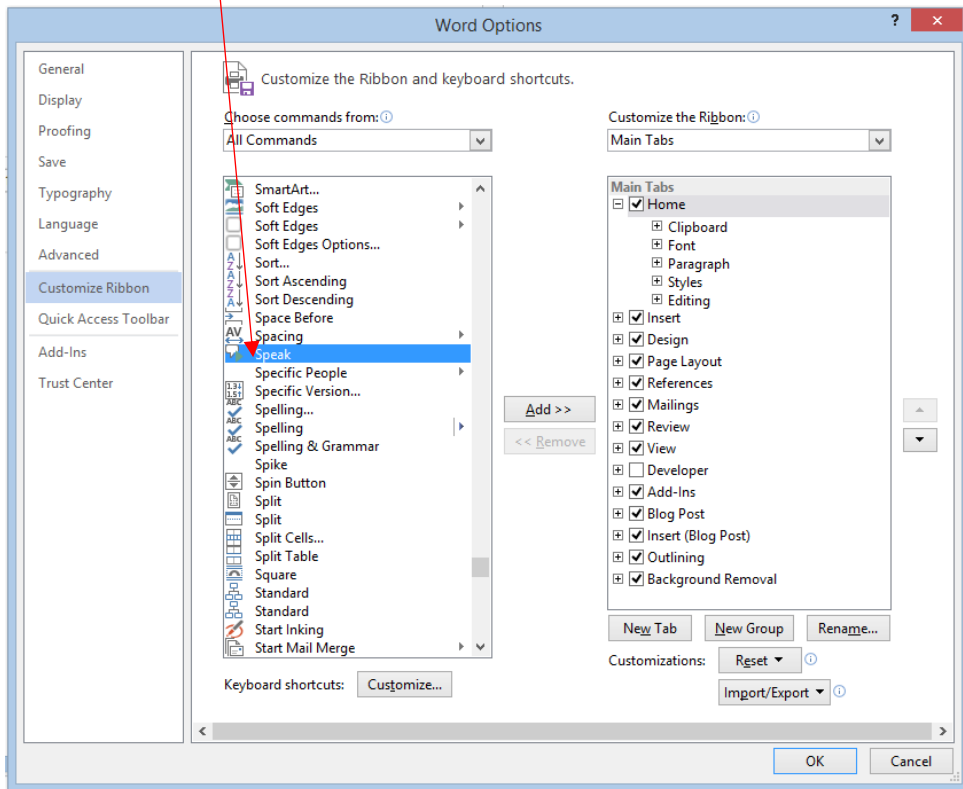


5. Click on drop down box and select All Commands.

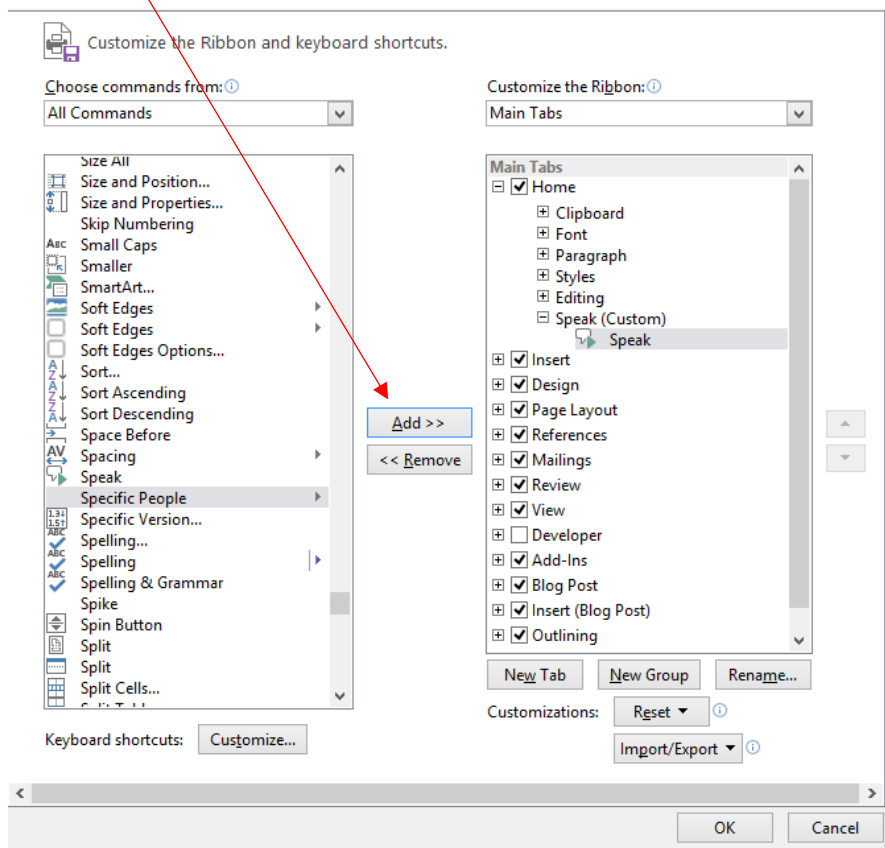




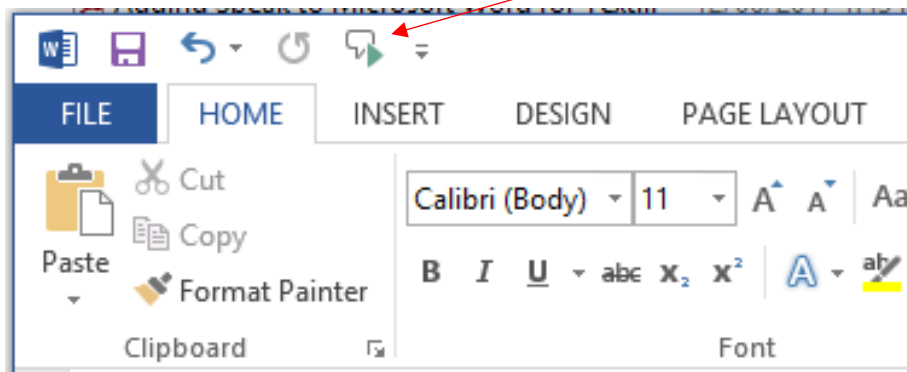
6. Scroll down to **Speak** and click on it.



7. Click on **Add** then click on OK.



8. Highlight text in Word document and click on **Speak**.

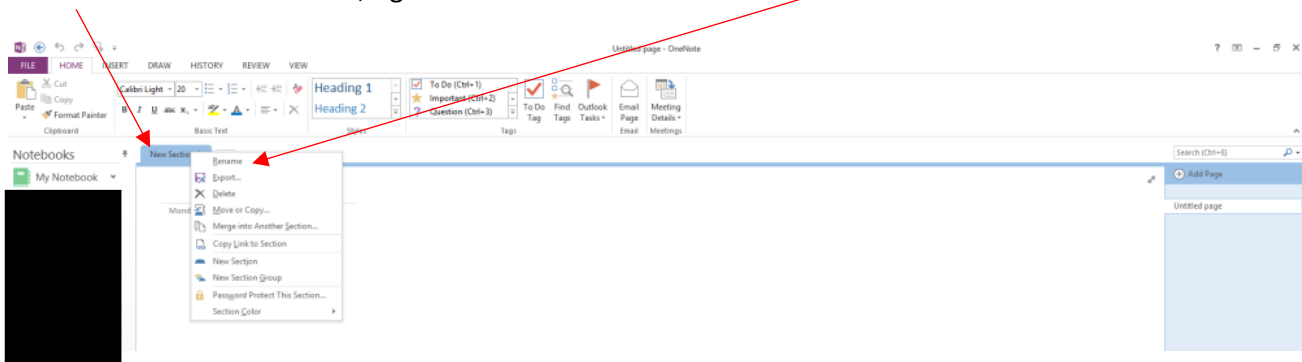


## Using One Note - All users

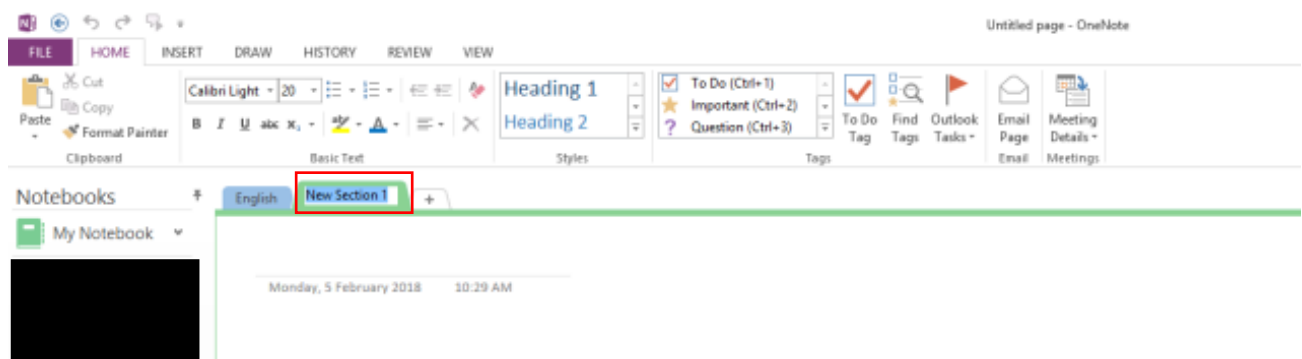
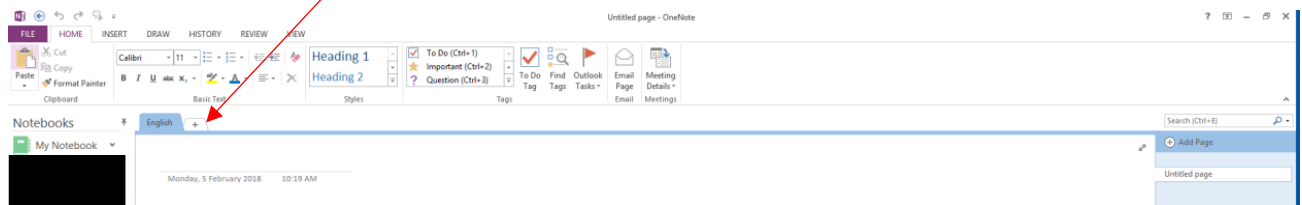
### Steps for using OneNote tool's

Option 1:

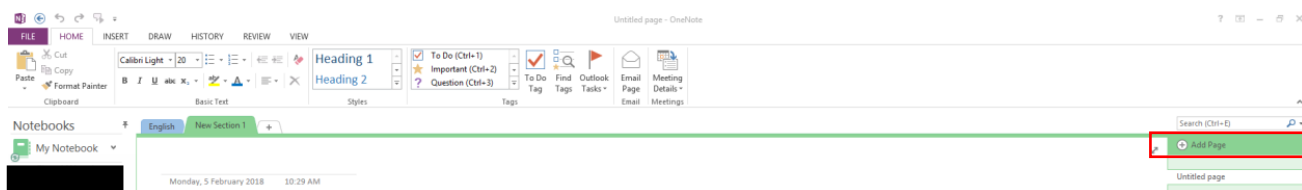
1. On your laptop click on the **Start** icon
2. Click **OneNote 2016**
3. **Notebook** – Your Notebook will automatically open.
4. **Sections** – To rename section, right click on section and select **Rename**.



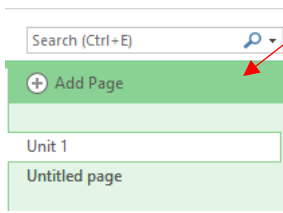
- Enter the name of the section and click anywhere on page.
5. Add **New Section** – Click on + sign to add new sections and type in name.



6. To name pages type in **heading**.

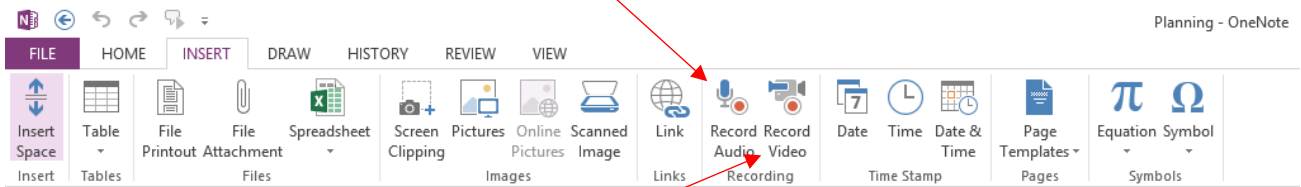


7. To add pages, click on + **Add Pages** on RHS



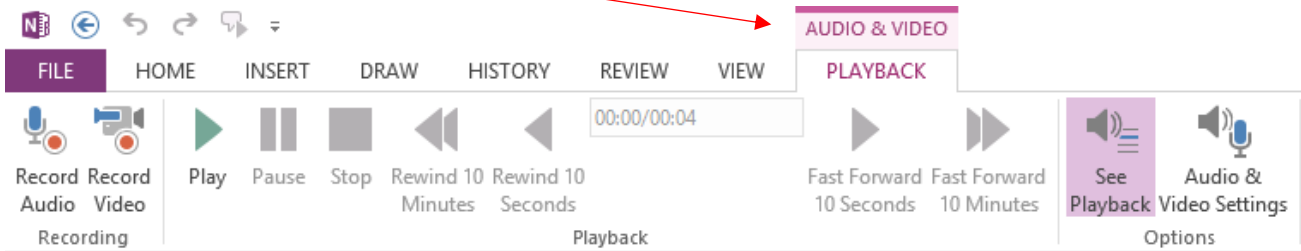
## 7. Insert –

- a. **Audio** – Click on **Insert** tab then click on **Record Audio** – the computer will start recording straight away.

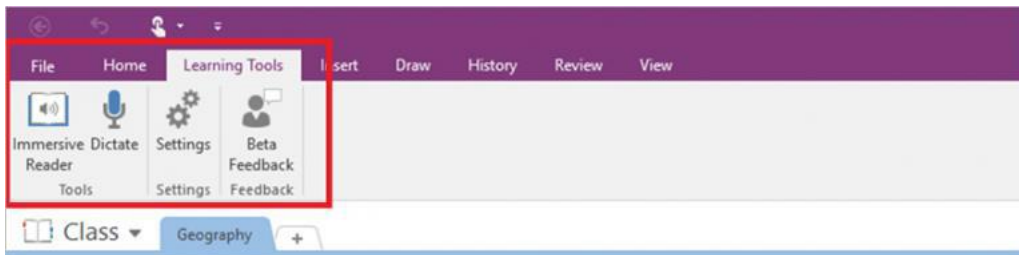


- b. **Video** – Click on **Insert** tab then click on **Record Video** – the computer will start recording straight away.

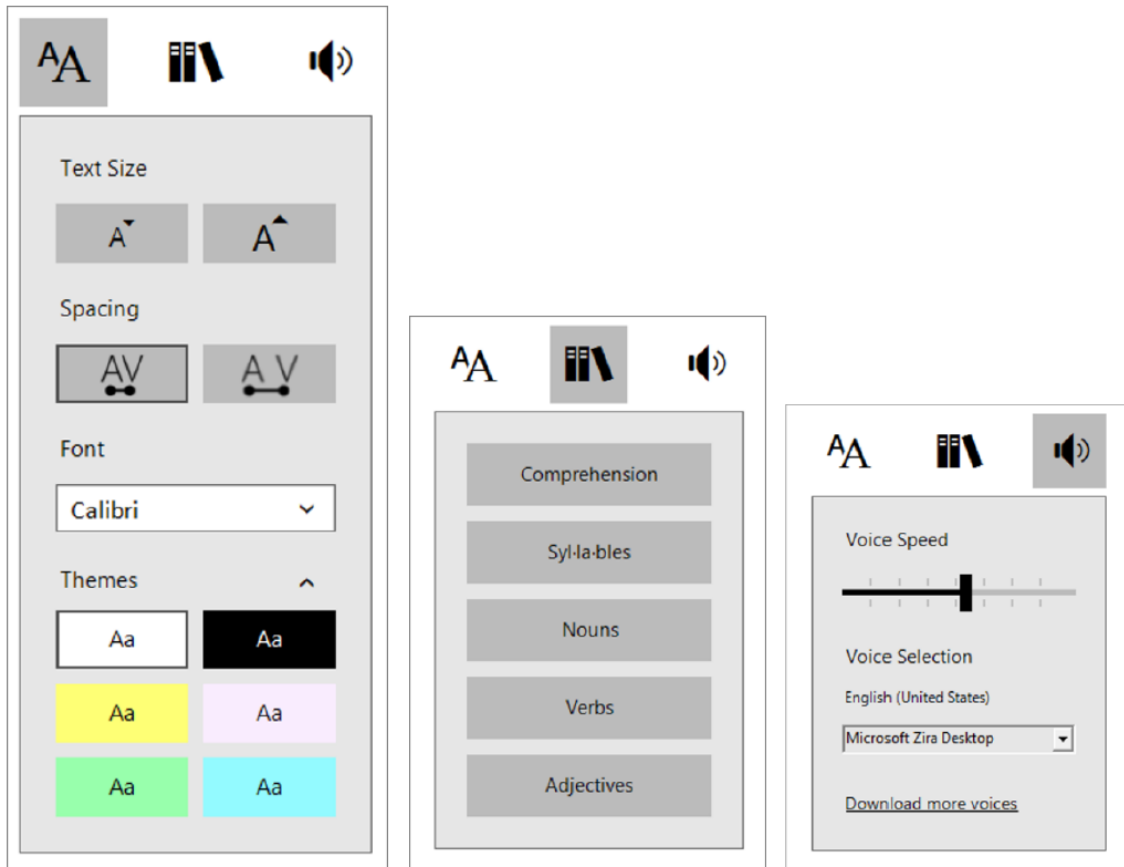
- c. To stop recording click on **Audio & Video Playback**. Click on **Stop**.



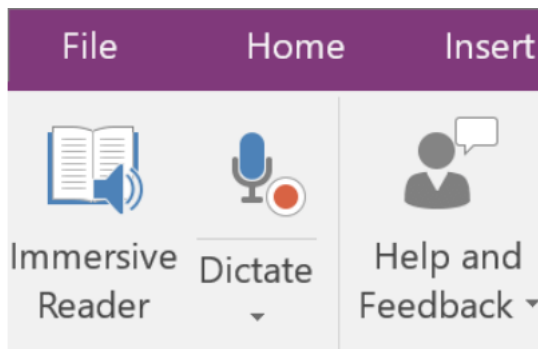
## 8. Learning Tools Add-In



- a. **Immersive Reader** - uses simultaneous highlighting and voicing text, allowing users to improve focus and reading speed.



b. **Dictate**



- When you see the highlighted piece of text "**Listening...**" or a red circle appears over the **Dictate** button, begin speaking loudly and clearly.
- When you're finished talking, select the **Dictate** button again to stop the recording

To insert punctuation, say its name:

Name	Punctuation
period	.
new line	inserts line break
new paragraph	starts new paragraph
comma	,
question mark	?
exclamation point or exclamation mark	!
colon	:
semicolon	;
open quote	"
close quote	"