



# Microsoft OneNote

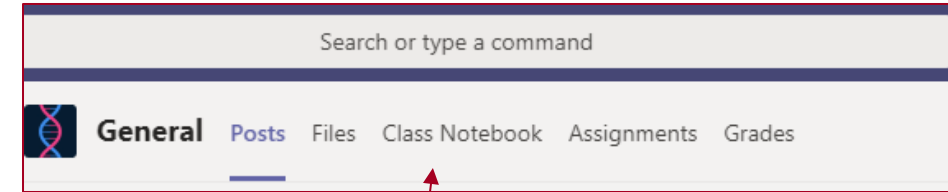
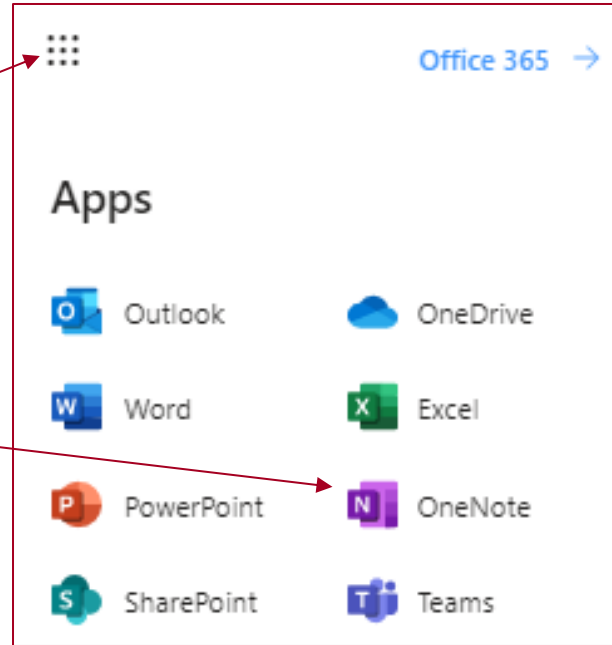
A Guide for Children and Parents



# Accessing OneNote – Teams is best!



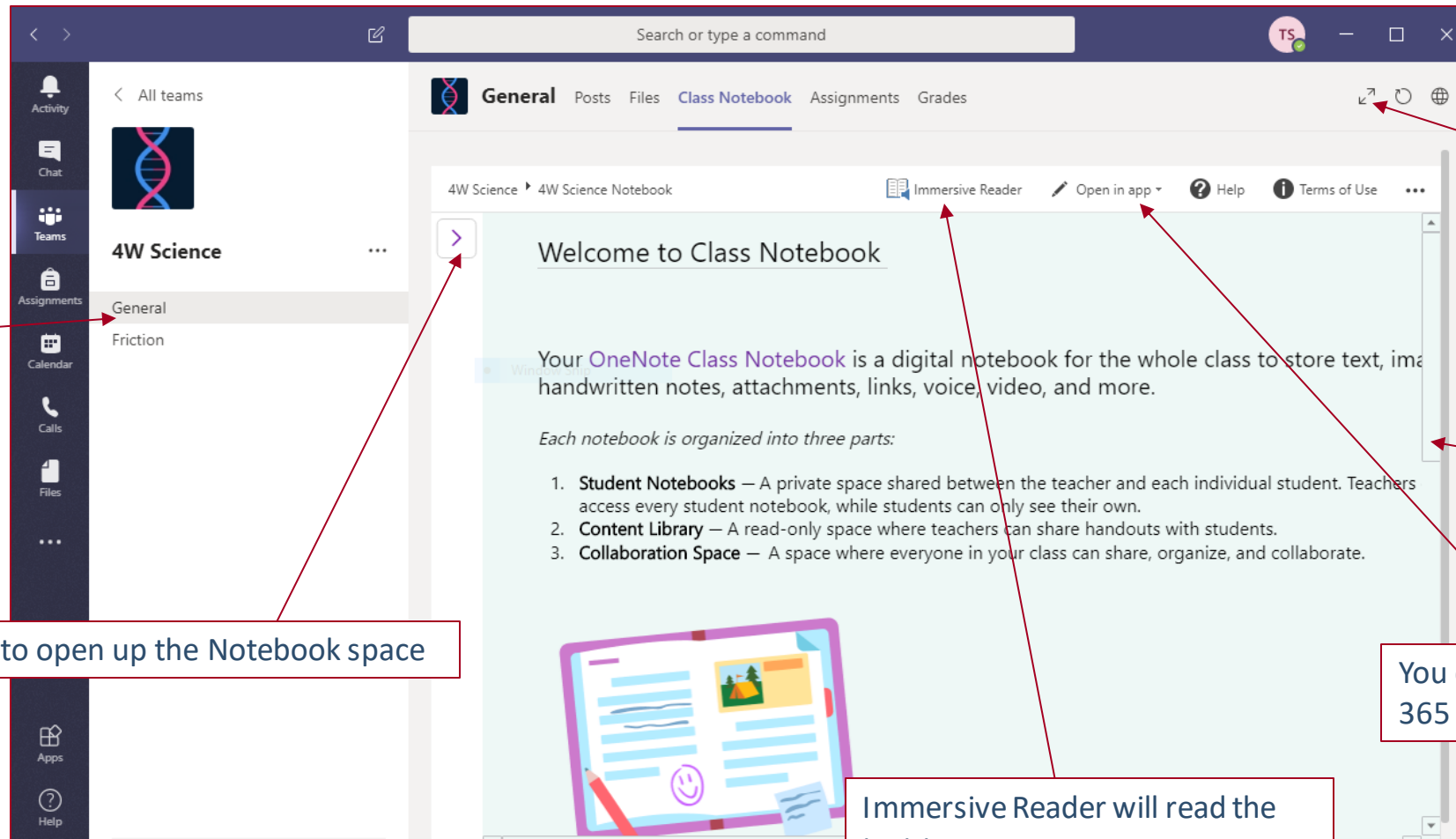
Log into your Office 365 account and click on the 'Waffle'  
You will see all the apps available to you. Click on OneNote.



The best way to use OneNote is to do it through Class Notebook in Teams. Your teachers can create Class Notebooks where work can be set and marked instantly. Read on for more info.



# OneNote in Teams – The Buttons



Channels – This could be different topics or lessons in that subject. The teacher will organise these. Each Team has a 'General' channel.

You can expand your window when using OneNote in Teams.

Scroll down to see more content.

Click here to open up the Notebook space

You can open in the online Office 365 OneNote app

Immersive Reader will read the text to you.



# OneNote in Teams – The Notebook



Collaboration Space is where everyone in your class can share, organise and collaborate. Your teacher can create sections in here.

The Content Library is a read-only space where teachers can share handouts with students. Your teacher can create sections in here.

This is your private space shared between you and your teacher. No one else in your class can see what is in there. Your name will appear here.

It is just like a personal folder for this subject but in digital form.

You can add new, rename, and delete sections. Be careful when deleting though.  
Just right click on them to make changes.

You can create new pages for each folder by clicking here.



# OneNote in Teams – Creating in your Notebook



Undo a mistake

Give your Notebook a suitable title

The date and time you create your Page will go here automatically

Insert and resize a picture just like you can in Microsoft Word

Your page has endless paper space

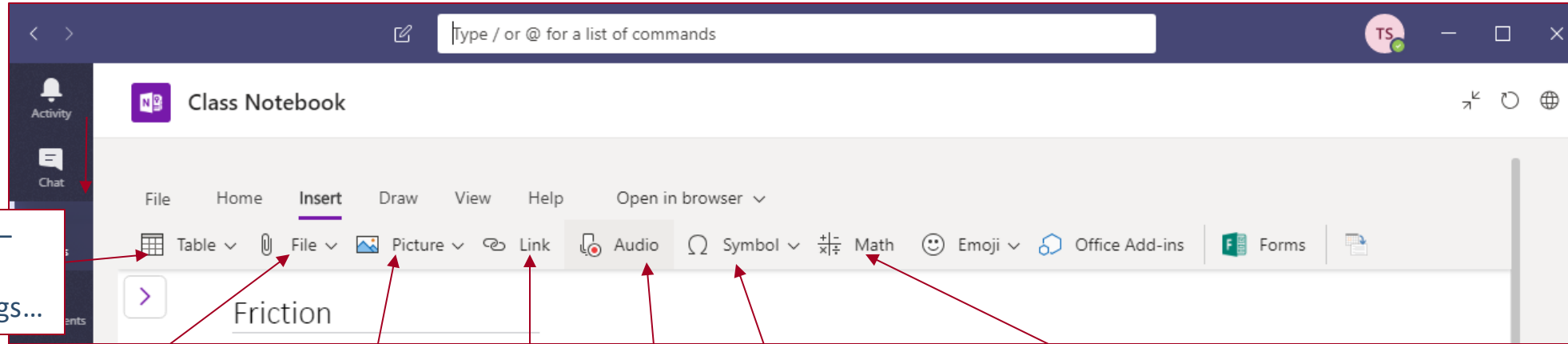
Click to enter text. Edit the text using the font, size and style buttons like you would in word.

Remember to expand your page

OneNote is just like creating documents in Microsoft Word but you can move text, pictures etc around more easily and insert audio and draw with a pen.



# OneNote in Teams – Insert Menu



Insert a Table – perhaps for Science findings...

Insert a file from your computer – an attachment will just insert the icon but Insert File Printout will insert the opened document.

Insert a Picture from your computer or from your camera or from Online – just type in what you are searching for.

Insert a Link to a website for any further information

Insert a piece of Audio – give a verbal answer to a question instead of typing! Make sure you click 'Allow' to the microphone.

Insert a Symbol – useful for Maths and Science especially

Insert a Mathematical equation. More on this on the next page.



# OneNote in Teams – Draw Menu



The screenshot shows the OneNote interface within a Teams window. The title bar includes a search bar and window controls. The ribbon is set to the 'Draw' tab, which contains various drawing tools and a 'Math' button. The main content area shows a notebook page titled 'Maths – Writing Numbers' with a text box containing the text: 'Write the number: Four thousand and thirty six One hundred and seventy three thousand two hundred and six'. To the right of the text box, the numbers '4036' and '173,206' are handwritten in blue ink. A 'Math' sidebar is open on the right, providing instructions for using the Math tool. Red callout boxes with arrows point to specific features: 'Write text' points to the text input field; 'Eraser/Rub out' points to the eraser icon; 'Pencil – choose a colour (more colours available)' points to the color palette; 'Change line thickness' points to the line thickness dropdown; 'Convert hand written equations to text' points to the Math button; 'Handwritten using a mouse – tricky but possible!' points to the handwritten numbers; 'Select handwritten numbers to convert to typed numbers' points to the selection tool; and 'Highlight Text' points to the highlighter icon.

Write text

Eraser/Rub out

Pencil – choose a colour (more colours available)

Change line thickness

Convert hand written equations to text

Handwritten using a mouse – tricky but possible!

Select handwritten numbers to convert to typed numbers

Highlight Text

Class Notebook

Search or type a command

File Home Insert Draw View Help Open in browser

Math

Maths – Writing Numbers

Monday, April 13, 2020 10:22 AM

Write the number:  
Four thousand and thirty six  
One hundred and seventy three thousand two hundred and six

4036  
173,206

Math

1. Write your equation in ink or type it using the keyboard
2. Select your equation
3. Tap the Math button



# OneNote in Teams – Math Button



The screenshot shows the OneNote application window titled "Class Notebook". The ribbon includes "File", "Home", "Insert", "Draw", "View", and "Help". The "Draw" tab is active, showing various drawing tools and a "Math" button. A callout box points to the "Math" button with the text "Press Math to convert it to text".

The main content area shows a page titled "Maths – Writing Numbers" dated "Monday, April 13, 2020 10:22 AM". The text on the page includes "Write the number:", "Four thousand and thirty six", and "One hundred and seventy three thousand two hundred and six". Handwritten numbers "4036" and "173,206" are visible. A callout box points to the "4036" with the text "Highlight Text – best to do this one number at a time".

A "Math" dialog box is open on the right, showing the number "4036" and two buttons: "Fix it" and "Ink to Math". A callout box points to the "Ink to Math" button with the text "If you are happy with it, then click Ink to Math and it will convert it for you." Another callout box points to the "Fix it" button with the text "If it doesn't look right, click Fix it and you can select the symbol it should be after clicking on the written number".

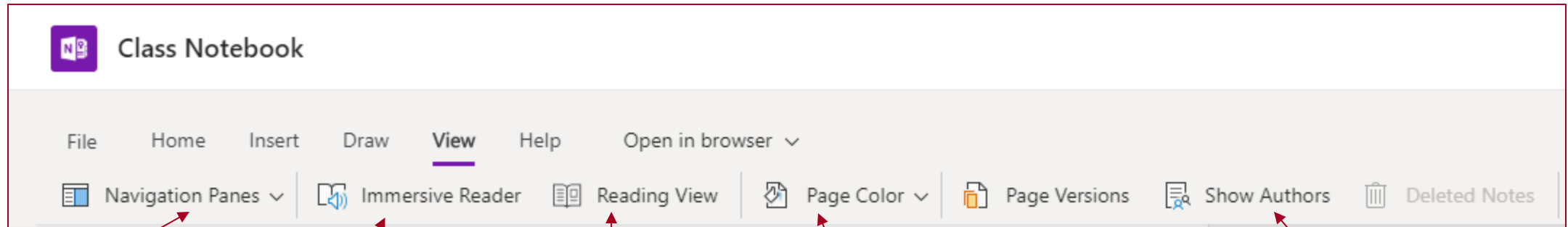
Highlight Text – best to do this one number at a time

If it doesn't look right, click Fix it and you can select the symbol it should be after clicking on the written number





# OneNote in Teams – View Menu



Choose whether to see the Sections and Pages or just the Pages alongside your notebook.

This will read back what you have written

Don't click this as you can get stuck in it and it is difficult to get back to editing in Teams.

Change the colour of your page

This will show who has written what in your document. Teachers will be able to access these documents saved in your Team.



# OneNote in Teams – Completing Worksheets



Teachers might create some worksheets for you which you will be able to complete online. Here is an example.

The screenshot shows a OneNote Class Notebook interface. At the top, the title bar reads "Class Notebook". Below it is a ribbon with tabs for File, Home, Insert, Draw, View, and Help. The "Draw" tab is active, showing various drawing tools like a pencil, eraser, and highlighter. The main content area contains a worksheet titled "Napier's Bones Multiplication".

Problem (a) shows the multiplication  $42 \times 24$ . A grid of bones is used to solve it, with the digits 4, 2, 2, and 4 written above the columns. The grid contains the numbers 0, 8, 0, 4 in the top row and 1, 6, 0, 8 in the bottom row. The final product 1, 9, 0, 8 is written below the grid. A green checkmark is next to the result.

Problem (b) shows the multiplication  $23 \times 31$ . A grid of bones is used to solve it, with the digits 2, 3, 3, and 1 written above the columns. The grid is empty.

Problem (c) shows the multiplication  $2 \times 1$ . A grid of bones is used to solve it, with the digits 2 and 1 written above the columns. The grid is empty.

Problem (d) shows the multiplication  $2 \times 4$ . A grid of bones is used to solve it, with the digits 2 and 4 written above the columns. The grid is empty.

A red box on the left contains the text: "You can use ink to solve these problems and don't need to convert them to text." An arrow points from this box to the handwritten solution for problem (a).

A red box on the right contains the text: "Teacher Comments appear live. Even if you haven't finished an exercise, they can give you instant feedback." An arrow points from this box to a green handwritten comment "Well done!" written in the right margin.