Using OneNote at MSHS

Step-by-step guide to setting up OneNote with students
What is OneNote?

• In OneNote, you take notes on pages — just as you would on paper. Your notes can include text and graphics — including text or graphics from Web pages — handwriting, audio, video, and more.
• You can add space on a page for adding more notes, you can add new pages as you take notes, and you can add as many pages as you like.
• At Moranbah SHS, all of your subjects will be using OneNote — and we have a set way that we would like you to organise it.

Today, we are going to practice using OneNote to set up this subject’s notebook.
Let’s begin with opening a NEW notebook

Be sure to name the notebook your subject

Create enough notebooks for each of your subjects – do this now
Changing your view settings

If your view looks like this, we need to change it for you.

Click on your notebook tab. Where it says Add notebook, there is a little pin to the right. Click the pin and it will change your view setting to the correct settings.
We are now up to making the sections across the top

- Create the following sections:
  - Subject Profile Sheet
  - Unit 1 Title
  - Unit 2 Title
  - Unit 3
  - Unit 4
The student profile page should include the department student profile.

After students receive assessments they can record their results and set their subject specific goals.

The bookwork check also forms part of the student profile.

Once students copy the student profile from the digital classroom they can ‘insert file printout’, to place the copy onto their page.
Microsoft OneNote at MSHS

We are now up to creating the “Pages”
Page 1 – Title Page
Page 2 – Glossary
Page 3 – Unit overview / term planner
Page 4 - Assessment
Page 5 – Lesson sequence (then “sub-pages” – lesson 1, 2, 3 etc)
Set up your notebooks for each of your subjects

Can you do your title page now for the lesson you are in?
   Be creative!

Download pictures from the Internet / Do a Wordle using key words from your unit / do some research as to what the unit is about

The next 2 slides show you some shortcuts
Add text or a graphic from a Web page

- In a Web browser, do any of the following:
  - To add a graphic, drag it from the browser window to a location on the page in OneNote.
  - To add text, select the text, and then drag it to a location on the page in OneNote.
  - When you add text or a graphic from a Web page, the address of the Web page automatically appears below it so you can easily refer to the Web page again.
Files from other Microsoft Office programs — including Microsoft Office Word, Microsoft Office PowerPoint®, and Microsoft Office Excel — can be inserted into OneNote so that you can view and comment on the files in your notes.

To insert an image of a document into your notes:

- On the **Insert** menu, click **Document as Picture**.
- Click the document that you want to insert, and then click **Insert**.