

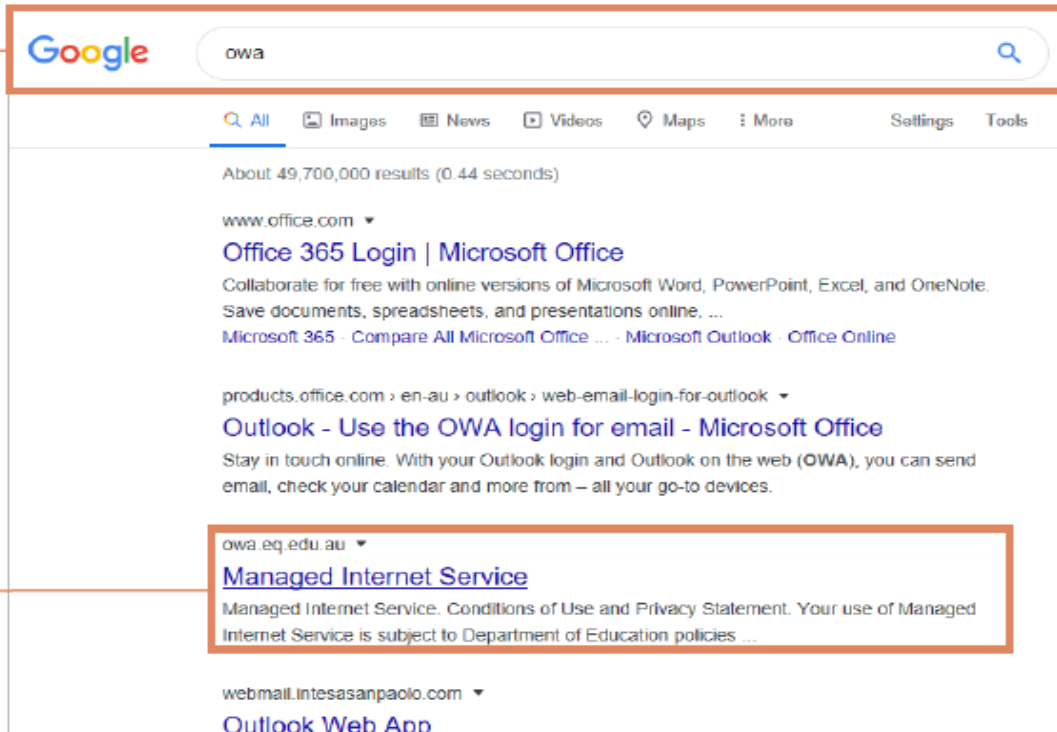


One Note Class Notebooks Guide for Parents and Students

How to log into One Note Class Notebook.

Every Student at Gordonvale State High School is provided with a username and an email address (example: bjone329@eq.edu.au). Students will need to use this email address to access their OneNote Class Notebook.

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.

Managed Internet Service

Sign in with your username and password

Username *

Password *

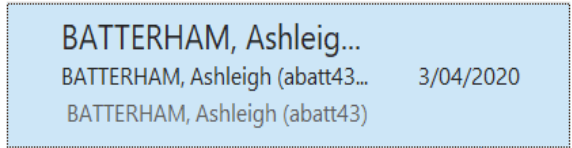
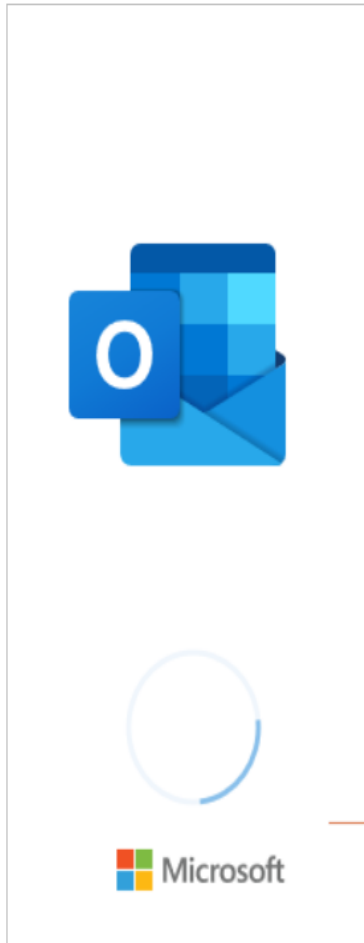
I agree to the [conditions of use and privacy statement](#)

[Change my password](#)

You will then be prompted to sign in using your school email address and password to log in.

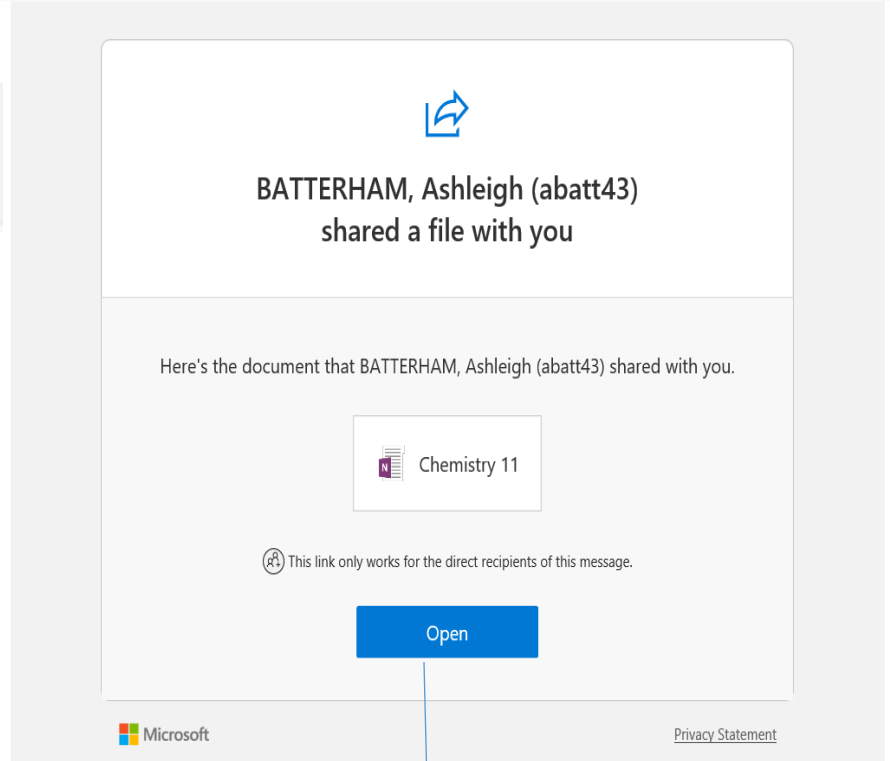
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Opening your new class notebook via an email invitation.



Once you have logged in with your email credentials and password. Please wait for Microsoft Outlook to load.

BATTERHAM, Ashleigh (abatt43) shared "Chemistry 11" with you.

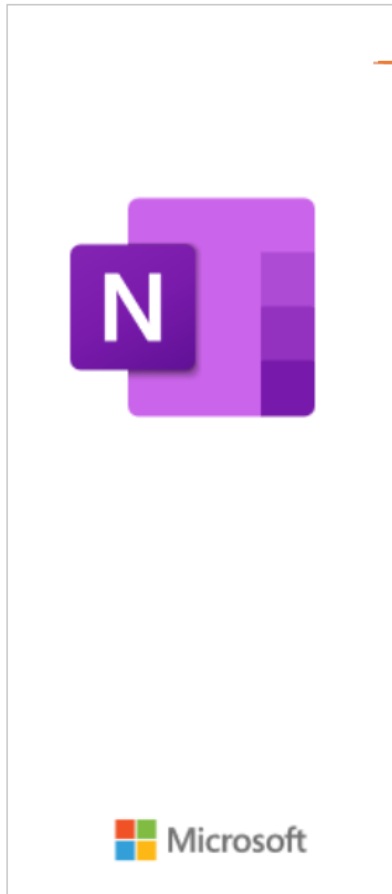


When your emails have loaded, you need to look for emails from 'SharePoint Online' these are the emails that are generated when a teacher invites you to a new Class Notebook.

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

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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.

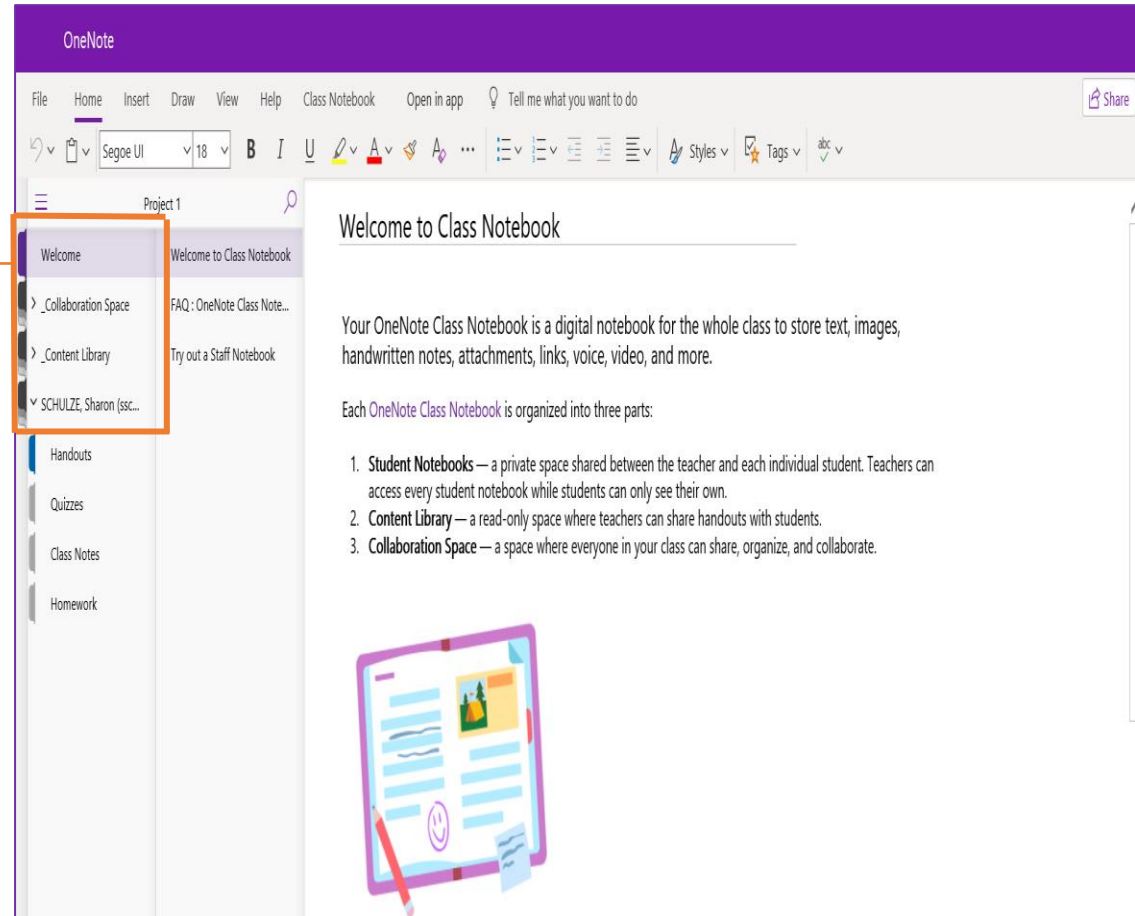
What will you see?

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 peers and your teacher. (be mindful that your teacher can see everything that is written in this space!)

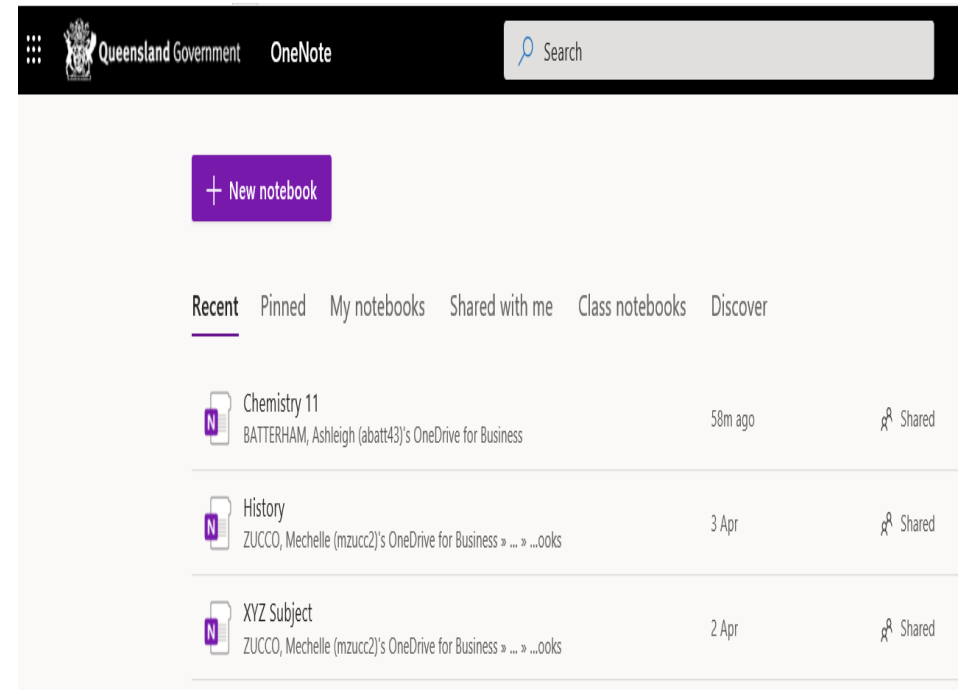
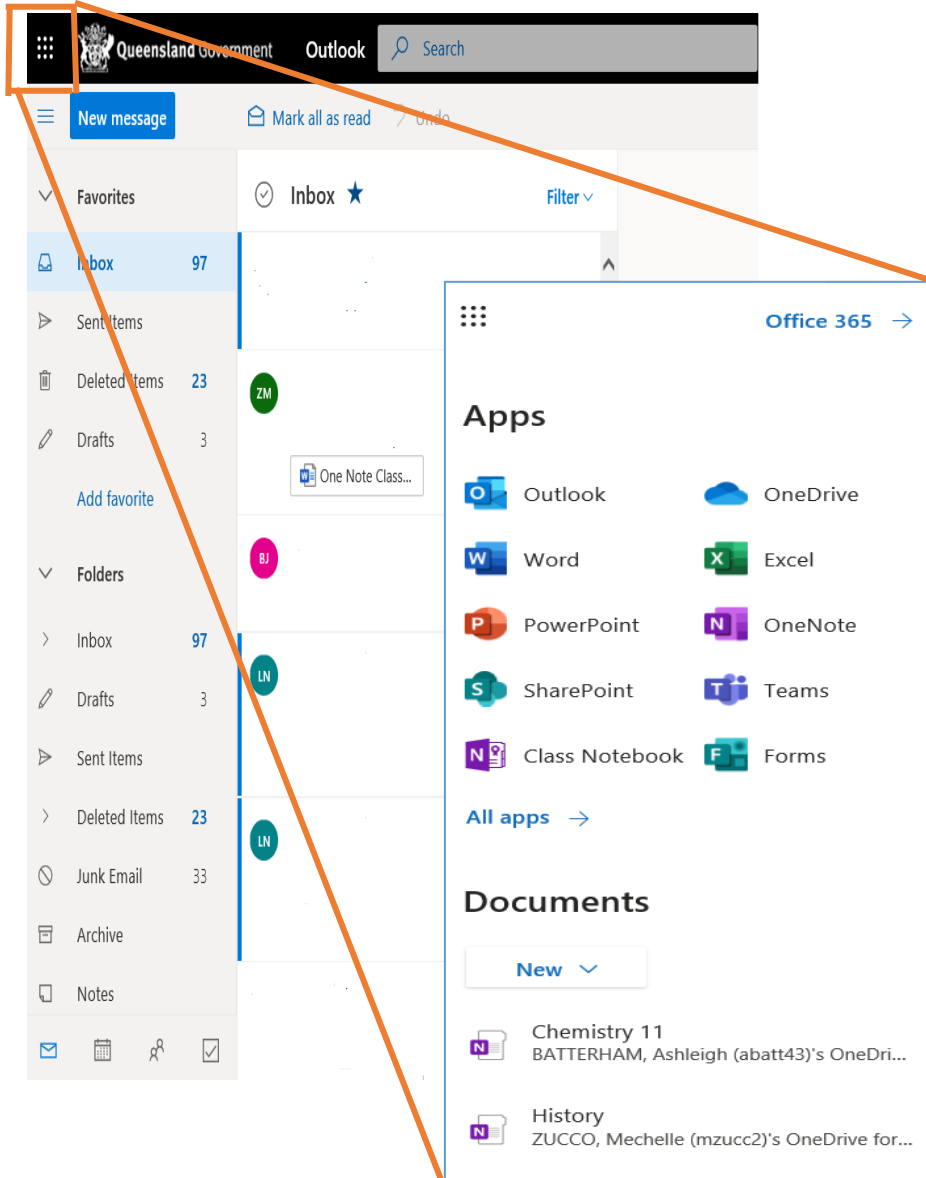
A content library – this is where all of your teachers resources will be stored for you to browse and use to help you throughout your learning.

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



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Opening a Class Notebook you have already visited before.

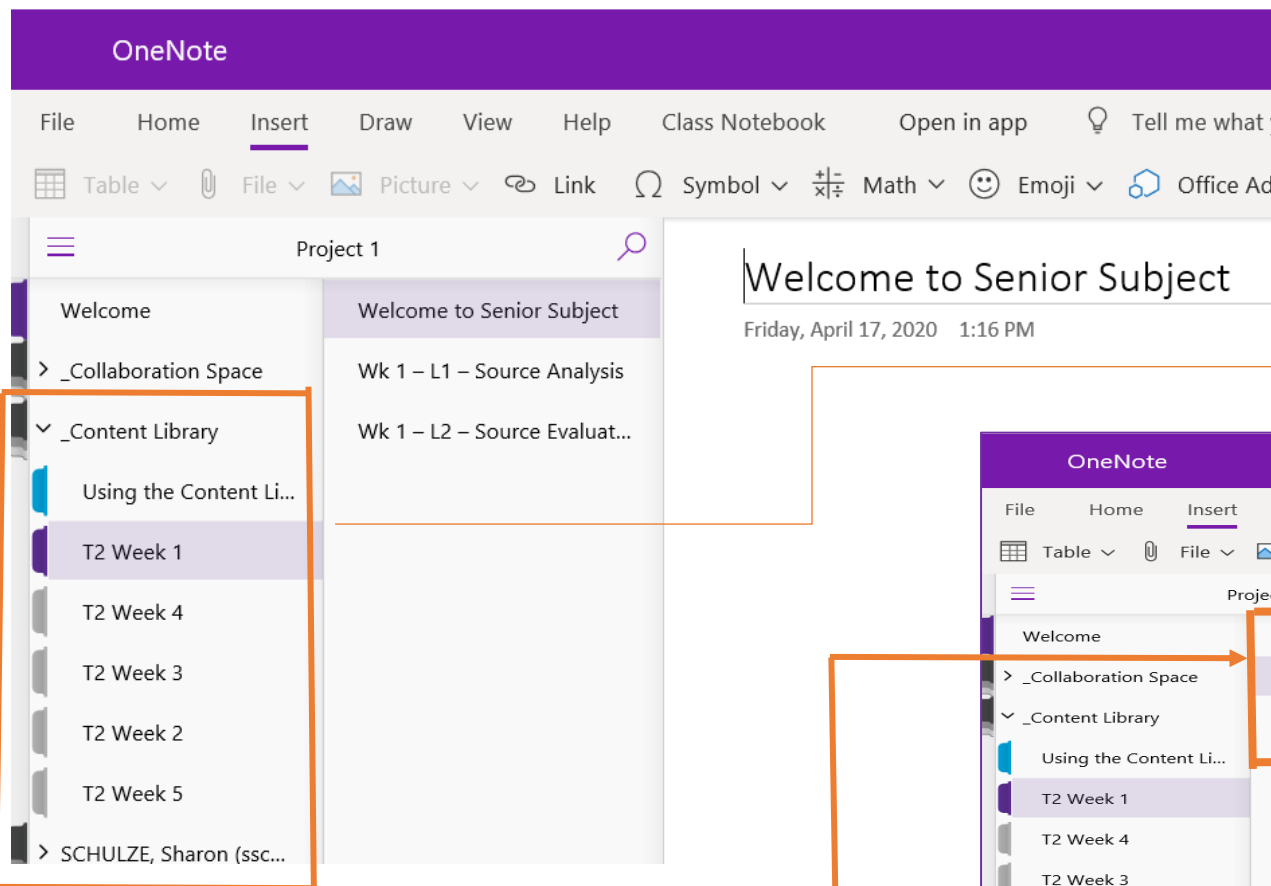


If you have already opened the One Note Classbook before then you can access it again by logging into your emails and selecting the 'waffle' icon (shown in the picture on the left).

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

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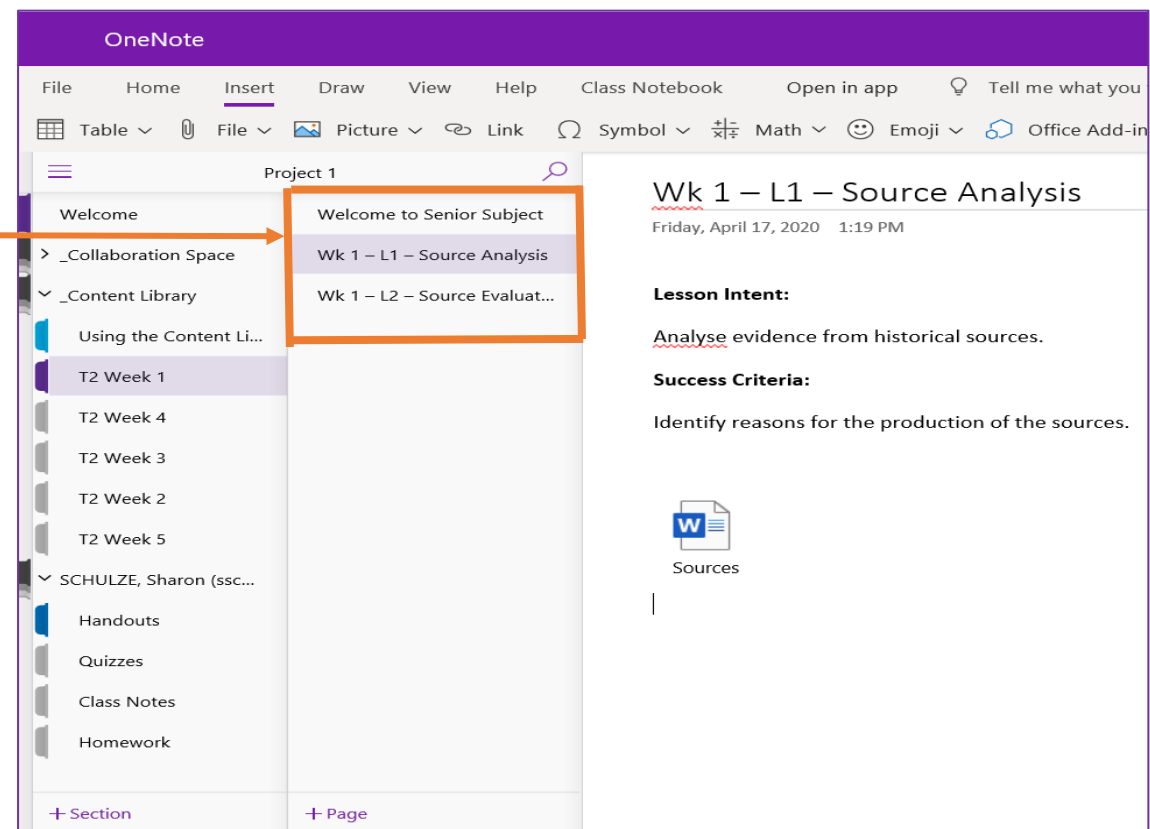
The Content Library in Class.



The content library - This is the space where teachers will save learning resources and tasks for students too 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}.

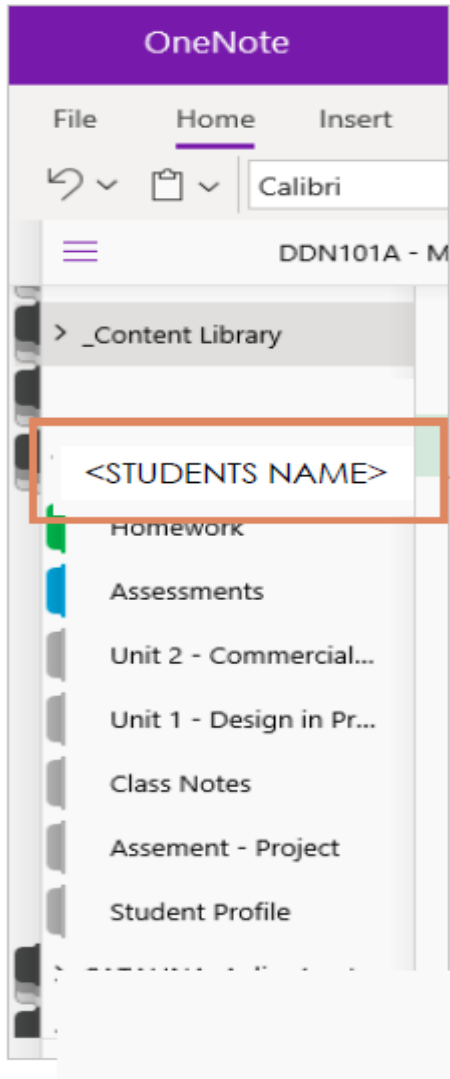


The pages in each section - The pages will be set up by the teacher and could look similar to the ones shown in the image.

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.

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Using the student folder in Class Notebook.

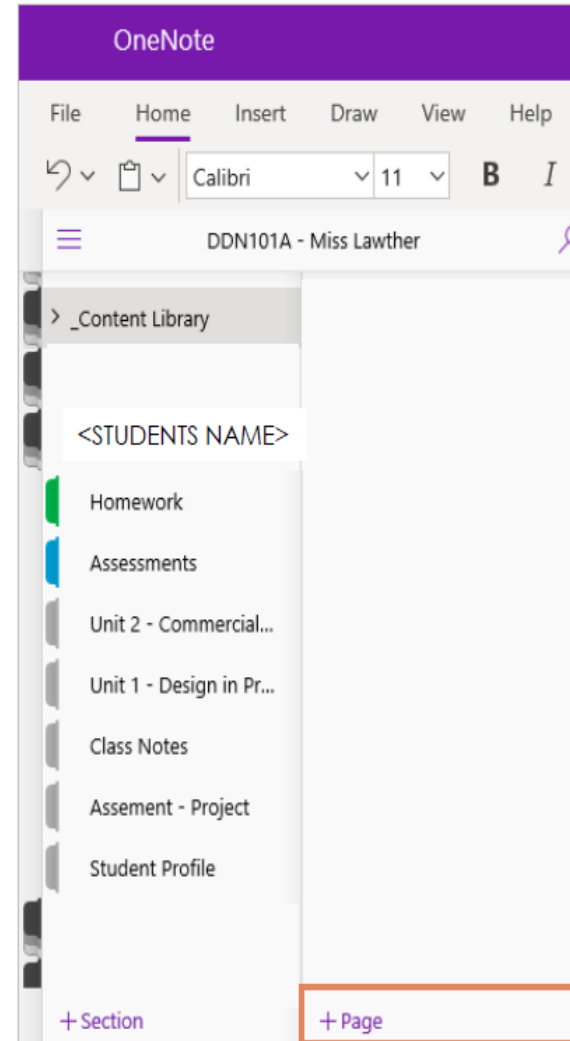


The student section –

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 is 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 created 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 screenshot displays the OneNote application interface. On the left, a sidebar shows the notebook structure with sections like 'Content Library', 'STUDENT NAME', 'Homework', 'Assessments', 'Unit 1', 'Unit 2', 'Class Notes', and 'Assessment - Project'. An orange arrow points from the 'Assessment - Project' section in the sidebar to the main content area. The main content area shows a page titled 'Investigating sources' with a date and time stamp 'Saturday, April 18, 2020 2:00 PM'. Below the title is a list of tasks with checkboxes: 'Decide on topic area and brainstorm ideas' (checked), 'Conduct background research', 'Locate evidence from sources', 'Use research conventions including citations and reference lists', and 'Design a key research question using ideas that are open ended and complex'. Below the list is a section titled 'Topic and brainstorm ideas' with the text 'Topic: Vikings.' and a paragraph: 'The origins of the Vikings – also known as Norse, Danes, Norsemen and Northmen. The Vikings describes the peoples of Scandinavia in the period from the 8th until the 11th century CE. It is not limited to those who raided Britain and Europe during this time but is inclusive of their society.'

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 student's assessment section. 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 check boxes, so that all the work is in one place.

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

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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 want to know more about how to use OneNote, you can visit the following links:

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

<https://support.office.com/en-us/article/video-start-using-onenote-6f4d0683-9b32-4467-9d38-76424d355673>