

# Goals

Wednesday, May 20, 2015 1:08 PM

- Describe the basic concept
- Explore the features and layout
- Develop ideas on ways to utilize OneNote in personal, professional, and classroom practices

# Video Intro

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<https://support.office.com/en-us/article/OneNote-Getting-Started-020b2cd0-2e7e-4918-8e58-f434953acca2?d=2012-12-31+00%3a00%3a01&CorrelationId=d42ee2eb-c822-465a-aa84-1db7d5fbf95f&ui=en-US&rs=en-US&ad=US>

# What is OneNote?

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FORMAT-FREE

Binder / Portfolio / Interactive notebook

Note-taking

Sharing and organizing tool

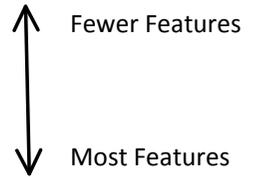
Auto-save

# 3 Versions of OneNote

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3 versions of OneNote

1. Online version
2. Windows 8 version (OneNote app - must download with your account)
3. Desktop version (OneNote 2013 - most features) (notebook names on opposite side)



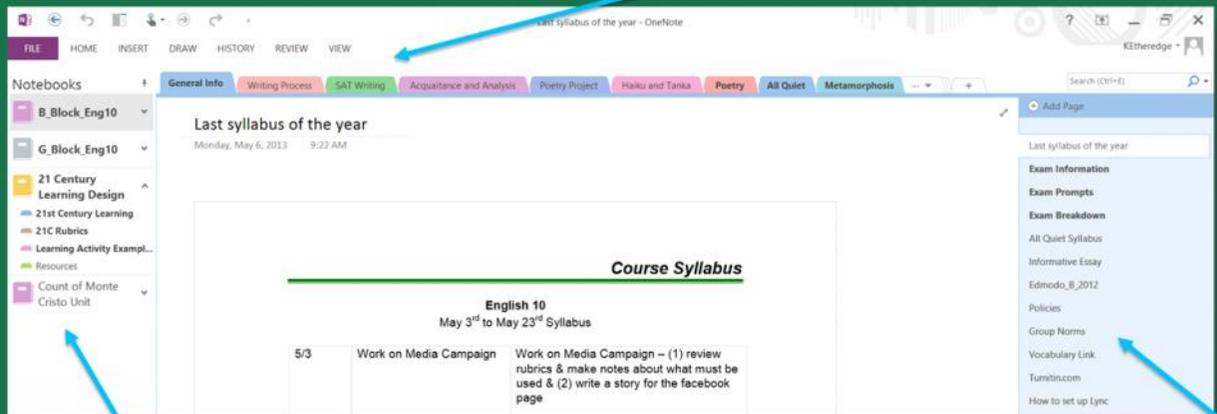
OneNote for Windows 8.1	OneNote 2013 (desktop)
<ul style="list-style-type: none"><li>• Optimized for touch</li><li>• Radial menus make common tasks easier with touch or the Surface Pen</li><li>• Works when the device is locked and OneNote is activated by the Surface Pen</li><li>• Can take pictures directly from the device's camera</li><li>• No context menus</li><li>• Inserting tables is cumbersome</li><li>• Does not support password protected sections</li></ul>	<ul style="list-style-type: none"><li>• Touch support not as good.</li><li>• Supports all OneNote features including Ink to Text, and Outlook integration</li><li>• Supports indexing handwritten notes</li><li>• More export and sharing options</li><li>• Support for audio and video recording</li><li>• Support for math symbols</li><li>• Has review features such as Spelling, Research, and Thesaurus</li><li>• Supports password protected sections</li><li>• Can view previous versions of notes</li><li>• Surface Pen shortcut doesn't open a new page</li></ul>

# Notebooks, Sections, & Pages

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## The Anatomy of a Notebook

- These are the sections of your notebook.



- Think of this as your "bookshelf." You will see the spines of your notebooks here.

- These are the page inside each section.

# Inserting Content

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## Screen clippings

- Use Pen's purple button, Screen Clipping (Insert tab) or Send to OneNote program (opens with OneNote 2013)
- In the Internet Explorer app (must be the app) the name of the website, URL, and date/time stamp are attached



## File Printout

- Creates a screenshot of the document
- Creates multiple pages
- Great for close reading & marking-up text

## Images

- Can insert from locally saved images or by online search
- In online search, can search by Creative Commons license (copyright type)

## File Attachment

- Attach a any type of file (XXXXXXX Where does it need to be saved? XXXXX)
- Creates and icon and a link that opens in another program
- Great as an organizational tool

## Spreadsheet

- Inserts an editable spreadsheet (opens in Excel)



dlkjsfdlkj

# Sharing & Emailing to Others

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## Methods of Sharing

### Email

- Go to "Home" tab on the right side of ribbon
- Embeds directly in the email or as an attachment
- Embedded documents automatically updates in the email

### Export

- Under File menu
- Many formats (including OneNote, PDF, Word, website)
- Can do a notebook, section, or page

### Send (Email or Word document)

- Under File Menu
- Can do only one page at a time
- Can send:
  - Email - image attachment
  - PDF - PDF attachment in an email
  - Attachment - read-only OneNote file
  - Word - goes directly to a new Word document (will convert handwriting to text)

### Sharing

- Two ways
  - Go to OneDrive app or OneDrive online (recommended)
  - Go to File and select "Share"
- Can share whole notebooks, sections, or pages

### Class Notebook Creator

- Office 365 (online) - looks like OneNote with a gear on the icon
- Add teachers to it (co-teachers) - so they can see everyone's content
- Students can get a private section/page in a notebook
- Can change editing/viewing privileges within the notebook (can edit on some sections and view others)
- Notifications to students and teachers are sent (not emails)

# Pen Features

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## Surface Pen features

Surface Pen has three buttons and a tip.

### Top button

Click the top button to open OneNote. Double-click to capture a screenshot. *Bluetooth*<sup>®</sup> technology links the top button of your Surface Pen to your Surface.

### Right-click button

This button acts like the right-click button on a mouse. Click it once in apps like OneNote to open a menu, to choose pen color, thickness, and other options. You can also click and hold the button to select text. (also lasso items)

### Eraser button

Hold down the eraser button and move the tip over the area you want to erase.

### Tip

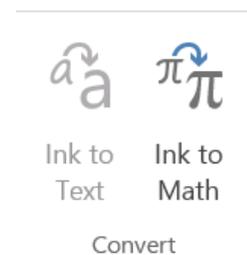
The fine tip, along with Palm Block technology and multi-point sensitivity in your Surface, lets you write and draw naturally.



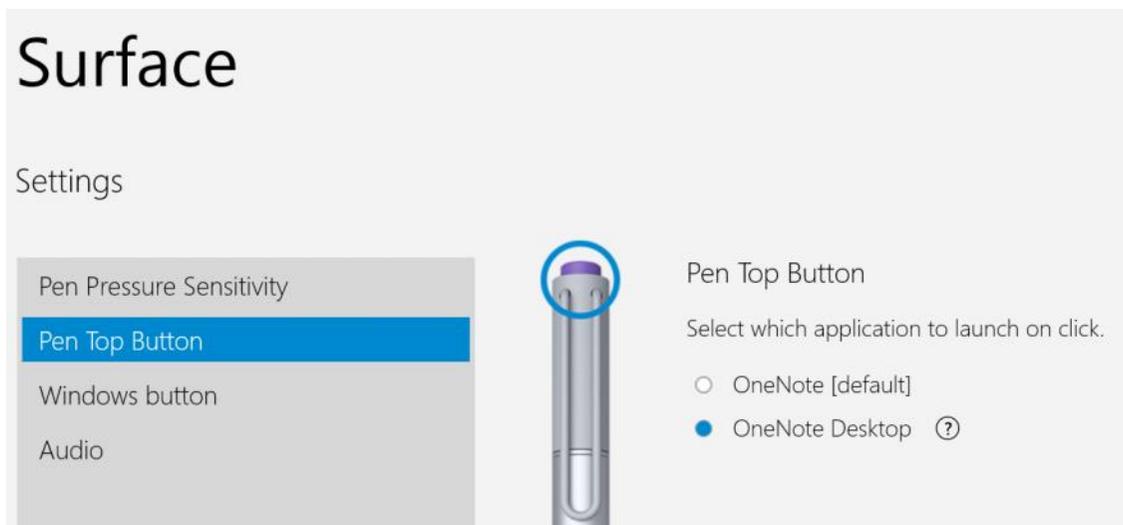
✓ **Tip** If you want to adjust your pen's pressure sensitivity, install the [Surface app](#).

## Handwriting recognition

- Handwriting is searchable once notebook is opened in OneNote 2013 once
- Click on Ink to Text or Ink to Math under the Draw ribbon to convert

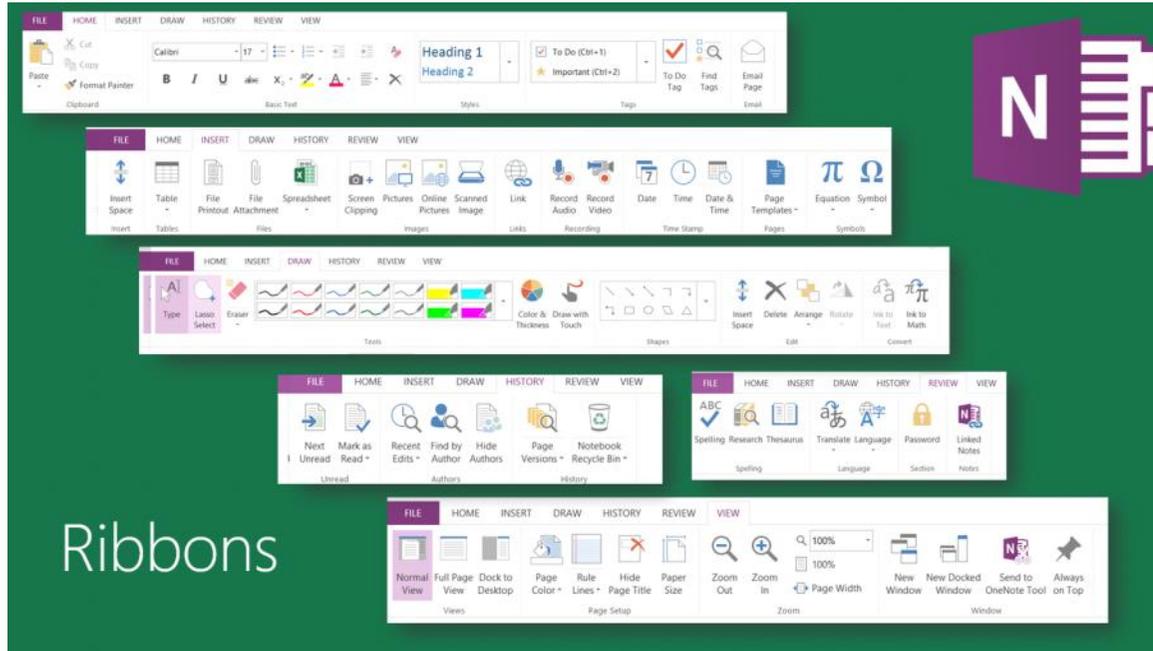


## Setting Default Pen Top Button for OneNote 2013 (Desktop) or OneNote app



# Ribbons (& Customizing)

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Home – mainly where you work with text. In OneNote, you can click anywhere on the page and start typing.  
Insert – this is where you will head anytime you want to place anything on a page (image, spreadsheet, hyperlink, recording, etc.)  
Draw – this is where you will spend a lot of time if you have a tablet with a touch screen, or an interactive whiteboard  
History – this ribbon is especially useful in collaborative notebooks where you have multiple people editing and using the OneNote  
Review – The reference tools your students will access frequently. This is also where you access built in translation features.  
View – One of the cool features of this tab is the Rule lines button. Click on it and take a look at the various lines you can add to your page. These are great when you or a student is using a stylus and digital ink on the pages.

To make Ribbons show all the time:

- Click on the up arrow on the window next to the minimize button in the top right hand corner.

To Customize Ribbons:

- Go to "Home" Tab and right click
- Select "Customize the Ribbon"
- Select under Main Tabs where you want to add your new items
- At the bottom click on New Group button
- Right click on the New Group and select rename
- Type in title of new group
- Select from "Choose Commands from" (left scroll box) and select "All Commands"
- Find the command you frequently use and click "add" (do the reverse to "remove")

Example application: Creating Inking Tools Group

# Tags

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## Using tags

- Tags allow you to apply markers to show importance
- Under Home ribbon (use ribbon display options in upper right to show ribbons commands) and use pull down to see more
- Customize tags
- Search tags and sort - even across multiple documents
- Can select multiple items or text a
- Great for to-do lists
- Use custom tags to identify topic sentences, questions, main ideas, literary devices, most important items, etc.

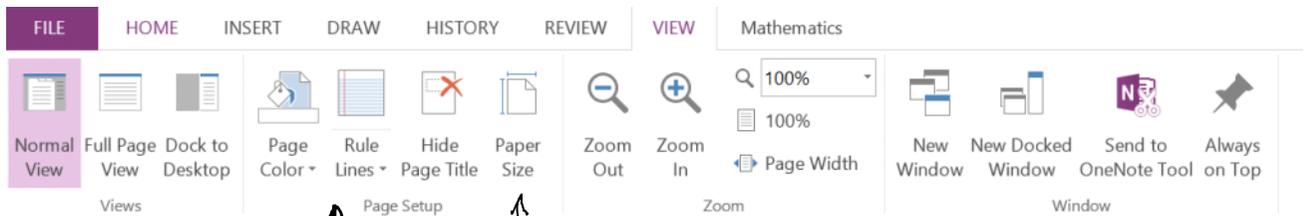
# Look and Feel - Templates & View

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## Templates

- Under the Insert ribbon
- Find pre-existing templates for function or style
- Save your notebook as a template for others to use (great for situations where you don't want your original document to be edited)

## View ribbon



Adjust size of page to make it easier to print (default is auto adjust)

Add lined paper or graph paper

## Color of Notebooks, Sections, and pages

- Right click on each item to change the color

## Interactive Textbooks

Package each section up and post to a location students are able to access

US Civics Foundations

Overview Our Constitution Electoral College The Presidency

Group - 1 - US Constitution Workshop

Feel free to answer questions and complete the tasks on this page

1 20 minutes: Read page 1 of the Constitution (see document below) - take notes or highlight important you better understand this part of the Constitution

2 10 minutes: After you have read your part of the Constitution, debrief with your group. What are the What were specific pieces of this document that you thought were important to highlight? What questions have? Write your answers below.

3 15 minutes: After debriefing with your group, look at the 3 primary documents linked below. What section of the Article and Section does each document correspond to? What is your evidence?

John F. Kennedy's election to Congress, 1960  
Population Schedule for the 1930 Census  
Credentials of Hiram Revels, 1869  
Credentials of Hiram Revels, Page 2

4 15 minutes (5 minutes for each group): Debrief with the rest of your cohort. Discuss your findings. Describe your documents and provide evidence and help your cohort complete the A quote from the particular articles and sections of your page of the Constitution that re

We will meet back in the theatre ready to debrief at 11:50

Page 1 of the Constitution

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at least one Representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to equal Representation.

Representatives and direct Taxes shall be equally divided. The Seats shall always be filled.

Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen. The Vice President of the United States shall be President of the Senate, but shall have no Vote, unless they be equally divided. The Senate shall choose their officers.

Quorum to do Business, but a smaller Number may advise from day to day; and may be authorized to compel the Attendance of absent Members, in such Manner, and under such Penalties as each House may provide. Each House may determine the Rules of its Proceedings, each shall

## Collaborative Notebook Ideas

### With Students

- Journals
- Writing assessment
- Teaching math concepts using the audio tool and asking for student input
- Problem based learning projects
- Group research projects
- Peer to peer tutoring
- Lab-write ups

### With teachers and other professionals

- Virtual whiteboard during brainstorming sessions
- Team meetings
- Collaborative lesson planning
- Professional Growth Plan
- Project management
- Staff meetings
- Guidance meetings
- Content teachers planning with others across the district

### OneNote Resources

OneNote in Education - <http://onenoteforteachers.com/>

OneNote Blog - <http://blogs.office.com/b/microsoft-onenote/Sample>

Notebooks from Dianne Krause - <https://onedrive.live.com/redir?resid=AC1D0E99284F8ACF12948&authkey=!AD0wAlw2SrD664c&ithint=folder%2c.onepkg>

OneNote YouTube Channel - <http://www.youtube.com/playlist?list=PL7DB79E2C8DB24599&feature=plcp>

OneNote and Surface Pro 3 blog article - <http://blogs.msdn.com/b/mvpawardprogram/archive/2014/07/14/using-onenote-with-the-surface-pro-3.aspx>

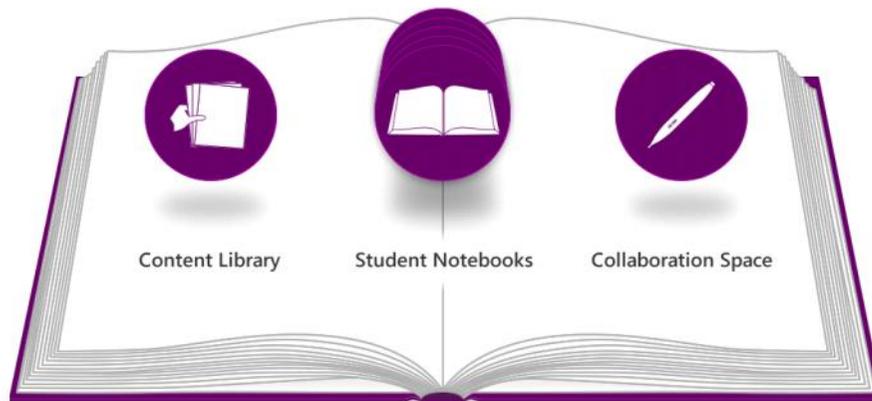
# Welcome to the OneNote Class Notebook

OneNote is your very own digital notebook

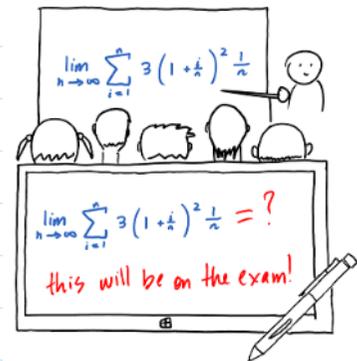
[▶ Watch the 2 minute video](#)

Your OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** -- a private notebook shared between the teacher and each individual student. Teachers can access every student notebook, while students can see only their own.
2. **Content Library** -- a read-only notebook where teachers can share handouts with students.
3. **Collaboration Space** -- a notebook for everyone in your class to share, organize, and collaborate.



OneNote Class Notebook



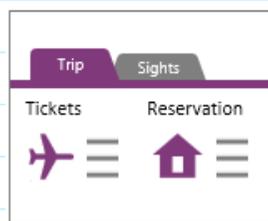
Hands on - Learn why OneNote is great in the classroom:

[▶ OneNoteforTeachers.com](#)

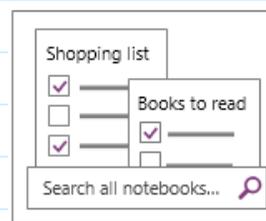
For OneNote tips, check out 30 second videos:



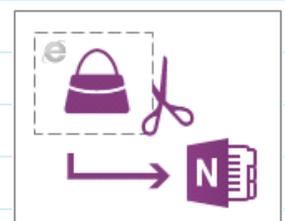
[▶ Write notes on slides](#)



[▶ Plan a trip with others](#)



[▶ Search notes instantly](#)

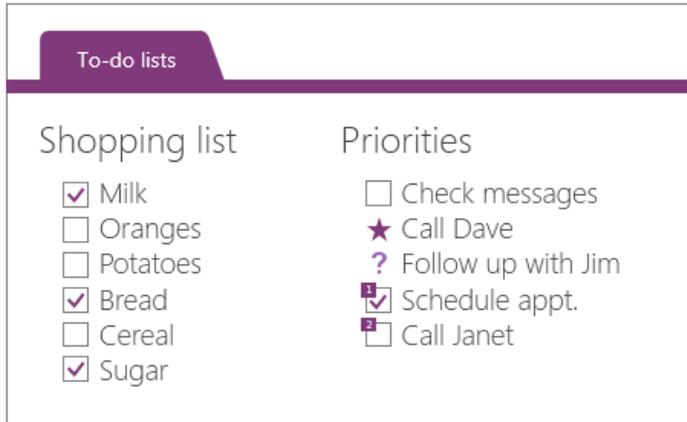


[▶ Clip from the web](#)

Suggestions, comments, questions? Send us feedback!

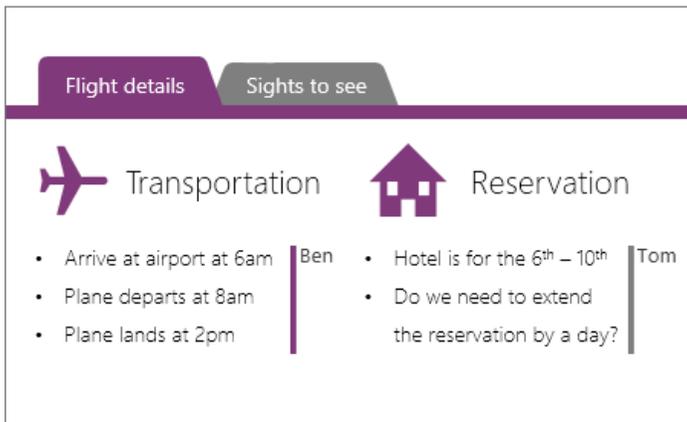
[OneNoteEdu@microsoft.com](mailto:OneNoteEdu@microsoft.com)

# OneNote Basics



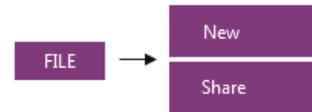
## Remember everything

- ▶ Add Tags to any notes
- ▶ Make checklists and to-do lists
- ▶ Create your own custom tags



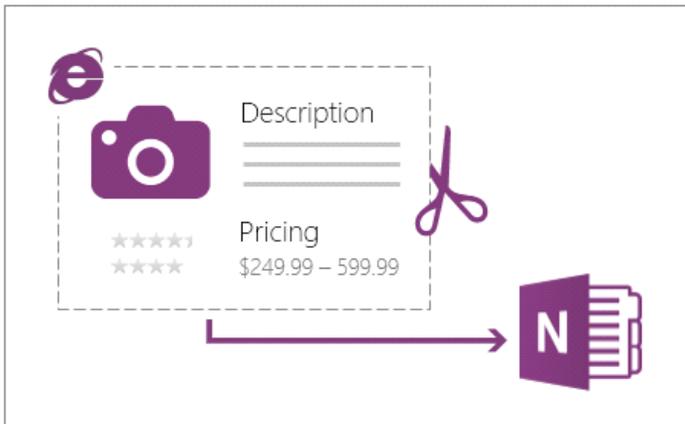
## Collaborate with others

- ▶ Keep your notebooks on OneDrive
- ▶ Share with friends and family
- ▶ Anyone can edit in a browser



## Keep everything in sync

- ▶ People can edit pages at the same time
- ▶ Real-Time Sync on the same page
- ▶ Everything stored in the cloud
- ▶ Accessible from any device



## Clip from the web

- Quickly clip anything on your screen
- Take screenshots of products online
- Save important news articles



in your taskbar

OR

Windows key + Shift + S on your keyboard

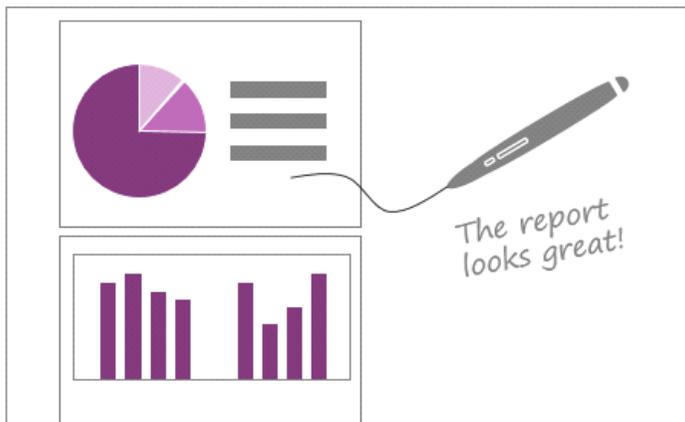
Sunday retreat

	Attending?	Overnight?	Vegetarian?
Chris	Yes	Yes	No
Molly	No	No	No
Peter	Yes	No	Yes
Samuel	Yes	Yes	Yes
Stacy	Yes	No	No

A ↓  
Z ↓

## Organize with tables

- Type, then press TAB to create a table
- Quickly sort and shade tables
- Convert tables to Excel spreadsheets



## Write notes on slides

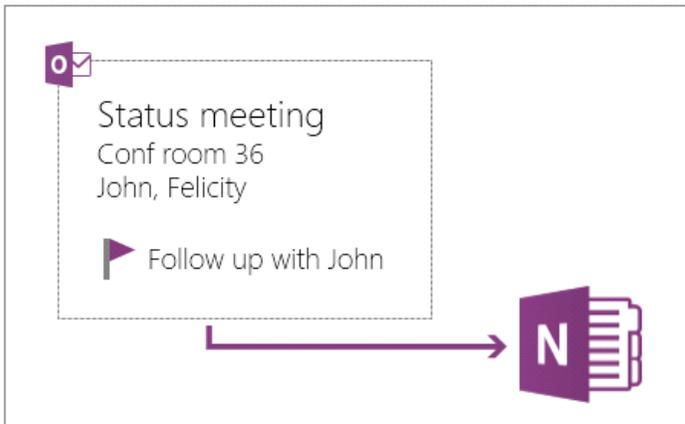
- Send PowerPoint or Word docs to OneNote
- Annotate with a stylus on your tablet
- Highlight and finger-paint



in your taskbar

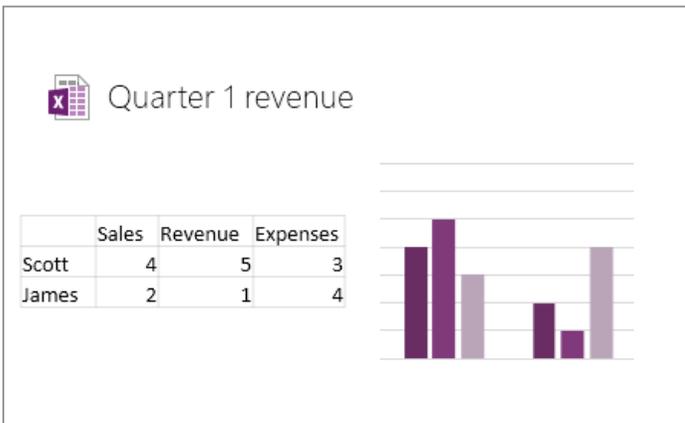
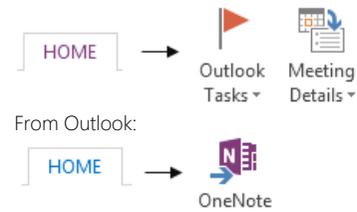
OR

Windows key + N on your keyboard



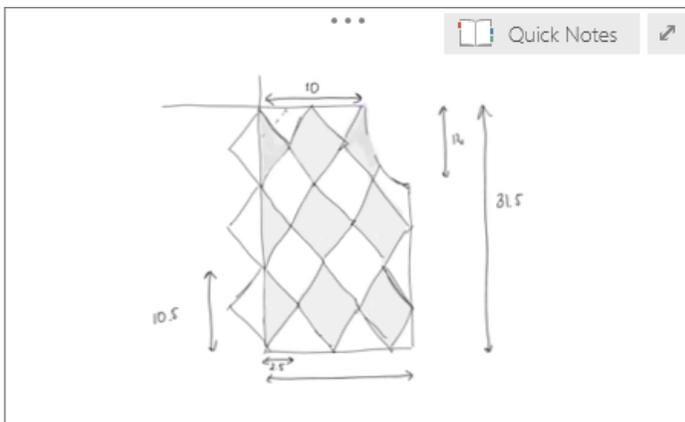
## Integrate with Outlook

- Take notes on Outlook or Lync meetings
- Insert meeting details
- Add Outlook tasks from OneNote



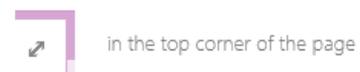
## Add Excel spreadsheets

- Track finances, budgets, & more
- Preview updates on the page



## Brainstorm without clutter

- Hide everything but the essentials
- Extra space to focus on your notes





## Take quick notes

- Quickly jot down thoughts and ideas
- They go into your Quick Notes section

 in your taskbar

OR

 + N on your keyboard

# What is OneNote Class Notebooks?

## What is a OneNote Class Notebook?

Each Class Notebook is organized into three areas:

### 1. Student Notebooks

- A private notebook shared between the teacher and each individual student.
- Teachers can read and write to all student notebooks
- Students cannot see other private section groups outside their own

### 2. Content Library

- A read-only notebook where teachers can share handouts with students.
- Students can only read -- i.e. pull from -- the Content Library. They cannot edit.
- Teachers can read and write to the Content Library

### 3. Collaboration Space

- A notebook for everyone in your class to share, organize, and collaborate.
- Everyone can read and write to the Collaboration Space