

OneNote Class NoteBook

Information Guide

OneNote Class Notebook provides opportunities and resources for your child so they can continue their learning from home. The platform also allows classroom teachers to view your child's learning and support your child by providing individual feedback. This information will step parents through the process to access their child's class NoteBook on a **Laptop**, **Computer** or **iPad**. **Trouble Shooting** pages and contacts for support are provided at the end.

Children will need their **MIS usernames and passwords**. Teachers provided student **MIS usernames and passwords** to all parents in Term 1 in preparation for online learning. If you are unsure, please contact the school by phone or email (details at end of this document) or email your child's class teacher.

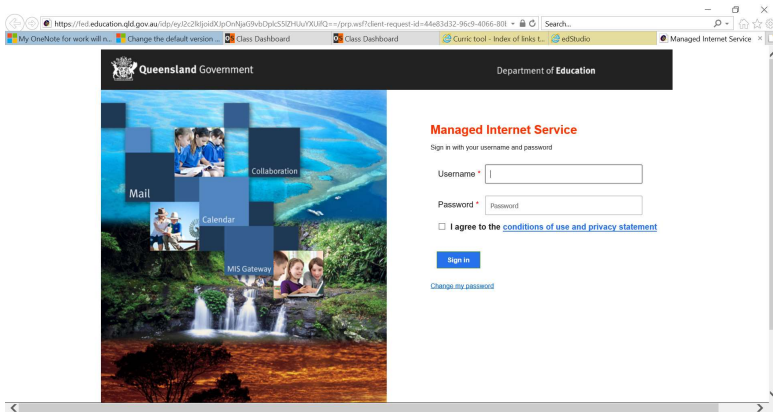
Students in Years 3 – 6 should be familiar with their username and passwords as they log on each week during Computer Lab and ICT sessions. Students in Years Prep-2 may be unfamiliar with their username and passwords. Parents may need to support their child to log in.

The following guide will support the set up process when getting started with OneNote.

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Accessing OneNote Class Notebook on a Laptop or Computer

1. On a **laptop or computer**, type the following into the URL or search bar: **webmail.eq.edu.au**

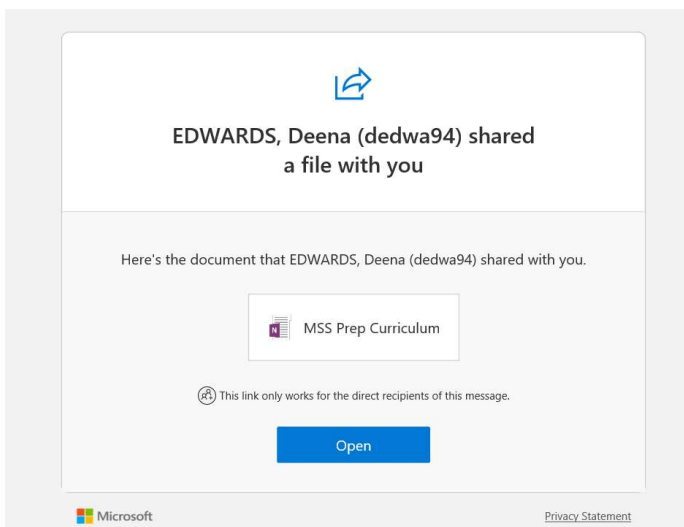


2. Your child will need to sign in with their school MIS username and password.

Note: Most laptops/computers/iPads/tablets will remember details – so this step may only be necessary on first login. If more than one student is going to be using a device, then ask students not to choose “remember me” if prompted.

Username: (student MIS ID) eg: bsmit39999
Password: >>>>>>>> eg: bluesky

3. Select the email that contains the invite to the student ‘MSS Year # Curriculum’ page:

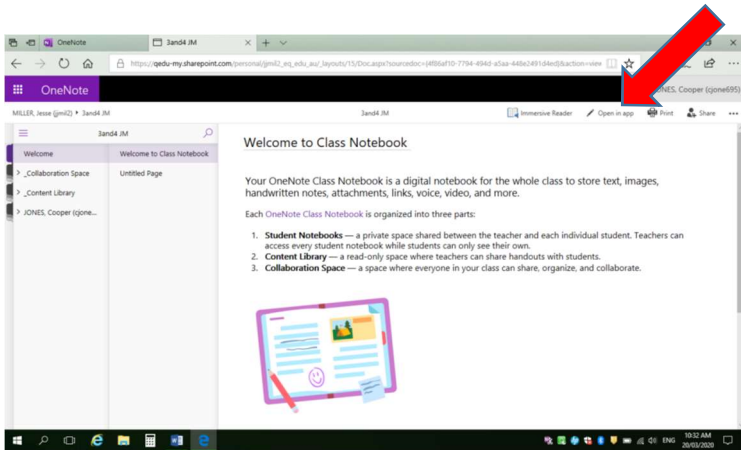


4. Select the blue **Open** button. This will direct your child to the web **live version** of their online OneNote Class Notebook.
5. **Bookmark** this page to keep a live link to the Class Notebook.

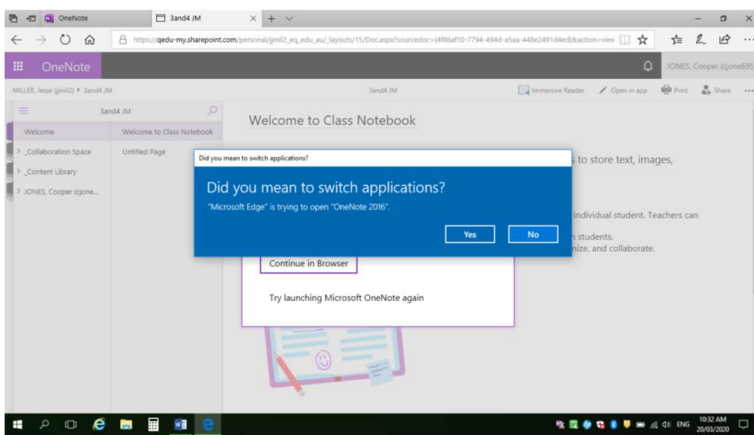
***Note:** Please **do not** delete your child's invite email or the bookmark to your live NoteBook page. The invite email and link can be used again if you are on another device or having syncing issues in the future.*

Syncing your live OneNote Class Notebook to a Laptop or Computer:

6. Select the tab **“Open in App”** to sync with your device.

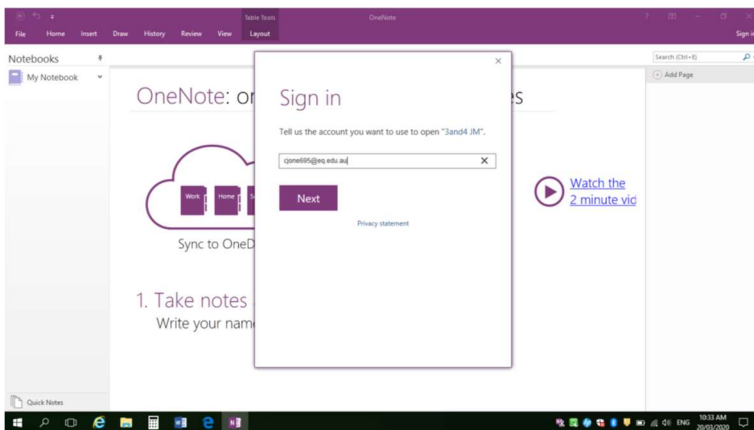


7. You will be asked if you want to switch applications – select **“Yes”**.



8. You may be prompted for sign-in details again. Use your child’s MIS school username plus [@eq.edu.au](mailto:) and password.

eg: bsmit39999@eq.edu.au
password: bluesky



9. Agree to conditions of use. Then select **“Sign in”**.

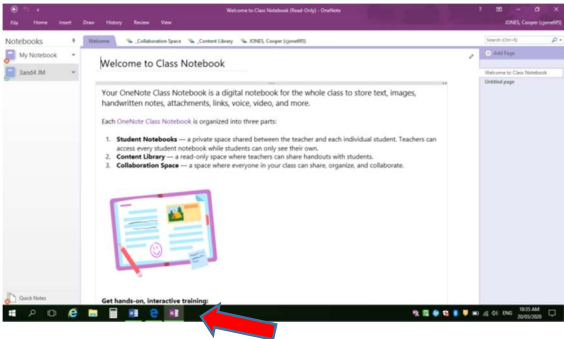
The Class Notebook will now open in app. You can open your Notebook at anytime on your device by selecting **“OneNote”**.


Note: If you are unable to open OneNote in App, please see your **Apple Product Instructions** or the **Trouble Shooting** page at the end of this document. Students can still use the **live**

OneNote web link as an alternative to the App at anytime however, some features may be limited. Your child will still be able to access their class online learning and add work to their "Individual Student Page".

Navigating your OneNote Class Notebook in App:

10. You should now be able to see the **Welcome page, Collaboration Space, Content Library** and your child's **Individual Student page**.



11. To see OneNote every time you log onto your computer, you can pin OneNote app to your taskbar. To do this, **right click** on **OneNote** on your **toolbar**:  Select **"pin to taskbar"** Or each day search for OneNote on your computer.
12. Further instructions around using the Notebook can be found at the end of this document.
13. Your child is now ready to use their OneNote Class Notebook.



Note: If you are using the live link, Tabs are on the left side.

Exploring the Tabs on the Class Notebook

Welcome Tab

Teachers will upload a daily Welcome message on video. The message will include information about the learning for the day, where to access resources (usually in the **Collaboration Space** or **Content Library**) and how to respond to activities. Teachers will also let students know what to do if they have a problem.

UR STRONG Tab

Your child can continue to access URSTRONG lessons, strategies and resources. To do this, click and register on the link below. The parent membership is now free (previously \$75).

<https://urstrong.com/parents/>

To get the most out of your membership, be sure to explore all the premium resources you have access to on the Parent Resource Centre. See the UR STRONG tab for more information.

Collaboration Space Tab

(This space will be locked unless required)

Students will undertake group activities here that are visible to all students in the class. This will only happen when teachers unlock access for a particular task. To return to the main page, children click on the green return arrow near the Class Notebook name in the **top left** of the screen.

Content Library Tab

(This space will contain all learning materials set by the teacher for your child to **view**)

Students must check their '**Timetable**' tab each day for the subjects that will be covered.

Then click on each **Subject** tab for the learning activities to be completed that day. Lessons may be worksheets, videos, links, questions etc. Teachers will save the activities and tasks to be completed and lots of instructions and support will be provided.

Complete the activities on the "**Individual Student Page**".

If your child has any questions, write them on the "**Individual Student**" page and your teacher will get back to you. Please be patient as your child's teacher may be responding to other requests and their response may not be immediate. Do your best and go onto the next activity.

If you have any concerns about your child's learning, please send an email to the teacher.

Individual Student Page

(This is the space that your child will **complete** their work)

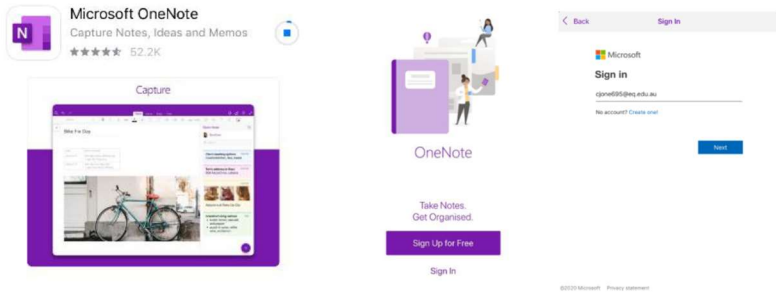
Only your child (and you) and your child's class teacher will be able to view this page and your child's work.

Students will not be able to view any other student's page or their work.

Teachers will check individual pages daily according to the daily timetable of set lessons, and provide students with feedback at least twice a week. Class teachers will also make contact with each family on a weekly basis to check in with families and students. A teacher will know if your child is continuing their learning by their engagement with the daily activities.

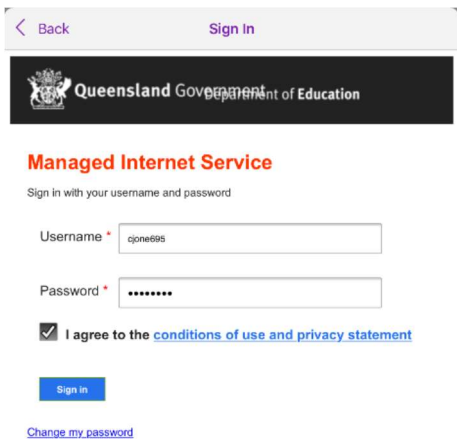
Accessing OneNote Class Notebook on an iPad

1. Go to the app store, and search for Microsoft OneNote. **Download** OneNote, then select **“Open”**.



2. **“Sign in”** with your child’s school email address. This is their MIS username **plus** **@eq.edu.au**

Eg: bsmit39999@eq.edu.au



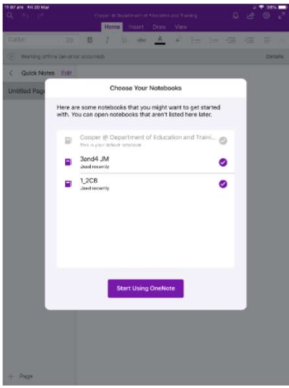
3. This will take you to the Queensland Government Department of Education, Managed Internet Service page.

Your child will need to sign in with their school **MIS username** and **password**.

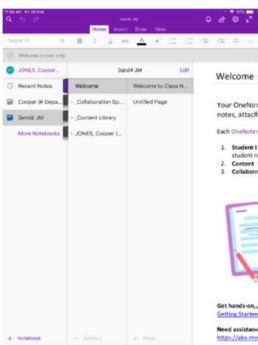
Username:	(student MIS ID)	eg:	bsmit39999
Password:	>>>>>>>>	eg:	bluesky

(This will only need to be done the first time the app is used.)

4. Select your child's Class NoteBook. [MSS Year # Curriculum](#)



5. Start using. (Please note, layout may differ on an iPad.)



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Option 2 for an iPad or iPhone:

Follow the steps for a laptop or computer at the start of this document on iPad or iPhone after the app is installed.

Trouble shooting

1. Where can I get more Class Notebook questions answered? *(click on link)*

[OneNote Class Notebook help center](#)

2. Where can I find OneNote and Class Notebook training resources? *(click on link)*

A few short interactive courses on the Microsoft Education Center:

[OneNote Class Notebook: A teacher's all-in-one notebook for students](#)

3. What if I try to Open in App but my device does not have OneNote? *(copy this link into your browser)*

<https://support.office.com/en-us/article/Install-or-reinstall-OneNote-2016-for-Windows-c08068d8-b517-4464-9ff2-132cb9c45c08>

4. What if I have OneNote but my app will not sync with the live version? *(copy this link into your browser)*

<https://support.office.com/en-us/article/Change-the-default-version-of-OneNote-on-your-computer-f261140c-5ce8-4cf4-ad0b-c9e1cb953831>

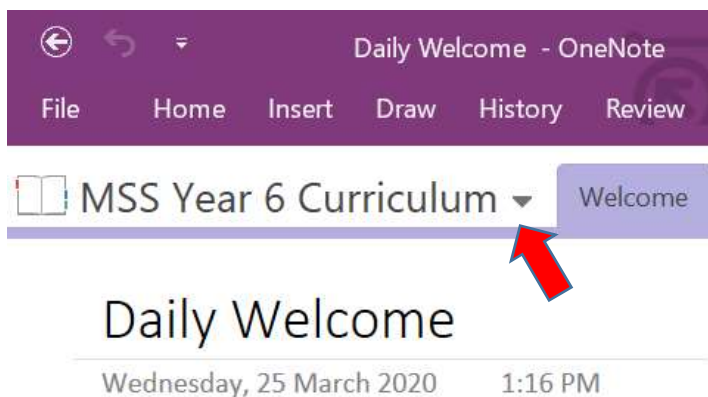
5. What if I have more than one child using OneNote?

Follow the process for all of your children. Ensure you select **“Open in App”** for all classroom NoteBooks.

a. Select the OneNote system in your files or from your taskbar.

b. Open OneNote

c. Select the drop down option. You will have all your synced Note Books listed.



d. If your NoteBooks you used on a previous day are not listed, follow the next set of instructions. Ensure you **“Open in App”** so your NoteBooks are always synced on your computer.

6. What if I cannot find the Notebook we have already used?

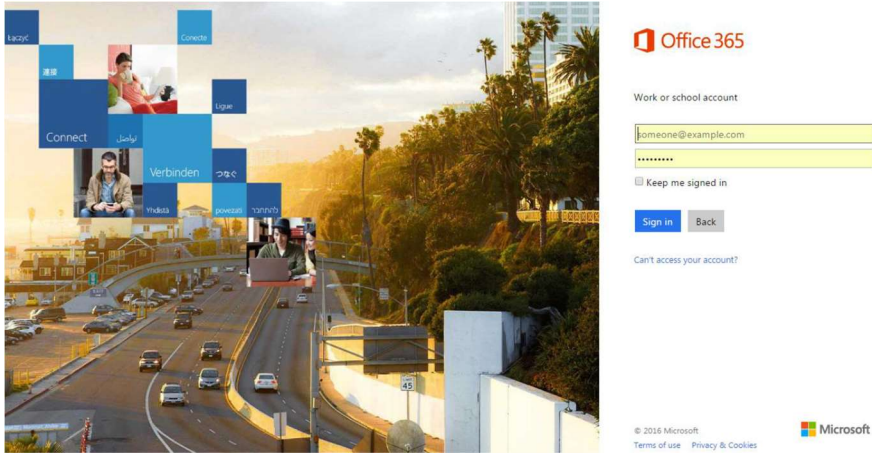
Go back to the instructions at the beginning to access Webmail. Your child will still have their email invite.

OR: Office 365-OneNote:

Students/Parents can also open any Class Notebook that has been shared with them by going to OneNote Online.

To access OneNote Online, complete the following steps.

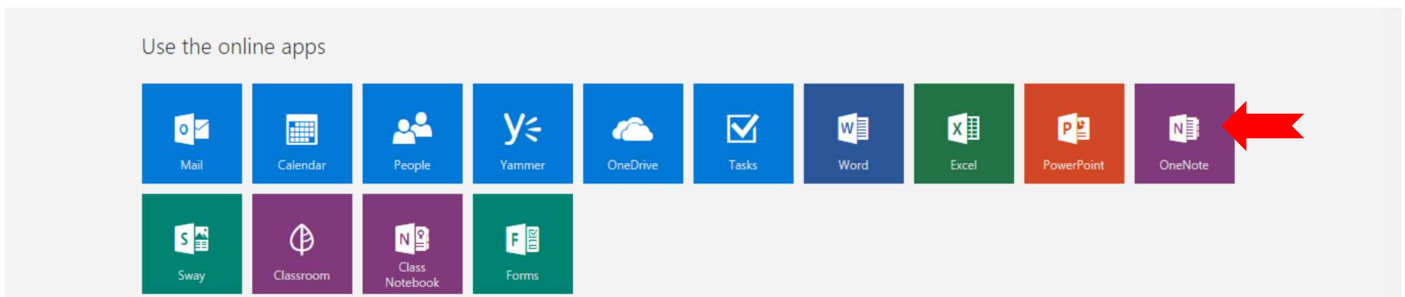
- a. Go to portal.office.com



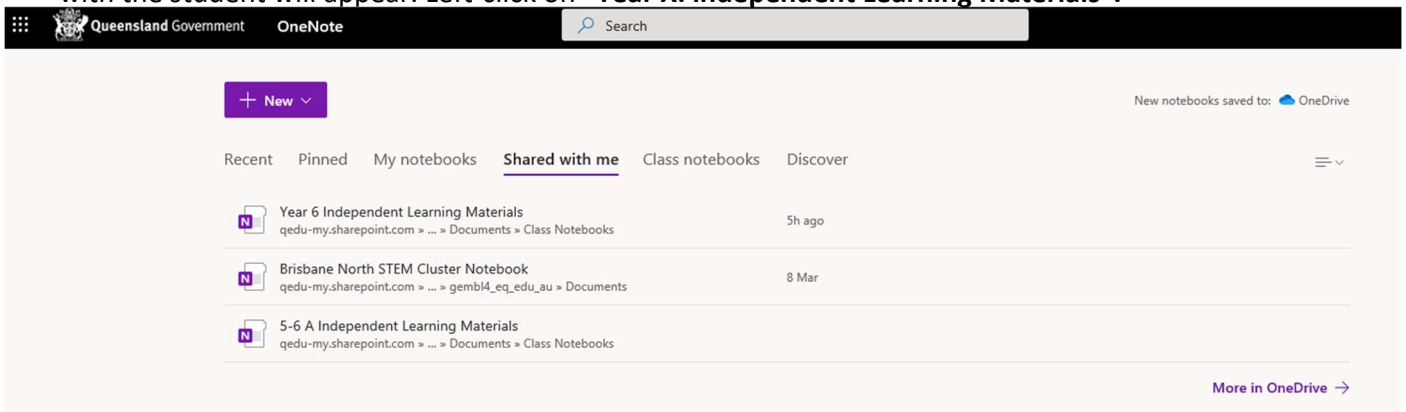
- b. Sign in with the following credentials:

Username: student MIS ID@eq.edu.au
Password: >>>>>>>>>

- c. Once signed in, left-click on the **OneNote** app on the Office 365 homepage.

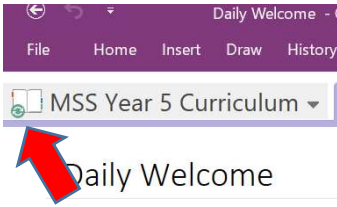


- d. Once in **OneNote**, left-click on the **Shared with Me** tab. A list of every notebook that has been shared with the student will appear. Left-click on **“Year X. independent Learning Materials”**.



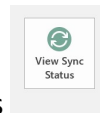
- e. This will open a live version of your OneNote class. **Select “Open in App”** to sync with your computer.
 - f. Each student will have their own section where they can add work to demonstrate their learning.
 - g. Student will left click on subject area tab. eg. English then click on the lesson for the day.
7. How do I know OneNote is up to date/syncing?

Each time you use OneNote you will notice a green arrow symbol appearing in the top left corner:



This means your OneNote is syncing and is up to date.

If the symbol is **red**. Select file/view sync status now.



/sync



Contact your teacher via email if you do not get a green sync symbol.

Contact Morningside State School for IT support.

Telephone: 3908 2333 9.00am – 3.00pm

Email the school: RemoteHelp@morningsidess.eq.edu.au and

1803_RemoteHelp@eq.edu.au

please note, emails will be checked on a regular basis but these mailboxes are not monitored 24 hours a day.

Email your class teacher

please note, teachers are supporting students during class time and will respond to your email within 24 hours.