

Beerwah State High School

STUDENT GUIDE TO ACCESS ONENOTE

Please Open in Chrome or Microsoft Edge

Initial Start Up

- Your teacher will send you a request to your school email address.
- If you can't find the email search SharePoint into your email search bar



Press the document button to join the OneNote

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Accessing your OneNote

- Once you have accepted the OneNote to access sign into your email account
- Select the 3x3 dots





• Select Class OneNote. A list of your OneNotes will appear. Select the one you wish to open.



• If you have the OneNote app (part of the Microsoft package), after initially activating on the Online version you can open the class OneNote in the app. Your notebook can then be accessed through the app rather than online. The notebook will sync when you connect to the internet.

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Accessing Files

• Click tab to access Documents in each section



• Click your name to open course work. Select relevant tab to see pages.





Beerwah State High School

Using OneNote

• To add a page click +Page

Task Sheet	Friday, 6 March 2020 6:58 PM
Examples Research questios Background Research	Research Student Paraphra Investiga Research
	General Paragraph Structure P – Point – What point are you making in this p E – Elaborate – Elaborate on your point E – Evidence – Back up your paragraph with evi L- Link overall point to the next paragraph The E's are interchangeable and it is a general s have multiple sentences that elaborate. Each p also make sense independently.

- Click anywhere or in an allocated box to start typing. OneNote automatically saves so you do not need to press save.
- OneNote has similar features to word

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Opening Files on Internet Version

• Double click the document or right click the document and select save as





Immersive Reader

Online version:



 In immersive reader, the texts colour, size and font can be changed to suit your preference. The text can also be read aloud to you. Immersive reader can support you with your reading comprehension. Note: In the app version you may need to download the add-in for immersive reader from

https://www.onenote.com/learningtools

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Using OneNote for Maths

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• You can type math equations or write using the draw tool pen.

Example Maths Equation

 $3x^{2} + 2x - 1 = 0$

2/3 x^3 + 1 = 2





If Using Pen:

In the Online version of OneNote use the marquee tool to select the equation

Home Insert	Draw View Help	Class Notebook Open in app 🛛 Tell me what you want
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2020-2021 N	Math Method	Example Maths Equation
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• Select the Math icon. If OneNote doesn't read your equation correctly press fix it or if it is correct press Ink to Math.



Ink to math will convert your drawing to an equation

	Select an action	~
	Fix it	Ink to Math
Thursday, April 9, 2020 3:34 PM $3x^2 + 2x - 1 = 0$	$3x^2 + 2x$	-1 = 0
Example Maths Equation	Math	

If Using Text:

• Highlight the text and select the Math icon

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• Your text will convert into an equation





Built in solving and steps once in Math Icon

• To see options for your equation, click select an action and choose the action you want. The solution and steps will come up. To view steps larger select the book icon.



• In immersive reader, the texts colour, size and font can be changed to suit your preference. The text can also be read aloud to you.





App Version:

• In the OneNote app you use the lasso select icon to select drawn equations and then press Ink to Math or you can select Ink to math and write in the pop-up box.



• To type formulas select insert, equations, new equation. By doing this you can access the maths features of OneNote.

