



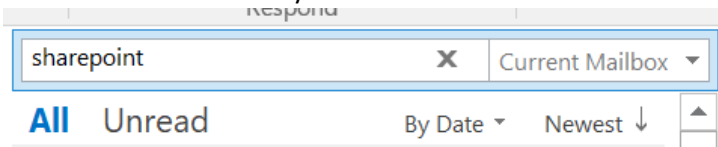
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STUDENT GUIDE TO ACCESS ONENOTE

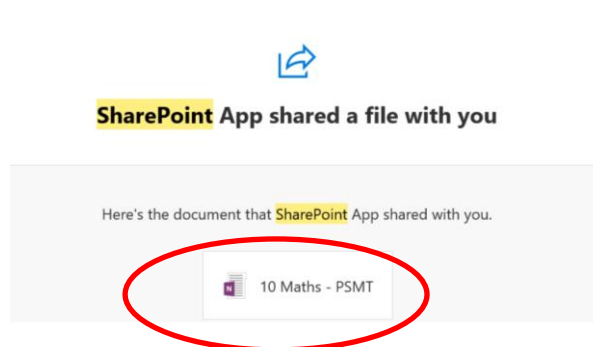
Please Open in Chrome or Microsoft Edge

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

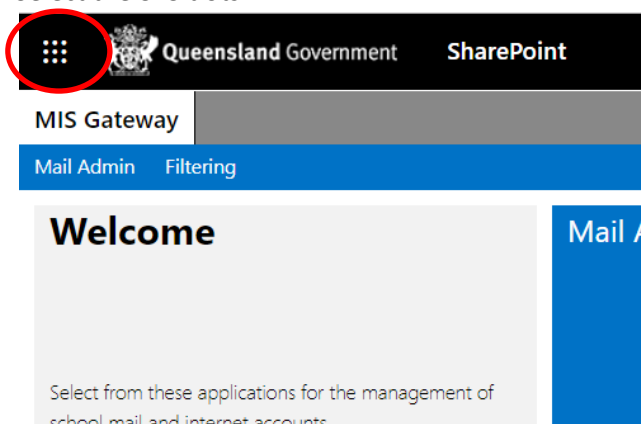


- Press the document button to join the OneNote



Accessing your OneNote

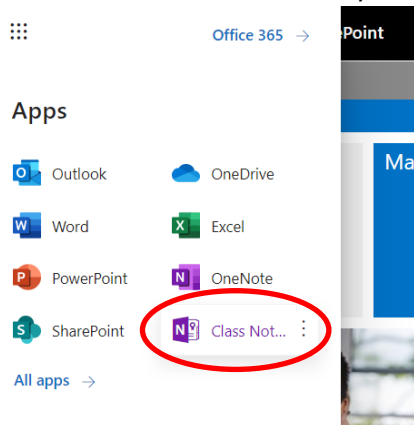
- Once you have accepted the OneNote to access sign into your email account
- Select the 3x3 dots



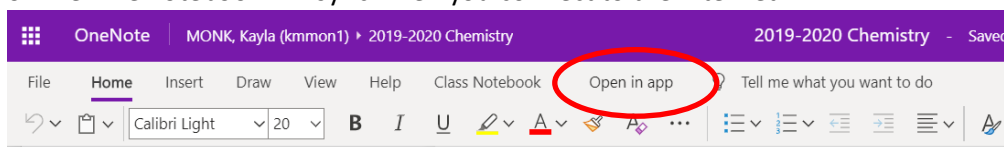


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- Select Class OneNote. A list of your OneNotes will appear. Select the one you wish to open.

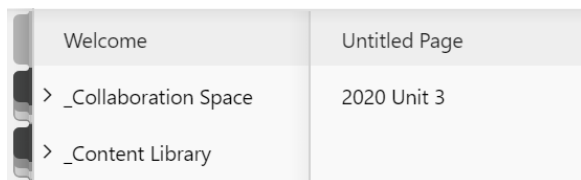


- If you have the OneNote app (part of the Microsoft package), after initially activating on the Online version you can open the class OneNote in the app. Your notebook can then be accessed through the app rather than online. The notebook will sync when you connect to the internet.

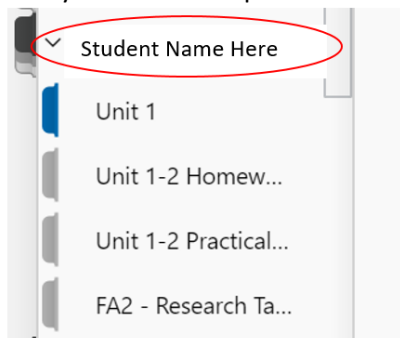


Accessing Files

- Click tab to access Documents in each section



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

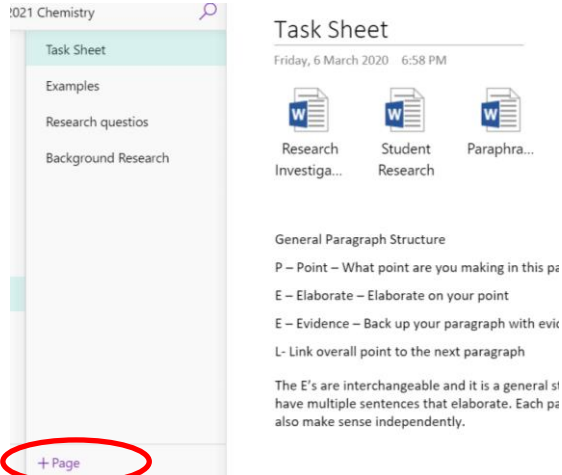




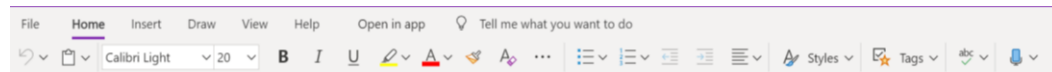
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Using OneNote

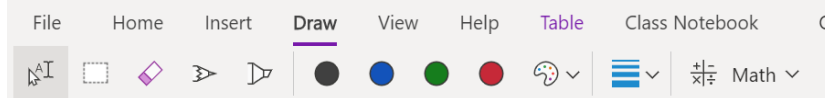
- To add a page click +Page



- 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

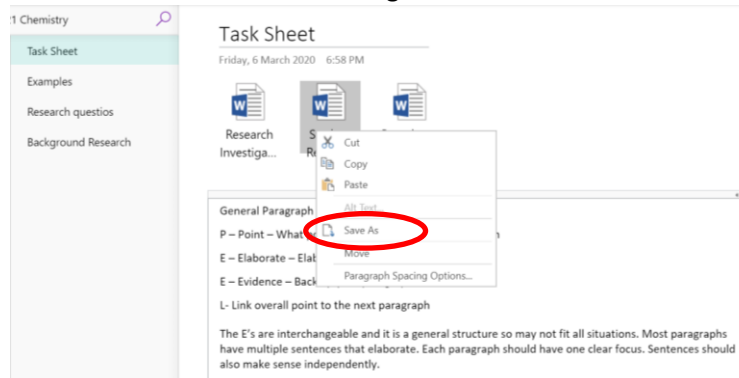


- OneNote also has draw features



Opening Files on Internet Version

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

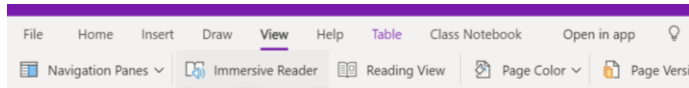




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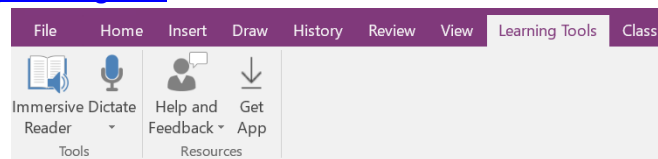
Immersive Reader

- Immersive reader makes the text more accessible



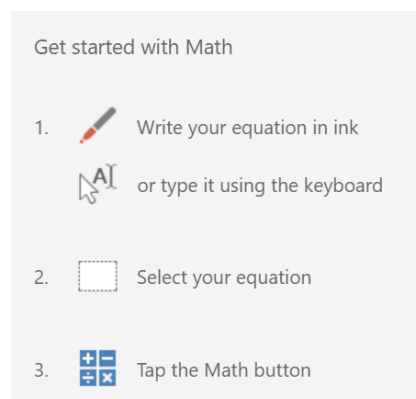
- In immersive reader, the text colour, size and font can be changed to suit your preference. The text can also be read aloud to you. Immersive reader can support you with your reading comprehension. Note: In the app version you may need to download the add-in for immersive reader from

<https://www.onenote.com/learningtools>



Using OneNote for Maths

Online version:



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

Example Maths Equation

Thursday, April 9, 2020 3:34 PM

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

$$2/3 \times 3 + 1 = 2$$

35 Roberts Road / PO Box 198 Beerwah QLD 4519

P. 07 5436 5333

F. 07 5436 5300

E. admin@beerwahshs.eq.edu.au

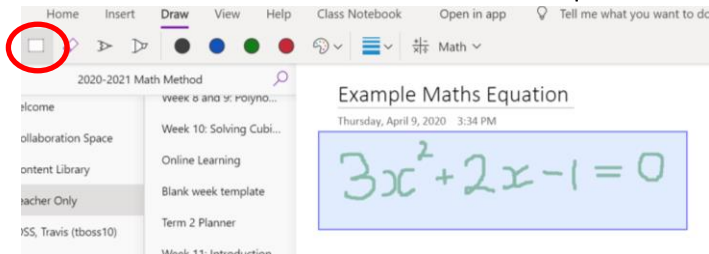
www.beerwahshs.eq.edu.au



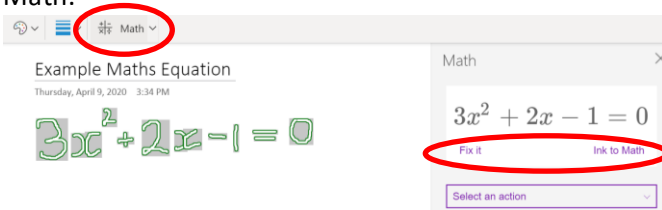
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If Using Pen:

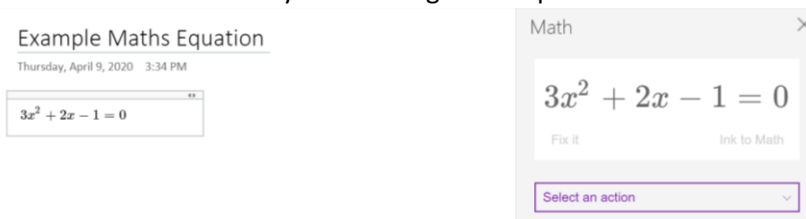
- In the Online version of OneNote use the marquee tool to select the equation



- Select the Math icon. If OneNote doesn't read your equation correctly press fix it or if it is correct press Ink to Math.

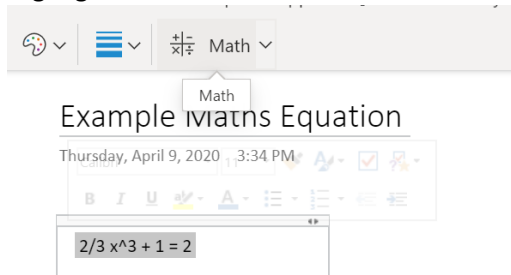


- Ink to math will convert your drawing to an equation



If Using Text:

- Highlight the text and select the Math icon



- Your text will convert into an equation

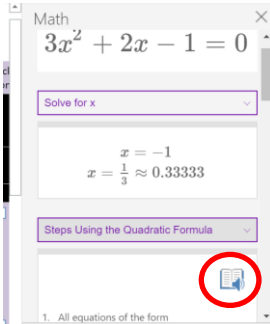




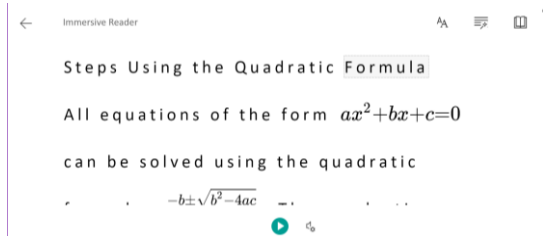
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Built in solving and steps once in Math Icon

- 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.

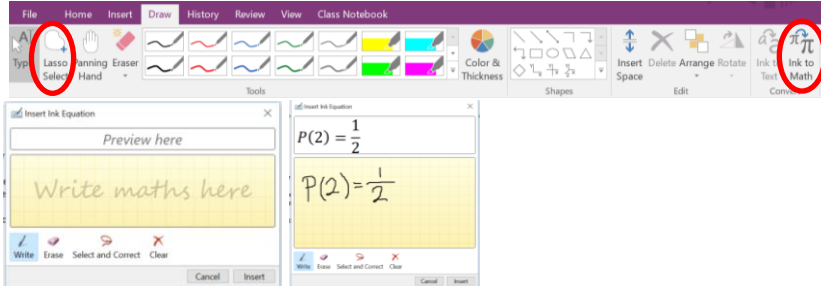




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App Version:

- 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.

