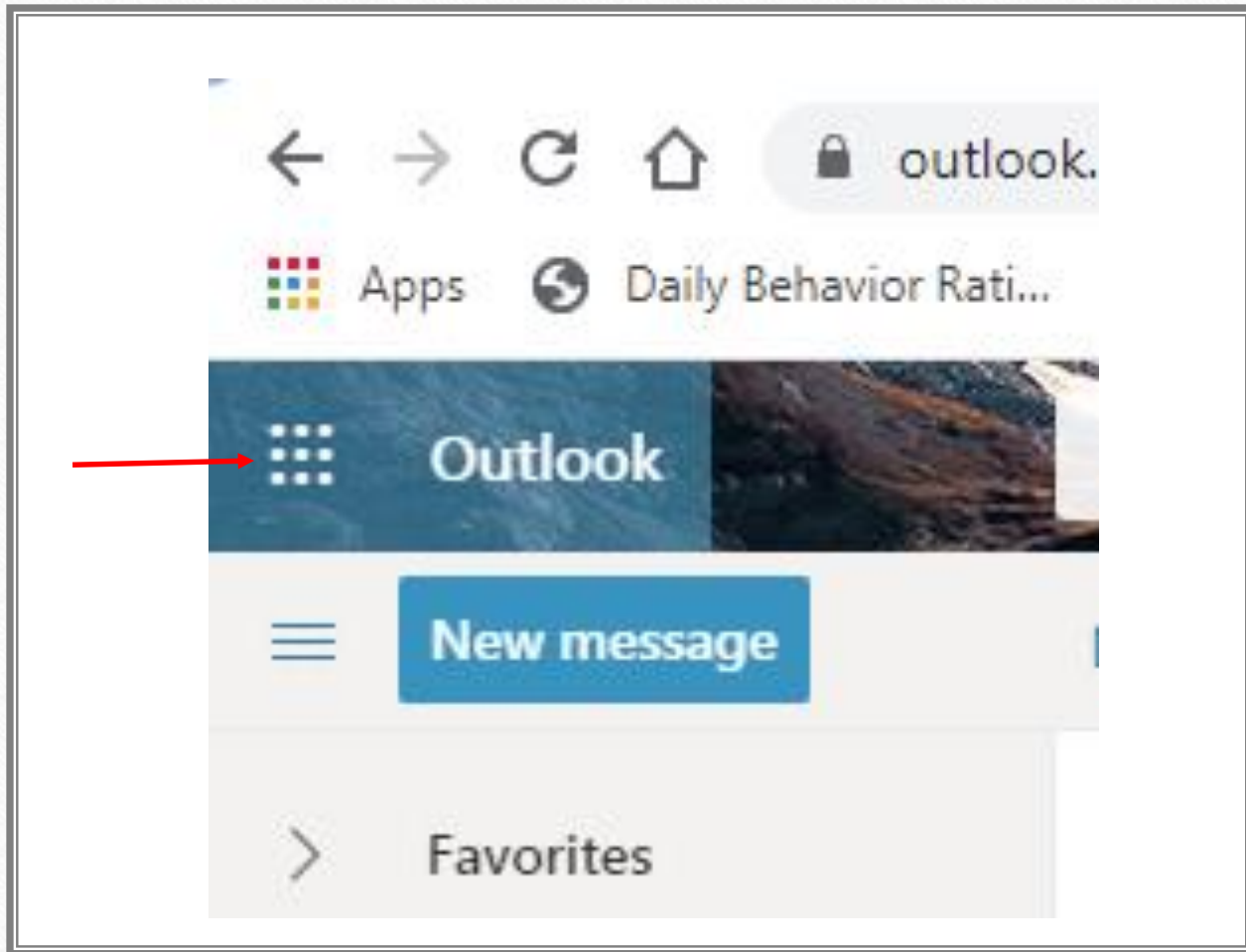


OneNote Overview

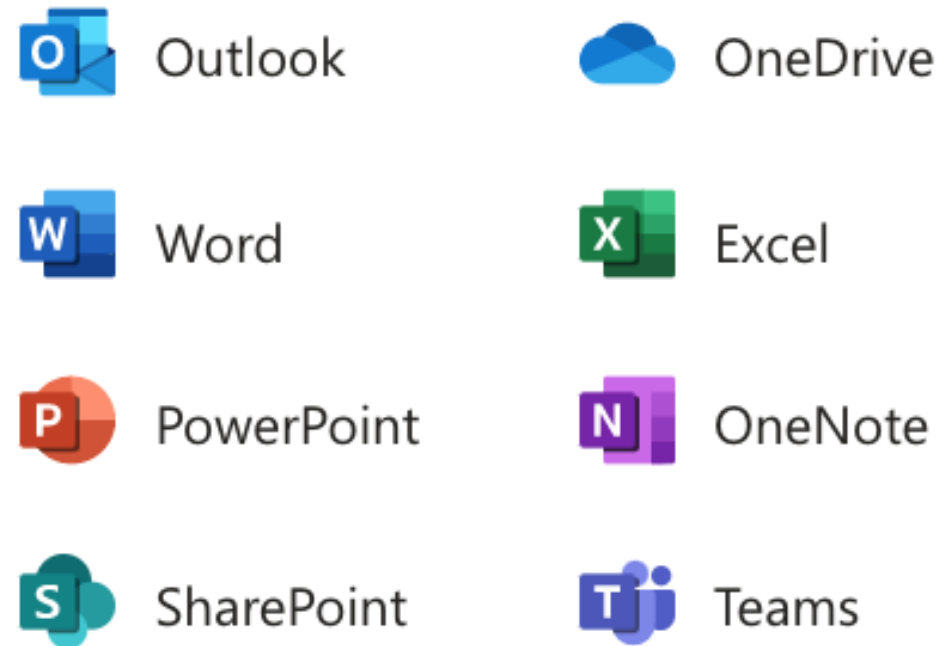
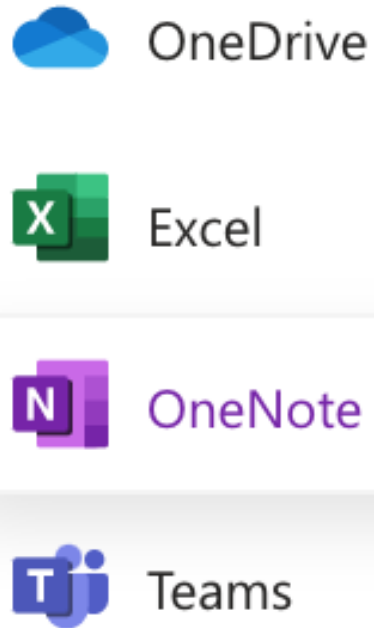
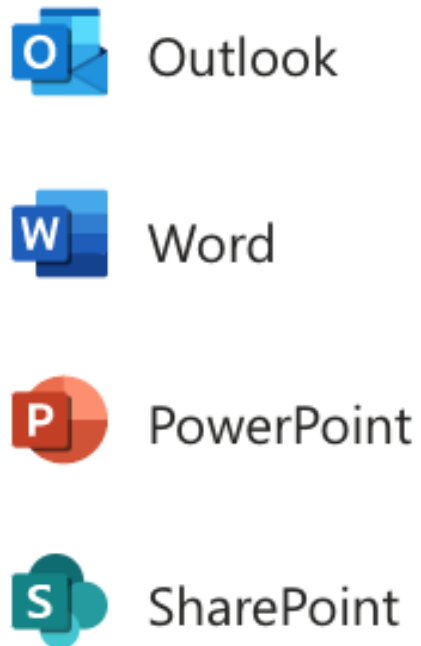


Step 1: Open Outlook

- Open go to Outlook and click on the left hand, top corner
- For future reference, you will click on the upper right corner with the 9 little squares (it's easier to find when using Google Chrome, if you are using internet explorer you will have use the search bar to find it or use the original email)

Step 2: Open OneNote

Once you click on the 9 small boxes you will see on the left side



Step 3: Open Student Notes

+ New notebook

Recent



Pinned

My notebooks

Shared with me

Class notebooks

Discover

  student notes

Just now

student notes

daily notes	9.17.20

+ Section + Page

9.17.20

Thursday, September 17, 2020 11:00 AM

Good morning! Have a great day (student)!

Thank you (Mrs/Mr.)

Remember to turn in your test

How do I cite evidence?

Great question, here is how you do it (_____) this link might help you:

<https://academicguides.waldenu.edu/writingcenter/evidence/citations>

Step 4:
Click
on the
Day

Step 7: Insert Functions

The screenshot displays the Microsoft OneNote application interface. The top ribbon is set to the 'Insert' tab, which is highlighted in purple. The ribbon contains several groups of options: 'Table', 'File', 'Picture', 'Link', 'Audio', 'Symbol', 'Math', 'Emoji', 'Office Add-ins', 'Forms', 'Stickers', and 'Meeting Details'. Below the ribbon, the main content area shows a page titled 'Friday August 28, 2020' with a timestamp 'Friday, August 28, 2020 2:54 PM'. On the left side, there is a sidebar with a search icon and a list of pages, including 'Example OneNote', 'Week of ___', and 'Untitled Page'. Below the sidebar, there are two buttons: 'Upload an important document' and 'Upload a picture from the internet'. In the center of the page, there is a text input field with a vertical cursor. To the right of the page, there are two text annotations with arrows pointing to the 'Audio' and 'Emoji' options in the ribbon. The first annotation says 'Record an audio message' and the second says 'Emoticons'. To the right of the 'Stickers' option, there is another annotation that says 'Varying pictures to choose from/characters'.

Once you have your pages set up here are some additional functions. Go to insert, and below insert are options: upload a file, picture, upload an audio message, emoji's, or stickers

Step 7 Continued: Other Things to Insert

Some things you can do is:

Reminders for rules and expectations

Copy and paste or upload a picture of a visual schedule

The screenshot shows a OneNote application window with a purple title bar and a ribbon menu. The main content area is a note titled "Feedback August 19, 2020" dated Wednesday, August 19, 2020 at 10:12 AM. The note contains the following sections:

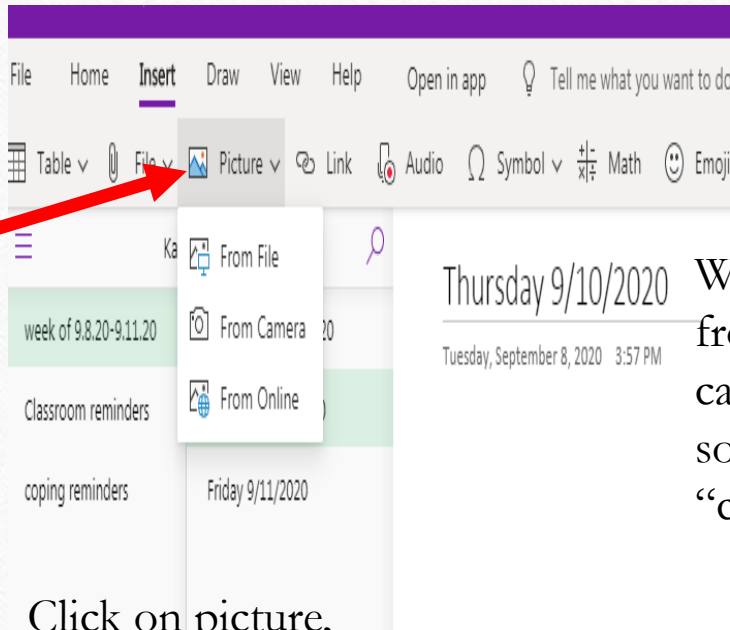
- Priming**: A list of "Rules and Expectations for Distance Learning" with checkboxes:
 - Turn on camera. Show entire face
 - Turn in assignment from last night
 - Mute my microphone if I am not talking
 - Raise hand to unmute
 - Keep chat box conversations on topic
- Visual Schedule**: A table with two columns: "My Schedule" and "All done!". The "My Schedule" column contains icons for a calendar, a book, a clock, a person, and a person. The "All done!" column contains empty checkboxes. A star icon is next to the "All done!" header.

Two "Audio Recording" icons are present in the note. A red arrow points from the text "You can record audio as well" to the top audio recording icon. Another red arrow points from the text "You can add text or stickers" to a green dinosaur sticker in the "Praise" section of the note. The "Praise" section contains the text "You are on your way to getting your good note home!" and the dinosaur sticker.

You can record audio as well

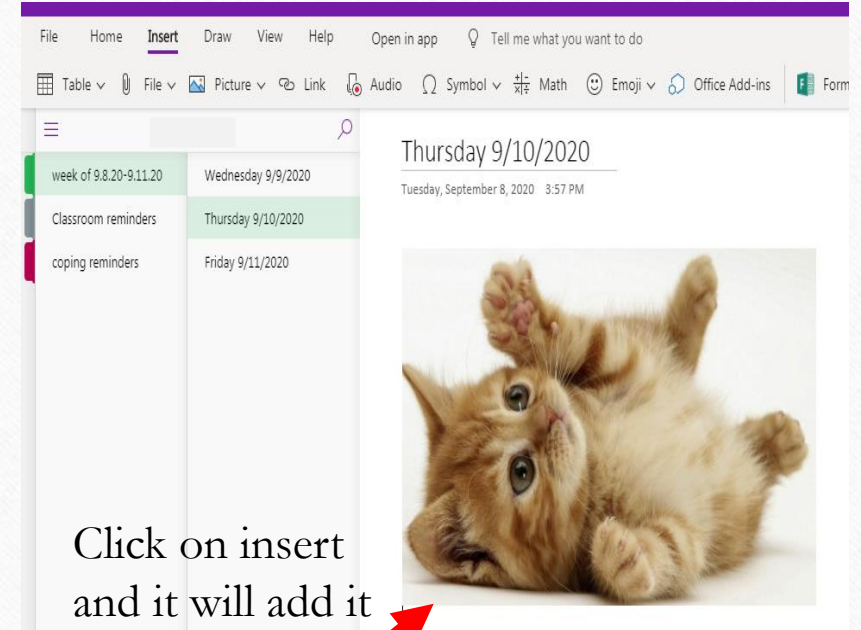
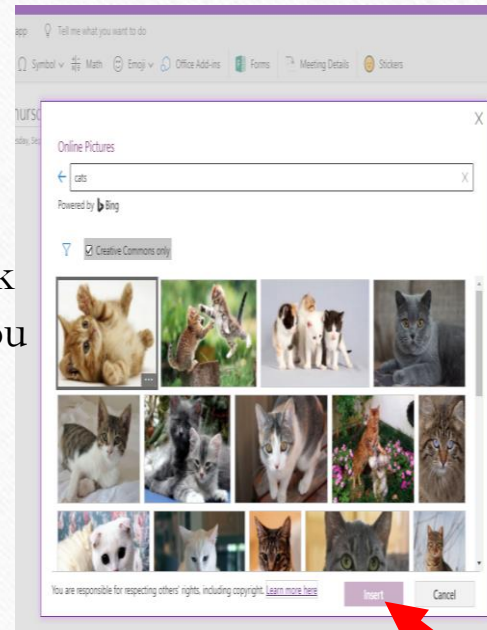
You can add text or stickers

Step 8: How to Insert Pictures

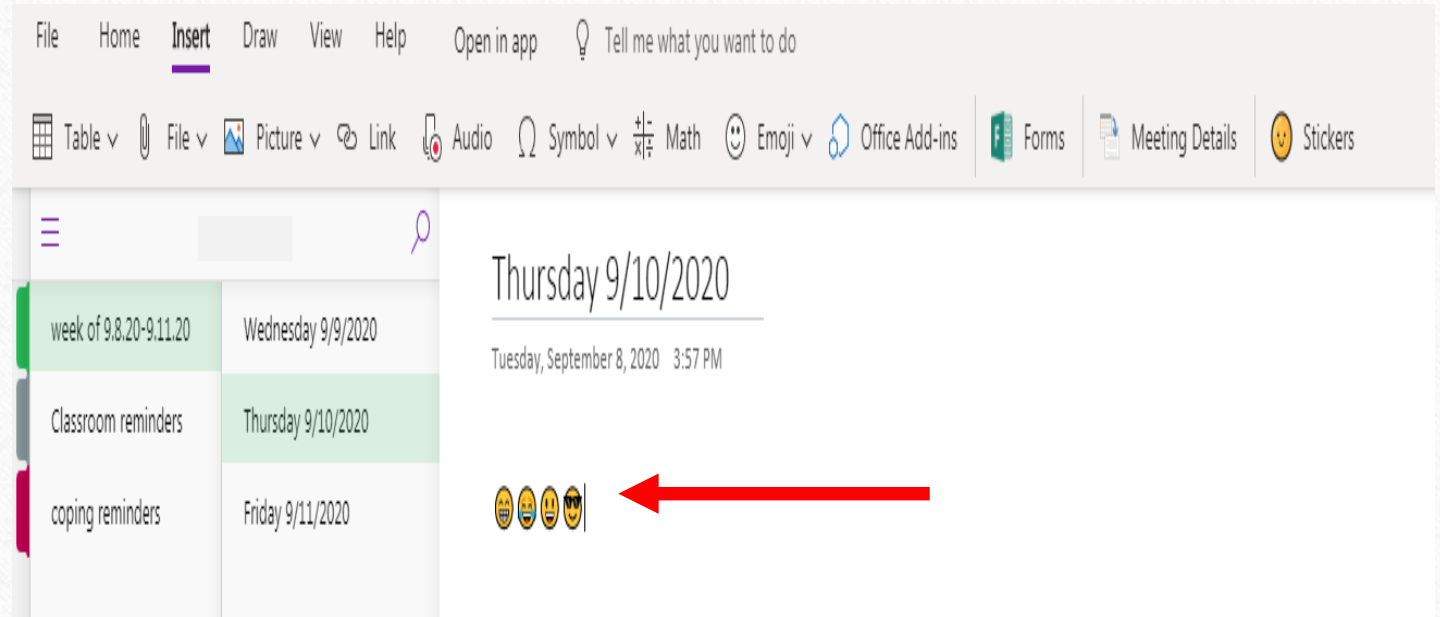
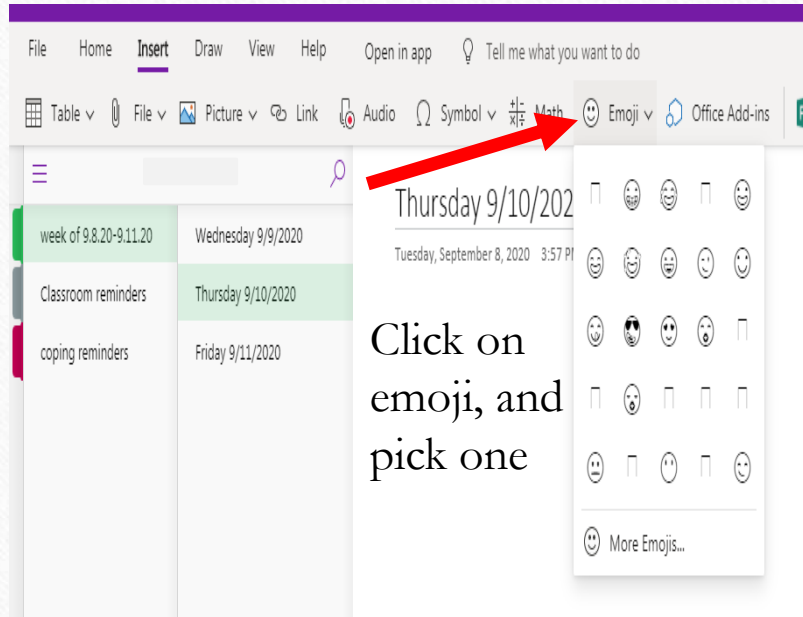


Click on picture, can upload from a file or online

When you click from online you can type in something like "cats"



Step 9: How to Insert Emoji's



Step 10: How to Insert Stickers

The screenshot shows the Microsoft Office interface with the 'Stickers' ribbon tab selected. The 'Stickers' task pane is open on the right, displaying a collection of stickers under the heading 'Fruit Crew'. One sticker, featuring a cartoon elephant holding a basket of fruit, is highlighted with a red border. A red arrow points to the 'Stickers' tab in the ribbon, and another red arrow points to the highlighted sticker in the task pane.

Click on stickers, and pick one

You can scroll down to find one you like

Step 11: How to Insert Audio

1st Click on audio

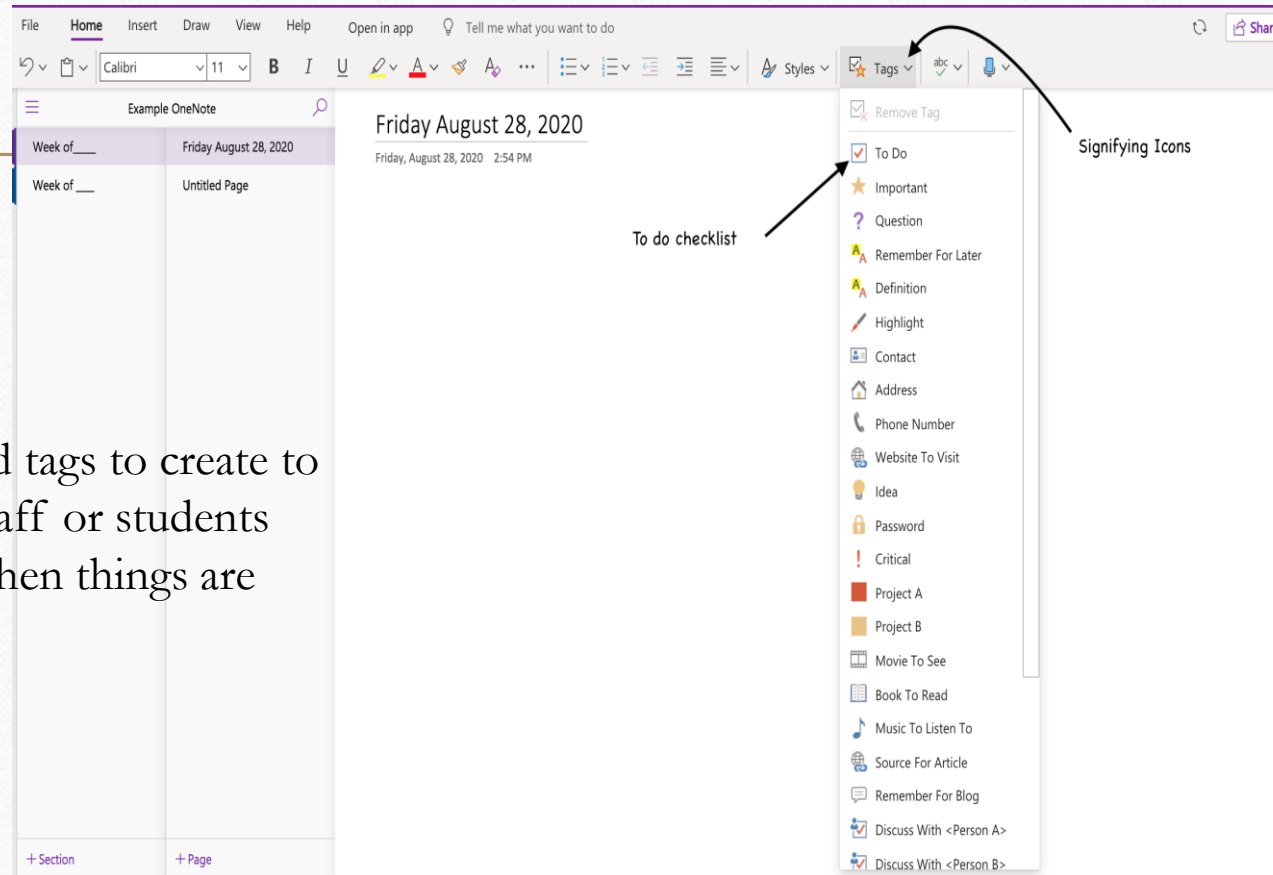
2nd Click on record, say something, when you are done, press stop

The screenshot shows a software interface with a top menu bar containing 'File', 'Home', 'Insert', 'Draw', 'View', 'Help', and 'Audio'. The 'Audio' menu is highlighted in purple. Below the menu bar is a control panel with buttons for 'Record', 'Stop', 'Play', 'Pause', 'Back 15 Seconds', and a timer showing '00:00 / 03:26'. A red arrow points from the text '1st Click on audio' to the 'Audio' menu. Another red arrow points from the text '2nd Click on record...' to the 'Record' button. A third red arrow points from the text '3rd press play...' to the 'Play' button. The main content area shows a calendar for 'Thursday 9/10/2020' with a list of reminders: 'week of 9.8.20-9.11.20', 'Classroom reminders', and 'coping reminders'. Below the calendar is a card for 'Audio Recording' with a play button icon.

3rd press play to hear the message and pause to stop

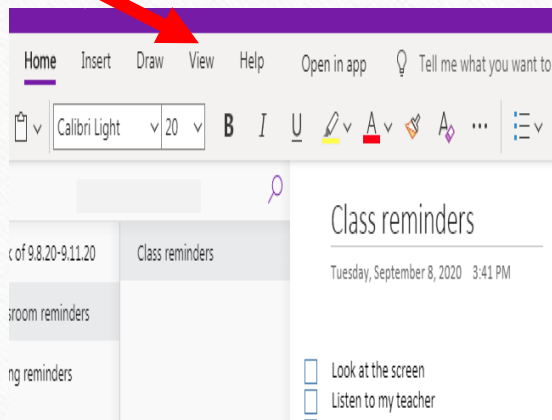
Step 12: Add Tabs (if needed)

You can also add tags to create to do lists which staff or students can check off when things are completed

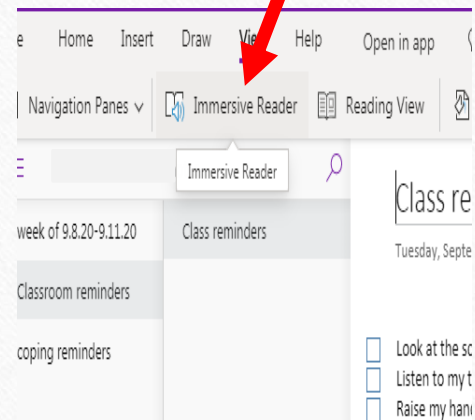


Step 13: How to Have Text Read

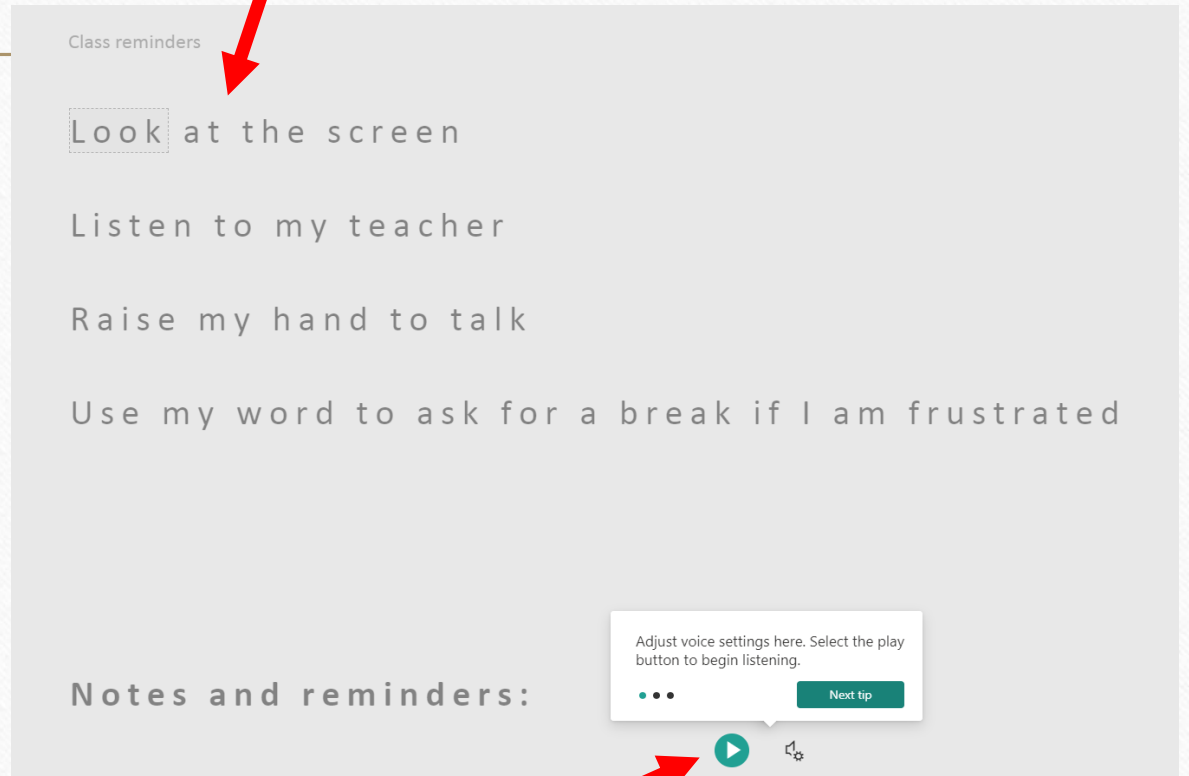
1st Click on the view tab



2nd Click on the immersive reader tab



3rd, it will take you to a new window



4th press play

Step 13 continued: Read Text

When you press play it will highlight the words

Class reminders


Look at the **screen**

Listen to my teacher

Raise my hand to talk

Use my word to ask for a break if I am frustrated

Notes and reminders:



When you click on some words it will show you a picture of the word

Class reminders

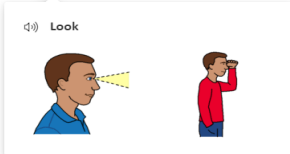
Look at the screen

Listen to my teacher

Raise my hand to talk

Use my word to ask for a break if I am frustrated

Notes and reminders:



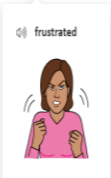
Class reminders

Look at the screen

Listen to my teacher

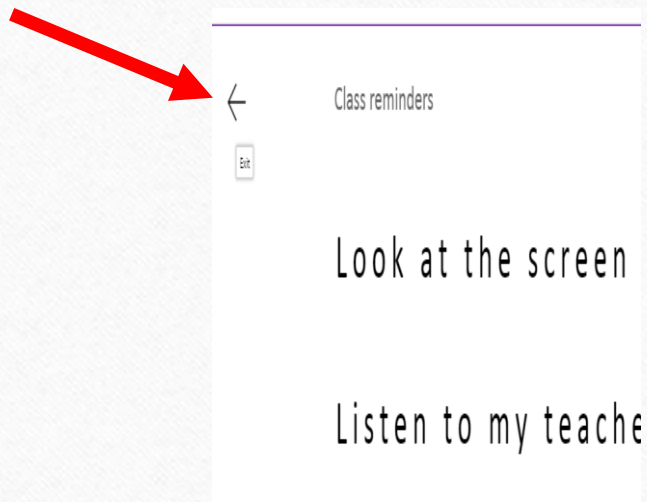
Raise my hand to talk

Use my word to ask for a break if I am **frustrated**



Step 14: Go Back to Notes

Click the
arrow to exit
and go back
to notes



* You can copy and
paste other text into
notes to have them read
to you if you need

All Done 😊