One Note How-To

Personal (Student) Notebook Instructions

How to Create the Notebook:

1. Log into Office 365 from myscs
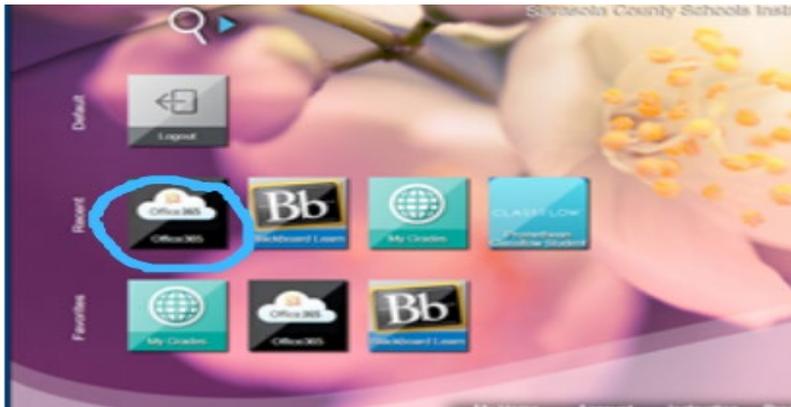
2. Click on OneNote icon on Apps
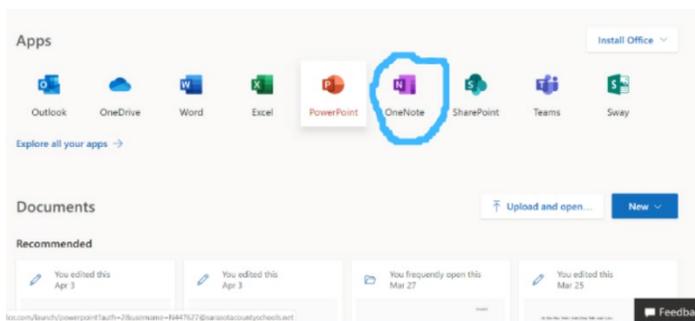

3. Click on purple "New" button
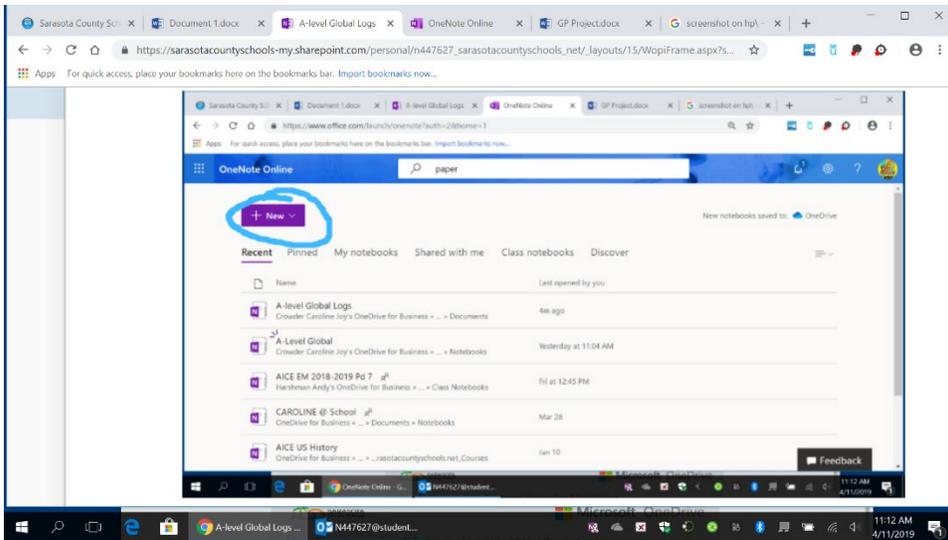
4. Select "Blank Notebook" and name it
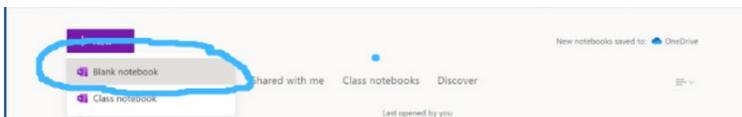
5. Press "Enter" to create a new section and name it
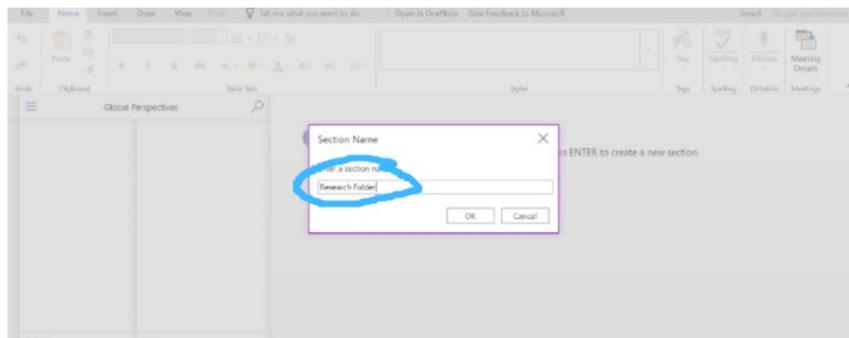
6. Make a title for the new page by clicking on the space above the line
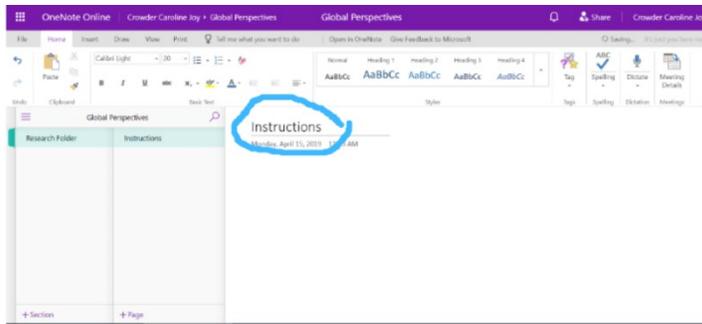
7. Click below the title line to type
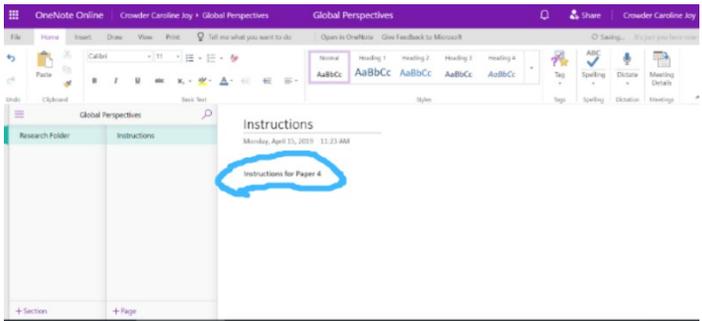
Other Features:

Insert new page or section

1. Click on "Insert" tab at the top
2. Look to the left, click on "new page" or "new section"

Draw

1. Click on "Draw" tab at the top
2. Select "Pen" or "Highlighter"
3. Choose a color
4. Click on page and drag to draw
5. To move drawing click "Marquee Select" and click/drag to cover the picture, then move picture
6. To erase something, click on "Erase" and click on drawing to erase
7. To continue to type, click "Type"

A-level Global Version

Research Folder:

1. Follow steps 1-12 of "How to Create a Notebook"
2. Make 12 pages

3. Name them as follows: Instructions, Research Info/data, Quotes with References, Analysis Pages, Evaluation Pages, Reflections Pages, Theory/Arguments, Emerging Themes, Calendar, Annotated Bibliography.
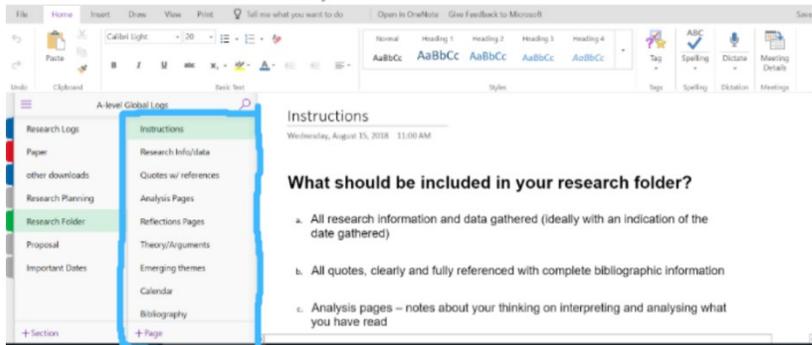

4. Go to Crihfield's website, shshistory.com, under A-level Global, click on "What should be included in your research folder?" and copy/paste the info into Instructions
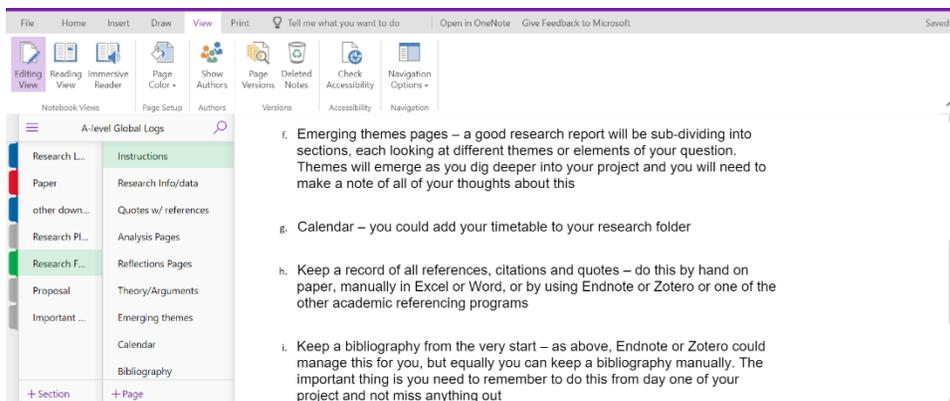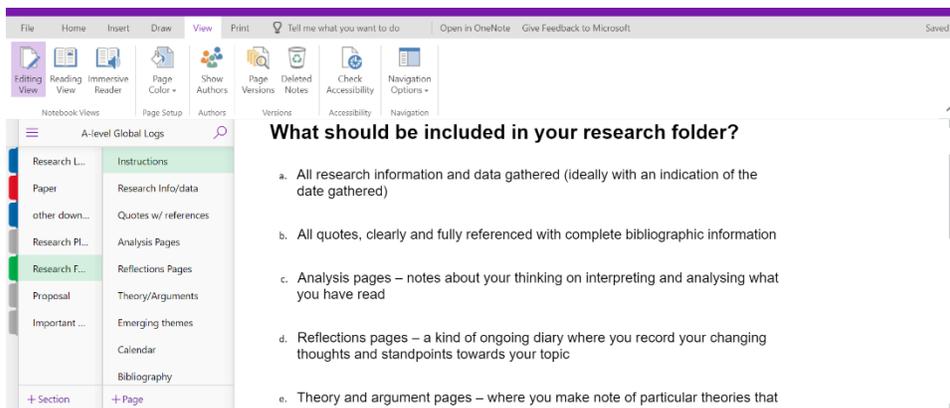

5. "Research Info/data" can be used for background information, short quotes, stats, names of professionals, etc

6. "Quotes with References" can be used for longer quotes, try to organize them by topic to make it easier to pick quotes for writing the paper.
7. "Analysis Pages" will be used for exercises and can be used for writing analysis for all your quotes/research.
8. "Evaluation Pages" will be used for exercises and personal writing of evaluation for all your quotes/research.
9. "Reflections Pages" is similar to the "Analysis Pages" in which the reflections of your research and exploration of your topic is found, this page is also similar to the logs.
10. "Theory/Arguments" is where you can write potential debates relevant to your topic(s) and develop methodologies that could be relevant to your paper.
11. "Emerging Themes" is where you can write your suspected methodology and thesis/concession topics and update it, this section can be helpful if you fall behind on logs since you can see your thought process of the paper.
12. "Calendar" is a list of what is due when for each quarter, it should include both Crihfield's due dates and some personal dates to help keep you on track.
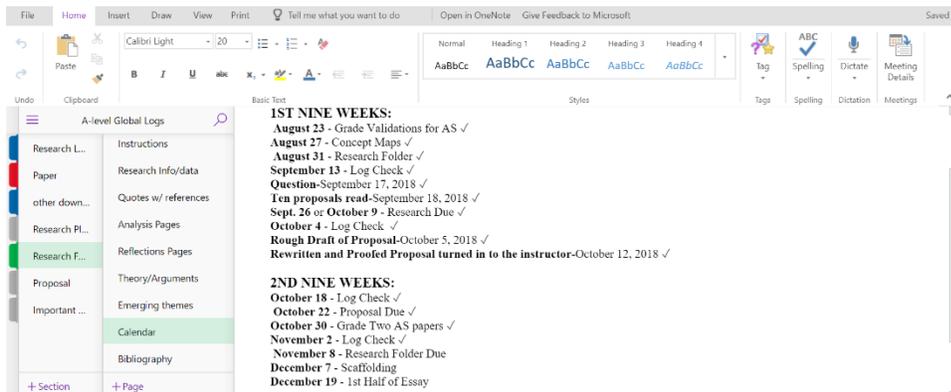
13. "Annotated Bibliography" is where you keep all of the citations for all of the research/info/quotes that you have. I would recommend annotating the bibliography too so that you know what information you got from each citation. Also, it is helpful to keep it in alphabetical order so that it can be easily copy/pasted into your paper. Each citation needs to be annotated. Follow the instructions on the AS page for form and procedure.
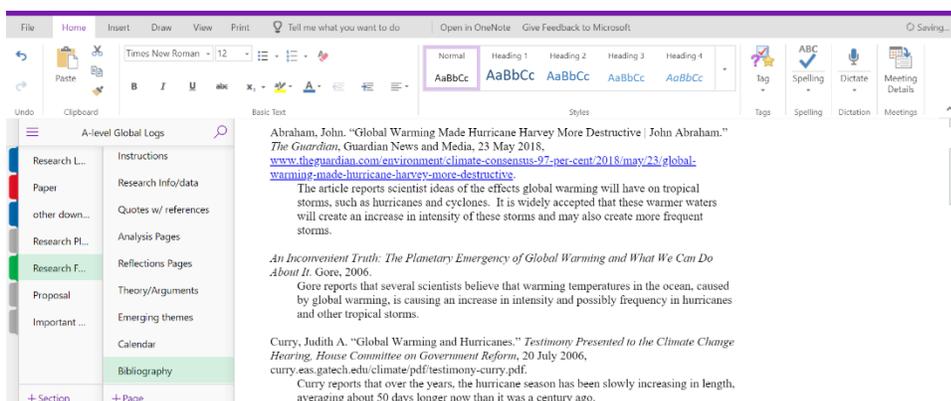
Teacher Notebook Instructions

Helpful Links

https://support.office.com/en-us/article/class-notebook-tools-instructions-for-onenote-online-4a83fc79-8212-4917-ad5c-32c39cd9f3d6

https://onenoteforteachers.com/

https://www.youtube.com/watch?v=sVF90nP9qGQ

https://www.youtube.com/watch?v=cgyAzRlWK9c&list=PL7DB79E2C8DB24599