

OneNote Class Notebook Student & Parent/Caregiver Access Guide

Student login details have been sent home over the last few weeks. Students in Years 2 - 6 should be familiar with their username and passwords as students log on each week during Computer Lab and ICT sessions. OneNote Class Notebook provides opportunities and resources for your child so they can continue their learning while not being able to access school.

Student OneNote Class Notebook Access – accepting your invitation

Once a teacher has shared a OneNote Class Notebook, students/parents can access it in the following way.

Microsoft Office Log in (link in email from school)

1. Sign in with the following credentials: This is the students school login details.

Username: misID@eq.edu.au

Password: >>>>>>>>

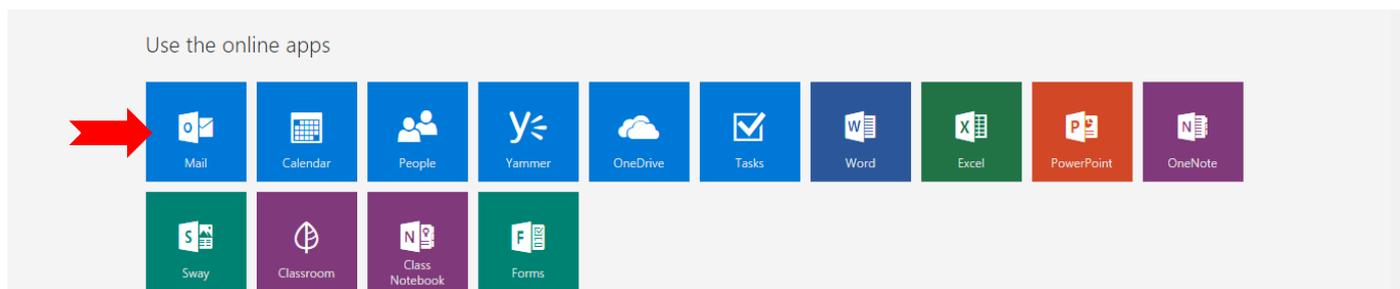
Example:

Username: pmidg1@eq.edu.au

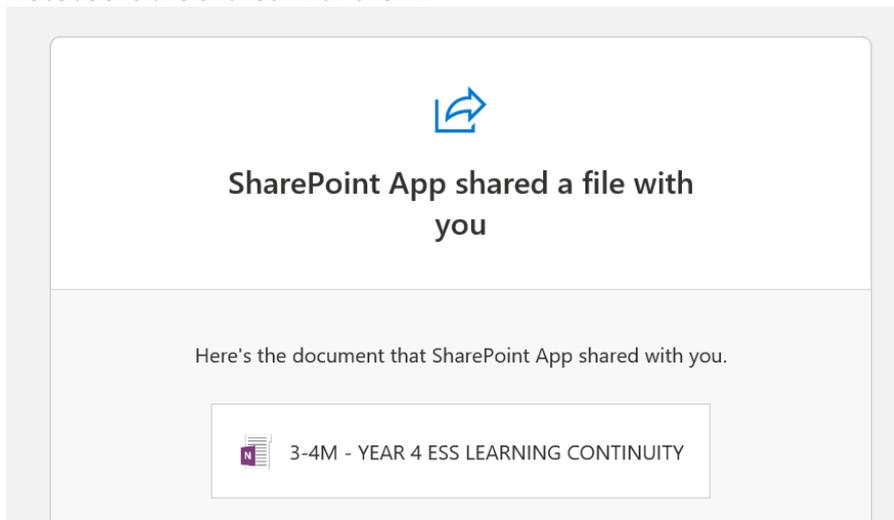
Password: A242876



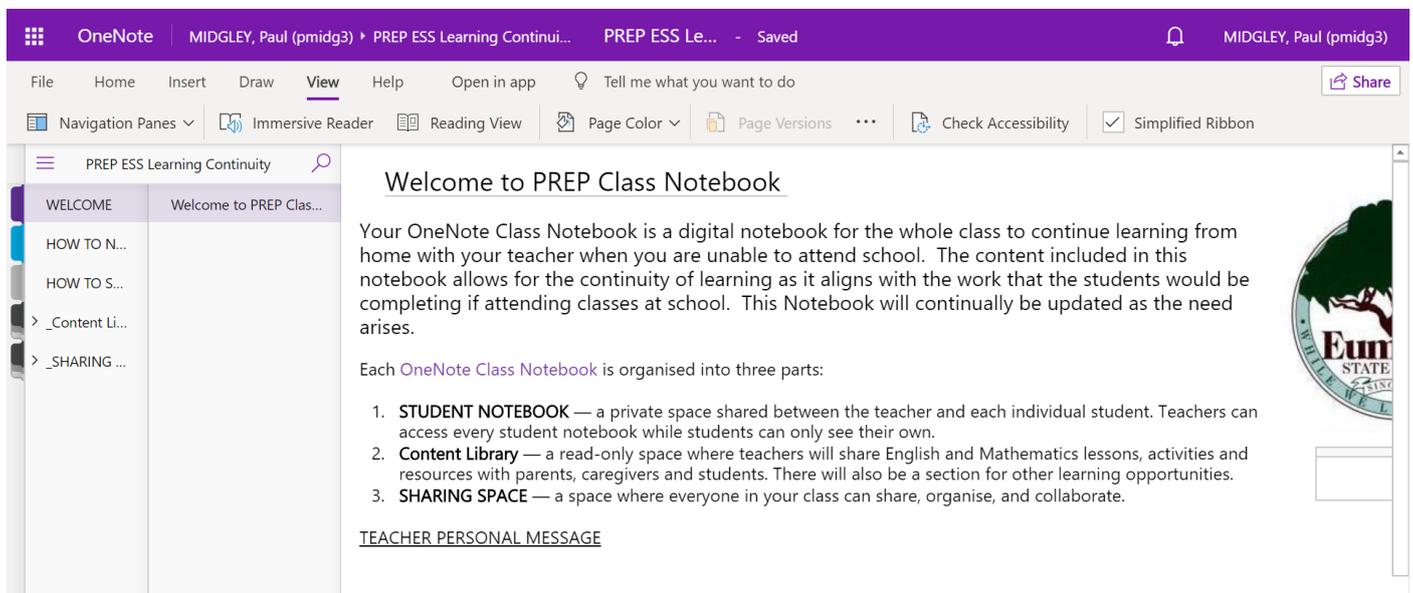
2. To access their email, students should complete the following steps. Once a student/parent is signed in, he or she should left-click on the **Mail** app on the Office 365 homepage.



3. Students will automatically be notified by email (sent to student email address) when OneNote Class Notebooks are shared with them.



4. The student/parent to left-click on the open notebook. This will open the Class Notebook.



5. The student/parent should left-click on WELCOME. This tab contains an introduction to the OneNote as well as message from your teacher.

6. The student/parent should left-click on HOW TO NAVIGATE, HOW TO SHARE and HOW TO VIEW CONTENT. These tabs contain useful information on how to move around OneNote, how to share work back to the teacher as well as viewing the curriculum materials.

7. Each student will have their own section where they can add work to demonstrate their learning. The tabs include: ENGLISH, SPELLING, MATHEMATICS and OTHER LEARNING Teachers will check this section throughout the day.

Student OneNote Class Notebook Access – to continue learning in

OneNote Class Notebook

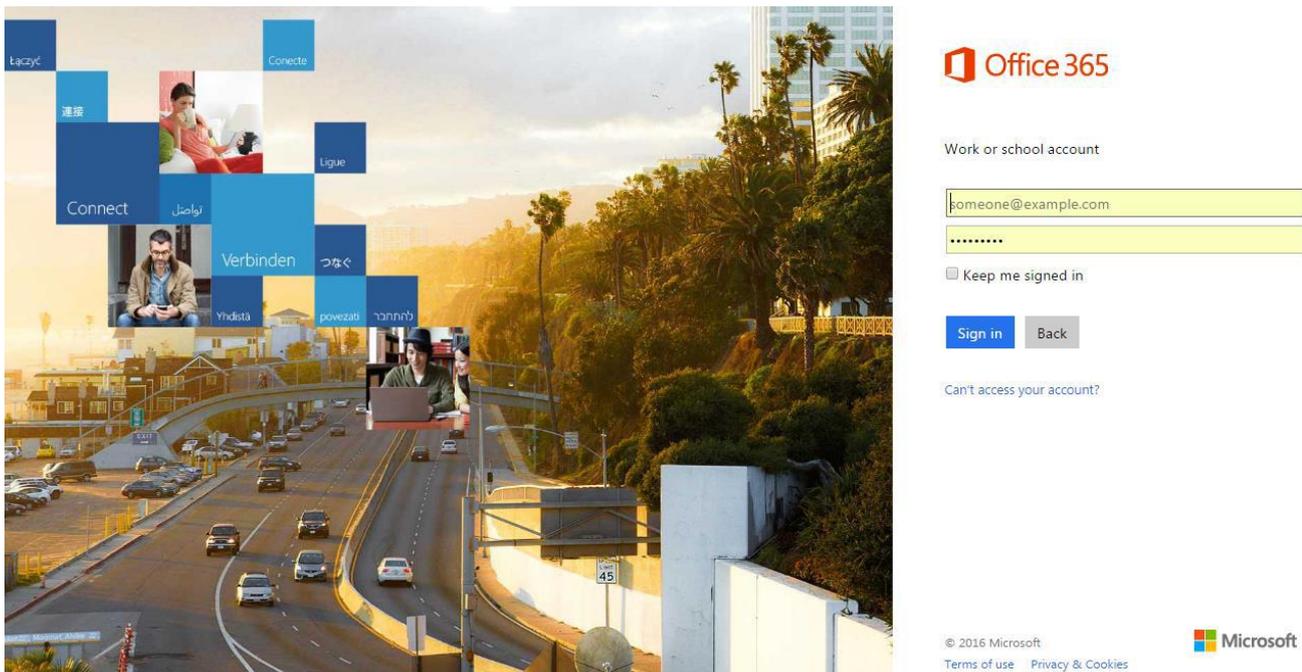
*Follow these instructions for accessing OneNote after the first use.

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, students should complete the following steps.

1. Go to www.office.com

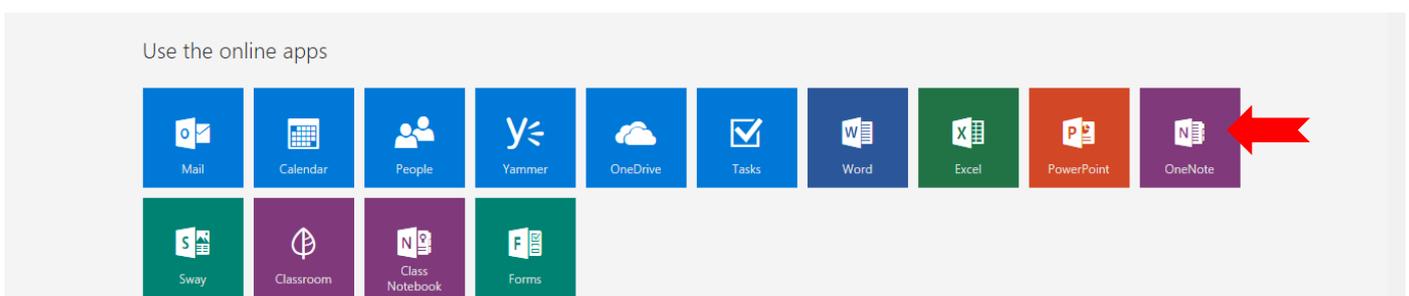


2. Sign in with the following credentials:

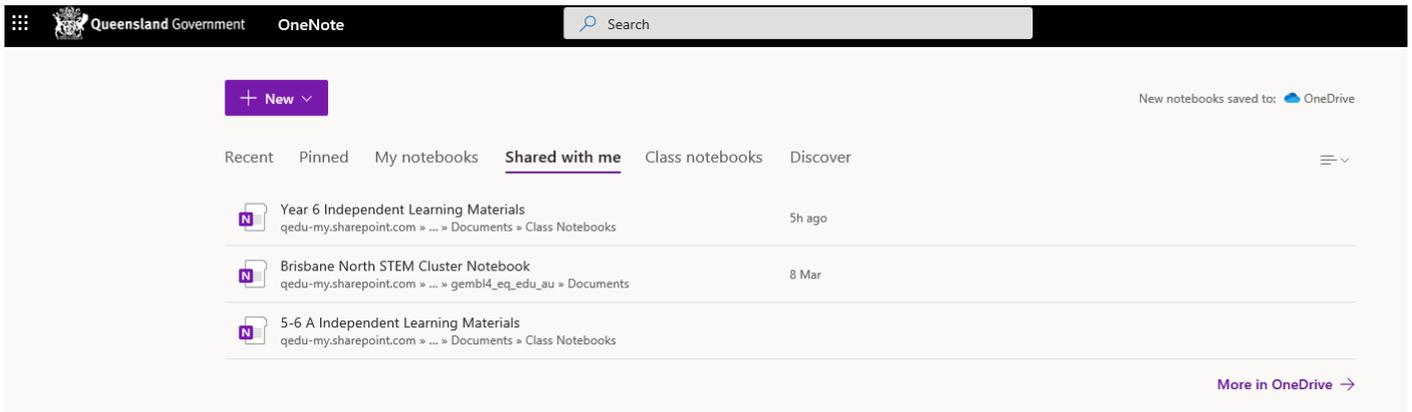
Username: misID@eq.edu.au

Password: >>>>>>>>>>

3. Once a student/parent is signed in, he or she should left-click on the **OneNote** app on the Office 365 homepage.



4. Once in OneNote, the student/parent should left-click on the **Shared with Me** tab. A list of every notebook that has been shared with the student will appear. Students left click on Class _____ Learning Continuity.



6. Students will see their name. This is a folder for them to add too. Students will see tabs in the student section that may include: ENGLISH, SPELLING, MATHEMATICS and OTHER LEARNING

Students can insert photographs and upload activities or work samples. Teachers will check this section throughout the day. Refer to the HOW TO SHARE PAGE on the ONENOTE on how to do this.