OneNote Module

WHAT IS ONE NOTE?

OneNote is a Microsoft application that allows users to write in a virtual notebook. It supports the basics of note taking with options to allow typing, drawing, and highlighting anywhere on the page, as well as organization of notes into sections and pages for easy navigation. Documents, photos, videos, and audio files can be uploaded to a notebook, allowing everything to be conveniently stored in one place. OneNote updates across devices and has share options to allow collaboration in real time. The Apple Pencil is compatible with OneNote for the iPad App and there is a desktop version.

OVERVIEW

- Getting Started Video Tutorials
- OneNote on Mobile Devices
    - After downloading the OneNote App, log in with your WCU credentials.

TAB FEATURES

- On the Home tab, tap anywhere to begin typing. The toolbar at the top is similar to Microsoft Word: you can change the font, style, size, color, alignment, and more.
    - Press ☑ to create a checkbox that can be checked or unchecked for a to-do list.
    - Press ☆ to mark something as important.
    - Press ? as a reminder to ask the teacher or a peer about that concept.
    - Press ⌖ for more options, such as attaching a phone number, a website, definition, idea, password, source for article, email, and more.
- On the Insert Tab, tap anywhere to insert an option from the toolbar. You can insert a table, photos, record audio, a link to a website, an equation, attach files, and more.
- On the View Tab, the toolbar includes options to change the page width, paper color, paper style (rule lines, grid lines), add Password Protection to the document, or Immersive Reader.

NOTETAKING

- Take Notes
- Format Notes
- Draw and Sketch

COLLABORATION

- Share and Sync

ADVANCED RESOURCES

- Watch this video to learn how to use OneNote in your classes to create interactive lessons for your students: OneNote Class Notebooks for Educators