Student guide to accessing OneNote at home.

This guide is direct students and parents in how to access King's School OneNote material from home.

What is OneNote?

OneNote is a **free** Microsoft application for taking notes, drawings and screen clips as well embedding other documents.

OneNote is available for on a wide range of devices but best productivity can be seen in using OneNote 2013 for the PC or Mac.

How to Install OneNote

OneNote can be downloaded free for your platform of choice from www.onenote.com

Once on the site click on either Windows or Mac and follow the download and installation steps.



Figure 2: Downloading the windows application



Figure 3: What you'll see during installation

How to open class notebooks for the first time

With OneNote installed click on the "**class notebooks**" link on the school website (<u>www.kingswolverhampton.co.uk</u>).



Figure 4: Class Notebooks link on <u>www.kingswolverhampton.co.uk</u>

Students should then sign in with their username and password in the format:

username@kingswolverhampton.co.uk

An example of which would be:

j.bloggs13@kingswolverhampton.co.uk

The password should be the same to log onto the school computers.

Once logged in select the notebook you wish to use.

9b2 Science Miss Parocki	 May 13	🗆 Miss J Parocki
8b3 Science Miss Parocki	 May 13	🗆 Miss J Parocki

Figure 5: View of class notebooks

Then select **Edit Notebook** > "edit in Microsoft OneNote" to use the application on your computer.



Figure 6: Opening Notebook in Microsoft OneNote

Say yes / trust to any prompts you receive:

Internet	Explorer 🔀	Microsoft OneNote Security Notice
	Do you want to allow this website to open a program on your computer?	Microsoft Office has identified a potential security concern.
	From: onenote.officeapps.live.com Program: OneNote (desktop)	This location may be unsafe.
	Address: onenote:https://kingsceschool.sharepoint.com/site s/classbook/EduOneNoteAppDocuments/j.parocki@	onenote:https://kingsceschool.sharepoint.com/sites/classbook 🔺
	Always ask before opening this type of address	Hyperlinks can be harmful to your computer and data. To protect
	Allow Cancel	your computer, click only those hyperlinks from trusted sources.
0	Allowing web content to open a program can be useful, but it can potentially harm your computer. Do not allow it unless you trust the source of the content. <u>What's the risk?</u>	Do you want to continue?

Figure 7: Examples of prompts

You can open and pin the left side pane and click on your username to get started with the activities.

NB ⊛ 5 ∓ FILE HOME INSERT DRAW HISTORY REVIEW V.	Starter - OneNote		? 🗷 – 🗗 X A User12 *
9b2 Science Miss Parocking Science Investigations Lesso	n 2 Respiration Revision +		Search (Ctrl+E)
(+) Add Notebook		e	🕂 Add Page
9b2 Science Miss Parocki			Starter What are the first 5 stages of a sci Hazard Symbols
Open Other Notebooks	pint		Variables Cornic Book Strip

Figure 8: Pinning side menu to see all notebooks clearly

KS € 5 ₹ FILE HOME INSERT	Starter - OneNote	? E = 5 A User12
Notebooks *	Science Investigations Lesson 2 Respiration Revision +	Search (Ctrl+E)
9b2 Science Miss Parocki	Starter e	+ Add Page
👚 _Collaboration Space		Starter
Content Library	10 March 2015 08:13	What are the first 5 stages of a sci
 Science Investigations Science Investigations Science Investigations Why do penguins huddle 	Ask your techie to do it!	Hazard Symbols Variables Comic Book Strip
 Sound Light Revision 	Take a kettle, fill it with water and set it to heat up to boiling point	
What chocolate melts t	Whilst that is happening gather a Mug, a spoon, tea bag, sugar and milk	
The Particle Theory Rev Respiration Revision	Add tea bag to cup along with sugar and milk to taste.	
A User12 Science Investigations	When water has boiled, carefully, pour the water over the tea bag etc and almost fill the cup.	
Respiration Revision	Using the spoon, stir the contents of the cup, and when at the required strength of tea, remove the tea bae and discose of carefully.	

Figure 9: Selecting items under your username to start editing the pages contained

You have now got OneNote set up on you home computer to permanently sync with what you are doing in school.

To add new notebooks you simply need to open them from the "class notebooks" section of the school website.

If at any point you are asked for a username and password simply enter in your *username*@kingswolverhampton.co.uk and your network password.

For any issues please email: ictsupport@kingswolverhampton.co.uk