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.

N.	9b2 Science Miss Parocki	 May 13	🗆 Miss J Parocki
N	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 <u></u>	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.

🕅 ⓒ 5 후 FILE HOME INSERT DRAW HISTORY REVIEW VIEW	Starter - OneNote	? 🗷 – 🗗 X A User12 *
9b2 Science Miss Parocki A User12 Science Investigations Lesson 2	Respiration Revision +	Search (Ctrl+E)
Add Notebook		⊕ Add Page
9b2 Science Miss Parocki		Starter What are the first 5 stages of a sci Hazard Symbols
Open Other Notebooks		Variables Comic Book Strip

Figure 8: Pinning side menu to see all notebooks clearly

B € 5 ∓ FILE HOME INSERT	Starter - OneNote	? 💿 – 🗗 🗙 A User12 *
Notebooks *	Science Investigations Lesson 2 Respiration Revision +	Search (Ctrl+E)
9b2 Science Miss Parocki	Starter	Add Page Starter What are the first 5 stages of a sci
 Science Investigations Science Investigations Why do penguins huddle Sound Light Revision 	Ask your techie to do it! Take a kettle, fill it with water and set it to heat up to boiling point	Hazard Symbols Variables Comic Book Strip
What chocolate melts t The Particle Theory Rev Respiration Revision C A User12 Science Investigations	While that is happening gainer a wug, a spoor, us ag, sogar and mix Add tea bag to cup along with sugar and milk to taste. 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 had 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