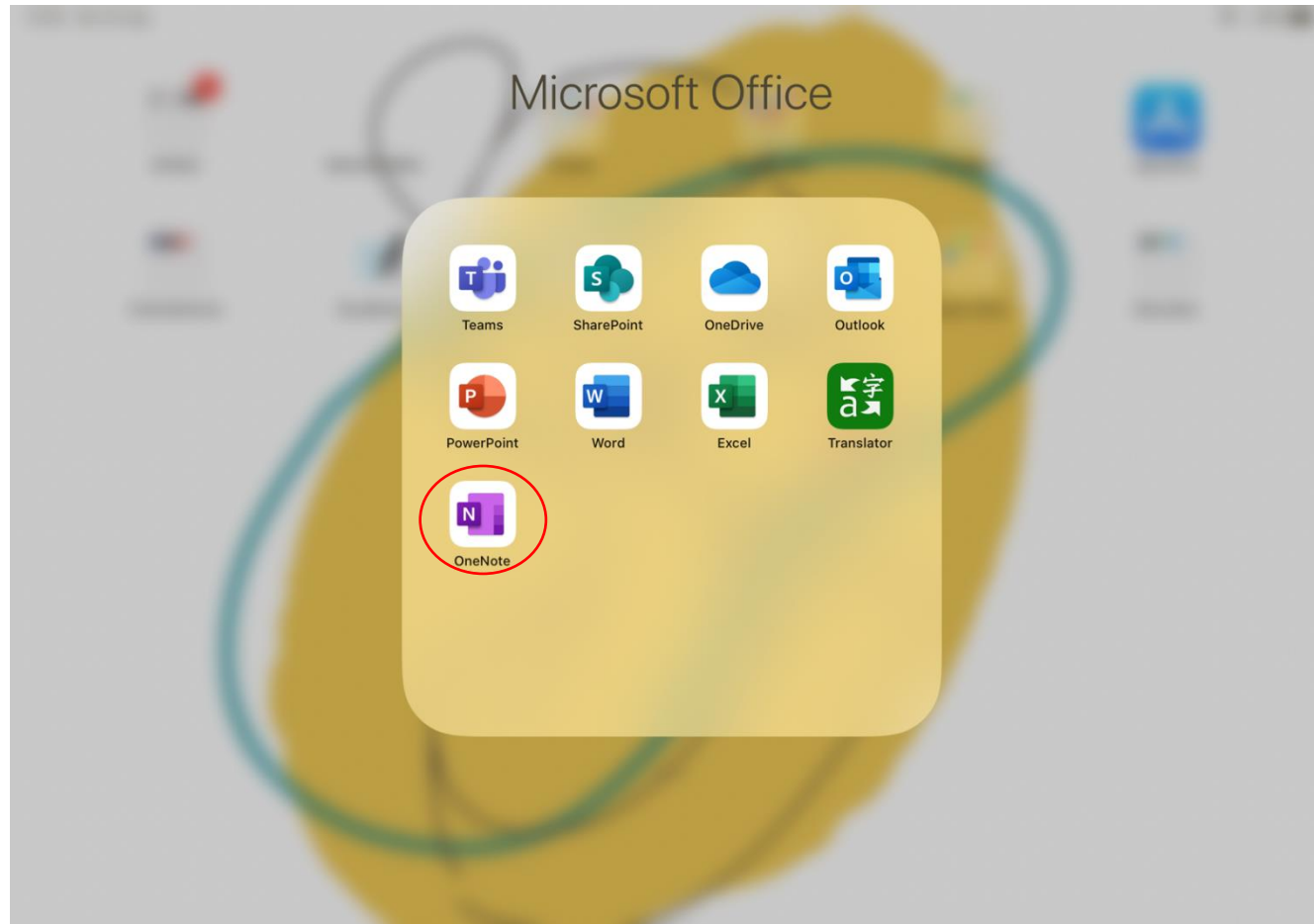# Setting up OneNote as a Digital Jotter

1. Download the OneNote app onto your device from the App Store and open it.

# 2. Home page layout:



Menu bar and toolbar of options.

List of all your notebooks.

All your notebook pages are here as you add them.

The active page that you will type onto.

The sections of your selected notebook appear here.

Adding new notebooks, sections and pages

3. Click on **+ Notebook** at the bottom of the first column. A pop up screen will appear, complete the fields and press "Create".
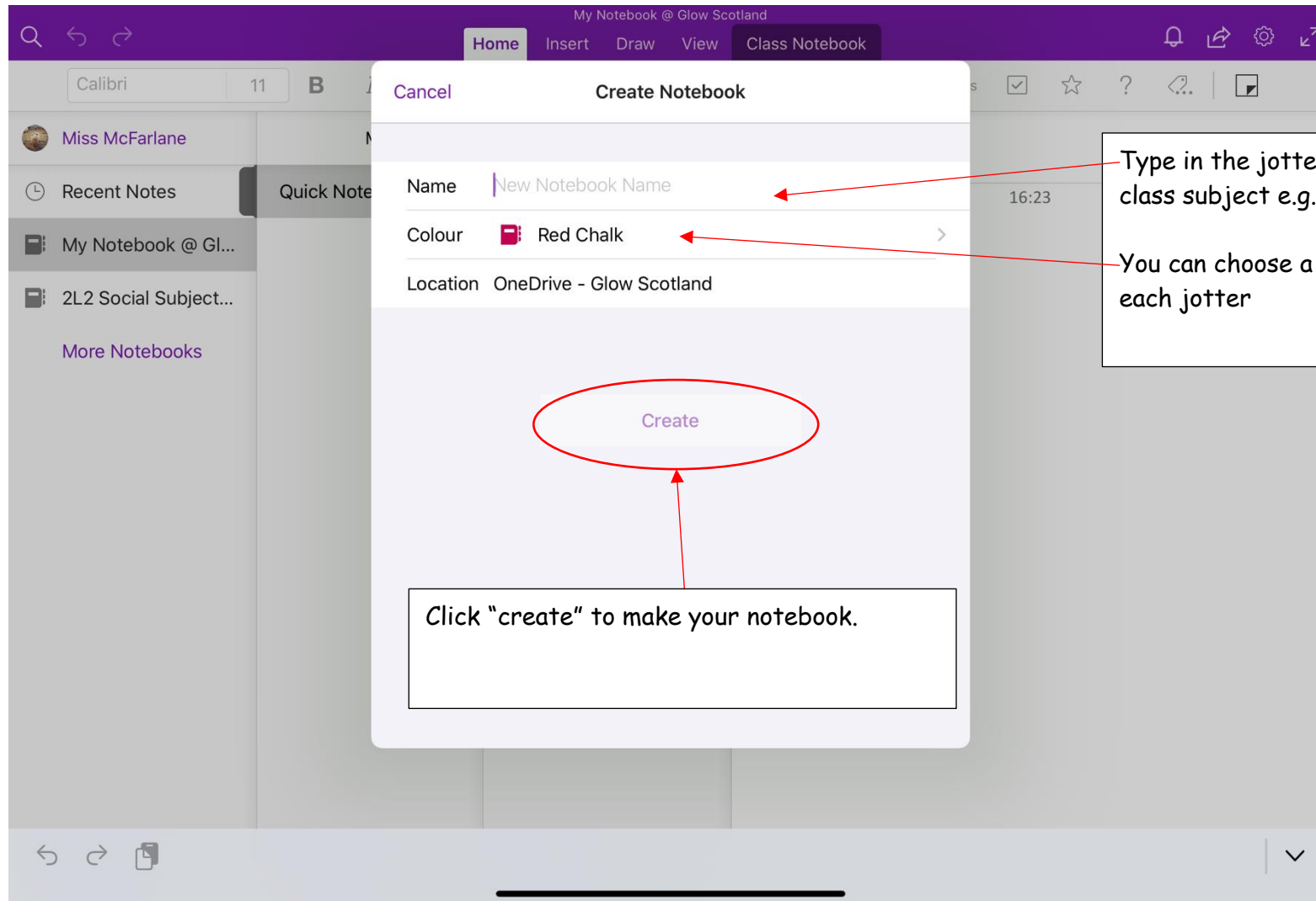


Type in the jotter name. Stick with the class subject e.g. History.

You can choose a different tab colour for each jotter

Click "create" to make your notebook.

4. OneNote will have your new notebook open. We are going to rename the section and add more sections to help organise your work.
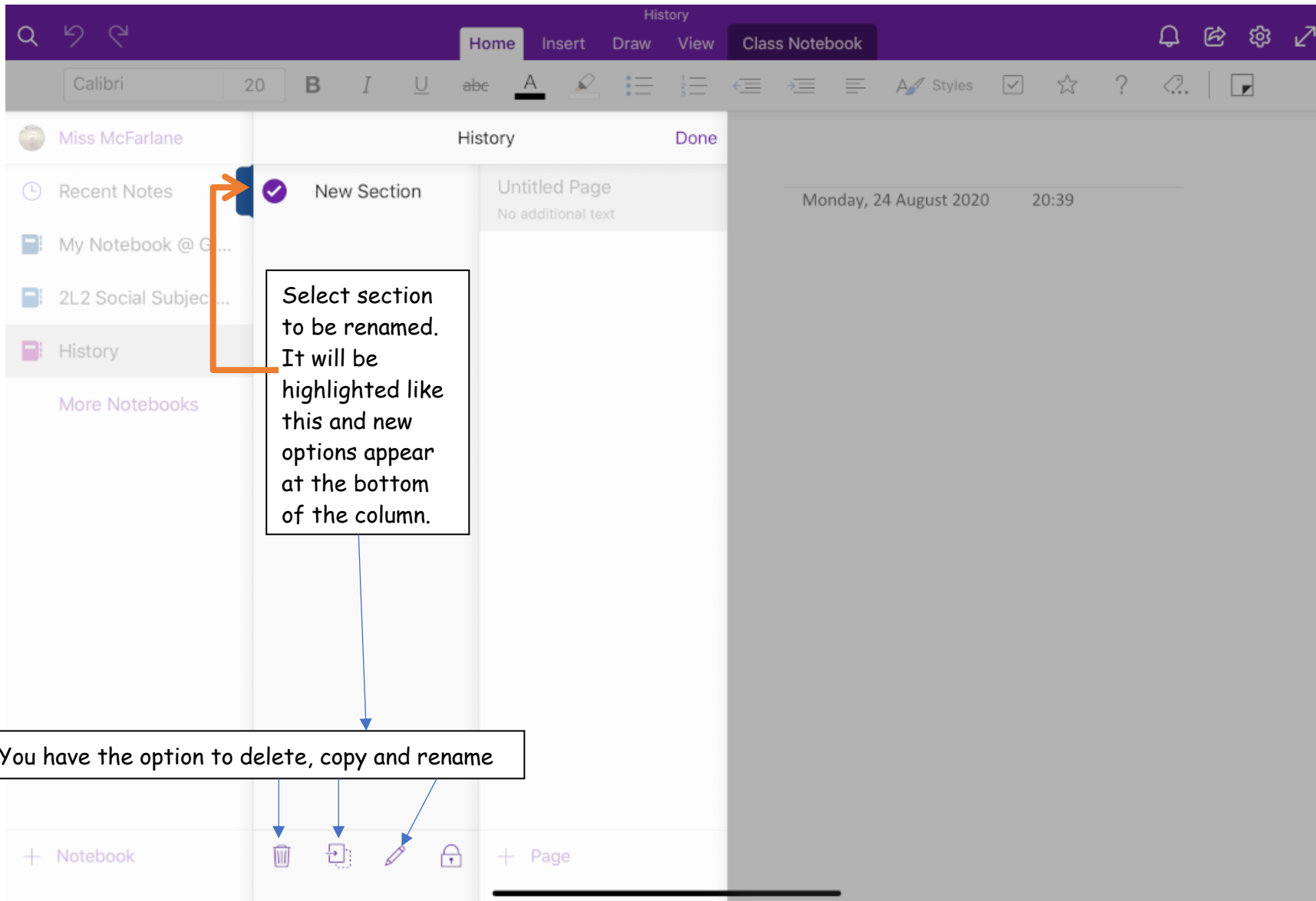
History

Home   Insert   Draw   View   Class Notebook

Calibri   20   **B**   *I*   U   abc   A   Styles   ?

Miss McFarlane

History   Done

Recent Notes

My Notebook @ G...

2L2 Social Subjec...

History

New Section
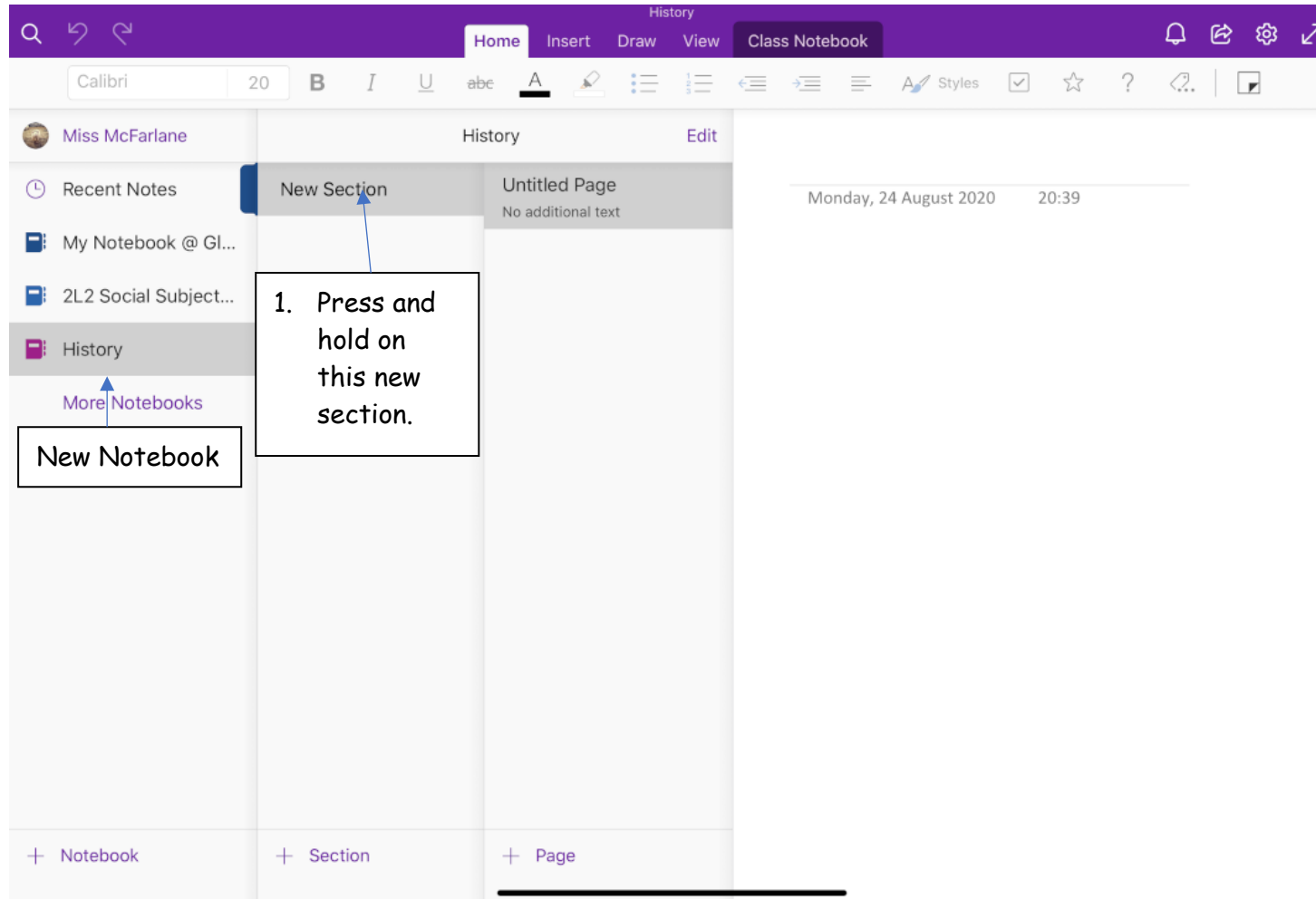
Untitled Page
No additional text

More Notebooks

Select section
to be renamed.
It will be
highlighted like
this and new
options appear
at the bottom
of the column.

You have the option to delete, copy and rename

Monday, 24 August 2020        20:39

+ Notebook        + Page

Home  Insert  Draw  View  Class Notebook

Calibri  20  **B**  *I*  U  abc  A  Styles  ?

Miss McFarlane

History  Done

✓  New Section

Untitled Page
No additional text

Recent Notes

My Notebook @ Gl...

2L2 Social Subject...

History

More Notebooks

Rename

Change Section Colour

Click on Rename and type Class Work
then press enter or tap on the

+ Notebook  + Page

Monday, 24 August 2020    20:39

5. Press "+ Section" at the bottom of the column and you will be promoted to rename it automatically. It is recommended that you have, at least, 2 more sections- one for homework and one for any assignments or notes. However, it is your personal decision how you wish to organise your jotter.

Each section has its open area for pages which can help to keep your different work separated.

To add a new page click on + Page at the bottom of this column. You may want to add a new page for each lesson.

History

Home    Insert    Draw    View    Class Notebook

Calibri    11    B    I    U    abc    A    Styles    ?

History                                    Edit

Class work                 Lesson Title
                           No additional text
Homework

Assignments

More Notebooks

Lesson Title
Monday, 24 August 2020        20:39

+  Notebook        +  Section        +  Page

1. Click on your "Class Work" section and it will take you to the first page of this section.

To help organise your work, give each page a title. This can be the date or the lesson title given by your teacher.

All your pages will be listed here in chronological order.

In the main body of the page, you can type or dictate your work. The **HOME** tab gives you the options to change:
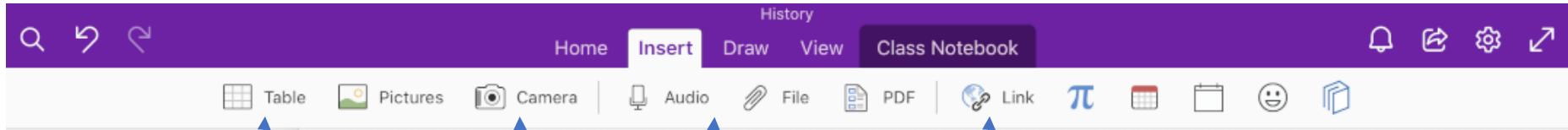
- Font
- Font size
- Font colour
- Bullet Points
- Highlight
- Text Alignment.

You can adjust the size and position of the text box you are using to suit your work.

2. There are a variety of different tools that you can use to help support your learning and tailor your jotter to your needs. The following tools are available in the **INSERT** tab.



Insert a table into your work.

Camera: press on this to open the iPad camera. You can take a photo of notes on the board and it will automatically place the photo onto your jotter page. You can resize and edit the picture.
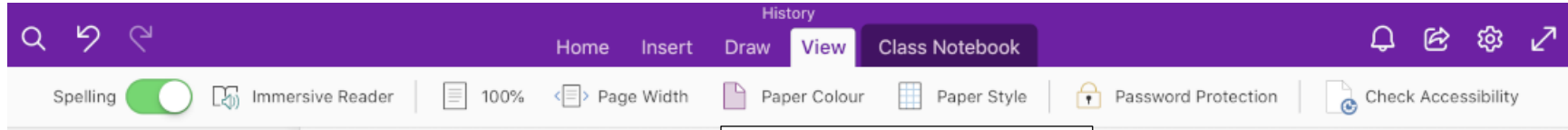
Once complete, you can continue to type around the picture.

Audio: You can embed a voice note into your jotter.

File: You can add files from elsewhere into your jotter.

Link: You can add web links to your work.

## 3. The **VIEW** tab tools

History

Home  Insert  Draw  View  Class Notebook

Spelling  Immersive Reader  100%  Page Width  Paper Colour  Paper Style  Password Protection  Check Accessibility

Spelling: You can turn spellcheck on or off.

Immersive Reader: This will allow you to have the text on your page read out to you. You can also adjust text size, spacing, reading ruler.

Paper Colour: You can adjust the paper colour to a pastel shade if you prefer.

Paper Style: You can select lines or grid lines. This may be helpful if you use a digital pen.

4. Sharing your work with your teacher.

You can share your whole jotter or a page with your class teacher. This will provide them with a link to your work so they can mark it.

Press the share icon on the right hand side of the menu bar.



Type in your teacher's Glow email and enter a message then press SEND.