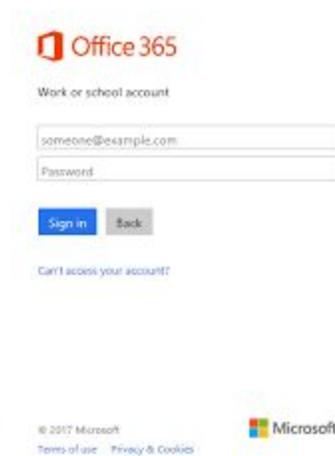# Logging Into OneNote

Desktop

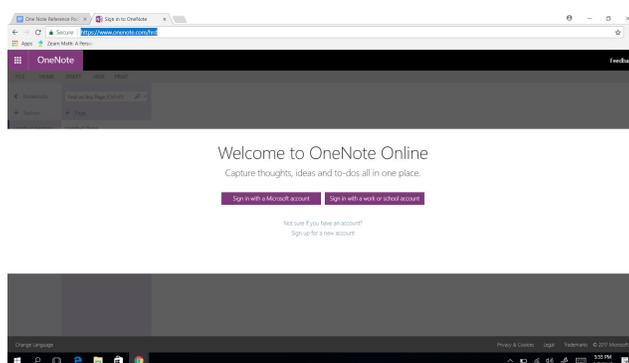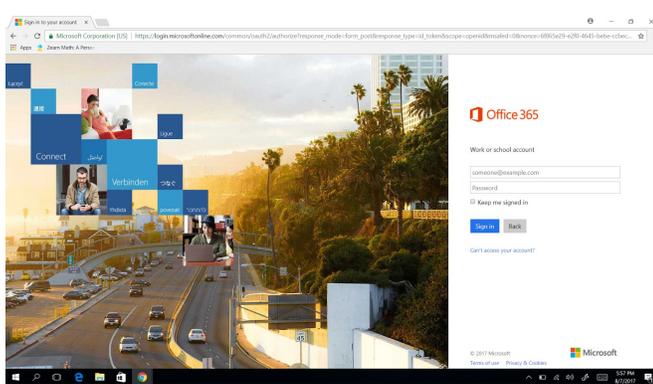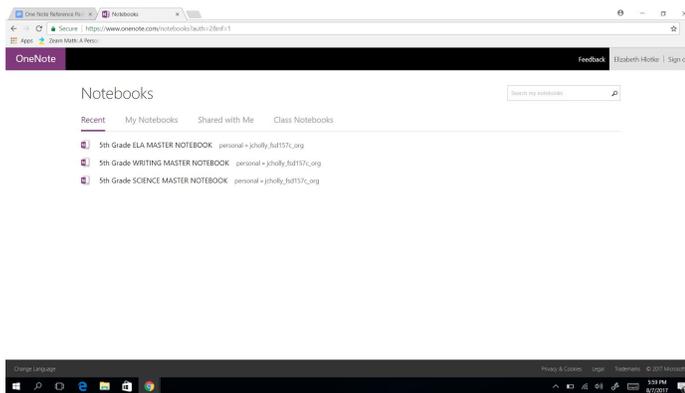|	
On your laptop, click the windows button in the **bottom left corner**.	
You will have a windows tile for **OneNote 2016.** If you do not have a tile for OneNote you can search for it.	
You will be prompted to log in. <u>Use your **fsd157c** credentials to log in.</u>	

Online

Go to https://www.onenote.com/hrd	

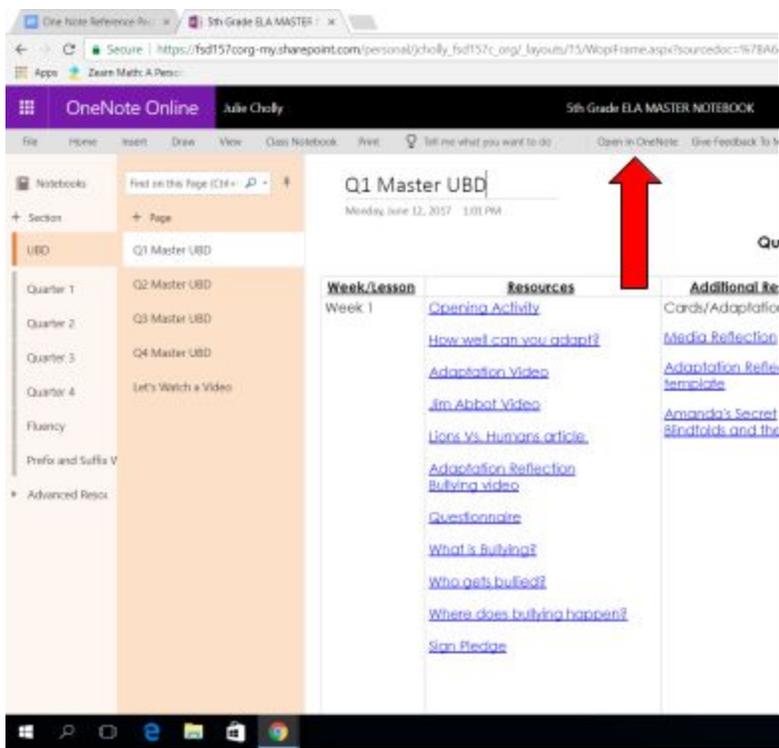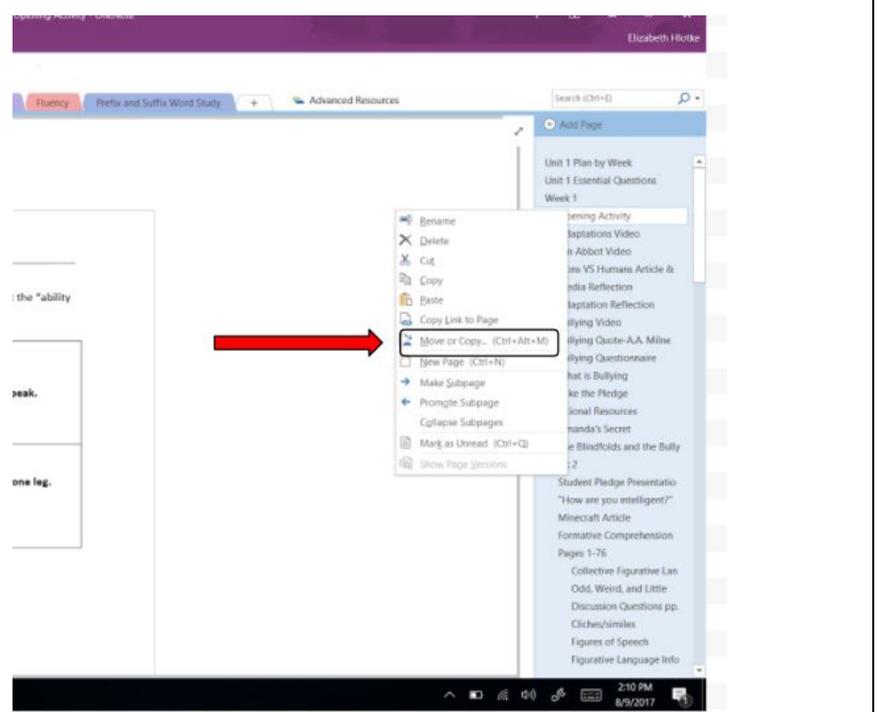|	
Choose **"sign in with work or school account"** and sign in with your **fsd157c credentials.**	
Once logged in you will see a list of your notebooks that you have worked on. If you did not create the notebook check under the tab **"shared with me"**.	
Choose a notebook and open it, then click **"Open in OneNote".** **It is better to work within OneNote (than the online version) because of saving, syncing and functionality.**	

Adding Documents to Notebook

Scanned documents	From computer	From Google Docs
1. Open scanned documents on computer. 2. Go to print 3. Change destination to "Send to OneNote 16" 4. Go back to OneNote and choose the location where you would like the document to go. Use the + and - signs to open and close sections. *It is helpful to create a page in your OneNote notebook prior to sending your scanned documents. If not it will be added as an "untitled page" and you can change the name later.	1. Open document on computer. 2. Go to print 3. Change destination to "Send to OneNote 16" 4. Go back to OneNote and choose the location where you would like the document to go. Use the + and - signs to open and close sections. *It is helpful to create a page in your OneNote notebook prior to sending your scanned documents. If not it will be added as an "untitled page" and you can change the name later.	1. Open Google Doc. 2. Go to print 3. Change destination to "Send to OneNote 16" 4. Go back to OneNote and choose the location where you would like the document to go. Use the + and - signs to open and close sections. *It is helpful to create a page in your OneNote notebook prior to sending your scanned documents. If not it will be added as an "untitled page" and you can change the name later.

# Adding Documents to Your Class Notebook (NOT THE MASTER NOTEBOOK)

|	
Find the page you would like to send to your students from the Master Notebook. Right click on the page and select "Move or **COPY**".	
You will choose to **"COPY"** the item from your Master Notebook to your Class Notebook. It is **SUPER** important that you select **"COPY"** and not "MOVE". If you select "MOVE" it will move the page out of the master notebook. If you accidently do this, make sure to click the "go back" arrow.	
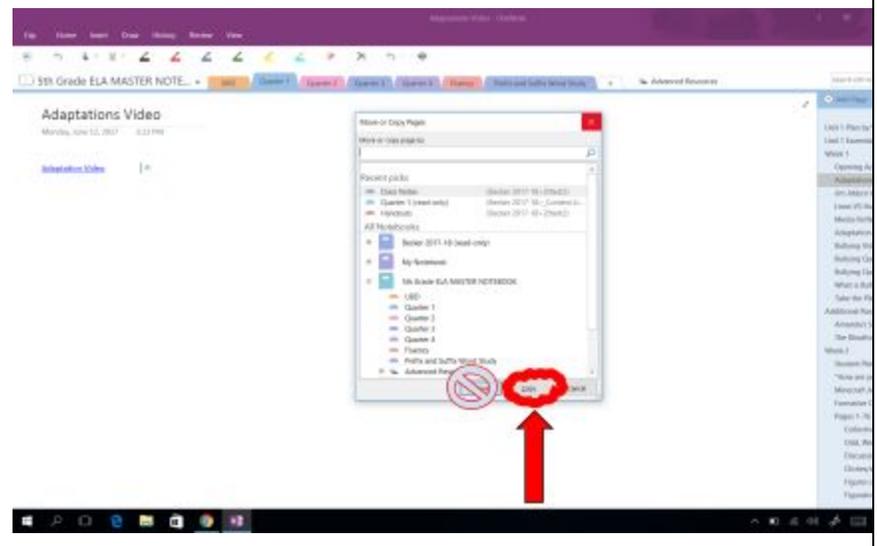
Choose the Notebook labeled **"Last Name 2017-2018"**, use the + sign to maximize the folder, then choose **"content library"** and the **quarter** you would like to put the assignment in. **CHOOSE COPY! DO NOT CLICK MOVE!** Students will now be able to access the document. See next section.	
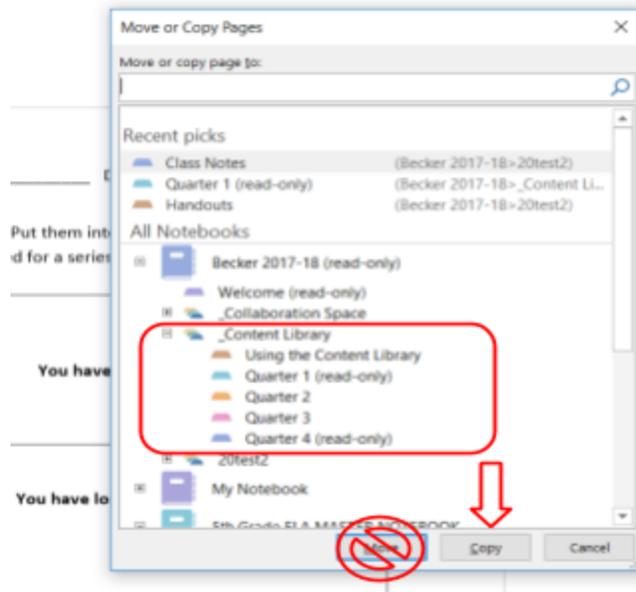
Student Access to Files

Students will log into their account using **fsd157c** credentials either through the desktop program or online (office.com).	
Students will see the notebooks they have access to under **"My Notebooks"**.	
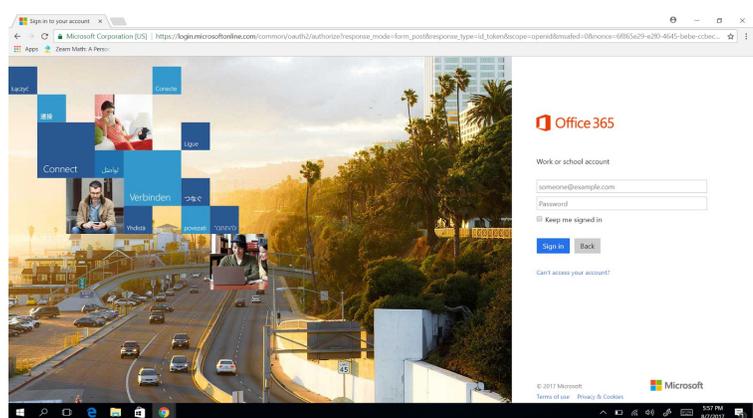
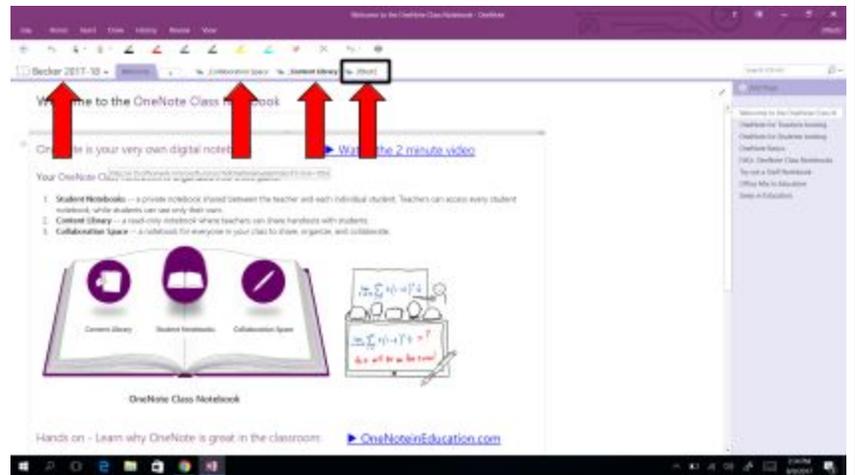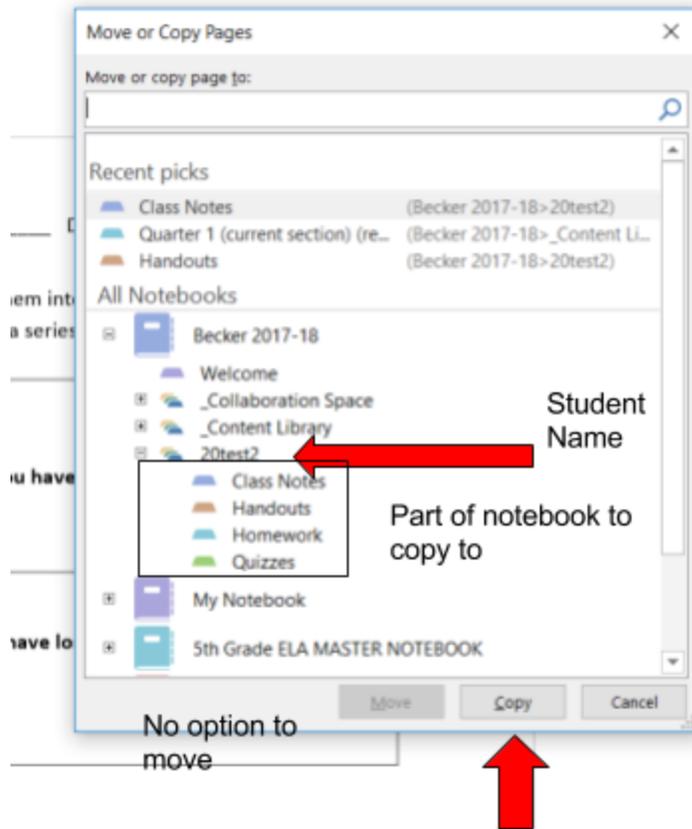|	
The students view will look a bit different. Students will have their own collaboration space, content library and name tab. Under their name tab they will see the pre-selected section titles for the class notebook (Class Notes, Handouts, Homework, and Quizzes). You can have the students change the names by right clicking and choosing "rename". They can also add sections, by using the "+" sign.	
Once logged in they will need to access the content library to get content from the teacher's' class notebook. The will right click on the document they want to move to their notebook and choose "Move or Copy". They will **ONLY** have the option to **COPY**.	
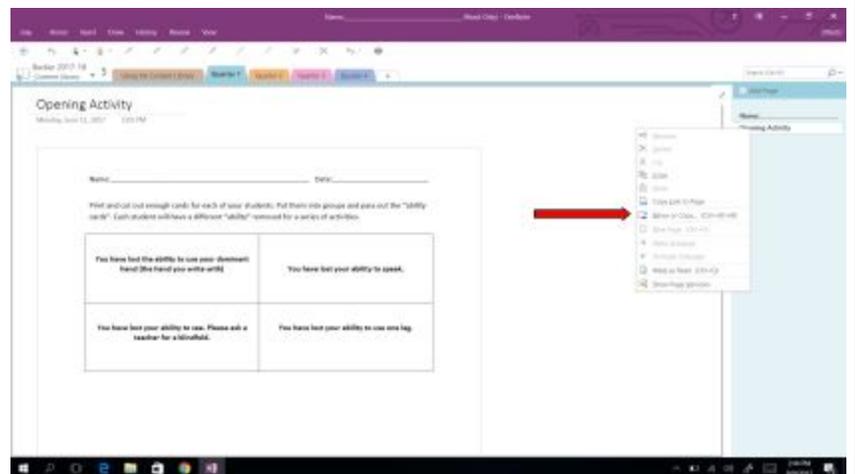
Students will choose (or be told) what section to place the document in. They choose that section by using the "+" to open their sections.

Once moved into their notebook, students will have all editing rights. If you are writing notes, directions, etc. on the document you may want the students to wait to move it until you are finished. ==Once they move it, only the student will be able to edit/change the document in their notebook.== (Unless the teacher goes into each individual student's notebook)

Move or Copy Pages   ×

Move or copy page to:
[   ] 🔍

Recent picks
▬ Class Notes   (Becker 2017-18>20test2)
▬ Quarter 1 (current section) (re... (Becker 2017-18>_Content Li...
▬ Handouts   (Becker 2017-18>20test2)
All Notebooks
⊞ ▬ Becker 2017-18
    ▬ Welcome
  ⊞ 📓 _Collaboration Space
  ⊞ 📓 _Content Library
  ⊟ 📓 20test2   **Student Name**
      ▬ Class Notes
      ▬ Handouts   **Part of notebook to**
      ▬ Homework   **copy to**
      ▬ Quizzes
⊞ ▬ My Notebook
⊞ ▬ 5th Grade ELA MASTER NOTEBOOK

          Move   **Copy**   Cancel

No option to move

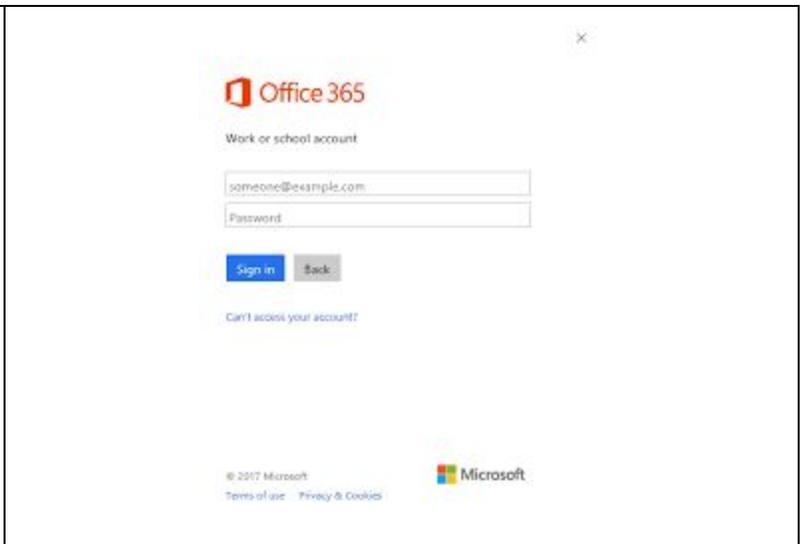## Logging into Student Notebook (for students)

Desktop

On your laptop, click the windows button in the bottom left corner.	
You will have a windows tile for **OneNote 2016.**	

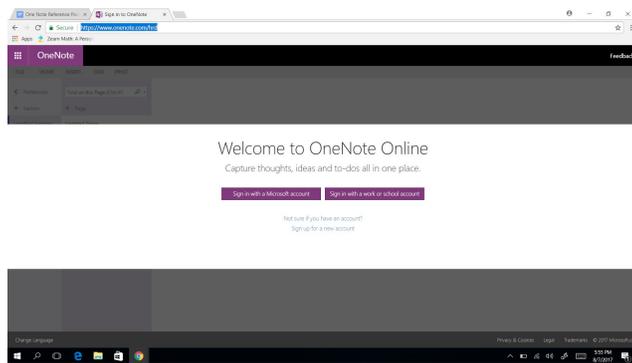|	
You will be prompted to log in. Use your fsd157c credentials to log in.	

Online

|	
Go to https://www.onenote.com/hrd	
Choose **"sign in with work or school account"** and sign in with your fsd157c credentials.	
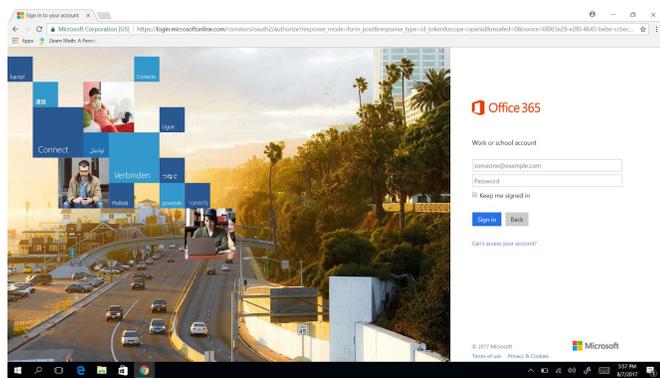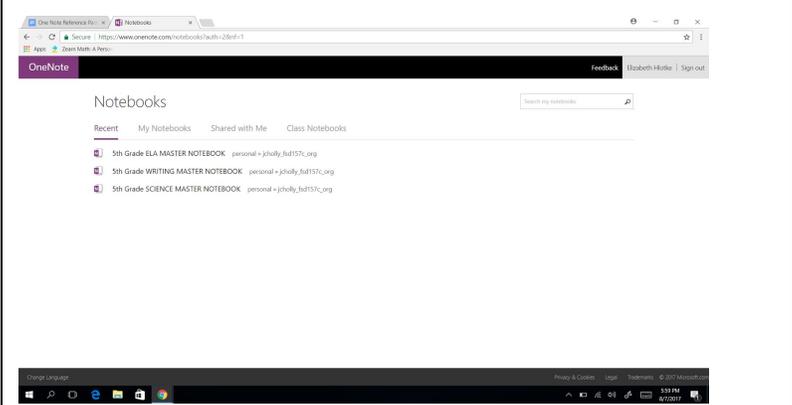
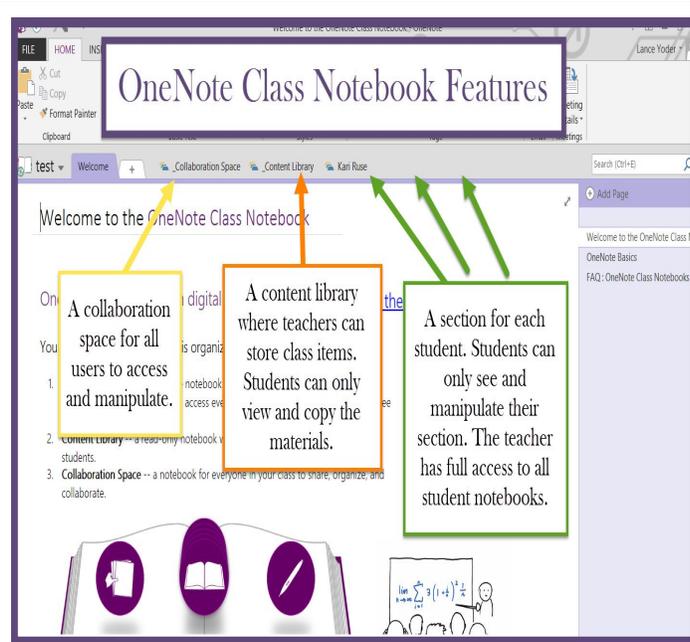|	
Once logged in you will see a list of your notebooks that you have worked on. If you did not create the notebook check under the tab **"shared with me"**.	
Choose a notebook and open it, then click **"Open in OneNote".** **It is better to work within OneNote (than the online version) because of saving, syncing and functionality.**	
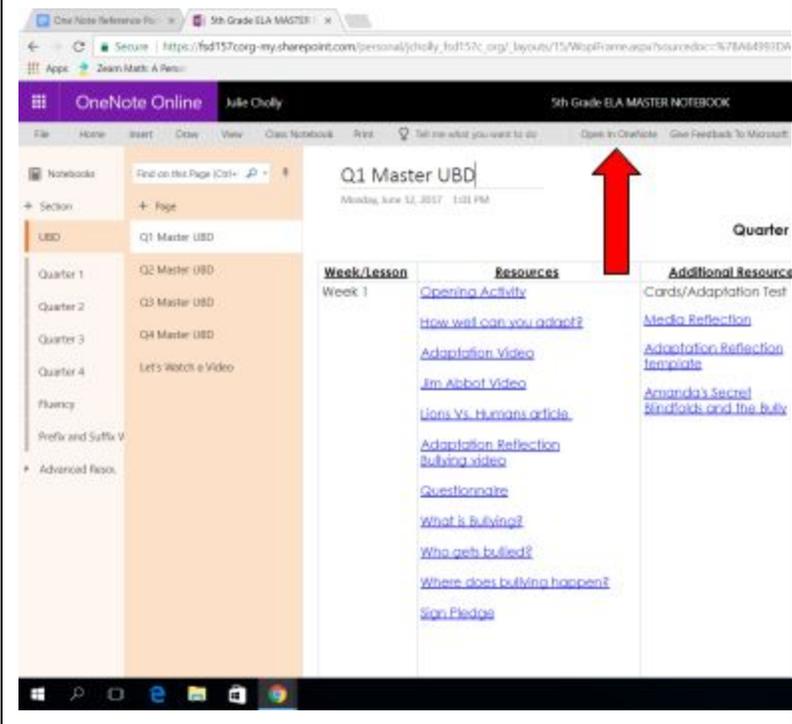
Student Notebook View

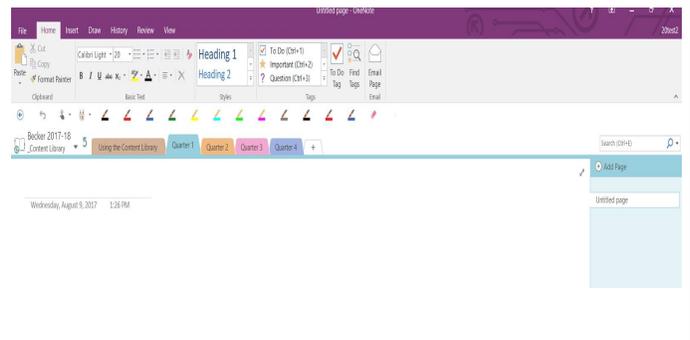|	
Student Notebook View will include 3 sections: **Collaboration Space -** space for students to work together and share. **Content Library**- where you will find documents from your teacher (you will not be able to edit documents in this section). **Student Notebook-** where you will create your own documents and work on assignments given by teachers (You can edit documents in this section).	
Student Content Library (teachers set up) Quarter 1 Quarter 2 Quarter 3 Quarter 4	

How to Copy Documents from the Content Library: **Right Click** on the page you want to move into your Student Notebook. Choose **"Move or Copy"**, you will only have an option to **"copy"**.	
Choose the **appropriate section** for the document you are copying. *Your teacher may have specific directions for where they would like you to put things. Follow their instructions.* Class Notes Handouts Homework Quizzes Document will then show up in the section you chose above. **You will now have editing rights to the document.**	

Student Notebook Tabs

Class Notes
Handouts
Homework
Quizzes

Follow your teacher's directions. They may want to change the titles of these tabs. Also, they may want to create more tabs.