Course Overview - half-day course

Introduction & Overview of OneNote for Teachers

This course is designed for Teachers who need to use OneNote as a platform for creating and distributing lessons and reviewing student work. The skills will be beneficial for those required to provide remote learning.

These skills can also be applied to enhance the standard face-to-face learning environment in the future.

Detailed Content
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OneNote Basics

Create Notebook

Working with Sections and Pages

Inserting Content

Insert

Free Text

Text from a web page

Tables

Pictures

Files and printouts

Online video

Record Audio

Record Video (OneNote 2016)

Stickers

Managing Content

Moving Pages

Tagging content

Page Templates (OneNote 2016)

Page formatting

Drawing

Drawing

Shapes

Graphs

Ink to text/Maths

Teacher Related Tools

Immersive Reader

Maths and equations

Search

Search text

Tags

Search Scope

Sharing and Exporting

Share

Export

Using Add Ins

Using OneNote Clipper to gather web content

Using Office lens to scan content to OneNote - from Smartphone or Tablet

Managing Content

 Moving Pages

Tagging content

Page Templates (OneNote 2016)

Page formatting

Teacher Related Tools

Immersive Reader
Maths and equation

OneNote in the Classroom

What is OneNote Class Notebook

Create

Assign students and teachers

Distribute content

Reviewing student work and lock pages

Explore Microsoft Resource