



Comely Park Primary School

Microsoft OneNote (Class Notebook) – Family Guide

Dear Parent/Carer,

Recently we have increased the use of Microsoft OneNote Class Notebooks in our school environment, for both our staff and pupils. This has a number of different uses and benefits:

- Microsoft OneNote is a FREE website/app which is part of the free Microsoft suite of educational resources (i.e. Word, Powerpoint, Excel, Forms etc.) This can be downloaded free from either your regular app store or through Glow. (It can also be accessed through a web browser such as Internet Explorer, Google Chrome or Firefox).
- Teachers can use it to share content.
- Pupils can complete and keep a record of all their home learning tasks, which can be viewed by their Teacher, and can 'collaborate' together with their classmates on set tasks.
- It encourages and develops our pupils' digital literacy – many organisations, places of work, universities and high schools also use Microsoft OneNote.

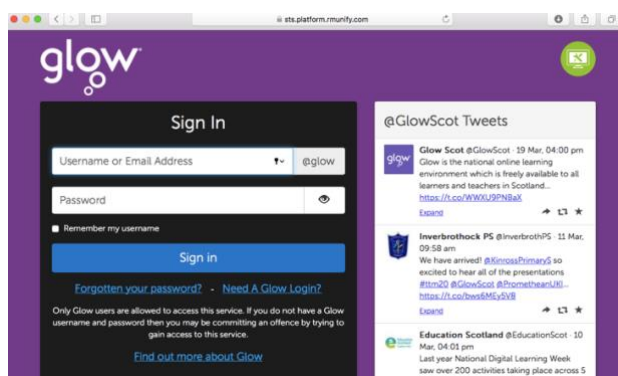
The following information gives a quick guide on the basics of accessing Microsoft OneNote Class Notebook and using its basic features. You can also access this as a video guide online at [Comely Park Primary School](#).

Accessing Microsoft OneNote

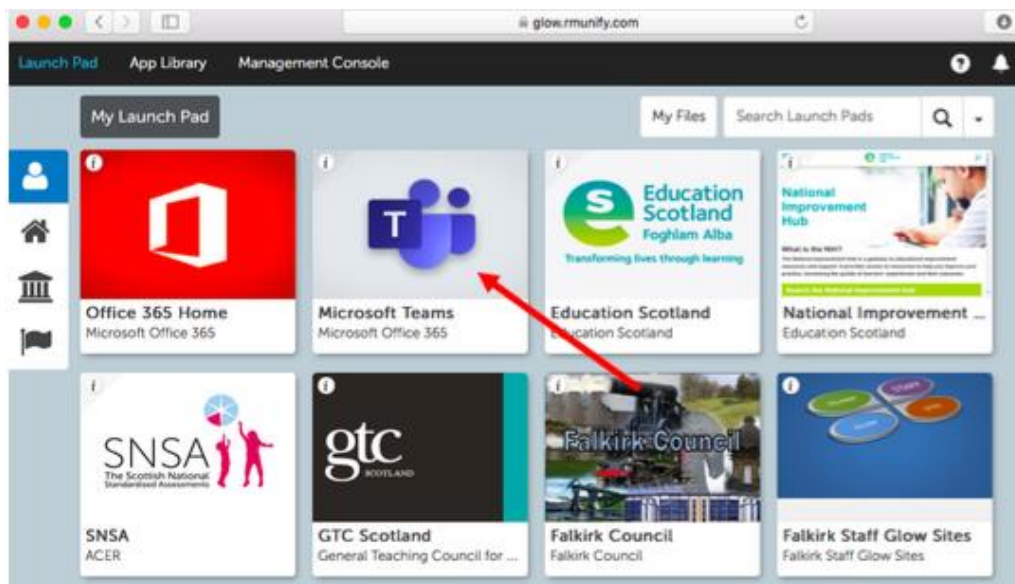
Microsoft OneNote requires your child to log in (this ensures all data is kept personal and secure). This is always done using their Glow login, whether using an internet browser such as Firefox or accessing directly via the Microsoft Teams or OneNote app. Your child should already have a copy of their Glow username and password – if not, please ask your child's teacher for this.

1. Accessing via a web browser:

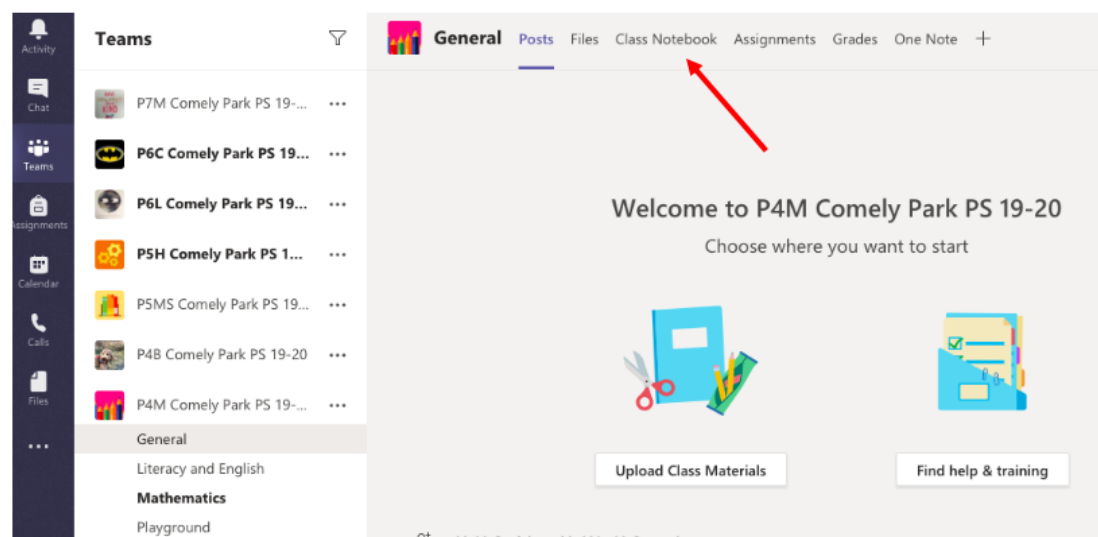
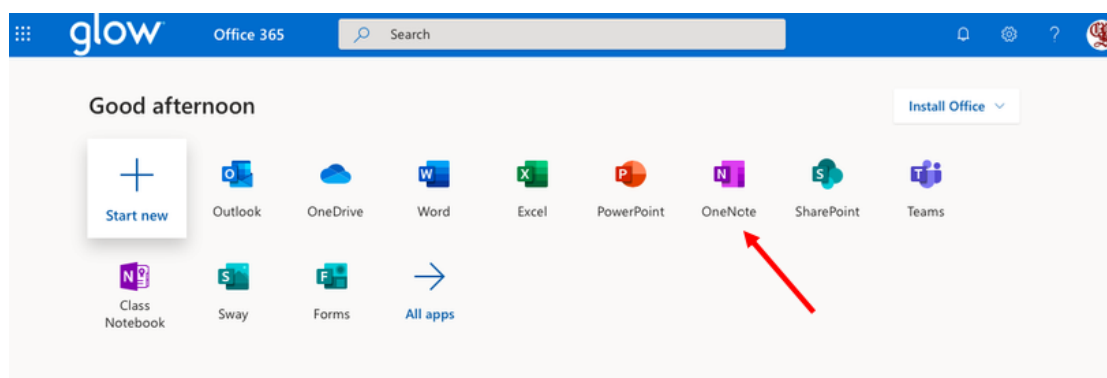
Search for '[Glow login Scotland](#)'. This should take you to the page shown below:



Your child should then login with their Glow username and password provided. This then takes them to their Glow 'launch pad'. In the search bar at the top of the page, search for 'Teams' or 'Office 365 Home'. You should see the Microsoft Teams or Office 365 Home icons shown below:



You can access Class Notebook via the General Channel within Microsoft Teams or directly via OneNote in Office 365. If asked you for login details, please enter your child's Glow username and password again.



2. Accessing directly via the Microsoft Teams or OneNote apps:

Microsoft Teams and OneNote are also available as a free download from the app store on most Apple and Android devices and can be downloaded onto both tablets and mobile phones. Search for 'Microsoft Teams and OneNote' on your regular app store and then download directly from there. Login with your Glow e-mail (...@glow.sch.uk) and password.

Using Class Notebook

'Class Notebook' is available via MS Teams or OneNote. This offers pupils a space to create, share and receive feedback on their home learning from their Class Teacher. Class Notebook includes three types of sub-notebooks. Each notebook contains sections and within each section there are pages.

1. **Student Notebooks** — private notebooks where pupils can complete or upload their home learning. These are shared between each teacher and their individual students. Teachers can access these notebooks at any time, but pupils cannot see their classmate's notebooks.
2. **Content Library** — a notebook for teachers to share learning materials with pupils. Teachers can add and edit its materials, but for pupils, the notebook is read-only.
3. **Collaboration Space** — a notebook for all pupils and the teacher in the class to share, organize, and collaborate.

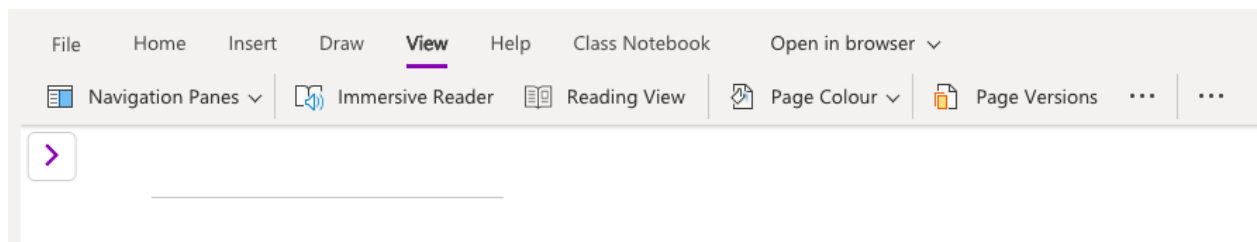
- **Immersive Reader**

Pupils can select the Immersive Reader tool to support their learning needs.

- Increase fluency for English language learners or [readers of other languages](#)
- Help build confidence in emerging readers who are learning to read at higher levels
- Offer text decoding solutions to students with learning differences such as dyslexia

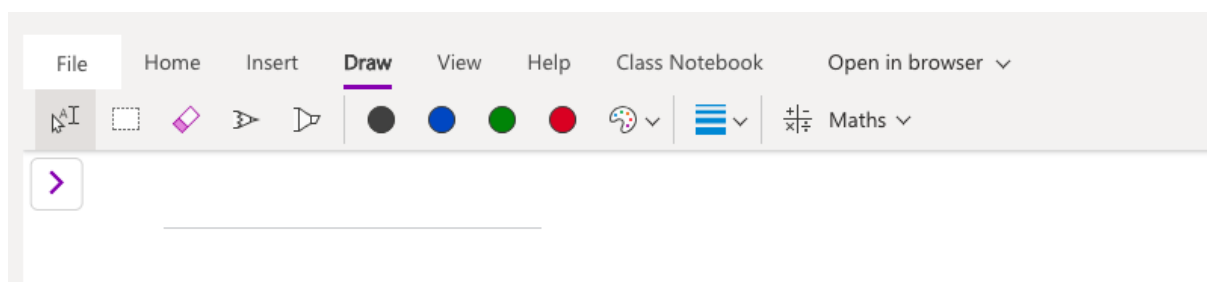
Check out this video tutorial to find out how Immersive Reader can support our pupils:

<https://content.cloudguides.com/en-us/guides/Help%20students%20read%20more%20effectively>



- **Drawing**

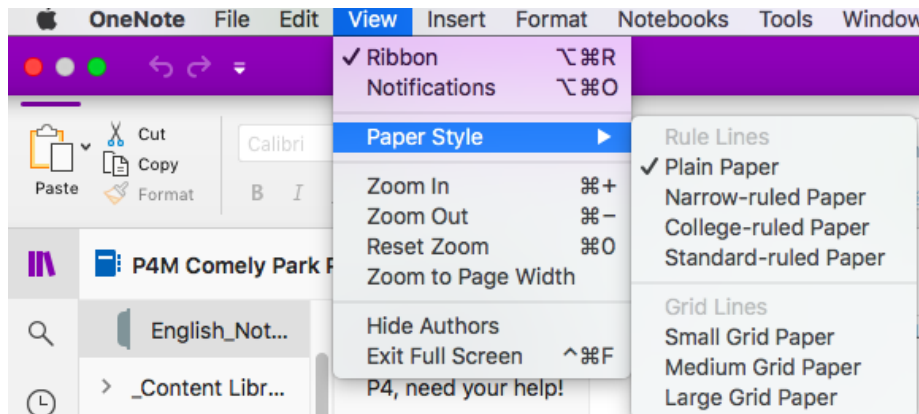
There is a drawing tool in OneNote. This means that pupils can use it for highlighting text or creating drawing or diagrams. With OneNote, you can insert shapes, like a circle, triangle, or rectangle, or even draw shapes with your finger, pen, or mouse, and OneNote will automatically clean them up for you.



- **Background**

If it's hard to see what's on the screen, a colour filter helps distinguish text and objects that differ only by colour.

If using the OneNote app you can also change the background of a page to lined or squared paper. Click on View and choose the background from Rule Lines.



- **Math Tools**

You can insert symbols and equations to your notebook in the same way as in Word. Click on Insert and choose equation or symbol to insert more complex mathematical notation such as: $5+5=10$ or $10/5=2$

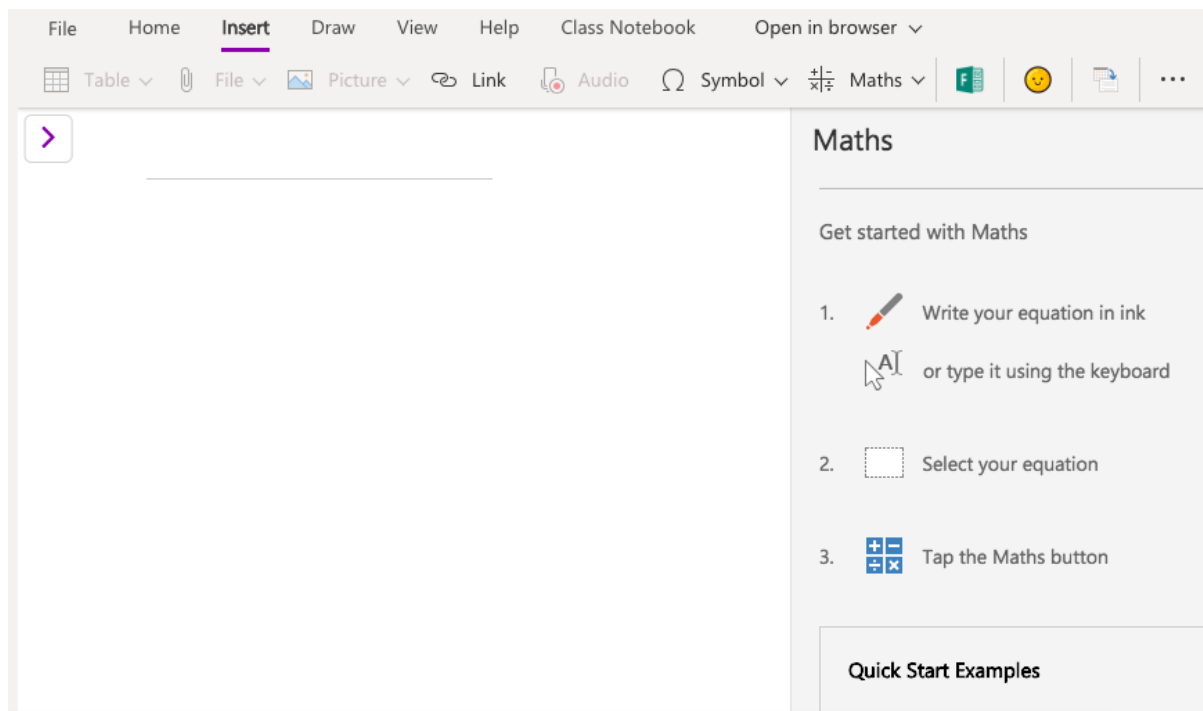
Alternatively, you can use the draw function to handwrite mathematical notation.

Math is all about showing your thought process and the steps you took to get to the answer. Math Solver shows pupils the steps to solve a math problem, giving a clear model for how to show your work. The Immersive Reader can also read the math equation notation, as well as the step-by-step instructions in Math Solver, aloud for students. This helps students with dyscalculia break down math problems and learn what to do with similar problems next time.

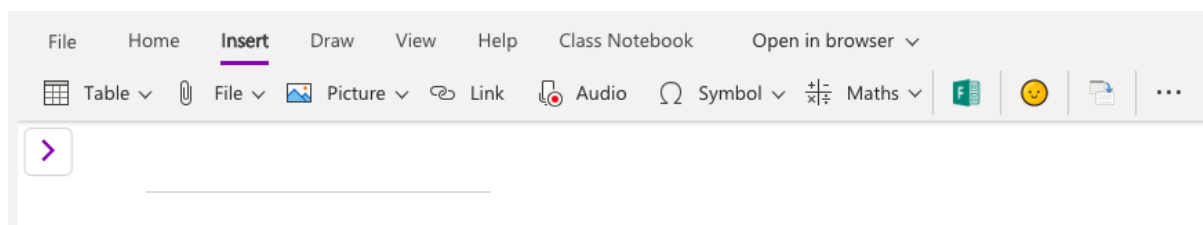
Try this: If a student is having trouble with a particular type of problem, encourage them to use the Math Solver to insert the steps into their OneNote page. They can reference the steps as they work on similar problems, helping them follow the same solution process but applying it to new equations.

Check out this video tutorial to find out how Math Tools can support our pupils:

<https://content.cloudguides.com/en-us/guides/Provide%20inclusive%20math%20tools>



- **Insert**



Pupils can insert tables, files, pictures, links, audio and math equations.

A file can be inserted as an **attachment** so that a pupil would see an icon like on a desktop. Click on Insert and then Insert file attachment and choose your file.

Word, PowerPoint and PDF files can be inserted into the notebook as a **printout**; referring to each of the pages in the file being converted to images that are sequentially inserted (or virtually printed) into your notes, similar to the way the pages might appear as sheets of paper coming out of an actual printer.

PDF file printouts that you've inserted into your notes can't be edited like normal notes, so they're a great choice if you want to keep the original formatting of the source document. You can easily annotate the pages of a file printout by sending their images to the background before writing notes over them.

This covers the main features we will be using Microsoft OneNote Class Notebook for during school closure. If you have any questions regarding any of this information, please do not hesitate to contact your child's class teacher.

We would remind pupils of Falkirk Council's Acceptable Use Policy for ICT Equipment and Services:

When using ICT equipment and services at school, I will:

- Use ICT equipment and services on the network for school-related activities and research.
- Behave respectfully and responsibly, working well with other pupils, just as I do when doing other school work.
- Treat school resources carefully and alert staff if there is any problem with them.
- Tell a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, video, messages, or posts) online.
- Only use it when and where I am allowed and only for things related to school work.
- Credit sources (say where I found the information) when using information found online in school work so I don't break copyright laws.
- Protect my own safety online and that of others.
- Protect the security of the school's ICT equipment and services.

When using ICT equipment and services at school, I will not:

- Use it in a way that could be personally or physically harmful to me or others.
- Search for inappropriate images or content.
- Bully, harass, or be disrespectful towards staff or other pupils.
- Try to find ways to bypass the Council's security and safety measures and filtering tools.
- Send spam or chain mail.
- Copy content I find online without saying where I got it from.
- Post information about myself or others that could identify us
- Publish, post or release information that is confidential or private. If it seems confidential, it probably is.
- Agree to meet in real life someone I meet online.
- Use language online that would not be allowed in the classroom.
- Use ICT equipment and services to do things that are illegal or to search for information on illegal activities.
- Attempt to hack or access sites, servers, accounts, or content that I am not allowed to access.

This should be followed at all times when using Microsoft OneNote Class Notebook.