

ONE NOTE GUIDE FOR STUDENTS

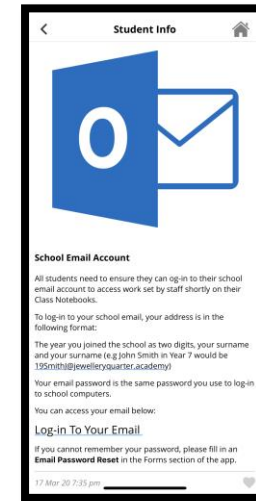
Log into Microsoft Office @ outlook.office.com - You can find this link on the JQA App.

Your email is the **year you joined the school as two digits**, your **surname** and the **first letter** of your first name

e.g **John Smith** in Year 7 would be: **19SmithJ**@jewelleryquarter.academy

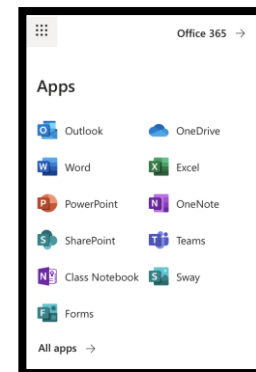
Your **Password** is the **SAME** as the logins you use on the computers at JQA.

The log in will take you straight to Outlook, which is your student email.



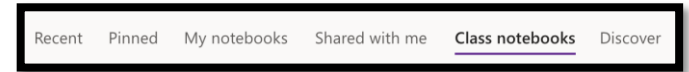
Find the **Waffle** in the top left-hand corner. Click on it, look for **OneNote** or **Teams** (you can find a link to your **Class Notebooks** from most **Teams** you belong to) and click on the icon.

The 'Waffle' is in the shape of a square and has 9 dots.



Once you have clicked into **Teams**, you can then click onto the different classes you belong to. Each of these has a **Class Notebook**.

Alternatively, you can click on 'Class notebooks' to find your classes in One Note.



Once you have clicked into a class there will be three tabs at the top:

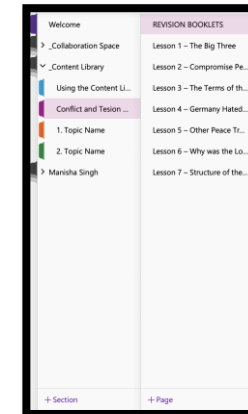
- **Welcome** (Your teacher may have left you a message here, and a 'How to Use Guide').
- **Collaboration Space** where two students or more can work on a 'document' or 'lesson' at the same time.
- **Content Library** where all of your lesson from your teacher can be found.



Content Library: This content library contains all the topics for your learning.

As a Student you **CANNOT** edit the 'Content Library' but you can access all the materials there.

Your teacher will distribute these pages to you and you can find them in your **Class Handouts** or **Homework** sections. If not, you can also...



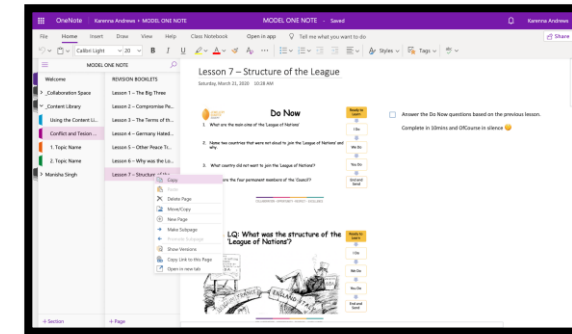
'Copy' (right click) and 'Paste' (right click) the 'Lesson' in their 'Class Notes' tab to be able to edit and complete activities.

- Example Lesson is 'Lesson 7'
- Example Student is Manisha Singh from 9KAN

Depending on your subject and stage of learning you may have different 'tabs' underneath your name.

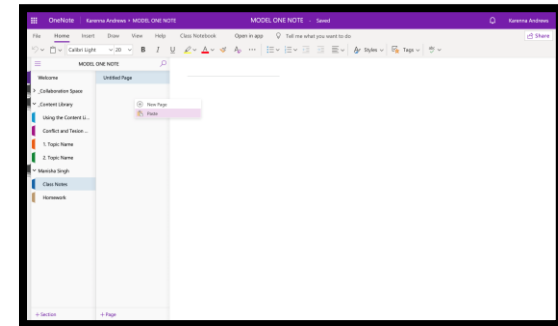
E.g. Some teachers may do this as 'Class Notes' (like the example) or the name of the topic you are completing e.g. 'Conflict and Tension'.

Copy (right click) Lesson from the 'Content Library:'

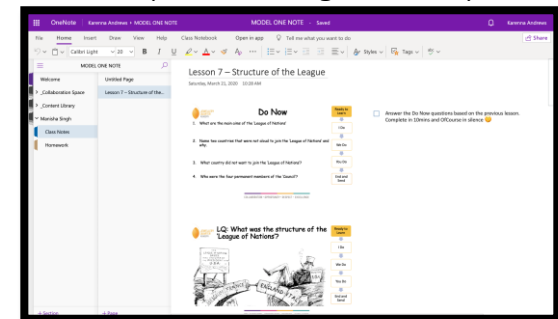


Open student (YOUR) 'Class Notes'
Paste (right Click) the lesson into this section:

There may be other tabs named 'Quizzes' this may be where you complete quizzes that are set for you or 'Homework' where you put your homework work.



The lesson is now in your 'Class Notes' and ready for editing and completion:



Each of your teachers will have a variety of activities. Depending on your subject, year group and set.

You can see that 'Manisha' has given her answers for the DNA:

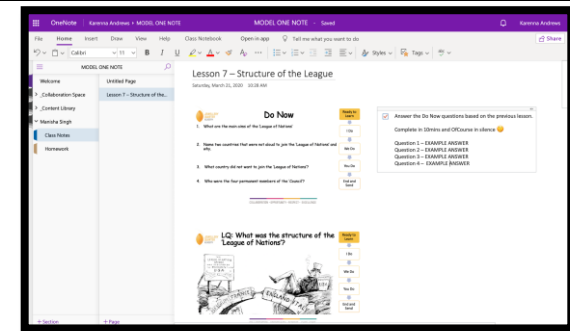
You will be expected to complete a range of activities from: Quizzes, Reading, Videos, Online research, Worksheets, Comprehension Questions etc.

When you are completing your lesson you simply type where instructed. For this example, there is a (tick) white box (like a bullet point) for Manish to tick when she has completed the task.

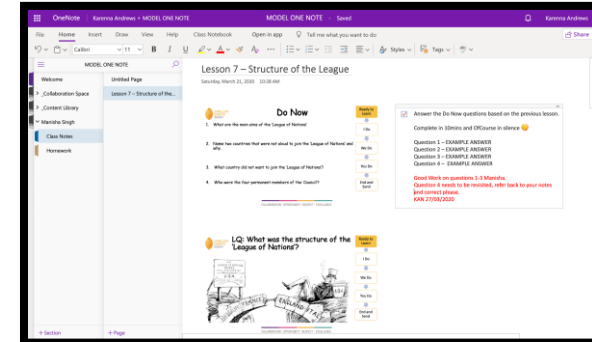
Your teacher can see EVERYTHING in your Student OneNote. Which means that your work can be marked, and you can complete 'Dirt Work' in green pen (text) as normal. If you respond to a **Microsoft Forms quiz**, the answers are recorded for your teacher.

Do not work on the OneNote App, it will not 'save' automatically. If your teacher cannot see your work, you may be asked to complete it again. **WORK ONLINE ONLY**, everything you do will 'save' automatically.

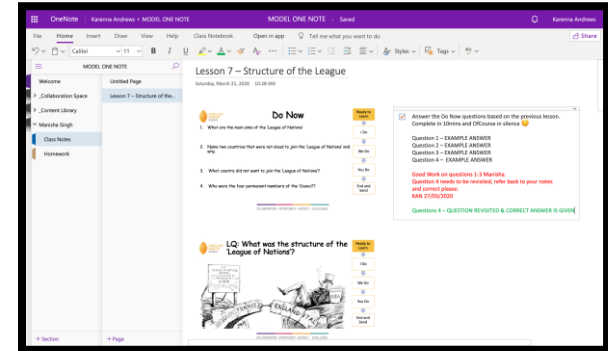
Direct questions about your OneNote to your subject teacher (via teacher's email). They will have access to log in and check your questions/concerns.



KAN then comments on Manisha's work:



Manisha then corrects in 'Green Text':
Just like 'Dirt Work' & Whole Class Feedback Lessons



The screenshot shows a OneNote page titled "Lesson 7 - Structure of the League" dated Monday, March 21, 2023, 10:28 AM. The page is divided into two main sections: "Do Now" and "LQ: What was the structure of the League of Nations?".

Do Now

1. What are the main aims of the League of Nations?
2. Agree the countries that were set up to join the League of Nations and why?
3. What country did not want to join the League of Nations?
4. Who were the four permanent members of the Council?

LQ: What was the structure of the League of Nations?

Below the LQ section, there is a small image of a historical document or map. To the right of the page, there is a sidebar with a "Checklist" section containing several items with checkboxes and "Marked" buttons:

- Answer the Do Now questions based on the previous lesson. Complete to Discuss and Discuss to answer.
- Question 1 - EXAMPLE ANSWER
- Question 2 - EXAMPLE ANSWER
- Question 3 - EXAMPLE ANSWER
- Question 4 - EXAMPLE ANSWER

Below the checklist, there is a red text box that reads: "Good Work on questions 1-3 Markable. Question 4 needs to be revisited, refer back to your notes and correct answers. JAN 27/09/2020". At the bottom of the sidebar, it says "Questions 4 - QUESTION REVISITED & CORRECT ANSWER IS GIVEN".