

TOOLOOA



OneNote for Online Learning

A STEP BY STEP GUIDE FOR

- HOW TO ACCESS IT
- HOW TO USE IT

Accessing our OneNote

VIA A LAPTOP OR COMPUTER

Step 1 – Open the Internet

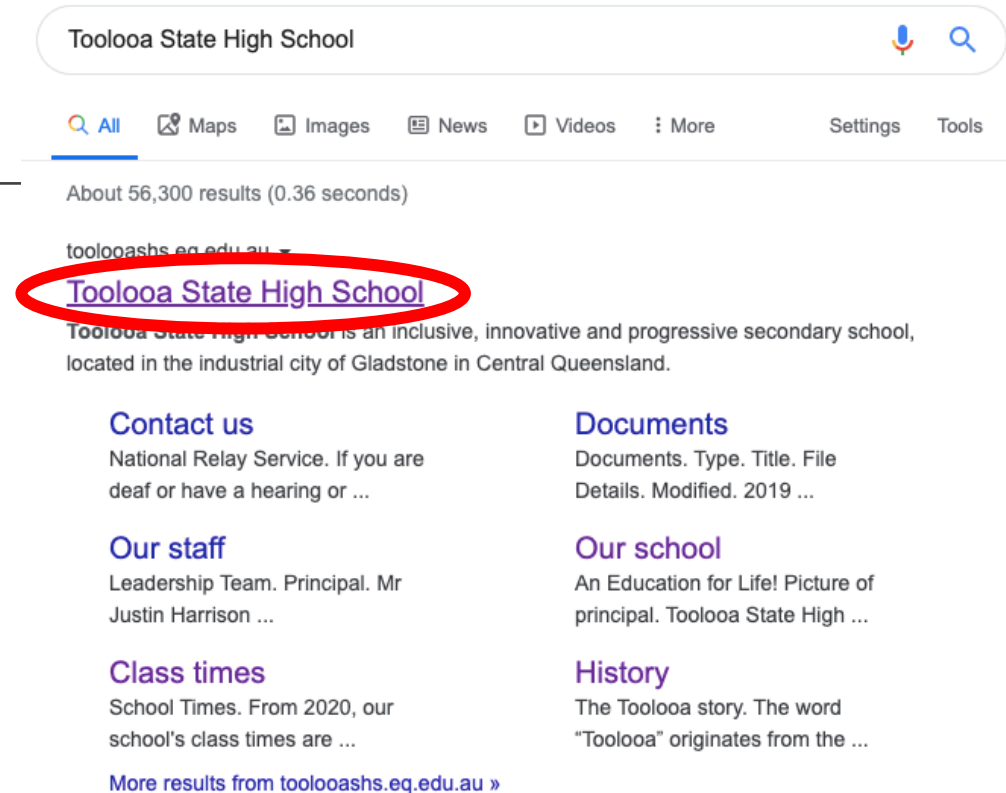
Look for the icon for internet explorer and click it to open the internet. It should be on the bottom task bar



Step 2

Navigate to the Toolooa Home page

- ☐ In the search bar, search for “Toolooa State High School”
- ☐ Click on Toolooa’s Home Page (it should be the first Link)








Step 3 – Navigate to the Outlook Link

One Toolooa's Webpage – Navigate to the Webmail link.

- Scroll down to quick links
- Click on the Outlook Link

This will open your emails (will need to log in with your Username and Password)

Quick links

-  [Investing for success \(PDF, 382KB\)](#)
-  [Responsible behaviour plan \(PDF, 498KB\)](#)
-  [School Improvement Unit - Executive Summary \(PDF, 332KB\)](#)
-  [Outlook](#)
-  [Bring Your Own Device](#)

Opening the Email

1. Look for an email shared / sent by me that says **“SharePoint App shared a file with you”**
2. That app should be a OneNote file called **“Yr ____ Catch-up Work**
3. Click on the open link and enter your EQ Username and password when prompted



SharePoint App shared a file with you

Here's the document that SharePoint App shared with you.



Year 7 Catch-up Work



This link only works for the direct recipients of this message.

Open



File

Home

Insert

Draw

View

Help

Open in app



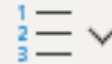
Tell me what you want to do



Calibri Light



20

**B***I*U**A****A**

Year 7 Catch-up Work



Welcome

Untitled Page

▾ _Collaboration Space

> _Content Library

> CLARK, Gerard (gclar1...

Your Screen Should Look
Something Like this

Accessing our OneNote

VIA A YOUR IPAD OR PHONE

Opening the SharePoint email

- ❑ Before you open the OneNote App you need to open the SharePoint email in a browser to make it discoverable on your device
- ❑ Either follow the steps above or log into the **Outlook app** with your eq Username and password.





SharePoint App shared a file with you

Here's the document that SharePoint App shared with you.



Year 7 Catch-up Work



This link only works for the direct recipients of this message.

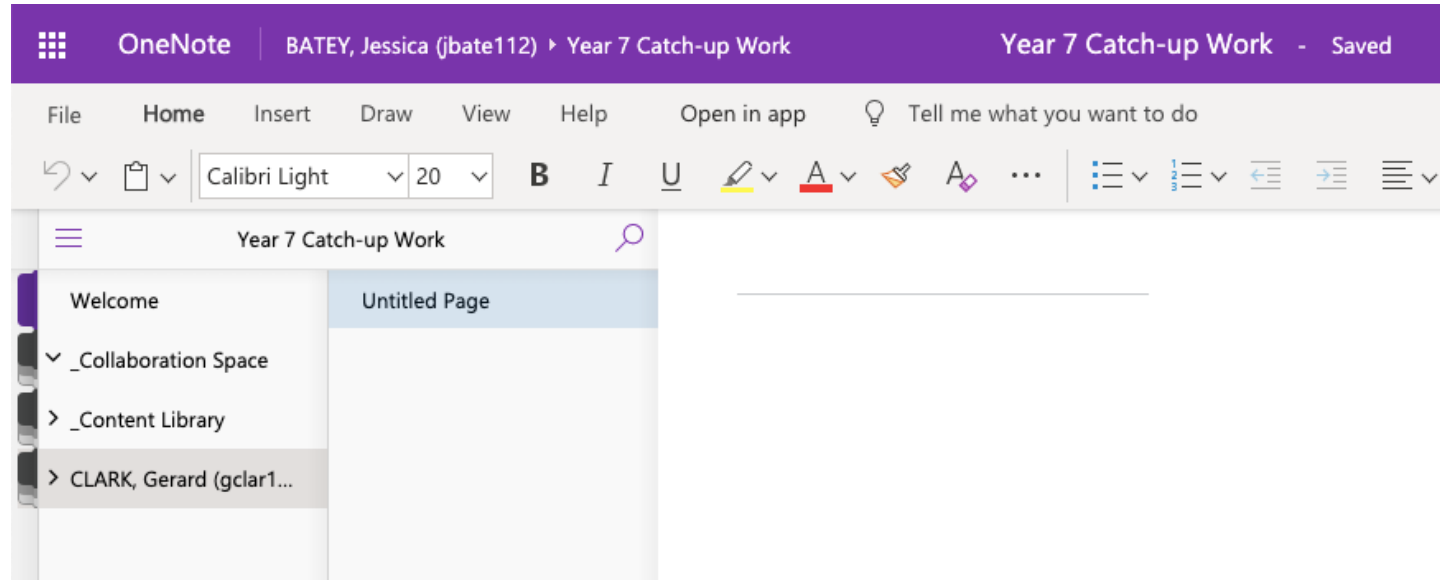
Open

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Your Screen Should Look Something Like this

Once the OneNote launches in your browser you can close it and open the **OneNote App**



The OneNote App

Ensure that you are logged into the OneNote App with your EQ Username and Password

1. Navigate to your Notebooks Tab (This will show you the Notebooks you are in) → select the more Notebooks button at the screen
2. Refresh and browse for the Notebook you wish to add to your device and click on it
3. This will then load up the Notebook for you to work in

██████████@ Department of Education and T...

2020 Arts Team

Personal

2020 - 2021 Senior

2019 - 2020 Senior M

Yr 10 Music (2020)

Yr 9 Music (2020)

Yr 8 Music (2020)

2020 Arts and IT

More Notebooks

The Notebooks you see here are the ones you are already in

Cancel Open More Notebooks

RECENT

2020 Arts Team

SCHLUTER, Georgina (gschl4)'s OneDrive for Business » personal » gschl4_eq_edu_au » Documents » Notebooks

Year 7 Catch-up Work

BATEY, Jessica (jbate112)'s OneDrive for Business » personal » jbate112_eq_edu_au » Documents » Class Notebooks

2020 Arts and IT

BATEY, Jessica (jbate112)'s OneDrive for Business » personal » jbate112_eq_edu_au » Documents

2019 - 2020 Senior Music

CLARK, Gerard (gclar136)'s OneDrive for Business » personal » gclar136_eq_edu_au » Documents » Class Notebooks

7G Tech

CLARK, Gerard (gclar136)'s OneDrive for Business » personal » gclar136_eq_edu_au » Documents » Class Notebooks

Yr 8 Music (2020)

CLARK, Gerard (gclar136)'s OneDrive for Business » personal » gclar136_eq_edu_au » Documents » Class Notebooks

2020 - 2021 Senior Music

CLARK, Gerard (gclar136)'s OneDrive for Business » personal » gclar136_eq_edu_au » Documents » Class Notebooks

Junior MARKBOOK.one

OneDrive for Business » Documents » Personal

Personal

CLARK, Gerard (gclar136)'s OneDrive for Business » personal » gclar136_eq_edu_au » Documents



How to use the different sections of OneNote

The Content Library

This is the space where teachers will copy in the lesson content for you to access.

There is a different section for each subject

These are read only pages and you will need to copy these to your own section in the Notebook

Instructions for this are included in the Notebook

OneNote

BATEY, Jessica (jbate112) ▶ Year 7 Catch-up Work

Year 7 Catch-up Work

Imme

Year 7 Catch-up Work

Term 1 - Maths Instructions

Friday, 20 March 2020 9:32 AM

Instructions:

- *Click on each lesson page to open
- *Save yourself a copy of the page to your own OneNote
- *Read the instructions and complete the tasks
- *Mark your work when you finish (re-do any incorrect tasks or questions)

If you're unsure, some strategies might include:

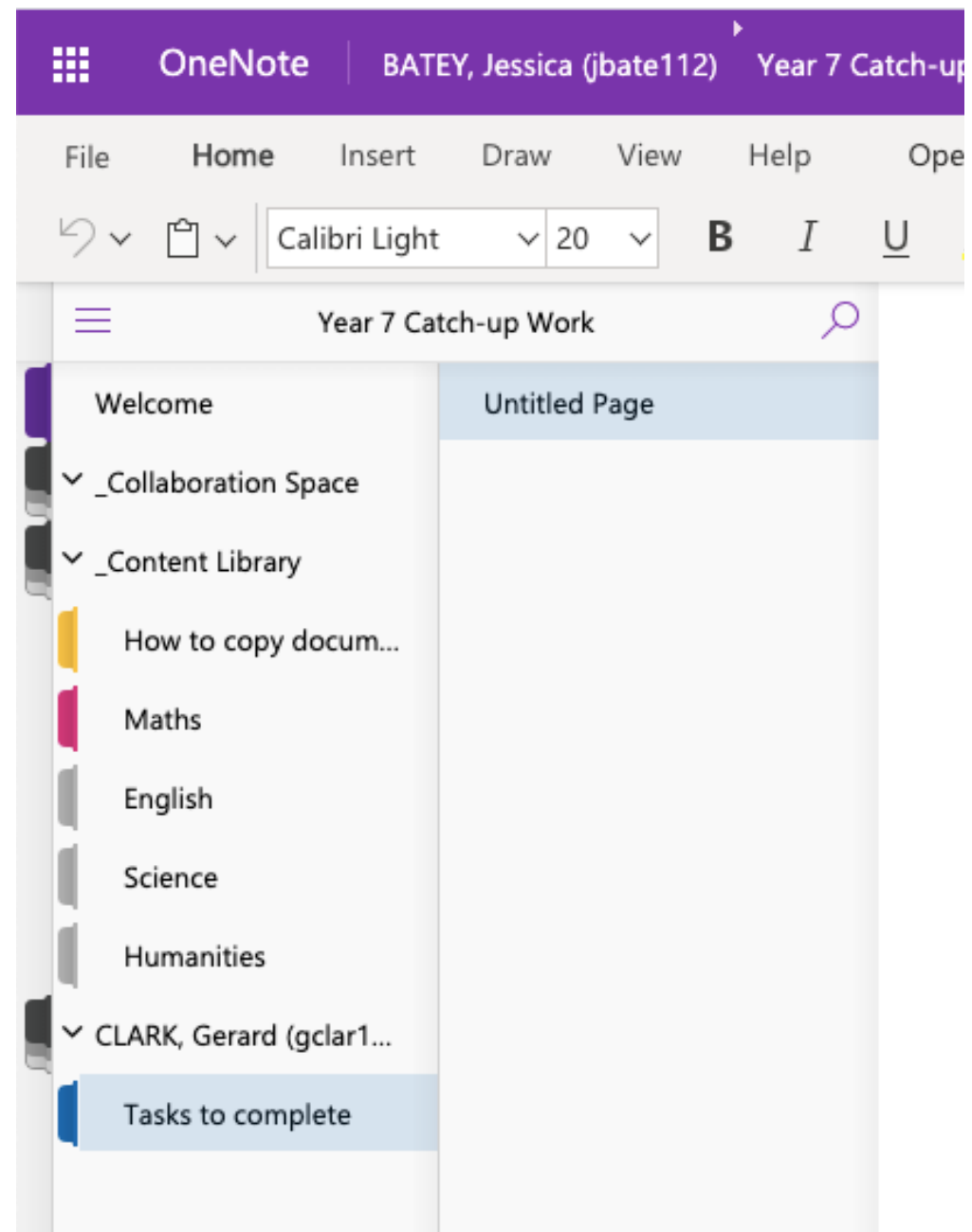
- *Read a worked example (they are included in the lessons)
- *Check your textbook (there is a copy of the textbook on OneNote)
- *Search the topic online (Google, Youtube, etc.)
- *Email a friend to see if they've had a go
- *Check the answer and try working backwards

Individual Student Notebook

This is where students need to copy lessons to in order to work on it

Students can edit the lessons and write comments and answers

Teachers can look at their work and edit / give feedback





OneNote Help

If you are still stuck and need further help with specific tasks in OneNote please navigate to the link below for a wide range of videos and tutorials to assist you

<https://support.office.com/en-us/onenote>