

FLEXIBLE LEARNING WITH ONENOTE

ADELE HUDSON

AITKEN COLLEGE

www.edudesign.com.au



OVERVIEW

Why OneNote?

1. Setting up class notebook
2. Sections, pages and populating
3. Distributing pages and reviewing student work
4. Digital planner with embedded excel tables
5. My favorite shortcut tips

PowerPoint can be found www.edudesign.com.au

WHY ONENOTE?

Drivers of change

- Project-based learning
- Online learning
- Higher workload
- Greater diversity of workload

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- 25 – 30 students per class
- How do I provide timely feedback?

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- Progress needed to be visible
- Quick access to learning materials

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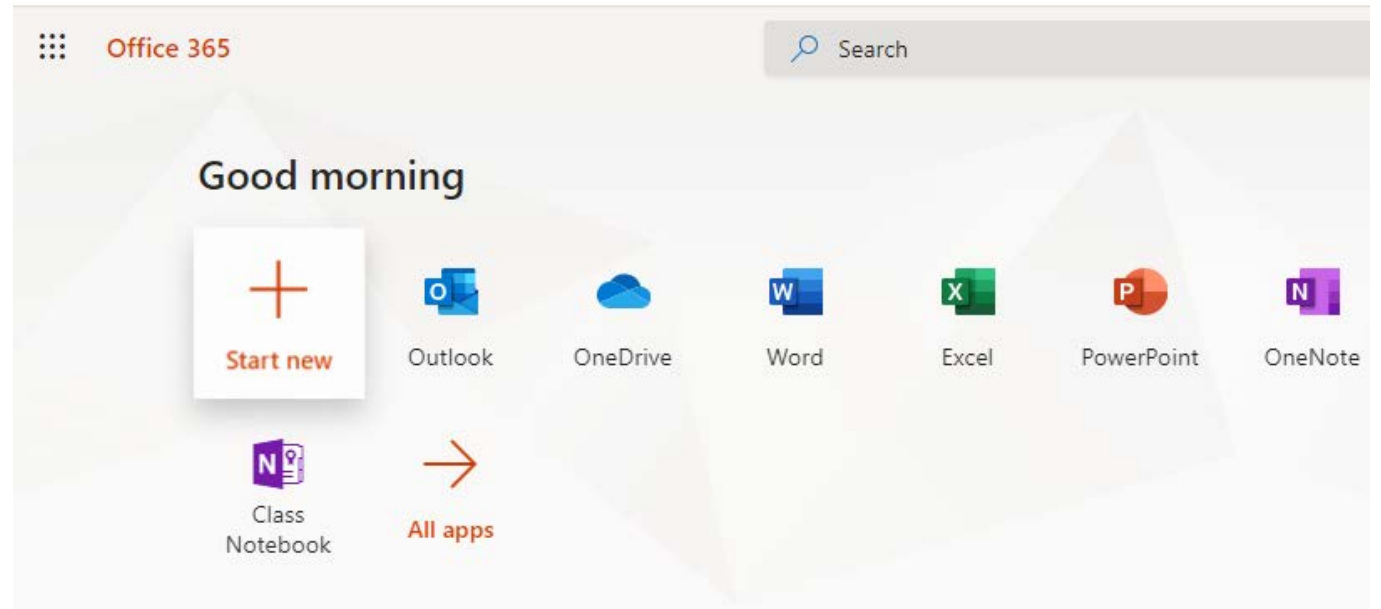
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- Increasing workload in all areas
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- Teaching, leadership role, extracurricular groups.....

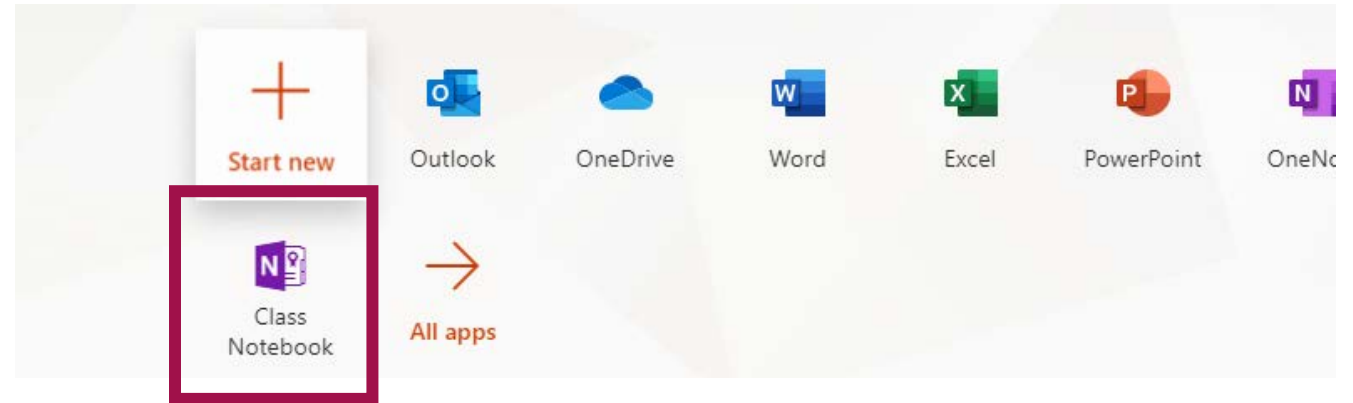
1. SETTING UP CLASS NOTEBOOK

- OneNote -Three options
 - Office 365 online
 - OneNote 2016 - Desktop app
 - More advanced
- OneNote for Windows 10
 - More accessible



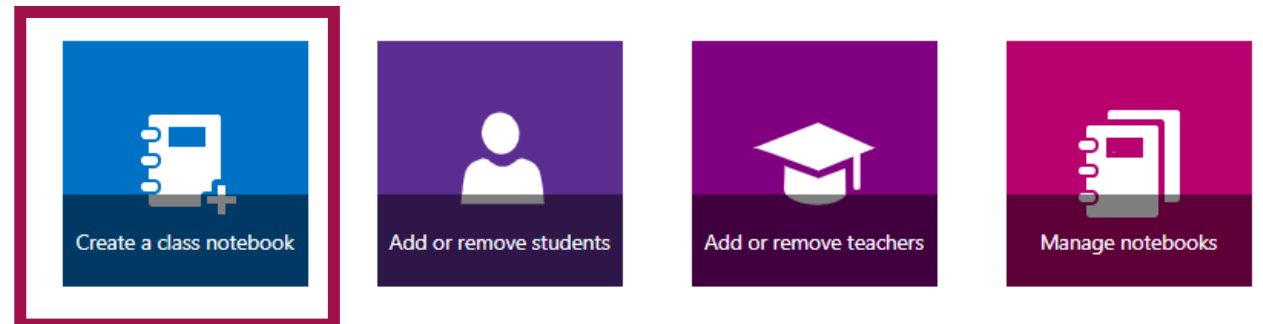
1. SETTING UP CLASS NOTEBOOK

- Office.com/landing, sign into your account.
- Select **Class Notebook**
 - Create/ update Notebooks
- Select **Create a class notebook**



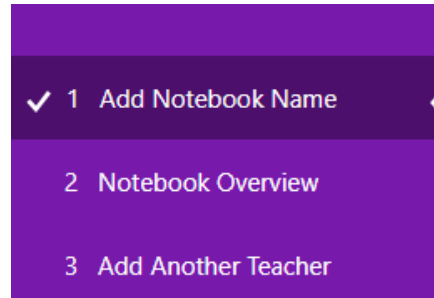
Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



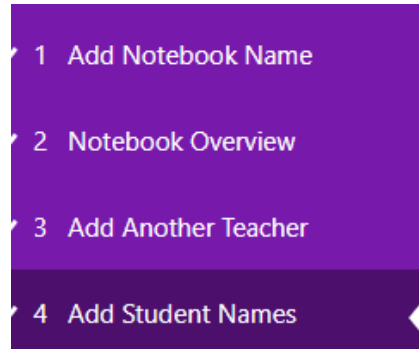
1. SETTING UP CLASS NOTEBOOK

- Type in name of book.
- Add teacher names to share resources.
- Add individual student names



← What's the name of your class?

This will be the name of your class notebook

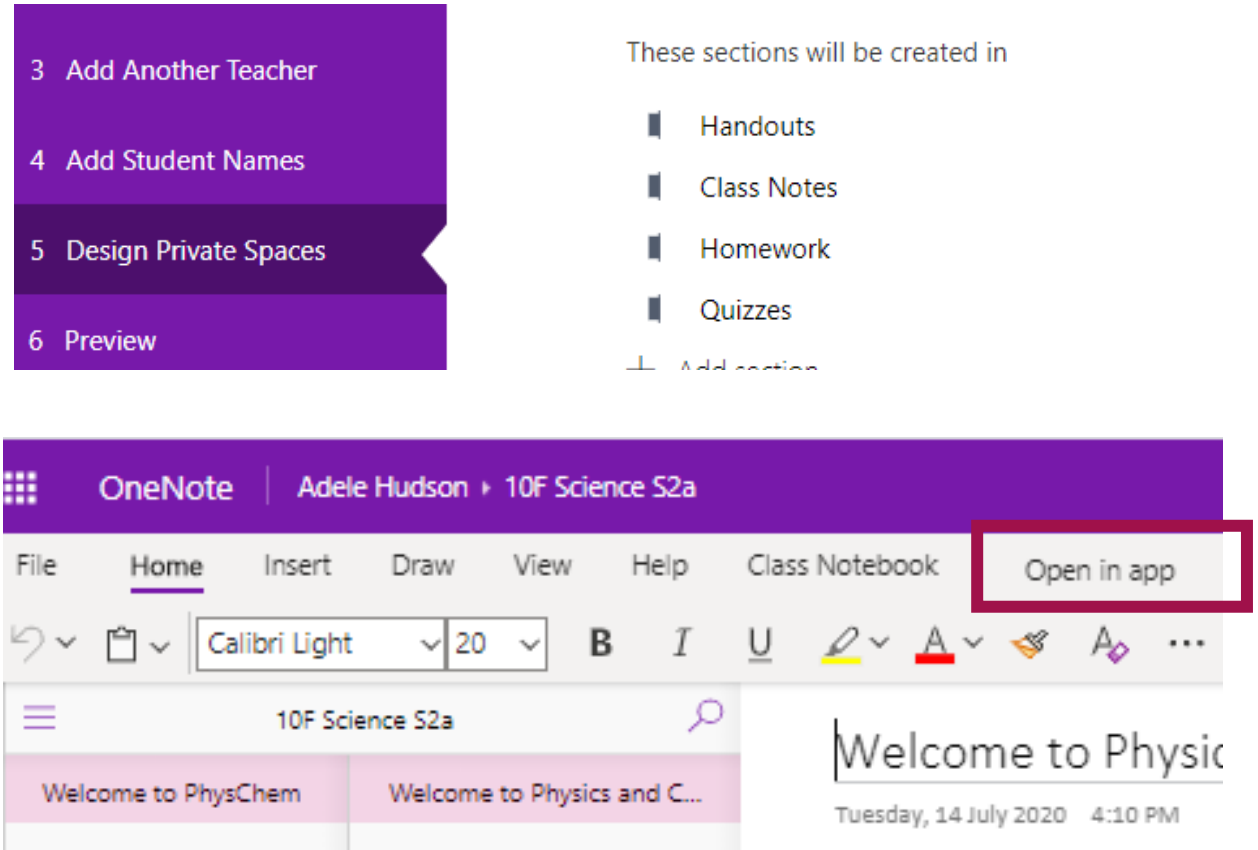


← Now, what are your students' names?

Type or paste your students' names (separated by semicolon) to add them

1. SETTING UP CLASS NOTEBOOK

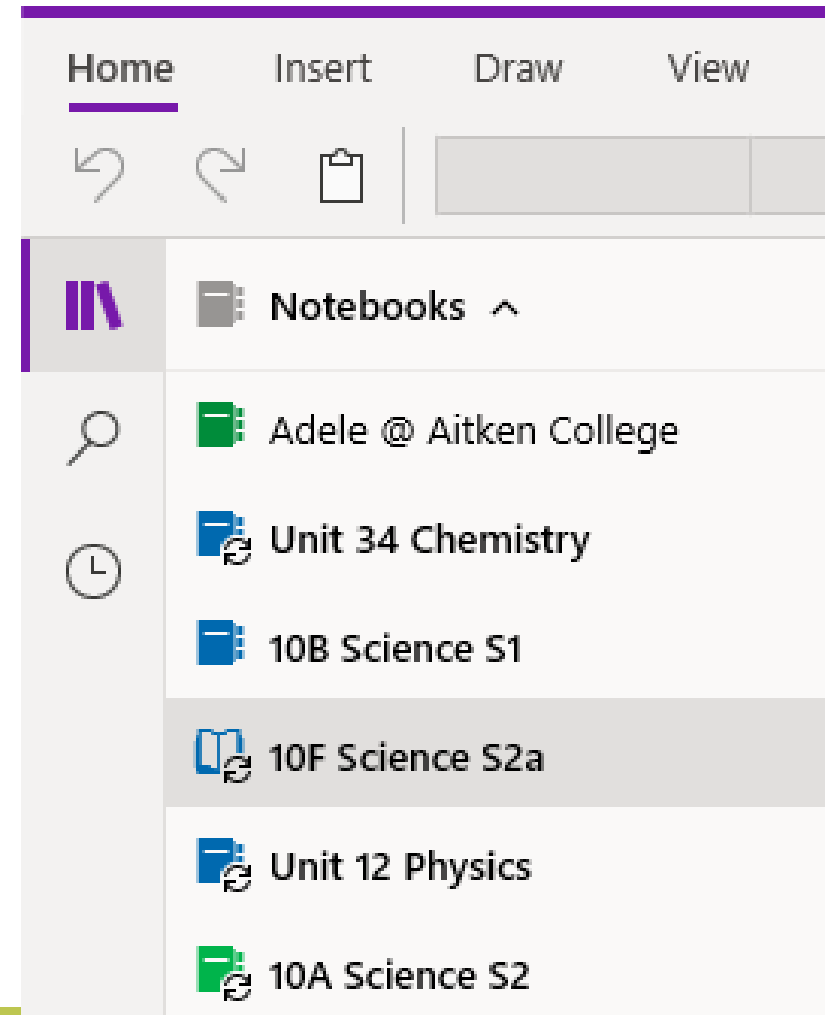
- Design private spaces – remove the sections that you will not need and add in new sections.
- Click **Done**
- Class Notebook will open online.
- Select on **Open in app**



1. SETTING UP CLASS NOTEBOOK

Organisation of Class Notebooks

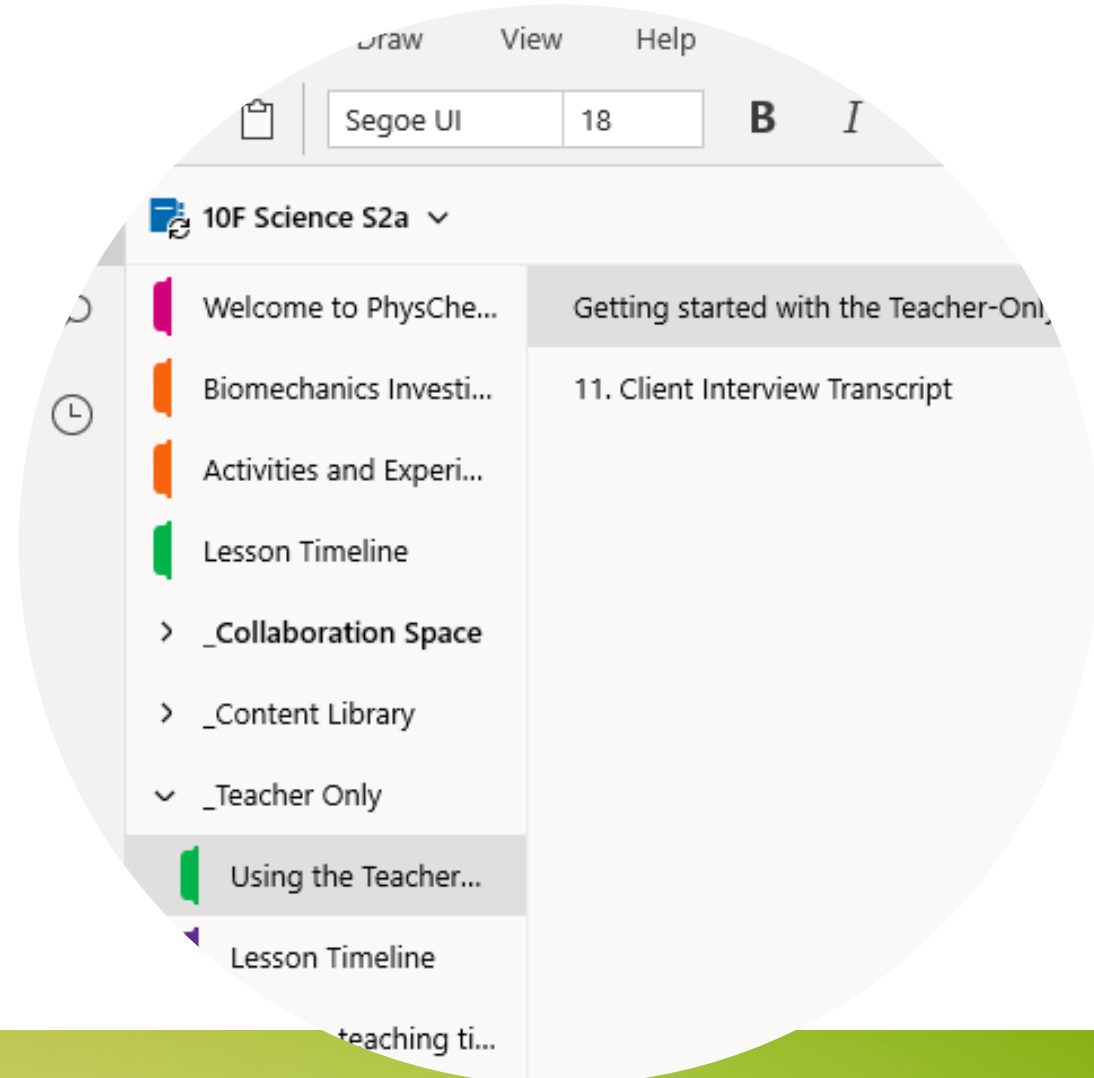
- All Class Notebooks are accessible from one menu.



1. SETTING UP CLASS NOTEBOOK

Organisation of Class Notebook pages

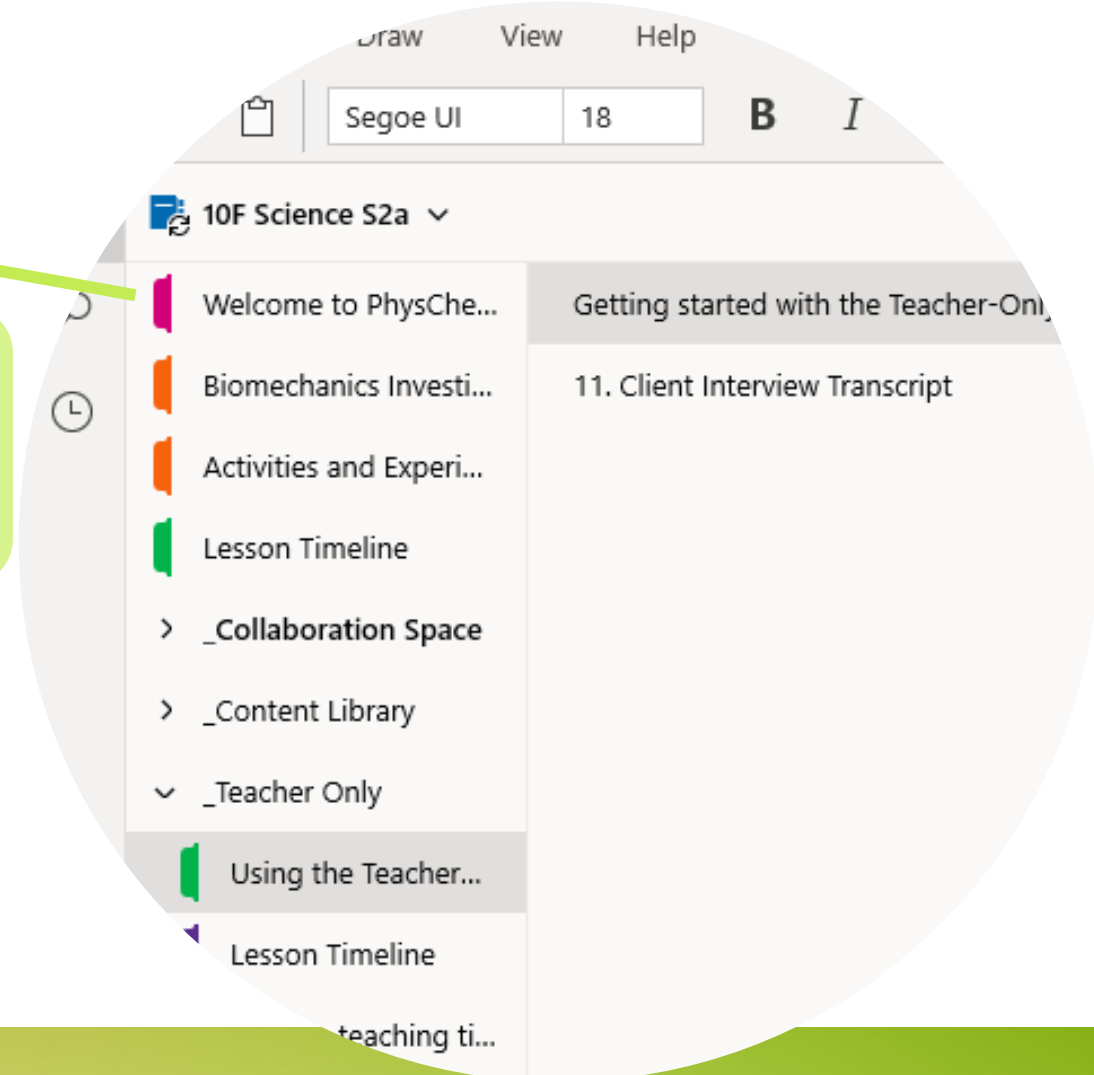
- Welcome page
- Collaboration space
- Content library
- Teacher only
- Student pages



1. SETTING UP CLASS NOTEBOOK

Organisation of Class Notebook pages

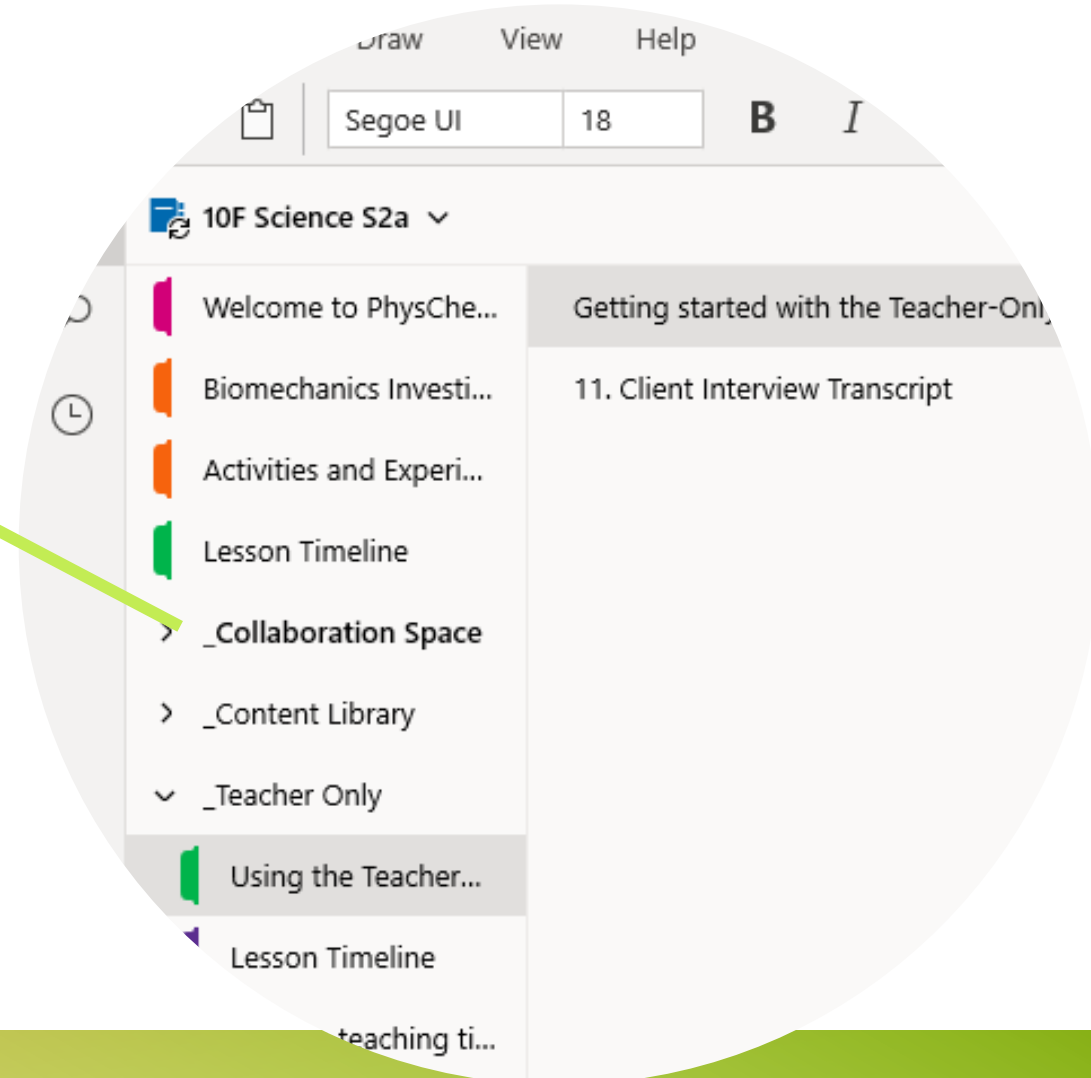
- Welcome page
- Collaboration space
 - Use as class blog, class photos
 - Insert Sections for current projects and tasks, Lesson Timeline



1. SETTING UP CLASS NOTEBOOK

Organisation of Class Notebook pages

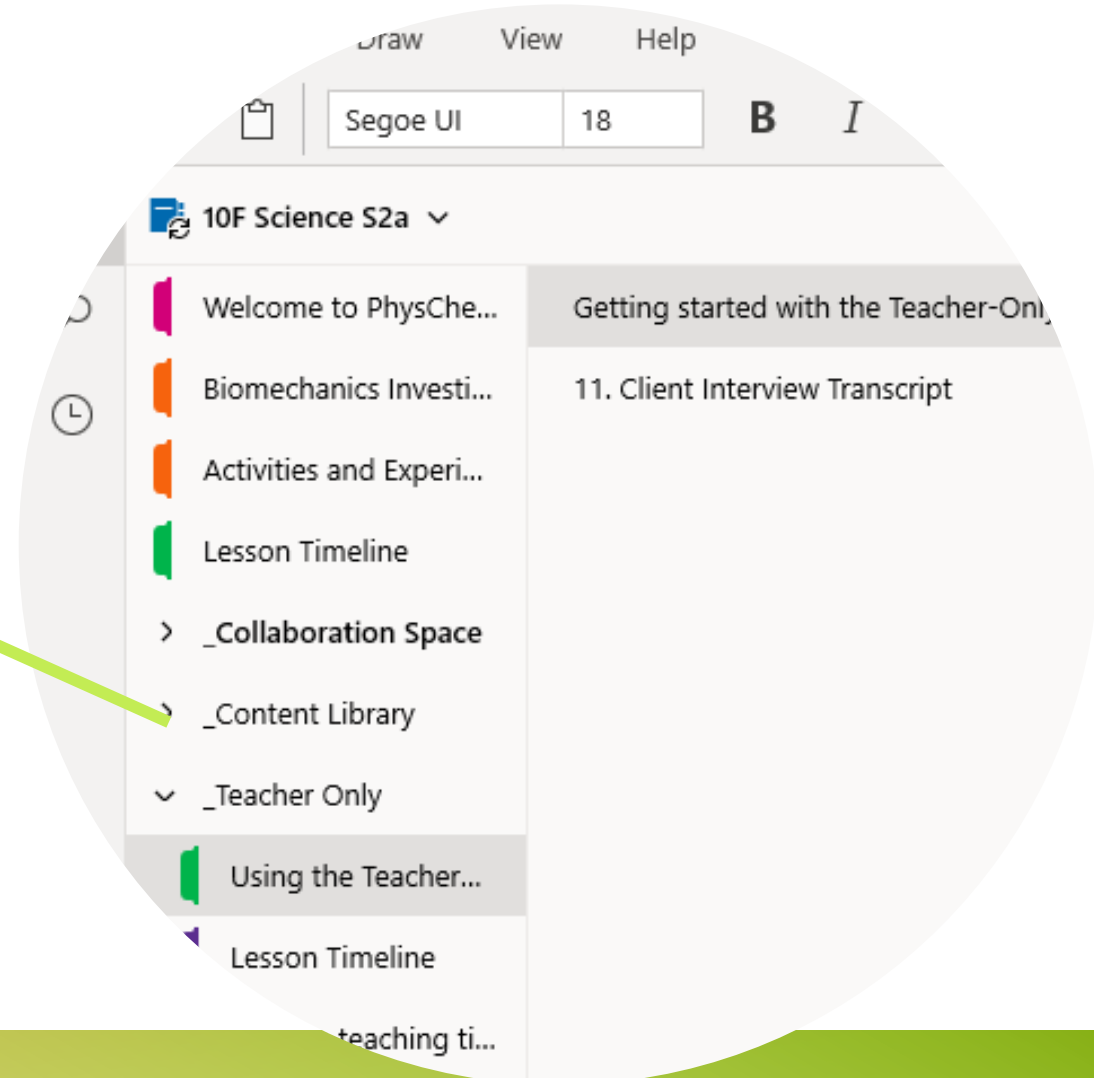
- Welcome page
 - Collaboration space
- Shared space where students can collaborate
 - Great for group work: Can create sections for each group to view and edit.
([Click here](#))



1. SETTING UP CLASS NOTEBOOK

Organisation of Class Notebook pages

- Welcome page
 - Collaboration space
 - Content library
 - Teacher only
- Archive projects
 - Course documents

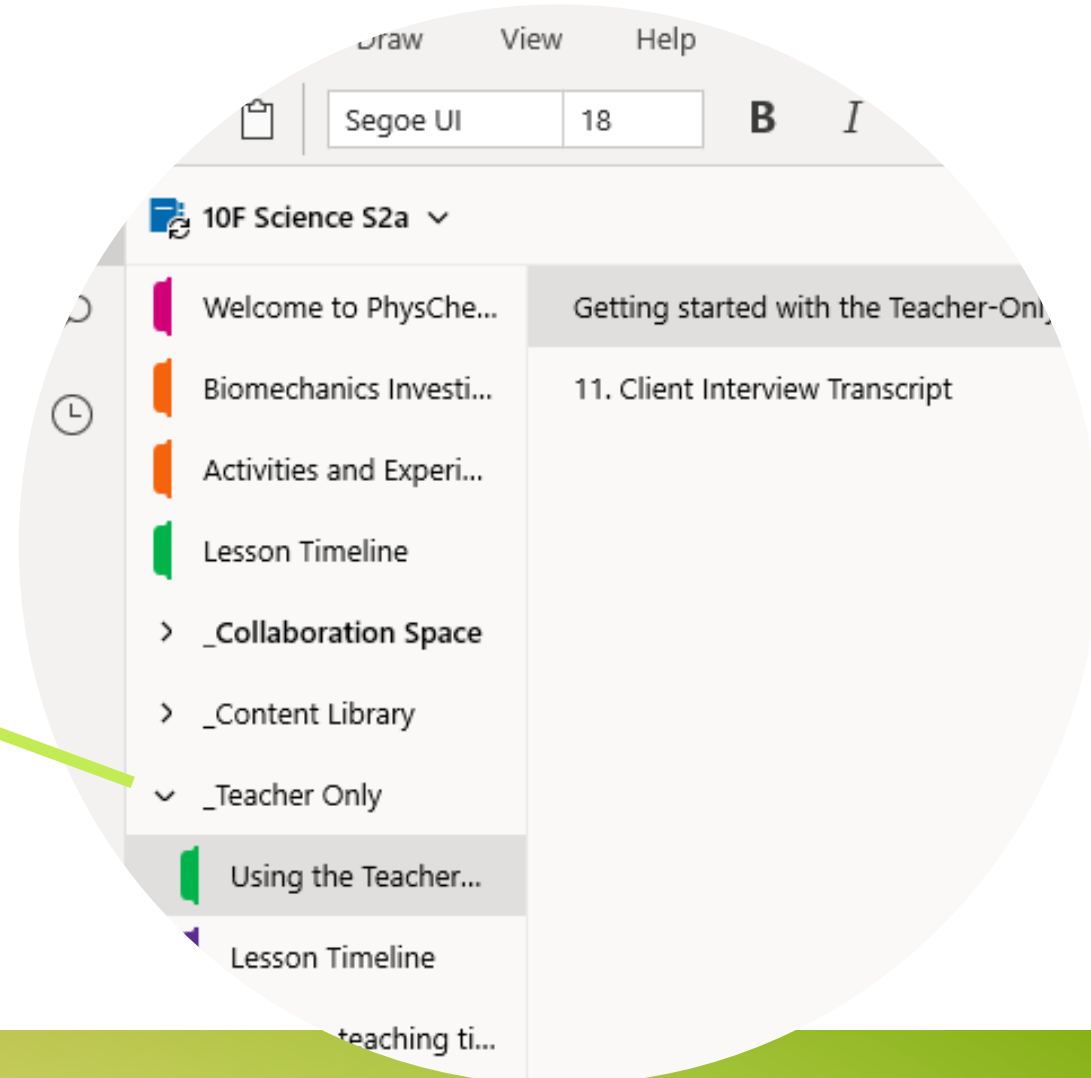


1. SETTING UP CLASS NOTEBOOK

- Organisation of Class Notebook pages

- Welcome page
- Collaboration space
- Content library
- Teacher only
- Student pages

- Only teachers can access
- Store projects under development, assessment tasks.

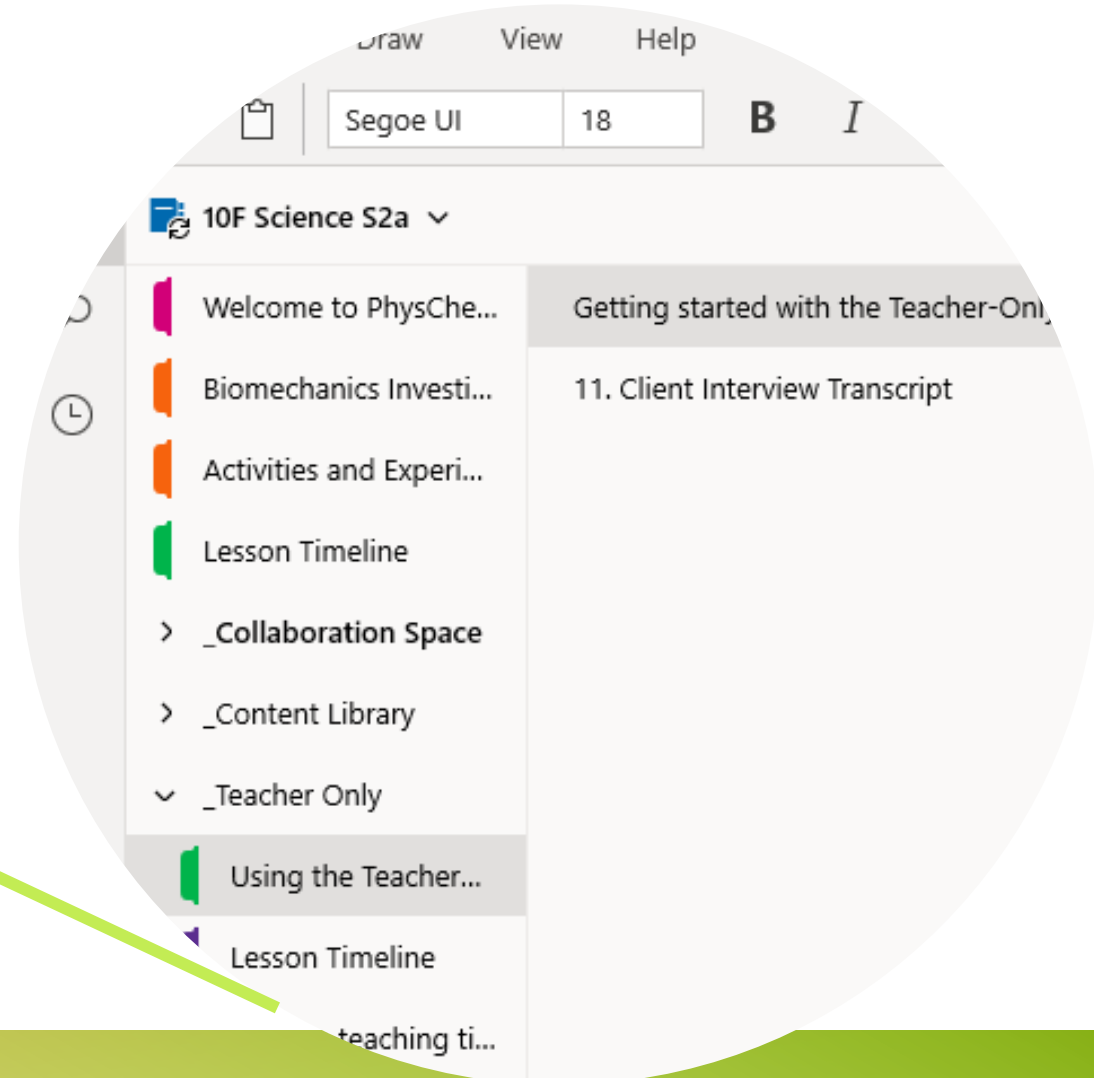


1. SETTING UP CLASS NOTEBOOK

Organisation of Class Notebook pages

- Welcome page
- Collaboration space
- Content library
- Teacher only
- Student pages

- Individual student pages
- Distribute pages to each student for them to work on



2. SECTIONS, PAGES, POPULATING

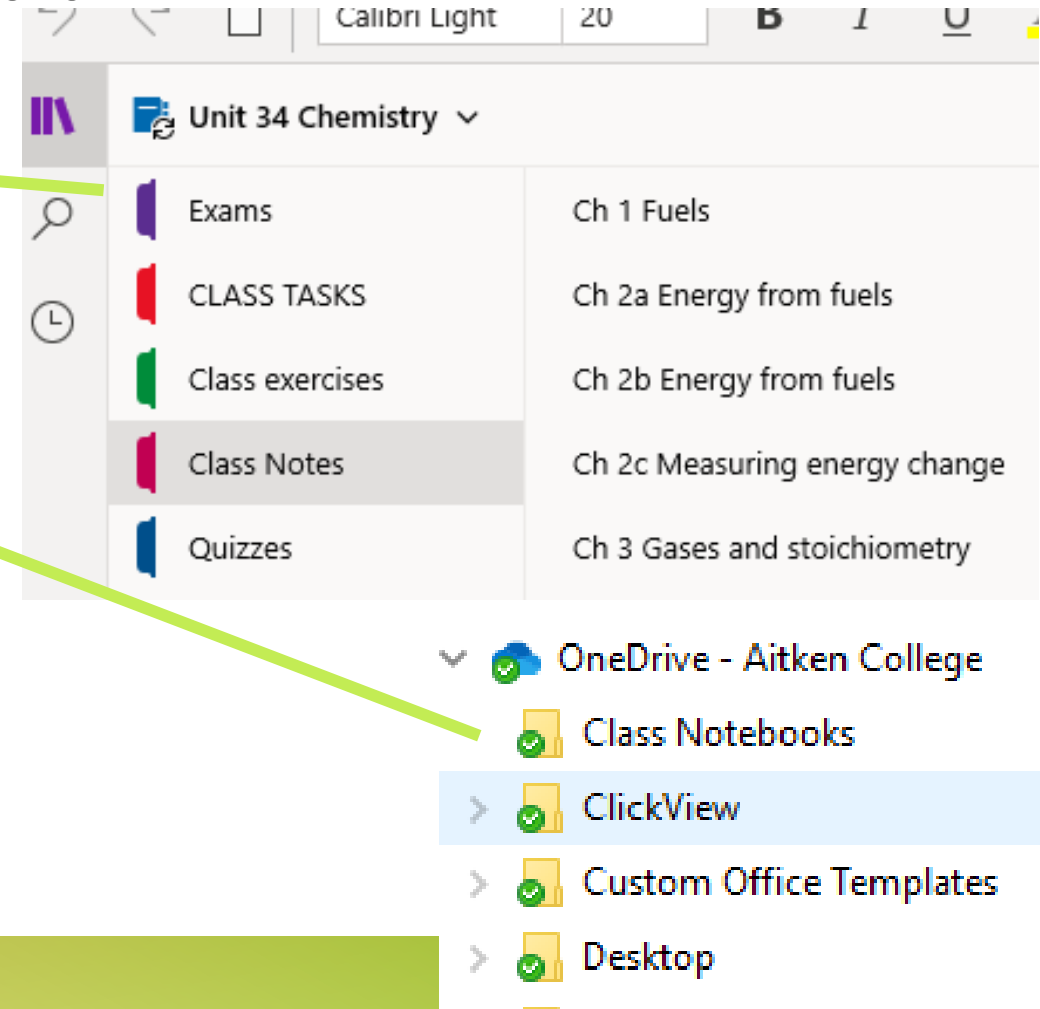
Comparison between OneNote and File Explorer

Sections

- Folders

Pages

- Documents



2. SECTIONS, PAGES, POPULATING

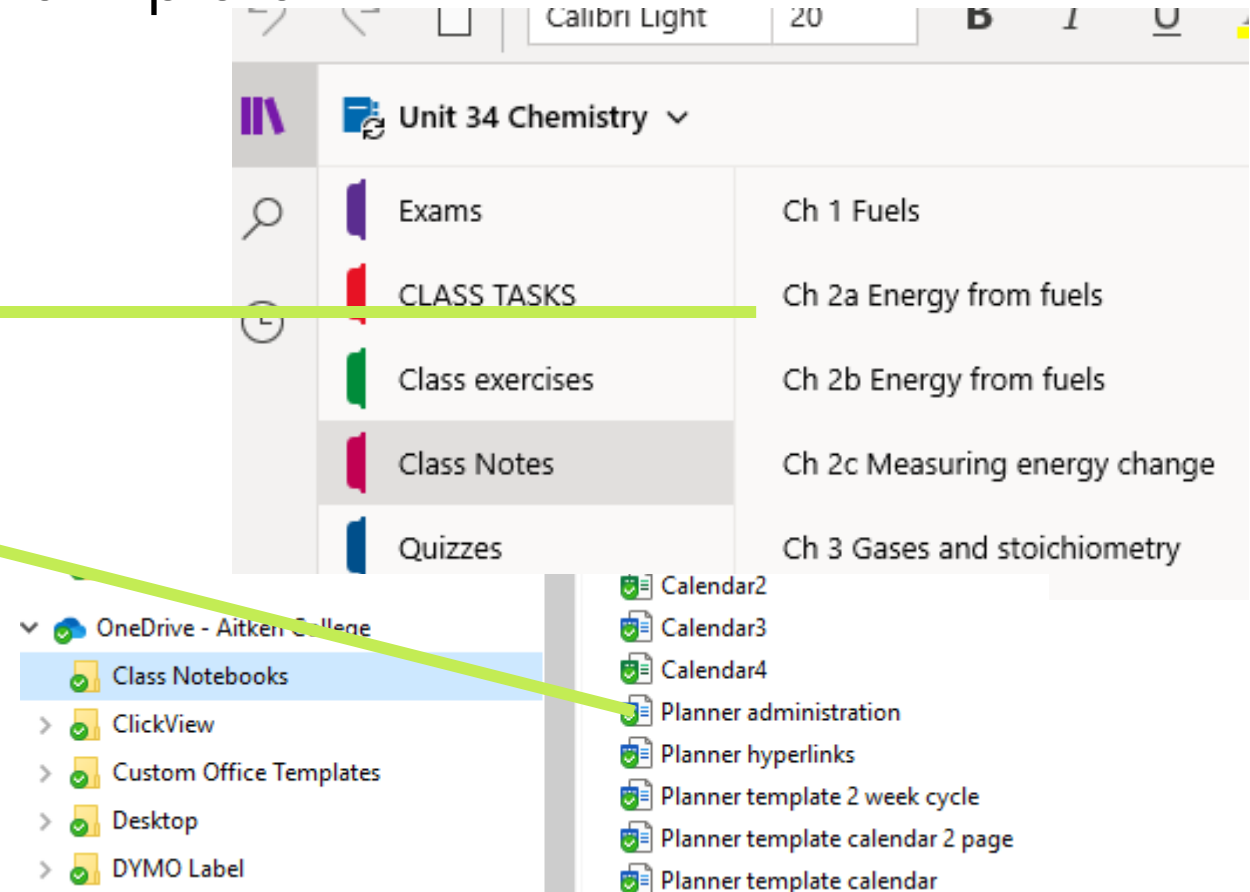
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2. SECTIONS, PAGES, POPULATING

Comparison between OneNote and File Explorer

Sections

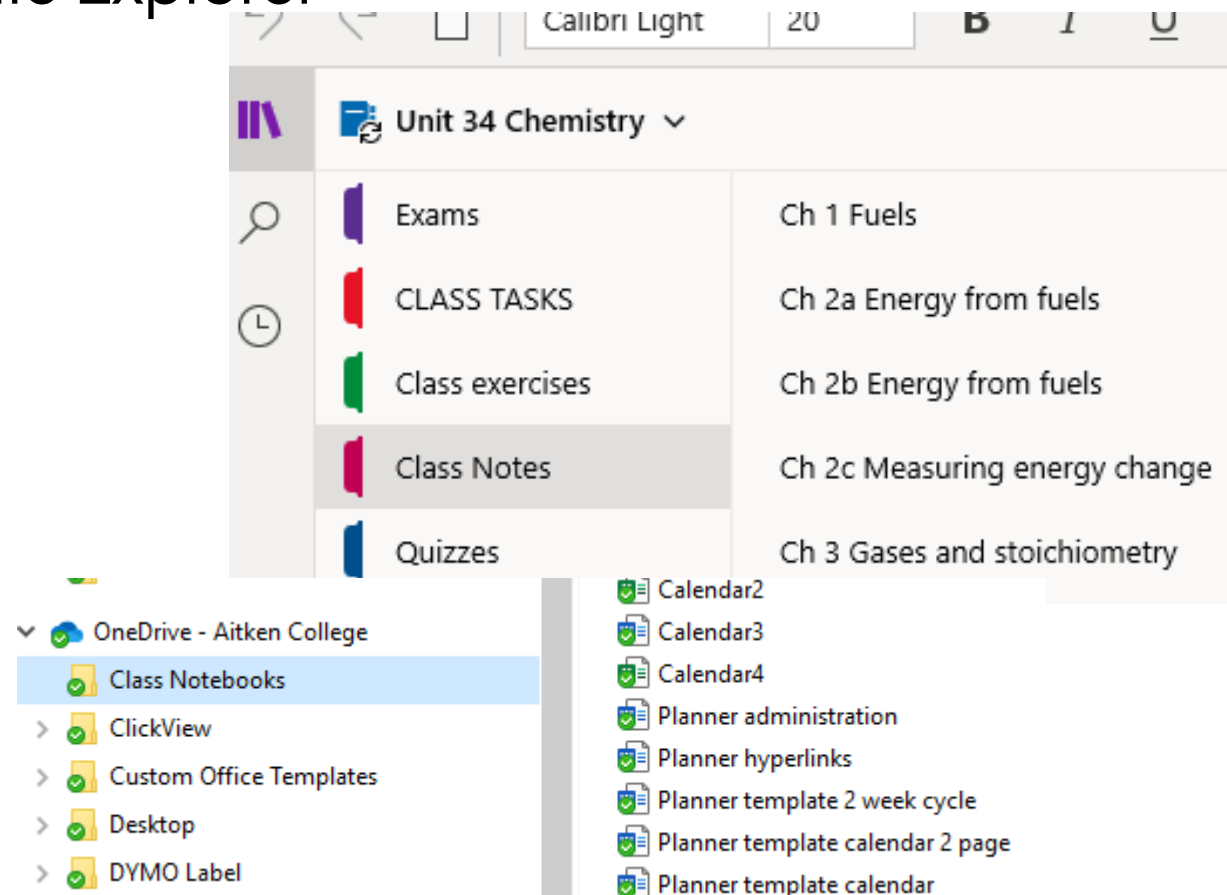
- Folders

Pages

- Documents

Advantages of OneNote

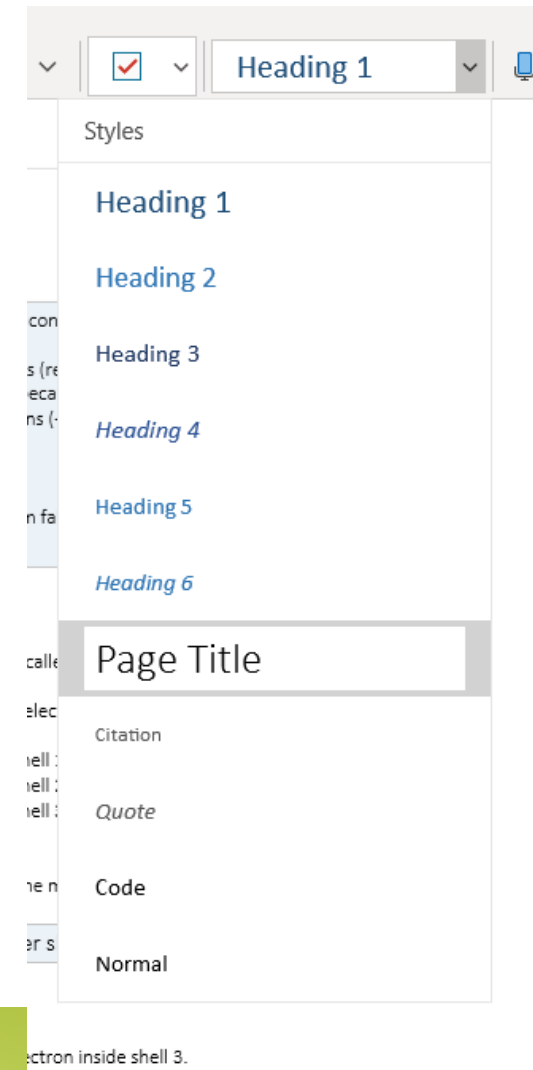
- Files accessible to students
- Contents of pages searchable



2. SECTIONS, PAGES, POPULATING

Setting up pages

- Consistent format
 - Heading styles



2. SECTIONS, PAGES, POPULATING

Setting up pages

- Consistent format
 - Heading styles
- Colour coded textboxes
 - Key terms - blue
 - Students insert information – yellow
- Insert web page links and videos

10. Energy Transformations

Monday, 17 August 2020 10:01 PM

Introduction

Energy is continually being transformed from one type of energy to another.

Kinetic Energy is the energy that a moving object has.

If a car is moving, it has kinetic energy. If a car is moving faster, it has more kinetic energy

Potential Energy is stored energy.

One type of potential energy is gravitational potential energy. This is the energy an object has if you increase an object's height, its gravitational potential energy increases.

Energy is conserved

Energy Skate Park Challenge

Level 1: Make your skater have the highest kinetic energy!!

Game Instructions: Open [Phet Energy Skate Park](#) ([Click here](#))

2. SECTIONS, PAGES, POPULATING

Populate pages

Text Editable document

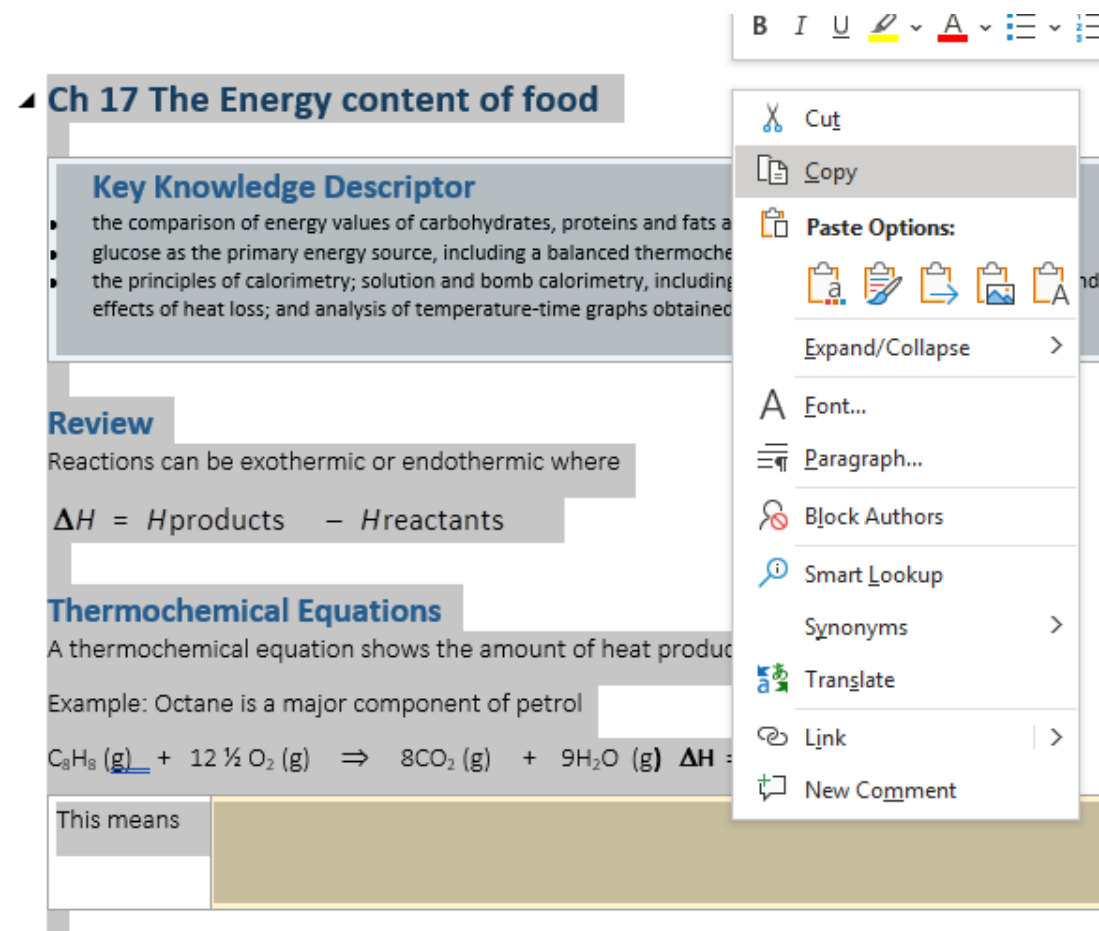
- Open Word document
- Select all, copy and paste into page

Advantages

Content is searchable and editable

Disadvantages

Formatting required, e.g. tables



2. SECTIONS, PAGES, POPULATING

Populate pages

Non-editable document

- Make new page in OneNote
- Select **Printout** from menu ribbon
- Select file from the File explorer pop up
- OneNote will insert PDF printout

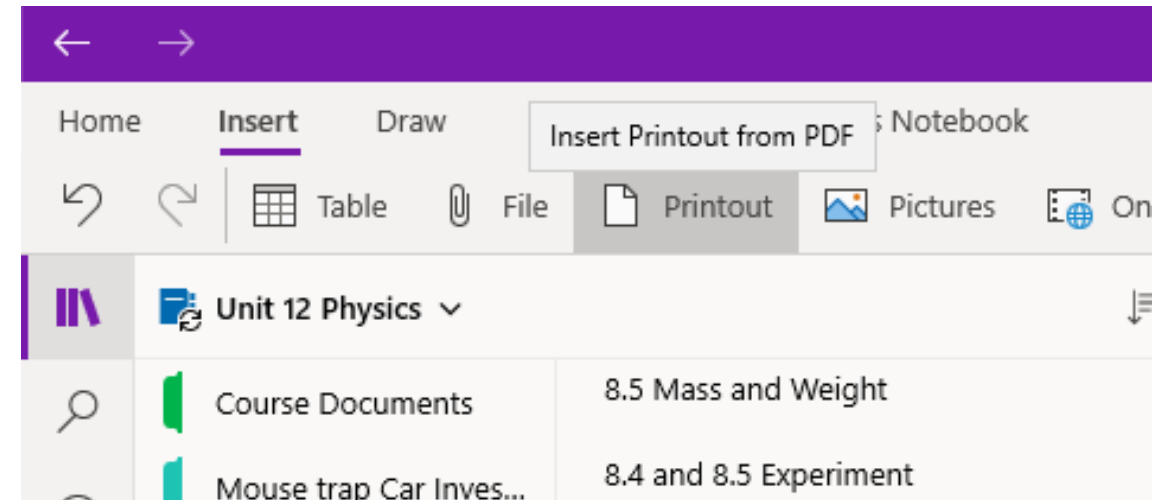
Advantages

Quick and no changes to formatting

Disadvantages

Cannot edit text

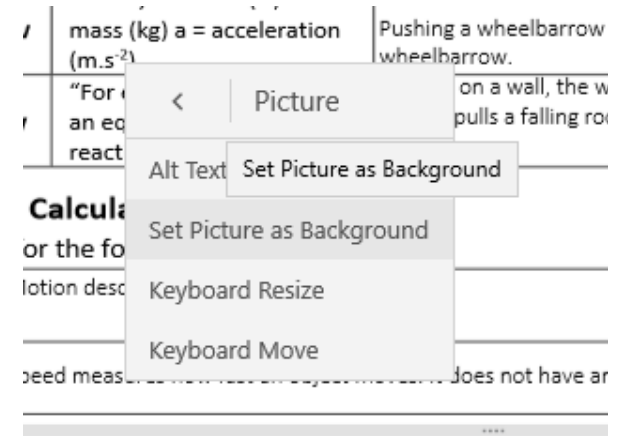
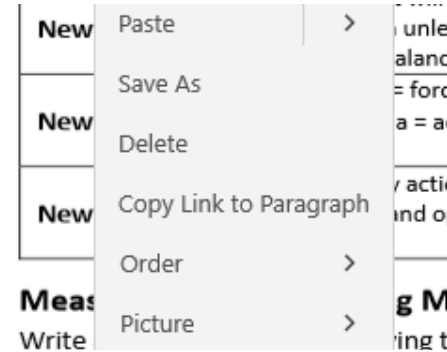
Can double click to type over image or set picture as background



2. SECTIONS, PAGES, POPULATING

Set Picture as background

- Right click, select **picture**
- Select **Set picture as Background**
- Can type over image
- Provides many page design options



2. SECTION

Set Picture as back

- Right click, select
- Select **Set picture**
- Can type over im
- Provides many p

Mousetrap Car Investigation

Introduction

Your objective is to design and build a mouse trap car that will travel the greatest distance.

There are two awards:

- The car that that travels greatest distance
- The team that makes the most improvement in the baseline data of the car.

Outline

You will be work in a team of two and will be allocated a basic mousetrap car. You will need to determine the baseline data for this car and then use your understanding of the mechanical advantage, energy and torque to improve the design.

The baseline data will be collected over several lessons after which the car will be redesigned and new measurements taken. You will then submit a summary of your data and a conclusion.

Instructions

1. Collect baseline data for the mousetrap car during experiments 1 – 3. Insert the required information into the summary table.
 - a. Measure the pulling distance and mechanical advantage
 - b. Measure the static and kinetic friction force.
 - c. Measure the torque and potential energy of the spring.
2. Design three improvements for the car. Predict the effect of these improvements on data. Justify your predictions with theory including in text citations.
3. Collect data for modified car. Explain the changes that were observed. Justify with theory.
4. Complete the discussion grid. Submit for the summary table and discussion grid for assessment.

Project Timeline

Lesson 1	Collect data on the pulling distance and mechanical advantage
Lesson 2	Complete analysis of pulling distance and mechanical advantage
Lesson 3	Calculate the static and kinetic friction force
Lesson 4	Complete analysis of static and kinetic friction force
Lesson 5	Determine the torque and potential energy of the spring
Lesson 6	Design three improvements that you will make to car and justify with theory (Summary and analysis grid - page 5)
Lesson 7	Modification Day – make improvements to car.
Competition day	Compete against other Mouse trap cars.
Lesson 8	Collect modified car data and complete summary table and discussion grid.



Rubric

		explains how modifications improve quality of results	discusses implications of key findings
uses observations to summarise investigation	summarises results and identifies trends	justifies effect of modifications using theory with in-text citations	makes recommendations
identifies observations that influence the results	summarises results	explains how modifications improve design	identifies limitations of key findings
records observations	lists results	identifies modifications	summarises key findings
Makes observations	Reports results	Modifies method	Makes conclusions

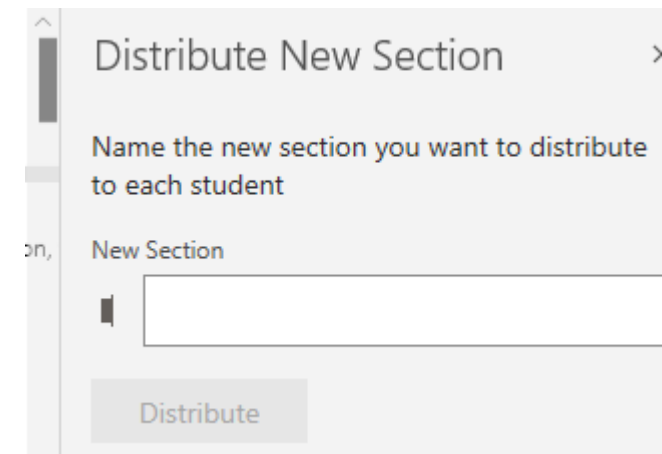
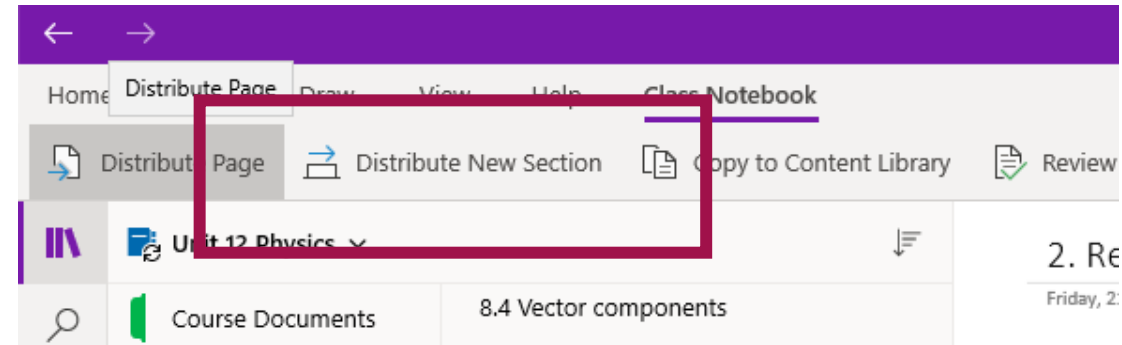
3. DISTRIBUTING & REVIEWING WORK

Distributing a new project to student OneNote folders

- Select **Class Notebook**
- Select **Distribute New Section**
- Name the new section and select **Distribute**

Things to note

- This will insert the Section tab into student's OneNote folders.
- The pages will need to be distributed separately



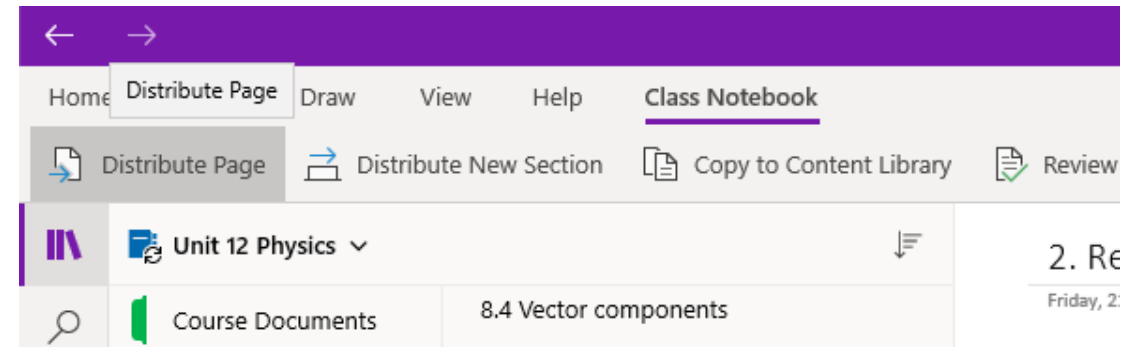
3. DISTRIBUTING & REVIEWING WORK

Distributing pages to student OneNote folders

- Select page to distribute
- Select **Class Notebook**
- Select **Distribute page**

Things to note

- Usually takes 5 minutes to distribute when students are at home.
- Distribute one page at a time to highlight daily tasks.



3. DISTRIBUTING & REVIEWING WORK

Reviewing student work

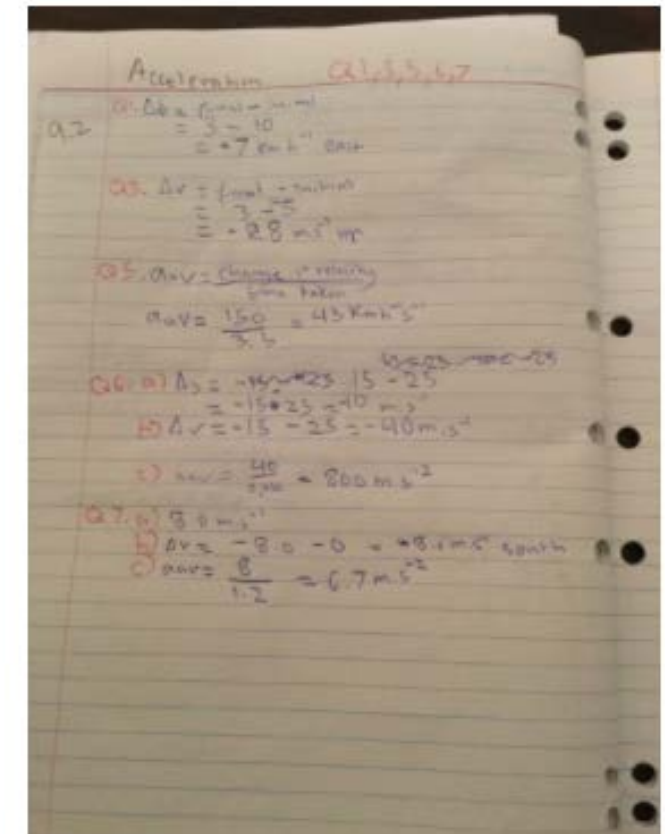
- Select **Class Notebook**
- Select **Review Student Work**
- Select section to review
- Select page to review

Things to note

- If running slow can use Online version
- Quick way to provide feedback and check student progress on projects and homework

Ch 9.2 homework

Sunday, 26 July 2020 7:36 PM



4. DIGITAL PLANNER

- Embedded dynamic excel timetable
- Searchable To Do lists

Timetable

Tip: [How to insert an excel table](#)

Period	MON 1	TUES 2	WED 3	THURS 4	FRI 5	MON 6	TUES 7	WED 8	THURS 9	FRI 10
HR 8.45	VCE1/2 8:00					VE3A/5 8:30				VE2B/V48 8:30
9.00	10F S5	Day off	NAS	12Che3 S1		11Phy5 S3	Day off	NAS	10F S2	
10.00	11Phy5 S3		NAS	10F S5	10F S5	12Che3 S1		12Che3 S1	11Phy5 S3	12Che3 S1
RECESS 11.00										
11.20	12Che3 S1		12Che3 S1	10F S5		10F S1		11Phy5 S3		10B 813
12.20			12Che3 S1		11Phy5 S3			11Phy5 S3		
LUNCH 1.20					L11			M L1		
2.10			11Phy5 S3	11Phy Mtg				10Sci Mtg	12Che3 S1	
HR 3.10										

Tasks

To do

In progress

Done

- ☐ 12Chem - PowerBI MTA
- ☐ OneNote planner resource
- ☐ Atlas - 12Chem, 10Science, 11Phys
- ☐ HOF- CRH environment forms

- ☐ STAV - finish survey
- ☐ HOF - email re IP
- ☐ HOF - calendar event next year
- ☐ STAV - STEM presentations
- ☐ HOF- Windmill
- ☐ 12Chem - RICE Skill session
- ☐ 12Chem- Cono/time graphs
- ☐ 12Chem-Rate/time graphs
- ☐ 12Chem-Galv, Eleot, Fuel cell
- ☐ 12Chem-Complex redox KOHES
- ☐ 12Chem- LisaChem U4 Test 2 SA Q1 bi, ii
- ☐ 12Chem- T C notes

- ☐ HOF Windmill
- ☐ 7 Science - CHB, TAE
- ☒ 8 Science - SHS, GRC, HAD
- ☒ 9 Science - HAD, JAS, ELK
- ☐ 10 Science - ADH
- ☒ 11 Chemistry- CRH, ELK
- ☐ 11 Biology - JAS
- ☐ 11 Physics - ADH, CHI
- ☒ 11 Psychology - HAD
- ☐ 12 Chemistry - ADH
- ☒ 12 Biology- TAE, SHS
- ☒ 12 Physics - KMF

Timetable

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9.00	10F 55	Day off	NAS	12Che3 S1		11Phy5 S3	Day off	NAS	10F S2	
10.00	11Phy5 S3		NAS	10F 55	10F 55	12Che3 S1		12Che3 S1	11Phy5 S3	12Che3 S1
RECESS 11.00										
11.20	12Che3 S1		12Che3 S1	10F 55		10F 51		11Phy5 S3		10B 813
12.20			12Che3 S1		11Phy5 S3			11Phy5 S3		
LUNCH 1.20					LL1			ML1		
2.10			11Phy5 S3	11 Ph Mtg				10Sci Mtg	12Che3 S1	
HR 3.10										

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- ☒ 11 Chemistry- CRH, ELK
- ☐ 11 Biology - JAS
- ☐ 11 Physics - ADH, CHI
- ☒ 11 Psychology - HAD
- ☐ 12 Chemistry - ADH

Calendar

Aitken Staff Calendar

September

MON	TUES	WED	THUR	FRID	SAT	SUN
	1 Newsletter article due	2	3	4 Booklist due	5	6
7	8	9	10	11	12	13
14	15	16	17	18 Windmill due	19	20
21	22	23	24	25	26	27
28	29	30				

Assessment Files

Daily Notes

10SciF	12Chemistry	11Physics	HOF
Upload individual tests to MyAitken	Complete skill sessions	Check research questions	Email staff re Windmill
Upload revision test	VCAA 2018 analysis	1. Ask students to focus on L2 and 3 of rubric	1. Collate Windmill comments
Check SDI	Mark SAC	2. Open breakout rooms	2. Yr 7 Chemistry plan
1. Send task with test	1. Discuss skill sessions	3. Check in on students	
2. Open Zoom	2. Open breakout rooms		
3. Students ask questions	3. Pop into see G,T,K,M		

DIY Calendar

Daily Notes

Links to commonly used websites and files

[12Chem](#)[11Chem](#)[10SciF](#)

Year 11 Physics Planner

Calendar

Week 1	Week 1	Week 1	Week 2	Week 2	Week 2	Week 2
D1/P2 S3	D3/P5 S5	D5/P4 S3	D6/P1 S3	D8/P3 S3	D8/P4 S3	D9/P2 S3
Mon 13/07	Wed 15/07	Fri 17/07	Mon 20/07	Wed 22/07	Wed 22/07	Thu 23/07
No class	Intro Mouse trap Inv Prac 1 Distance	8.1/8.2 Scalar & Vectors	Prac 2 Static & Kinetic friction	8.3/8.4 Vector components	Prac 2 Complete graph and calculate coefficient	8.5 Mass and weight
Week 3	Week 3	Week 3	Week 4	Week 4	Week 4	Week 4
D1/P3 S1	D3/P5 S5	D5/P4 S3	D6/P1 S3	D8/P3 S3	D8/P4 S3	D9/P2 S3
Mon 27/07	Wed 29/07	Fri 31/07	Mon 3/08	Wed 5/08	Wed 5/08	Thu 6/08
9.1/9.2 Displacement, speed, velocity	Prac 3 Intro 11.1 Torque & spring constant	9.3 Graphs	Prac 3 Intro 11.1 Torque & spring constant	9.4 Motion equations SUVAT	9.5 Vertical motion	Summary & Analysis Grid - design 3 mod
Week 5	Week 5	Week 5	Week 6	Week 6	Week 6	Week 6
D1/P3 S1	D3/P5 S5	D5/P4 S3	D6/P1 S3	D8/P3 S3	D8/P4 S3	D9/P2 S3
Mon 10/08	Wed 12/08	Fri 14/08	Mon 17/08	Wed 19/08	Wed 19/08	Thu 20/08
10.1, Newton's 1st Law	Make modifications	10.2 Newton's 2nd Law	10.3 Newton's 3rd Law	12.1, 12.2 Energy, work & power	Revision	Revision
Week 7	Week 7	Week 7	Week 8	Week 8	Week 8	Week 8

[1&2](#)[3&4](#)[5&6](#)[7&8](#)[9&10](#)

Homework

Student names	8.1	8.2	8.3	8.4	8.5	9.1	9.2
	1	1	1	1	1	1	1
	1	1	0	0	0	0	0
	1	1	1	1	1	1	1
	1	1	1	1	0	0	0
	1	1	1	1	1	1	0
	1	1	1	1	1	1	1
	1	1	1	1	1	1	1
	1	1	1	1	1	1	1
	1	1	1	1	1	0	1
	1	1	1	1	1	1	1
	1	1	0	0	0	0	0
	1	1	1	1	0	0	0
	1	1	1	1	1	0	0

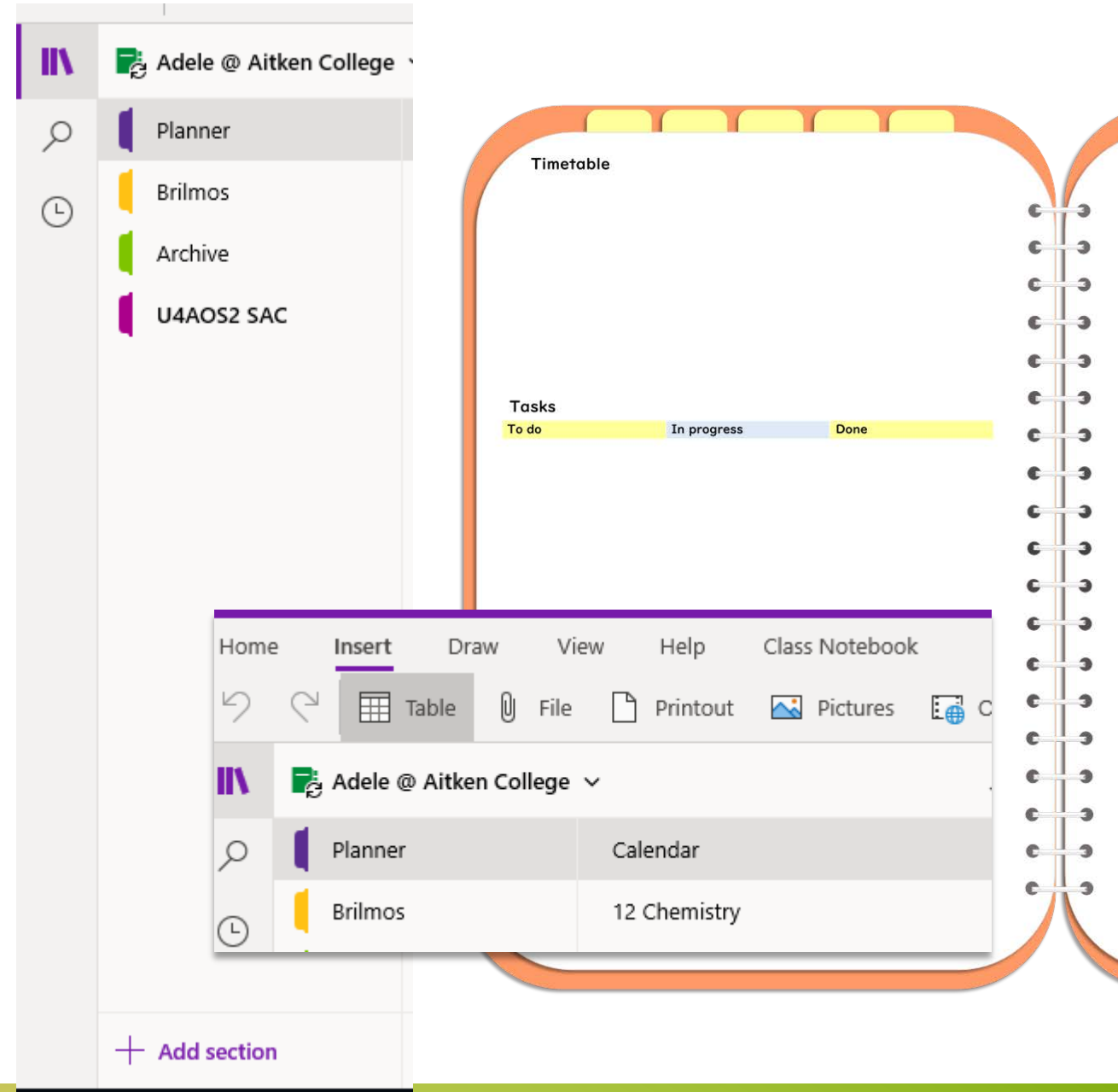
Assessment

- Embedded excel tables to track student homework & lesson planner.
- Links to files for assessment tasks

4. DIGITAL PLANNER

Planner design

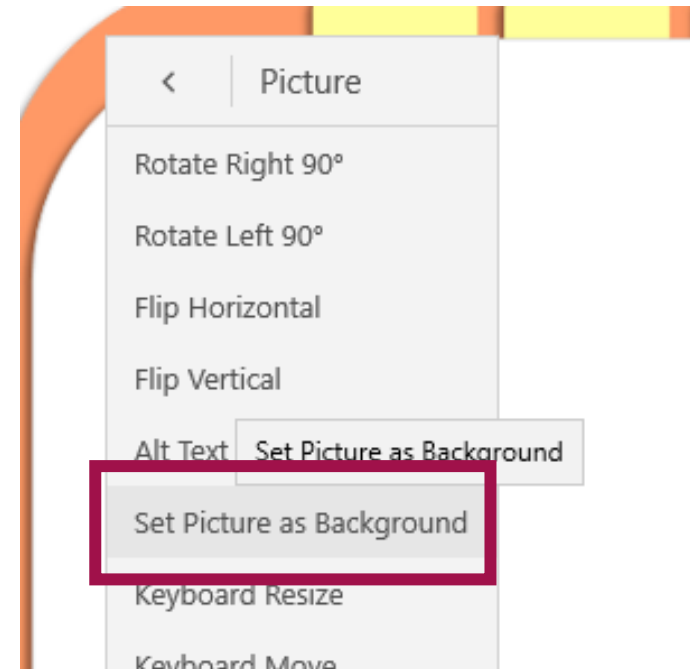
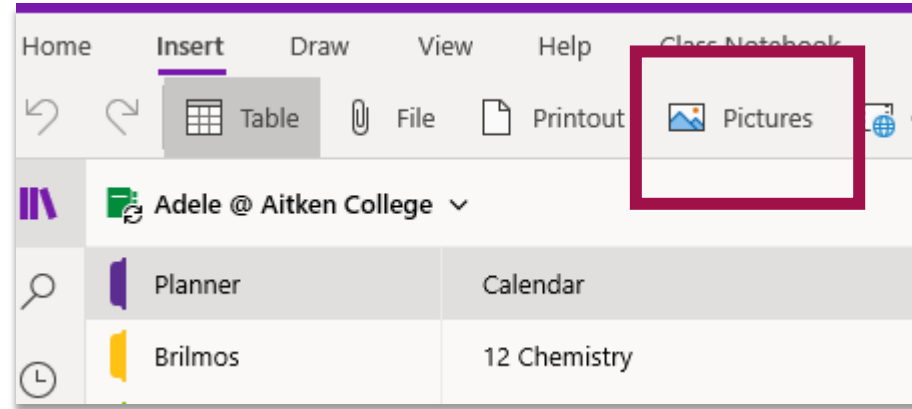
- The planner background was created in word using the shapes tool and saved as a picture.
- Create a new section in OneNote and label **Planner**
- Create a new page and label **Calendar**



4. DIGITAL PLANNER

Insert planner background image

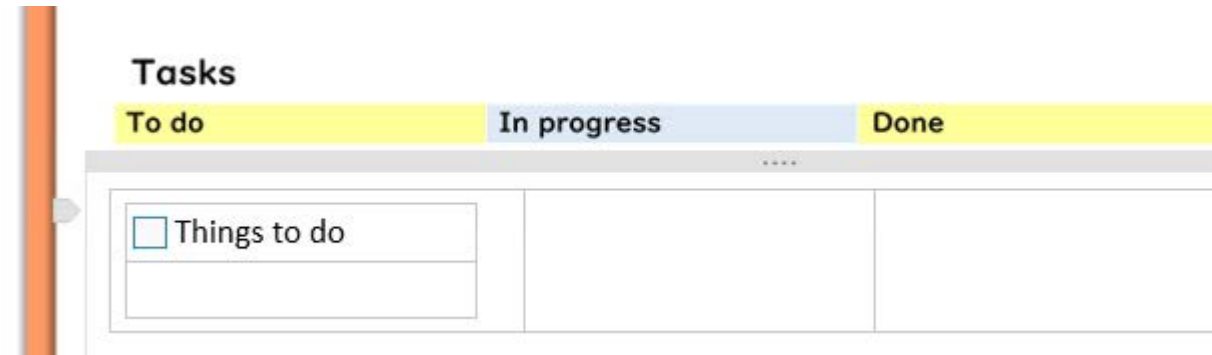
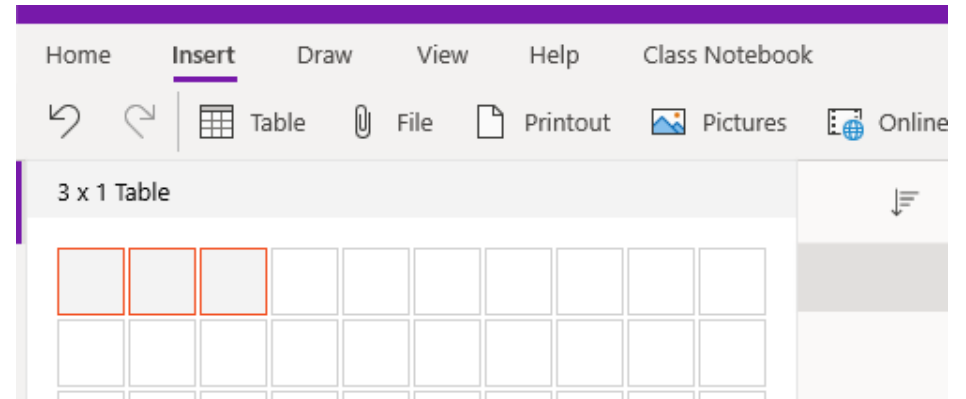
- Select **Insert** and select **Pictures**
- Select **From File**, navigate to image and select **Open** to insert image
- Resize the image so typed text is correct size
- Right click on image, select **Picture** and then select **picture as background**



4. DIGITAL PLANNER

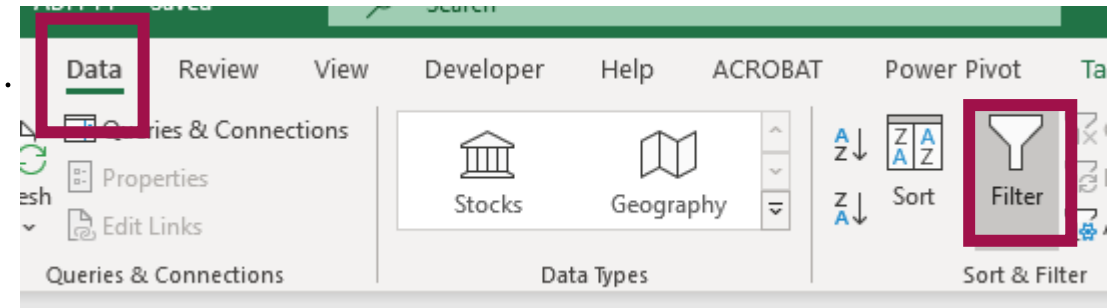
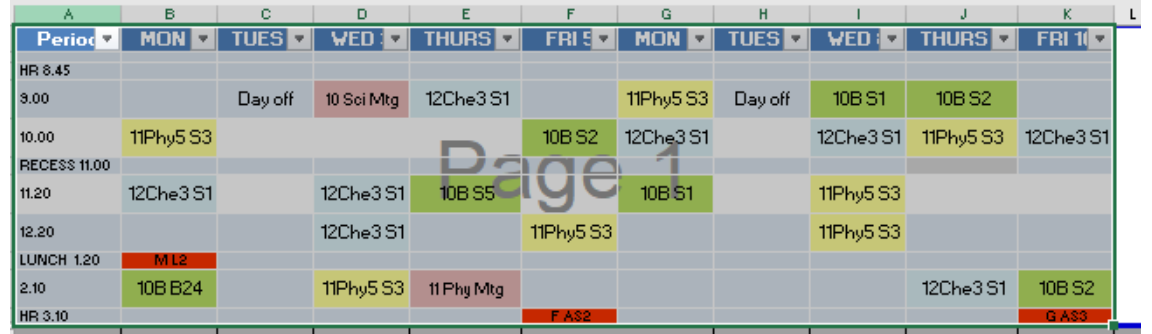
Making To do notes

- Select **Insert** and select **Table**
- Highlight 3 x 1 Table
- Insert table under headings, **To do, In progress & Done**
- Resize columns to fit headings
- Insert 1 x 1 table inside each column and resize to fit.
- Create new row by pressing both **Ctrl Enter** on keyboard
- Create check box by pressing **Ctrl 1**



Embedding dynamic excel tables

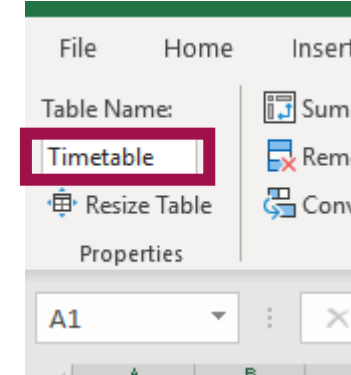
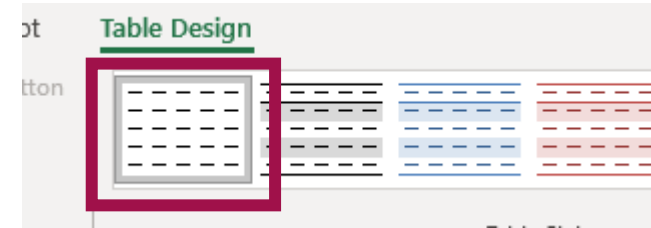
- To turn off filters, select **Data** and unselect **Filters**.



4. DIGITAL PLANNER

Embedding dynamic excel tables

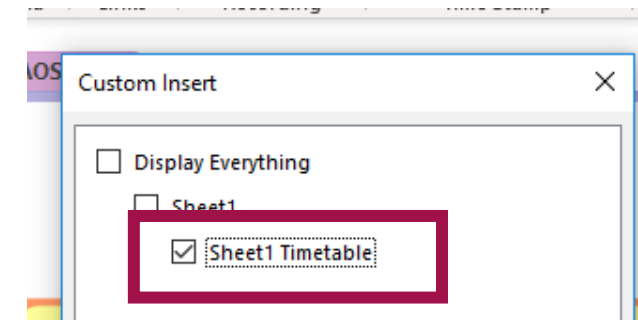
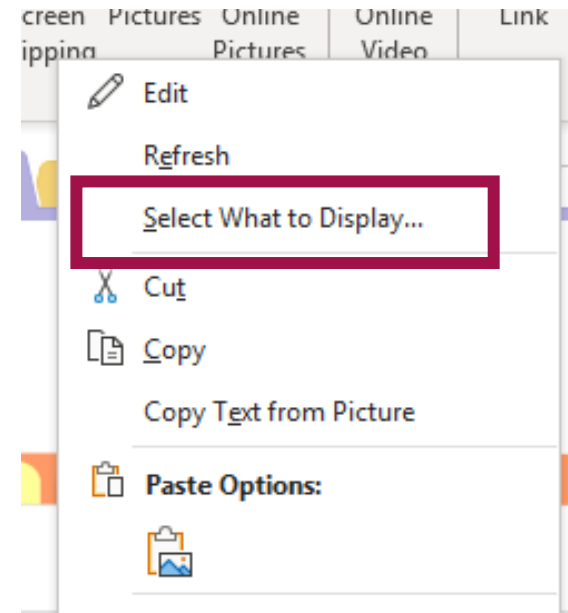
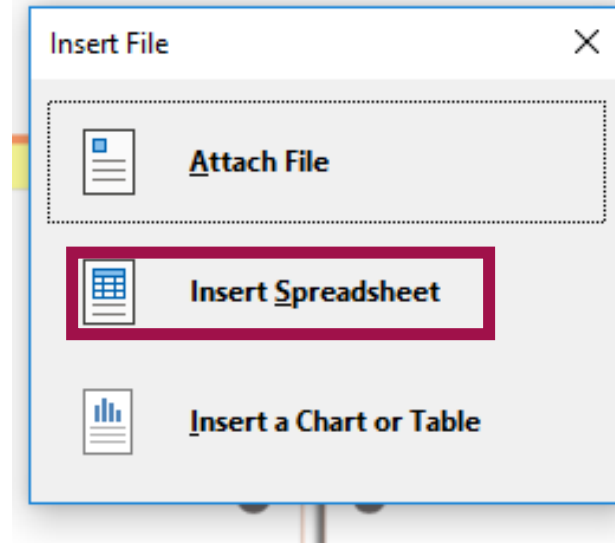
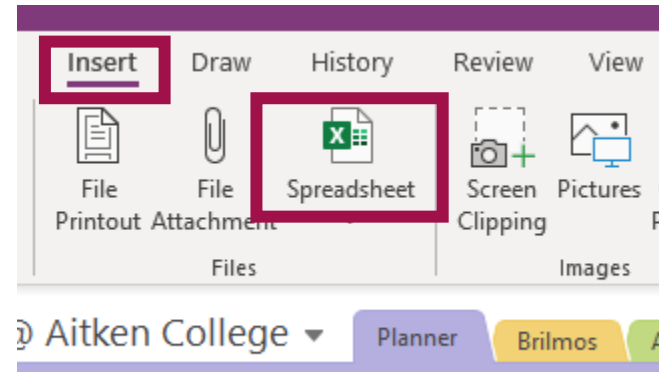
- To remove inbuilt formatting, Select **Table Design** and scroll to table with no formatting.
- Rename table in **Table Design** under **Table name**



4. DIGITAL PLANNER

Embedding dynamic excel tables

- Close excel spreadsheet with Table.
- Open OneNote 2016.
- Select **Insert** and select **Spreadsheet** and **Existing Excel Spreadsheet**
- Navigate to spreadsheet and select **Insert**.
- Select **Insert Spreadsheet**
- Right click on spreadsheet and **Select What to Display**. Unselect **Display Everything** and **Sheet 1** and select **Sheet 1 Timetable**.



4. DIGITAL PLANNER

Embedding dynamic excel tables

- Drag the excel icon out of sight.
- Resize spreadsheet by finding arrows in bottom right corner.

11Phy5 S3				10B S2	12Che3 S1
12Che3 S1		12Che3 S1	10B S5		10B S1
		12Che3 S1		11Phy5 S3	
ML2					
10B B24		11Phy5 S3	11Phy Mtg		
				1 AS2	

 ADH TT

File: ADH TT.xlsx

Timetable

	MON 1	TUES 2	WED 3	THURS 4	FRI 5	MON 6	TUES 7	WED 8	THURS 9	FRI 10
HR 8.45										
9.00		Day off	10Sci Mtg	12Che 3 S1		11Phy5 S3	Day off	10B S1	10B S2	
10.00	11Phy5 S3				10B S2	12Che3 S1		12Che3 S1	11Phy5 S3	12Che3 S1
RECESS 11.00										
11.20	12Che 3 S1		12Che 3 S1	10B S5		10B S1		11Phy5 S3		
12.20			12Che 3 S1		11Phy5 S3			11Phy5 S3		
LUNCH 1.20	MT2									
2.10	10B B24		11Phy5 S3	11Phy Mtg					12Che 3 S1	10B S2
HR 3.30					CLASS					CLASS

4. DIGITAL PLANNER

Organise your life

- Keep project ideas in one page
 - meeting notes
 - emails
 - brainstorm
 - work in progress
- Store templates for commonly used emails
- Store instructions for logging onto websites
- Store shortcuts for applications

Versions of OneNote

There are two versions currently available of the OneNote desktop app OneNote 2016 and OneNote for Windows 10 -both have similar resources

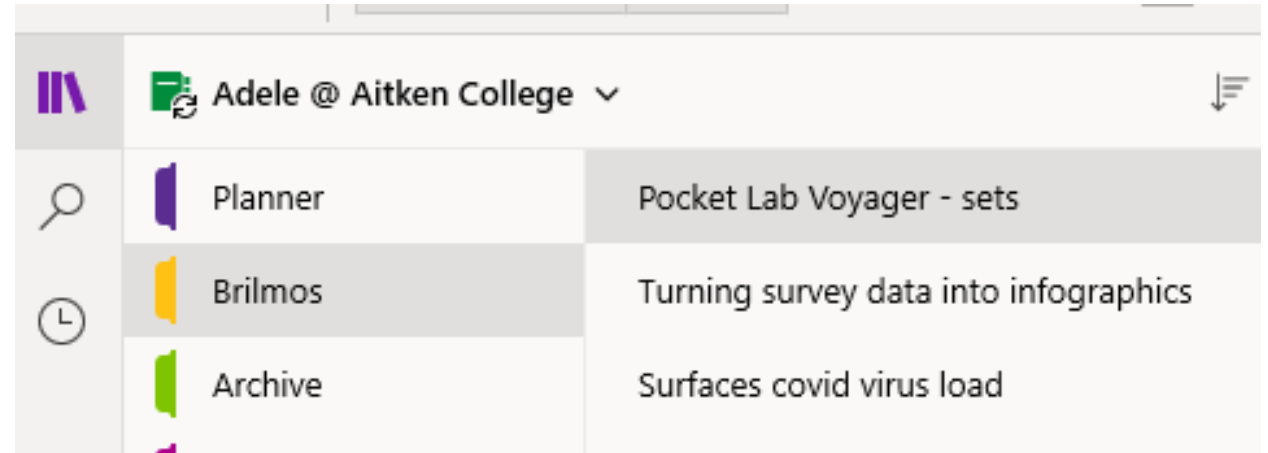
Helpful shortcut keys and tips when using this planner

- To insert a new line in a table without moving to the next row
Windows :Alt Enter
iPad: Shift Return
- To click on a hyperlink
Ctrl Left mouse click
- To add To do tag
Windows: Ctrl 1
- To create a bulleted list
Windows: Ctrl . (period)
- To add link to a website
Copy the website url address
Ctrl K and paste the url into the second box called "address"
- To insert a row into table
Ctrl Enter
- To insert another column into a table
Select first cell and press TAB

4. DIGITAL PLANNER

Brilmos

- Don't lose another brilliant idea or beautiful moment again. Store them as Brilmos.
- OneNote is cross platform and can be loaded on all devices so new ideas can be stored anywhere and at anytime.



5. SHORTCUTS

Websites with shortcut keys for OneNote

- Complete guide of shortcut keys for all platforms. [Click here](#)
- Shortcut keys for Macs. [Click here](#)
- Shortcut keys for Windows. [Click here](#)
- Tips for using OneNote on an iPad

[OneNote for iPad Tutorial - With Tips and Tricks](#)

Task	Windows shortcut
To insert a row into table	Ctrl Enter
To insert a new line in a table without moving to the next row	Laptop: Alt Enter iPad: Shift Return
To click on hyperlink	Ctrl Left mouse click
To add to do tag	Ctrl 1
Create bulleted list	Ctrl . (period)
Add link to website or another OneNote page	Copy url or page link Ctrl K and paste
Insert another column into table	Select first table cell and press TAB
Zoom in or out	Alt Ctrl Shift + (plus) Alt Ctrl Shift - (negative)

FLEXIBLE LEARNING WITH ONENOTE

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