



Stafford State School

Independent Public School


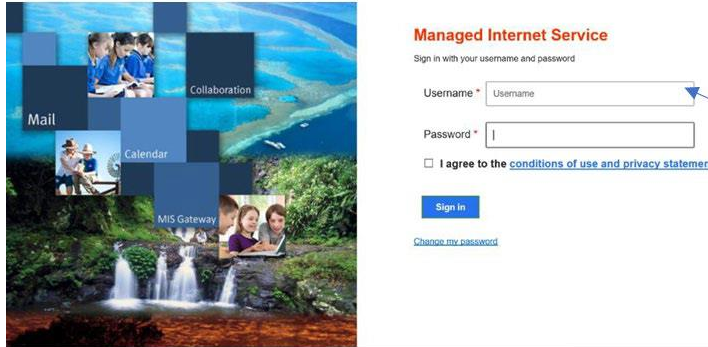
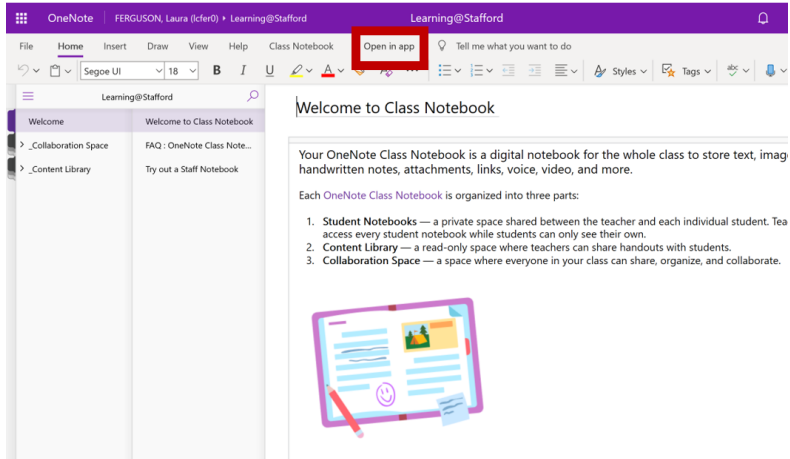
OneNote: Class Notebook User Guide

Students should have their own username, password and email to access Class Notebook. Please contact your child/ren's Class Teacher if you do not have their username, password or email.

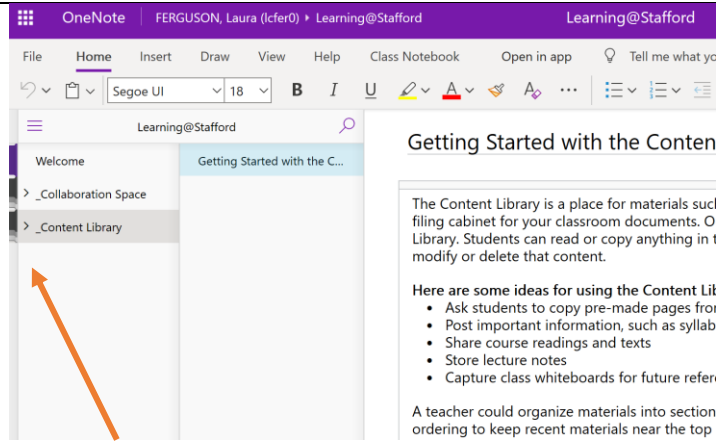
OneNote: Class Notebook provides opportunities and resources for your child so they can continue their learning while not being able to access school.

*Please note that there may be some variation in each student's OneNote: Classroom Notebook as each teacher has set up their Notebooks to best suit the needs of the students in their class.

Student OneNote: Class Notebook Access

<p>OneNote can be used with any internet browser and any device</p>	 <p>Open the link from the parent email sent by your child's Class Teacher on the device your child will be using.</p>	<p>See the bottom page for support links</p>
<p>You will be sent to this page. https://owa.eq.edu.au/ 1. Sign in with the following credentials: (as per teacher email) Username: student ID (e.g. test123) Password: *****</p>		<p>Student's username only, not email address.</p>
<p>2. You will be sent to your Class OneNote. Save it as a favourite 3. Click open in app</p>		<p>Students will to log into Microsoft using their full email address, then sign in using their MIS ID and password.</p>

4. Your OneNote browser will look like this. The notebook is organised into 3 main parts outlined below.



Underneath the main parts you will also see a tab with your child's name. This is the student's own workspace / notebook. *Think of it like a paper notebook that would be used in a physical classroom. It's where there work is and can be added to once completed. (See Number 7 below).

5. The student/parent should left-click on the tab or words – content library.

Welcome— a read-only space where teachers can share information with students. The content library will be used to share general parent information

6. The student/parents should left-click on the tab or words – Collaboration Space.

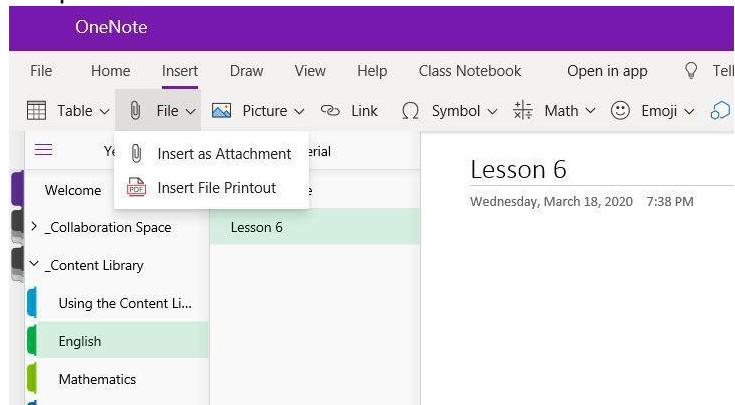
Collaboration Space- Students and teachers can work together. The **Collaboration Space** will be used for children and teachers to work together to share their learnings.

7. The student/parents should left-click on the tab titles with **their child's name**.

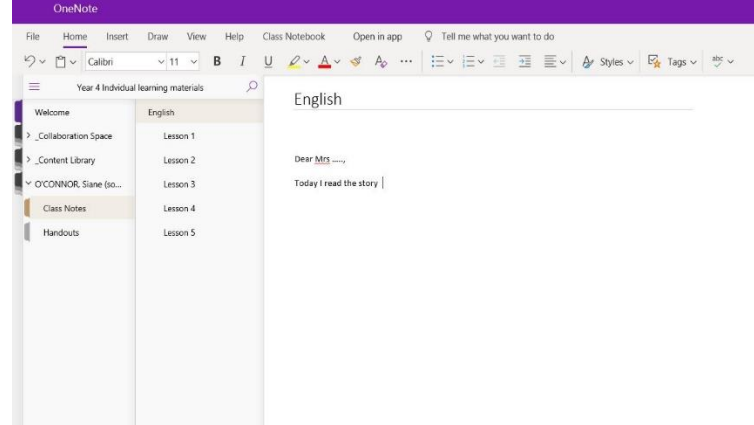
Student Notebooks — a space shared between the teacher and each individual student. Teachers can access every student notebook while students can only see their own. Each student will have their own section where they can add work to demonstrate their learning. Some tabs in the student section may include: English., Maths, Other, Teacher Contact

8. The student/parent can add work by left-clicking on; insert – file –insert as attachment Or students can type directly onto their pages.

Student's notebook
This is a folder for your child to add work to or receive work from their teacher. Students will see tabs in the student section may include subjects or projects teachers would like them to work on. Students can insert photographs and upload activities or work samples.



Students can write in the **Teacher Contact** section to ask question to their teacher

		
<p>For support</p>	<p>The FAQ tab will provide you with links for assistance.</p> <p>Where can I get more Class Notebook questions answered? OneNote Class Notebook help center</p> <p>Where can I find OneNote and Class Notebook training resources? A few short interactive courses on the Microsoft Education Center:</p> <ul style="list-style-type: none"> • OneNote Class Notebook: A teacher's all-in-one notebook for students • Getting Started with OneNote - Microsoft in Education • OneNote: your one-stop resource - Microsoft in Education <p>Experiencing permissions issues with your Class Notebook? Troubleshoot notebook permissions</p> <p>Questions? Need assistance? File a support ticket at: https://aka.ms/EDUSupport</p>	

Tips for Remote Learning

To support parents and carers, some tips have been put together to make the transition easier:

- Treat the first week as a 'starting school' or orientation type of week. Not everything will go to plan, and it might take a while to work out how to find and use the right resources and understand what's best for you and your child. The 'how to' will come first, and then the learning.
- Remember that your child's teacher usually divides their attention between up to 28 students who all work at different paces and need different levels of support. At home, two to three hours of learning each day will usually be plenty. Try using a range of other activities to keep children engaged and stimulated without becoming overwhelmed.
- Routines and consistency can be a source of comfort for parents and children alike, but keep in mind that your routine doesn't have to be the same as a school routine. If you use a timetable at home, make sure it's manageable for everyone and flexible enough that you can adapt it as you learn what works.
- This situation presents an opportunity for students to find out more about themselves as learners and to become more confident in self-directing their learning. Encourage your child to take responsibility for not only learning but also for staying in touch with their teacher, their class and their friends and community.
- If your child is finding a task difficult, make suggestions and answer questions, but try to let them figure things out for themselves as much as possible. Give them opportunities, where appropriate, to take control of their own learning.
- Remember this is new for us, too. You can help us succeed by letting us know if you're unsure about something by emailing the Classroom Teacher or asking your child to write on their 'Teacher Contact' page in their Class OneNote.