

CENT TECH

ONENOTE GUIDE PT 2.

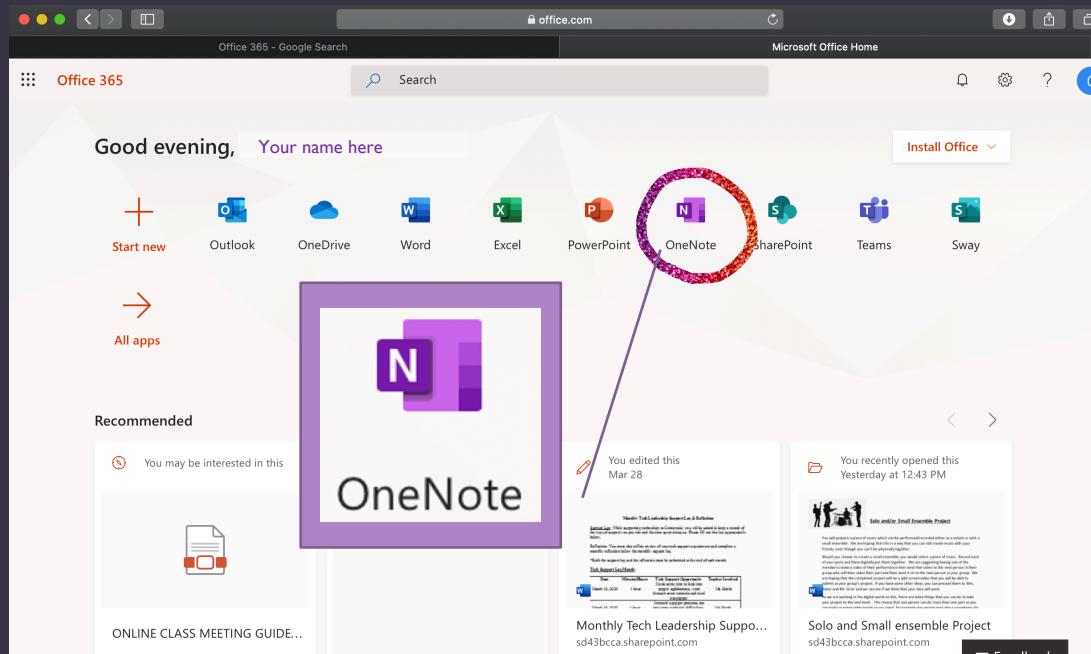
HOW TO HAND IN ASSIGNMENTS
IN ONENOTE

STEP 1: FIND ONENOTE

Login to Office 365
online

OR

Open the app version of
OneNote



STEP 2: SELECT YOUR CLASS NOTEBOOK

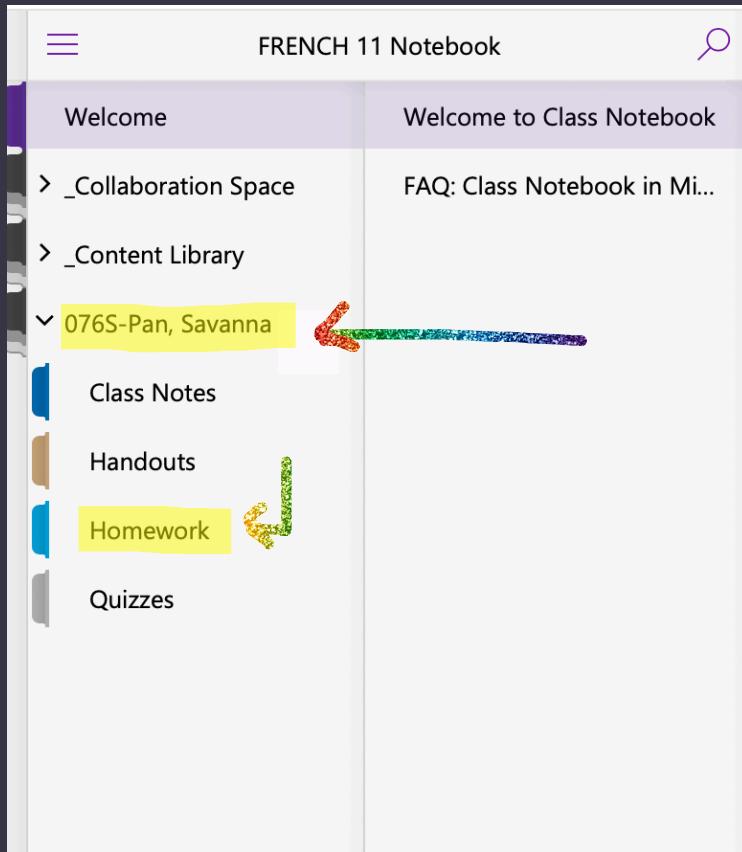
I will be using this as an example!



-  **FRENCH 11 Notebook** 
SharePoint - School District 43 (Coquitlam) » ... » SiteAssets 2h ago
-  **CALCULUS 12 Notebook** 
SharePoint - School District 43 (Coquitlam) » ... » SiteAssets Yesterday at 7:21 PM
-  **Mr. Cook's Revised Period One English 11 (Lit** 
SharePoint - School District 43 (Coquitlam) » ... » SiteAssets Fri at 9:12 AM
-  **SENIOR VOCAL JAZZ Notebook** 
SharePoint - School District 43 (Coquitlam) » ... » SiteAssets Thu at 7:58 PM
-  **SENIOR CONCERT CHOIR Notebook** 
SharePoint - School District 43 (Coquitlam) » ... » SiteAssets Thu at 7:58 PM

For more information on how to access your class notebook, check out my **Full OneNote Guide Part 1** !

STEP 3: FIND YOUR PERSONAL FOLDER



The screenshot shows the sidebar of a Microsoft Class Notebook. At the top, there are three icons: a purple list icon, the text "FRENCH 11 Notebook", and a magnifying glass icon. Below these are two buttons: "Welcome" and "Welcome to Class Notebook". The sidebar menu includes: "Collaboration Space", "Content Library", a dropdown menu for "076S-Pan, Savanna" (which is highlighted with a yellow box and has a red arrow pointing to it), "Class Notes", "Handouts", a yellow-highlighted "Homework" folder (with a green arrow pointing to it), and "Quizzes".

Make sure you edit within your own student folder. Changes can't be made on your teacher's Content Library.

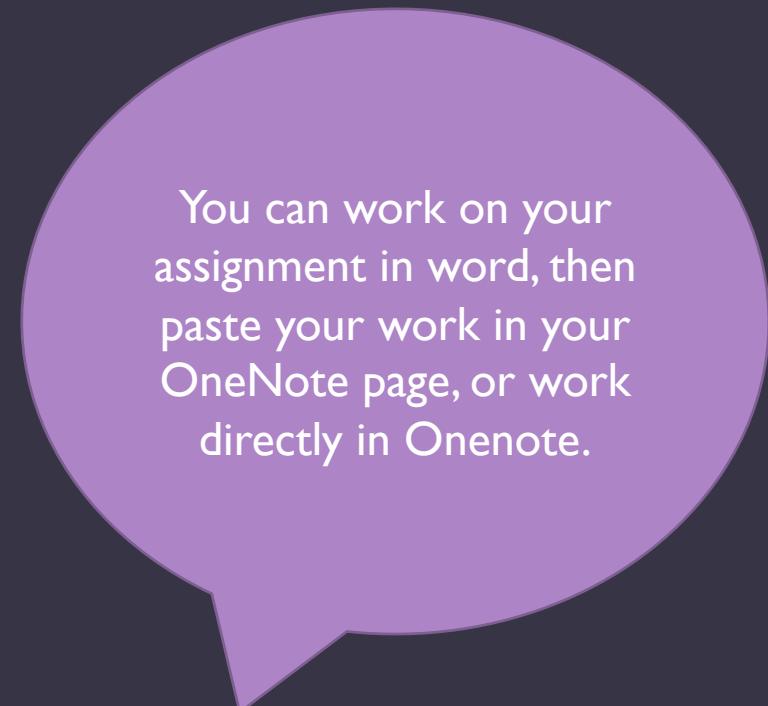
STEP 5: ADD YOUR WORK- COPY AND PASTE

Homework #1

Tuesday, May 26, 2020 5:41 PM

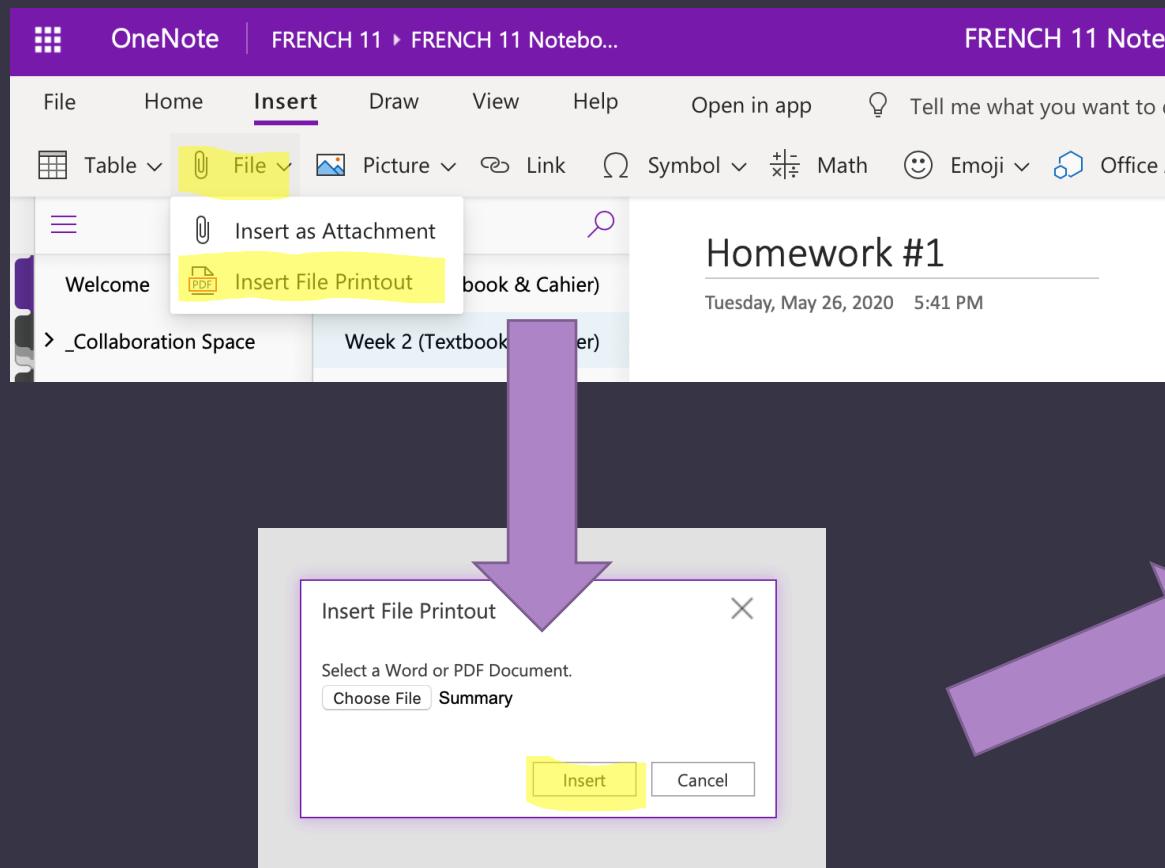
You can copy and paste your work here!

You can insert images and edit your work here
(just like how you edit in word!)



You can work on your assignment in word, then paste your work in your OneNote page, or work directly in Onenote.

STEP 5: ADD YOUR WORK- INSERT A FILE



Homework #1

Tuesday, May 26, 2020 5:41 PM

Summary

French

Frozen est un dessin animé sorti pour la première fois en 2013. Il raconte l'histoire d'Elsa, une jeune reine qui possède des pouvoirs magiques pour contrôler la neige et la glace. Ses pouvoirs étaient très proches de sa sœur Anna, mais Anna n'a jamais eu de pouvoirs magiques. Elsa et Anna étaient très proches, mais Elsa a toujours été un peu étrange. Un jour, Elsa a blessé Anna par accident. Elsa a été punie et a été exclue de la cour de la reine. Anna a été très triste et a été obligée de se battre pour sauver Elsa. Elsa a été sauvée et a été récompensée pour ses efforts. Anna a été très fière d'Elsa et a été heureuse de la voir heureuse. Elsa et Anna sont devenues meilleures amies et ont vécu heureuses à jamais.

Now you teacher can view your assignments without downloading it!

IF YOU HAVE ANYMORE
QUESTIONS...

Visit the Tech Request Link and reach
out to a tech leader ! Refer to the Full
OneNote Guide for more info !