

CENT TECH

ONENOTE GUIDE PT 2.

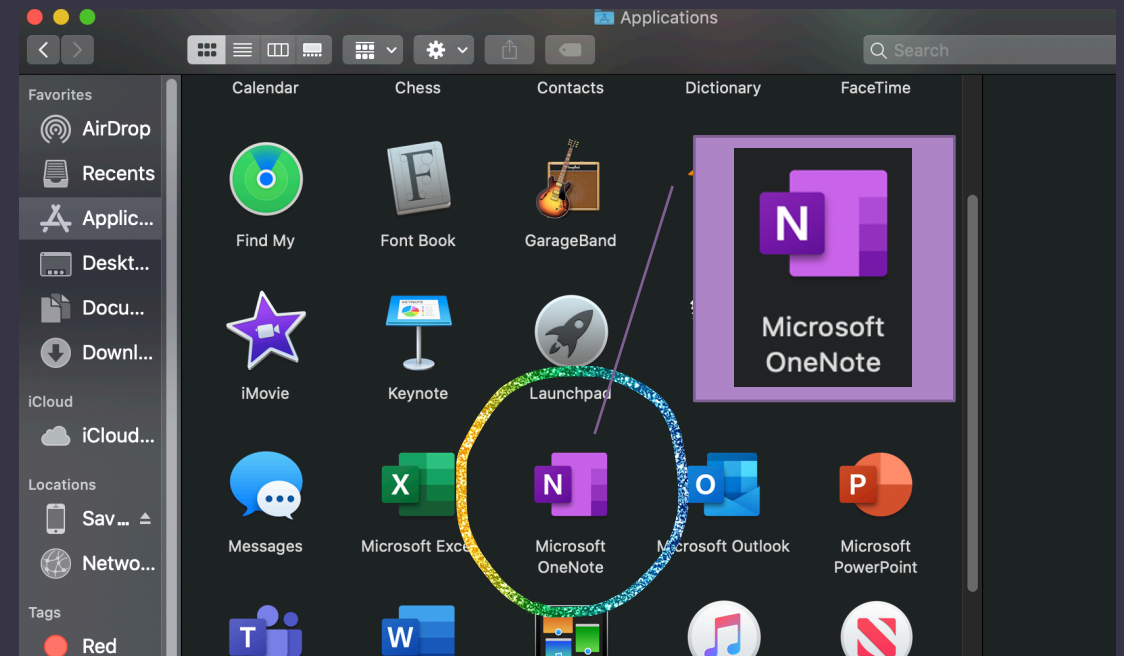
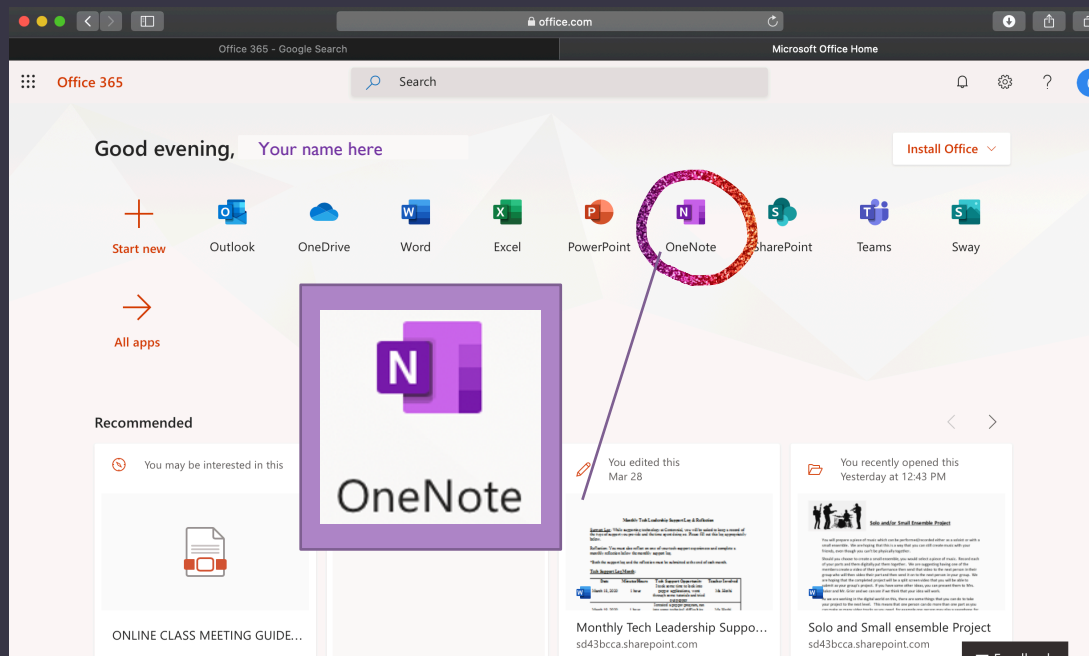
HOW TO HAND IN ASSIGNMENTS
IN ONENOTE

STEP 1: FIND ONENOTE

Login to Office 365
online

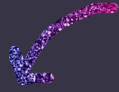
OR











Open the app version of
OneNote



STEP 2: SELECT YOUR CLASS NOTEBOOK

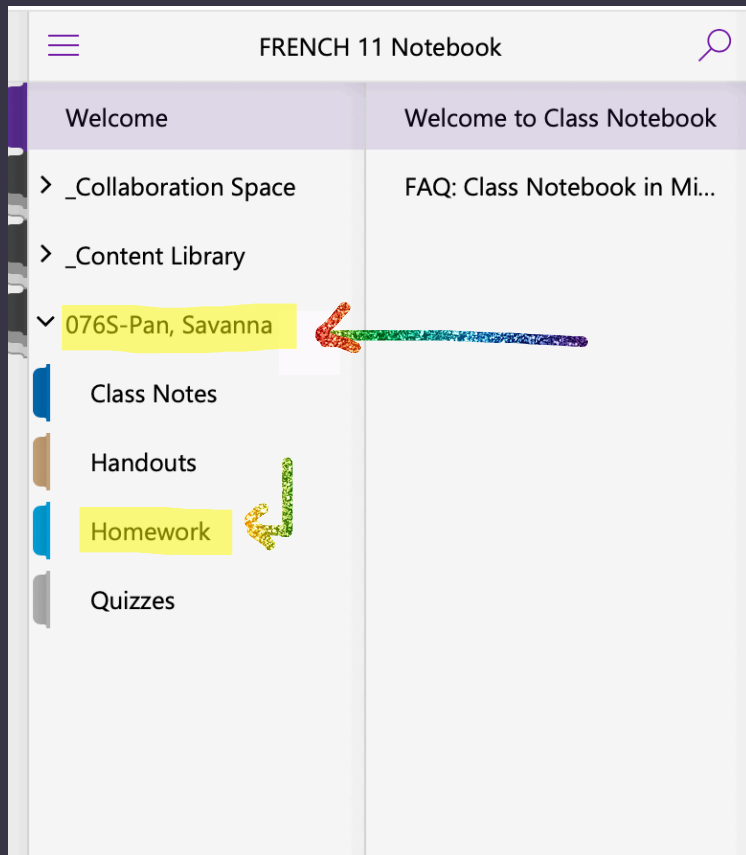
I will be using this as an example!



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

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

STEP 3: FIND YOUR PERSONAL FOLDER



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

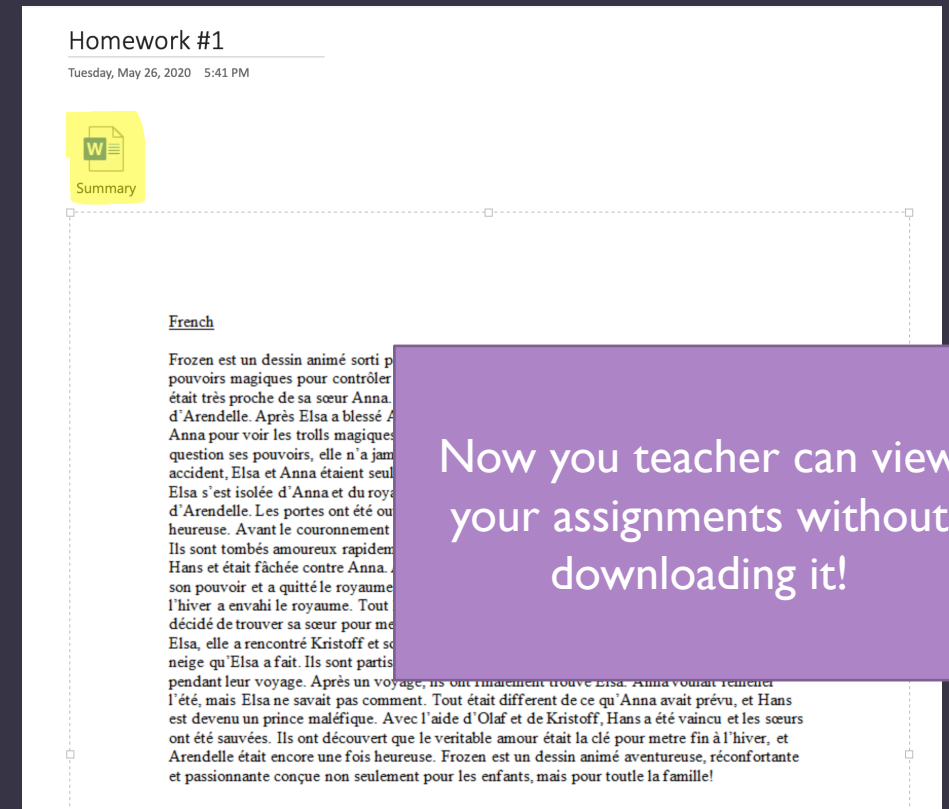
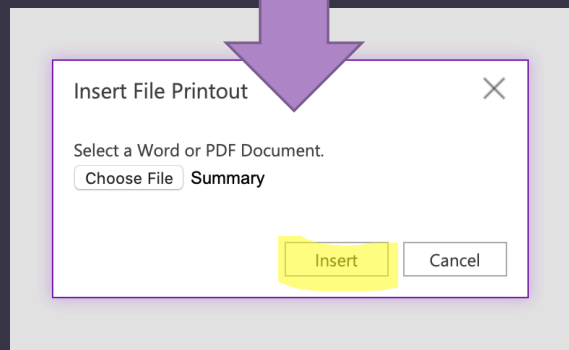
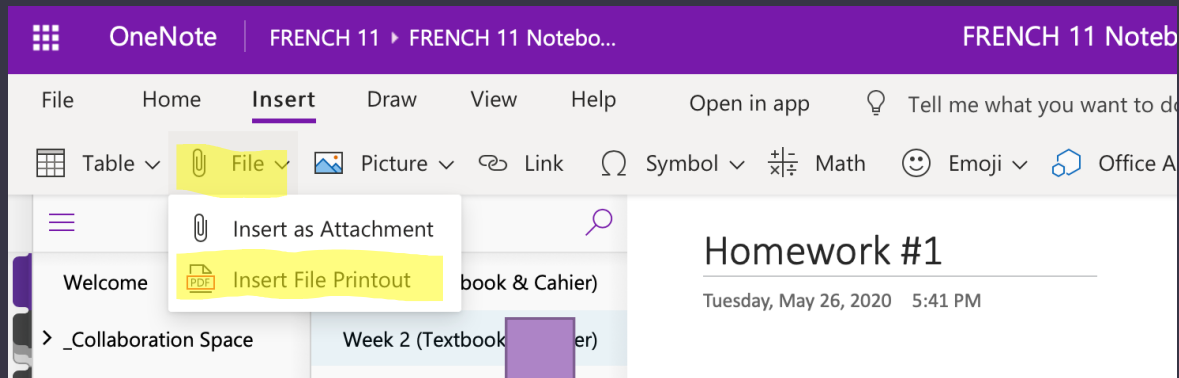
Tuesday, May 26, 2020 5:41 PM

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



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 !