

Microsoft in Education The Ultimate Collaboration Tool: An Introduction to OneNote

Teacher Academy



Audience

Any educator or administrator who is eager to learn how OneNote can become your ultimate organization, note-taking, content creation and collaboration workspace for educators or students.

Description

With Microsoft OneNote, you can create digital notebooks that support academic standards and education outcomes across disciplines and tasks, such as writing, reading, mathematics, science, history, CTE, and elective courses. Students may use OneNote across content areas and grade levels, and use OneNote to compile and organize unstructured information, research, and content. OneNote also supports research, collaboration, information management, communication, note taking, journaling, reflective writing, and academic requirements.

Details

Teachers and students will develop the basic skills needed to use OneNote as a productivity tool for both themselves and their students. Time will be devoted to assist teachers in understanding how OneNote can be used as a true collaborative tool. Interactive lessons will be created using the tools in OneNote which will then immediately transfer to classroom practice. Finally, teachers will experience and discover how Professional Learning Communities can be more productive when using OneNote to drive content delivery and content creation.

At the end of the day, participants should leave feeling comfortable and knowledgeable in the basic skills necessary to be up and running successfully using OneNote in the classroom, and as a professional tool.



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Agenda Topics

Overview of OneNote

Learning the OneNote Basics

The Ribbon

Organization

Using the Desktop More Effectively

The Review and View Tabs

Password Tool

Searching and Tagging

Hyperlinks and Screen Clippings

OneNote in the Classroom

Notebook Examples

Lesson planning

Student and Teacher

Collaboration

OneNote, OneDrive and Office 365

Sharing a OneDrive Notebook

Continuing the Learning

Best Practices

Available Resources for

Ongoing Learning

