

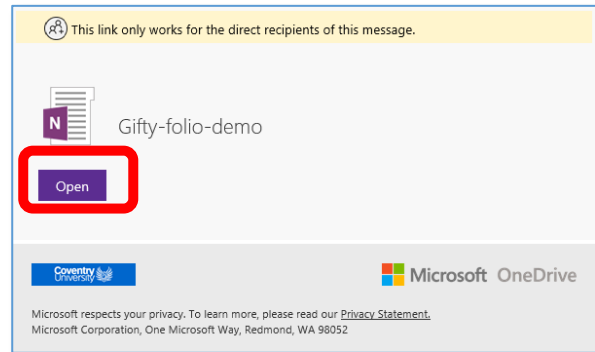


Microsoft OneNote Class Notebook

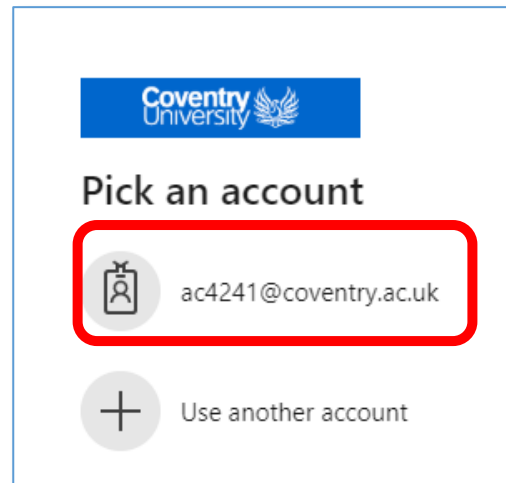
[student guide]

This guide includes editing your Notebook and exporting it for uploading to Moodle/Turnitin.

1. Click the **Open** link which was sent to your username@coventry.ac.uk email address.

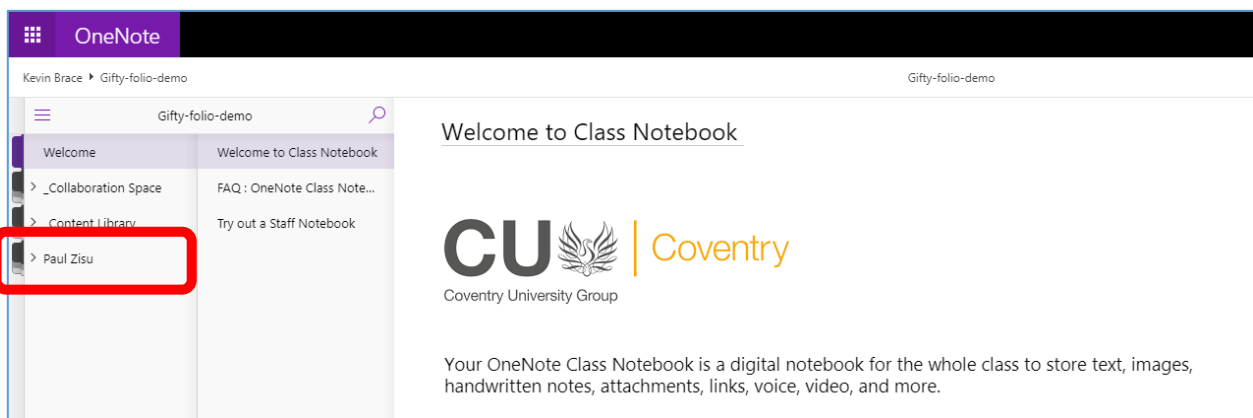


2. You will then be asked to login into your Office 365 Account, in the format: username@coventry.ac.uk

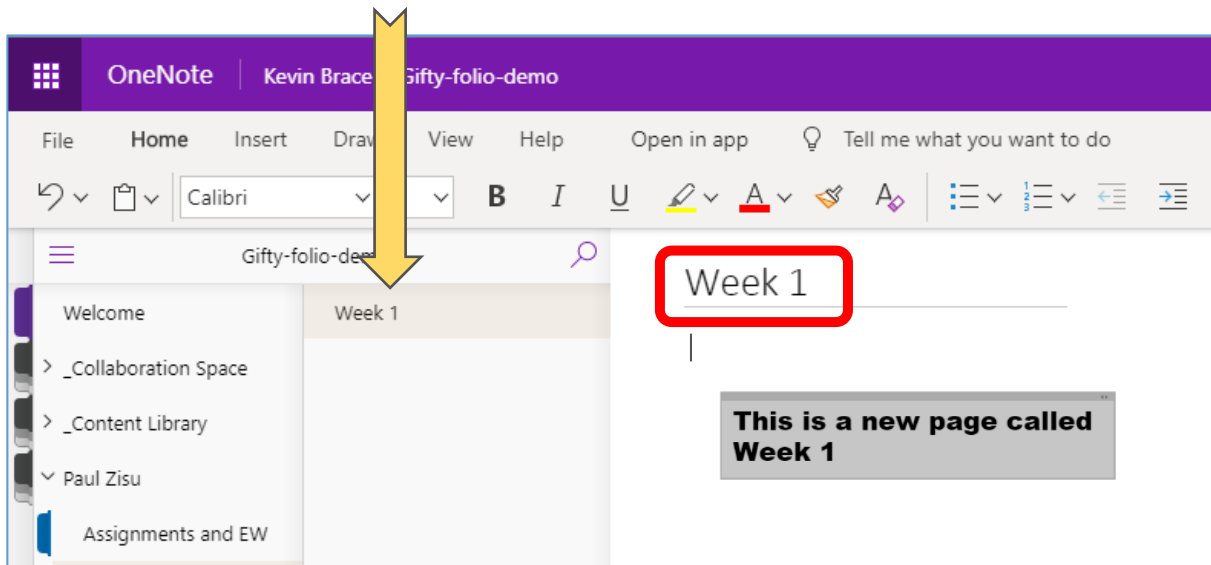


3. Your OneNote Class Notebook will open for you to add notes/images/files/audio clips.

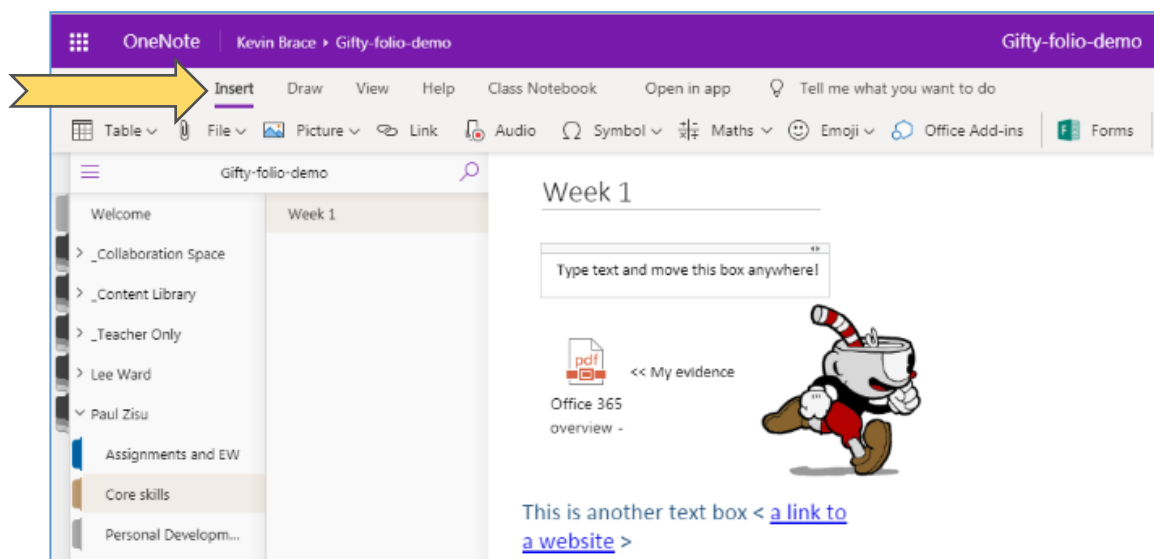
4. To start using your personal Notebook click onto your name in the left hand column.



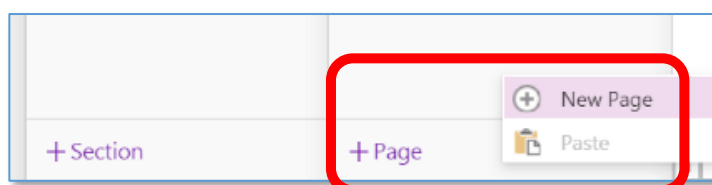
5. Left click onto any sections you see which will appear under your name, to begin adding or editing pages. Each section can have multiple pages containing text, images, audio, etc.
6. Start creating your Notebook by clicking into the empty space at the top of the empty page, and then give it a name. Click outside of this box to save changes. You now have your first page in which to start adding content. Your Class Notebook section now has one page, listed in the central column.



7. Simply left click into the page to see a text box appear. You can start typing into the box. Or copy and paste from an existing document.
8. Use the Insert menu to add text, images, attach files, or use speech to text to dictate a note into your page. All items added to your pages can be easily repositioned.



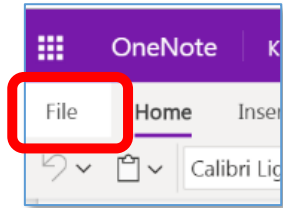
9. Add new sections or new pages by using the + buttons at the bottom of the left and middle columns. You can also right click to add a new page.



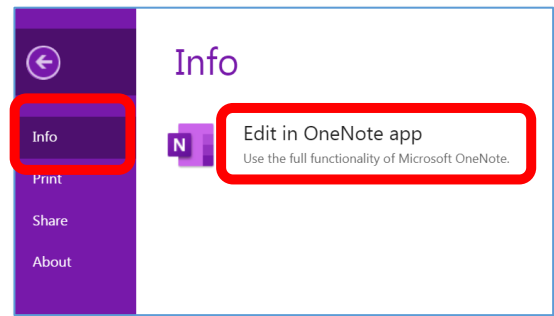
Exporting your Notebook.

If you need to export your entire Class Notebook as a PDF (to upload to Moodle/Turnitin), then follow these simple steps below.

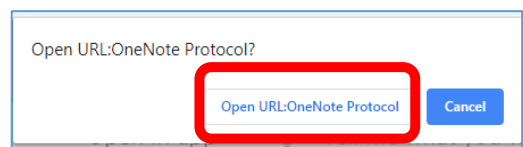
1. Click File (top left of screen).



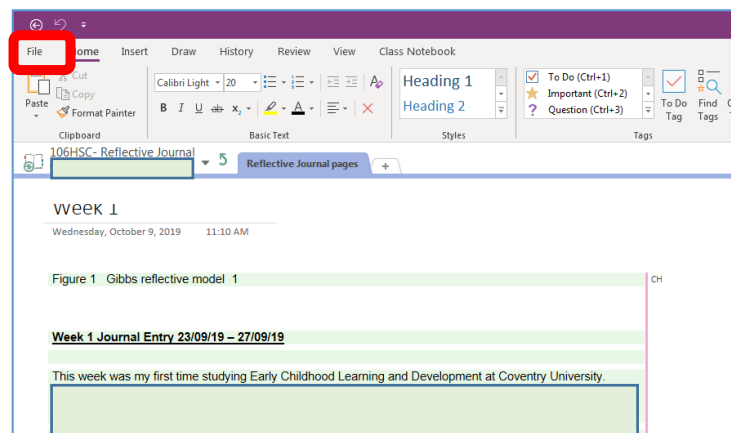
2. Then click Info, followed by clicking "Edit in OneNote app" on the next screen.



3. In the pop-up window which appears click the [Open: URL:OneNote Protocol](#) option



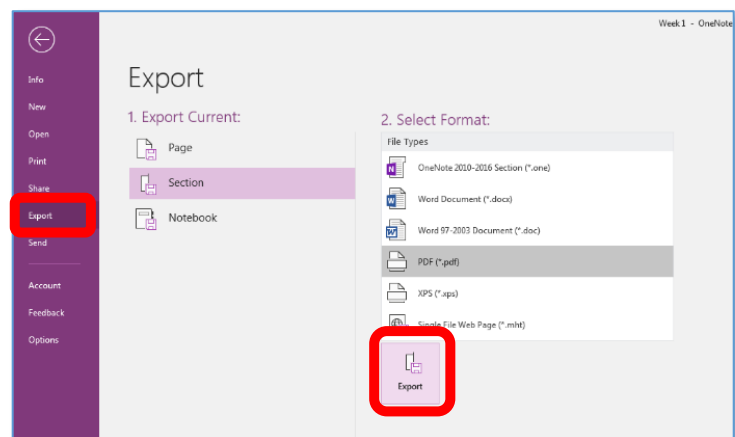
4. This now opens your Class Notebook in an app.



5. Choose the File option.

6. On the next menu choose Export.

7. Choose Export Section (which includes all your pages), then select PDF format. Finally click the Export option.



8. Give it a meaningful name, and then save it to your drive. Check the PDF contains all your section pages – before uploading to Moodle/Turnitin.