

Organising classes and lessons on Microsoft One Note during a practicum placement

Suggested organisation

- Each class has its own section at the very top of the screen (+ create new section)
- Each lesson is dated and has its own individual page (+ add page)
- You can work through examples with the students by sharing your screen on Microsoft Teams.
- Differentiate your lesson by having options based on students specific learning needs e.g. core questions (everyone must do) and extension questions (some students will do)
- Organise extension questions into a subpage (click on 'add page' right click – 'make subpage'. Then add the extension activities on this subpage.
- Use a variety of assessment strategies. Towards the end of each lesson set up an activity to check the students understanding.
- You can collect student work samples in 'review students work.'

Example of a unit of work in One Note:

The screenshot shows a OneNote page with the following content:

- Title:** 22/3/21 Quadrilaterals
- Date/Time:** Monday, 22 March 2021 11:58 AM
- Diagram 1:** A quadrilateral with interior angles labeled a° , b° , c° , and z° . The top-left corner is split into two angles x° and y° by a diagonal line.
- Text:** "Any quadrilateral is made up by two triangles."
- Equations:**
 - $a + b + c = 180^\circ$
 - $x + y + z = 180^\circ$
 - $a + x + c + b + y + z = 180^\circ + 180^\circ = 360^\circ$
- Text:** "Angle sum of a quadrilateral is 360° "
- Diagram 2:** A convex quadrilateral labeled "convex quadrilateral".
- Diagram 3:** A concave quadrilateral with an interior angle labeled "reflex angle" and labeled "concave quadrilateral".

If you sign in to [LinkedIn Learning](#) with your portal ID you can access a range of Microsoft One Note courses.

You may also check out the professional learning webinar [OneNote tips and tricks](#) delivered by Megan Townes from Microsoft. This video demonstrates a few OneNote tips for getting started and extending your skills.

There is also a range of ideas on the [OneNote update and best practices for educators and students](#) site

