

**ONENOTE FOR PLCs**  
Agenda – July 15, 2016  
McFadden School of Excellence

Welcome and Agenda

**Objectives:** Participants will be able to

1. Understand the usefulness of a OneNote Notebook.
2. Open a shared OneNote Notebook.
3. Work with sections and pages and add content to a page
4. Recognize the differences between OneNote for iPad and Microsoft OneNote

Introduction: What is a OneNote Notebook?

**Task #1: Setting up iPad for Wireless**

- Settings>Wi-Fi
- Choose “\_\_\_\_\_”
- Password is “\_\_\_\_\_”

**Task #2: Installing the OneNote App**

- Locate, install, and log into “OneDrive for Business” app.
- Locate, install, and log into “Microsoft OneNote” app.

**Task #3: Locating and opening the Shared PLC OneNote Notebook**

- Locate the email that was sent to you regarding the shared PLC OneNote notebook (from Lichelle)
- Open the link on the email and OneNote will open in Office 365 (You will have to sign-in with your username and password.
- Click “Edit in Notebook” and then “Edit in Microsoft OneNote”

**Task #4: Learning the Basic Functions of OneNote App**

- Explore the Home, Insert, Draw, and View Menus
- Understand the difference between a section and a page.
- Open a OneNote Notebook that has previously been opened in the OneNote app

**Task #5: Reviewing the PLC OneNote Notebook (walk through all sections and pages)**

- Add text to existing pages.
- Add a new section.
- Add a page to an existing section.
- Copying pages to create a new page.
- Adding tags to text in a page.
- Changes are tracked and are shown with users initials.

## **Task #6: Observe the Differences Between the App and the Software Version**

- Pages run down the left-hand side of the app. Pages run across the top in the software.
- More options in menus on the software version.
- Insert a file attachment or a file printout in software version.
- “History” and “Review” menus are available in the software version.
- When creating a new OneNote, it must be created in Office 365 first.
- Options available when right clicking on section title and page.

## **Conclusion**

- Preparing for final PLC requirements and submission.
- Completing the Evaluation
- LUNCH!!!