

MICROSOFT ONENOTE

Tips & Tricks

This page shares quick tips and clever tricks to help you get more out of OneNote. Whether you're a teacher, student, or just trying to stay organized, these ideas can make your planning and note-taking easier.

Embed Word/Excel Online

Paste the URL from your web-based Word or Excel doc to embed it directly into a OneNote page

Annotate PDFs:

Insert PDFs as printouts to write or draw on them. Use LiquidText or Edge for large files, as OneNote may lag.

Snip & Clip Content:

Use a screen snipping tool to paste visual references. OneNote auto-adds the source link when copying from the web.

Lesson Templates:

Use a repeatable template with lesson objectives, daily breakdown, and embedded resources like PowerPoints and links.

Set Page Size to A4:

Using the desktop app, you can set the page dimensions to A4 so content doesn't get cut off when printing.

Mass Delete Pages:

Quickly remove multiple pages using the same method as distributing pages in Class Notebooks

OneNote Web Clipper:

Install the Chrome addon to clip full web pages into OneNote with one click.

Teacher-Only Section:

Store all course materials here before releasing them in the Content Library gradually to avoid cognitive overload.

Student Sections:

Customize the default structure to match the Content Library, making it easier for students to organize and locate material.

Check Homework Efficiently:

Use 'Review Student Work' under the Class Notebook tab to quickly scan through student submissions.

Set Background Images:

After inserting a worksheet or image, set it as the background so students can draw or write over it cleanly.

Use Quick Notes Sections:

Keep a 'Quick Notes' section in each notebook to jot down fast thoughts, to-dos, or reminders during meetings or calls.

Try out these tips to make your workflow smoother, get students more involved, and take better notes. OneNote is super flexible, so make it work your way, whether you're teaching, learning, or just staying organized. Below is an example of how a weekly lesson plan template can look when built in OneNote.

EXAMPLE SECTION

1

This how a weekly lesson plan template can look when built in OneNote.

BRP PLANNER 19-20

9s3

3 Planning

Planning

My SOW

Draft Em...

Resource...

SOWs...

Poetry

Homew...

Langua...

KS4 Te...

4 Pastoral

Sept Tuto...

Safeguar...

5 Teams

Departm...

Year Team

9s3 HT2

SOLs

HT3

7a2 HT3

7h3 HT3

8a3 HT3

8s1 HT3

9s3 HT3

SOLs

HT4

7a2 HT4

7h3 HT4

8a3 HT4

8s1 HT4

9s3 HT4

HT5

HT5 Planning Spreads...

8s1 HT3

Monday, 18 May 2020 21:03

Students: 30. SOW: Romeo & Juliet. Assessment: Essay

Date	Week	Lesson	Day	Period	Room	Title	Objective	SMART	ACTIVATION	DEMONSTRATION	CONSOLIDATION	HOMEWORK	NOTES
06/01/2020	16b	1	Mon	P2	B49 MFL	An Introduction to Romeo and Juliet	To develop a familiarity of the plot. To form some initial opinions about the play.	Write down anything you already know about this play.	Date & Author - discussion about prior knowledge. Summarise.	Whoosh - read the story and perform it using dramatic skills. Summarise.	Discussion: Is love at first sight real? Why/why not?		
07/01/2020	16b	2	Tues	P1	A58	Shakespeare & Symbols	To explore symbols and techniques which will be important in the play.	Shakespearean insults	Plot video - condense plot and annotate symbols.	Watch Baz Luhrmann 1996 opening. Discussion - why has he made these choices?	Romeo, Romeo quote - what does it actually mean? Explore difficulty of Shakespeare's language		
08/01/2020	16b	3	Wed	P4	A58	Shakespearean England	To read and process contextual information about the period.	Quotes: what do they have in common? Quiz.	What are our assumptions about that period of time? Discussion.	Students will work on a presentation about context using a carousel of resources.	5 facts in 5 words for each group		
09/01/2020	16b	4	Thurs	P4	A70	Compiling Context	To present information about an element of Shakespearean life. To collect information about context.	Write down 3 things you remember from last lesson about your table's topic.	10 minutes to refine presentations.	Students present their information to their peers. The audience make notes on each topic.	Whip-round: 1 fact you learned this lesson (must be different from everyone else's)		
10/01/2020	16b	5	Fri	P2	A70	The Prologue	To understand and explain the use of iambic pentameter	SPaG correction	Think about language and dual meaning. Iambic pentameter - video, model & practice	Class annotation of the Prologue - lang techniques, imagery etc.	Write your own passionate verse in iambic pentameter.	SET: Spellings & vocab Conflict Protagonist Antagonist Relationship Patriarchy	
13/01/2020	17a	6	Mon	P5	A59	Analysing Shakespeare	To develop an understanding of the 'The Prologue' and analyse Shakespeare's language	Mini-quiz on last lesson	Complete class annotation of the Prologue	Discussion of language of techniques	Shakespeare Quiz to test knowledge.		
14/01/2020	17a	7	Tues	P3	A59	A Ripe Bride	To explore the contextual background for Act 1, Scene 2.	Would you trust friends/family to pick a partner for you?	connotations of title.	read act 1 scene 2. quote explodes.	Quote explodes: WAGOLL & independent practice.		
17/01/2020	17a	8	Fri	P2	A58	Meeting Juliet	act 1 scene 3	Codebreaker & analyse quote	Spellings & vocab Conflict Protagonist Antagonist Relationship Patriarchy SA and HW reminder. Second quote analyse.	Read Act 1 Scene 3. Discuss and explore language.	Quote explodes: WAGOLL & independent practice.	DUE Spellings 1 & SET: Write a diary entry as if you are Juliet explaining how you feel about being asked to marry Paris. Make sure you include: Your feelings on the subject What you think about marriage in general Some contextual information (what it was like for young girls in Shakespearean times)	

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This OneNote team page starts fresh each month with a main overview that includes events, meetings, and a table for absences. It's all linked to that month's weekly agendas.

Mars - uke 10-13

Uke 10 (2 - 6)	Uke 11 (9 - 13)	Uke 12	Uke 13	April
☐ Mattiaden 6.mars	☐ Utviklingssamtaler	☐ Utviklingssamtaler		☐ Pokerarkitektur: Tirsdag 7. april Torsdag 9. april Fredag 10. april ☐ Vaksine onsdag 22. april

TEAMTID

Planlagt fravær	Anne	Ingrid	Monica	Steffi
Uke 10			Torsdag - hele	Hele onsdagen
Uke 11		Frem til lunsj mandag		
Uke 12	Møte tirsdag			
Uke 13			Fredag - hele	

UKE 10

Punkt	Løsning	Ansvar
☒ Planlagt fravær	☐ Monica spør om vikar på fredag	☐ Monica
☒ Gjennomgang av uka/neste uke	☐ Steffi ber ikke om vikar på onsdagen.	☐ Steffi
☒ Ukeplan		
☒ OK-punkt: har alle det bra?		
☐ Se på timeplan i forhold til lærere, timer og undervisningsfri		
☐ Se på tider for utviklingssamtaler		
☐ Send mail til Geir		☐ Steffi

+ + +
+ + +
This month's happenings

Scheduled absence

This week's agenda

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This is a OneNote notebook used for teacher planning. Each page usually includes goals, a work list, and both learning and assessment criteria. It's useful for any grade level or subject.

Teambok 7.trinn 2014-2015
FAG

Ukeplan Engelsk Norsk Matte Naturfag KogH RLE Samfunnsfag GYM Modern literature

Mål:

- Jeg kan bygge opp en fortelling med hoveddel, middel og slutt.
- Jeg kan være konsekvent med tanke på hvem som forteller i en fortelling.
- Jeg kan være konsekvent med tanke på hvilken tid historien er skrevet i.
- Jeg kan lage en tidslinje over fremdriften i en fortelling.
- Jeg kan variere fortellermåter når jeg skriver en fortelling.

Nå har du jobbet noen uker med kapittelet "fortelling". Du har lært om oppbygningen av en fortelling, fortellermåter og fortellerperspektiv. Nå vil vi se hva du har lært.

☐ Velg **EN** av følgende oppgaver:

- Historieletten på s. 117 i SBB
- Overtro - en grasser på s. 120 i SBB
- Skiv din egen oppgave, her kan du bruke kreativiteten din fritt.

☒ Ha en "idémyldring" med deg selv. Skriv ned noen idéer (for eksempel i et tankekart).

☒ Vurder ideene dine. Hvilken idé inspirerer deg mest? Velg en idé som du jobber videre med.

☒ Sett opp den ideen du valgte å gå for i hovedidé i et tankekart. Fyll ut med hovedtema og undertema, der du skriver opp ting du vil ha med i fortellingen.

☒ Organiser ideene og tankene i et handlingsskjema.

☒ På en lærer til å se på handlingsskjemaet ditt og gi deg tilbakemeldinger.

☒ Lag en underside til denne siden i OneNote der du legger inn tankekartet og handlingsskjemaet.

☒ Lag en underside til denne siden, og skriv fortellingen.

☒ Les gjennom fortellingen din. Har du brukt det du har lært i kapittelet "fortelling".

☐ Sjekk at du har vært konsekvent med tanke på:

- Fortellerperspektiv.
- Tid.
- Bygg ut historien din med:
 - Skildringer.
 - Tankereferat.
 - Replikker.
- Utvid spennende øyeblikk!
 - Grammatikk
 - Rettskriving
- Tegnsetting og avsnittsinndeling.

☒ Bytt oppgave med en medeleve og vurder hverandres tekster. Bruk kriterielista og **two stars and one wish**.

Kriterier:

- Jeg har laget et handlingsskjema før jeg begynte på selve fortellingen.
- Fortellingen har en innledning som presenterer tid, sted og personer.
- Fortellingen har en hoveddel som har en gradvis oppbygning mot et høydepunkt.
- Fortellingen har en avslutning der man får vite hvordan det går med hovedpersonen.
- Fortellingen er skrevet i enten:
 - Førstepersonsperspektiv.
 - Tredjepersonsperspektiv.
 - Tredjepersonsperspektiv med innblikk i tanker og følelser.
- Fortellingen har skildringer.
- Fortellingen har enten:
 - Tankereferat.
 - Replikker.
 - Utvidelse av øyeblikk.

Tenk på hvordan du bygger opp historien din.

Anslag Oppbygning Klimaks Avslutning

Kortest oppbygning: Oppbygning: Oppbygning: Oppbygning

Kortest oppbygning: Oppbygning: Oppbygning: Oppbygning

Kortest oppbygning: Oppbygning: Oppbygning: Oppbygning

Kortest oppbygning: Oppbygning: Oppbygning: Oppbygning

Vurdering:

Vurdering:

Students copy and paste work sheets from "Teacher Sheets" and paste it in their own notebooks.