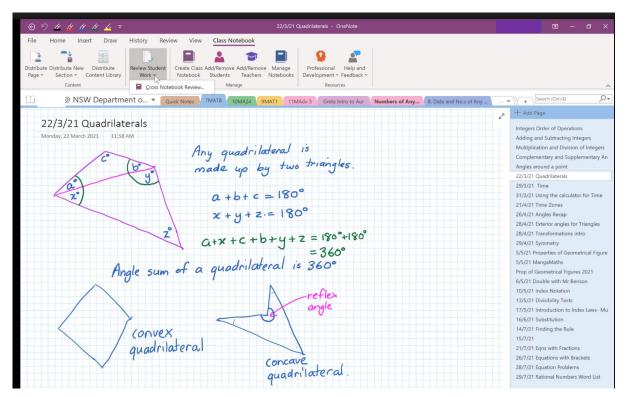
Organising classes and lessons on Microsoft One Note during a practicum placement

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:



If you sign in to <u>LinkedIn Learning</u> with your portal ID you can access a range of Microsoft One Note courses.

You may also check out the professional learning webinar <u>OneNote tips and tricks</u> 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