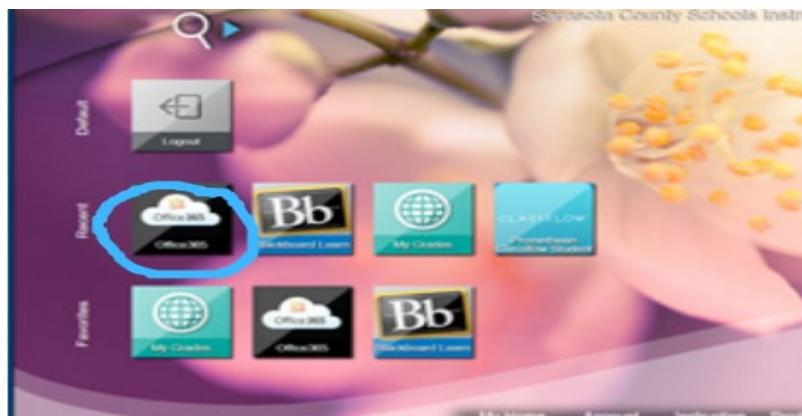


## One Note How-To

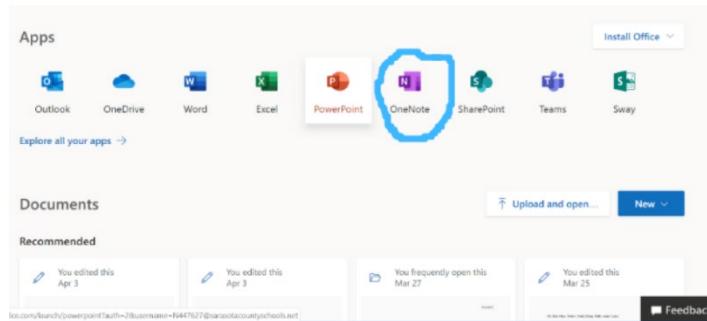
### Personal (Student) Notebook Instructions

How to Create the Notebook:

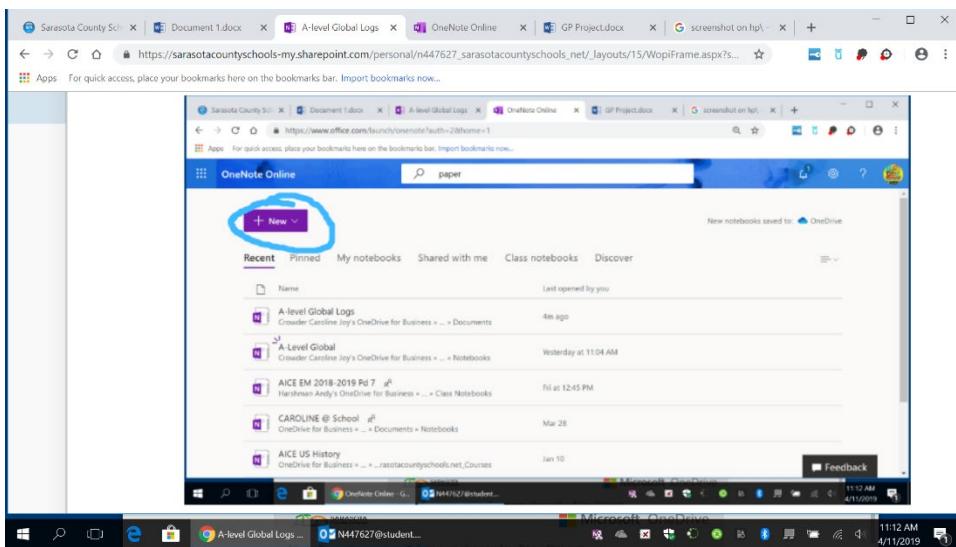
1. Log into Office 365 from myschs



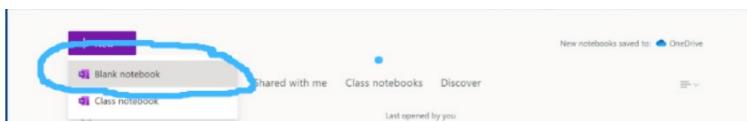
2. Click on OneNote icon on Apps



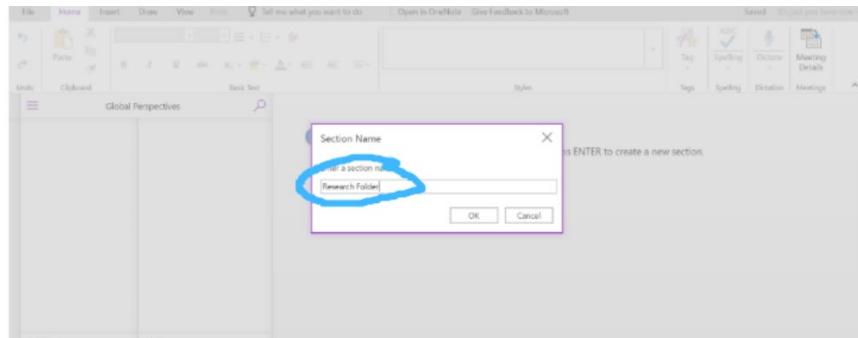
3. Click on purple "New" button



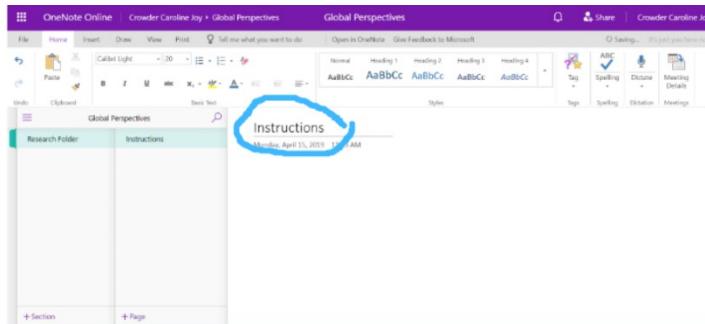
4. Select “Blank Notebook” and name it



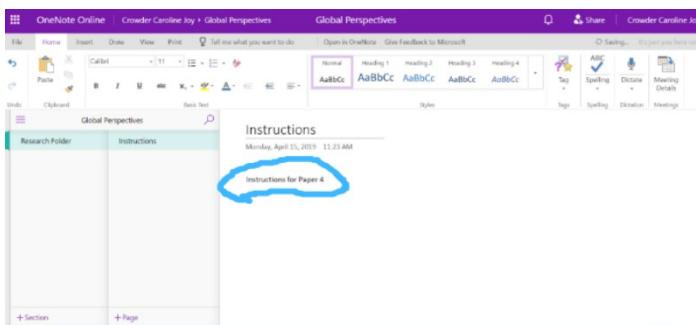
5. Press “Enter” to create a new section and name it



6. Make a title for the new page by clicking on the space above the line



7. Click below the title line to type



## Other Features:

### Insert new page or section

1. Click on “Insert” tab at the top
2. Look to the left, click on “new page” or “new section”

### Draw

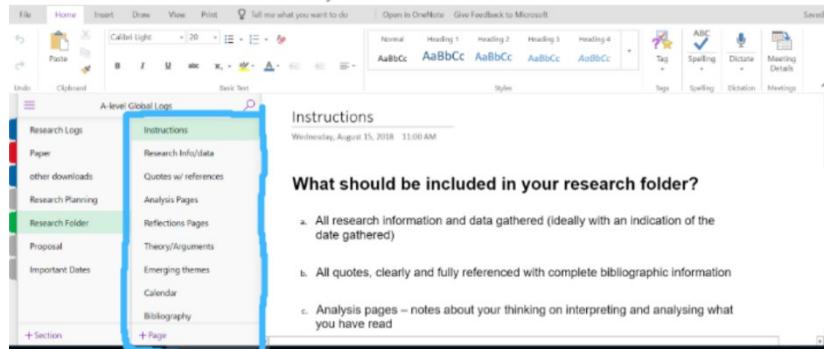
1. Click on “Draw” tab at the top
2. Select “Pen” or “Highlighter”
3. Choose a color
4. Click on page and drag to draw
5. To move drawing click “Marquee Select” and click/drag to cover the picture, then move picture
6. To erase something, click on “Erase” and click on drawing to erase
7. To continue to type, click “Type”

## A-level Global Version

### Research Folder:

1. Follow steps 1-12 of “How to Create a Notebook”
2. Make 12 pages

3. Name them as follows: Instructions, Research Info/data, Quotes with References, Analysis Pages, Evaluation Pages, Reflections Pages, Theory/Arguments, Emerging Themes, Calendar, Annotated Bibliography.



4. Go to Crihfield's website, shshistory.com, under A-level Global, click on "What should be included in your research folder?" and copy/paste the info into Instructions

This screenshot shows the same Microsoft OneNote interface as the previous one, but the content in the 'Instructions' page has been updated. The bulleted list now includes items d through e:

- a. All research information and data gathered (ideally with an indication of the date gathered)
- b. All quotes, clearly and fully referenced with complete bibliographic information
- c. Analysis pages – notes about your thinking on interpreting and analysing what you have read
- d. Reflections pages – a kind of ongoing diary where you record your changing thoughts and standpoints towards your topic
- e. Theory and argument pages – where you make note of particular theories that

This screenshot shows the Microsoft OneNote interface again, with the 'Instructions' page containing even more detailed information:

- f. Emerging themes pages – a good research report will be sub-dividing into sections, each looking at different themes or elements of your question. Themes will emerge as you dig deeper into your project and you will need to make a note of all of your thoughts about this
- g. Calendar – you could add your timetable to your research folder
- h. Keep a record of all references, citations and quotes – do this by hand on paper, manually in Excel or Word, or by using Endnote or Zotero or one of the other academic referencing programs
- i. Keep a bibliography from the very start – as above, Endnote or Zotero could manage this for you, but equally you can keep a bibliography manually. The important thing is you need to remember to do this from day one of your project and not miss anything out

5. "Research Info/data" can be used for background information, short quotes, stats, names of professionals, etc

6. “Quotes with References” can be used for longer quotes, try to organize them by topic to make it easier to pick quotes for writing the paper.
7. “Analysis Pages” will be used for exercises and can be used for writing analysis for all your quotes/research.
8. “Evaluation Pages” will be used for exercises and personal writing of evaluation for all your quotes/research.
9. “Reflections Pages” is similar to the “Analysis Pages” in which the reflections of your research and exploration of your topic is found, this page is also similar to the logs.
10. “Theory/Arguments” is where you can write potential debates relevant to your topic(s) and develop methodologies that could be relevant to your paper.
11. “Emerging Themes” is where you can write your suspected methodology and thesis/concession topics and update it, this section can be helpful if you fall behind on logs since you can see your thought process of the paper.
12. “Calendar” is a list of what is due when for each quarter, it should include both Crihfield’s due dates and some personal dates to help keep you on track.

The screenshot shows the Microsoft OneNote interface. On the left, there's a navigation pane with sections like 'Research L...', 'Paper', 'other down...', 'Research Pl...', 'Research F...', 'Proposal', and 'Important ...'. Below these are '+ Section' and '+ Page' buttons. The main content area has a title 'Basic Text' and a 'Styles' ribbon tab. Under 'Basic Text', there are two sections: '1ST NINE WEEKS:' and '2ND NINE WEEKS:'. The '1ST NINE WEEKS:' section contains a bulleted list of tasks: 'August 23 - Grade Validations for AS ✓', 'August 27 - Concept Maps ✓', 'August 31 - Research Folder ✓', 'September 13 - Log Check ✓', 'Question-September 17, 2018 ✓', 'Ten proposals read-September 18, 2018 ✓', 'Sept. 26 or October 9 - Research Due ✓', 'October 4 - Log Check ✓', 'Rough Draft of Proposal-October 5, 2018 ✓', and 'Rewritten and Proofed Proposal turned in to the instructor-October 12, 2018 ✓'. The '2ND NINE WEEKS:' section contains a bulleted list of tasks: 'October 18 - Log Check ✓', 'October 22 - Proposal Due ✓', 'October 30 - Grade Two AS papers ✓', 'November 2 - Log Check ✓', 'November 8 - Research Folder Due', 'December 7 - Scaffolding', and 'December 19 - 1st Half of Essay'.

13. “Annotated Bibliography” is where you keep all of the citations for all of the research/info/quotes that you have. I would recommend annotating the bibliography too so that you know what information you got from each citation. Also, it is helpful to keep it in alphabetical order so that it can be easily copy/pasted into your paper. Each citation needs to be annotated. Follow the instructions on the AS page for form and procedure.

The screenshot shows the Microsoft OneNote interface with the same navigation pane and basic text ribbon as the previous screenshot. In the main content area, there is an annotated bibliography entry for 'Abraham, John. "Global Warming Made Hurricane Harvey More Destructive"'. The citation is: 'Abraham, John. "Global Warming Made Hurricane Harvey More Destructive" | John Abraham. *The Guardian*, Guardian News and Media, 23 May 2018, [www.theguardian.com/environment/climate-consensus-97-per-cent/2018/may/22/global-warming-made-hurricane-harvey-more-destructive](http://www.theguardian.com/environment/climate-consensus-97-per-cent/2018/may/22/global-warming-made-hurricane-harvey-more-destructive)'. An annotation below the citation reads: 'The article reports scientist ideas of the effects global warming will have on tropical storms, such as hurricanes and cyclones. It is widely accepted that these warmer waters will create an increase in intensity of these storms and may also create more frequent storms.' Another entry for 'An Inconvenient Truth: The Planetary Emergency of Global Warming and What We Can Do About It' by Gore, 2006, is partially visible. The citation is: 'An Inconvenient Truth: The Planetary Emergency of Global Warming and What We Can Do About It. Gore, 2006.' An annotation below the citation reads: 'Gore reports that several scientists believe that warming temperatures in the ocean, caused by global warming, is causing an increase in intensity and possibly frequency in hurricanes and other tropical storms.' A third entry for 'Curry, Judith A. "Global Warming and Hurricanes." Testimony Presented to the Climate Change Hearing, House Committee on Government Reform, 20 July 2006, [curry.eas.gatech.edu/climate/pdf/testimony-curry.pdf](http://curry.eas.gatech.edu/climate/pdf/testimony-curry.pdf).'. An annotation below the citation reads: 'Curry reports that over the years, the hurricane season has been slowly increasing in length, averaging about 50 days longer now than it was a century ago.'

Teacher Notebook Instructions

Helpful Links

<https://support.office.com/en-us/article/class-notebook-tools-instructions-for-onenote-online-4a83fc79-8212-4917-ad5c-32c39cd9f3d6>

<https://onenoteforteachers.com/>

<https://www.youtube.com/watch?v=sVF90nP9qGQ>

<https://www.youtube.com/watch?v=cgyAzRIWK9c&list=PL7DB79E2C8DB24599>