**Level 2 Tutorial**

In addition to Teams, we will be using OneNote Class Notebook as our digital notebook. This tutorial will introduce you to some of the features of OneNote Class Notebook that you may find useful in this course. Work in pairs through these tasks at your own pace. Ask for assistance if you get stuck (use Teams to post questions)!

 In Team *Name Course 1*, navigate to General channel, Class Notebook. OneNote Class Notebook has a particular structure, with three distinct subareas. What are these 3 areas? Write your answer below.

1.

2.

3.

 Click on the three bars in the upper left corner to display these areas. You can view the Class Notebook from Teams, or click 'Open in OneNote'-tab to launch the desktop or online version. Use this tab now to navigate to the online version.

 Install OneNote app onto your computer.

Having a desktop version will allow you to access OneNote even when there are issues with the online version. After a while, you might also notice that there are some differences between the different versions of OneNote.

 On your mobile phones, find and download the OneNote app.

You now have access to your course-related content on your mobile phones as well.

 Navigate to the Collaboration Area and locate the 'Who are we' section. Add a page and then write a short description of yourself. Add a recognizable picture of yourself (no baby pictures!). Tip: you can add a picture you have on your computer or you can use your phones to take a picture and add to the notebook.

Note that everyone (all students and instructors) has access to the Collaboration Area and can edit these pages. Therefore, it is important to act responsibly when using the Collaboration Area. If you accidentally delete something in the Online version, the deleted material will not be retrievable anymore. If you delete something in the desktop version, we may still be able to retrieve the deleted material.

 Navigate to your personal notebook. There are already some sections there that your course instructors have set up. Add a section 'Digital tools' to your personal notebook.

The personal notebook is your own digital notebook in the Class Notebook. Whatever is there is visible to you and to your instructors, but not to your classmates. During this course, we will ask you to post preparation tasks, assignment drafts, etc. into your personal notebook. This is an opportunity for you to get individualized feedback on low-stake assignments/tasks, so we encourage you strongly to make use of this opportunity by submitting the assignments/tasks into your personal notebook. You can use the 'Study notes' to keep lecture notes. You can move material from the Content Library into your personal notebook and organize the material in the way that best suits your needs. You are free to add sections and pages into your personal notebook (but do not delete or rename the sections that your instructors have set up). Your instructors will occasionally access your 'Home tasks' and 'Assignments' sections to give you individualized feedback, but we won’t be reviewing other sections in your personal notebooks.

 Open the Class Notebook on your mobile phone. Navigate to your personal notebook. Add a page in the 'Digital tools' section, then click on the camera button and take a picture of the 'Level 1 Tutorial'-document.

During this course, you will need to upload various documents into OneNote. There are a number of ways in which you can do this. Taking a picture of the document might be one way of inserting a document that you do not have on your computer, such as handwritten notes for instance (another way of inserting such documents would be of course to scan them and send them to OneNote, but you may not always have a scanner available). Note that there is no need to take a picture, save it, and upload it to OneNote. By navigating to the desired page on your phones when taking the picture, the document will be immediately placed and saved in its target destination. You can also use this strategy to take images of the whiteboard (chose the 'whiteboard' option when taking the picture), books (e.g. you have completed an activity in your book and want to then upload the activity to OneNote; use the 'document' option when taking the picture), etc.

* You will often need to insert documents from your computer into OneNote (e.g. Word or Pdf files). You can use the insert tab or drag and drop, but in both cases you will be required to choose whether you want to insert a file attachment or a file printout. To see what these options do, let us try to insert a file.

'Level 2 Tutorial' document is available electronically. Let us add a copy of this document into your personal notebook, in the section 'Digital tools', so that you have both tutorials in the same section in your personal notebook. Use either the Insert tab or drag and drop, choose 'File attachment'. The attachment is now located on the OneNote page. I find this option handy when inserting larger documents. For instance, if I am keeping notes on grammar teaching and I have found an article that is very relevant to a point I am making, I might want to insert that article as attachment right next to my notes. My notes and the relevant articles/documents are all on the same page then. However, I would advise you against overusing this option as the page content can quickly end up being messy and disorganized. Note that, unlike Word pages, OneNote pages do not have limits (you can write in any direction as much as you want) and you can also place or move attachments, images, text boxes anywhere on the page. If you have lots of file attachments scattered on an otherwise blank page, the content of the page becomes unappealing and difficult to navigate. If you absolutely need to insert a number of file attachments into the same blank page, think rather of placing the attachments inside a table to give it more structure.

 Try now inserting the same document as file printout. Inserting a file as a printout places a picture of its contents on a page in OneNote. You can’t edit printouts like regular notes. The inserted printouts work just like inserted pictures. You can resize them and move them anywhere on the page.  You can add notes or annotations to the image. You can go to the Draw tab and use the options there to highlight or mark parts of the text (Tip: if you do this, make sure you right-click on the image and select "Select picture as background").

Whenever possible, write directly into OneNote (e.g. when completing the class preparation tasks), rather than writing into Word and then inserting a Word document.

When doing collaborative writing (e.g. with your classmates in groups), you can also use Word Online and add a link to the online word document into OneNote.

If you wish, you can also use OneNote to set up your own notebook(s) outside the Class Notebook. Only you have access to the notebooks you have created (unless you share them with others). You can use such notebooks to organize your work, draft assignments, keep notes, collaborate with others. You can then move the desired content to the Class Notebook.

 We will at times use the Collaboration Area to share thoughts/comments/ideas and collaborate in groups. Navigate now to the Collaboration Area, 'Language learning beliefs'-section. Choose one of the language learning beliefs that you have been discussing with your classmates, navigate to the appropriate page and add at least 1 argument in the 'Agree' and 1 argument in the 'Disagree' column.

 Searching OneNote

OneNote has a powerful search function. Use the search field to find the content you are looking for. To be able to find the content more easily, we will at times ask you to name files/pages in a particular way. For instance, it will be difficult for us to use this option to quickly search all the drafts of assignment 1 if you have all named your drafts differently (i.e. there is no common key word) or even left the page/document without a name. Be aware thus of the importance of key words when inserting the material to make it easier both for your instructors and yourself to find the relevant content.

You have now reached the end of the tutorial. Congratulations! You can now use the search function to find 'Level 3 Tutorial' in OneNote.