Level 3 tutorial

This tutorial will address a couple of features in OneNote that I personally found useful. If you wish, you can work through this tutorial to find out more.

* OneNote Web Clipper

OneNote Web Clipper is a useful tool that enables you to save, annotate and organize anything from the web.

<https://www.onenote.com/clipper>

Install the Web Clipper for your browser and try it out. Go to <https://www.hvl.no> and find the course description (emneplanbeskrivelse) for this course. Clip the course description into your personal notebook. You’ll notice that you have several options - you may choose to clip the whole page, a region, or an article. Choose one of these options. You will be prompted to choose the location in OneNote where you want the clipped material to be stored. A feature I find particularly useful with the web clipper is that it automatically saves also the link to the original location, making it easy for you to trace the clipped material back to the original source.

* Emails

Being an Office program, OneNote communicates well with other Office applications. An option I use a lot is the link between Outlook and OneNote. If you are using Outlook to manage your email correspondence, you might want to explore this feature. There is a OneNote tab in Outlook that allows you to forward emails (including any attachments) to you desired OneNote Notebook. I find this feature incredibly useful for keeping important emails organized around topics and together with the other material and notes related to the same topic.

* Tags

You can use OneNote tags (or create your own) to tag any part of the page. For instance, you can tag something on a page as 'important' or 'to do'. You can later search the tags for easy access to the tagged material. Use the question mark (?) – tag to tag questions that you would like us to answer. This will make it easier for your course instructors to quickly locate the questions by using the search-tags function in OneNote.

* Interactive pages

You can insert all types of files, images, video and audio files into your notebook pages. Explore the options under the 'Insert' tab. You can also record an audio directly into OneNote. I find this very useful for keeping different types of related material on the same page.

* If you want to explore OneNote further, here are a couple of sites to visit.

First of all, the official OneNote support sites:

<https://www.onenoteforteachers.com/en-US/students/>

<https://blogs.office.com/en-us/onenote/?eu=true>

Check out Steffi Svendsen's blogs to learn how she is using OneNote with her pupils in Norway:

<https://steffisteaching.wordpress.com/category/onenote/>

If you are already familiar with OneNote and know of some useful features, please do share these with the rest of the class. Post your best tips in Teams and/or add a description in OneNote Collaboration Area, under Digital tools.