

Getting Started with One Note

- 1) Using your internet browser (firefox, explorer, google, etc.) go to <http://onedrive.com>. You already have an account so choose **log in**. The user name is your 3riversed.org email address (flast@3riversed.org) and the password is the BCSCR&read#.
- 2) Open the One Note program on your computer – it should be pinned to your taskbar at the bottom of your computer. If not, click on your start button in the lower left of your screen. When you get the search box, type in One Note. One Note 2013 should show in the list of applications. Right click on the One Note 2013 and choose 'pin to taskbar' so you don't have to look for it each time.
- 3) You'll have both One Drive and One Note open and can move back and forth between the two.
- 4) To open one of your notebooks to update it you will go to the One Drive screen and click on the notebook you need. Once it opens you'll see a button labeled 'OPEN IN ONENOTE' – click on it and the notebook will open in One Note where it is easier to use and manipulate. Your notebooks should automatically sync if you are signed into One Drive.
- 5) To open a different notebook, there are two ways to accomplish the task.
 - a. Click back on your One Drive screen and select the notebook you need and follow the steps noted in #4.
 - b. On the left hand side of your One Note you should have a scroll bar and either the notebooks will be listed or you'll have the option to load more notebooks. Either way, locate the notebook you need and click on it to open it.

Working on One Note Offline

Given that you'll often be out in the field working with schools and communities without internet access, you can work on your notebooks offline and then sync when you log in at One Drive sometime later in the day or later that week.

To work offline, simply open your One Note 2013 application from your computer and your notebooks should be available with your most recent information.

If you'd like to see a sample district notebook (an exploration in progress so to speak), you can log in to see the notebook I've been utilizing to explore One Note and how it might support our work with BCSCR. To view this sample note book, you'll need to log in to onedrive.com with the following user ID and password: onenotesample@yahoo.com and the password is BCSCR&read#. Likewise, you'll open the OneNote 2013 application on your computer and use the same user ID and

password. I've posted example content, inserted hyperlinks and other files, linked a template that might be used to create advertisement for community activities, etc. This sample is by no means intended to reflect the expectations for your use of One Note but rather to put some possibilities forward that you might explore to support your work as a regional coordinator.

As you begin to get tutoring groups underway and continue to focus on the needs assessment component, it is expected that you'll utilize one note to document your activities in each district and record the information identified via the needs assessment. The purpose is to provide you with a documentation format that will serve to support your work with the districts you serve and to provide the information that we need for grant implementation, allocation of resources, planning, data for grant reporting, etc.

Expanding Your Use of One Note / One Drive

Once you start working with the program and learn to maneuver the system, you should find One Note / One Drive very helpful and a great way to stay organized. There are many more features on One Note to explore. As you are working on a notebook, if you click on INSERT you'll see that you can print any page in your notebook, attach a file, attach a document, insert a spreadsheet, include pictures, insert a link, etc. If you want to further enhance your use of One Note, within the 'add a page' button you have access to a variety of different templates (meeting notes, agenda, cover letter, powerpoints, and can even connect to thousands of free online templates you might utilize for your work.) You could use this feature to create notes to teachers, tutors, for the community reading nights, etc. You won't have to hunt for the file next time you need to update the information for the next event.