Bulimba State School is utilising One Note Class Notebook to deliver online curriculum during home learning.

Please also refer to the FAQ documents at https://bulimbass.eq.edu.au/curriculum/learning-home for more information.

The Class Notebook images used in this document are samples only. Your year level class notebook may look slightly different. Use the images as a guide only.
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## Internet browser suggestions

Some online programs will prefer one browser to another. Be aware that you may need to change browsers if links are not working. Below are the preferred internet browsers for One Note Class Notebook.

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<tr>
<th>Windows</th>
<th>Chrome</th>
<th>Edge</th>
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</thead>
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<tr>
<td>iPad</td>
<td>Chrome</td>
<td>Safari</td>
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<tr>
<td>Mac OS</td>
<td>Safari</td>
<td>Chrome</td>
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</tbody>
</table>
Accessing a Class Notebook - Computer

1) Navigate to our school website www.bulimbass.eq.edu.au

2) Scroll down to “Quick Links” at the bottom right and click on “Student SharePoint Access”
https://qedu.sharepoint.com/sites/0017/student

3) Enter student EQ MIS ID username and password.
This will direct you to Bulimba SS Student SharePoint Site.
4) Click “yes”
This will direct you to Bulimba SS Student SharePoint Site

5) Click on the app launcher (9 white dots in the top left corner)
6) Click on “Outlook” (email access)

7) Click on the email titled “SharePoint App”
This is the link to give you access to your year level notebook file. This email access will be new to most students so parent supervision will be required.
8) Click on “Open”

9) This will direct you to your year level class notebook.
10) Click on the Welcome Page
Make sure you check this page for daily messages.

11) Click the Content Library section.
This is the area where you will find information about the curriculum lessons, activities and instructions. This is a ‘read only’ section so you can’t write or edit these pages.
12) Click on timetable
This is only a recommended timetable. Please adjust this to suit your family needs. This will show your daily tasks.

13) Click on the subject area for your activities. Click on the Lesson Tab.
14) Read the instructions on the page and complete the activities.

15) Click on your student page (where your name is). This will expand your pages. You can click and type directly on the page.

Science is great fun! I love Science!
16) There are different ways to interact and complete activities on your student pages. You may use the toolbar to “Draw”.

You may use the toolbar to highlight.

If you make an error, use the undo arrow.
17) Once you have activated the email link (steps 1-8), the next time you log in you can access your notebook following the steps below

18) Navigate to our school website www.bulimbass.eq.edu.au

19) Scroll down to “Quick Links” at the bottom right and click on “Student SharePoint Access”
https://qedu.sharepoint.com/sites/0017/student

20) Enter student EQ MIS ID username and password.
This will direct you to Bulimba SS Student SharePoint Site.
21) Click “Yes”
This will direct you to Bulimba SS Student SharePoint Site

22) Click on the app launcher (9 white dots in the top left corner)
23) Click on OneNote.

24) Click on your year level notebook.
Accessing a Class Notebook - iPad instructions

1) Navigate to our school website www.bulimbass.eq.edu.au

2) Scroll down to “Quick Links” at the bottom right and click on “Student SharePoint Access”
https://qedu.sharepoint.com/sites/0017/student
3) Enter student EQ MIS ID username and password. This will direct you to Bulimba SS Student SharePoint Site.

4) Click “Yes”
This will direct you to Bulimba SS Student SharePoint Site
5) Click on the app launcher (9 white dots in the top toolbar)

6) Click on “Outlook” (email access)
7) Click on the email titled “SharePoint App”. This is the link to give you access to your year level notebook file. This email access will be new to most students so parent supervision will be required.

8) Click on “Open”
9) This will direct you to your year level class notebook.

10) To expand folders, click on the white horizontal lines.
11) Click on the Welcome Page
Make sure you check this page for daily messages.

12) Click the Content Library section.
This is the area where you will find information about the curriculum lessons, activities and instructions. This is a ‘read only’ section so you can’t write or edit these pages.
13) Click on timetable
This is only a recommended timetable. Please adjust this to suit your family needs. This will tell you your daily tasks.
14) Click on the subject area for your activities. Click on the Lesson Tab

15) Read the instructions on the page and complete the activities.
16) Click on your student page (where your name is). This will expand your pages. You can click and type directly on the page.
17) There are different ways to interact and complete activities on your student pages. You may use the toolbar to draw and write on your pages.

You may use the toolbar to highlight.

If you make an error, use the undo arrow.
Once you have activated the email link (steps 1-8), the next time you log in you can access your notebook following the steps below

18) Navigate to our school website www.bulimbass.eq.edu.au

19) Scroll down to “Quick Links” at the bottom right and click on “Student SharePoint Access”
https://qedu.sharepoint.com/sites/0017/student
20) Enter student EQ MIS ID username and password. This will direct you to Bulimba SS Student SharePoint Site.

21) Click “Yes”
This will direct you to Bulimba SS Student SharePoint Site
22) Click on the app launcher (9 white dots in the top toolbar)

23) Click on “OneNote”
24) Click on your year level notebook.
Accessing a Class Notebook – iPad app instructions

We recommend accessing the class notebook through the Google Chrome browser (previous steps) as the One Note App on the iPad can have difficulty syncing with the EQ online version. We also recommend using the Google Chrome internet browser instead of the app if sharing a device (multiple logins).

1) Download the Microsoft One Note App from the App Store (it is free)

2) Navigate to our school website www.bulimbass.eq.edu.au
3) Scroll down to “Quick Links” at the bottom right and click on “Student SharePoint Access”
https://qedu.sharepoint.com/sites/0017/student

4) Enter student EQ MIS ID username and password. This will direct you to Bulimba SS Student SharePoint Site.
5) Click “Yes”
This will direct you to Bulimba SS Student SharePoint Site

6) Click on the app launcher (9 white dots in the top toolbar)
7) Click on “Outlook” (email access)

8) Click on the email titled “SharePoint App”.
This is the link to give you access to your year level notebook file. This email access will be new to most students so parent supervision will be required.
9) Click on “Open”
10) This will direct you to your year level class notebook.

10) Click “Open in App”
11) To expand folders, click on the white horizontal lines
12) Click on the Welcome Page
Make sure you check this page for daily messages.

13) Click the Content Library section.
This is the area where you will find information about the curriculum lessons, activities and instructions. This is a ‘read only’ section so you can’t write or edit these pages.
14) Click on timetable
This is only a recommended timetable. Please adjust this to suit your family needs. This will tell show your daily tasks.
15) Click on the subject area for your activities. Click on the Lesson Tab

16) Read the instructions on the page and complete the activities.
17) Click on your student page (where your name is). Click on a page.

18) You can click “Draw” and write directly on your student pages.
19) There are different ways to interact and complete activities on your student pages.

You may use the toolbar to highlight.

If you make an error, use the undo arrow.

You can insert a picture, an image from the iPad camera or an audio file.
You may use the toolbar to draw.
How can you interact on the One Note student pages?

- Writing, typing or drawing directly on your student page
- Writing or drawing in an exercise book, taking a photo and inserting it in your student page
- Writing or drawing in an exercise book, inserting a photo taken from your computer
- Recording yourself answering a question and upload the audio file to your student page
Signing out of shared devices

If your children are sharing a device, they will need to log out when they have finished accessing their account.

Signing out using a computer

1) To sign out of your Office 365 account, click on the 9 dots (app launcher) on the top toolbar.

2) Click “Office 365”
3) Click on your initials in the top right corner

4) Click “Sign out”
Signing out using Google Chrome on an iPad

1) To sign out of your Office 365 account, click on the 9 dots (app launcher) on the top toolbar.

2) Click “Office 365”

3) Click on your initials in the top right corner
4) Click “Sign out”
Signing out using One Note App on an iPad

1) Click cog in top right corner

2) Click on your account name
3) Click “Sign Out”
Learning tools - Immersive Reader

The Immersive Reader function allows the text on the screen to be read aloud with simultaneous highlighting in a choice of two voices to support decoding, comprehension, focus, and attention.

1) Select the text you would like read aloud.

2) Click on “View” on the top toolbar then “Immersive Reader”
3) Immersive Reader will open. You can adjust the voice speed and voice selection.
Learning tools - Dictation Function

The dictation tool allows speech to be converted to text. This tool will work in the Google Chrome & Edge internet browser.

1) Click on “Home” on the top toolbar.

2) Click on your student page where you would like the text to appear. Click on “Dictate” and start speaking. Your speech will turn to text.

3) To stop the dictation function, click on the red circle next to the microphone icon.
5) To add punctuation to your dictated text, use the guide below.

Say the following phrases to add punctuation to your text:

- Period .
- Comma ,
- Question mark ?
- Exclamation point !
- New line this goes to the next line
- New paragraph this goes to the next paragraph
- Semicolon ;
- Colon :
- Open quote "
- Close quote "