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NORTH LANARKSHIRE

How to access and complete homework on OneNote.

Computer guide for pupils and parents

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OneNote is a Microsoft program, just like Word or Teams, and it can be accessed via Glow. It is essentially a digital ring binder that is organised into work folders. These folders contain smaller sub-sections and pages within them.

Your child has their own personal work folder on OneNote. This is a private folder that only you, your child and their teacher will be able to see. Your child's teacher will create homework pages and then put them into this folder for your child to complete.

This guide will take you and your child through the process of accessing OneNote, finding the homework task that has been set and then completing it.

OneNote can be accessed in different ways, but we have chosen to access it via class Teams.

**If your child is already confident in accessing their
class Team then please go straight to step 4.**

Technical Support

If you have any problems with accessing or using OneNote, please visit
https://support.microsoft.com/en-us/onenote in the first instance. Scroll to the bottom of the page to find support for various devices.

If you are still experiencing problems with OneNote then please contact the school with the following details:
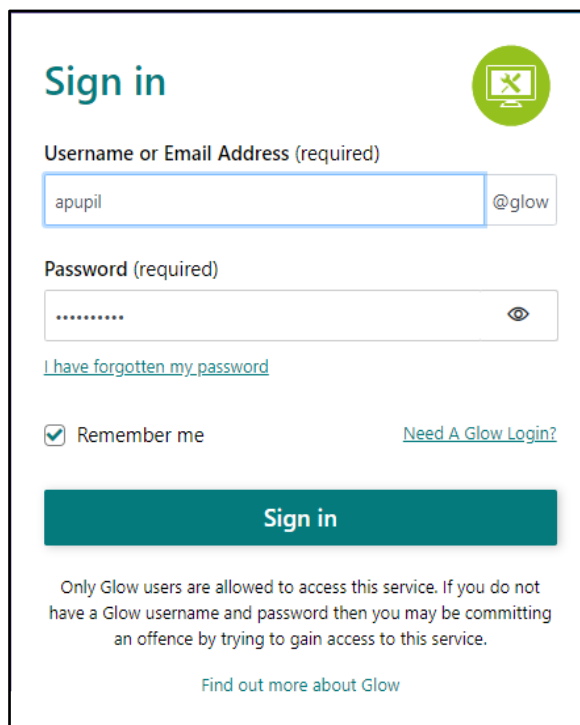
- Your name
- Your child's name and class
- A contact phone number
- A brief overview of what the issue is
- The device that you are trying to access OneNote on (eg. iPhone, desktop computer)

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STEP 1 - **accessing Glow**

- ○ You should always access Glow on Google Chrome. You can download Chrome here: https://www.google.co.uk/intl/en_uk/chrome/

- ○ Visit https://glow.rmunify.com/

- ○ You can access the links above by holding down the **control (ctrl)** button on your keyboard and clicking on the link above or by searching for **'Glow'** on your browser.

STEP 2 - **logging on to Glow**

- ○ Your child should enter their username and password then click **sign in**. Their username should begin with **gw**.

- ○ Please contact the school if they do not know their login details.

Sign in

Username or Email Address (required)

apupil   @glow

Password (required)

•••••••••   👁

I have forgotten my password

☑ Remember me   Need A Glow Login?

Sign in

Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

Find out more about Glow

STEP 3 - **accessing Teams**

- o Your child will now see their **launchpad**. This is their Glow homepage and it should have the Microsoft Teams tile on it.

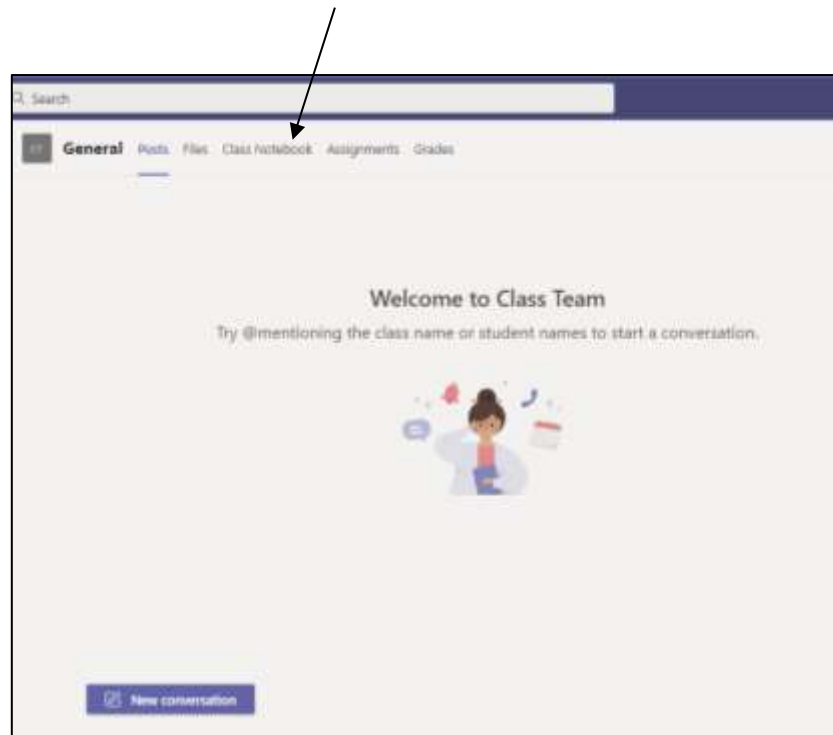- o They should now click on the **Teams tile**.
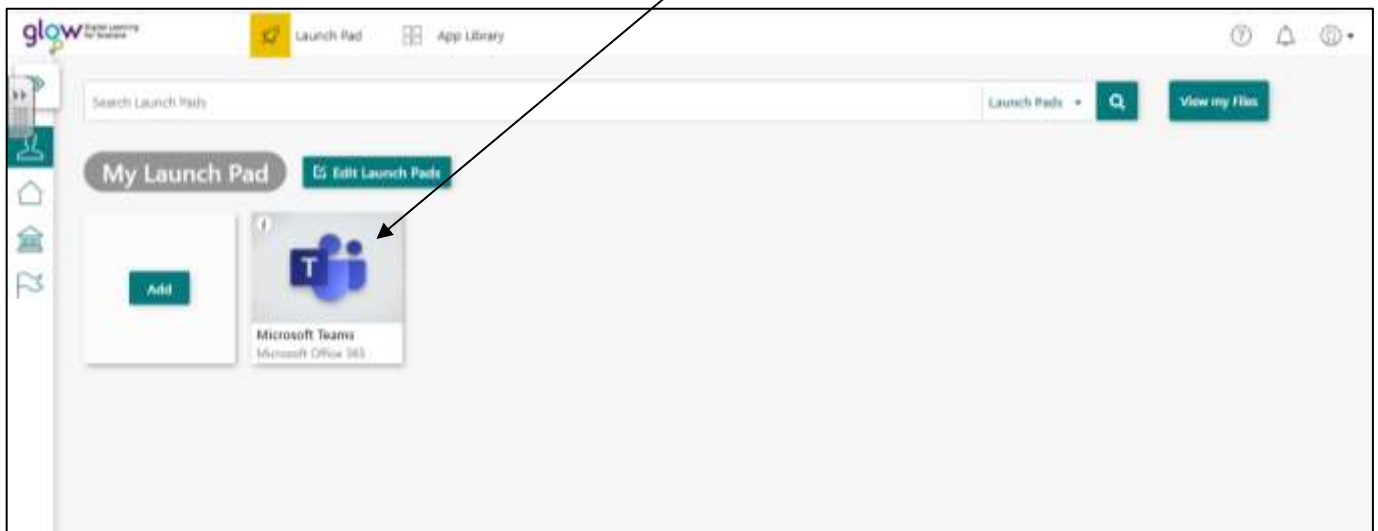
- o If the message below appears, they should select **use the web app instead**.
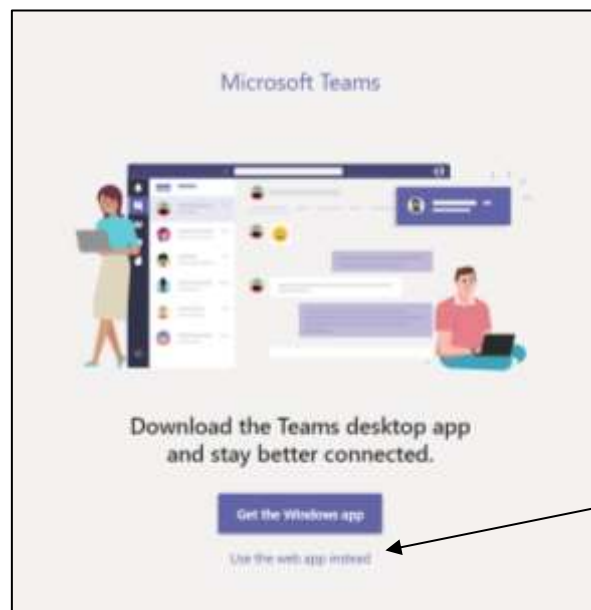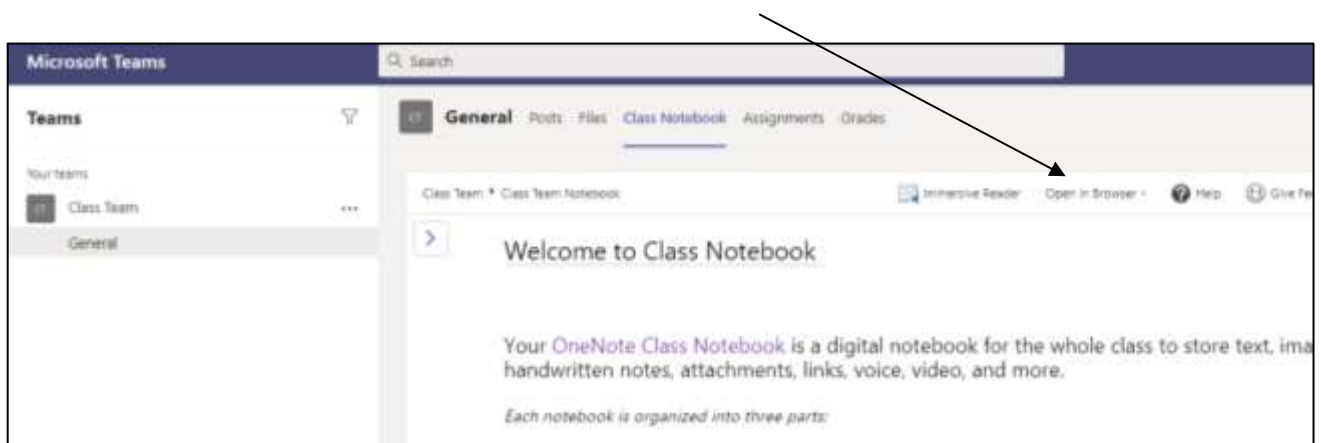

- o The next page should include the tile for your child's class.
- o They will now click on their **class tile.**

STEP 4 - **accessing the class OneNote notebook**

o In the class Team, your child should select **class notebook**.

o They will now select **open in browser**

STEP 5 - accessing work folders

The class OneNote should now be open. Don't worry if you see a slightly different page than the example below.

There will now be 3 main folders on the left hand side. They can be opened or closed by clicking on the grey folder icons. Ask your child to try doing this!

Folders – click on them to open or close them

These 3 folders each have a different use:

Collaboration space

This folder will contain tasks that pupils can work on together from their own computers and while logged into their own OneNote accounts. For example, pupils could each add their research findings to a OneNote page as part of a class project. All pupils can view and edit pages in this folder.

Content library

This is where your child's teacher will file tasks before distributing them to pupils. Pupils can view but not edit pages within this section.

Pupil folder

This folder will contain your child's work folders and they can access and edit any tasks within them. The only folder that you need to access is the folder marked **homework.**

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STEP 6 - **accessing pages**

When your child opens a folder they will see smaller folders within them. These folders contain pages, which are displayed on the column to the right. The page itself will appear on the larger column to the right of this.

Pupil folder

page

Homework folder inside the pupil folder
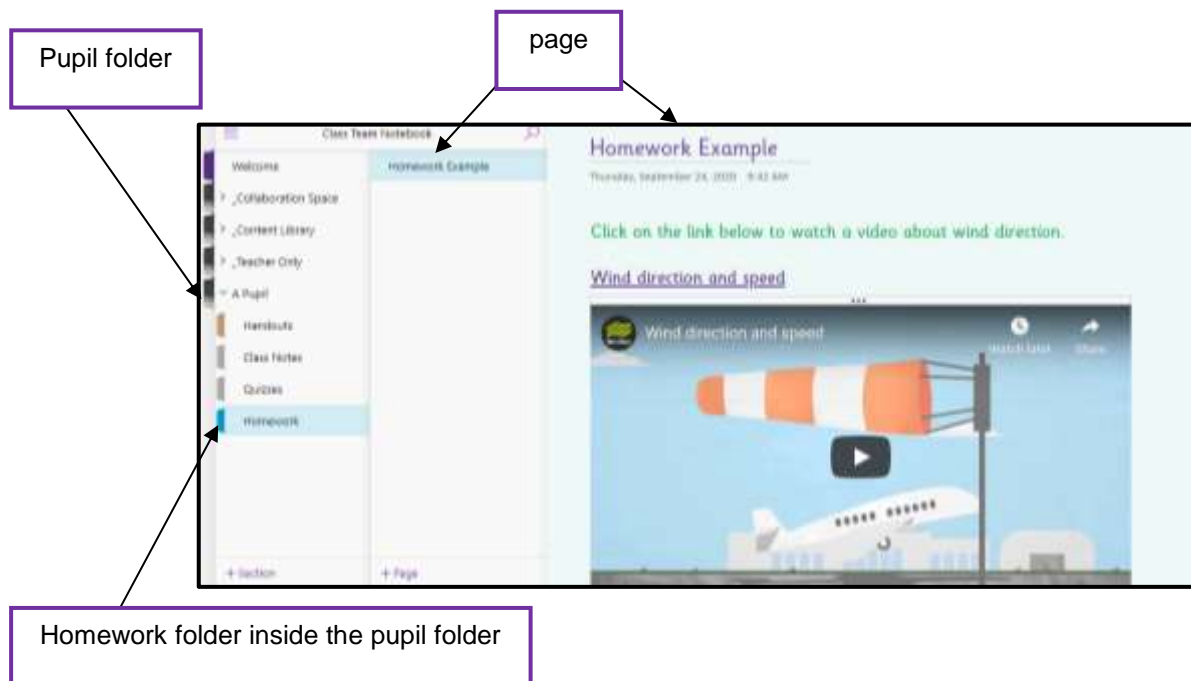
STEP 7 - **accessing the homework task**

- o Your child's homework page will appear in their homework folder, with the date as the title.
- o They should click on the relevant date to see the page appear on the right.

Teachers will initially set the same style of task each week while pupils become familiar with this new way of working. This task will comprise a short video clip followed by some questions to answer. It will look similar to the example below:

Immersive Reader

Immersive Reader is a feature that supports children in their reading. Pupils can listen to the text on a page being read out, change the size and style of the font or even add a coloured overlay if this is something they would use in class.

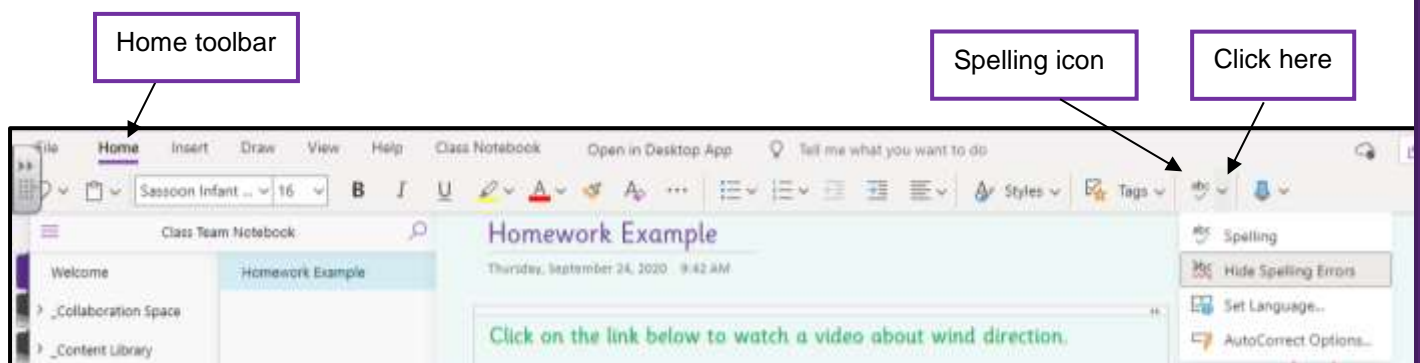To access it, select **view** then **Immersive Reader:**

File	Home	Insert	Draw	View	Help	Class Notebook

Immersive Reader   Reading View   Page Color ⌄
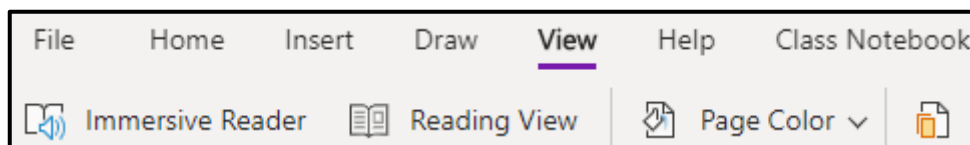
Press play to hear the text being read aloud or use the menu options below to access additional features

Change the font size or style or add a coloured overlay

Break words into syllables

Focus in on one line
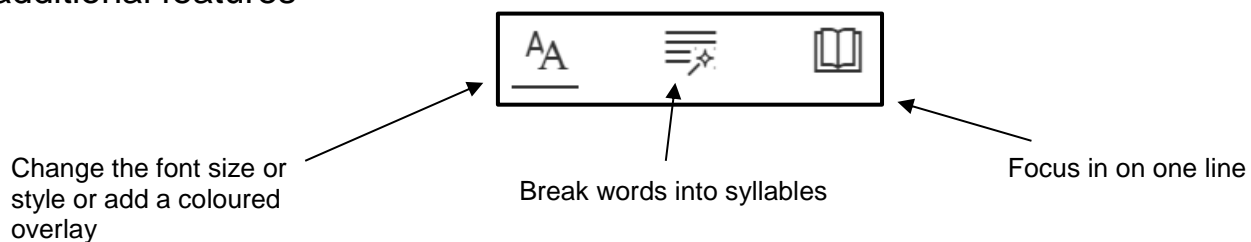
STEP 8 - **getting ready to start**

- o OneNote automatically saves any work so **your child does not have to save it themselves.**

- o OneNote automatically sets the language to US English and this has to be changed to **UK English** each time to prevent it from marking correct spelling as incorrect.

- o To do this your child should go to the **home toolbar** by clicking on **home.**

Home toolbar

Spelling icon

Click here

| File | Home | Insert | Draw | View | Help | Class Notebook | Open in Desktop App | Tell me what you want to do |

Sassoon Infant ... 16   **B**   *I*   U   ...   Styles ⌄   Tags ⌄

Class Team Notebook

Welcome
Homework Example
> _Collaboration Space
> _Content Library

Homework Example

Thursday, September 24, 2020   9:42 AM

Click on the link below to watch a video about wind direction.

Spelling
Hide Spelling Errors
Set Language...
AutoCorrect Options...

- o Your child will now click on the **arrow to the right** of the **spelling icon**. A drop down menu should appear.

- o They should select **set language** and choose **UK English**.

- o **They will have to do this every time they access OneNote**.

STEP 9 - **watching the video**

- o To watch the video, your child will either click on the **link** on the homework page or click on the **video**.

- o Your child might need to watch the video several times and stop at relevant places to find the answers to the questions. They should start by watching the video in full without stopping it.

STEP 10 - **answering the questions**

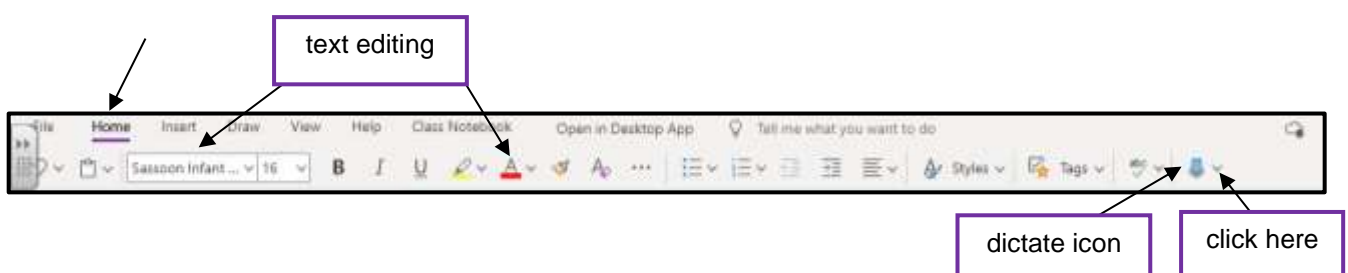Your child has 2 options for this:

1. **Typing the answers** below each question
2. Using the **dictate tool** to say what they want OneNote to type.

## Typing answers

Your child should:
- o Click just below the question
- o Type the answer
- o Press the return key a few times to create more space below.
- o Your child can check and correct their spelling by clicking on the spelling icon and selecting **spelling** (see step 8).

This is **not essential**, but if your child would like to change the colour, style or size of the text they have typed, they should click on the **home toolbar** and use the options below it.

text editing

File   Home   Insert   Draw   View   Help   Class Notebook   Open in Desktop App   Tell me what you want to do

Sassoon Infant ... | 16 | B   I   U

dictate icon   click here

Using the dictate tool

- o Your child should click on the **home** toolbar then click on the **arrow to the right of the dictate icon** (see above).

- o A dropdown menu will appear (see below). They should change the language to **English (UK)**
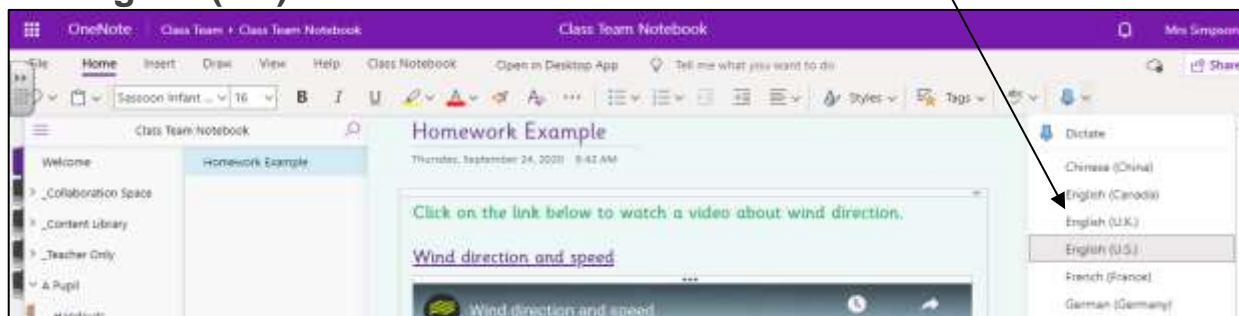
STEP 11 - completed task

When your child has completed their homework there is **no need for them to save it or return anything to the teacher**. OneNote automatically saves all work and it will remain in the work folder for the teacher to read and mark.

STEP 12 - teacher feedback

Your child's teacher will read and correct their homework task. Your child will be able to see any feedback by accessing the homework page in the same way as before.