

DIGITAL SCHOOL LEARN HERE

**How to Access and Complete Homework on
OneNote**

Smartphone or Tablet Parent Guide

Introduction

OneNote is a Microsoft program, just like Word or Teams. 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 in this folder for your child to complete.

This guide will take you and your child through the process of using a Smartphone or tablet to access OneNote, find the homework task that has been set and then complete it. **The screenshots in this guide have been taken from an iPhone. There may be slight differences between different makes and models of phone or tablet.**

Compatibility and Technical Support

Please note that OneNote does not work on all devices, such as older versions of smartphones and tablets. Make sure that your device has been updated to its most recent operating system. This can be done through the settings menu on your device. If OneNote won't work after your software has been updated then your device possibly doesn't support it.

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. The following details should be included in your email:

- 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)

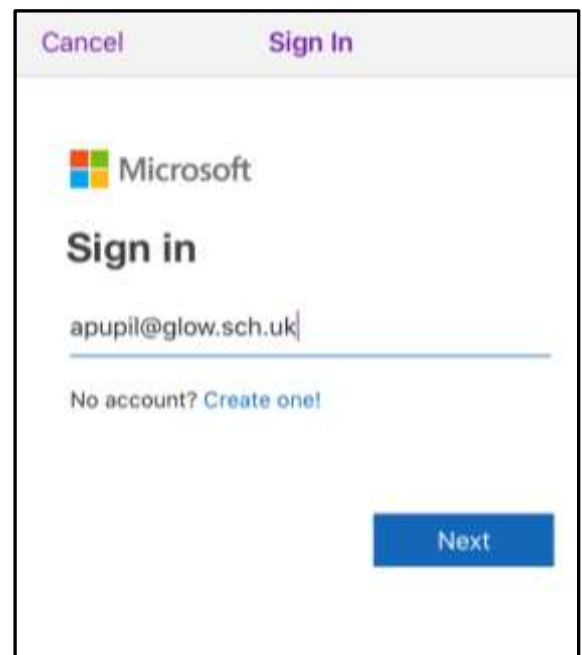
STEP 1 - downloading the OneNote app

- Go to the app store/play store and search for OneNote.
- Download the app.



STEP 2 - signing in to OneNote

- Your child should sign in using their username then click **next**.
- Their username will start with **GW** and should end with **@glow.sch.uk**
- If they do not know it then please contact the school.



- Your child should then complete sign in by typing their password then tapping **sign in**.

Sign in

Username or Email Address (required)
apupil@glow.sch.uk

Password (required)
●●●●●●●●

[I have forgotten my password](#)

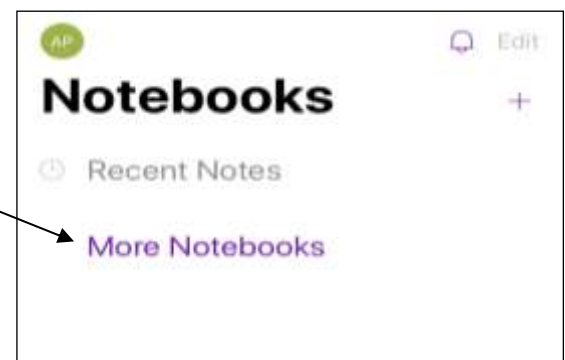
Remember me

[Need A Glow Login?](#)

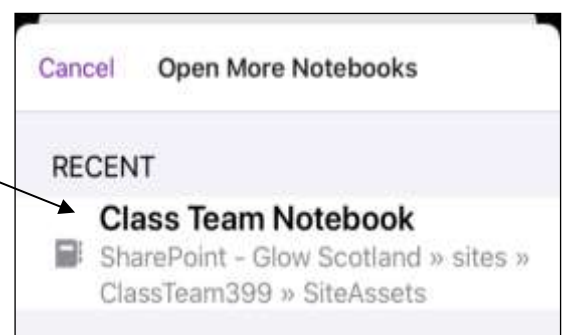
Sign in

STEP 3 - accessing your child's OneNote

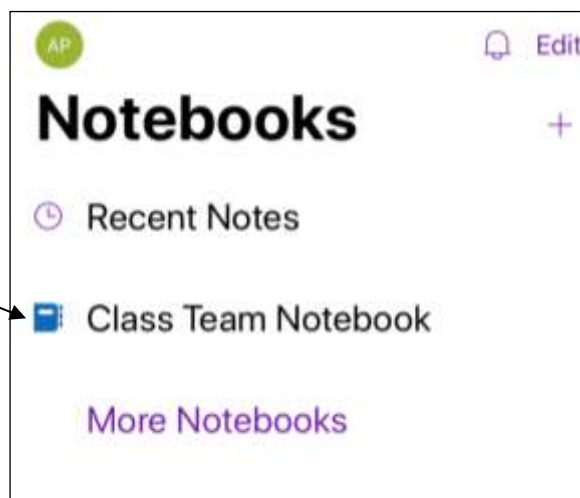
- Your child will now tap on **more notebooks**



- On the next screen, they should tap on their **class notebook**.



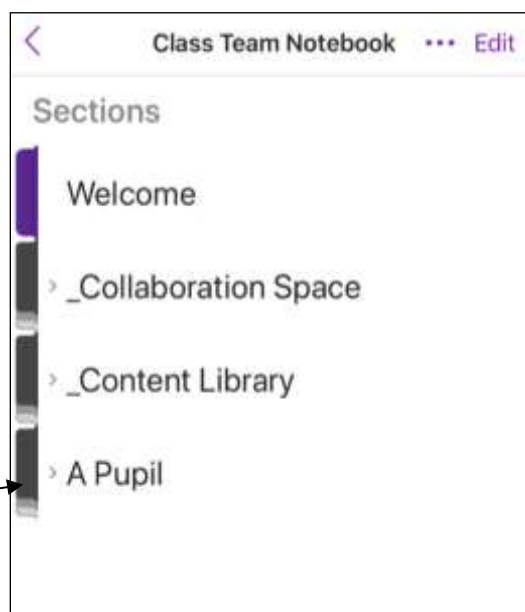
- Your child should now tap on their class notebook again. It should have a **blue folder icon** beside it.



STEP 4 - accessing OneNote folders

- In addition to the welcome folder, your child will see 3 main folders on the left hand side.
- They can open or close them by tapping on the grey folder icons.

Tap on folders to open or close them



These 3 main 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.

Pupils will not be using this section just yet.

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.

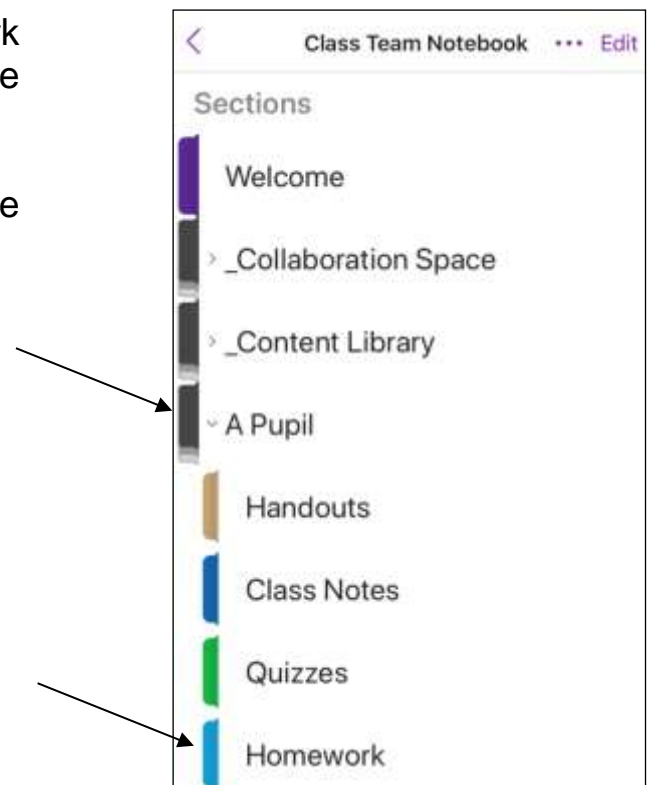
Pupils will not be using this section just yet.

Pupil folder

This is the only folder that you will need to access. It will contain 4 work folders and your child can access and edit any tasks within them. The only folder that you need to access is the folder marked **homework**.

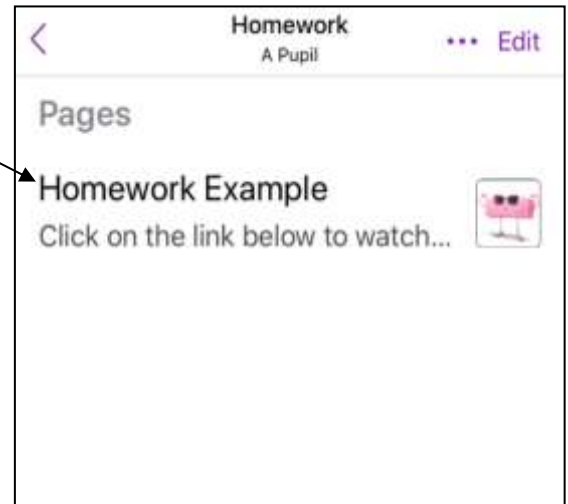
STEP 5 - accessing OneNote pages

- Your child should tap on their work folder to open it. They will see additional folders within it.
- They should now tap on the homework folder.



STEP 6 - accessing the homework

- When your child has opened their homework folder they will see any pages within it on the next screen.
- The title of these pages will be the date that the homework has been issued.
- Your child should now tap on the page title.



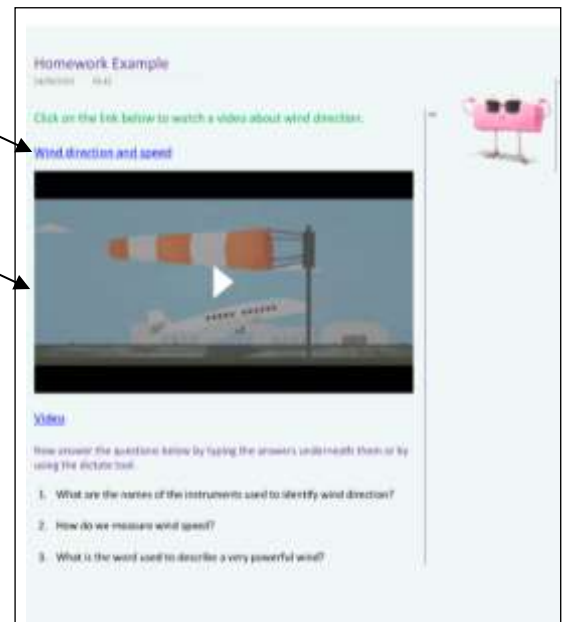
Teachers will initially set the same style of task each week while pupils become familiar with this new way of working.

This task will comprise a short video clip followed by some questions to answer. It will look similar to the example here.




STEP 7 - watching the video



- If there is a **link** to the video, your child should tap on it. The link will appear as **blue underlined text**.
- If the video **appears on the page** then they should tap on it instead.



Immersive Reader

Any text on the page can be read aloud to you using the Immersive Reader function. This feature also allows you to change the size or style of the font.

To access it, click on the options menu  and select **immersive reader**. Press **play** to hear the text being read aloud.

You can now use the additional options menu  to change the size or style of the text or select the book icon  to zoom in on one line at a time.

STEP 8 - answering the questions

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

Your child has 2 options for answering the questions:

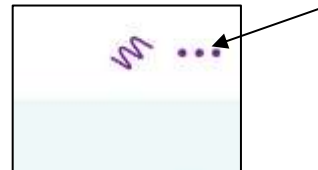
1. Typing the answers below each question
2. Using the dictate tool to say what they want OneNote to type.

Typing answers

Your child should:

- Tap just below the question
- Type the answer
- Press the return key a few times to create more space below.

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 tap on the **ellipsis** at the top of the screen and use the options available.



Using the dictate tool

- Your child can alternatively **say** what they would like to type.
- They can do this by tapping on the **microphone** on the phone's keyboard.
- The iPhone version of this is shown here.



STEP 9 - completed task

When your child has completed their homework **they do not need 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 10 - 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. Teaching staff will aim to correct tasks by the following Monday.