

# OneNote Class Notebook Student & Parent/Caregiver Access Guide

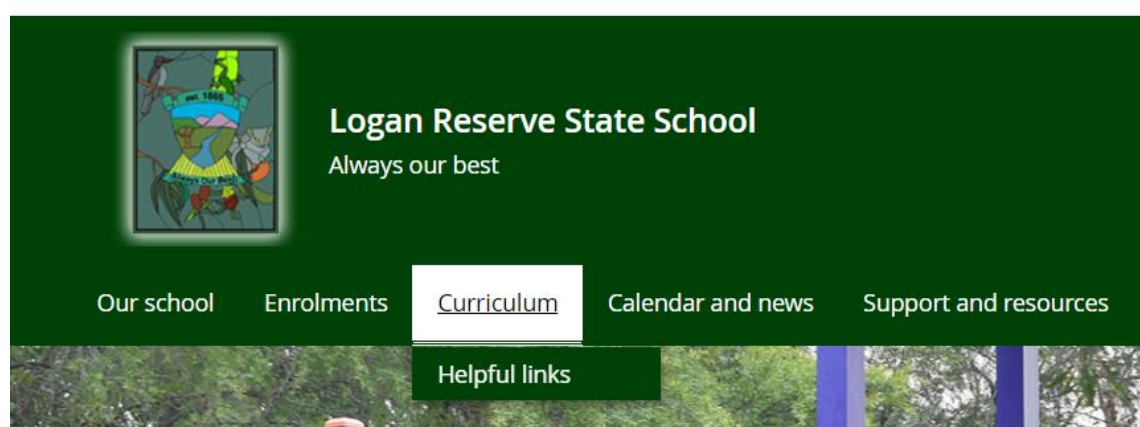
Teachers has provided student usernames and passwords in a separate email and supplied a hard copy via learning packs. With the exception of prep, students should be familiar with their username and passwords as students log on each week during Computer Lab and ICT sessions. OneNote Class Notebook provides opportunities and resources for your child so they can continue their learning while not being able to access school.

## **First time access to Student OneNote Class Notebook – accepting your invitation**

Once a teacher has shared a OneNote Class Notebook, students/parents can access it by following these instructions.

**Go to school website - <https://loganreservess.eq.edu.au/>**

1. Click on Curriculum and then Helpful links



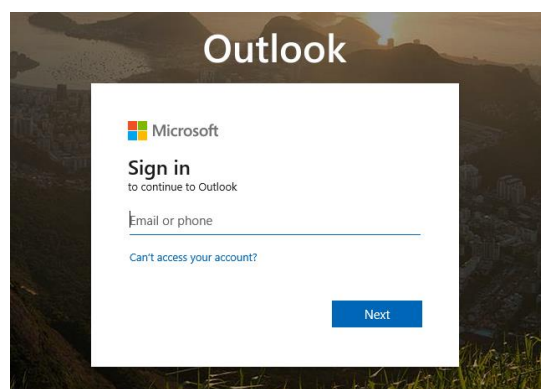
2. Click on the link for Webmail



3. Sign in with the following credentials: (as per teacher email)

**Username:** studentID#@eq.edu.au

**Password:** >>>>>>>>



4. When you press next wait a few moments and you will be taken to the Queensland government website. Log in again with you username and password. Your username is your email address **WITHOUT @EQ.EDU.AU**

The screenshot shows the Queensland Government Department of Education website. The header includes the Queensland Government logo and the Department of Education name. The main content area features a large image of a tropical beach with several blue buttons overlaid: 'Mail', 'Collaboration', 'Calendar', and 'MIS Gateway'. To the right, the 'Managed Internet Service' login section is visible, including a sign-in prompt, input fields for 'Username' and 'Password', a checkbox for 'I agree to the conditions of use and privacy statement', a 'Sign in' button, and a 'Change my password' link.

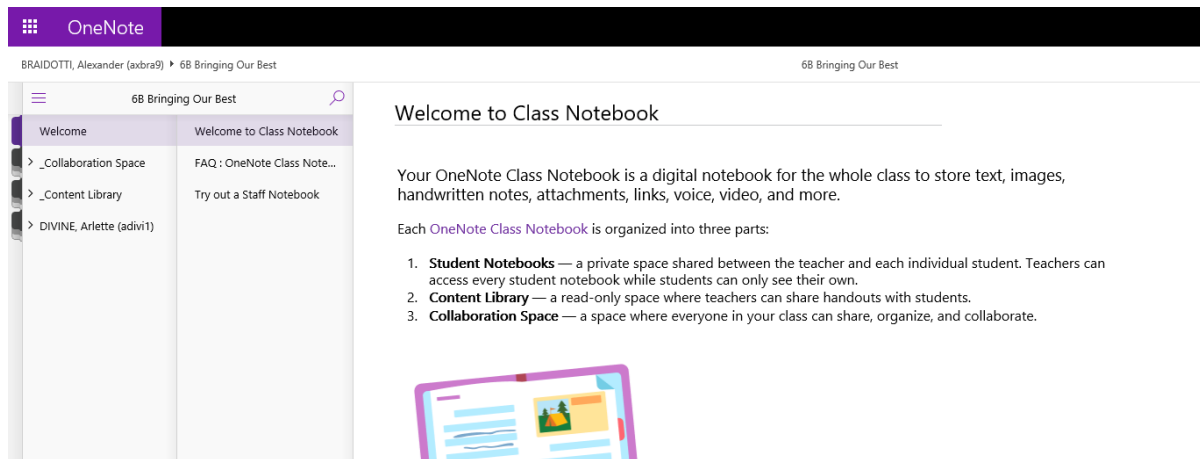
5. Students will automatically be notified by email (sent to student email address) when OneNote Class Notebooks are shared with them.



Your class teacher [redacted] shared a file with you

The screenshot shows an email notification interface. It begins with the text 'Here's the document that [redacted] shared with you.' Below this, there is a OneNote icon followed by a box containing the word 'name'. At the bottom of the notification, there is a small lock icon with the text 'This link only works for the direct recipients of this message.' and a prominent blue 'Open' button.

6. The student/parent to left-click on the open notebook. A welcome page will open the Class Notebook.



OneNote

BRAIDOTTI, Alexander (axbra9) ▶ 68 Bringing Our Best 68 Bringing Our Best

68 Bringing Our Best

Welcome Welcome to Class Notebook

> \_Collaboration Space FAQ: OneNote Class Note...

> \_Content Library Try out a Staff Notebook


> DIVINE, Arlette (adivi1)

## Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Each OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** — a private space shared between the teacher and each individual student. Teachers can access every student notebook while students can only see their own.
2. **Content Library** — a read-only space where teachers can share handouts with students.
3. **Collaboration Space** — a space where everyone in your class can share, organize, and collaborate.



The FAQ tab will provide you with links for assistance.

**Where can I get more Class Notebook questions answered?**

[OneNote Class Notebook help center](#)

**Where can I find OneNote and Class Notebook training resources?**

A few short interactive courses on the Microsoft Education Center:

- [OneNote Class Notebook: A teacher's all-in-one notebook for students](#)
- [Getting Started with OneNote - Microsoft in Education](#)
- [OneNote: your one-stop resource - Microsoft in Education](#)

**Experiencing permissions issues with your Class Notebook?**

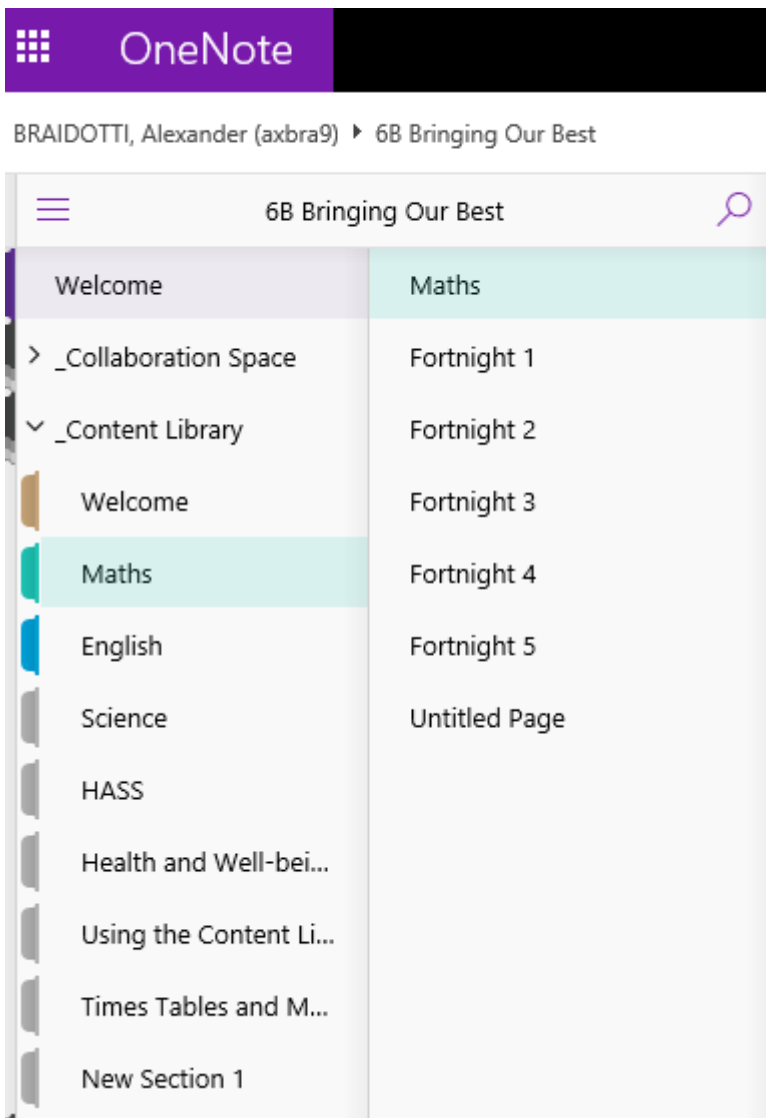
[Troubleshoot notebook permissions](#)

**Questions? Need assistance? File a support ticket at:**

<https://aka.ms/EDUSupport>

7. The student/parent should left-click on content library. This tab contains all the learning opportunities and resources for the students.

8. The student/parent should left-click on the tab – using the content library. Tab are set up for subject areas. There are other tabs such as useful apps, useful websites etc. Teachers will **add new lessons regularly** for students.



7. Each student will have their own section where they can add work to demonstrate their learning. This section is visible to the student and teacher only. Some tabs in the student section may include: Handouts, Class Notes, Homework and Quizzes. Teachers will check this section regularly.

