Student OneNote Class Notebook Access – Ongoing access to continue learning in OneNote Class Notebook
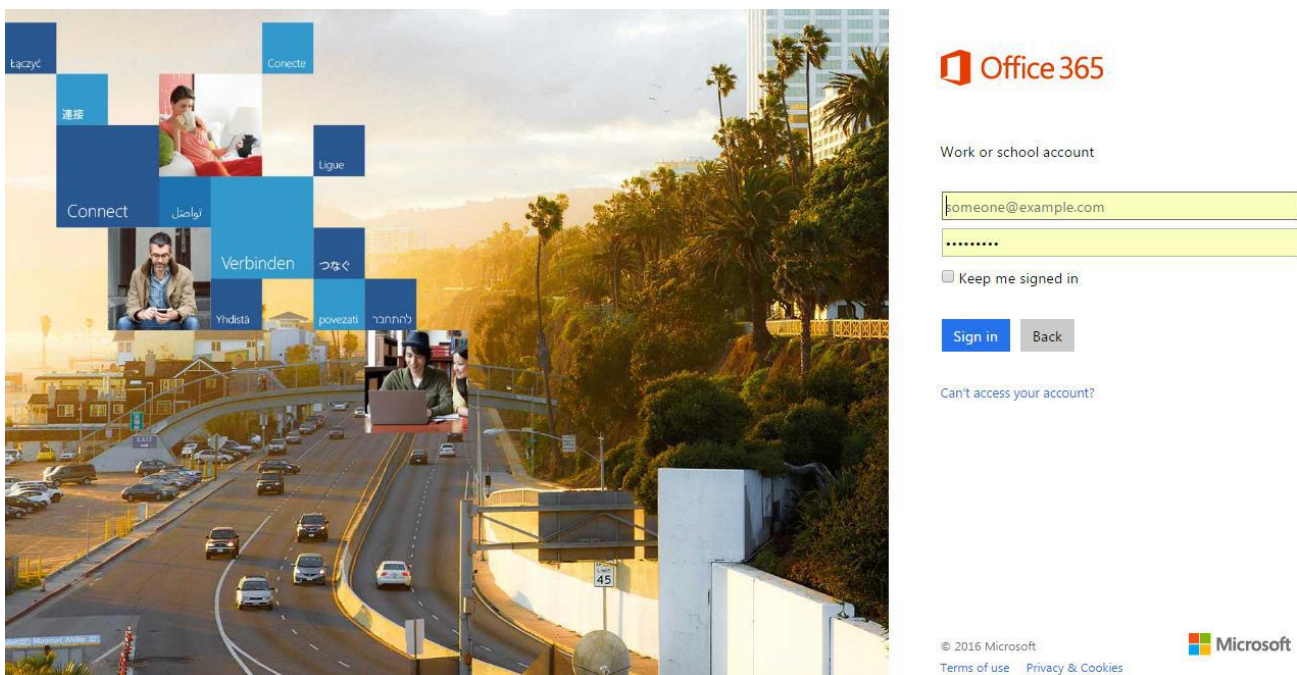
There are several ways to access your already opened OneNote. Two ways to access are listed below

Office 365-OneNote
Students/Parents can also open any Class Notebook that has been shared with them by going to OneNote Online.
To access OneNote Online, students should complete the following steps.
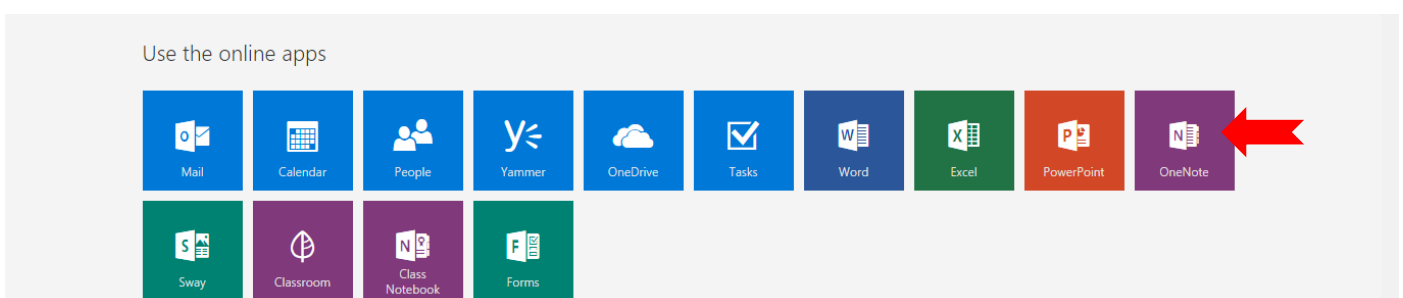1. Go to website: https://portal.office.com


2. Sign in with the following credentials:
Username: studentID#@eq.edu.au
Password: >>>>>>>>>>

3. Once a student/parent is signed in, he or she should left-click on the **OneNote** app on the Office 365 homepage.

4. Once in OneNote, the student/parent should left-click on the **Shared with Me** tab. A list of every notebook that has been shared with the student will appear. Students left click on Year …. independent Learning
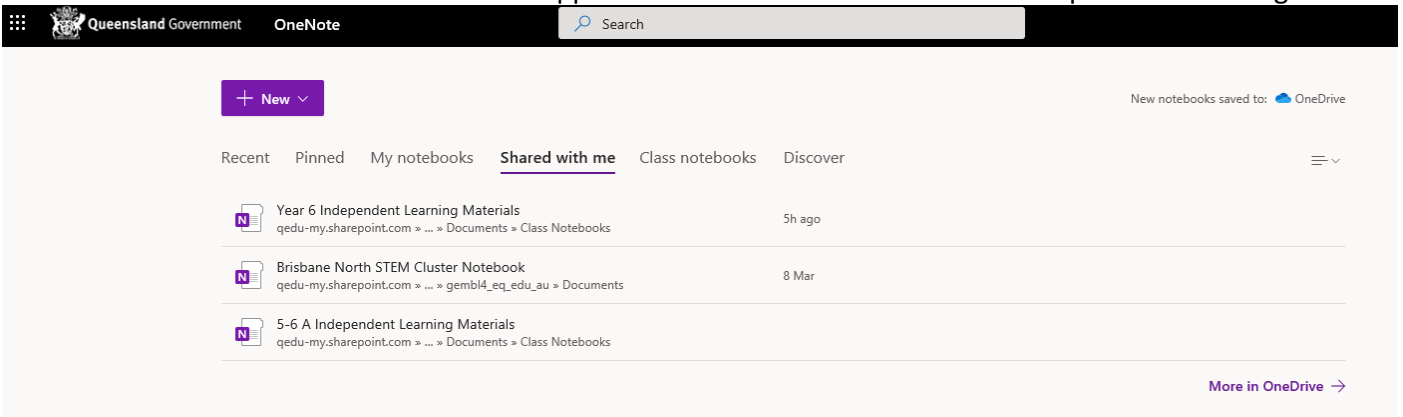

5. Each student will have their own section where they can add work to demonstrate their learning. Students left click on learning area tab. E.g. English then click on the lesson for the day.
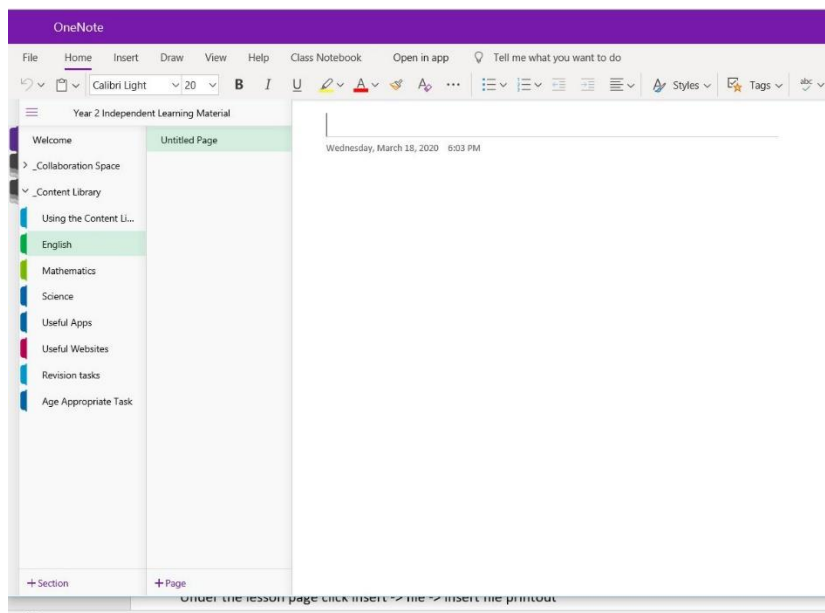
6. Students will see their name. This is a folder for them to add too. Students will see tabs in the student section may include: Question Time, work samples, photographs and/or videos.
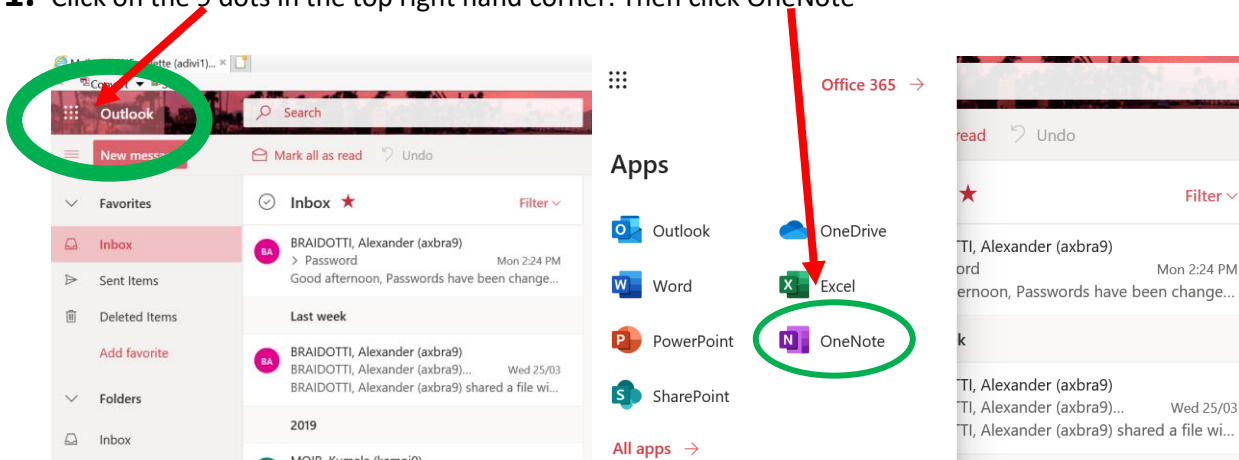
Students can insert photographs and upload activities or work samples. Teachers will check this section regularly. Left click on insert, then left click on insert file printout.
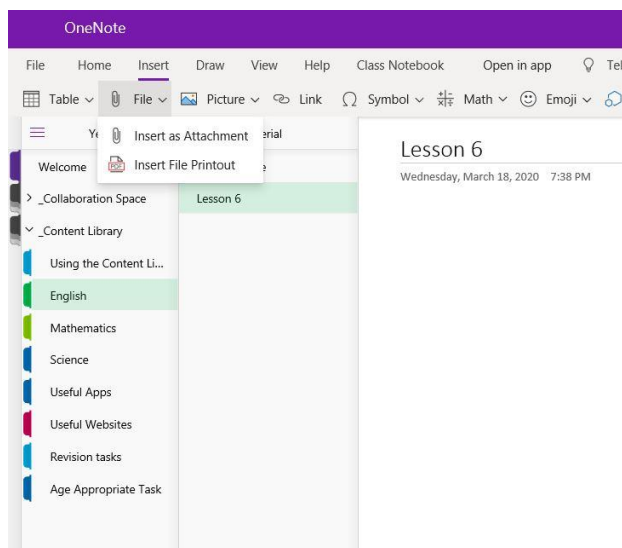
If you go to Webmail first through the school website, you can once again use the email link from the teacher or:

1. Click on the 9 dots in the top right hand corner. Then click OneNote

2. Click on the OneNote document that your teacher has sent you. It will have your teachers name underneath it.