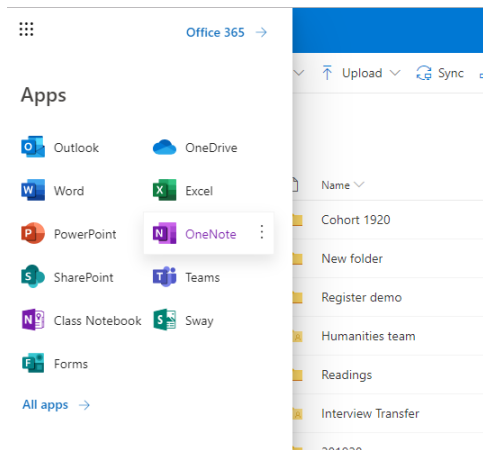


Using OneNote to create a portfolio of evidence

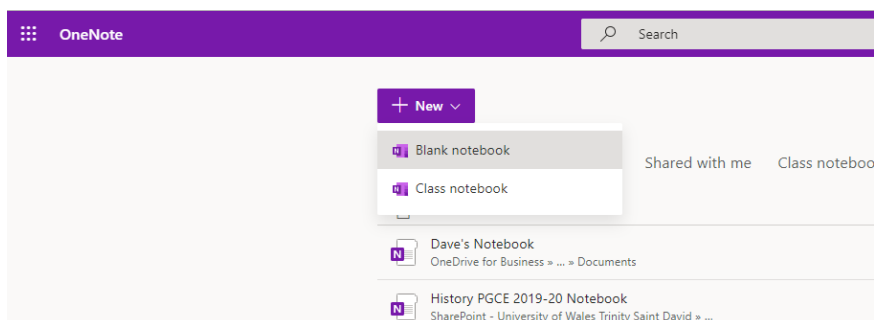
ECAD6008

Create a new OneNote notebook

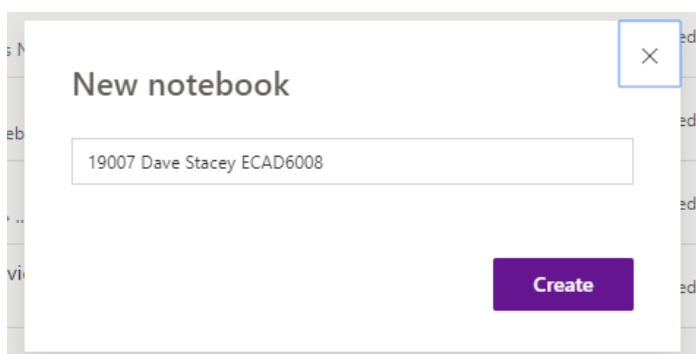
Login to your University OneDrive. From the menu at the top, select 'OneNote'.



Click '+New' and choose 'Blank Workbook'



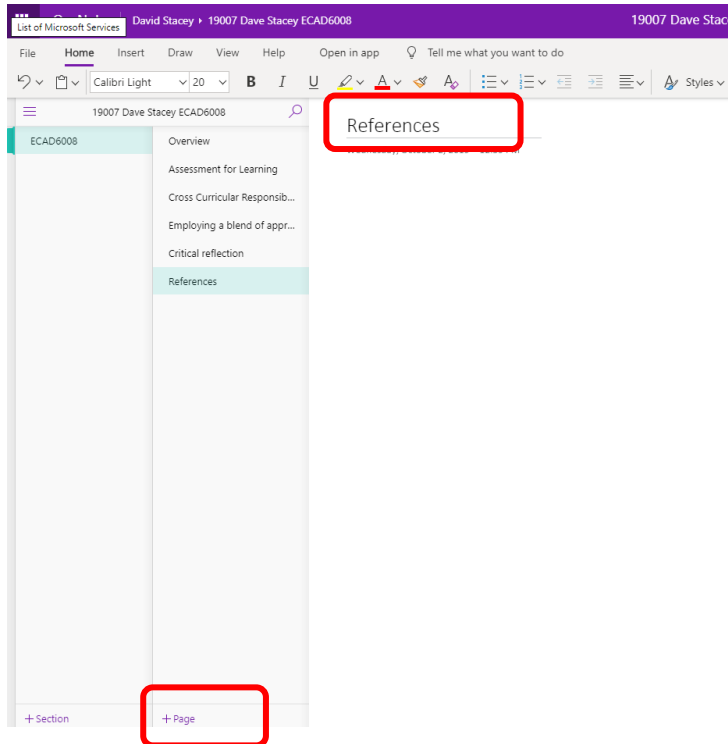
Give the workbook a title in the format Student Number Your Name ECAD6008. Then click 'Create'



If you are prompted to enter a section name, you can use the module code here.

Setting up your OneNote

At the top of the first page, give it the title 'Overview'. You can then use the +Page link at the bottom of the page to create five additional pages. One each for your chosen principles, one for your critical reflection and one for your references. Add the page titles by adding them at the top, above the date.

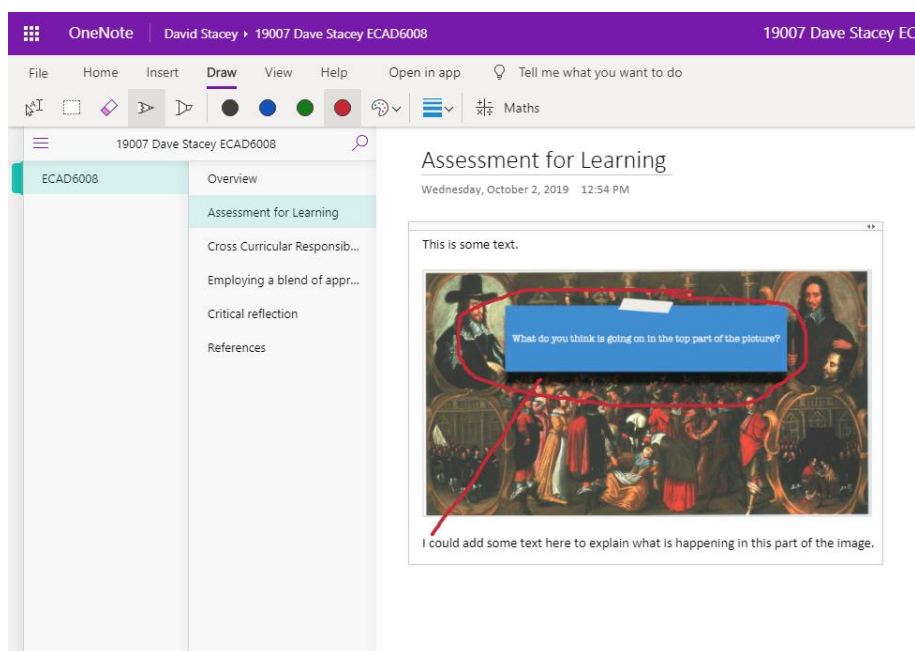
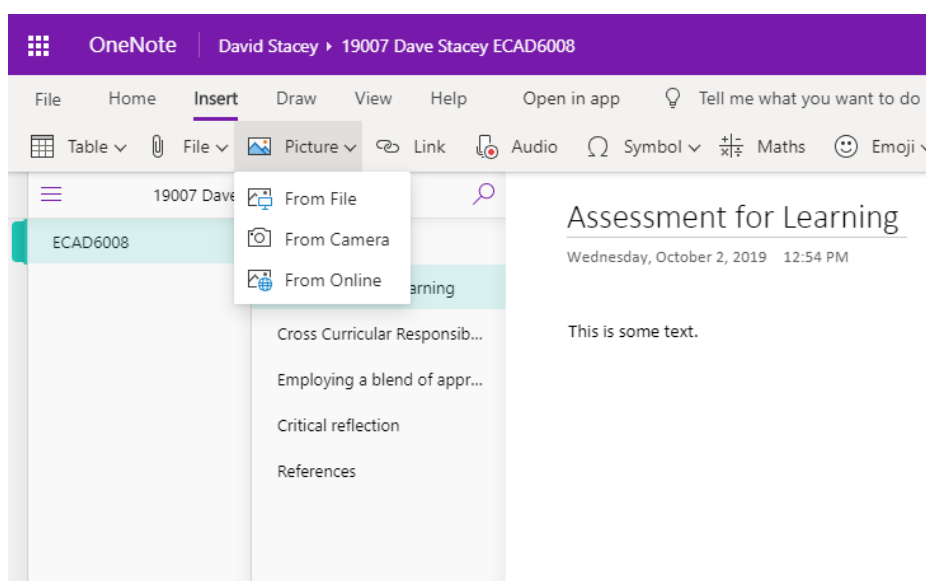


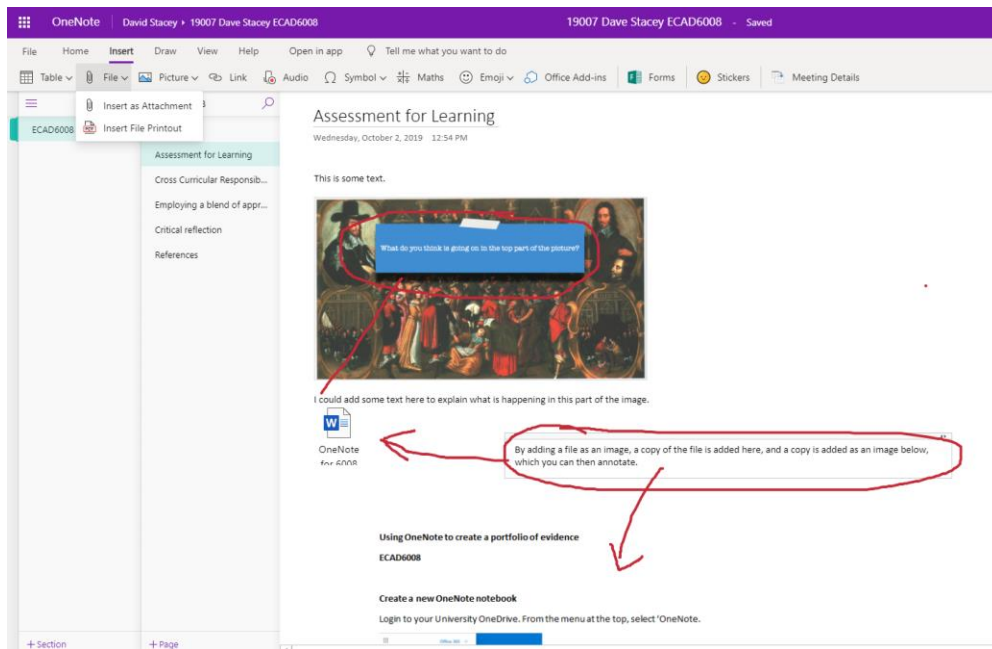
Using OneNote

You can either edit your OneNote online, or open it in the OneNote App by clicking on the 'Open in App' link at the top of the screen. The screenshots below are from the web version, but similar functionality exists in each of the App versions, PC, Mac, iOS and Android.

Click onto the page to add your content.

As well as adding text, you can use the Insert menu to add photographs of evidence. You can use the 'Inset File – Insert File Printout' to add an image of a file you have created (such as a lesson plan). You can use the 'Draw' menu to add annotations.





Updates are automatically saved.

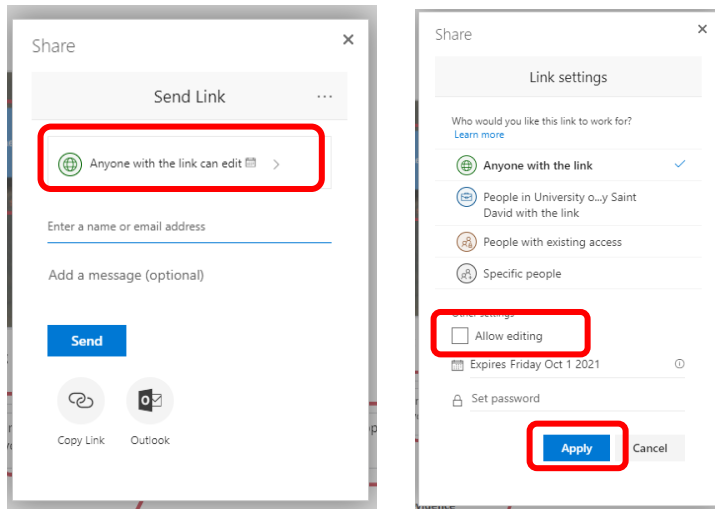
While it is possible to add video and audio to a OneNote, we ask that you don't for this assignment as you'll be submitting a PDF version.

You'll find your OneNote again in your OneDrive, by looking in your 'Notebooks' folder, or by opening OneNote and looking at your recent files.

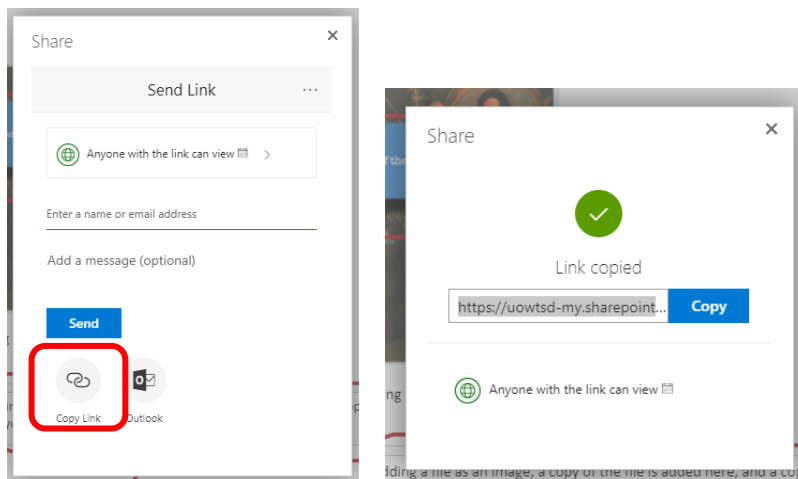
Getting ready to submit your OneNote

Click on the 'Share' menu in the top right of the screen

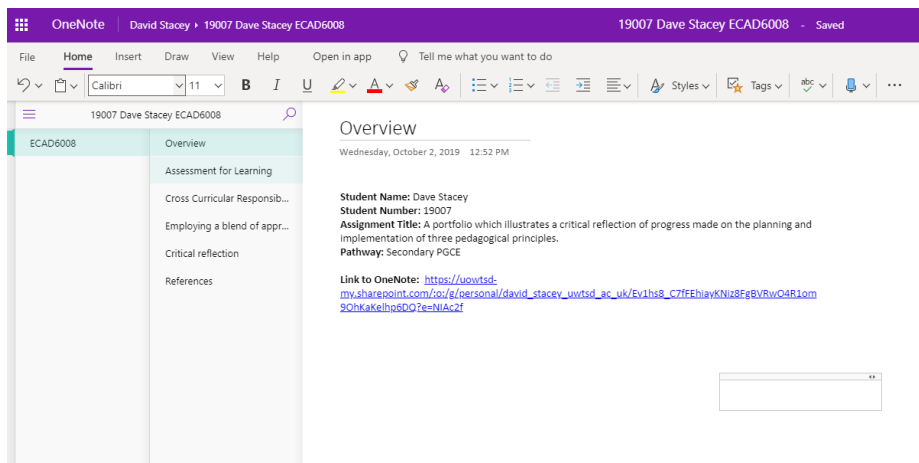
Click on the 'Anyone with the link can edit' box, and untick the 'Allow editing' box. Click 'Apply'



Click on 'Copy Link' to create a link to share your work.

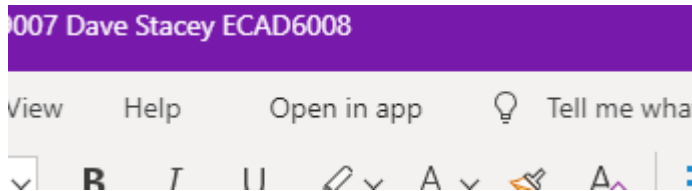


Paste this link into your Overview Page

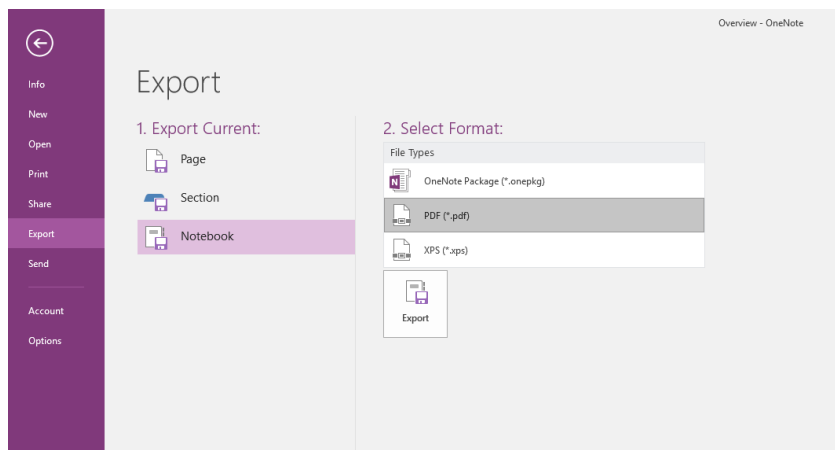


When you're ready to submit, you need to create a PDF of the whole notebook. To do this you will need to open the notebook in PC application. This is not currently available on the Mac version of the software, or on the online version.

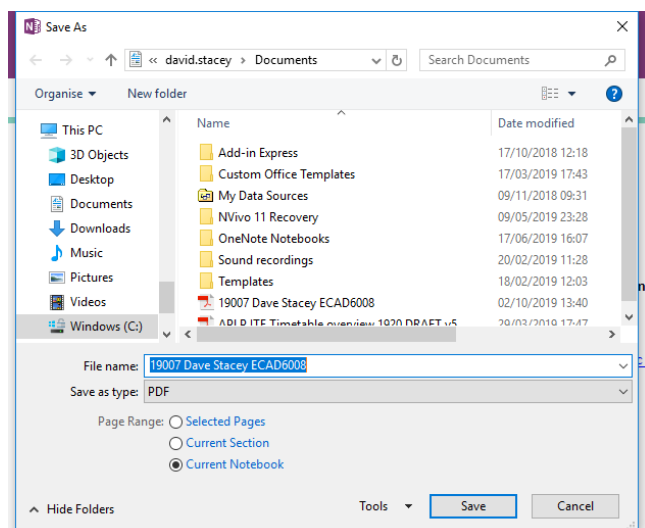
You can do this by clicking on 'Open in App' at the top of the screen



Once the Notebook is open in the App version, choose 'File', then Export > Notebook > PDF and click export.



Choose an appropriate place to save your file, and click 'Save'



Open the file to check that the whole of your Portfolio has been saved as a pdf. You then submit this file through TurnItIn as usual.