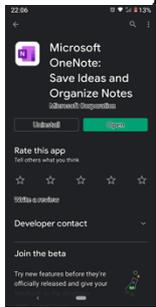


## How to download and use Microsoft Class Notebooks (OneNote) on an iPad/iPhone/Android phone/Android tablet (free):

If you don't have a desktop or a computer in your home (or you do but your son is doing his work in his copybooks or has work that can be documented through photos) then using the ONE NOTE app (on a phone or tablet) to take pictures of the work is a great option. This is preferable than emailing work as it allows your son to organise his work into folders to keep it organised. His teacher can give feedback very easily here also. The pictures can be taken in the app and saves time for all involved.

## How to download and use Microsoft Class Notebooks (OneNote) on an android phone/tablet:



1. Tap **Play Store**.
2. Search for **Microsoft OneNote**.
3. Tap **Install**. The app appears on your home screen when it's done installing.

1. Tap **OneNote**.
2. Tap **Sign In** and type your school email (your son- or encourage your son to do this), and then tap **Next**.
3. Enter password, and then tap **Sign in**.



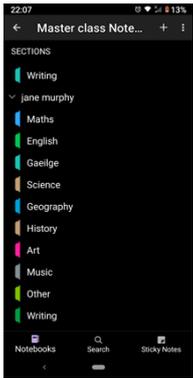
## How to download and use Microsoft Class Notebooks (OneNote) OneNote for iPhone and iPad

1. Tap **App Store** and type "Microsoft OneNote".
2. Tap **GET** to download the app.
3. Tap **OneNote** to open the app from your home screen.
4. If you already have a Microsoft account, tap **Sign In**.
5. Type in your work or school email, and then tap **Next**.
6. Enter your password, and then tap **Sign in**.

## How to use Microsoft Class Notebooks (OneNote) on a phone or tablet:

Opening the OneNote app for the first time, your son's class notebook should be visible.

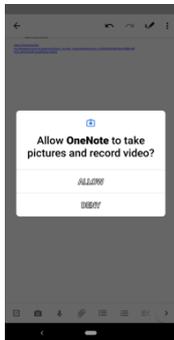
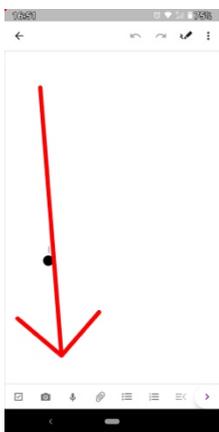
It will look like this:



Pick the correct folder i.e. if you are photographing geography homework then open the geography folder and select the page with the correct homework date on it:

Tap a section and page, and then tap anywhere on the page to type a note or even draw one (in this case you will want to take a picture).

There is a camera icon at the bottom of the page (see pic)



For taking photos, you need to allow the app to do so:

Hold it over the work and then take the picture. There is no need to save it. You can adjust it with your fingers until it is the correct size. Then continue to go into each folder and do the same for each of the different subjects.

If your son has their own device, they may annotate worksheets and do lots of other things within the app. Please encourage them as this is great to develop their digital skills and independence. If you have not already watched the 'how to videos' on the website- please do so.

Thank you.