

Standard Operating Procedure (SOP): Using Microsoft OneNote for Education

By: Log Cabin Schoolhouse

Objective: This SOP provides step-by-step instructions for students to register for a course, access their Log Cabin Schoolhouse Microsoft 365 license, and use Microsoft OneNote for education.

Prerequisites:

- Registration for courses with Log Cabin Schoolhouse.
- Access to a computer or device with internet connectivity.
- A Log Cabin Schoolhouse Microsoft 365 account.

Procedure:

1. Course Registration and License Acquisition:

- Register for a course through Log Cabin Schoolhouse.
- Email jennifer@logcabinschoolhouse.com with the student's details (first name, last name) to receive a Microsoft license.
- Receive an email from Microsoft with login information (check junk mail if not received).
- Change the password for security purposes.

2. Logging into Microsoft 365 and Accessing OneNote:

- Open a web browser and go to teams.microsoft.com.
- Enter your Log Cabin Schoolhouse Microsoft 365 email address and password.
- Once logged in, click on the nine dots called the waffle in the upper left-hand corner. Then click on the OneNote application.
- Click on "New Notebook" to start a new notebook file.
- Decide where you will save your new file.
- Name your notebook and click on "Create".
- Download the desktop app as well as utilizing the online version. The desktop app has more functionality.
 1. In the top right corner, click on "editing".
 2. Click on "Open in Desktop App". This will download the desktop version on your computer.
 3. Installing the mobile app is also a great way to increase productivity. Find Microsoft OneNote in the app store. Use your LCSH login to set it up.

3. Navigating OneNote for the First Time:

- Set Up Sections:
 1. Think of Sections like chapters in a binder. You can have one for each major part of your work. (Novel planning, subjects in school, Conferences attended...)
 1. Novel sections might be Plot, Characters, Settings, Research, Chapters, Ideas..
- Create Pages:
 1. Within each section, you can create multiple pages. For instance, under “Characters”, you might have a page for each main character. Or you might call the pages your character types, like “Protagonist, Antagonist, etc.”
 2. Click on “+Page” at the right to add a new page.
 3. Name each page appropriately.
 4. Explore how to add text, images, and links to your notebook.
 5. Use drawing tools for mind-mapping or sketching ideas. Use stylus or finger for handwriting notes.
 6. You can grab the sections and/or pages and drag them up or down to move them and reorder them.
- Organize your Plot (if you’re writing a novel)
 1. In the “Plot” section, create pages for your outline, chapter summaries, plot twists, etc.
 2. Use bullet points, numbered lists, or paragraphs to outline your story.
- Detail Your Characters:
 1. In the “Characters” section, dedicate pages to individual character profiles. Include details like background, personality, appearance, and development arc.
- Describe your Settings:
 1. Create detailed descriptions of each setting in your story within the “Settings” section. Add images or links for inspiration if needed.
- Research and Ideas:
 1. Use the “Research” section for storing all your research materials, links, and references.
 2. The “Ideas” section can be a dumping ground for all your spontaneous ideas and brainstorming.

- Use tags for organizing notes and easy information retrieval: Tags in OneNote are like digital stickers you can put on your notes to categorize and prioritize information, making it easier to find and track.
 1. Accessing the Tags Menu:
 1. Go to any Page in your notebook.
 2. On the ribbon, go to the Home tab and find the “Tags” group.
 1. Apply a Tag to a Note:
 1. Highlight the text, image, or note you want to tag.
 2. Click on the desired tag in the Tags group. For example, click on “To Do” to add a checkbox or “Important” to mark something as significant.
 2. Create a Custom Tag:
 1. Click on the “More” arrow in the Tags group to open the full list.
 2. At the bottom of the list, select “Create New Tag”.
 3. Name your tag, choose an icon, and set a shortcut key if desired.
 4. Click “Create” to add your new custom tag.
 3. Experiment with Different Tags:
 1. Try using various tags on your notes. For example, use tags for questions, book titles, important dates, or personal reminders.
 4. Searching for Tags (Tags Summary Pane):
 1. Once you’ve tagged some notes, test the search feature.
 2. Go to the “Home” tab and click “Find Tags”.
 3. This opens the Tags Summary pane, where you can see all your tags in one place. You can sort and search tags here.
 5. Using Tags for Task Management:
 1. Utilize the “To Do” tag to create checklists.
 2. Check off items as you complete them and see how OneNote crosses them out, helping you track your progress.

- Use OneNote’s search function to easily find your notes.
 1. Locate the Search Bar:
 1. Top right corner of the OneNote interface.
 2. Begin a Basic Search:
 1. Click on the search bar (Magnifying glass icon).
 2. Type in a keyword or phrase you want to find. This could be a part of a note, a title, or any text you remember.
 3. Press “Enter” or click on the magnifying glass icon to start the search.
 3. Review Search Results:
 1. OneNote will display a list of pages, sections, or notebooks where your search term appears.
 2. Click on any result to go directly to that part of your notebook.
 4. Refine Your Search:
 1. If you have many notebooks and a lot of content, refine your search by choosing to search in the current section, current notebook, or all notebooks.
 2. You can do this by clicking on the dropdown arrow next to the search bar.
 5. Search for Tags:
 1. If you’re looking for specific tags (like “To-Do” or custom tags), type the tag name into the search bar.
 6. Use Advanced Search Options:
 1. For more specific searches, use quotation marks for exact phrases, or try Boolean operators like AND, OR, NOT.
- Sync and Backup:
 1. If using OneDrive, your notebook will be synced automatically. Make sure to log in to your Microsoft account.

4. **Collaboration and Sharing:**

- Discover how to share your OneNote notebook with teachers and peers.
- Understand how to collaborate in real-time within OneNote.

5. **Tips and Resources:**

- Reach out to Jennifer@logcabinschoolhouse.com with any technical difficulties.

- [Using OneNote | Basics for students \(youtube.com\)](#)
- Andy Hunt does a lot of OneNote videos. If you want to see how others are using this tool, it's great to follow others who are doing it well. Here's his beginner video. Once this one makes sense to you, try finding a more complex video by him. Keep in mind that you have Microsoft for Education, and he is using a personal or enterprise version. [OneNote Organization 101: Beginner Tips for Structuring Your Notes !\[\]\(83eb2aa26b610eb6a9dca7cf4702d681_img.jpg\) \(youtube.com\)](#)
- [Outlining on OneNote \(youtube.com\)](#) Awesome ideas on outlining in OneNote.
- Personalize OneNote's settings to suit preferences, such as changing the background color or layout.

Conclusion: Following this SOP will enable students to effectively use Microsoft OneNote as a tool for education, enhancing their learning and creative experience.

This SOP is tailored to guide beginner OneNote users, particularly middle school students at Log Cabin Schoolhouse, through the process of using OneNote.