

Why Use OneNote for Your Lesson Plans?

In this section, you will find tips and tricks to convert current teaching materials or lesson plans from other formats into OneNote notebooks, and how to enhance materials using features such as templates and tagging. If you want to learn more information about OneNote, start [here](#).

Table of Contents for this section:

Creating Lesson Plans using OneNote	Create your lesson plans in OneNote
Using Templates	This section introduces you to templates in OneNote.
Creating and Modifying Templates	A OneNote add-in to add background templates to any lesson
Using Tags	Tags are a great way to draw attention to text, hyperlinks, and action items. Use tags to prompt the teacher on important items, links to reference during a teaching session, and questions to ask. You should provide the teacher or student with directions on how to use tags for follow-up after class or questions that need further research.
Inserting Hyperlinks	You can use hyperlinks in OneNote either to build a table of contents or to link to other lesson plans.
Creating a Table of Contents	This section shows you how to build a table of contents for your materials using hyperlinks.
Using Tables	This section shows you how to use tables in OneNote.
Inserting Existing Teaching Materials into your OneNote Notebook	Moving existing materials from Microsoft Office Word, Microsoft Office PowerPoint®, or Microsoft Office Excel® to OneNote couldn't be easier. With the Send to OneNote printer, these files are converted with just a few keystrokes.
Attaching Files to Your Notes	You can attach documents directly to your OneNote notebook. The teacher and students will enjoy having all relevant source material readily available.
Using Screen Clippings for Lesson Plans	Use Screen Clippings to capture part of an existing document or webpage for use in your lesson plans.
Inserting Audio or Video Files into Lesson Plans	You can insert audio or video files directly into your lesson plans or use audio or video clips in student activities.

Creating Lesson Plans using OneNote

OneNote makes it easy to create lesson plans. You can also add a bibliography, your notes, related Web sites to visit, and the homework assignments. Here is an example of a lesson plan for a Jazz Music class subject.

FILE HOME INSERT DRAW HISTORY REVIEW VIEW PLAYBACK LAYOUT

Music Lesson Plan Information Music +

Jazz

15. februar 2008 19:30

Component: Jazz lecture

Grade: 8-10 grade

Targets: UTarget sheet no 17

Instruction:

1. Read the target sheet.
2. Follow the first lecture. The Power point from this lecture lies under Component.
3. Read the curriculum.
4. Listen to the music. (double click on the icons)
5. he tasks you are to solve, are marked and appears in round frames...
6. When you are done with this plan, please check your achievement. Use the target sheet and fill in grades of achievement

Curriculum
<http://web.reeltime.no/prosjektgenerator/forsid/en/fontend/main.asp?pid=49090&rm=278367>

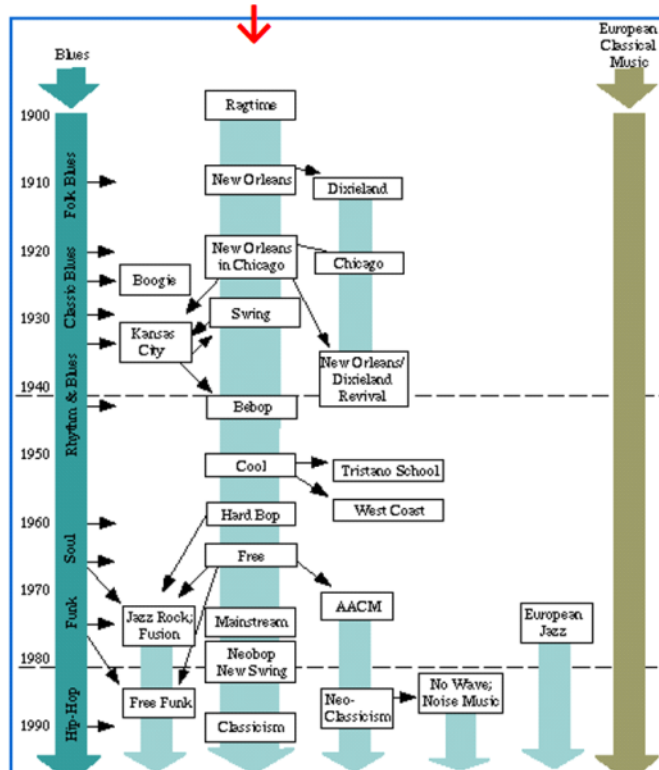
Tip:
<http://www.redhotjazz.com>
<http://www.trell.org>
<http://www.norskinnettskole.no>

Task on web:
<http://nettopus.samlaget.no/kap7.html#>

You and your group shall play "Jam" (sheet music). Everybody are going to try to improvise on the keyboard.

Choose one of the artists and make a presentation in Power point. Talk about the musician, composer and his or her music. Use pictures, text og music.

Jazz history



Using Templates

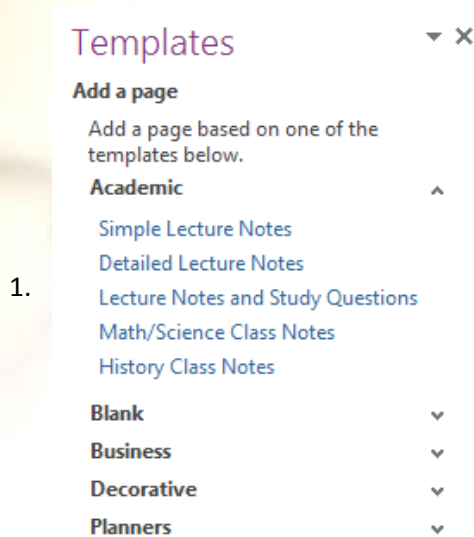
OneNote page templates **enhance the look** of your pages and help you **avoid retyping** common information across pages. You can use any of the designs included with OneNote or you can **create your own** page layout.

! Be sure to apply a template before adding any content. Otherwise, when you apply a template, OneNote will create a new page with that format instead of replacing the template on the current page. Plan ahead!

➔ Try it now!

Let's try creating a new page with a template.

Click **Insert > Page Templates**, expand one of the template groups, and then select a template.



💡 You can also download many free OneNote templates from the [OneNote Template Catalog](#). Find notebook, section, and page templates, conveniently sorted by task-based categories.

Creating and Modifying Templates

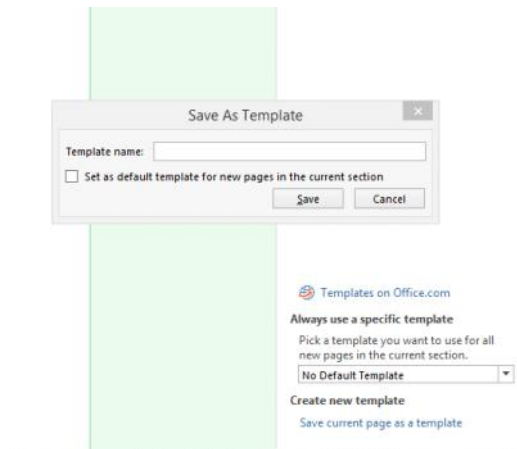
Try using templates when most or all of the notes will have the same structure and header, such as in **teacher or student notes** and so on.

Be sure to apply a template before adding any content, otherwise, when you apply a template, OneNote will create a new page with that format instead of replacing the template on the current page.

To Create a New Template

Let's try creating a new page template.

- Create a new page and add graphics, pictures, formatted text, and any other content.
- Click **Insert > Page Templates**.
- At the bottom of the Task Pane, click **Save current page as template** in the bottom of the **Templates** task pane. Your templates will appear in the **My Templates** category in the task pane.



💡 You can also specify any template to be used as the default style for new pages you create in a section.

💡 Give the template a name and click **Save** to view the new template in the **Template Task Pane**.

Note: If you want to use the new template as the default for all new pages in the current section, select the Default check box.

To Customize an Existing Template

1. Click **Insert > Page Templates**.
2. Add a template to the page.
3. Make your changes to the layout and any content you want to reuse. Delete any content or items you do not want to reuse.
4. Click **Save current page as template**.

You can also download many free OneNote templates from the [OneNote Template Catalog](#). Find notebook, section, and page templates, conveniently sorted by task-based categories.

Using Tags

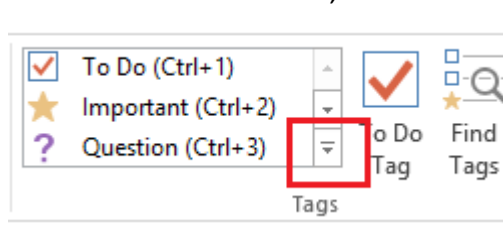
Insert **Tags** to identify and draw attention to important items in the teaching materials and lesson plans. Examples of where to use tags include identifying hyperlinks, teacher or student notes, important concepts, and activities.

Try it now

1. Place your cursor on the line of text below:

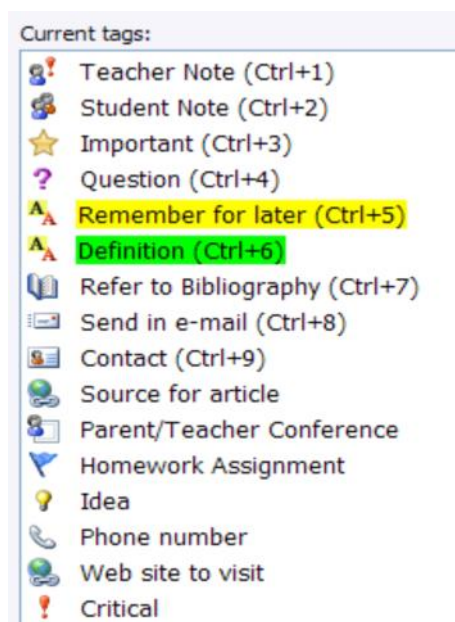
Important topic in teaching

2. Click From the Home tab, click the DOWN arrow to drop the tag list down.



To Customize Tags

You can customize tags to make them relevant to your content or materials. For example, if you use OneNote at work, you can create a set of tags that support your job duties. Similarly, participants can create tags that are associated with to specific tasks or concepts learned during a training event. The image depicts a set of tags customized for your lesson plans.



Here's how to customize a tag.

1. Click **Home**, drop down the **Tags** menu, and then click **Customize My Tags**.

2. In the **Customize My Tags** pane, click the tag you want to change, and then click **Modify**.
3. In the **Modify Tag** dialog box, you can:
 - Type a new name for the tag.
 - Change the symbol, font color, and highlight color.
4. Click **OK** to save your changes.



To see tagged content in all notebooks, click **Home > Find Tags**



If you want to limit the tag summary to just part of your notes, or to see notes you have recently tagged, in the **Search** list, located at the bottom of the **Tags Summary** task pane, select the appropriate view.

Using Tables

Using tables you can quickly capture information for step/action tables in technical and procedural information, task checklists, and activity instructions.

Try it now

1. Place your cursor at the end of the word "Step" below.

Step

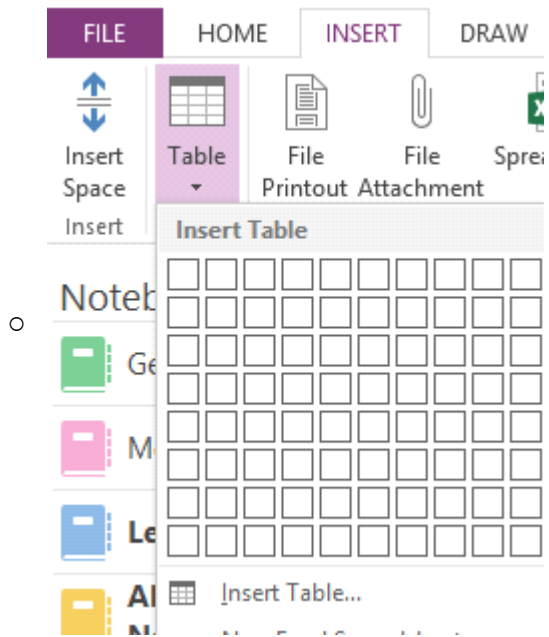
2. Press **TAB**, and then type "Action".
3. Press **TAB** again, and then type "Result".
4. Press **ENTER**.
5. Press **TAB** to jump from cell to cell and type something in the cells.
6. Press **ENTER** at the end of the row.
7. After "Open classroom lab" and after "Turn on projector" below, try pressing **TAB**.

Task	Completed Date
Open classroom lab	
Turn on projector	



Useful shortcuts:

- **ALT + ENTER** — insert another line inside a cell (when ENTER doesn't do it in the last cell of a table)
- **CTRL + ENTER** — insert a row below the current row
- **CTRL + ALT + E, R** — insert a column to the left, right
- To insert a table directly into your training document, from the **Insert** ribbon menu, click **Table**.
- **Choose the size of your table**



💡 Try experimenting with DEL, BACKSPACE, HOME, END, and ENTER at various points in the table.

Inserting Hyperlinks

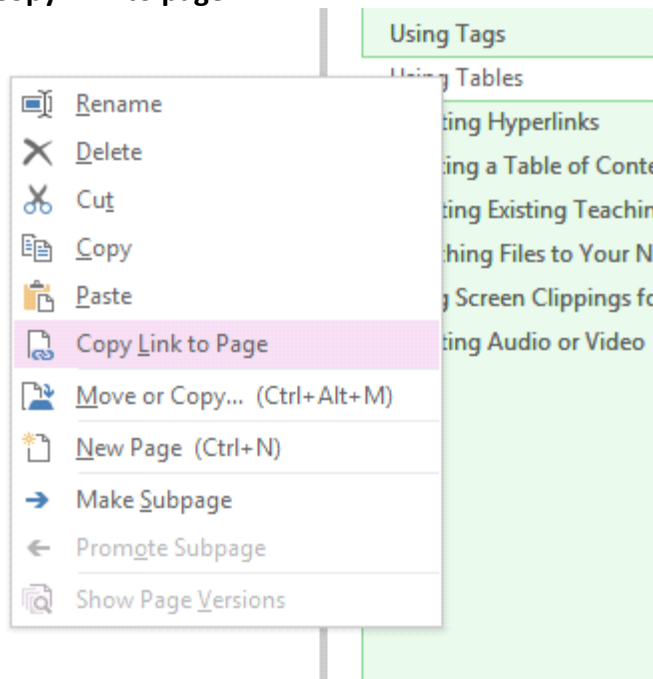
In addition to creating regular hyperlinks that point to the Web, you can also **create hyperlinks to any part of your lesson plan**. This includes an entire notebook, a specific section or a page, or even a single paragraph.

Use OneNote hyperlinks to create:

- **A table of contents** on a page that links to the other pages in a section, or links to content in the same page.
- **A definition or reference link** from a term, a name, or a topic on one page to more detailed information on another page or section.
- **A favorites list** is a list of links to pages and sections that you need to visit frequently

To Create a Hyperlink to another page in OneNote

- 1) Right click on the page that you want to link to. For example, **right click** and the **Using Tables** page in this section
- 2) Choose "**Copy Link to page**"



- 3) Now create a new page in this section
- 4) **CTRL-V to Paste**
- 5) A link to the **Using Tables** page should be pasted as underlined blue

Test of a hyperlink to a page in OneNote

Saturday, April 5, 2014

1:03 PM

[Using Tables](#)

6) If you click this link, you will be taken to the **Using Tables** page

You can do the same thing by right clicking on a Section in OneNote or even a Notebook. You can link to any parts of OneNote you want!

- 💡 You **can also paste the link outside OneNote**. For example, you can send the link to others in an **e-mail** message. They can click the link to go to your notes, if the notes are stored in a shared location.
- 💡 Don't want to use the whole title of the page? Press **CTRL-K** to associate certain text with the hyperlink.

Creating a Table of Contents

To Create a Table of Contents

Here's how to create a Table of Contents using [Hyperlinks](#).

Try it now

1. Right-click the **3 Lesson Plans** section.
2. Click **Copy Hyperlink to this section**.
3. Switch to another section *in your own notebook* (for example, your practice notebook) and create a new page titled "TOC".
4. Press **CTRL-V** to paste. It will paste a hyperlink to the **3 Lesson Plans** section. Think of this as your Chapter heading.

To Add Pages to a TOC

1. Click the last page in this section (in this section, titled "Inserting Audio or Video").
 - ! Make sure it shaded dark gray to show that it's selected.
2. Hold down **SHIFT** while clicking the page at the top of this section ("Why Use OneNote for Training").
 - ★ The entire group of pages should be selected and highlighted with dark blue.
3. Right-click on any page.
4. Click **Copy Link to Page**.
5. Switch back to another section *in your own notebook* (for example, your practice notebook).
6. Place your cursor below **Basics** link you copied in step 4.
7. Press **TAB** to indent the cursor and then press CTRL+V to paste.

! All pages are be pasted as hyperlinks below your "Chapter" heading and it should look like this:

[3 Lesson Plans](#)

[Why Use OneNote for Your Lesson Plans?](#)

[Creating Lesson Plans using OneNote](#)

[Using Templates](#)

[Creating and Modifying Templates](#)

[Using Tags](#)

[Inserting Hyperlinks](#)


[Creating a Table of Contents](#)

[Using Tables](#)

[Inserting Existing Teaching Materials into your OneNote Notebook](#)

[Attaching Files to Your Notes](#)

[Using Screen Clippings for Lesson Plans](#)
[Inserting Audio or Video Files into Lesson Plans](#)

 If needed, you can select all of the links and add bullets or numbering.

Inserting Existing Teaching Materials into your OneNote Notebook

You can insert full-color, searchable printouts of **any file type that your computer can print**. You can then **type, draw, or handwrite on top of the printout picture** in OneNote.

For example:

- Insert a **existing screenshot** and type definitions on top of it. Circle interesting areas using drawing tools.
- Insert a **presentation slides** and add more notes on the course while you are reading the textbook.

To Insert a Printout

There are two ways to insert a printout:

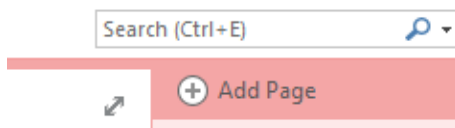
- Click **Insert > Files as Printouts** in OneNote.
- or-
- Click **File > Print** in another program, change the printer to **Send to OneNote 2013** and then click **Print**.

💡 Just like a regular printer, OneNote receives and displays the information for you to view!

Printers (4)



💡 Don't forget that **you can search for text inside the printout** just as you can search regular notes using the search box in OneNote.

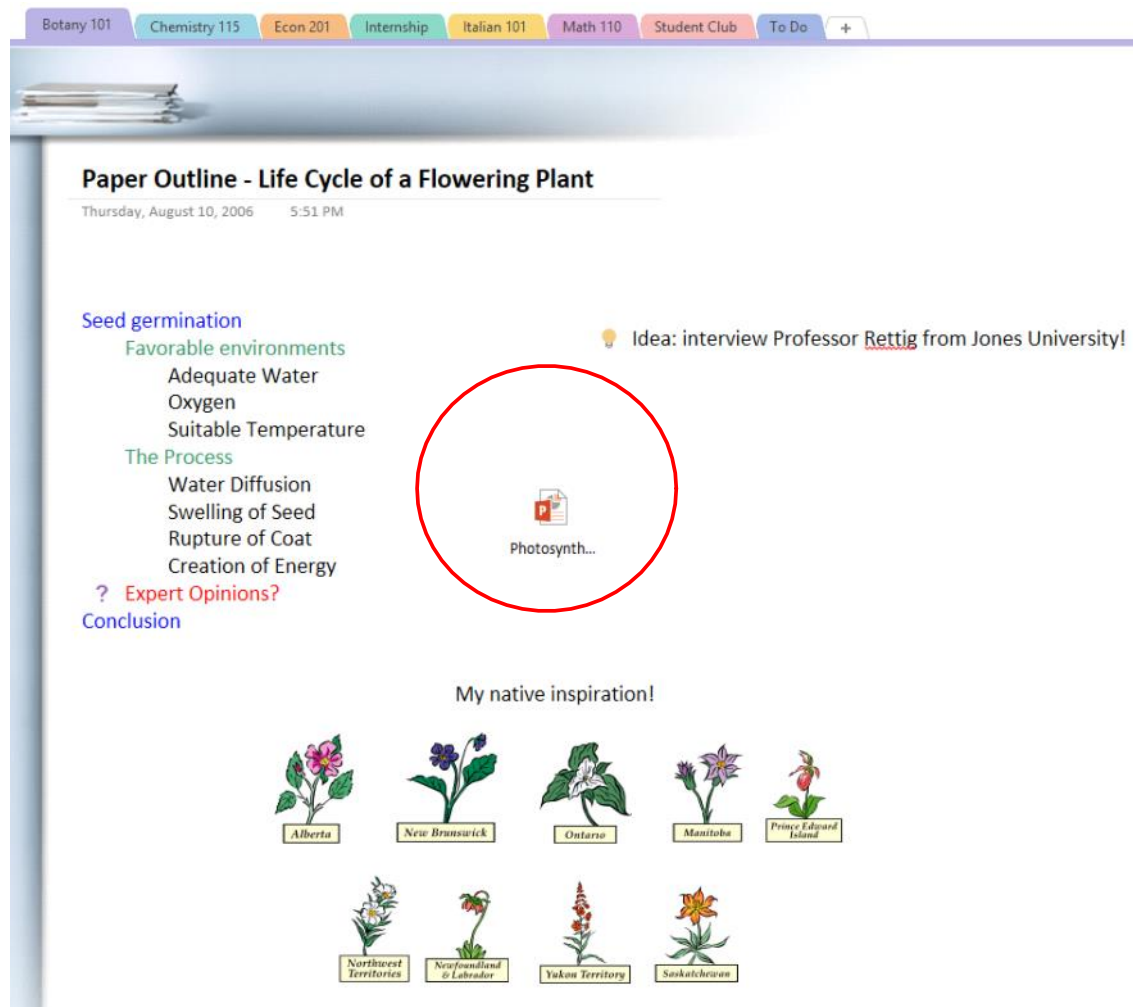


Attaching Files to Your Notes

You and your students will enjoy storing **documents and other files directly in a OneNote notebook, section or page**. This comes in handy if you are trying to keep research and source materials, lesson plans, and teaching notes all in one place.

To Attach Files to Your Notes

Copy/Paste or drag and drop any file onto a page in OneNote, or insert the file by clicking **Insert > File Attachment** on the OneNote menu. You can **open and edit** an attached file by double-clicking the file icon. This creates a **copy of that file** in your notebook, so all participants receive a copy of it as part of their notebook.



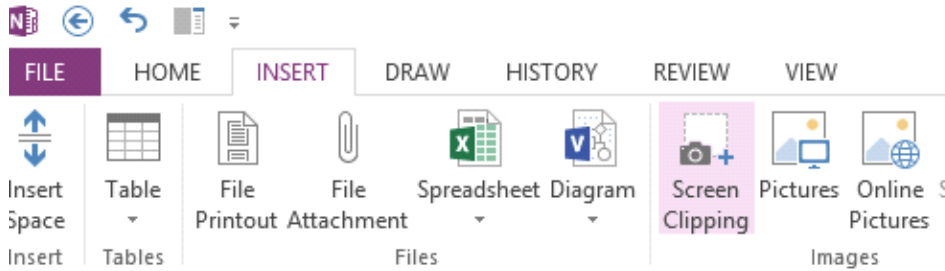
💡 You can **open and edit** an attached file by double-clicking its file icon.

Using Screen Clippings for Lesson Plans

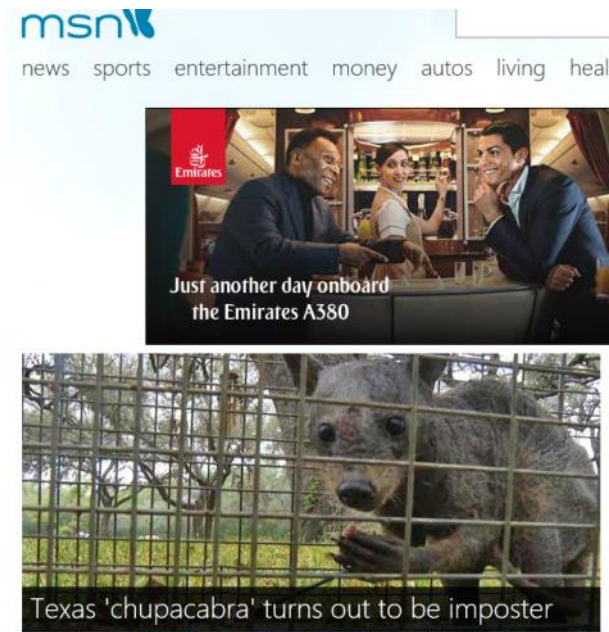
Use Screen Clippings **to capture part of an existing document or Webpage and insert into your training materials**. A Screen Clipping is an image, so you cannot edit it without retaking another, so it should be a completed document.

To Insert a Screen Clipping

1. In OneNote, select the **Insert ribbon** menu and click **Screen Clipping**. OneNote is minimized, and the last active window becomes visible.



3. Click and hold the mouse to drag the pointer in any direction. Release the mouse to create the screen clipping and to insert it into your notes.



MSN

<http://t.msn.com/>

Screen clipping taken: 4/4/2014 12:55 PM



When you create a screen clipping, a copy of the picture is automatically pasted into OneNote. To insert the picture into another program, click **Paste** or press **CTRL +V**.

Inserting Audio or Video Files into Lesson Plans

In addition to embedding Word, Excel, or PDF files in your lessons, OneNote enables you to **embed audio or video files** to enhance your materials. Have you ever had to design a course where the source material, audio files, and video clips were in separate files? OneNote allows you to **put all the files and materials into one document**.

Examples of where you may use audio or video clips to support learning

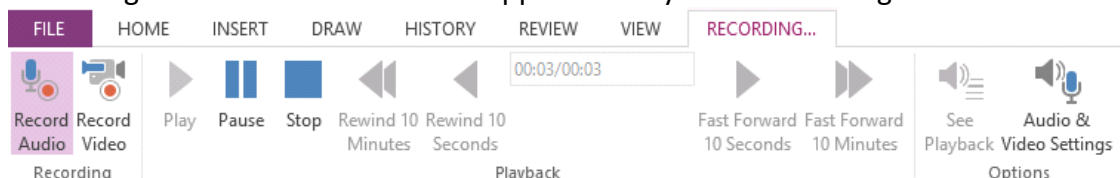
- You are creating lesson plan on the Civil Rights movement. It's important the participant know the sequence of historical events. A video clip adds more impact and you can show relevant material throughout the lesson-
- You are creating the next lesson for your music class and you want to provide audio clips from different types of genres. Simply add the relevant audio clip with the relevant notes and you will have the right sequence of music when you need it.

To Insert an Audio or Video Clips

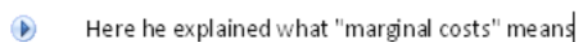
To insert an audio or video clip directly into your training documents, simply drag and drop any file from Windows Explorer onto a page in OneNote, or click **Insert > Files** on the OneNote menu. It's that easy!

To capture the details of an important **meeting, lecture, interview**, or even a **phone conversation**, you can create audio and video clips and store them as part of your notes.

- Audio notes let you **focus more on a conversation** and less on the task of note-taking.
- Video notes are great for **capturing presentations** during business meetings and **class lectures**.
- To start recording, click the **Microphone** button or click **Insert > Record Audio**. The Audio and Video Recording contextual ribbon tab will appear while you are recording.



Recording is linked to the notes that you take. A small audio/video icon will appear next to notes associated with a recording. You can click it to jump to the corresponding time in the recording.



- ! **Important:** As with any type of recording, you should always **ask others for permission** before you record your conversations with them.