Microsoft OneNote: A Hidden Gem in the Nonprofit Toolbox

VENDOR: MICROSOFT

Start: Tue, Apr 07, 2015 11:00 PM EDT
End: Tue, Apr 07, 2015 12:00 PM EDT

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What is OneNote?
Recent Changes in the OneNote Org
OneNote - Three Perspectives

Saving time

Organization

Collaboration

PRECIOUS TIME

KEEP CALM AND GET ORGANIZED

Hands forming a circle
Demo
OneNote Staff Notebook for Education

Staff Leaders can quickly set up a shared, permissioned OneNote notebook with an easy Office 365 app. Uses include:

**Collaboration:** Staff meeting notes / Staff initiatives / Shared Resources

**Content Library:** Policies and procedures / Various planning and calendar activities

**Staff Member Notebooks (Private):** Professional development / 1:1, Action Items, Notes

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1. **Staff Leader**
   - Creates staff notebook, adds staff members
   - Sees everything in notebook

2. **Staff Member**
   - Get link to notebook, opens on their device or browser
   - Sees shared sections and only their personal notebook along with collaboration space and copy-only content library.
Content Conversion and Distribution

- Efficiency with time and organization
- Reduced cost
- Improved collaboration
- Environmental benefits
Universal distribution mechanism
Benefits using OneNote

- Annotation of materials with text, ink, audio or video
- Flexibility with a rich organizational model
- Instant search of all materials, including text, handwriting, and words in pictures
- Collaboration and project based learning
- Anywhere, anytime access across all platforms and devices, including offline
- Integrates well with Microsoft Office
Office Lens for iOS and Android, out now

Before-and-after look at a picture of a whiteboard, captured and processed by Office Lens for iPhone, as well as the options you have to save, export or share with others.
FREE Bite-sized interactive Teacher Training for OneNote in Education

- Scenarios based on Teacher feedback
- Easy to follow guides with clicks, only 5-7 minutes
- Embeddable Links for blogs, websites
- Built-in Viral Sharing
  - Twitter
  - Facebook
  - LinkedIn

OneNoteInEducation.com
Q & A

Twitter: @msonenote, @mtholfsen, @arbar13
Resources, Part 1

- Download Free OneNote – http://www.onenote.com
- Download OneNote Staff Notebook app
  - http://aka.ms/OneNoteEDUStaffApp
- Share OneNote in Education
  - http://www.OneNoteInEducation.com
- Read OneNote in Education blog
Resources, Part 2 - Videos

- **Video: OneNote helping students with Dyslexia in France** – A French researcher designed a locked down tablet + OneNote to be the ultimate tool for kids with dyslexia. A case study is being finished up.

- **VIDEO: Miami Dade school** – how Miami Dade is using OneNote for collaboration and classroom use.

- **VIDEO: OneNote Class Notebook Creator: A framework for teaching and learning with OneNote class notebooks**

- **VIDEO: OneNote in Education: Teachers using OneNote in the classroom**

- **VIDEO: OneNote in Education: Organizing, Note-taking, & Homework Made Easier**

- **VIDEO: OneNote in Education: Transforming Learning Via Technology & eTextbooks**