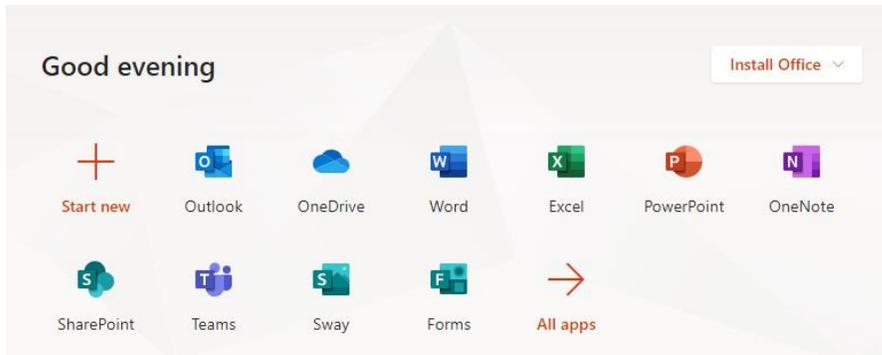


Using OneNote for Digital Whiteboarding

By Nick Hutzler, hutzler@caltech.edu

Setting up your notebook for the first time

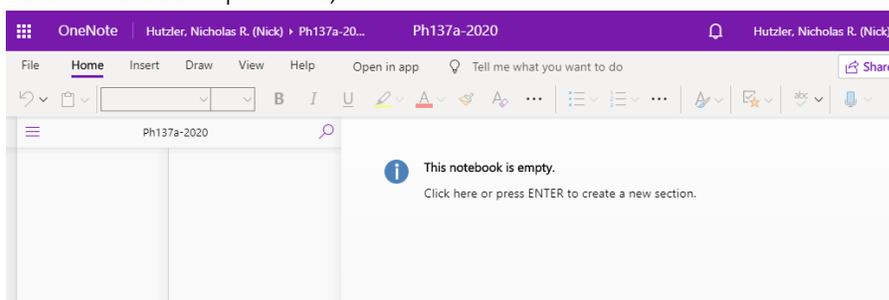
1. Go to office.com in an up-to-date web browser.
2. Choose “Sign in” and enter your Caltech.edu email address. You will be redirected to a Caltech sign-in page and then taken to your Caltech Microsoft Office account.
3. Click the OneNote icon.



4. Click “New Notebook”

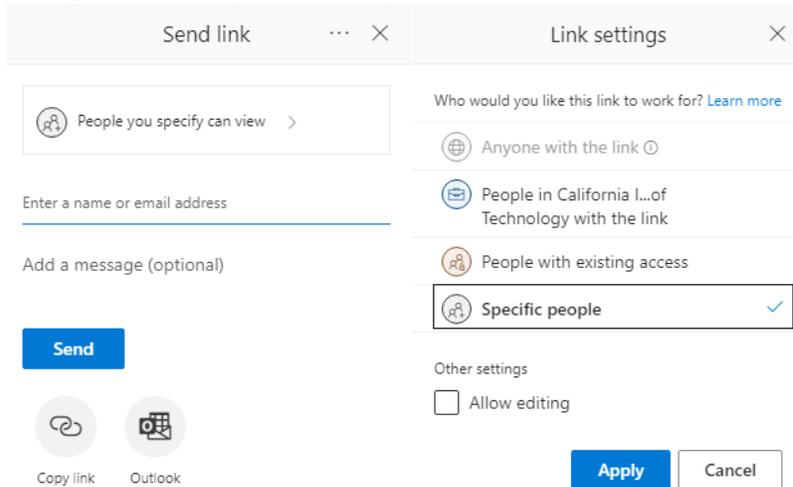


5. Give the notebook a name and create it. I named mine “Ph137a-2020”
6. You will be presented with a blank notebook. Click in the window near the (i) icon to create a new section. Each section can have several pages; for example, I will create a section called “Lectures” where I put a new page for each day, and a section called “Office Hours” where I can write notes based on student questions, etc.

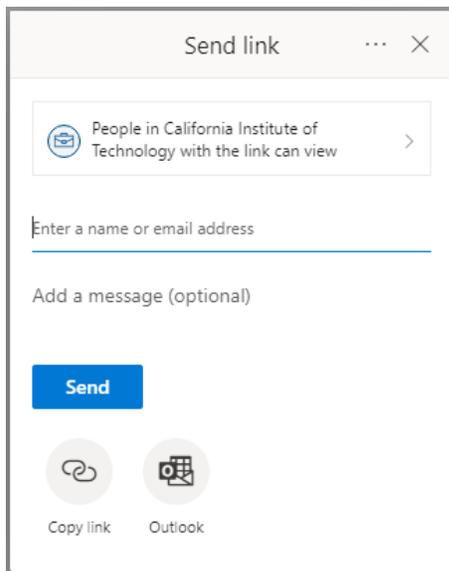


7. You will be presented with a blank page named “Untitled Page.” Give it a name, for example the date of your first class. I will name mine “29 September”, the date of the first class.

- Once you have created a section and a page, you can generate a sharable link. Click “Share” on the top right. Click “People you can specify can view” to be presented with some additional options.

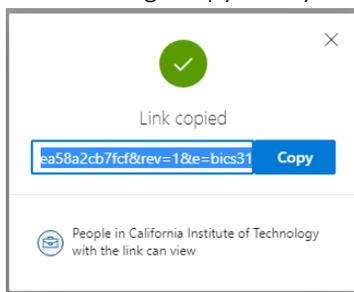


- Select the second option, “People in California I...” Then click apply. This will generate a sharable link that anybody with a Caltech login can view. Click “Copy link” and post the link on the course website or share it via email. Students can use this link to view all of the notes, including new ones in real time.



- This link will be viewable to anybody in Caltech, so do not choose this option if any student records, or other information protected by FERPA, will be available on this notebook. Contact the CTLO if you are unsure. If you need to restrict access, you can invite students individually to view the notebook using the “Specific people” option, but you are responsible for making sure that the notebook is FERPA compliant.
- Whether or not you select “Allow editing” is up to you; I opt to not allow editing so that nobody can accidentally cut instead of copy notes, etc. Remember that you could make a second notebook for things like office hours, but I find that the students can write on the Zoom whiteboard and I can respond on the OneNote since I tend to do most of the writing in office hours anyway.

- After clicking “Copy link” you will be given the link that you can post on the course website.

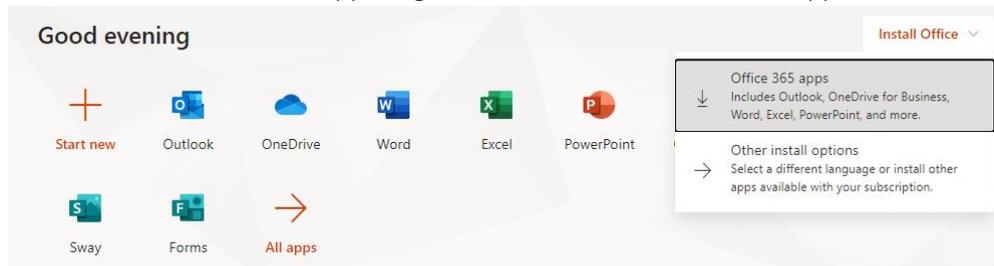


- You may re-access the notebook by repeating steps 1-3 (go to office.com, log in with Caltech credentials, click OneNote) and then opening your notebook, which should appear in the list.

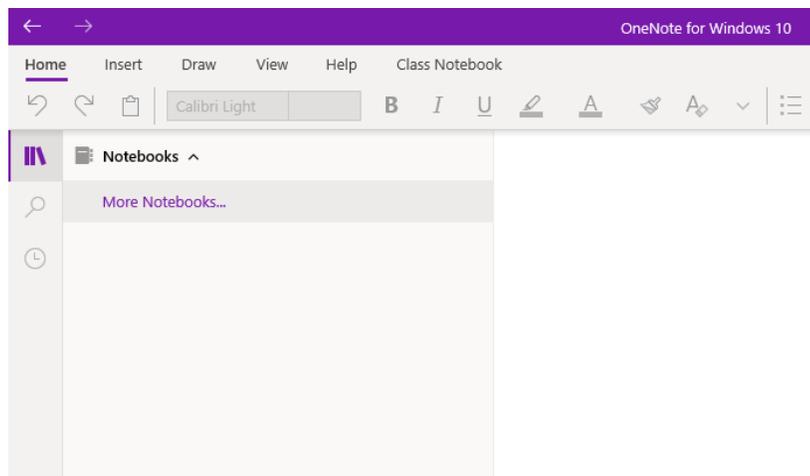
Opening a notebook in the app for editing

To write in the notebook using a pen or stylus, whether using a tablet computer (such as Surface) or a tablet (such as iPad), you should use the app.

1. Download and install OneNote. For an iPad or an Android device, use the appropriate app store. For Windows (or Mac presumably, though I haven't tried) follow these instructions.
 - a. First, check if it is already installed. Many Windows versions come with it already. Be sure that it is "OneNote for Windows 10" as older versions will have syncing speed issues.
 - b. Go to office.com and log in with Caltech credentials, like in the previous section
 - c. Click "Install Office" in the upper right, and then select "Office 365 Apps"

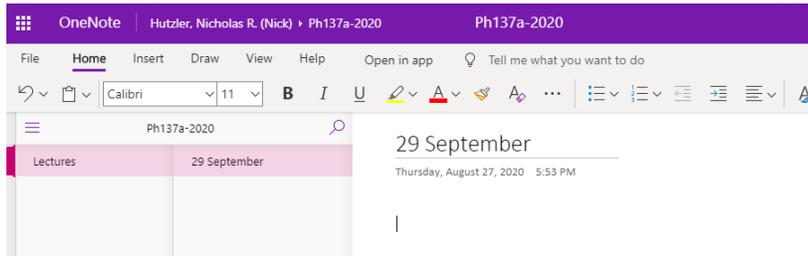


- d. Follow the instructions to download and install. Note that you unfortunately (and very annoyingly) need to install all office applications, since Microsoft no longer lets you download and install them individually, you will get a bunch of junk programs that you will never use.
2. Once the most recent version of OneNote is installed, log in with the same Caltech credentials used to create the notebook.
 3. Once you are open and logged in, there should be able to open your notebooks on the App. This is slightly different for the various versions, but should hopefully be intuitive. The instructions for how to open notebooks in the Windows version are listed below.
 - a. Slick the "stack of books" icon in the upper left, the click "Notebooks" and then "More Notebooks..."



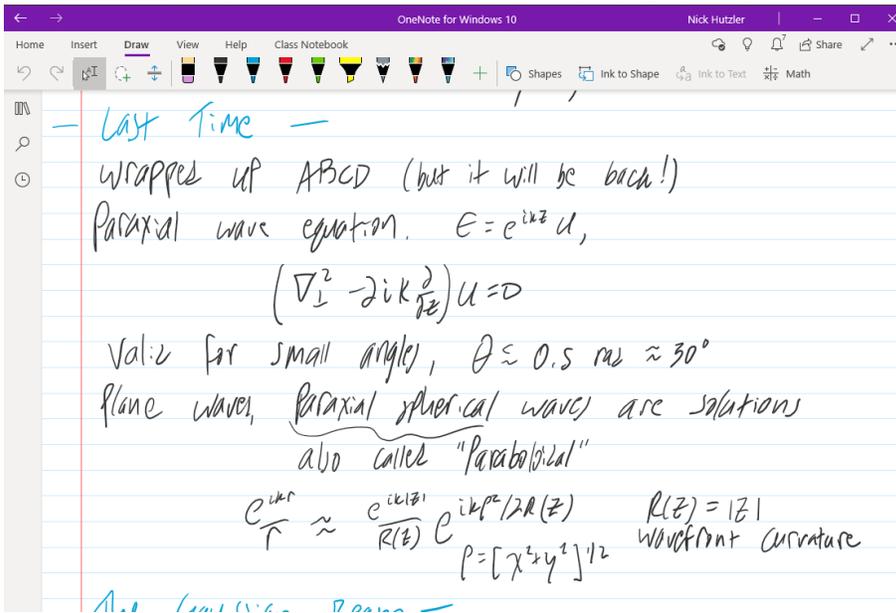
- b. You should see a list of notebooks which should include the one for your course.

- c. If for some reason that doesn't work, you can use the website to open the notebook in OneNote. Open the notebook in a browser, and select "Open in app"



Using OneNote as a digital whiteboard with Zoom (or similar)

1. Watch the video from the Caltech Adaptable Teaching series! I won't repeat everything contained therein, just some highlights.
<https://www.youtube.com/watch?v=JDVahgiC3wY&list=PLhm1u4ohYilq-vy1l3H6Zd8NfgicR3Kf&index=7&t=0s>
2. I highly recommend a two-device approach – one dedicated to writing (Surface, iPad, etc.) and one with a large screen such as a desktop computer dedicated to running Zoom, viewing participants, etc.
3. Open OneNote on your writing device, share the OneNote window, and make it full screen. You can click the "stack of books" icon on the left (above the magnifying glass) to make the list of sections and pages vanish after you have created or selected the page you would like to use.



4. When making a new page, set the lines/grid as desired using the "View" menu. You should also set the zoom level, also using the "View" menu, so that the lines/grids are a good size for you to write on. I recommend using the same line/grid spacing and zoom level always so that your writing will be of a consistent size. For example, I use "college ruled" lines with zoom level set by clicking the "100" button and then zoom-in once.



5. The "Draw" menu is a good default when you are writing as you can pick different pens and tools. You can right-click on the different pens to customize them.

6. At the end of each day, I recommend exporting the notes to PDF and posting them to the course website so that students can download them for offline access. In OneNote, just hit ctrl+P to print and choose an appropriate PDF printer, for example “Microsoft Print to PDF.”

Tips for using OneNote successfully

1. Watch the video from the Caltech Adaptable Teaching series!
<https://www.youtube.com/watch?v=JDVahgiC3wY&list=PLhm1u4ohYilq-vyyl3H6Zd8NfgjcR3Kf&index=7&t=0s>
2. Be sure to use the most recent “OneNote for Windows 10” version for writing notes. This version syncs much faster than “OneNote 2016” but has considerably fewer features. If you want to use OneNote for personal notetaking, I highly recommend OneNote 2016, which you can still download legitimately (just google how.)
3. Have one device dedicated to writing, and another dedicated to Zoom. On your writing device, just share your OneNote screen and write on it. On your other device, you can view the attendees and see the screen you are sharing to make sure things are legible, etc. You can also use this other device to have notes and papers open so that you can easily copy/paste figures, equations, etc.