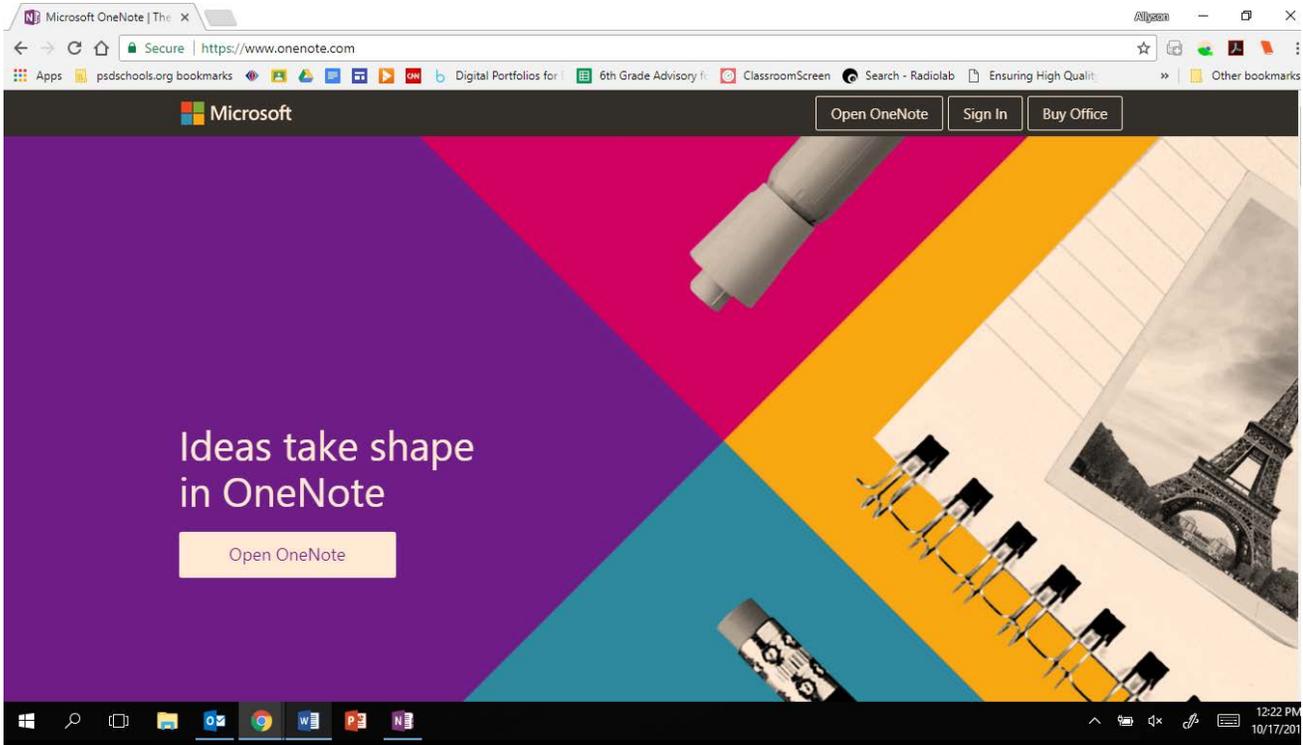
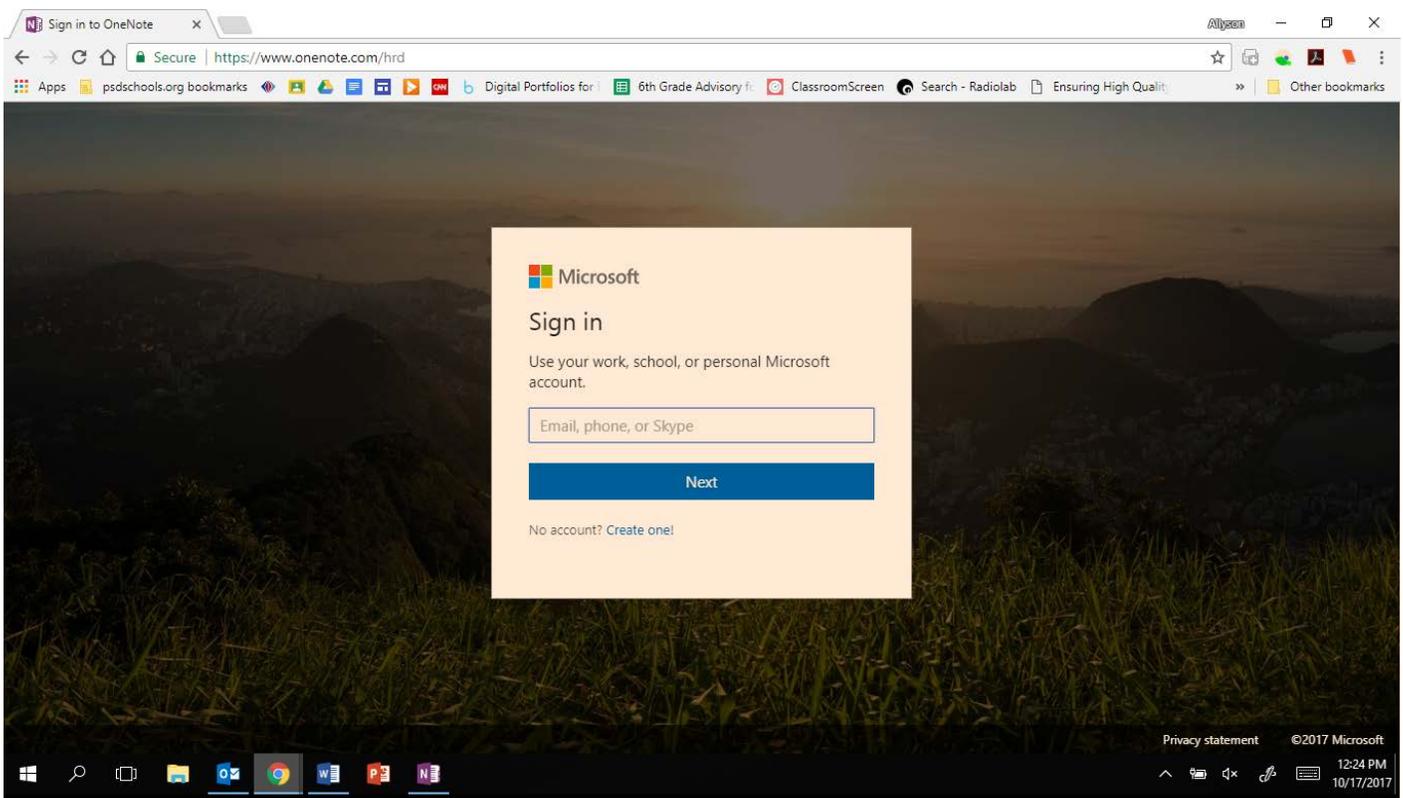


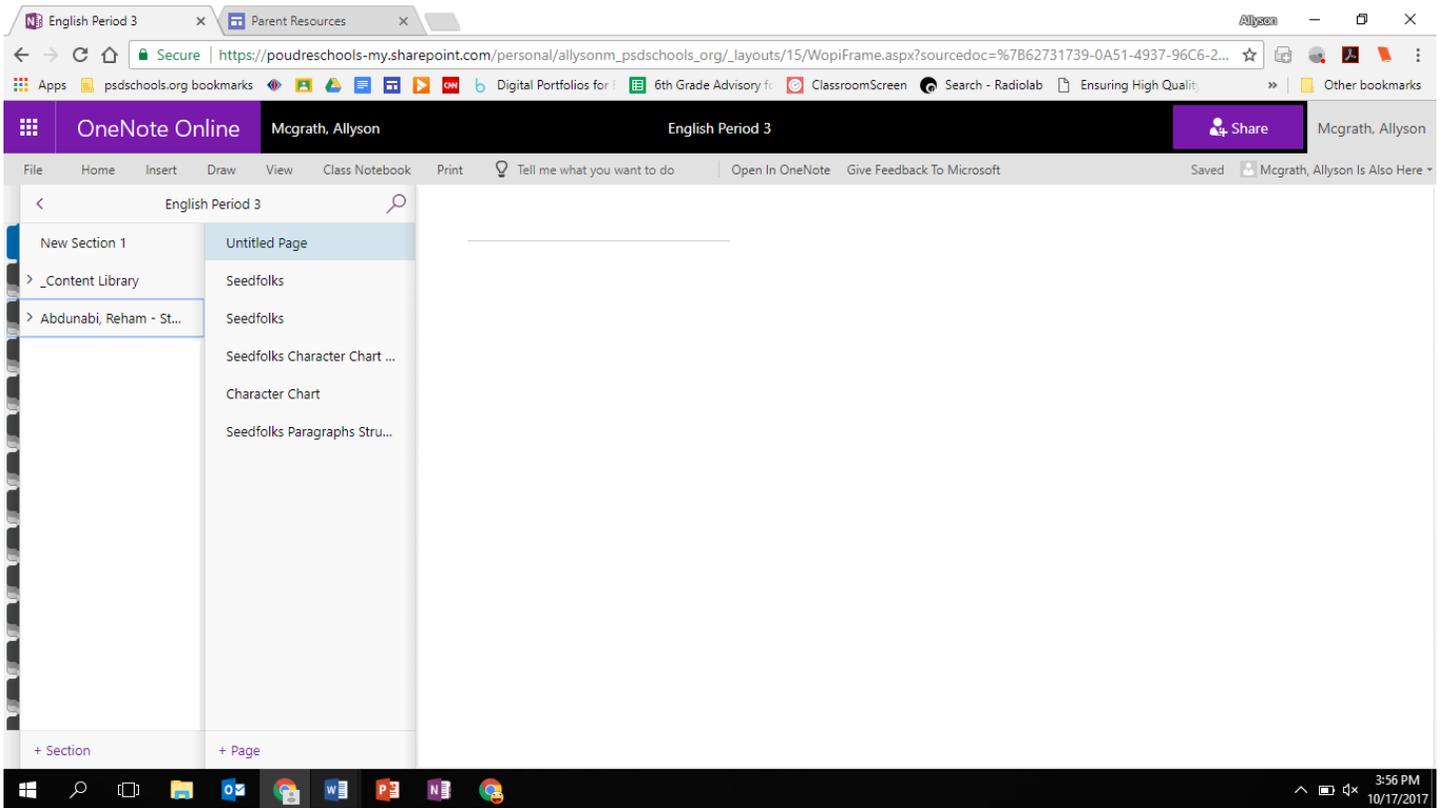
## Parent Guide to OneNote

1. OneNote does not require internet to access. If the student has their laptop, they can access the application directly. However, there is also an online version in case the student forgot their laptop.
2. OneNote is used to push out assignments/instructions to students and as a place for students to put their work and take notes. It works as a digital notebook.
3. To access online, go to [www.onenote.com](http://www.onenote.com).

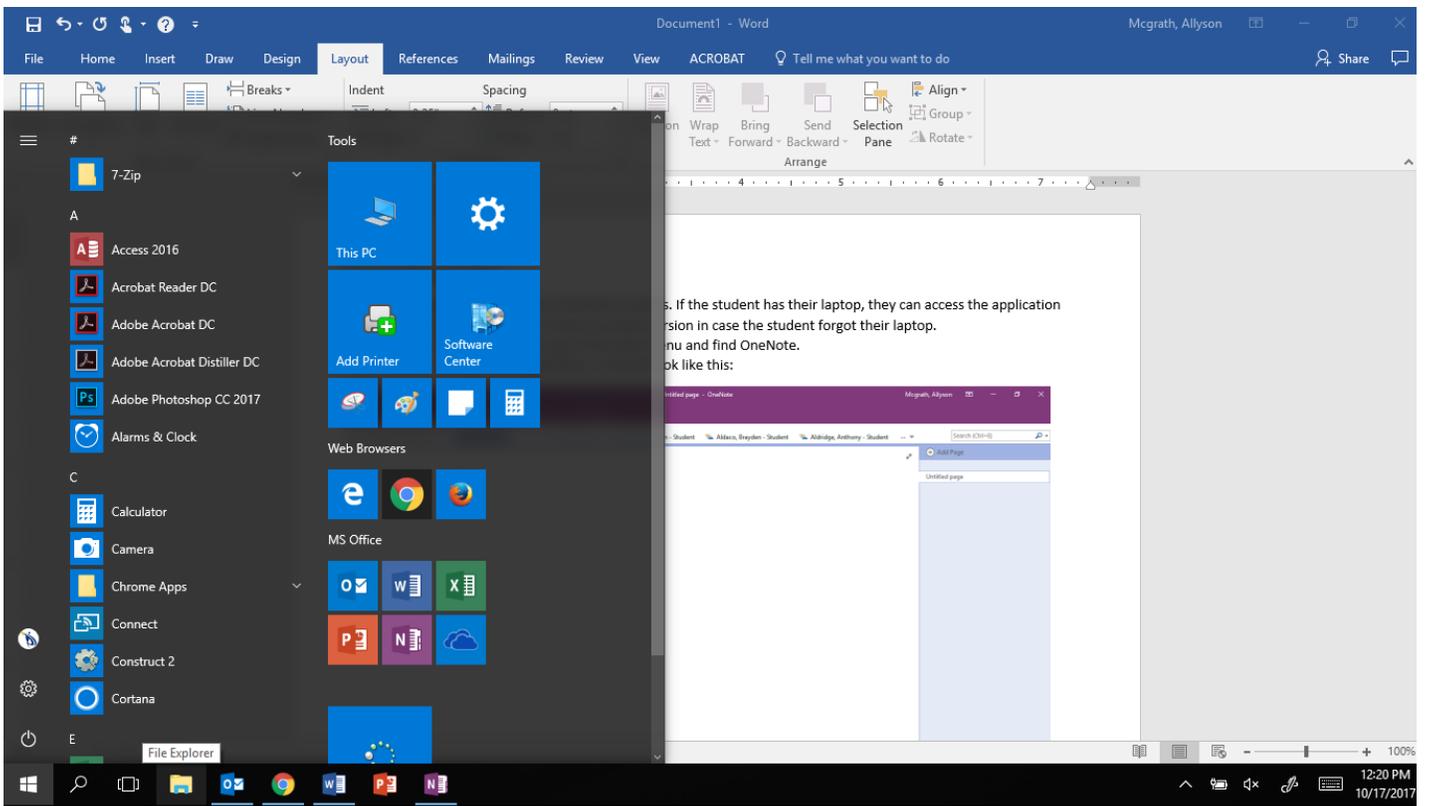


4. Select Sign-In and use your student's PSD email.

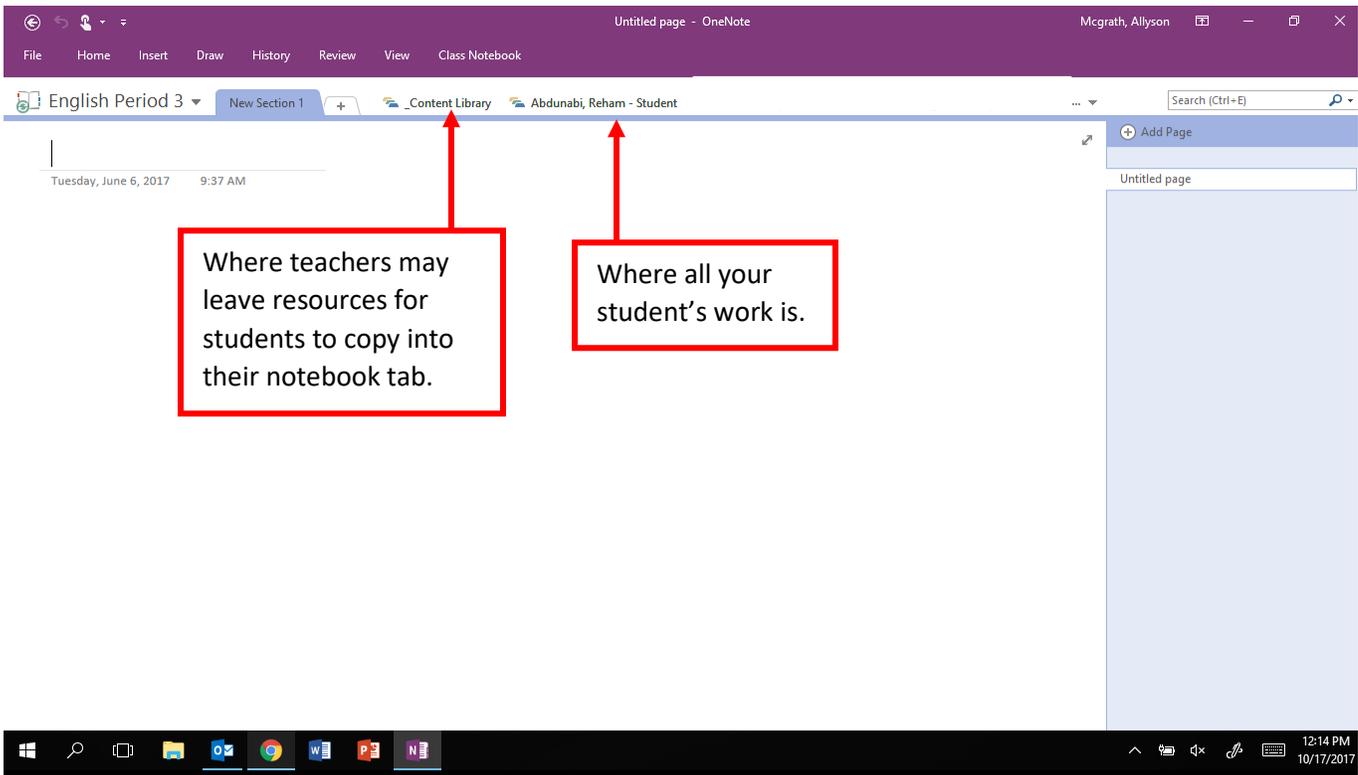




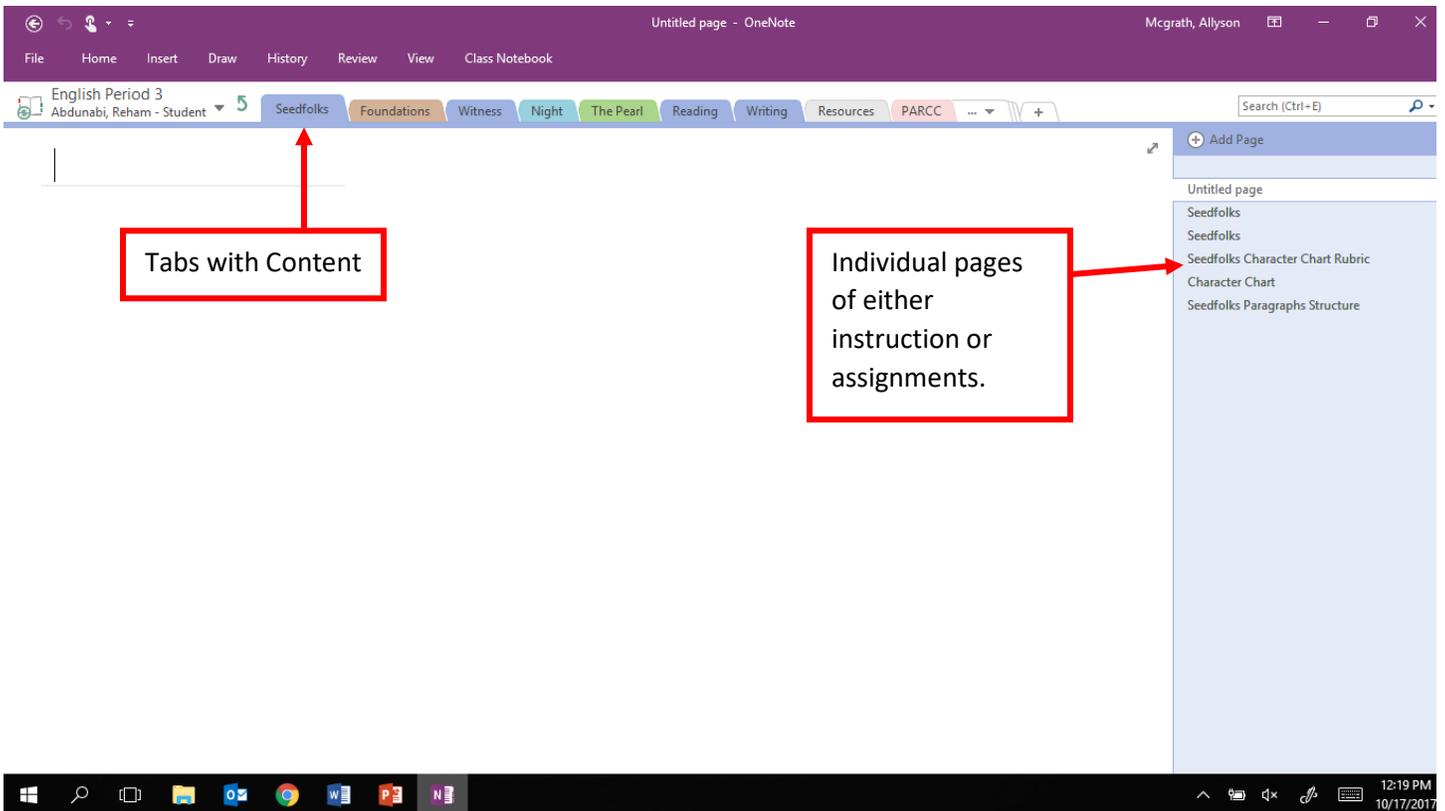
5. To access the application, go to the start menu and find OneNote.



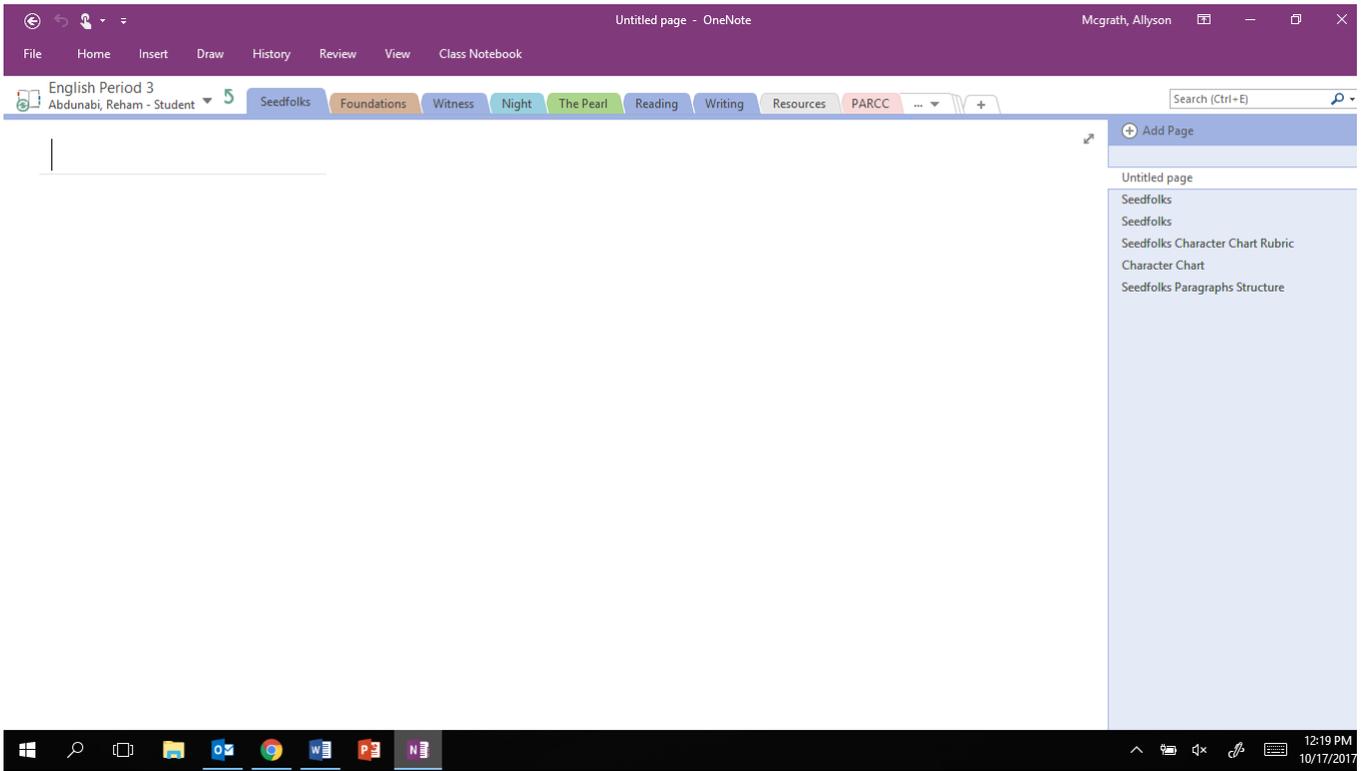
6. When you open the application, it should look like this:



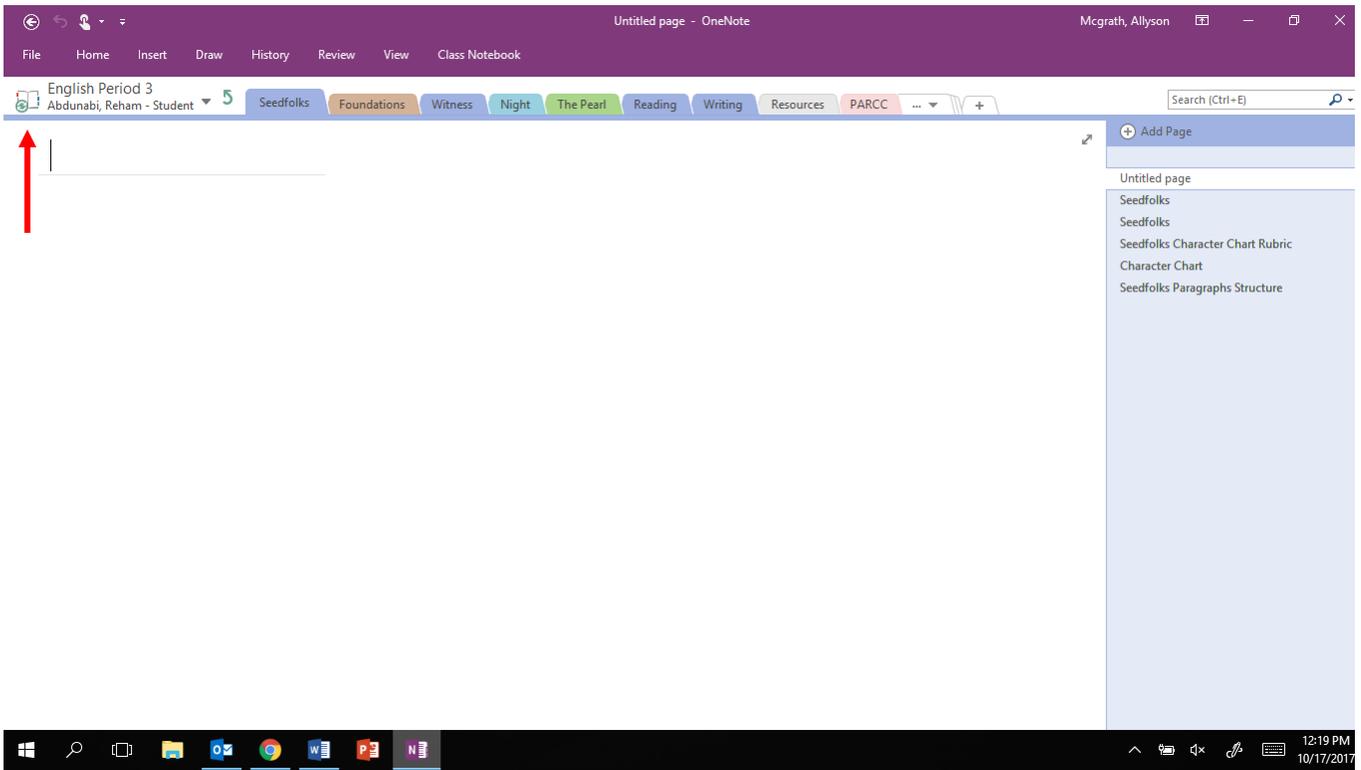
7. When you click on the name of the student, it should open to all their work.



8. Teachers can place assignments/instructions in the student's notebook. The student can then type directly into the page to complete the assignment or take notes.



9. In order for all their assignments to show up and for the teacher to be able to see their work, students need to make sure to sync before and after doing their work.



10. When it is done syncing you can close the notebook. If there is no green symbol over the notebook in the corner, the notebook has already been synced.

