Delivering Content Via OneNote

⭐ There are several different ways to deliver content to students via OneNote. Read on to review the different ways with tips for each.

Method #1: Type Directly in OneNote

This is by far the ==best way== to deliver content to students in OneNote. When you type directly on the page, the content is inherent to OneNote and the students simply need to type on the page to respond, click, and interact with your content.

==Tip #1== - *You don't have to reinvent the wheel!* Try copy and pasting from already-created documents. Simply open the document in Word, Select all (Ctl + A), Copy (Ctl+C) and go to OneNote and Paste (Ctl+V). Some formatting may be lost, but you can then edit within the OneNote page to get it the way you want it.

==Tip #2== - Use a 1-cell table for students to type in to answer questions, respond to prompts, etc. This provides an area for the students to respond and you will know exactly where to look for their answers. The cell will grow as large as it needs to, to contain the student's response.

Example
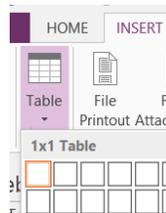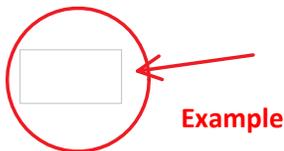
Method #2: File Printout

If you already have Word or PDF documents of content you would like to deliver to students and you don't have the time to copy/paste, then the ==second best option== to deliver content is to use a File Printout.   File Printouts are also the best way to provide a teacher-created PowerPoint or SMART Notebook presentation to students.
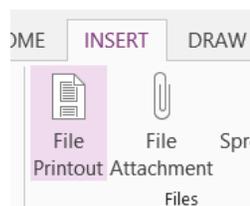
⭐ **NOTE: SMART Notebook files must be exported as PDF documents for File Printouts to work. If you want students to interact with your SMART Notebook file, use Method #3.**

==Tip #1== - When you insert a File Printout, right-click on it and choose "Set picture as background". This then allows the students to interact with the content by creating text-boxes, using highlighters,

etc. If you do not do this, then students will need to double-click on the printout before they can annotate and/or type.
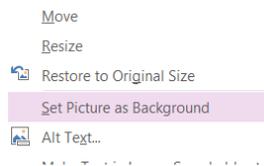

Tip #2 - OneNote is a printer! You can print from any application directly into a specific OneNote Notebook. If you would like to print into OneNote, simply choose "Send to OneNote 2013" as your printer from the printing dialog box and then select the Notebook, section and page where you would like your document to go:
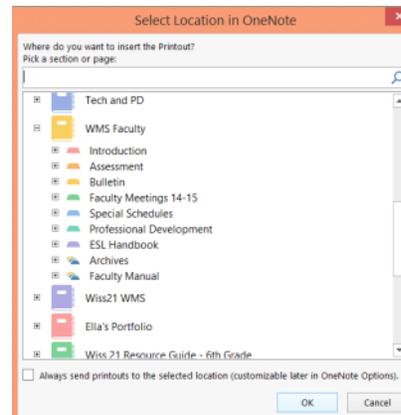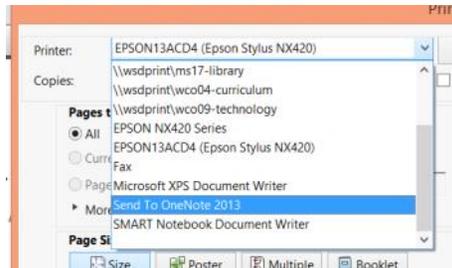
⭐ **NOTE: SMART Notebook is also a printer and you can directly print right into it too!**

Method #3: File attachment

The final way to deliver content to students is to simply attach files to the OneNote page. This is the "down & dirty" quick way to get the files to the students and is perfect for when you want to actually give the students a file in its inherent file format (Word, PPT, SMART notebook, etc.)
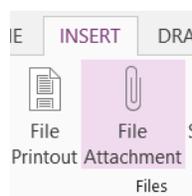
Tip #1: When a file that is inserted into a page is edited and saved, the changes are automatically saved back to the file in the OneNote page for each student. Although it is also a good idea for them to file-> save as.. Into their Documents library, the changes will be in the attached file as well.

Tip #2: You can drag files right into OneNote from your Desktop, Documents library, anywhere! When you drag in, you will get the option to attach or do a file printout.

Insert File

Attach File

Insert Printout