

HAT and LT OneNote Template Guide

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Part 1: Introduction

This guide provides instructions for downloading, accessing, sharing and using the HAT and LT OneNote Notebook template. There are four sections in this guide:

- Part 1: Introduction
- Part 2: Step By Step Guide to Downloading your OneNote Template
- Part 3: Setting up, using and sharing the HAT and LT OneNote Template
- Part 4: Overview for Using the OneNote HAT and LT Portfolio Template. This section also includes information about different OneNote Versions and a range of user tips to get you started.

Before you get started, please note the following information:

- Applicants are not required to use the HAT and LT OneNote template. You may develop your own OneNote format or use the one of the other approved file types such as PowerPoint, Word or PDF.
- For the best experience with the OneNote package and template, please use a Windows device with OneNote for Desktop version 2016. Opening a Notebook will automatically require the package file to sync to your device's specific version of OneNote.
- More detailed information and support is available in the [Microsoft Quick Start Guide](#) relevant to your version of OneNote and the **Help Function** within your OneNote program.
- If you require further technical assistance after following the steps in this guide, please contact the IT Service Centre on **1800 680 445**.

If you have any questions or feedback on this guide, or the template, please do not hesitate to contact the HAT and LT team via email at: hat.lt@qed.qld.gov.au or by telephone on 3513 6537.

The HAT and LT contact hours are Monday to Friday, 8:00am to 5:00pm (excluding Public Holidays) Voicemail outside of these hours.



Part 2: Step By Step Guide to Downloading your OneNote Template:

Download and Save Notebook

1. Go to the [HALT Hub](#). Navigate to the Stage 1 Assessment Resources section. Select 'Portfolio Formats and Templates' then select the link for the OneNote zip folder to download the template.
2. Browse and select a location to save the Notebook template to (for example, your H drive, etc).

Extract Notebook Contents

3. Go to the downloaded zip folder (see Diagram 1) and extract the Notebook contents by right-clicking the zip folder then:

Windows: *right click and select 'open with OneNote 2016'* select 'Extract all', browse and select location (eg. H drive), select 'Extract'

Mac: select 'Open with', select 'Archive Utility'

Diagram 1: Zip folder contents saved to a device location

| Name | Date modified | Type |
|--|---------------------|-------------|
| Template-Portfolio-HAT-DigiCap-v2-copy | 24/04/2019 11:41 AM | File folder |

4. Open the extracted folder and then open the folder inside. This folder contains the files that make up the Notebook. Each file is a section (see Diagram 2):

Diagram 2: Zip folder contents saved to a device location

| Name | Date modified | Type | Size |
|--------------------------|---------------------|------------------------|--------|
| OneNote_RecycleBin | 24/04/2019 11:41 AM | File folder | |
| Evidence set 1.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 295 KB |
| Evidence set 2.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 301 KB |
| Evidence set 3.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 271 KB |
| Evidence set 4.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 279 KB |
| Evidence set 5.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 301 KB |
| Introduction.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 309 KB |
| Observations.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 49 KB |
| Open Notebook.onetoc2 | 24/04/2019 9:52 AM | Microsoft OneNote T... | 7 KB |
| Referee statements.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 56 KB |
| Reflective statement.one | 24/04/2019 9:52 AM | Microsoft OneNote S... | 33 KB |



Open and Sync Notebook

7. Select the file with extension '.onetoc2' which will open the Notebook in OneNote. Right click and select 'open with OneNote 2016'
8. This will make the Notebook available in the device specific OneNote on a Windows or Mac device.

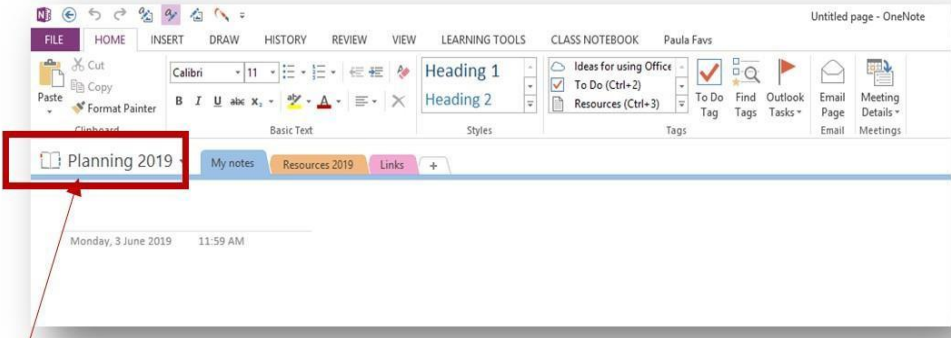
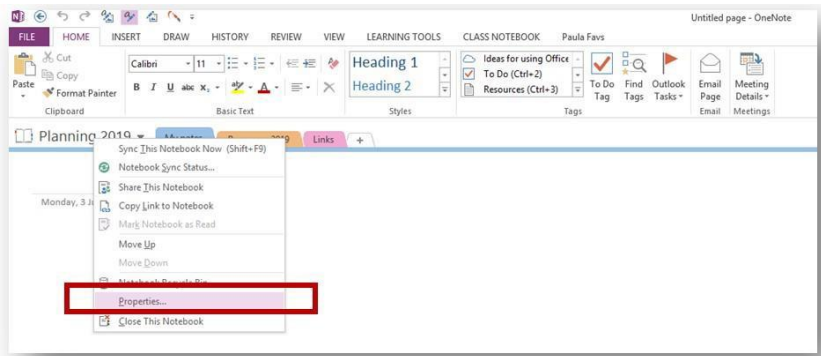
Edit Notebook

9. Edit the Notebook using the device specific version of OneNote. Each version of OneNote provides a different range of features. For example, currently OneNote for Desktop (2016) provides features that are not available in OneNote Online and OneNote for Mac.

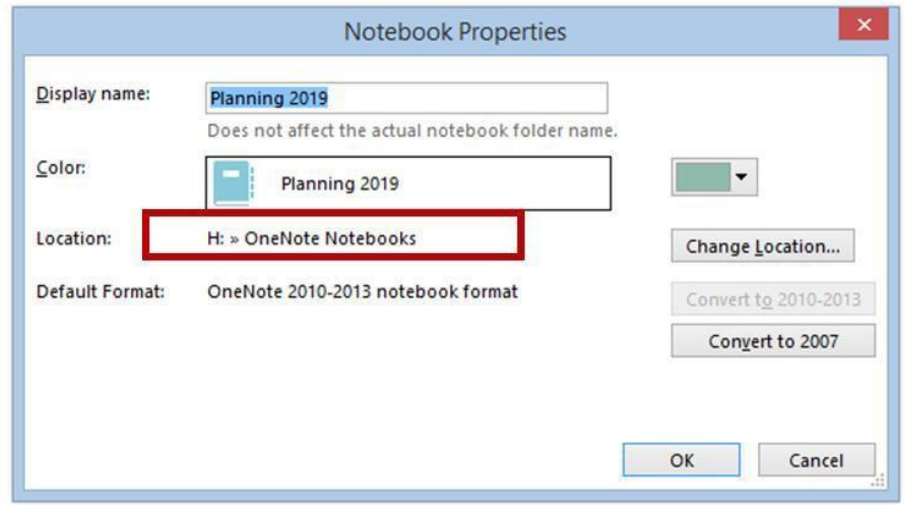
Identifying where your OneNote Notebook is saved

Using Windows – OneNote 2016

If you are working in a OneNote Notebook in OneNote 2016 and unsure where it is saving to, the following steps will show you how to find out.

| Steps | Visuals |
|---|---|
| <ul style="list-style-type: none"> • Open OneNote 2016. • Go to the OneNote Notebook you are using in the left Panel. |  <p>Notebook panel – All Notebooks you have open are listed here. Use drop down arrow to see the full list and find the Notebook you want.</p> |
| <ul style="list-style-type: none"> • Right click on the name of the OneNote Notebook in the Panel and select Properties ... |  |

- A pop up window will open. The location where the OneNote Notebook is saving to will be listed next to **Location:**



How to save a local OneNote Notebook to your OneDrive for Business file library

Using Windows – OneNote 2016

If you have a OneNote Notebook saved locally on your device e.g. H Drive and you would prefer it was saved in your OneDrive for Business file library the easiest method to follow is to create a new OneNote Notebook Online in your OneDrive, open it locally using OneNote 2016 then copy content across from one Notebook to the other. The following steps show you how to do this.

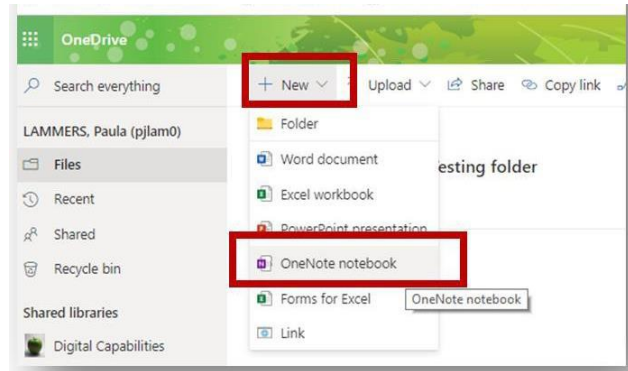
| Steps | Visuals |
|---|---------|
| <p>1. Access your OneDrive file library</p> <p>To access your OneDrive file library:</p> <ul style="list-style-type: none"> • go to MIS Gateway http://mis.eq.edu.au OWA http://owa.eq.edu.au or https://office.com • login with your MIS ID and Password or your EQ Email and Password if prompted • Select the O365 App Launcher (9 dots in top left corner) • Select the OneDrive app (blue cloud). | |



2. Create a new OneNote Online

To create a OneNote Online:

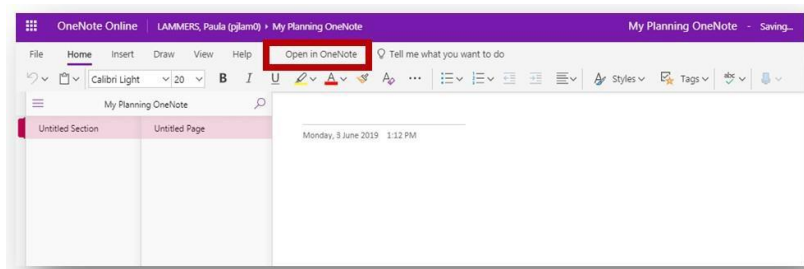
- Choose a location in your OneDrive to create the new OneNote
- Select **+ New** from the top menu
- Select OneNote notebook from the list
- Give the new OneNote Notebook a name
- The OneNote will open in a new tab in the browser.



3. Sync the new OneNote Online locally to OneNote 2016 for desktop (Windows)

To sync your OneNote Online:

- First ensure the default location for your OneNote Online to open is set to OneNote 2016 for desktop (Windows). The following videos will help:
 - Video: [OneNote 2016: Setting the default](#)
- Then in your OneNote Online select 'Open in OneNote' (as per the screenshot) which will sync and open this new OneNote Online locally to OneNote 2016.



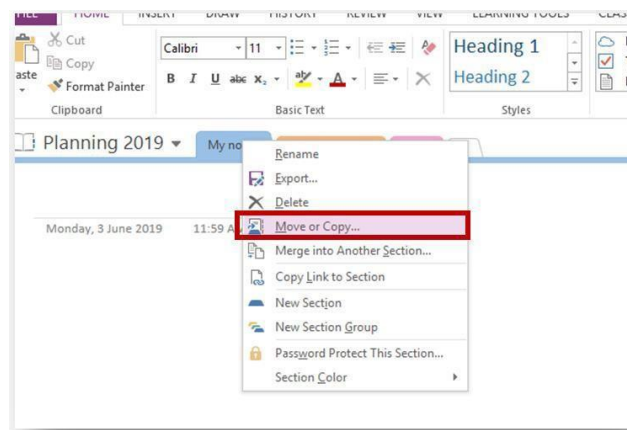
4. Copying sections of content between Notebooks*

**Note: Ensure you copy content when you are connected to the internet. If your OneNote Notebook is large in file size copy sections one at a time and consider copying sections outside of school hours.*

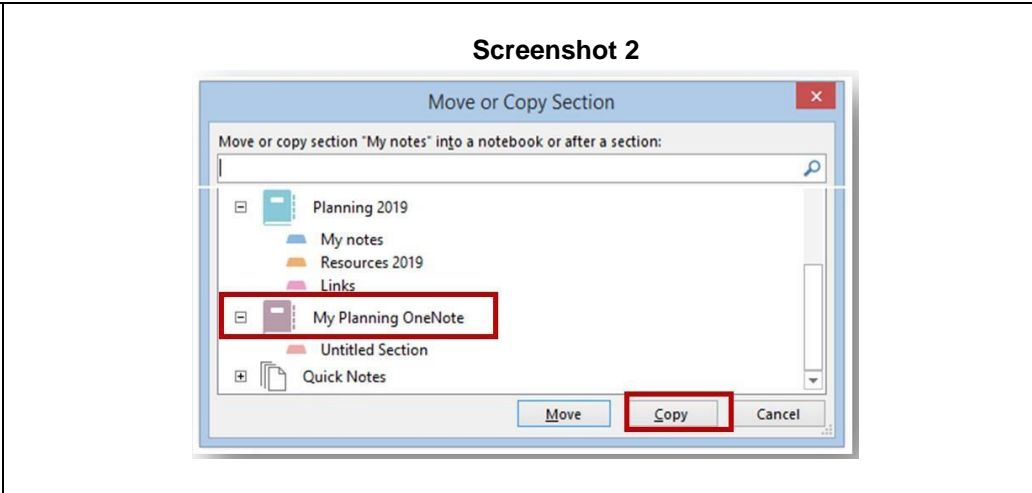
To copy content e.g. OneNote sections between Notebooks:

- (Screenshot 1) In the original OneNote you wish to copy from, right select on a section heading and select **Move or Copy** ...
- (Screenshot 2) A window will open. Select the new OneNote Notebook in the list where you want to copy the section to (e.g. to the new OneNote Online you have synced locally)

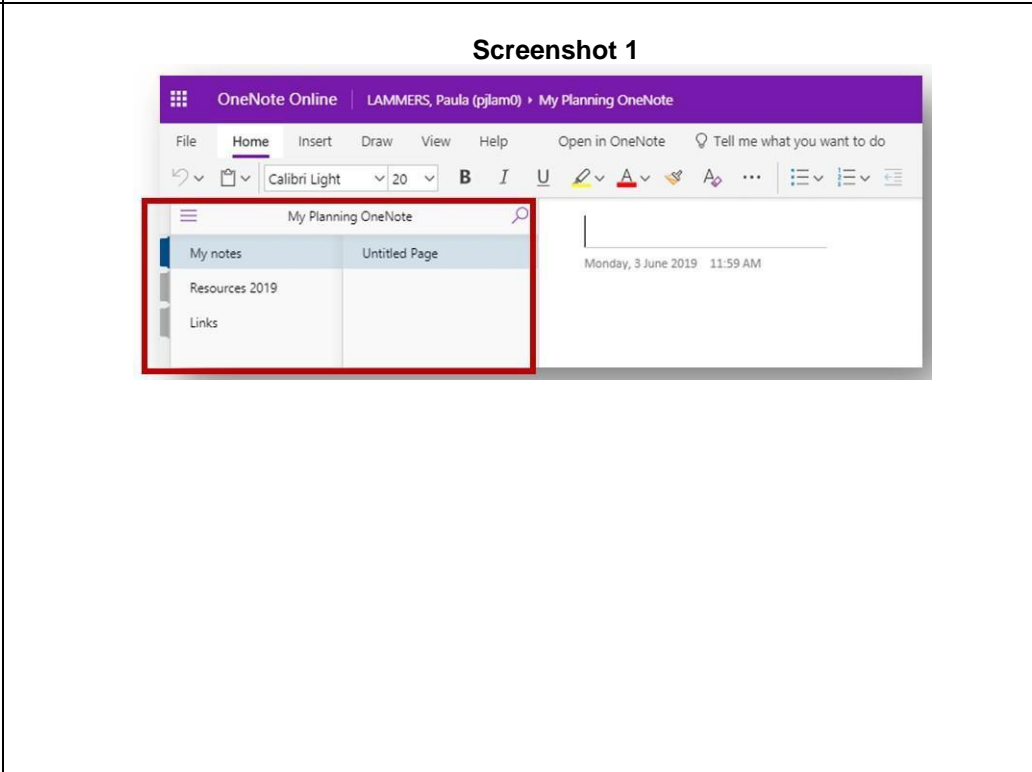
Screenshot 1



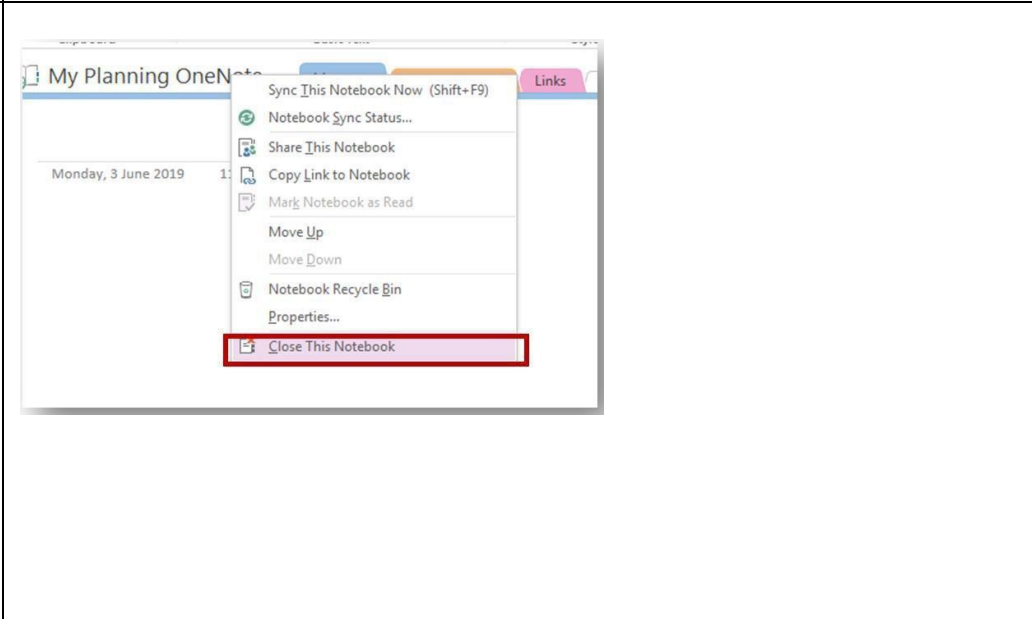
- (Screenshot 2) Select **Copy**
- Check the section has copied across
- Repeat for all sections you wish to copy.



5. Check content has successfully copied between Notebooks
- To check the content has copied from the local OneNote Notebook to the new OneNote Notebook and syncing online:
- Return to the browser and check the sections and content you have copied are all online and have synced.
- You now have a new OneNote Online in your OneDrive for Business file library holding the content you needed.



- You may wish to close the original, locally saved OneNote Notebook if you no longer need to use it. Closing a Notebook doesn't delete it.
- To close a OneNote Notebook in OneNote 2016:
- Right click on the name of the OneNote Notebook in the left Panel
 - Select **Close this Notebook.**




Part 3: Setting up, using and sharing the HAT and LT OneNote Template:

The following section provides advice about how to set up and use your template, complete your template, export your Notebook and then Zip the Notebook as a file to share.

Details about how to upload your Zipped Notebook file to the Queensland College of Teachers (QCT) portal will be provided within that application portal.

| STEP | ACTIONS / INSTRUCTIONS |
|---|---|
| <p>A. Setting Up, Using and Completing Your Template</p> | <p>Introduction Tab (minus the Contents page which we recommend completing last – see instructions below)</p> <ol style="list-style-type: none"> 1. Applicant Profile: Complete the applicant profile tables 2. Evidence Map: Open and complete the interactive evidence map or, if you have already previously completed the map, delete the map .pdf file and attach your completed map 3. Principal Delegation (if applicable): attach the signed, scanned principal delegation form. If not applicable, delete this page. <p>Written Statement</p> <ol style="list-style-type: none"> 1. Attach your completed written statement (up to 3 A4 pages in length) <p>Evidence Sets</p> <ol style="list-style-type: none"> 1. Name the evidence set 2. Tick the Standards and Descriptors table for each evidence set 3. Name the artefacts and amend (add or delete) the number of pages required to reflect the number of artefacts in each evidence set. 4. Write/attach your annotations for the evidence set either to the evidence set page or to each artefact page. <p>Individual Artefacts</p> <ol style="list-style-type: none"> 1. Name and number each of the individual artefacts 2. Tick the Standards and Descriptors table for each artefact. 3. Write/attach your annotations for each artefact. 4. Amend (add or delete) the number of pages required to reflect the number of artefacts. <p>Observations</p> <ol style="list-style-type: none"> 1. Complete the Observation 1 and Observation 2 tables and attach your classroom observation files. 2. You can annotate these either within the classroom observation, write annotations on the OneNote page or attach annotations separately. |



| STEP | ACTIONS / INSTRUCTIONS |
|--|---|
| | <p>Lead Initiative (Lead applicants only)</p> <p>1. Attach your completed Lead Initiative Description file (up to 2 A4 pages in length).</p> <p>Referee Statements and Contact Details</p> <p>1. Attach your completed Referee Contact List file.</p> <p>2. Attach between 3 and 5 completed, signed and scanned referee statement files.</p> <p>Introduction Tab</p> <p>1. Contents page: add your name and update the table of contents to reflect the name of evidence sets and artefacts. Delete or include additional rows or columns as required (right click on the table and select "Table" from the drop down menu).</p> <p>2. Check all existing internal hyperlinks in the coloured header row provided for sections and pages to make sure they work. The hyperlinks may have broken if the corresponding page name has been changed. To fix this, edit the internal hyperlinks using the following step.</p> <p>3. To edit internal hyperlinks</p> <ul style="list-style-type: none"> - Go to the relevant section or page title in the menu bar - Right click > Select "Copy link to page" - Paste link to contents page table - If required, format link text e.g. font size <p>4. Add hyperlinks for new sections that are added into the coloured header row. Note: It is not recommended to use internal hyperlinks to every page in your Portfolio Notebook as there will be dozens of links that will need to be managed and page names may become too long for hyperlinks to be reliable.</p> |
| <p>B. Export and zip your Notebook as a file to share</p> | <p><u>From a device specific version of OneNote</u></p> <p>For a Windows Version of OneNote</p> <p><i>To export and share your portfolio on a Windows device, the following steps must be completed in the 2016 version of OneNote.</i></p> <p>1. Open your portfolio in OneNote 2016. If this is not your default version of OneNote, it can be found using the search  feature near the Windows start button.</p> <p>2. File > Export/Save As > Export/Save Current: Notebook > Select/Save File format: OneNote Package (*.ONEPKG) > Export/Save to your download folder, desktop, H drive, C drive, etc.</p> <p>3. If the file is larger than 2GB, you must zip the file before it is uploaded as this is the maximum file size. To Zip a file right click on the file > Send to > Compressed (Zip) Folder. If the file is smaller than 2GB, we recommend that you zip it anyway.</p> <p>4. If you have individual files (eg. PDFs, video files, etc) as well as your OneNote file, these must be zipped with the OneNote file before the zip file is uploaded to the QCT Portal. Please name and number any individual</p> |



files within the zip file so that it is easy for assessors to identify them.

For a Mac Version of OneNote

1. Go to [OneNote Online](#) and enter your Microsoft account credentials. Under **My Notebooks**, right-click the notebook and choose **Export notebook**.
2. From the screen that opens, click **Export**. Follow the dialog prompt and save your file to an appropriate local location – for example, “Downloads” or “Desktop”.
3. Each notebook you download should get saved in the ZIP file format.
4. The folder you have downloaded will include a number of files, for example “Introduction.one” “Evidence Set 2,one” “Open Notebook.onetoc2”, etc. The folder these files are contained in needs to be a .zip folder in order to load this up on the myQCT website. The myQCT website does not accept .one or .onetoc2 files. Also If you have individual files (eg. PDFs, video files, etc) not already captured in your OneNote, these must be zipped with the OneNote file before the zip file is uploaded to the QCT Portal. Please name and number any additional individual files (e.g. PDF or video files) in the zip file so that it is easy for assessors to identify them. Do not alter the names of the .one or .onetoc2 files as this will corrupt the notebook.
5. To create a .zip folder: right click on the folder containing all the files > select “Compress Items” > find the newly created.zip archive folder in the same directory.
6. If, after zipping the folder, it is larger than 2GB, you will be required to remove, reduce or resize some of the files or attachments within the files. Check the file size and quality of attachments, particularly photos, screen shots and long videos. Do you need to resize your photos? Could an excerpt of a video be provided instead of the whole video?
7. Once the file is zipped and under 2GB, upload the zipped portfolio using myQCT.

If, after zipping the file, it is still larger than 2GB, you will be required to remove, reduce or resize some of the documents or attachments within the OneNote file. Check the file size and quality of attachments, particularly photos, screen shots and long videos. Do you need to resize your photos? Could an excerpt of a video be provided instead of the whole video?



Part 4: Overview for Using the OneNote HAT and LT Portfolio Template

This part provides some tips for using OneNote including versions and user tips.

OneNote Versions

OneNote versions provide different functionality and user interfaces. To determine which version of OneNote you have, right click the OneNote icon and select properties.

The versions available which we recommend you use are:

| Version | Device | Platform | OneNote program name | Additional Notes |
|-----------------|---------------------|------------|---|---|
| Online | All | Office 365 | OneNote Online | <ul style="list-style-type: none"> Ensure the default is set for OneNote Online to open in OneNote for Desktop 2016 (Windows). Links to videos via media site (DoE): <ul style="list-style-type: none"> Video OneNote 2016: Setting the default Selecting 'Open in OneNote' will sync the online Notebook to a device specific version of OneNote. Edits to this Notebook will automatically save and sync to OneDrive when the device is connected to the internet. Even when working offline, edits to the Notebook will automatically sync to OneDrive the next time the device is connected to the internet. |
| Device-specific | PC, SurfacePro etc. | Windows | OneNote for Desktop 2016; OneNote for Windows 10 | |
| | Mac | macOS | OneNote for Mac | |



User Tips for OneNote

This guide provides some tips for using OneNote including versions and functions. More detailed information and support is available in the [Microsoft Quick Start Guide](#) relevant to your version of OneNote and the **Help Function** within your OneNote program.

| FUNCTION | ACTIONS / INSTRUCTIONS |
|---|--|
| Navigating to sections and pages | Select tabs for sections and pages in navigation menus to find portfolio content. OneNote menu locations vary depending on the version (down the side, or along the top). |
| Add content to a page in different ways | <ul style="list-style-type: none"> ○ Type anywhere on a page for a text box to appear. ○ Insert a file as file attachment e.g. Word (.docx), PowerPoint (.pptx), Excel, portable document format (.pdf), picturefiles (for example JPEG/JPG, PNG). A file attached to a page is a file embedded to a page. ○ Insert a file as file printout e.g. DOCX, PPTX, XLSX, PDF, JPEG/JPG. A file printout is an image of the file's pages that are pasted to the page. A printout provides options to add text box(es) or inking over the top. <ul style="list-style-type: none"> ▪ File printout will also automatically attach the file to the page, therefore when the attached file is edited the printout will automatically update when the page with the file is refreshed. <ul style="list-style-type: none"> - When a printout's file attachment on a Notebook page is edited and closed, the page will provide a prompt to be clicked to refresh the page. ▪ To avoid file printout moving on the page, right click on the printout to select 'set picture as background'. |
| Page content visibility | <ul style="list-style-type: none"> ○ Use sliders to scroll across the page to see all content <ul style="list-style-type: none"> ▪ Use right-side slider to scroll up and down page ▪ Use lower slider to scroll right and left of page ○ Recommended to set 'view' in top ribbon to 75–100% to ensure all content for each page is visible. |
| Saving your work | A notebook will automatically save when using any version of OneNote. |
| A4 page options for attachments and file printouts | It is recommended to insert Word documents or PDFs formatted to A4 to align with page counts recommended in AITSL's HAT and LT Guide to Certification. |
| Tables | You can use tables to organise content to avoid unwanted movement on a page. However, it's important to be aware that table functions in OneNote differ to Word e.g. cells cannot be merged or split, and adding columns will automatically resize a table's width and will therefore resize the width of all other columns. |



| FUNCTION | ACTIONS / INSTRUCTIONS |
|--------------------------------------|---|
| Video content recommendations | <ul style="list-style-type: none"> ○ Use one of the following video file types: MP4, WMV, AVI ○ Limit video file size up to 300 MB (approximately 3 minutes of video) <ul style="list-style-type: none"> ▪ limit video duration up to 3 minutes ▪ set standard definition 3:4 aspect ratio ○ Attaching video file(s): <ul style="list-style-type: none"> ▪ Embed the file on a page using the “Insert” function to select “File Attachment”, not file printout ▪ If there is an issue with an embedded video (i.e. accessibility or size), please do not embed the video file in the OneNote. Create a zip file and then put the OneNote portfolio file and video file/s into the Zip file. Then upload the Zip file into the QCT portal. Applicants are only allowed to upload one file, hence the requirement to create a zip file. Then, refer to the videos in the portfolio of evidence using the same file name that is used for the video in the folder. Refer to Section 1 of the Guide for more information. ○ It is not recommended to use video with hyperlinks to access video files e.g. desktop, H drive, C drive, OneDrive. File pathways for video links may not be accessible to others who view a Notebook outside of the specific environment in which it was made. ○ Name videos and indicate duration, e.g.: <ul style="list-style-type: none"> Video to support this artefact - Video file name: StudentFeedback1.avi - Video duration: 2:14 |
| Printing | If you wish to print part of your Notebook to share it with a referee, the printing dialogue box provides options such as scale Notebook page to fit paper size and select preferred orientation (e.g. portrait, landscape). |
| Word count function | OneNote does not provide a word count function. If you wish to do a word count of your text, you will need to copy it to Word and then select Word Count from the Review ribbon. |

If you require further technical assistance after following the steps in this guide, please contact the IT Service Centre on **1800 680 445**.

