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. Alternatively, you may use the QCT iTunesU template.

- For the best experience with the OneNote package and template, please use a Windows device with OneNote for Desktop versions 2010, 2013 or 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.

Part 2: Downloading OneNote Templates

Create a new folder for Notebook in OneDrive for Business

1. Using MIS ID, login Office 365 and then open your OneDrive file library.

2. Create a new folder and use a name that will become the new OneNote Notebook file name. We recommend using a short file name, eg JJonesLT19.

Download and Save Notebook

3. Find the email from qcechaltprogram@qcec.catholic.edu.au that has the OneNote template attached (you will have been sent either HAT or LEAD depending on the career stage you nominated in your Notification of Intention to Apply form.

4. Browse and select a location to save the Notebook template to (for example, Desktop, your H drive etc.)

Extract Notebook Contents

5. Go to the downloaded zip folder and extract the Notebook contents by right-clicking the zip folder then.

Windows: select 'Extract all', browse and select location (eg desktop, H drive), select 'Extract'

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

6. 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.
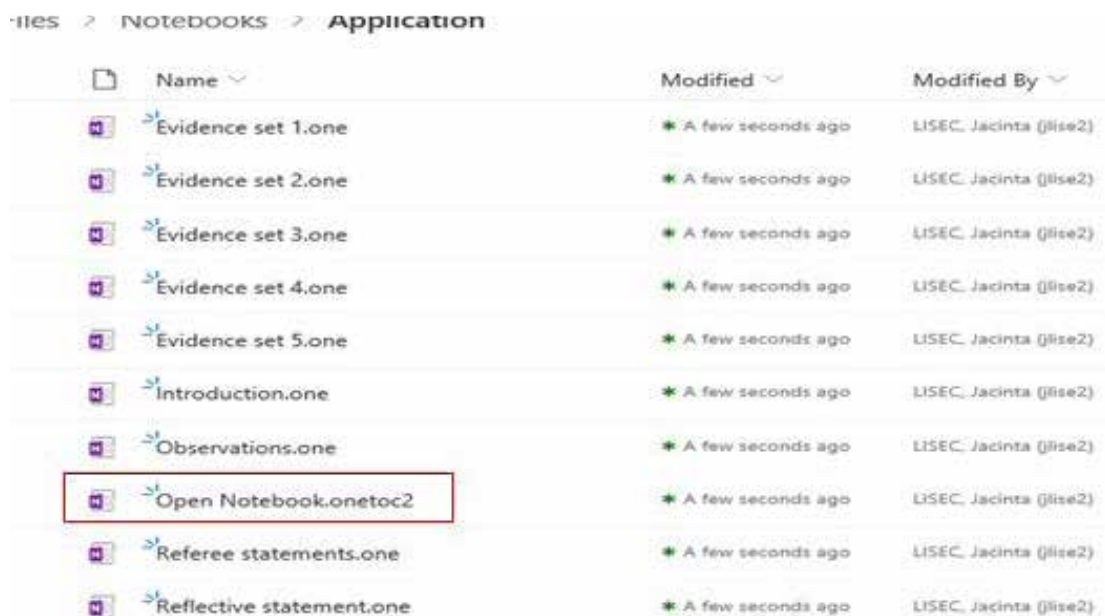
Copy Notebook Contents to New Folder in OneDrive

7. Select all the files in the folder shown above to copy to the newly created folder in OneDrive, using one of the options below:

- From a device location, click and drag selected files into OneDrive folder; or

- In OneDrive, select 'Upload' from the top menu to browse for the location where the files have been saved to.

Open and Sync Notebook

8.   In OneDrive, open the newly created folder where the Notebook contents were copied (Diagram 3).

9.   Select the file with extension '.onetoc2' which will open the Notebook in OneNote Online (Diagram 3).

10. In Notebook Online, select 'Open in OneNote' in the top menu to sync the Notebook to the device specific OneNote on a Windows or Mac device. This process will:

•   Sync the Notebook from OneNote Online to a device specific OneNote

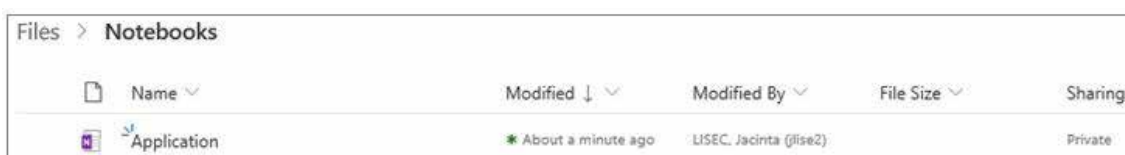•   Convert the folder of files in OneDrive to a single Notebook file (Diagram 4).

Notebook files saved to one drive

	Name ∨	Modified ∨	Modified By ∨
	Evidence set 1.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Evidence set 2.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Evidence set 3.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Evidence set 4.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Evidence set 5.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Introduction.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Observations.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Open Notebook.onetoc2	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Referee statements.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)
	Reflective statement.one	☀ A few seconds ago	LISEC, Jacinta (jlise2)

Notebook converted to a single style

Files > Notebooks

	Name ∨	Modified ↓ ∨	Modified By ∨	File Size ∨	Sharing
	Application	⁕ About a minute ago	LISEC, Jacinta (jlise2)		Private

Using a Windows or Mac device

Edit Notebook

11. Using a device of your choice, go to OneDrive to open the Notebook and select 'Open in OneNote'. This process will sync the Notebook from OneNote Online to a device specific version of OneNote.

12. Edit the Notebook using the device specific version of OneNote. Each version of One-Note 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. If you experience difficulties using OneNote for desktop or Mac, try using OneNote online.

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
A. Setting Up, Using and Completing Your Template	**Introduction Tab - minus the Contents page which we recommend completing last – see instructions below** 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. **Written Statement** 1. Attach your completed written statement (up to 3 A4 pages in length) **Evidence Sets** 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. **Individual Artefacts** 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.

STEP	ACTIONS/ INSTRUCTIONS
A. Setting Up, Using and Completing Your Template	**Observations** 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. **Lead Initiative (Lead applicants only)** 1. Attach your completed Lead Initiative Description file (up to 2 A4 pages in length). **Referee Statements and Contact Details** 1. Attach your completed Referee Contact List file. 2. Attach between 3 and 5 completed, signed and scanned referee statement files. **Introduction Tab** 1. Contents page: add your name and update the table of contents to reflect the name of evidence sets and artefact Delete or include additional rows or columns as required (right click on the table and select "Table" from the drop down menu). 2. Check all existing internal hyperlinks in the coloured header row provided for sections and pages to make sure they work. 3. To edit internal hyperlinks - 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 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*

STEP	ACTIONS/ INSTRUCTIONS
B. Export and zip your notebook as a file	**From a device specific version of OneNote** 1. 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. 2. 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. 3. 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 files with in the zip file so that it is easy for assessors to identify them. 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 (ONO)	• Ensure the default protocol is set for OneNote Online to open OneNote for Desktop 2013 or 2016 (Windows). • 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.

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

VERSION	DEVICE	PLATFORM	ONENOTE PROGRAM NAME
Device specific	PC, Surfa-cePro etc	Windows	OneNote for Desktop 2013 or 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	o Type anywhere on a page for a text box to appear. o Insert a file as file attachment e.g. Word (.docx), PowerPoint (.pptx), Excel, portable document format (.pdf), picture files (for example JPEG/JPG, PNG). A file attached to a page is a file embedded to a page. o 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. 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. - 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'.

User Tips for OneNote continued...

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	o Type anywhere on a page for a text box to appear. o Insert a file as file attachment e.g. Word (.docx), PowerPoint (.pptx), Excel, portable document format (.pdf), picture files (for example JPEG/JPG, PNG). A file attached to a page is a file embedded to a page. o 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. ▢ 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. - 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 print out to select 'set picture as background'.
Page content visibility	o Use sliders to scroll across the page to see all content ▢ Use right-side slider to scroll up and down page ▢ Use lower slider to scroll right and left of page o 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.