Guide to using the HAT & LT OneNote template for certification applications

This guide, developed by the Queensland College of Teachers (QCT), helps teachers use the HAT & LT OneNote template to create their certification application. The QCT does not provide technical support for the template (please contact your employer for assistance).

The HAT & LT OneNote template, designed in OneNote 2016, allows teachers to create and export standalone certification applications. Applications must be submitted as standalone files, not as cloud or network-based links.

The template is in ONEPKG format, which is incompatible with Mac versions of OneNote. Therefore, Mac users are advised not to use OneNote for their application.

These instructions require a desktop version of OneNote on a Windows device. Screenshots provided may differ slightly from other OneNote versions and are for guidance only.

Download the **HAT LT Certification Application OneNote Template** from the *Application formats section* on the **Applicant Support Program** page.

How to create your certification application in OneNote

1. To extract the package, navigate to your downloaded file and double click on the HATLTCertificationApplicationOneNoteTemplate.onepkg file to extract.
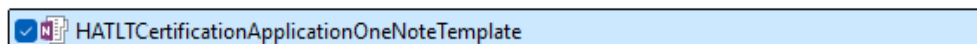

Figure1: OneNote package file

2. It is recommended that you extract the OneNote template to a local drive on your computer (e.g. C:\ or D:\ drive) or a school network drive (e.g. H:\ or G:\ drive). If you extract the template to your OneDrive or SharePoint, your OneNote application will be uploaded to Microsoft's OneNote cloud.

3. Create an appropriate folder for your OneNote template.
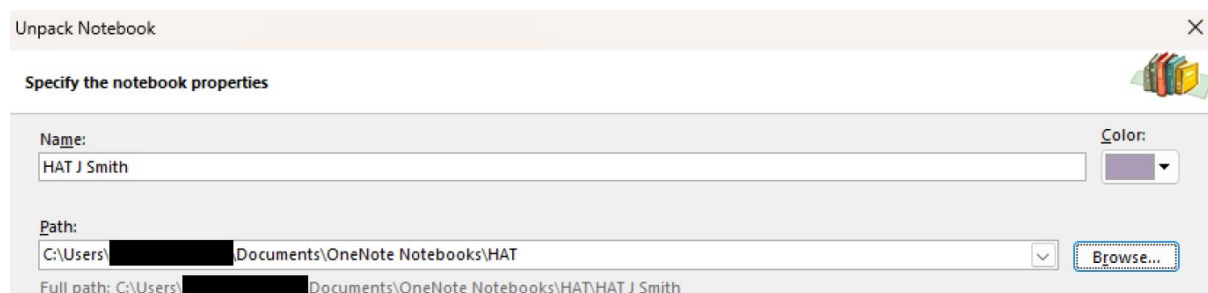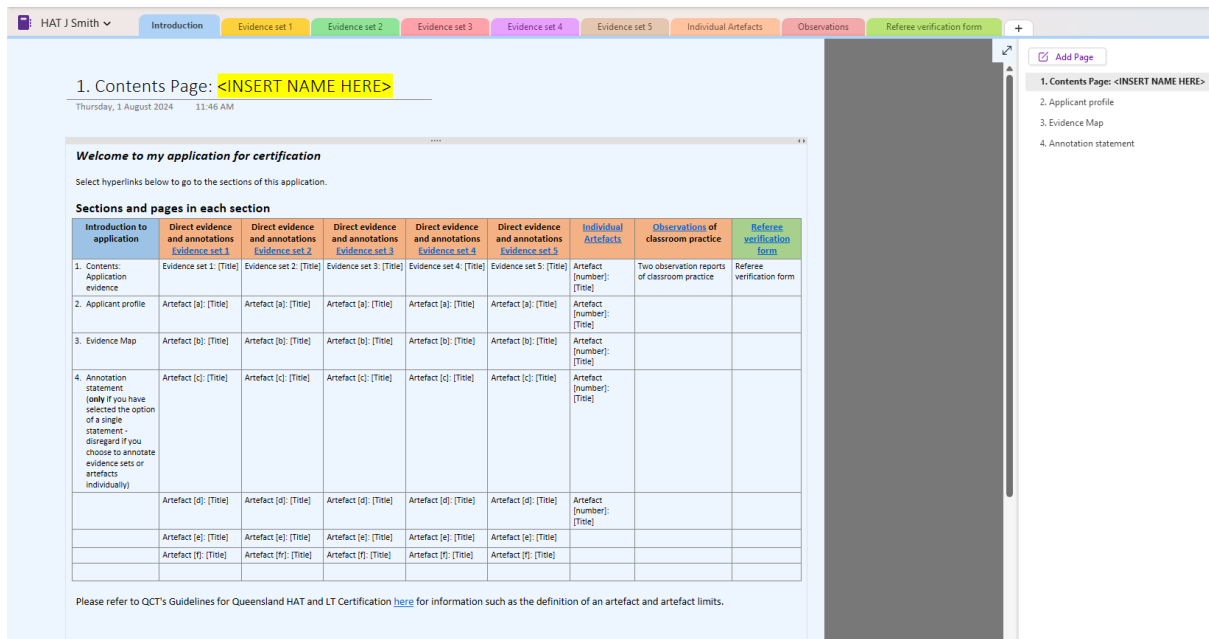   e.g. HAT and appropriate file name e.g. HAT J Smith and press *Create.*

Figure 2: Extract OneNote package file

4. Once extracted, you will have the OneNote template in your specified location to complete your application.

Figure 3: Extracted OneNote template

5. To avoid losing data, regularly back up your work as you complete the template. If the OneNote template is saved on a local or network drive, ensure you also back it up to an external storage device or another location.

6. To export your application as a standalone package for submission, open it in the desktop version of OneNote. To do this, go to the ribbon or menu bar, select *Editing > Open in Desktop*.
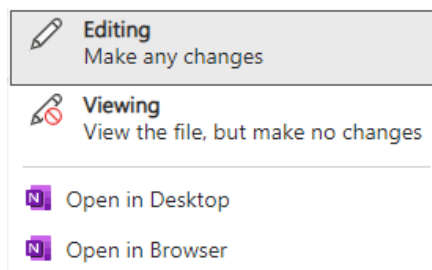

Figure 4: Open in Desktop

7. With the OneNote application opened in the desktop version, select *File > Export* from the menu.

8. Select *Notebook* from *1. Export Current* and *OneNote Package (*.onepkg)* from *2. Select Format* and select *Export*
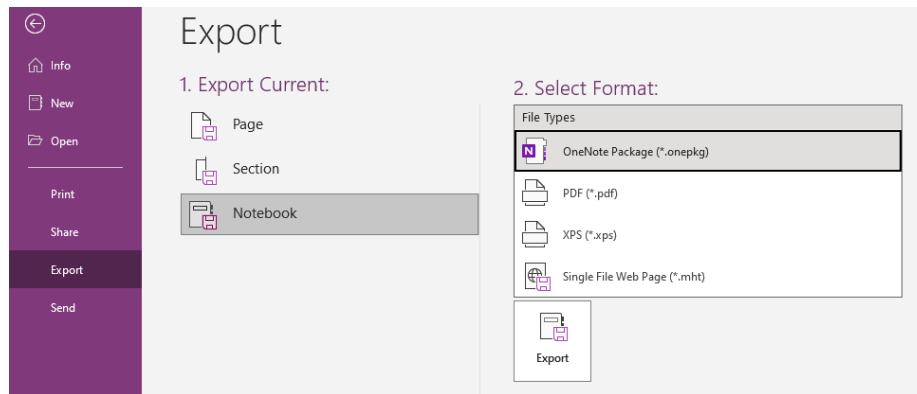

Figure 5 – Export OneNote Package

9. Choose a suitable location on your computer to save the exported file.

10. Once exported it is recommended that you test exporting your OneNote Package to ensure all information and files are included. To do this, follow steps 2 and 3 above.

11. Once you are happy with your OneNote application, you can upload it to **myQCT,** as per the QCT's application advice.