

## How to access student class work

The link below will open the Student SharePoint in the Online Learning folder.

<https://qedu.sharepoint.com/sites/2153/student/Shared%20Documents/Forms/AllItems.aspx>

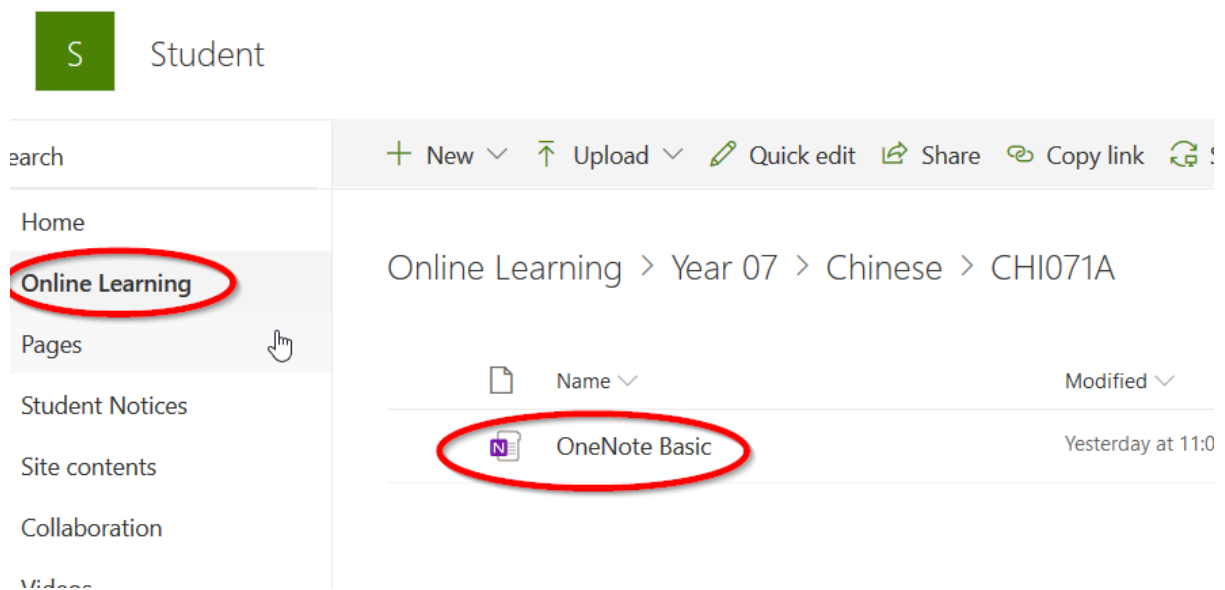
Students can find their class resources by:

1. Select the appropriate year level
2. Select the subject
3. Select the class
4. Click on the OneNote Basic file
5. The OneNote should now open providing an over view of the subject
6. The Term 2 page will have a calendar that lists the activities for the term
7. The links section may contain links to other resources that the teacher is using with their class. An example of online programs that may be used include One Note Classroom, Virtual Classrooms and Blackboard Collaborate.

Important information:

- To see and open the folders on the Student SharePoint a student needs to logon with their user name and password (non-school students or staff will not have access)
- The best browsers to use are: Firefox, Chrome, Microsoft Edge or Safari. Old versions of Internet Explorer may crash.
- The electronic device used by the student needs to have Microsoft OneNote installed. Microsoft One Note is free for students and will work on Laptops, Desktops, iPads and phones.
- See instructions at the end of the document for how students can access and download Microsoft OneNote for free.

## Student SharePoint



The screenshot displays the Student SharePoint interface. At the top left, there is a green square with a white letter 'S' and the word 'Student' next to it. Below this is a search bar. To the right of the search bar is a toolbar with icons for '+ New', 'Upload', 'Quick edit', 'Share', 'Copy link', and a refresh icon. The main content area shows a breadcrumb trail: 'Online Learning > Year 07 > Chinese > CHI071A'. Below the breadcrumb trail is a table with two columns: 'Name' and 'Modified'. The table contains one entry: 'OneNote Basic' with a modified date of 'Yesterday at 11:0'. The 'Online Learning' folder in the left sidebar and the 'OneNote Basic' file in the table are both circled in red.

Name	Modified
OneNote Basic	Yesterday at 11:0

OneNote | Student ▶ OneNote Basic

File Home Insert Draw View Help Open in app Tell me what you want to do

Calibri Light 20 B I U

OneNote Basic

Subject Overview Subject Overview

Term 1

Term 2

Term 3

Term 4

Links to Online Progra...

## Subject Overview

Friday, 27 March 2020 2:29 PM

YEAR SEVEN CHINESE	
TERM ONE	TERM TWO
<p><b>Description</b> This unit focuses on numbers and daily greetings.</p> <ul style="list-style-type: none"> <li>Understand the Chinese number system and Zodiac</li> <li>Exposed to Chinese festivals, such as Chinese New Year and Lantern Festival.</li> </ul> <p>从一到十（延伸到） 百，你好，很，好，谢 谢，再见，谢谢你，不</p>	<p><b>Description</b> This unit focuses on asking/talking about your family.</p> <ul style="list-style-type: none"> <li>Introduce themselves and family members</li> <li>Asking someone's name and age</li> </ul> <p>姓，什么，叫，名字， 家，有，没有，几个人， 岁，认识，高兴，哥 哥，姐姐，弟弟，妹妹， 爸爸，妈妈，吗，你家， 我家，他，她</p>

OneNote | Student ▶ OneNote Basic

File Home Insert Draw View Help Open in app Tell me what you want to do

Calibri Light 20 B I U

OneNote Basic

Subject Overview OneNote Student Classroom

Term 1 eLearn Virtual Classroom

Term 2 eLearn Collaborate/iConnect

Term 3 iSee VR Video Classroom

Term 4

Links to Online Progra...

## OneNote Student Classroom

Friday, 27 March 2020 2:31 PM

[Year 7 Chinese Online Learning](#)

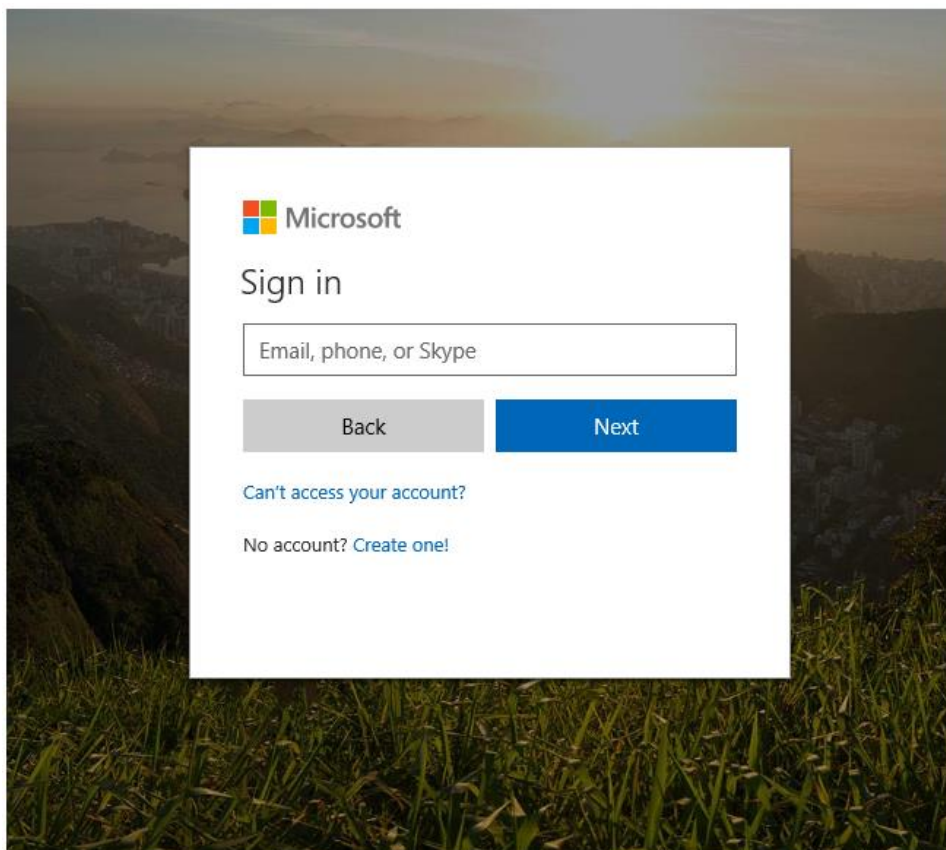
## How to install Microsoft OneNote

***Please be aware that not all apps are downloadable e.g. Microsoft Teams & Microsoft Forms***

### **Download, update to and install Office 365**

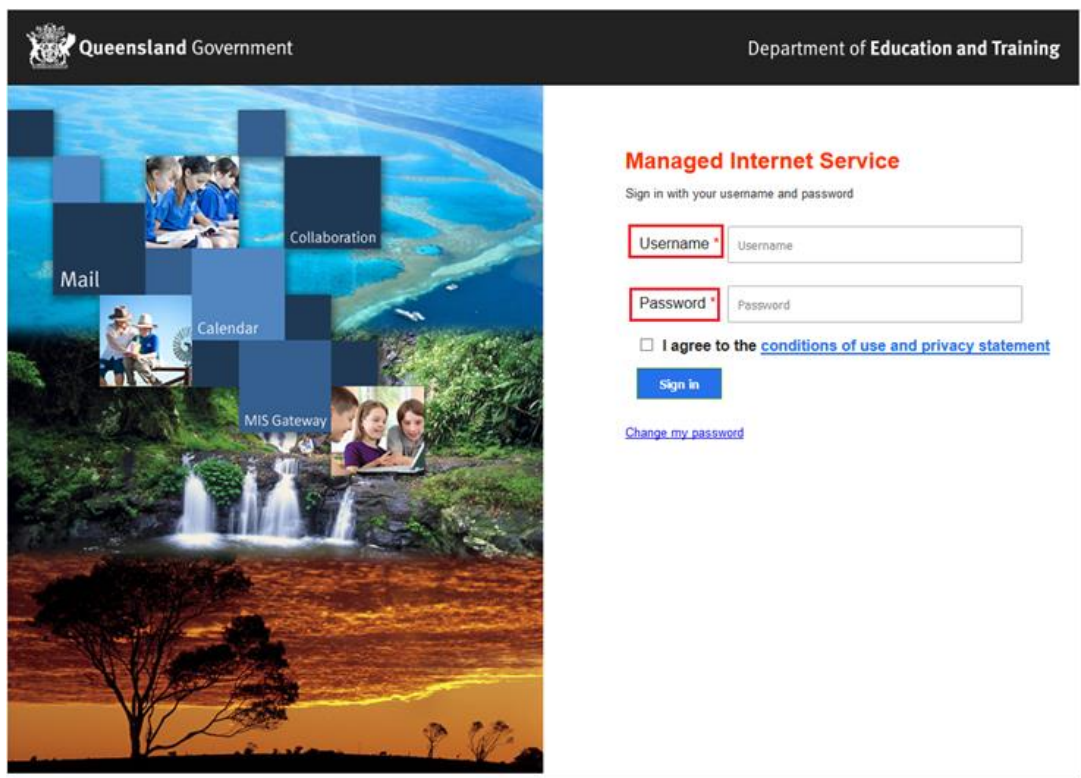
**Important Information:** This is not available to download from the School or Corporate networks, it must be done from home.

1. **Open** internet browser and **navigate to** <http://office.com>
2. In the top right corner **click** on "Sign in"
3. In the Username field, **type** in your EQ (e.g. [jsmith1@eq.edu.au](mailto:jsmith1@eq.edu.au)) or QED (e.g. [joe.smith@qed.qld.gov.au](mailto:joe.smith@qed.qld.gov.au)) email address and **click** "next".

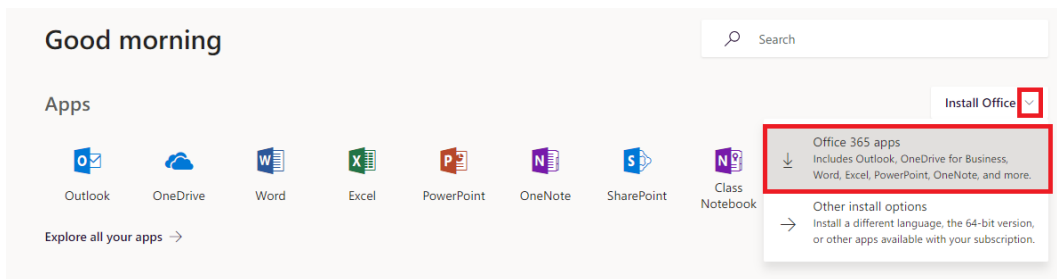


4. You will be prompted for your username and password on the online authentication page. Type your username and password.

5. **Click** Login



6. In the top right corner, click on the "Install office apps" then "Office O365". If you cannot see this install button then you need to log a job to have the Office ProPlus license applied to your account via [Services Catalogue Online](#)

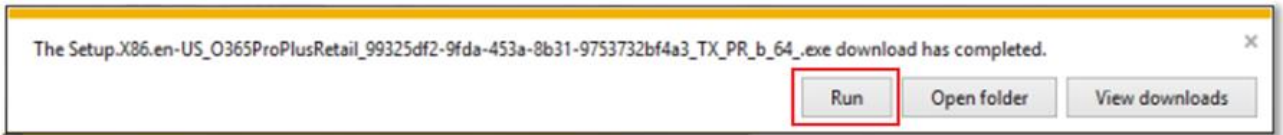


7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

8. **Click** on 'Save'. The file will automatically begin to download.

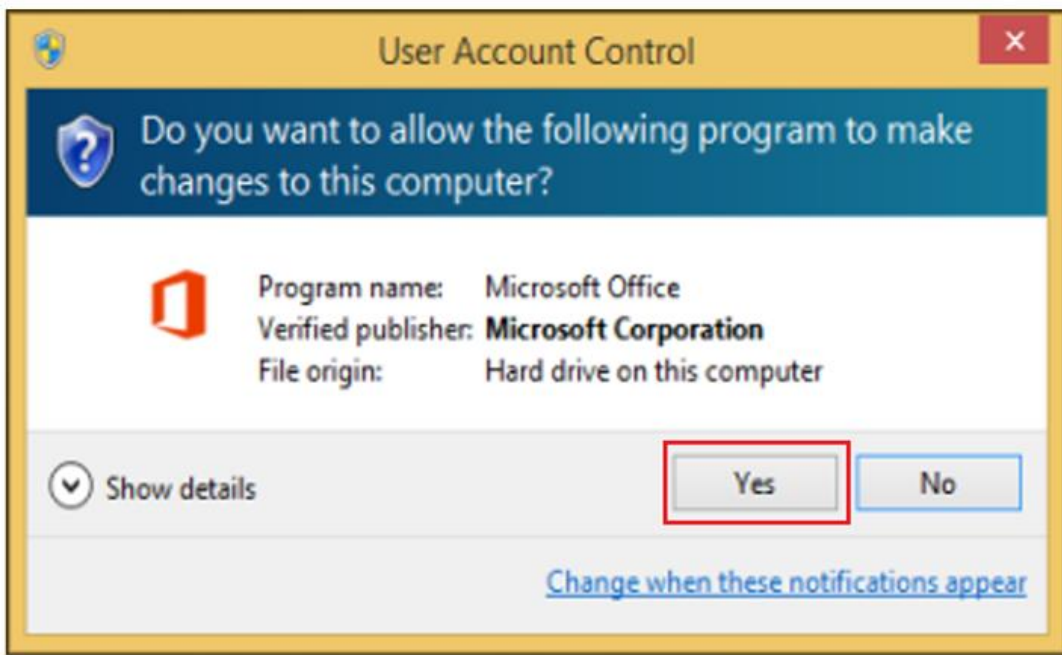


9. When the file has completed downloading, **click** on 'Run'.

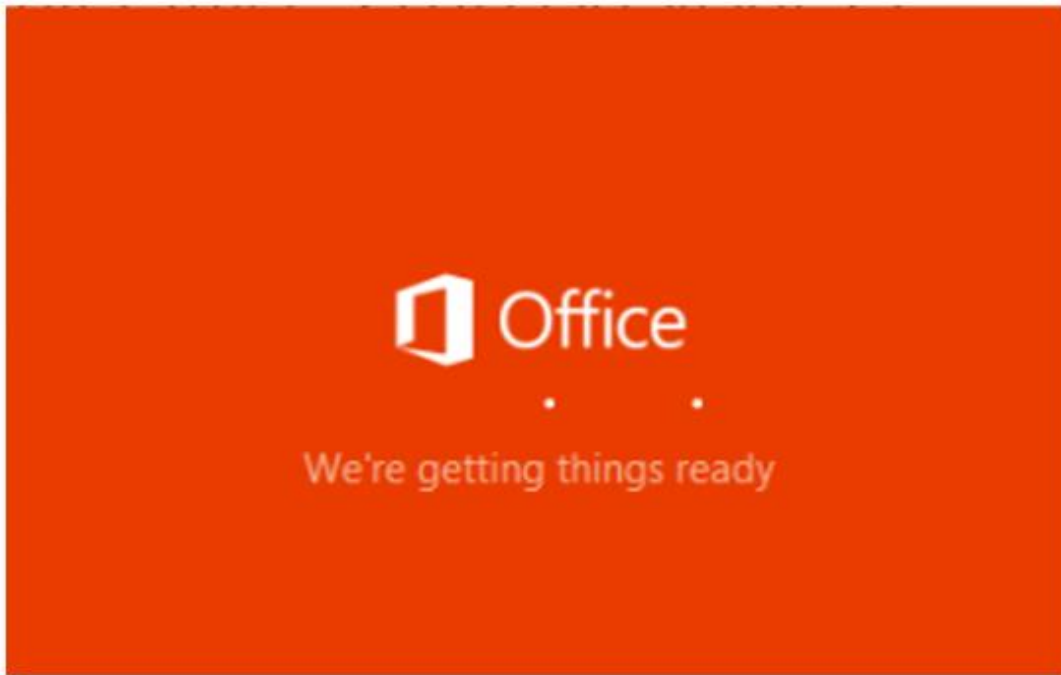


Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.



11. Office will start downloading.

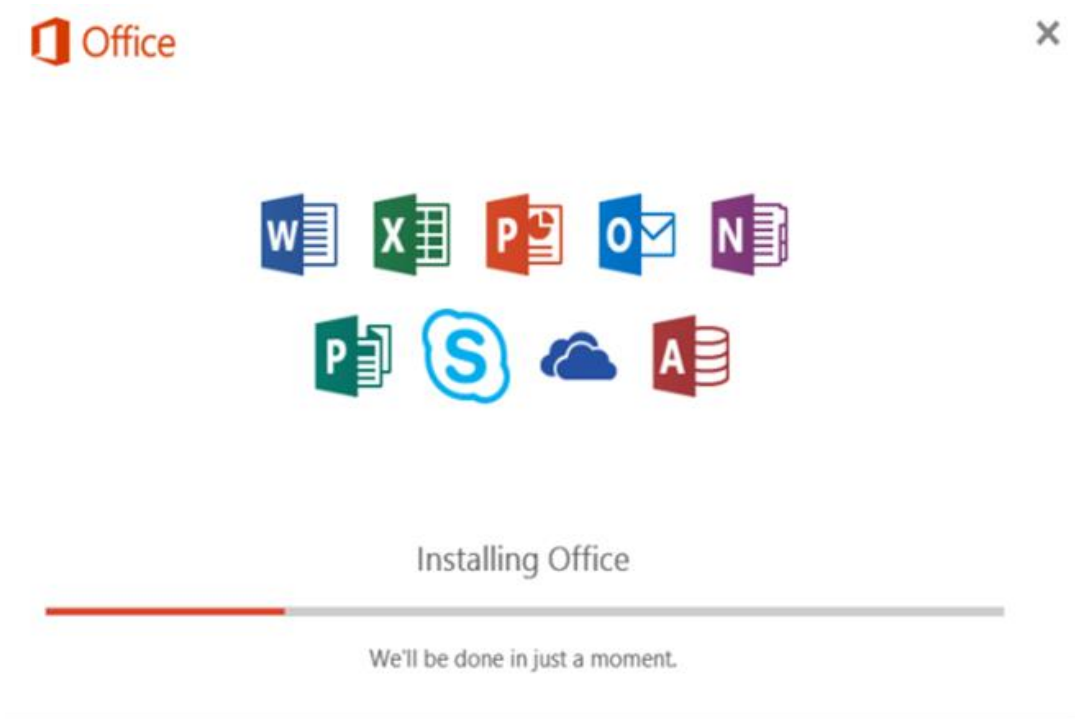


You will also see the office icon pop up on the task bar.

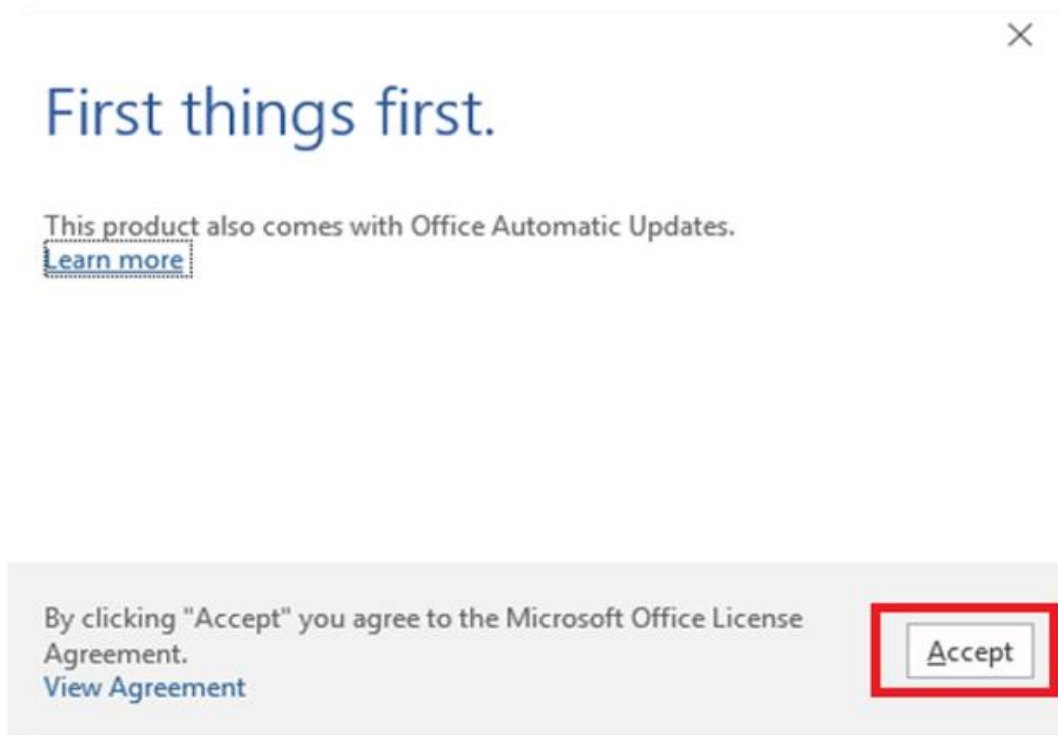


12. Office 365 will start to install onto your computer, wait for this to finish.

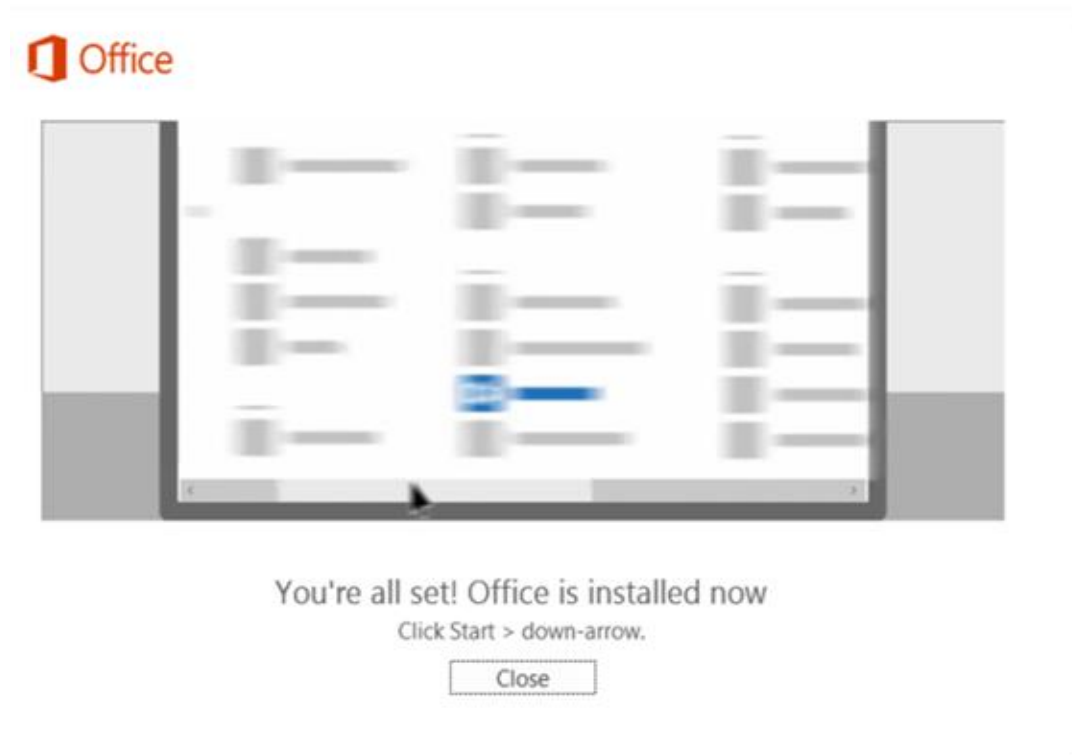
**Note:** If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.



13. You will be prompted with the Microsoft Office License Agreement. **View Agreement** and **click Accept**



14. After Office 365 finishes installing, a message will appear to inform it has completed. Click 'Close'.



After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq (school account) or @qed (corp account).

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school staff member, or employed by the department (corp).

For staff, contact the Service Centre by logging a job or calling 1800 680 445 if you have any issues with downloading or installing Office 365 . Students should contact their school technician or MIS administrator.