



# OneNote ePortfolio

A Guide for Parents & Guardians

This year, your child's teacher has set up a OneNote notebook to collect and share examples of your child's learning. You are invited to explore and comment on your child's work in their OneNote Notebook. Here is how to access your child's Notebook:

- 1) **Log in to your child's Office 365 account from an internet browser using their email address and password.**

Username for students are their email address. They follow the structure:

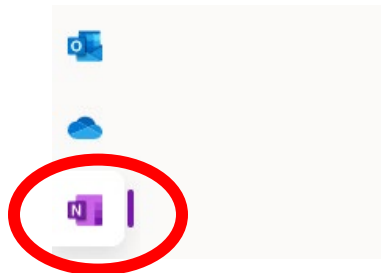
**pupil number@edu.burnabyschools.ca**

e.g.

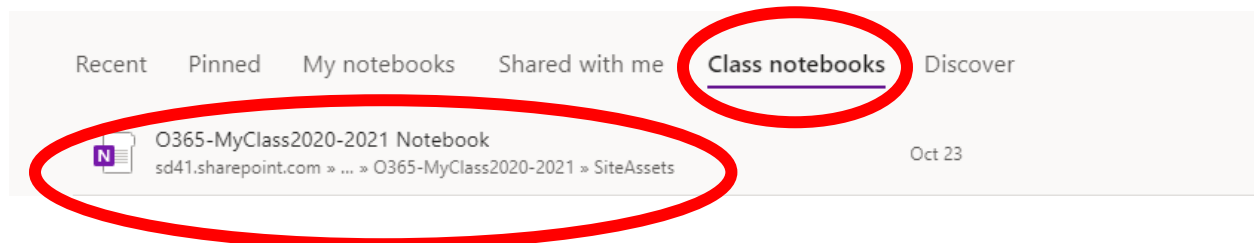
234534@edu.burnabyschools.ca

Passwords would have been issued by the school and are the same as the one they log into the school computers with. If you do not know your child's password, contact their teacher.

- 2) Open the **OneNote** program form the Office 365 homepage.



- 3) Click on the "Class Notebooks" tab and then click the name of the One Note Notebook to open it up:



In the Class Notebook, click on your child's Name to view their individual portfolio (in the first column). Their portfolio is organized into sections and pages. Sections are shown in the first column, and content pages are listed in the second. Can click on a page to open it up for viewing.

Sections	Pages
Welcome	Core Competency - Thinki...
> _Collaboration Space	Thinking Critically
> _Content Library	Scientific Thinking
▼ Student A	Core Competency - Person...
Term 1	Who am I?
Term 2	Being Kind
Term 3	Core Competency - Comm...

To add comments on your child's portfolio, click on the page you wish to comment on and then click your mouse anywhere on the page to create a text box. Type your comment into the text box. OneNote will automatically save your comments.

