

## OneNote & Teams – Submitting Work to Teacher

This guide will show you how to submit work to OneNote and videos to Teams via your iPad and student laptop(s).

If you have more than one student, please also see **page 3** of this guide for steps on how to switch between multiple student EdPass email accounts quickly and efficiently in the OneNote and Teams iPad apps.

### iPad – Submitting Work in OneNote

1. Download the **OneNote app** from the app store, open it, and sign in using a **student EdPass email account**
  - a. Student EdPass email accounts look like this: *firstname.lastname###@schools.sa.edu.au*
  - b. If you don't know your login details, please contact SOTA
2. Tap the **More Notebooks** button in the top left
  - a. If you can't see *More Notebooks*, press the **back button** < near the *top left*
  - b. You may also see a *Notebooks tab* at the *bottom*; if so, tap it to view more notebooks
3. In the *Open More Notebooks* menu, find the **SOTA (GRADE) 2024 Notebook** and tap it
4. Once it's finished loading, open the **Student Surname, Given Name** notebook, e.g., *Smith, John (School SA)*
5. Navigate to the **Subject** and **Week** for which you wish to submit work, e.g., *English, Week 4*
6. Tap anywhere inside the **free white space** under the **Subject Name Week #** to enable the *menus at the top*
7. Tap **Insert** at the *top* to begin submitting work
8. Tap **Camera** to take and upload photos using the iPad camera
  - a. Tap **Allow** and **Allow Full Access** if prompted
9. Press the **white circle** on the *right* to take a photo
10. After taking a photo, press **Add** in the *bottom left* or the **back arrow** in the *top left* to take more photos
11. When you have taken all your photos, press the **purple arrow** on the *right* to view the photos you've taken
  - a. **Swipe left** or **right** to change the photo you're currently viewing
  - b. Please **Rotate** (*circular arrow*) your photos to make viewing them easier for teachers
  - c. Tap **Delete** (*trash can*) in the *bottom left* to remove unwanted photos
12. When you're ready, tap **Done** > in the *bottom right* to upload your photos
13. You can also upload photos you've taken previously by tapping **Insert** > **Pictures**
  - a. Tap **each photo** you wish to upload and tap the **purple arrow** in the *bottom right* to continue
  - b. **Swipe left** or **right** to change the photo you're currently viewing
14. You can remove work in OneNote by tapping the image and tapping **Delete**
15. To force iPad OneNote to sync work, **swipe down** on the **list of subjects area** on the left side of OneNote
  - a. **Please wait patiently** for the **syncing progress circle** to disappear before closing OneNote

### iPad – Submitting Videos in Teams

1. Download the **Teams app** from the **iPad App Store**, open it, and sign in using a **student EdPass email account**
  - a. Student EdPass email accounts look like this: *firstname.lastname###@schools.sa.edu.au*
  - b. If you don't know your login details, please contact SOTA
2. Using the **Camera app** on your iPad, record a **video**
3. Once you have finished recording a video, close the *Camera app* and open the **Teams app**
4. With *Teams* open, tap the **Teams button** at the bottom and tap your **SOTA class** on the left
5. With your *SOTA class* open, tap **your name** under *Channels* in the middle
  - a. This is your **Private Channel**; only you and your teacher can see it
6. With your *Private Channel* open, tap the **purple circle** (*make a post*) in the *bottom right* to start a post
7. Give the post a **title** at the top, then click the **purple plus** (*add media*) in the *bottom left* to attach a file
8. Tap the **Media** (*photo*) button and then tap **Photo library** to add your previously recorded video
  - a. If prompted to *allow access*, tap **"Allow Full Access"** or **"Allow"**
9. Find your previously recorded video(s) and tap them to select them for uploading
10. Tap the **purple tick** (*accept*) button in the *bottom right* to finish selecting the video(s)
11. When you're finished, tap the **purple arrow** (*post*) button in the *top right* to confirm your post

## Student Laptop – Submitting Work in OneNote

1. Open the **OneNote** desktop app on your computer
  - a. If you can't find the OneNote app, download it from <https://www.onenote.com/download>
  - b. **Do not use** the "OneNote for Windows 10" app; if you have this installed, please uninstall it
  - c. **Guide:** <https://support.microsoft.com/en-au/windows/uninstall-or-remove-apps-and-programs-in-windows-4b55f974-2cc6-2d2b-d092-5905080eaf98>
2. If prompted, sign in using a student **EdPass email account**
  - a. If given the option, **untick** the **Allow my organisation to manage my device** box
  - b. Click **No, sign in to this app only**
  - c. Student EdPass email accounts look like this: *firstname.lastname###@schools.sa.edu.au*
  - d. If you don't know your login details, please contact SOTA
3. With OneNote open, click **File**, click **Open**, and click **SOTA (GRADE) 2024 Notebook** under *Notebooks*
  - a. If you're having trouble, please see the guide **OneNote – Change View & Add Class**
4. Navigate to the **Subject** and **Week** to which you wish to submit work
  - a. For example: *English, Week 4*
5. **Left-click** anywhere inside the **free white space** under the **Subject Name Week #**
6. Using the menus at the top, click **Insert > File Printout**, and find the file you wish to upload
  - a. Alternatively, click **Pictures > From File** to upload photos from your computer
  - b. You can also click **Pictures > Camera** to take photos and videos using your laptop webcam
7. To capture photos and videos using your laptop webcam, search for and open the **Camera app** on your laptop
8. With the *Camera app* open, click the **Take Video** (*video camera*) and **Photo** (*digital camera*) buttons on the right
9. Captured videos and photos can be found inside the **Camera Roll** folder in your **Pictures** folder
10. **To force Windows OneNote to sync work**, click **File** (*top left*) > **Info** (*top left*) > **View Sync Status** (*right*) > **Sync All**
  - a. **Please wait patiently** for OneNote to complete syncing before proceeding

## Student Laptop – Submitting Videos in Teams

1. Open **Teams** on your laptop, click the **Teams menu** on the left, and open your **SOTA class** in the *middle*
2. Open your **Private Channel** (*Firstname Lastname*) in the middle; only you and your teacher can see this channel
3. Click the purple **Start a post** button at the bottom, give it a **subject** (*title*), and click the **paperclip** (*attach files*)
4. Click **Upload from this device**, locate the video(s) on your computer, select it, and click **Open**
5. When you're finished, click **Post** in the *bottom right* to finish uploading the video(s)
6. See steps **7 through 9** in the section above to capture videos and photos using your laptop webcam

## Transferring Files from iPad to Student Laptop

1. Plug your iPad into the computer using the supplied USB cable
2. If the iPad prompts you to **Trust This Computer?**, tap **Trust** and enter your iPad passcode
3. On your computer, open your **File Explorer** (*yellow folder with blue binder*) or **This PC**
4. Locate your **iPad** under **This PC** on the left or in your list of **connected devices**
5. **Double-click** your iPad to open it, **double-click** the **Internal Storage**, and locate your photos and videos
6. Copy these files to your computer and upload them to **OneNote** or **Teams** following the steps above
7. Alternatively, open OneNote, insert a file, and navigate to your connected iPad to upload the file directly

## Scanning Work to Laptop and iPad

Please see the guide titled "**Printer – Scanning to Computers, Mobile Devices and Google Drive**" for steps on how to scan documents to your devices.

Once you have scanned the file to your device, follow the **iPad** or **Student Laptop** sections of this guide above for steps on how to submit the scanned work to OneNote.

If you are having trouble scanning documents, please see the guide titled "**Printer – Wireless & Laptop Setup**" for steps on how to install the printer software on your computer and connect it to your home wireless network.

## Switching Student Accounts on iPad

Only one EdPass account can be logged into the Teams and OneNote iPad apps at any time due to Department for Education policies. Additional accounts **cannot be added** – you will encounter errors if you attempt to do so.

This guide will show you how to quickly switch between accounts in the OneNote and Teams iPad apps.

To save time, it is recommended to log into OneNote and Teams using the account for your first student, capture and upload all necessary schoolwork for this particular student, follow the guide below to switch accounts to your next student, and then repeat the process for each individual student until all work is submitted.

### OneNote

1. Open the **OneNote app** on your iPad
2. In the *top-right* of the *OneNote app*, tap the **gear icon** (*Settings*)
3. At the *top* of the *Settings menu*, tap the **account name/email**
  - a. If already signed out, tap **Sign In** and proceed to Step 5
4. In the top right of the *account menu*, tap **Sign out**
  - a. Do not tap **Add Account**, as this will not work
5. At the top of the *Settings menu*, tap **Sign In**
6. On the *Microsoft login page*, enter “**@schools.sa.edu.au**”, as this will suffice to access the *EdPass login portal*
  - a. There is no need to enter a student’s full EdPass email address
  - b. You can enter a full email address, but entering just the domain (*@schools.sa.edu.au*) will save time
7. On the *Search for your site window*, type **Open** in the *search box*, tap **Open Access College** and then **Continue**
  - a. Do not select *Open Access College: Port Augusta School of the Air*, as this will not work
8. Enter the following details and tap **Sign In**:
  - a. **Username**: The student’s *six-digit Student ID* (the one you use to log into Daymap)
  - b. **Password**: The students’ *Daymap password* (usually date of birth backwards, YYYYMMDD)

### Teams

1. Open the **Teams app** on your iPad
2. In the *top left* of the *Teams app*, tap the **letters or picture** to open the *Account menu*
3. In the *Account menu*, tap **Settings**
4. At the bottom of the *Settings menu*, tap **Sign Out** and then **Sign Out** again
  - a. Do not tap **Add account**, as this will not work
5. Tap **Use another account**
  - a. If you have logged in previously, tap an **existing student EdPass account** and proceed to Step 7
6. On the *Microsoft login page*, enter “**@schools.sa.edu.au**”, as this will suffice to access the *EdPass login portal*
  - a. There is no need to enter a student’s full EdPass email address
  - b. You can enter a full email address, but entering just the domain (*@schools.sa.edu.au*) will save time
7. On the *Search for your site window*, type **Open** in the *search box*, tap **Open Access College** and then **Continue**
  - a. Do not select *Open Access College: Port Augusta School of the Air*, as this will not work
8. Enter the following details and tap **Sign In**:
  - a. **Username**: The student’s *six-digit Student ID* (the one you use to log into Daymap)
  - b. **Password**: The students’ *Daymap password* (usually date of birth backwards, YYYYMMDD)

**IMPORTANT**: The **web versions** of Teams, OneNote, and other Microsoft apps accessible via internet browsers such as Chrome, Firefox, and Safari are missing some features and may be somewhat unreliable for live online lessons. If you must use the iPad for live online lessons, please use the Teams app if possible.