Microsoft OneNote is a digital notebook. You can keep a record of all your ideas and research for your project, and store all the relevant information, documents, links and files you create along the way in OneNote.

To help you get started with OneNote, download our template package to help structure your project and meet the criteria set out for the Victorian Games and Apps Challenge. Once you get started you can add or delete whatever you like from the template and make it your own, but it will help you to get into the really interesting work sooner - developing your Game or App! You'll find the template package at www.gac.global2.vic.edu.au/create/

First, OneNote will need to be downloaded onto all the computers that the project will be worked on. This might include school PCs, or Macs, and personal or school based laptops. It can be downloaded from www.onenote.com. Group members will all need a Microsoft Account/Windows Live ID in order to use OneNote. Your teacher will provide this.

For your group to get started you will need to nominate one member to download the template and set everything up for the rest of the team. Your group leader may like to volunteer for this. It is crucial to remember that everyone who edits your notebook will need to be connected to the internet.

- 1. Sync your OneDrive for Business to you desktop.
- 2. Login into Office 365 by going to http://portal.office.com using your Edupass login details.
- 3. Click on OneDrive



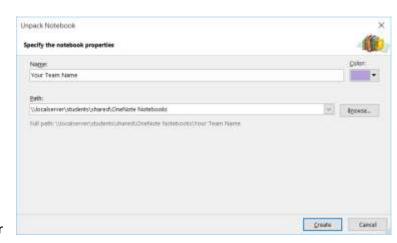
4. Sync OneDrive for Business to desktop.



5. This will then enable you to have access to your OneDrive for Business from File Explorer

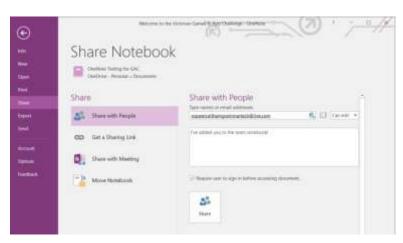


- Download the OneNote package file Template One Note.onepkg from here http://gac.global2.vic.edu.au/create/
- 7. Save the Template One
 Note.onepkg file to a
 suitable destination
 (OneDrive or OneDrive for
 Business) and then double
 click it to open it in
 OneNote. You will be
 prompted to name the
 notebook; we recommend
 something like Your Team
 Name. Now choose a folder
 to save it in.



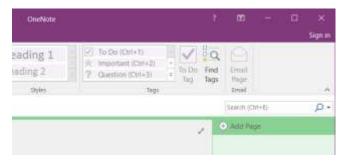
- 8. The tab on the left hand side should now be named 'Your Team Name'. The tabs in this panel indicate which OneNote notebook you are currently working on. After completing this instructional tutorial, you can delete any unwanted material.
- 9. Time to **share** your project with all the members in your group. Click the **'File'** tab at the top of the page and then **'Share.'**

When sharing your
OneNote notebook with
team members and your
teacher you will need to
add them using their
email address, ensuring
the box to the right of the
email address field says
'Can edit.' You can
include a personal
message to the team



member if you'd like. You may also want to check the box requiring your team member to sign in before they can access the notebook, just to keep it secure. When you're ready, click 'Share.' You will need to repeat this process for each team member in the group to give them all access.

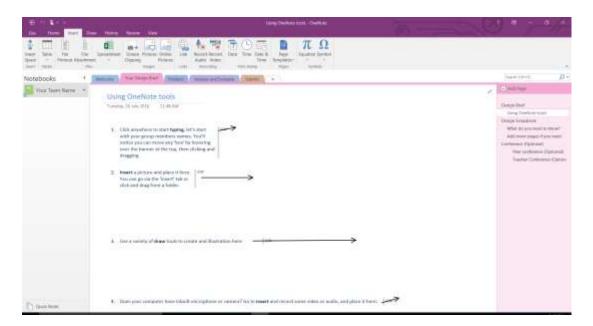
Note: Once the notebook is uploaded to OneDrive and all group members have access to it, it can be accessed from any device connected to the internet running OneNote.



To make sure your work syncs correctly, click the 'File' tab and select 'View Sync Status.' You want 'Sync automatically whenever there are changes' to be checked. This will keep your notebook up-to-date while you work. You can always head to this window and select 'Sync all' if you are unsure whether the project file is up to date.

- 10. Read the 'Welcome' page, it gives you a brief outline of the Victorian Games and Apps Challenge.
- 11. Go to the tab 'Your Design Brief' and 'Design Brief' page. Read through the information then go to the right-hand toolbar, and go to 'Using OneNote Tools' page.

 Now it's time to start exploring some of the features of OneNote. Not only can you write like you would in a notebook (simply click anywhere within a page and start typing), but you can illustrate (go to the 'draw' tab) and even use it like a scrapbook inserting images, videos, and links (go to the 'insert' tab). If your computer has an inbuilt camera or microphone, you can record Audio and Video directly into your workbook. Follow the instructions in the Using OneNote tools page to get a feel for the program.



- 12. Create a fresh brainstorming page. To do this, go to the far right hand column, click 'Add Page' and name it 'Brainstorm' by typing the name in the head field. Now use a variety of tools to create a brainstorm of real world problems and challenges that your game or app could potentially address. You might want to create more brainstorm pages for different 'areas' of problems if you like, it's up to you!
- 13. It's also important to create and track **two designs** for the same problem. The design might take two very different approaches, or maybe only differ slightly. It's important that you have an alternative design to get you thinking from different perspectives. You should aim to get both designs to the 'pitch' stage, although you'll choose just one to pitch. How you track the two designs is up to you.

There are other features of OneNote which you will discover the more you use and explore it, but remember it is the central hub for everything relevant to your project, a blank canvas for you to store your thoughts and ideas, whilst keeping track of your project's development, a place to store all the information, documents, and links you need. So get creating, and good luck!