

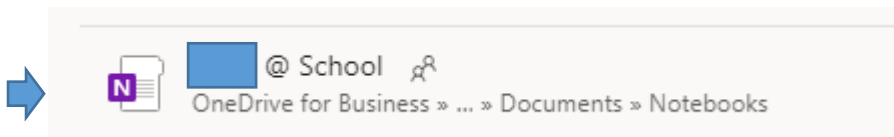
Setting up your TY ePortfolio (OneNote)

1. Log into your school **email** with your username and password

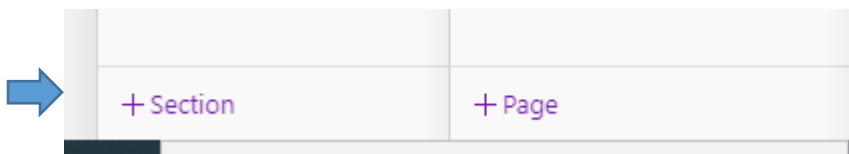
2. Go to the **apps** on the top left corner (9 dots)



3. Choose **OneNote** and select **@School notebook**



4. Next you should have the option of choosing a **section** or **page** and the bottom of the notebook.



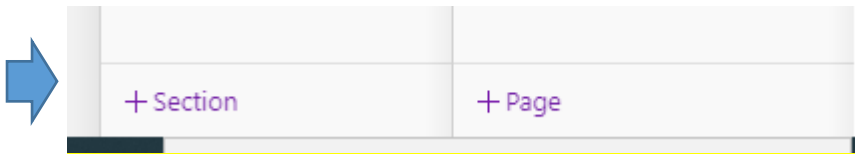
5. First choose the **+section** and call it **My TY Experience** or **My TY ePortfolio**

6. Within this section you then add **pages** on different areas of TY you want to add.

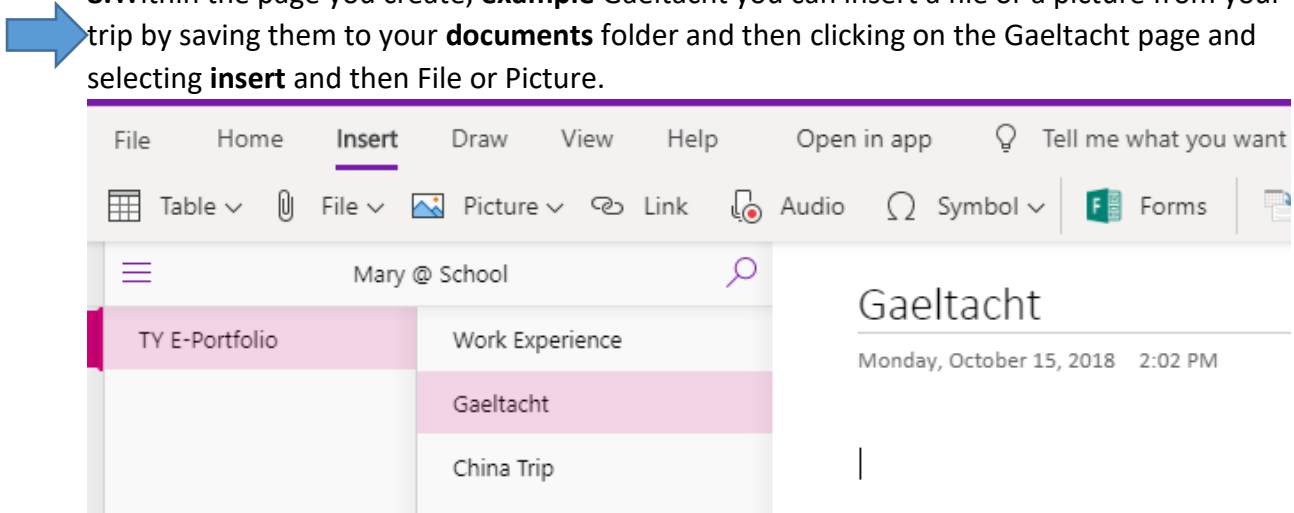
Some Examples:

- Work Experience
- Day trips
- Talks
- Workshops
- Leadership Roles School Bank, Mini Company
- Teamwork
- Subject work: Projects, Presentations, course work.
- IT Skills

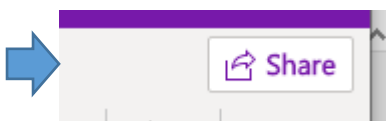
7. Choose **+page** at the end of the notebook each time you want to add a new topic/page



8. Within the page you create, **example** Gaeltacht you can insert a file or a picture from your trip by saving them to your **documents** folder and then clicking on the Gaeltacht page and selecting **insert** and then File or Picture.



9. Finally make sure you **share** your portfolio with your teacher by selecting Share on the top right of the notepad and enter your teachers email address.



Remember this is a professional document and will be assessed by your TY teachers.

Try and be as creative as possible, adding colour, photos from trips away to build an interesting portfolio that you will have at the end of the year.