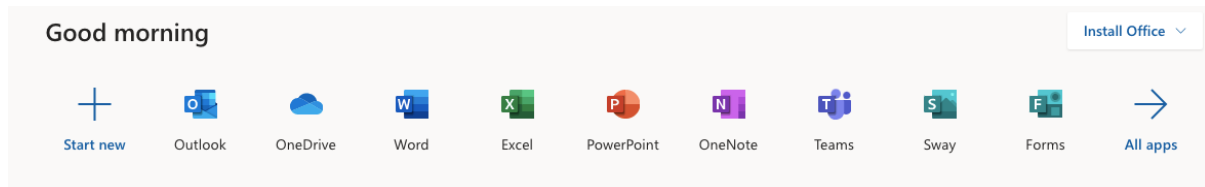


Step 1: Access your Microsoft Account

Coventry University provides you with a Microsoft Office 365 account, which you can access by typing www.office.com into your browser.

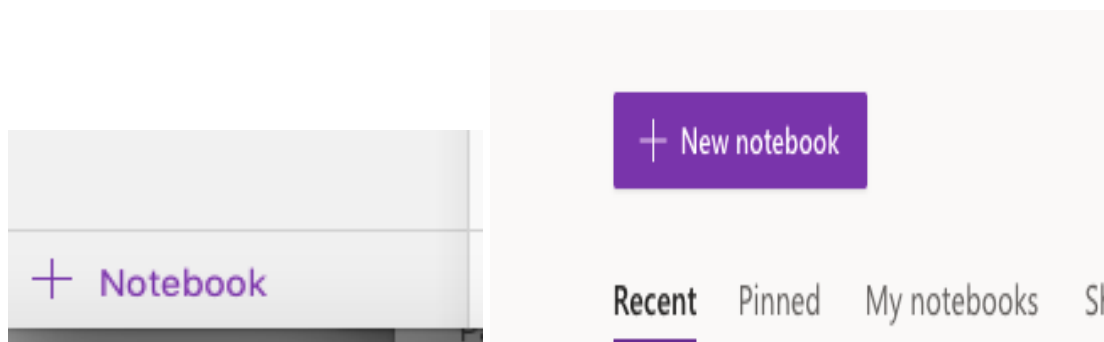
Log into your account using your university email address and password and you will see your Microsoft Office applications:



Step 2: Launch OneNote

Click on the OneNote icon. You can use OneNote in your browser, or you can launch the application.

Step 3: Create a new Notebook

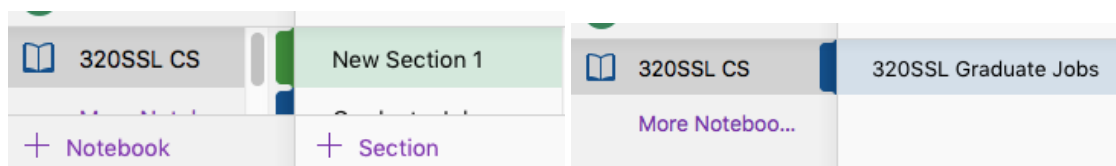


Click on the + Notebook icon to create a new notebook, and give it a name e.g. 320SSL CES

Step 3: Create first section

Notebooks consist of sections, like files or dividers in a folder, and sections contain pages.

Your first section should be headed with the stream you have selected for 320SSL e.g. **320SSL Graduate Job Stream**



You can rename a section by right-clicking on it, as above.

Step 4: Add pages

Now that you have created a section for your CPD stream, you can organise evidence of your CPD activities in pages.

Your first page should contain evidence of your Talent Registration for 5 CPD points.

320SSL CS	
320SSL Graduate Jobs	Talent Registration
	CV and LinkedIn pr...
	Careers events
	Skills
	Extra-curricular Act...
+ Section	+ Page

Step 5: Adding Evidence

OneNote is very flexible, and you can add evidence in a number of ways: drag and drop documents, paste screen shots or add links.

Whenever you add a piece of evidence, annotate it to show how many points you are claiming and state briefly how this has contributed to your CPD.

320SSL Graduate Jobs	Talent Registration
	CV and LinkedIn pr...
	Careers events
	Skills
	Extra-curricular Act...

this to the team and then sourcing suppliers.

Charity: In June 2013 I took part in the Two Castles run, a 10k run between Warwick and Kenilworth. I raised over £150 for a local charity from fundraising and promoted myself by setting up a Facebook page which I marketed to my friends and family.

10 points CV tailored to highlight my recent placement with a digital marketing agency.

this section: University societies, mentoring related (team or individual), volunteering, work in community (such as cricket club, organising choir etc.), artistic related (musical grades, arts, poetry, painting, photography, travel, cookery etc.)

Step 6: Adding further pages

You can add as many pages as you like to keep your evidence organised. For example, if you complete one of the LinkedIn Learning courses, you can create a Skills page and paste a copy of your certificate there:

