

How can I access “My Learning Journey”?

Log into Microsoft 365:

Step 1: Open a web browser like Chrome, FireFox or Internet Explorer.

Step 2: Enter the url: <https://login.microsoftonline.com/>

Step 3: Enter your email address (for your Microsoft account). Eg: student@fbps.nz This is usually, but not always, your first name and the first three letters of your surname eg. For Richie McCaw, it would be richiemcc@fbps.nz

Step 4: Enter your password. This is usually, but not always, your Mathletics password followed by fbps eg: cat21fbps

Step 5: Click “Sign in”



Work or school, or personal Microsoft account

richiemcc@fbps.nz

.....

Keep me signed in

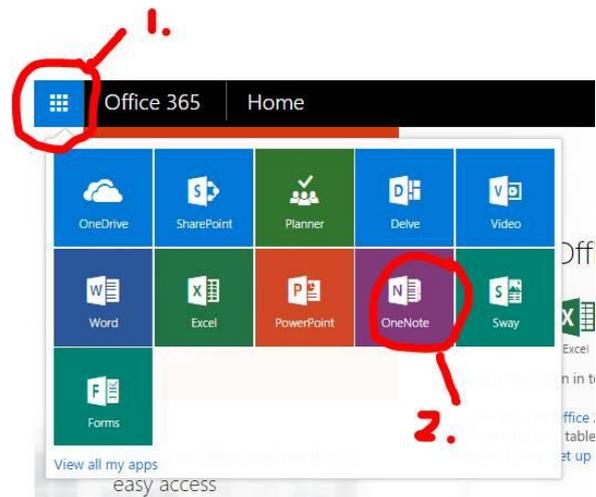
Sign in

[Can't access your account?](#)

Opening your “My Learning Journey” OneNote:

Step 1: Go to the Waffle

Step 2: Go to OneNote App



Step 3: Go to “Class Notebooks” – go to Recent or Class Notebooks

Notebooks

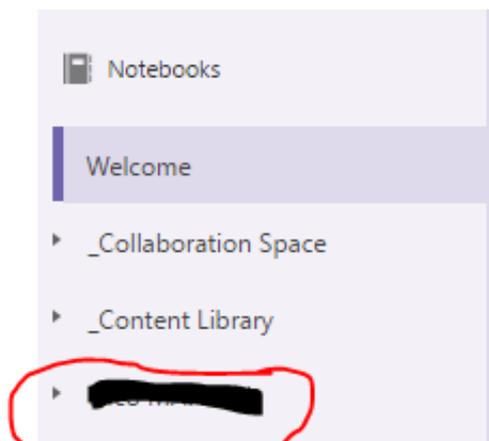
Recent My Notebooks Shared with Me **Class Notebooks**

- Maths Inquiry
- Mission Control 2018
- My Learning Journey 2017
- My Learning Journey 2018**

Step 4: Go to their “My Learning Journey 2018”.

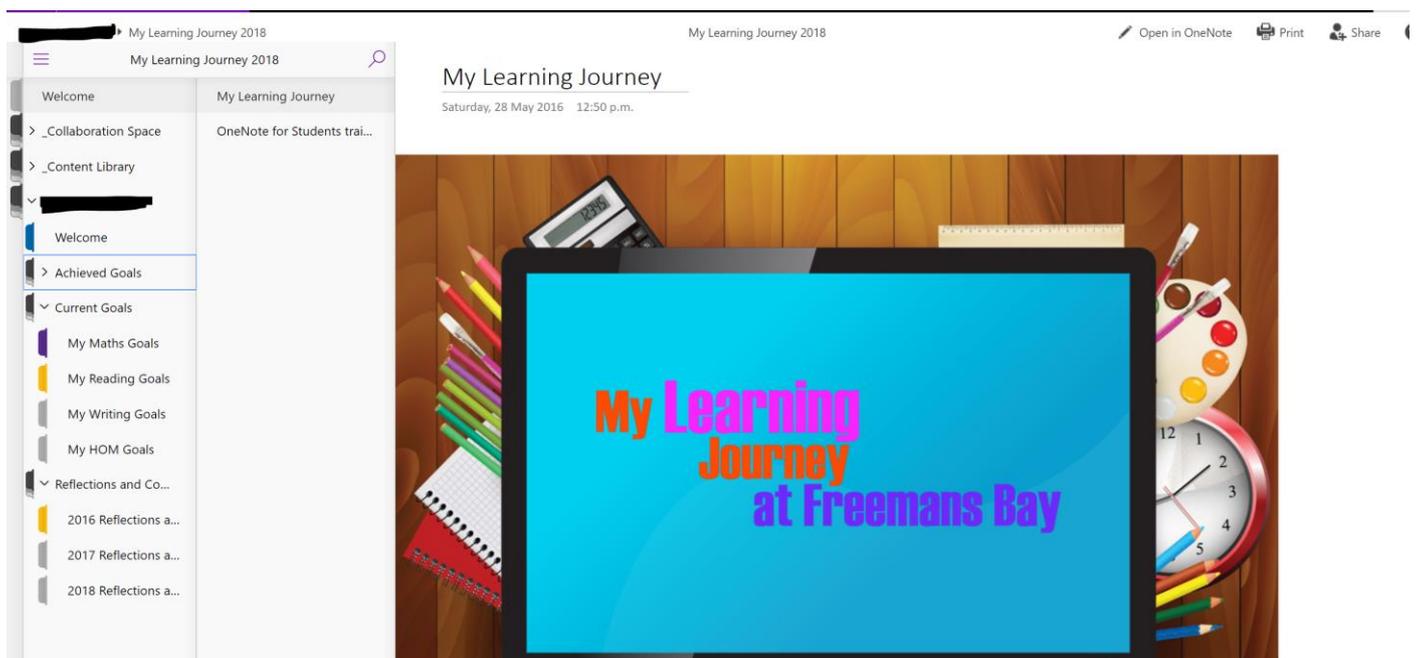
Accessing your “My Learning Journey” OneNote

Step 5: Choose your child’s name from the left side bar – under the “Content Library”



Step 6: Click on the section you want to visit:

- **Achieved Goals** - is where we move the goals and the success criteria sheet once your child has achieved a level.
- **Current Goals** - is where you will find the goals and the success criteria sheet for what your child is currently working on.
- **Reflections and Comments**– is where you will find the termly reflections page with the teacher’s comment about your child’s learning in class. This is also where you can add your own comment.



Step 7: Click on any of the pages and more pages will pop up on the right-hand side.

You now have access to “My Learning Journey”.