

OneNote Class Notebook in Course Resources

Resources

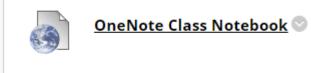
Teacher advice: <u>https://onenoteforteachers.com/</u> Blog with ideas for use: <u>https://www.cultofpedagogy.com/onenote-class-notebook/</u> Student advice: <u>https://onenoteineducation.com/en-US/students/</u>

Setup in Course Resources

- 1. Navigate to your module
- 2. Navigate to a content area (we suggest Study Materials)
- 3. Click on Add interactive tool > More tools > OneNote Class Notebook

⊕	∿ ○ 784648 (Keith Taynton's Sand Box - 2019)		Assessment 😒				
	News O Build		Build Content 🗸 Assessments 🗸		Add Interactive Tool	Partner Content 🗸	
	Module Information	0					
	Study	0			Discussion Board	Achievements	Glossary
1	Study Materials	0	NOTE TO	D TEACHING ST	Blogs	Announcements	Goal Performance
. L		-	Availabilit	ty: Item is not avai	Journals	Bibliotech eTextbook	Groups
	Collaborate (virtual classroom)	0	Quality	y Compliance	Wikis	Blackboard Collaborate Ultra	My Grados
	· · · · · · · · · · · · · · · · · · ·		quality	y compliance	Panopto Video Link	Calendar	OneNote Class Notebook
	Lecture Recording	O	• Th	nis area is where yo	Achievements	Class List	Online Reading Lists
	Online Reading List	0		O NOT PUT STUDY	Pebble+	Contacts	Panopto Course Tool
	Assessment and Feedba	ic O		nonymous marking	ATLAS	Content Market Tools	Application
		0		you are unsure abo	Pebble+ Resources	Email	Tasks
			• Fc	or all other technica			Tools Area
	Provisional Grades and	Θ	IMPORT	ANT NOTE ABOUT	More Tools <		
	Feedback		Hiding th	ne Provisional Grad			
	Office 365 and Support	0		de in the Blackboard			
		-		- · ·			

- 4. Change the link name if desired
- 5. Click submit
- 6. The OneNote link appears in the content area



Setup OneNote

CELT-TEL 08-2019



- 1. Click on the link in step 6 above
- 2. Click sign in to OneNote

Welcome to OneNote Class Notebook

Sign in with your Office 365 account from your school to get started.



- 3. You might be asked for your university username and password (Microsoft account).
- 4. Click on Create a class notebook



- 5. Enter a name. Click Next.
- 6. Click Next.
- 7. Give another teacher permission to use this notebook? Enter the email addresses of other staff you want to be able to manage the notebook. Add multiple email addresses separated by a ;

€ (Optional) Give another teacher or lecturer permission to us€

Type or paste your names of your teachers or lecturers (separated by semicolons) to add them to the class notebo

Enter names or email addresses		

- 8. Keep Automatically add students from LMS selected. This will add all the students enrolled on the module into the notebook. Click Next.
- 9. Contents of each student's private space. You can add sections that appear in each students' private area. For example you might add a weekly reflective journal area to prompt them to



keep a journal. Untick any suggested boxes you don't want. Click next.

€) Almost there! What should be inside each student's private space					
	These sections will be created in every student's private notebook. Here are a few suggestions:					
	Andouts					
	Class Notes					
	Mark Homework					
	🖉 👝 Quizzes					
	New Section (1)					
	Add more					
	Next					

- 10. Preview. You can see how the notebook will look. You can swap between teacher and student views using the Teacher and Student's notebook link on the top right.
 - Did we get this right? Please confirm using the visual preview

	Teacher/lecturer notebook	Student's notebook
Keith Taynton's Sand		
- Welcome		
🐔 _Collaboration Space		
🥿 _Content Library		
		Create

- 11. Click Create.
- 12. You can open the Notebook in a webview or in the Onenote app. The notebook will automatically be added to your Onenote account so it will appear when you log in or use the



web version.

Your notebook Keith Taynton's Sand Box is ready for you!

Open in OneNote (Open in OneNote Online)

Copy the links above to share with your students.

Class Notebook Add-in

This add-in for OneNote desktop is designed to help teachers and lecturers be more efficient with their Class No and easy access to the Class Notebook app.

NOTE: OneNote for Windows 10 and Mac users do not need to download the Class Notebook Add-in separately

Download the Class Notebook Add-in

13. Mission Accomplished.