

# OneNote Class Notebook in Course Resources

### Resources

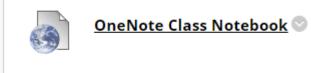
Teacher advice: <u>https://onenoteforteachers.com/</u> Blog with ideas for use: <u>https://www.cultofpedagogy.com/onenote-class-notebook/</u> Student advice: <u>https://onenoteineducation.com/en-US/students/</u>

# 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 🗸	
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- 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.