

OneNote Class Notebook in Course Resources

Resources

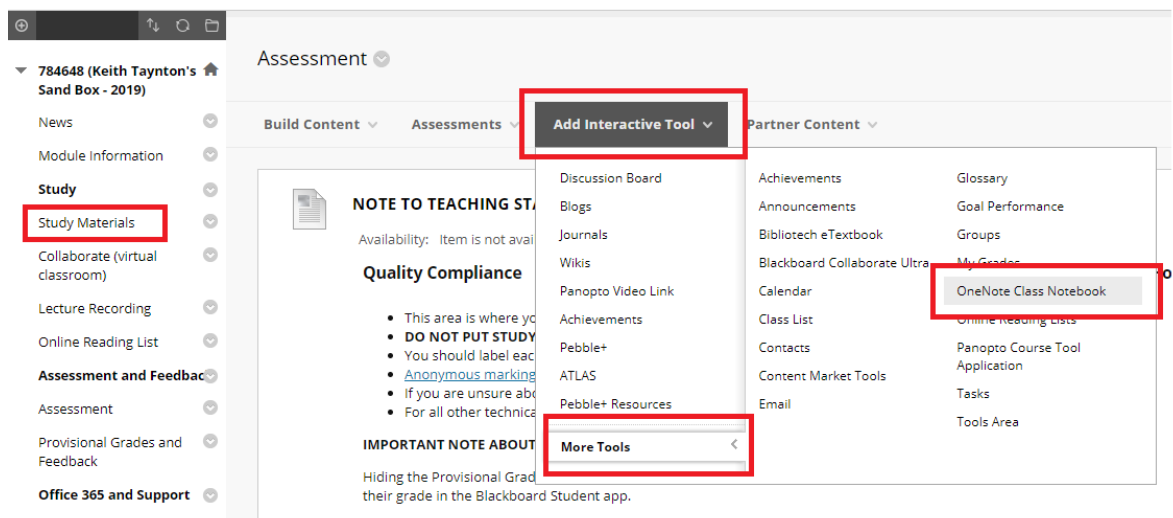
Teacher advice: <https://onenoteforteachers.com/>

Blog with ideas for use: <https://www.cultofpedagogy.com/onenote-class-notebook/>

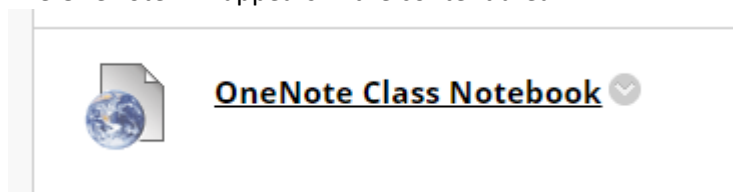
Student advice: <https://onenoteineducation.com/en-US/students/>

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



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



Setup OneNote

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

Welcome to OneNote Class Notebook

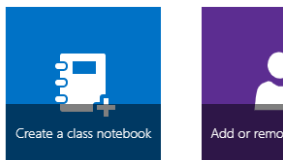
Sign in with your Office 365 account from your school to get started.

Sign in to OneNote

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

Keith Taynton's Sand Box - 2

This is the notebook that you created and linked to y



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 use

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

Enter names or email addresses...

Next

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:

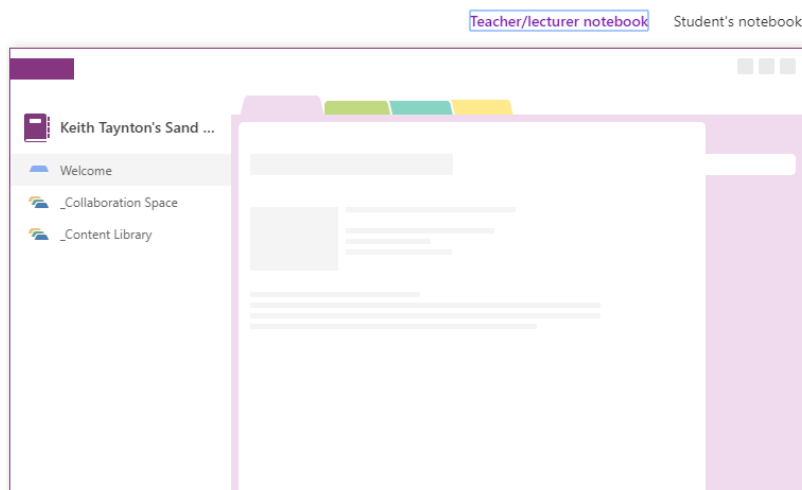
- Handouts
- Class Notes
- Homework
- Quizzes
- New Section (1)

+ 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



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.