How to use Class Notebook- the student guide

What is Class Notebook?

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video and more.
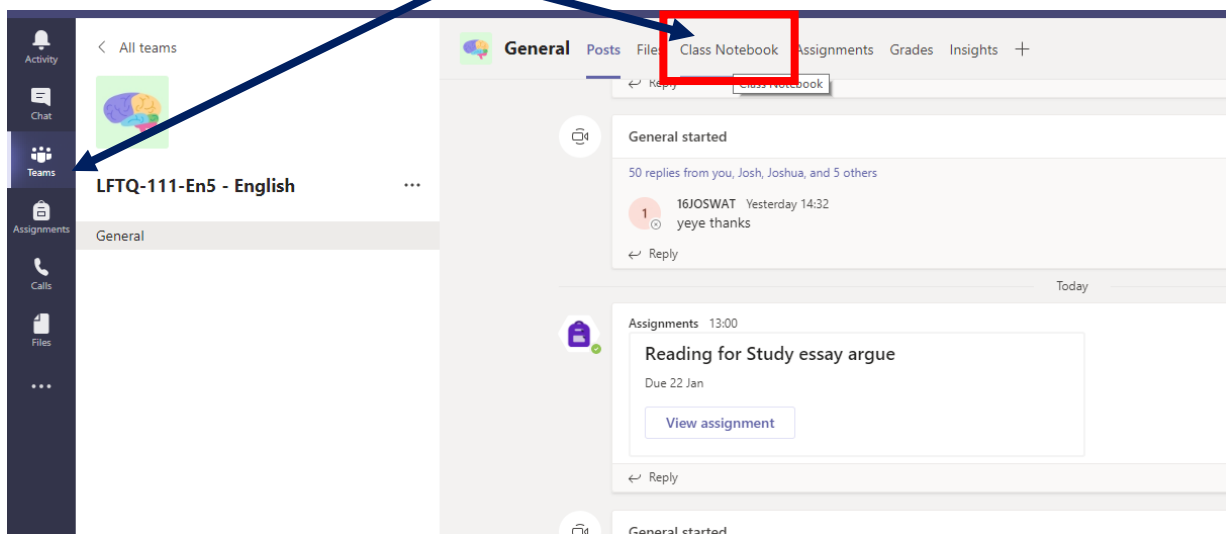
There is a **Collaboration Space** where everyone in the class can work.

In the **Content Library** your teacher can share read-only handouts/worksheets with you.
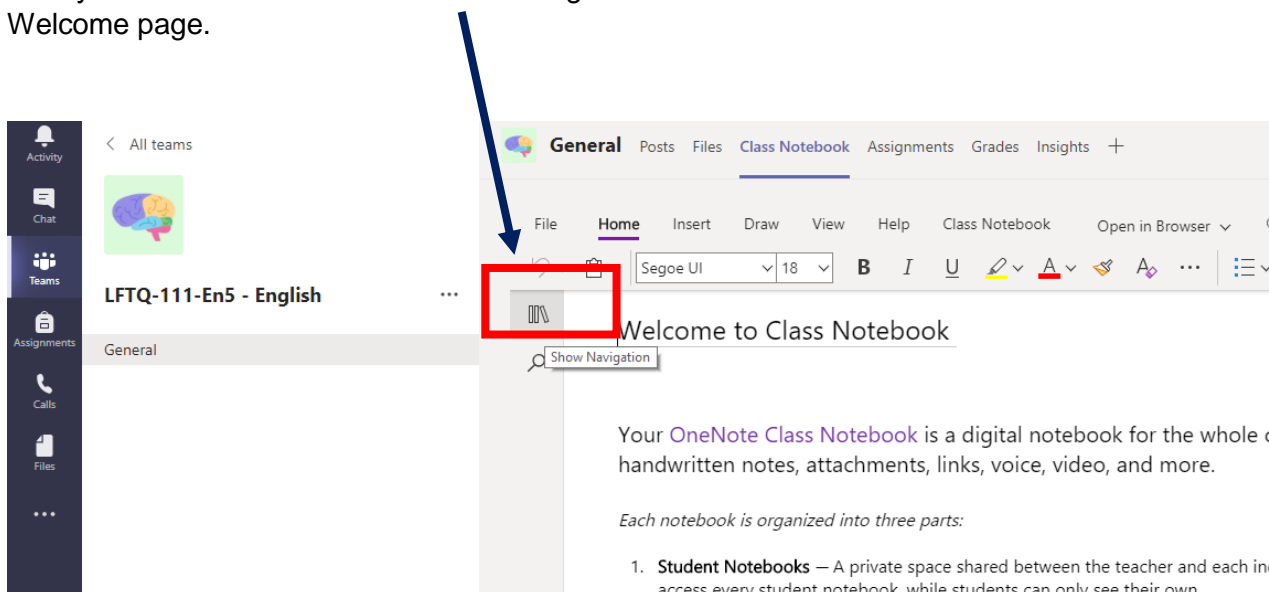
Your own **Student Notebook** (your school username, e.g. 14DERPOM) which is your personal space, only accessible to you and your teacher. Think of it as a digital exercise book or folder!

How to find Class Notebook

Go to your Team/Class Page. At the top you will see Class Notebook. If you are working on a phone you will see 'More' which needs to be selected then Class Notebook.

Next you will need to select the 'Show Navigation' button. This looks like three books on left of the Welcome page.
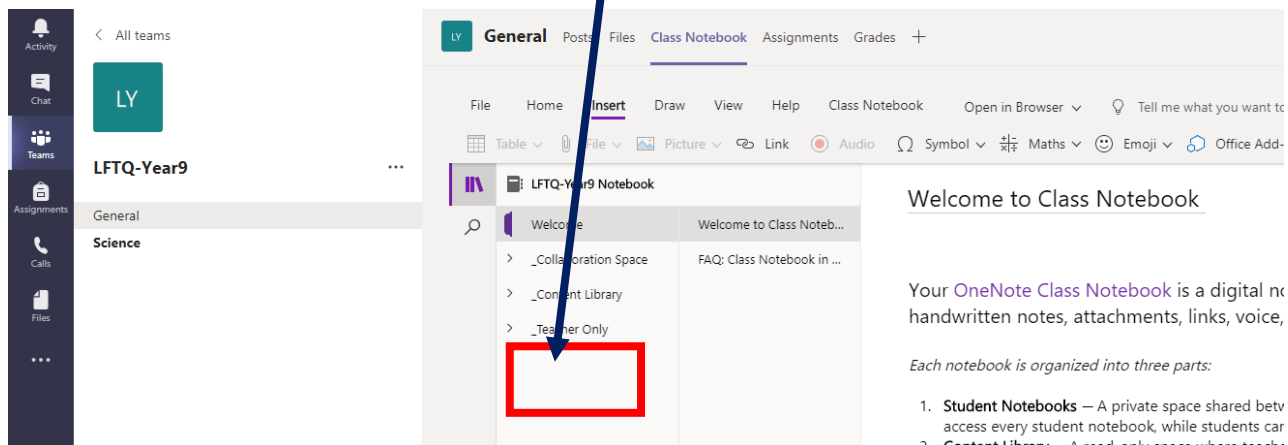
You will then see the screen below **plus your own personal folder where red box indicates below**. It will be called after the first part of your username, e.g. 16DARNIC.


Once you have clicked on your personal folder you will see a collection of sub folders created by your teacher. The list might look like this or also have different options too.
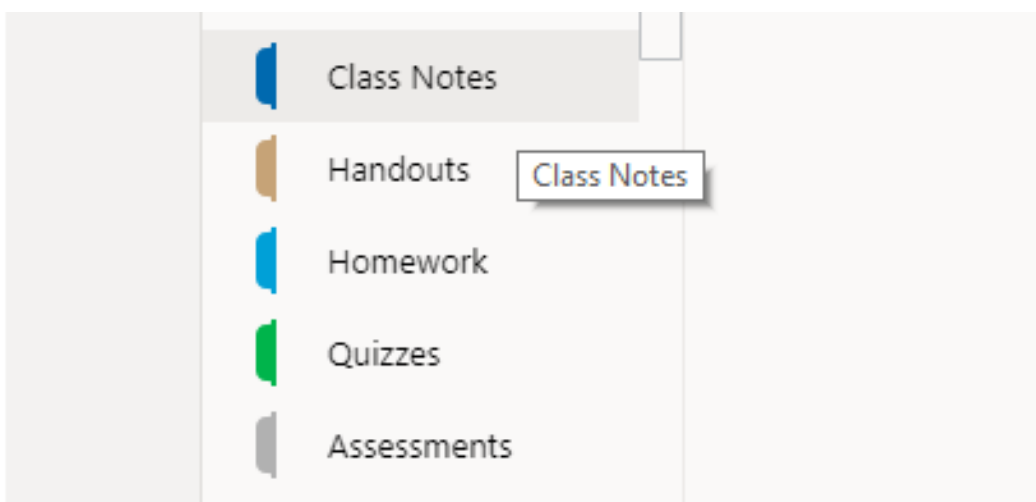
Click on the sub folder your teacher tells you to select to find the work they want you to complete.

Once you click on the folder the work will appear on the right in a list.

Select the work and it will open on the right like the example below. To make the worksheet/workbook full size, click on any part of the document.
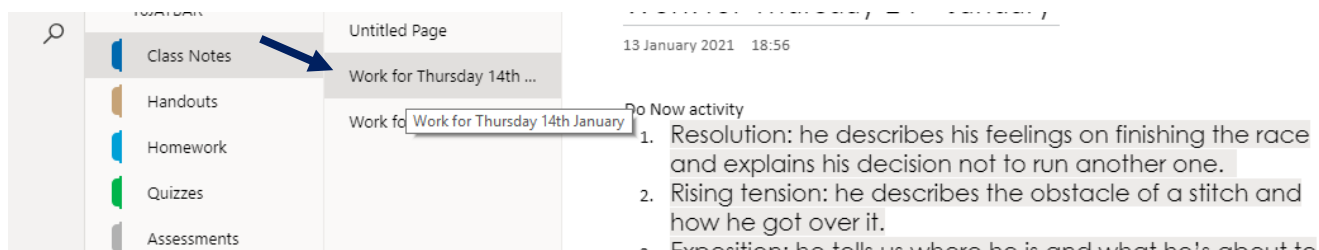

You can now work on the document, according to your teacher's instructions. Every time you change something the sheet automatically saves so nothing will be lost!

You will see the following options, similar to other programmes like Word which you know. Change your font colour so your teacher can see your notes/ideas.
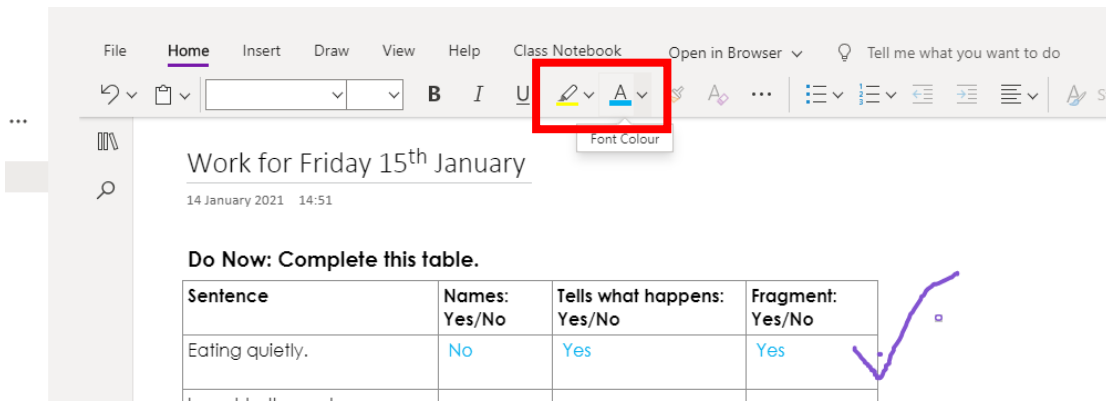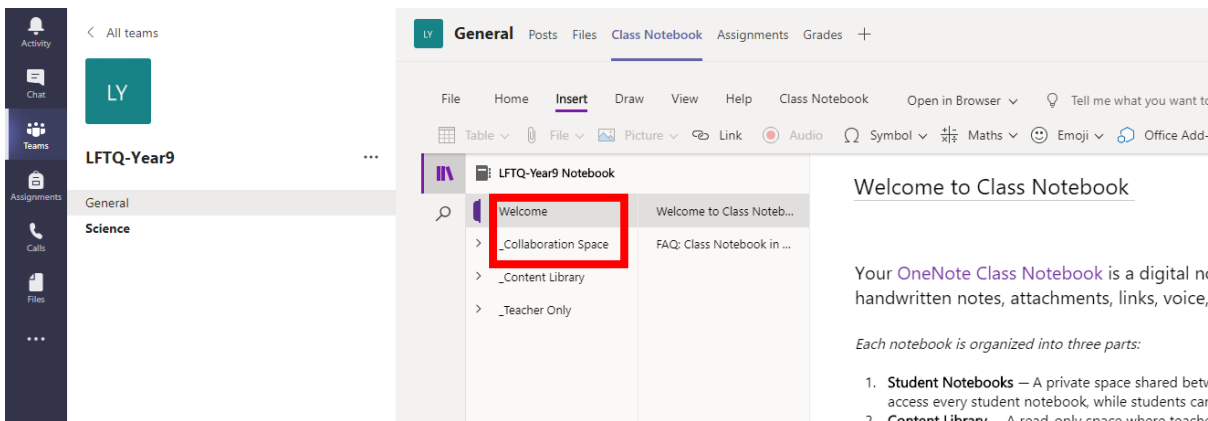
Click on 'Draw' for options to draw using a pen option. An eraser is there too on the left.
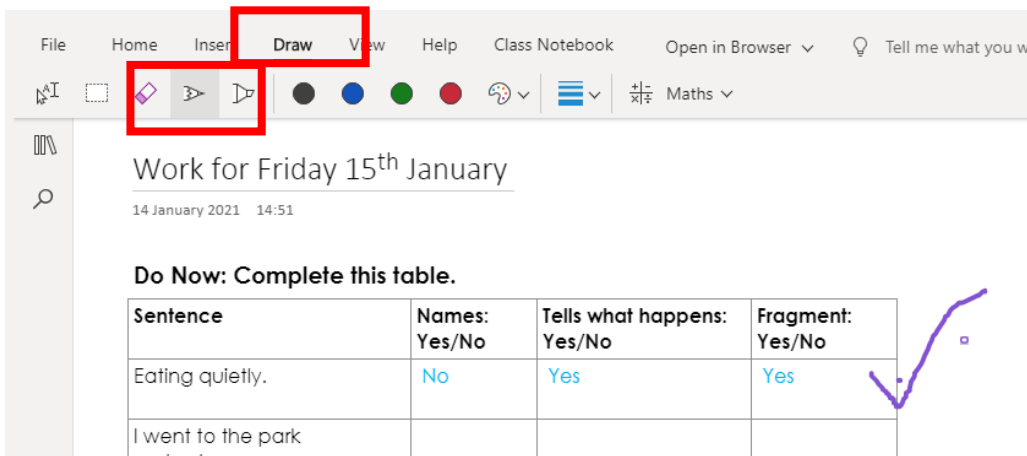
What is the 'Collaboration Space?

The Collaboration Space is an area where everyone in your class can share, organise and collaborate. Your teacher may put resources in here which he/she wants you to all comment on.

Troubleshooting

- If you want to insert work from a different programme (e.g. PowerPoint or Publisher), go to that programme first, and make sure that you have saved the document as a .pdf (you can do this through file, save as, and select pdf), the go to the page on your class notebook, click Insert, file printout, and select the document.
- If you are completing the work on a phone or tablet, you may need to download the free Microsoft OneNote app. Your login details for this app are the **same as your login details for Teams**.