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.

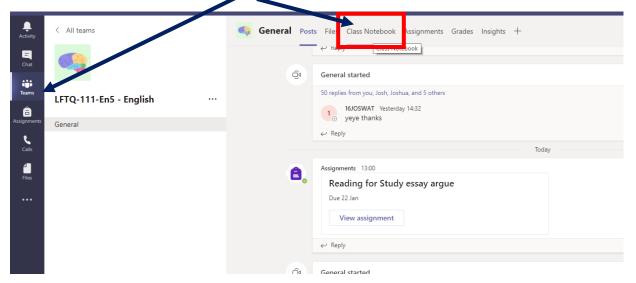
There is a Collaboration Space where everyone in the class can work.

In the Content Library your teacher can share read-only handouts/worksheets with you.

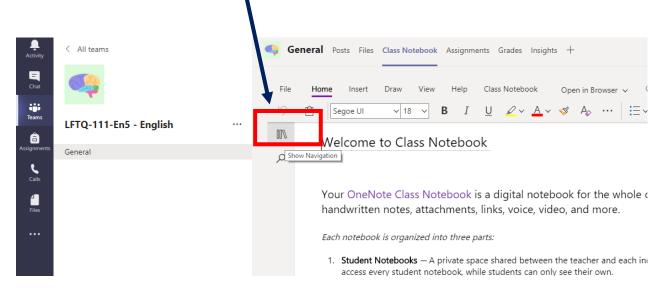
Your own **Student Notebook** (your school username, e.g. 14DERPOM) which is your personal space, only accessible to you and your teacher. Think of it as a digital exercise book or folder!

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.

 Activity	< All teams	uy G	ieneral Posts Files Class	s Notebook Assignments G	rades +
Chat	LY	File	Home Insert Drav	w View Help Class	Notebook Open in Browser 🗸 🖓 Tell me what you want to
Teams	LFTQ-Year9 ····		Table 🗸 🛈 File 🗸 🖂 Pic	cture 🗸 👁 Link 🔘 Aud	io \bigcap Symbol $\vee \frac{ \mathbf{t} ^2}{ \mathbf{x} \mathbf{x} }$ Maths $\vee \bigcirc$ Emoji $\vee \bigcirc$ Office Add-
â		-IIV	LFTQ-Year9 Notebook		Welcome to Class Notebook
Assignments	General	Q	Welcone	Welcome to Class Noteb	
Calls	Science	,	> _Colla oration Space	FAQ: Class Notebook in	
4			> _Content Library		Your OneNote Class Notebook is a digital ne
Files			> _Tea her Only		handwritten notes, attachments, links, voice,
					Each notebook is organized into three parts:
					 Student Notebooks — A private space shared betv access every student notebook, while students car Content Library — A read-only space where teacher

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.

	Class Notes
	Handouts Class Notes
	Homework
	Quizzes
	Assessments

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.

Q		Untitled Page					
~	Class Notes		13 January 2021 18:56				
	Handouts	Work for Thursday 14th					
	Handouts	Work fo Work for Thursday 14t	th January 1. Resolution: he describes his feelings on finishing the race				
	Homework		1. Resolution: he describes his feelings on finishing the race and explains his decision not to run another one.				
	Quinna						
	Quizzes		2. Rising tension: he describes the obstacle of a stitch and				
	Assessments		how he got over it.				
			3 Exposition: he tells us where he is and what he's about to				

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.

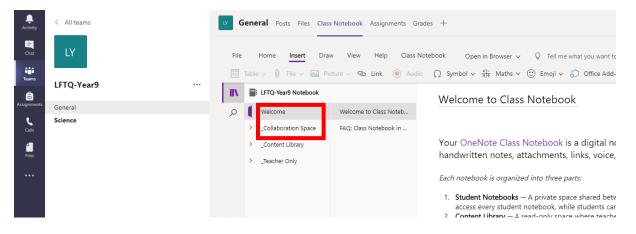
Fi	e	Home	Insert	Draw	View	Help	Clas	s Notebook	Open in B	rowser 🗸	Q	Tell me wh	at vou	want to do	
5)~	Ĉ ~		~	~	B I	U	<u> ~</u> ~ <u>A</u> ~	s A _o		-	→	-		A Sty
 00%		Wo	rk for	Friday	15th	lanu	arv	Font Colour							
Q			uary 2021		10	ourra									
		Do I	Now: Co	omplete	e this t	able.									
		Sent	ence			Name Yes/N		Tells what he Yes/No	appens:	Fragme Yes/No					
		Eatir	ig quietly	/.		No		Yes		Yes		\checkmark			
			•••••									-			

Click on 'Draw' for options to draw using a pen option. An eraser is there too on the left.

File	Home Inser Draw V	/ <mark>e</mark> w Help Cla	ass Notebook Open in B	rowser 🗸 🛛 🖓	Tell me what you
₿ai []		• • • %	\checkmark \downarrow \downarrow \downarrow \downarrow \downarrow Maths \checkmark		
000	Work for Friday 1				
~	Work for Friday 1	Lo., January			
Q					
	14 January 2021 14:51				
	14 January 2021 14:51				
	Do Now: Complete t	this table.			
		this table. Names: Yes/No	Tells what happens: Yes/No	Fragment: Yes/No	
	Do Now: Complete t	Names:		-	

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**.