Getting Started with the OneNote Class Notebook: A Walkthrough for Teachers

The OneNote Class Notebook is an app for SharePoint Online that helps you set up OneNote in your class. This app will create a class notebook, which includes three types of sub-notebooks:

- **Student Notebooks** – private notebooks that are shared between each teacher and their individual students. Teachers can access these notebooks at any time, but students cannot see other students' notebooks.
- **Content Library** – a notebook for teachers to share course materials with students. Teachers can add and edit its materials, but for students, the notebook is read-only.
- **Collaboration Space** – a notebook for all students and the teacher in the class to share, organize, and collaborate.

What you'll need

- An Office 365 subscription for Education that includes SharePoint Online. If you're not sure you have this, please contact your IT administrator to verify.
- An organizational account for yourself (the teacher) with permissions to use the OneNote Class Notebook app to create the class notebooks.
- Your students must have an Office 365 organizational account.

   You'll need Internet Explorer 10 or Internet Explorer 11 to use the OneNote Class Notebook app. Other modern browsers should also work.

GETTING STARTED
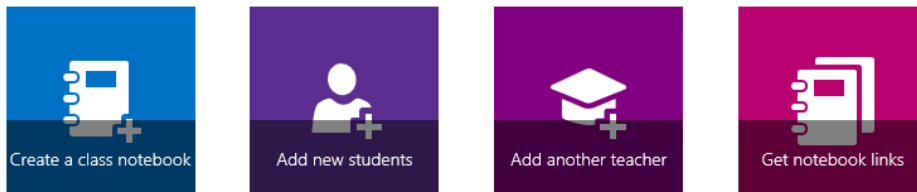
Launch the OneNote Class Notebook

1. [Sign in to Office 365](#).
2. Click the app launcher in the upper left.
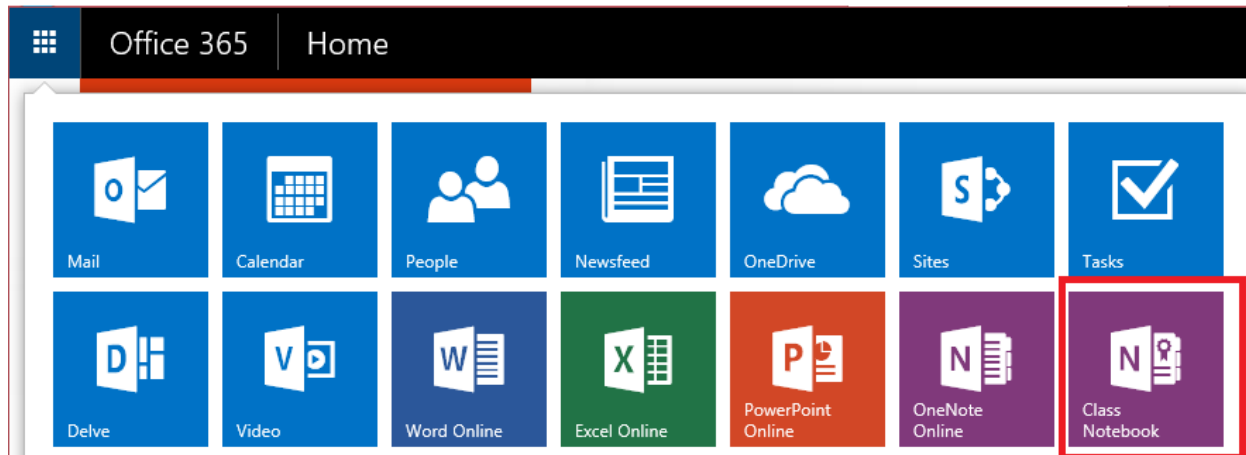
3. In the list of apps that appears, click the Class Notebook app.
4. On the Welcome page that appears, click the first icon to start creating your class notebook.
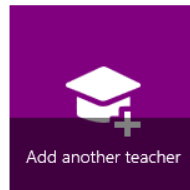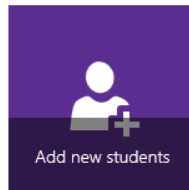

Create a class notebook

1. Click **Create a class notebook** from the available options.

Welcome to the OneNote Class Notebook
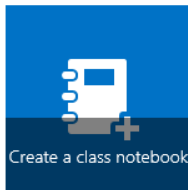
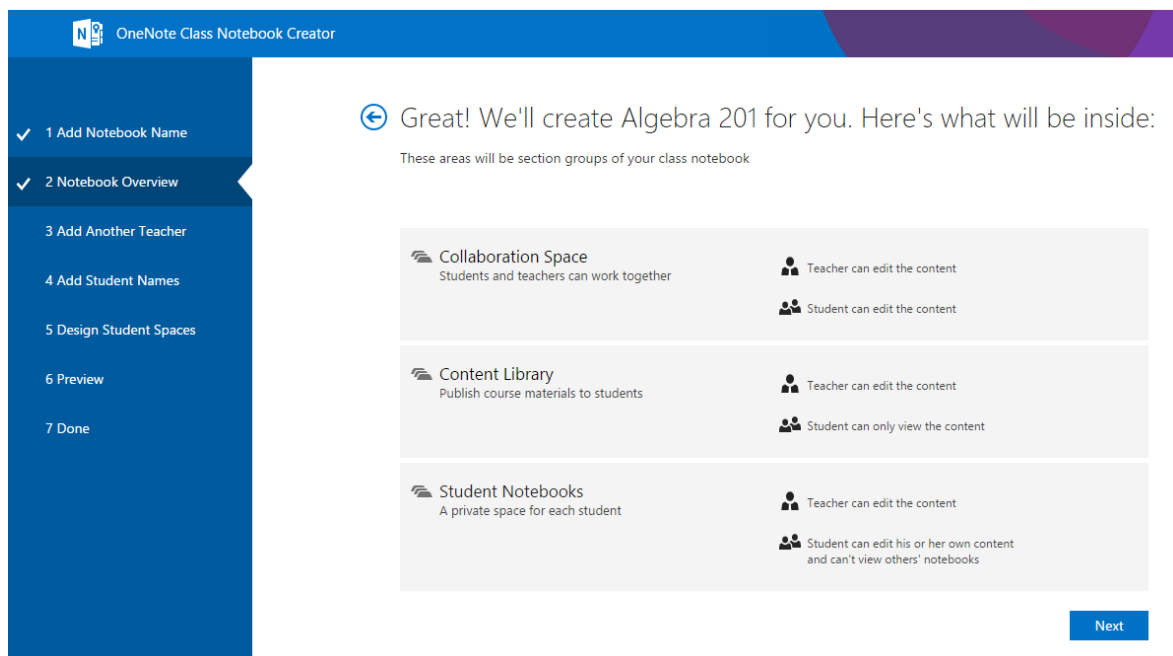We will help you create a notebook you can use in the classroom

| Create a class notebook | Add new students | Add another teacher | Get notebook links |
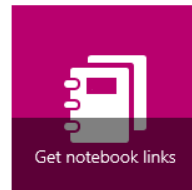
View user guide

2. Name your new notebook, and then click **Next**.

TIP We recommend that you create a separate notebook for each class. For example, if you teach multiple Spanish 2 classes, create a notebook for each class. Give each notebook a unique name that is easy for you and your students to identify. You might name the notebooks "Spanish 2 P1" for your 1st period class, "Spanish 2 P2" for your 2nd period class, and so on.

NOTE Each notebook you create must have a unique name, and it cannot contain these characters # / * ? " | < > : . % ' \.

OneNote Class Notebook Creator

✓ 1 Add Notebook Name
✓ 2 Notebook Overview
3 Add Another Teacher
4 Add Student Names
5 Design Student Spaces
6 Preview
7 Done

← Great! We'll create Algebra 201 for you. Here's what will be inside:

These areas will be section groups of your class notebook

Collaboration Space
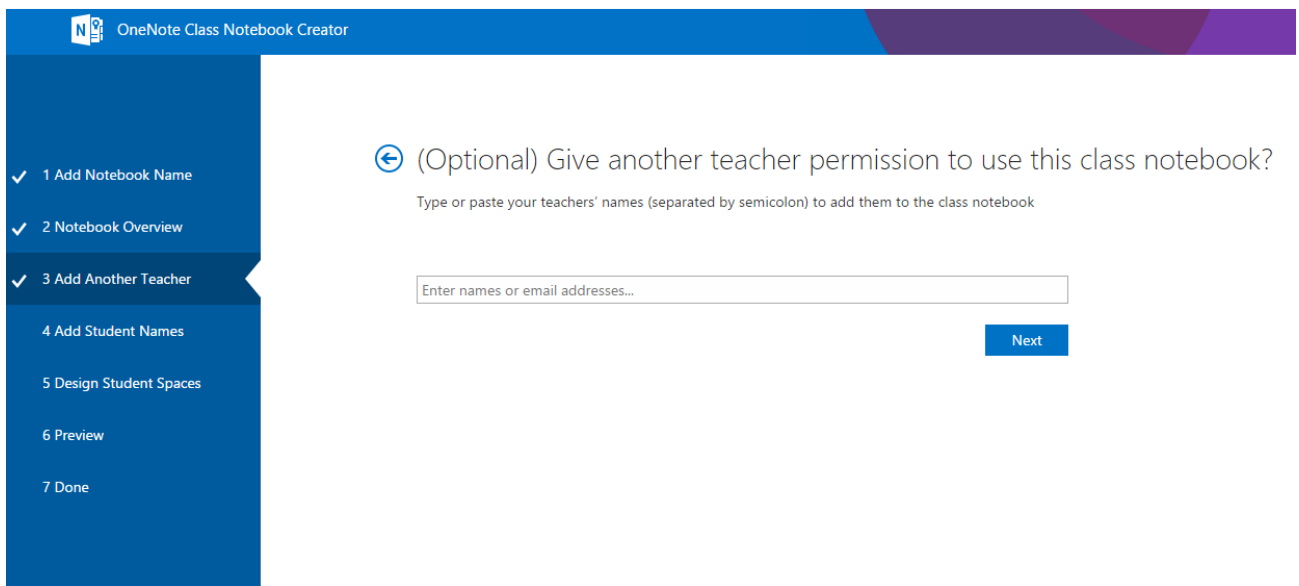Students and teachers can work together
- Teacher can edit the content
- Student can edit the content

Content Library
Publish course materials to students
- Teacher can edit the content
- Student can only view the content

Student Notebooks
A private space for each student
- Teacher can edit the content
- Student can edit his or her own content and can't view others' notebooks

Next

(Optional) Add another teacher to your class notebook

On this screen, you have the option to add another teacher to your class notebook. Any teacher added will have the same permissions as you do. You can add as many as you'd like.

- Enter the name(s) of the teacher and click **Next**.

Add your students to your class notebook

You can add your students individually or in bulk.

NOTE   Your students must have an Office 365 organization account to continue with this step. If you aren't sure whether or not they do, ask your IT Administrator.

Add Students Individually

1. Type a student's name in the text box, then press Enter.

   TIP   As you type, the app will look up possible matches. For example, you can type "Jacob" and it will find any students matching that name.
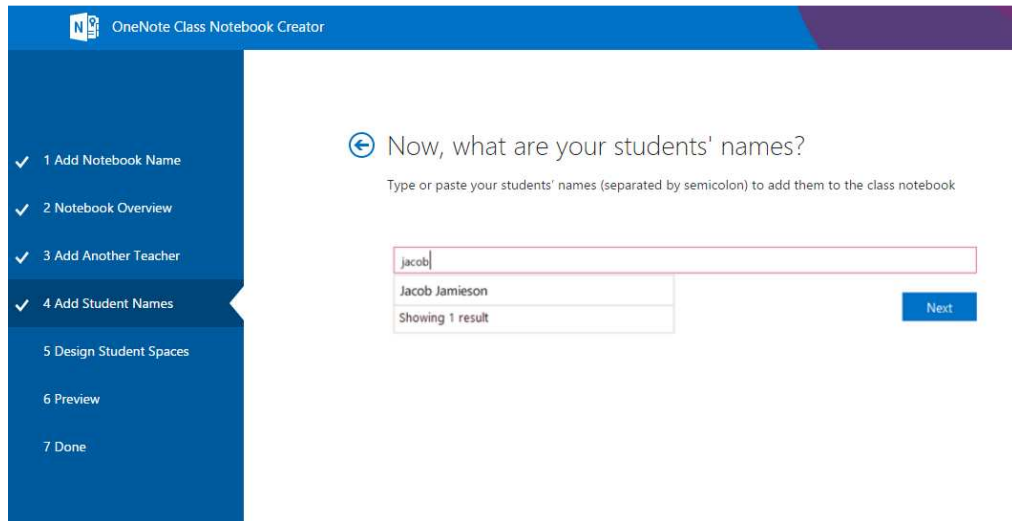
2. Repeat step 1 until you've added all of your students, and then click **Next**.

Add Students in Bulk

1. Copy and paste a list of the students' names, separated by a semicolon (;) into the text box.

   TIP   After you paste the students' names into the text box, the app will look up each name. The app may take a few moments to automatically resolve each name. For each match that isn't found, you can retype the name or remove the name from the text box.
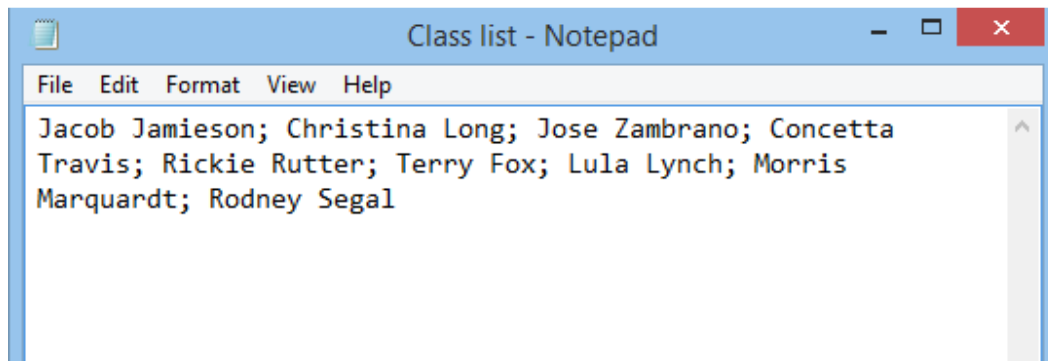
2. Click **Next** when you've completed adding all of your students for the class and the names have fully resolved.

Start each student notebook with sections

1. Keep the boxes checked next to the default sections that you'd like created in each student's notebook.
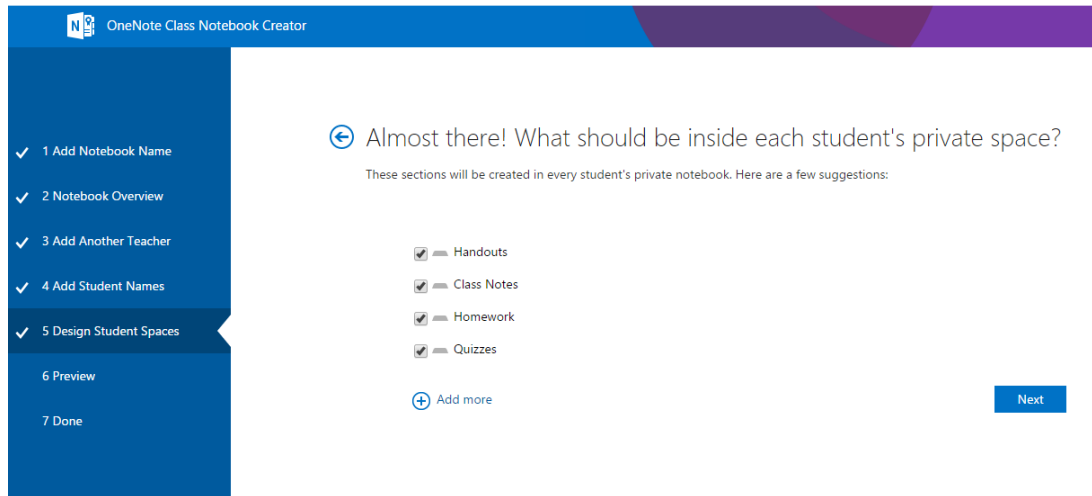
2. Click **Add more** to add additional sections in each student's notebook.
3. Click **Next** when finished.

TIP   We recommend that you create section names that correspond to activities, not units. For example, use activities such as Handouts, Class Notes, and Quizzes. The reason for this is that students work in one unit at a time; it will take longer to find items of interest in a unit section.

NOTE   You can also add, remove, and delete sections directly in your students' notebooks after the class notebook is created.

Finalize Your Class Notebook

1. Click **Teacher's notebook**, and **Student's notebook** to verify how the sub-notebooks and sections will be created for the class. Click ⬅ to go back to add or remove sections, or click **Create** to have the app create your class notebook.
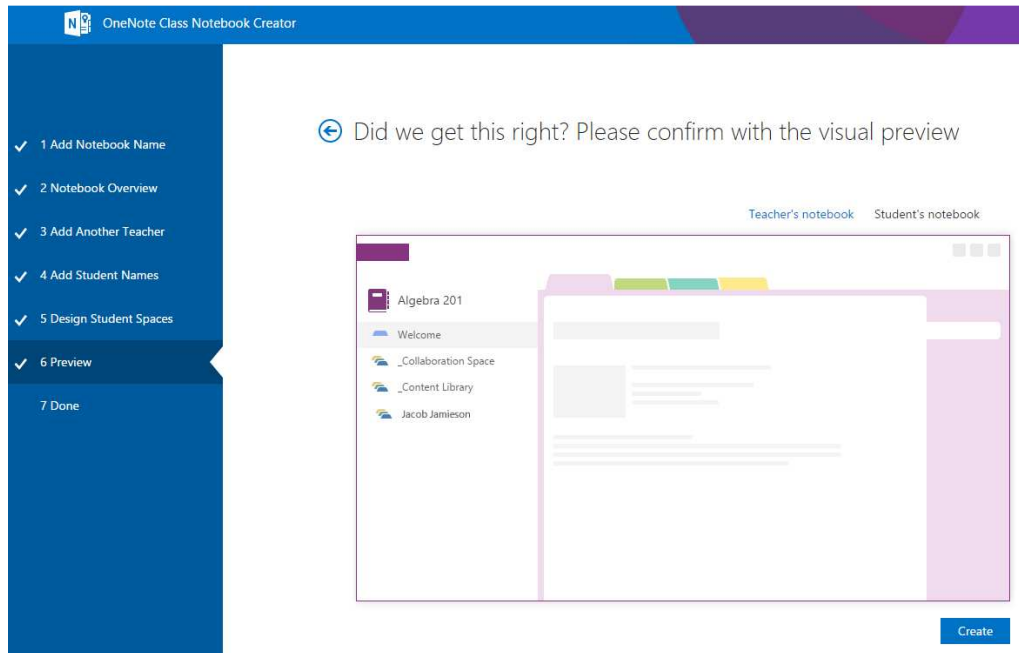
2. Click the notebook name link to open your class notebook in OneNote. As soon as the notebook is ready for your students, email the hyperlink shown in the text box to your class for your students to open. Keep a copy of this link for your records or retrieve this link later in OneNote 2013 by right-clicking the class notebook in the notebook list, and then clicking **Copy Link to Notebook**.

TIP The same link is used by everyone in one class to access the class notebook. If you make notebooks for several classes, each link will be different.
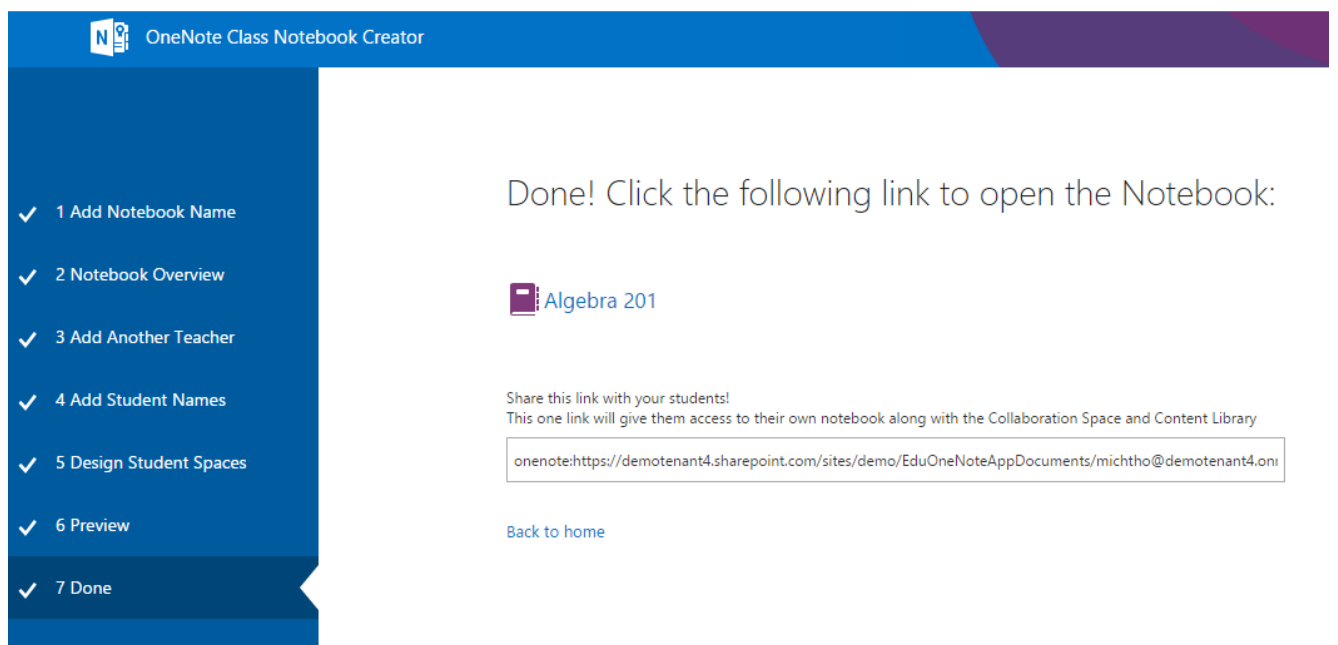
TIP You may wish to add content by placing it in the Content Library before inviting your students to open the class notebook. Keep a copy of the link in your records while you prepare the notebook, then share the link with the students when ready.

Get links to any class notebooks you have

To find any link to a class notebook that you have, simply launch the app and click the **Get Notebook links** button.
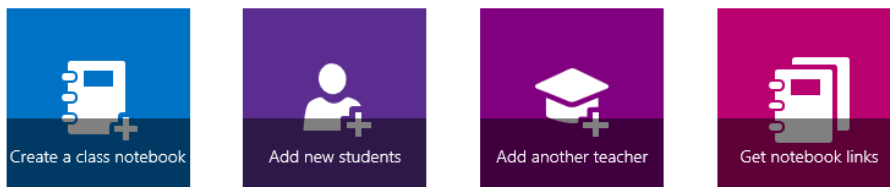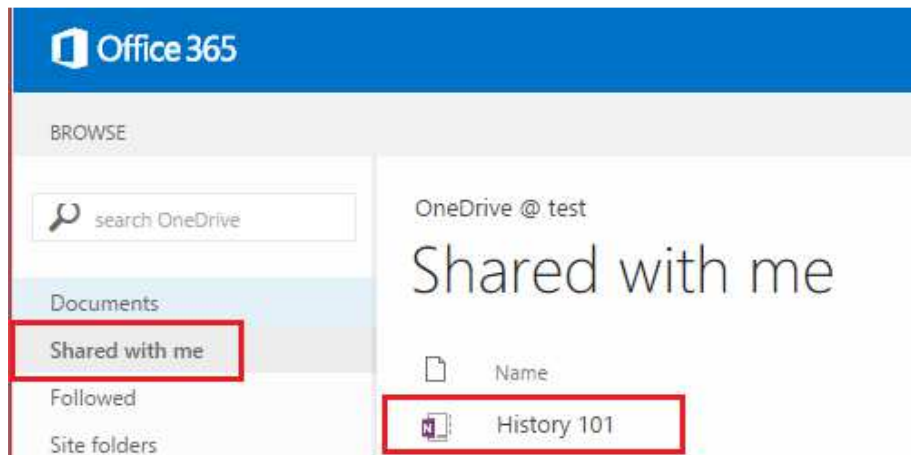

This will bring up a page that has all class notebooks created by you and a link to each one. Select the link, press**CTRL+C** to copy it, and then paste the link into an email to your students.

Help your students find their class notebook

Students can find all new class notebooks on their OneDrive for Business inside the **Shared with me** folder.

For class notebooks created on a class SharePoint site, students can find all of their class notebooks by going to the**Class notebooks** entry in the **Quick Launch** navigation pane for SharePoint on the left side of the screen.