Accessing OneNote (For Students)
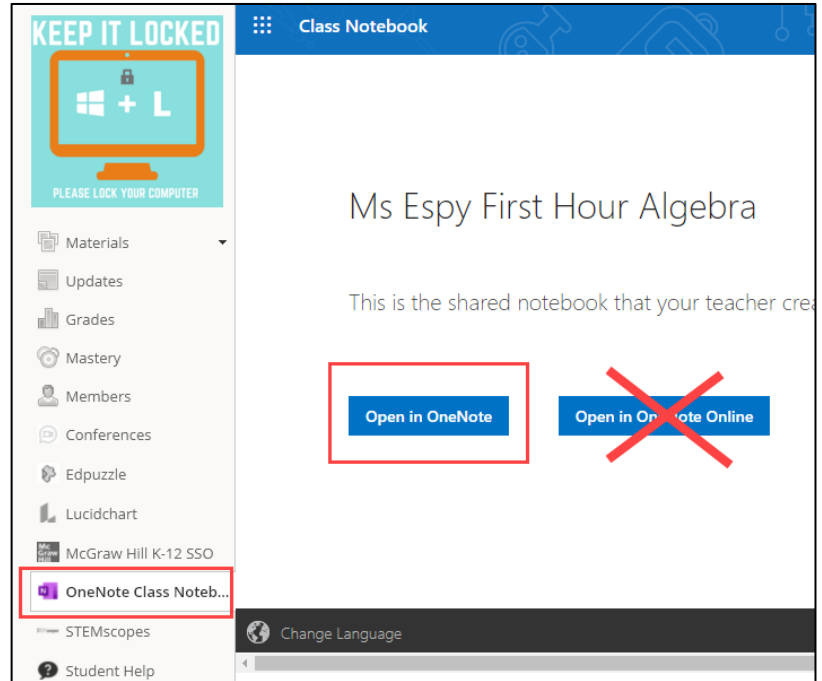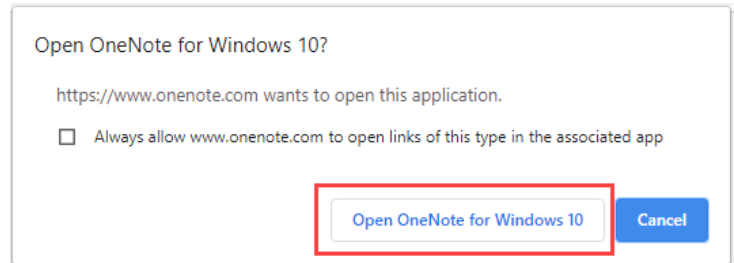
If your teacher has created a OneNote Class Notebook for your section, you need to first open it through **Schoology.** Then, you will be able to open the notebook in the OneNote app without having to go through Schoology.

1. Go to Schoology and select the course.

2. In the left menu, select OneNote Class Notebook.

3. Click the button to **Open in OneNote**. DO NOT open in OneNote online.

4. Your browser may ask if you want to open the app. Click **Open OneNote for Windows 10.**

5. The app will open. You may have to click the **Navigation** button (1) to view available content.

    If you have multiple class notebooks, you can switch between them using the arrow by the notebook name (2).

    Click the arrow by your name (3) to see your individual sections which the teacher has created for you.