Using the Class Notebook Effectively:
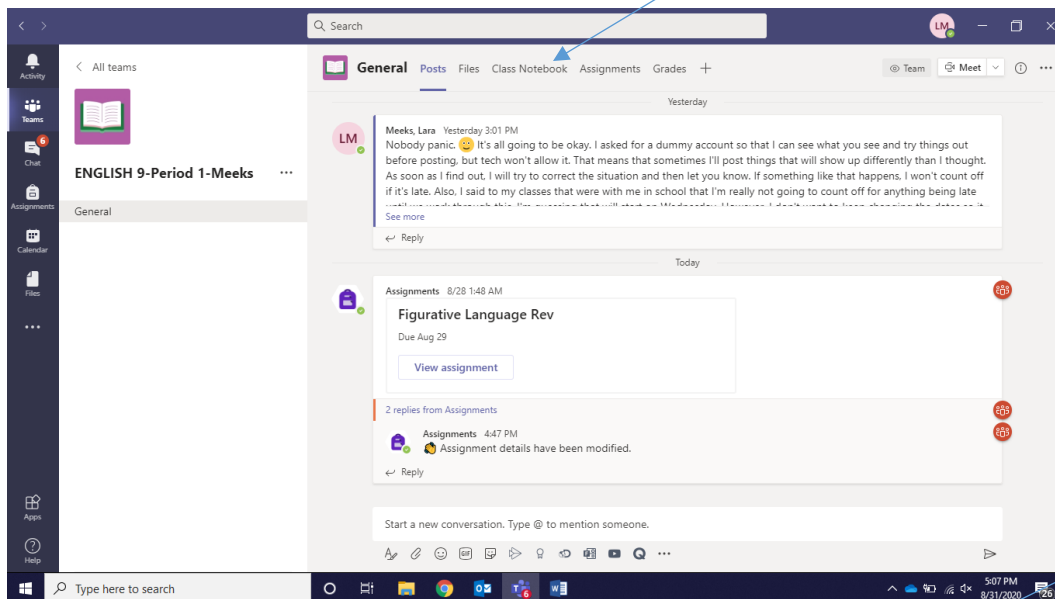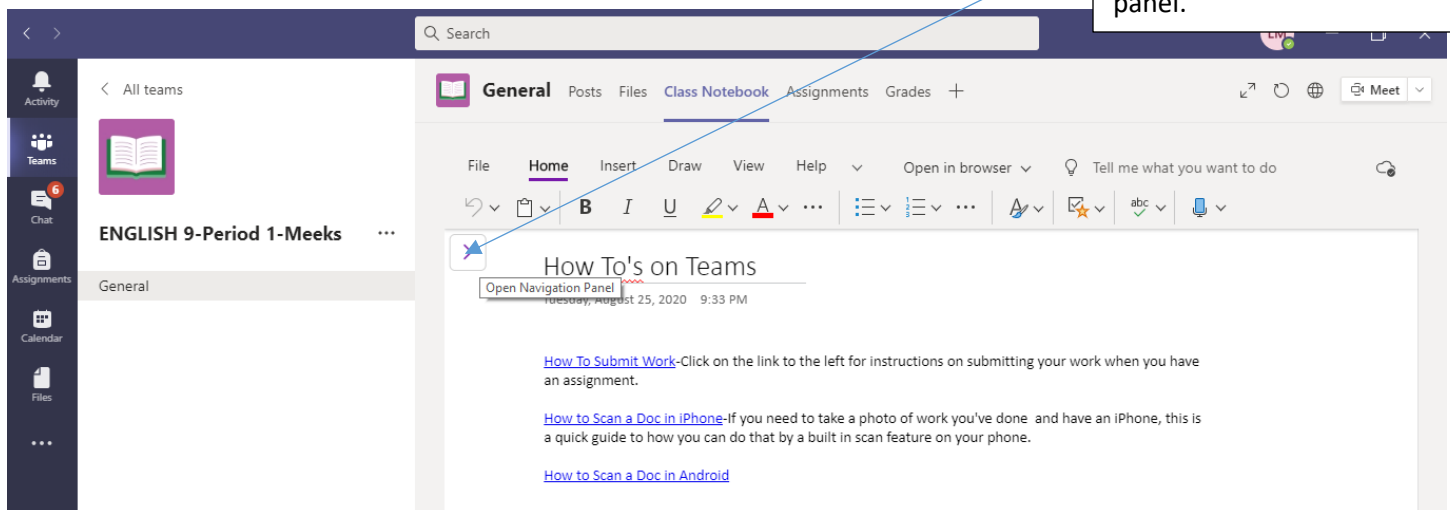
The class notebook can and should be a life saver for you all. It is an easy way to take notes so that we can go paperless, and it organizes your notebook so that you don't have to search forever to find something you forgot to snap into the binder.
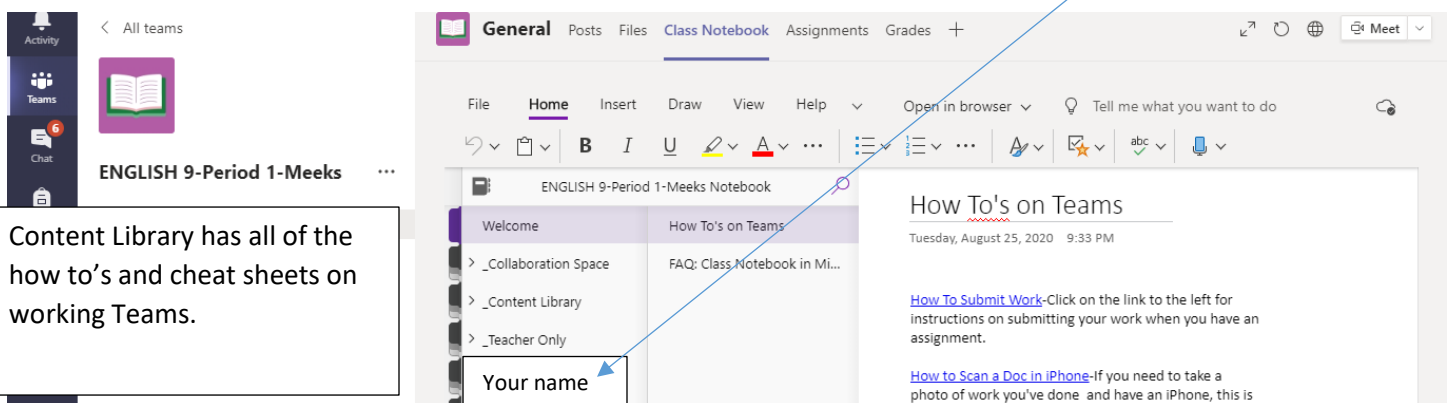
First, find the tab that says Class Notebook and click on it.

Once you click there, a new screen should pop up that says Welcome to Class Notebook (even though mine shows something different). You will then click on the greater than sign just to the left of the Welcome. It opens the navigation panel.
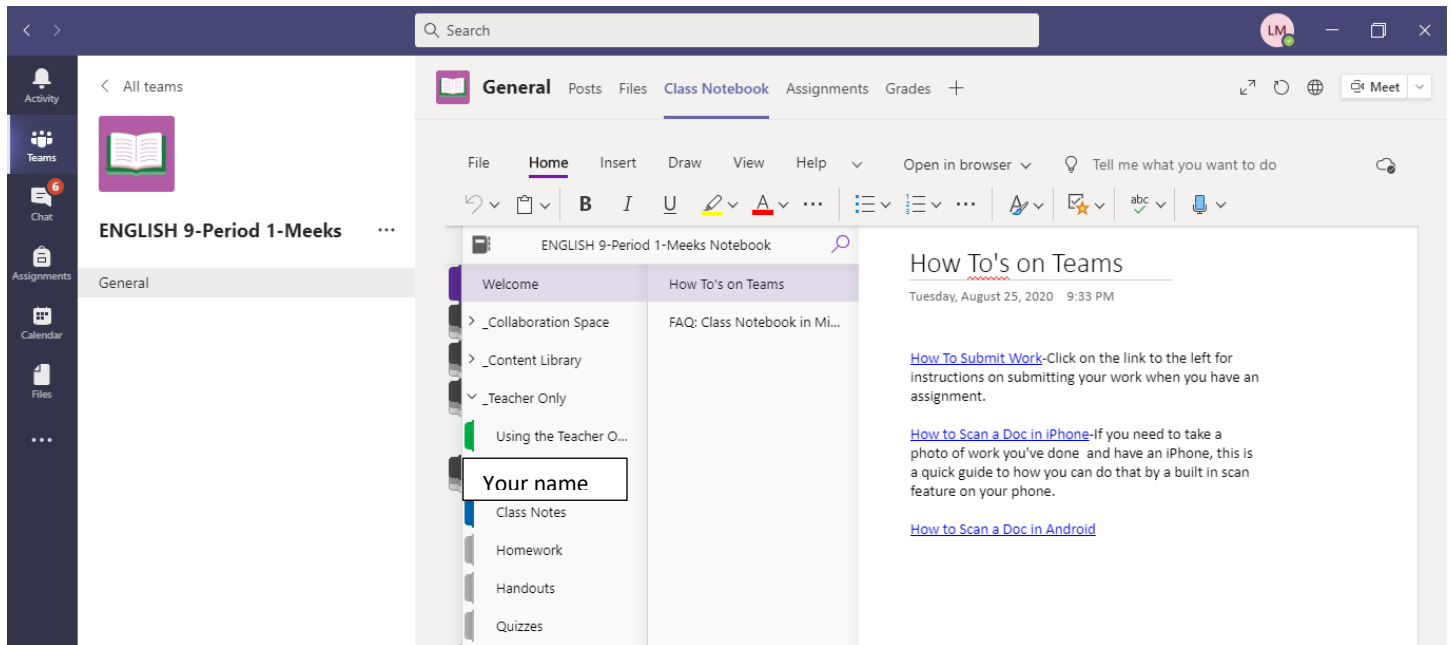

The dropdown menu will show, and you'll see your name on the left like the picture below.

Content Library has all of the how to's and cheat sheets on working Teams.
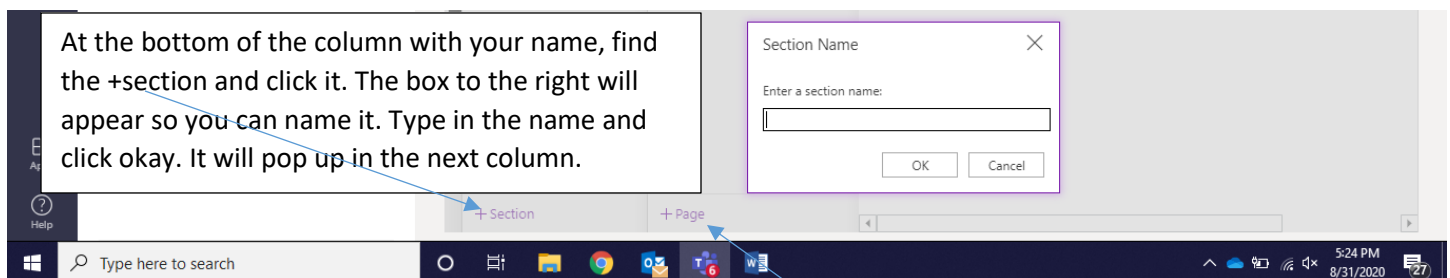
Your name

Click on your name, and four sections pop up. Use class notes for your notes from PowerPoints, lectures, etc. Use Homework tab to turn in work to me. You get the idea. Check out below to see what it means to add a section and/or a page.

When do I need to add a section versus a page? This is to help organize your information. I will typically tell you when I think it's best to do this. For example, we will do a lot of work on literary elements throughout the year. Because of this, I would suggest that when you take notes it might be best to put them all in one place. Just add a page that says Literary Elements (will show you how below). Each time we add to it, just pull it back up, add the date of the new words so you will know when we did it in case you are absent, and type in the new notes.

If you have something that is a bigger topic that will have multiple parts, I would suggest adding a section followed by specific pages. For example, when we read *To Kill a Mockingbird*, I would suggest starting a section with that as the title. Then you can add pages under it like vocabulary, themes, summary notes, etc.

To add a section:

At the bottom of the column with your name, find the +section and click it. The box to the right will appear so you can name it. Type in the name and click okay. It will pop up in the next column.

When you get ready to add a page within the section, you'll click +page and name it. Once you add the page, you can start typing your notes.

If you are doing homework, you will do the same thing in that section. If you need to add a picture, link (to a song, movie, TV show, etc.), audio, or file, you can do all of that by clicking insert and adding whichever one you need.