

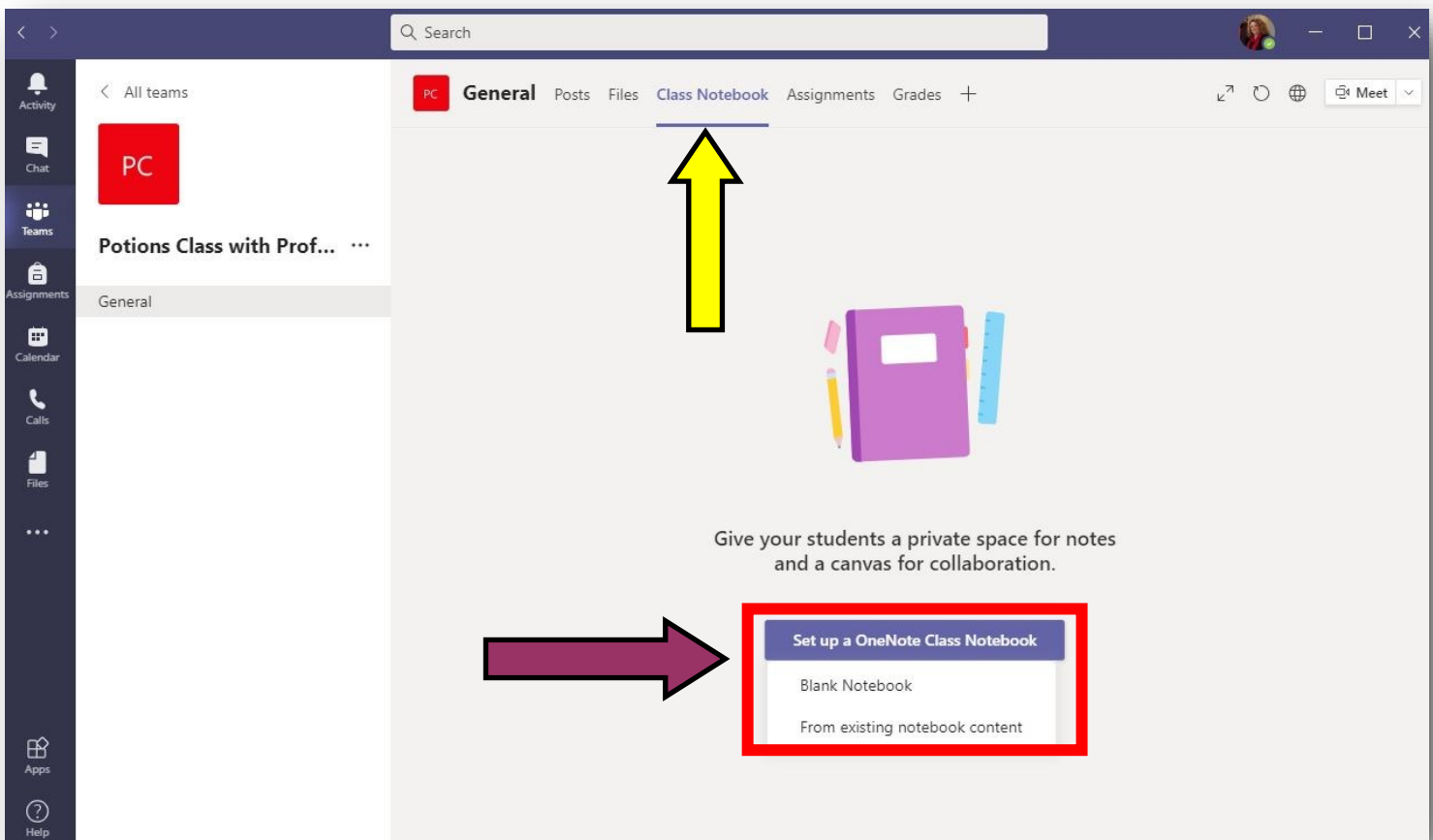
TEACHER ' S GUIDE TO ONENOTE CLASS NOTEBOOK

Follow this guide to set up your Class Notebook for all of your students!

1. From your desktop, click on the Teams app.



2. Click on the Team (class) where you would like to create your Class Notebook. Then, click on the Class Notebook tab at the top. Next, click the button to Set up a OneNote Class Notebook and select Blank Notebook.



You're doing great! Now it's time to customize your notebook—follow the steps on the next pages.

TEACHER'S GUIDE TO ONENOTE CLASS NOTEBOOK

Want to know what's included in your Class Notebook?



Here's what you will get in your Potions Class with Professor Snape Notebook:

Collaboration Space Team notes are stored here for everyone to see. All channels will have sections here.	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
Teacher-Only Section A private space for teachers	Teacher can edit the content Student cannot 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

3. Customize your students' **notebook sections** here. You can edit this later, also. Think about what sections of a digital notebook your students would need for organization. Then add a new section, rename or delete the existing sections to fit your class.

Set up the sections in each student's private space.

Use the following suggestions or create your own.

Potions Class with Professor Snape Notebook

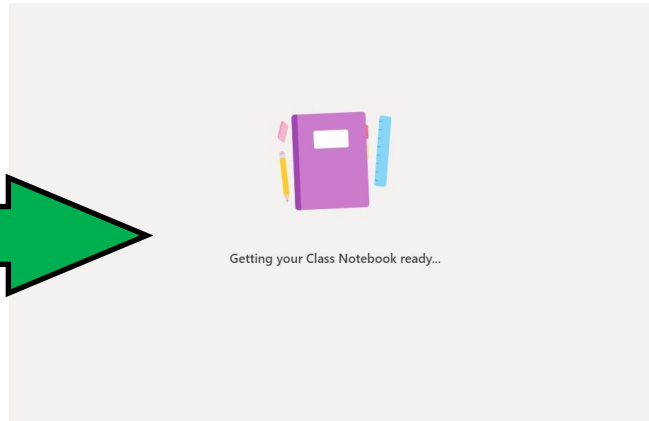
Student name

- Handouts
- Class Notes
- Homework
- Quizzes

Add section

TEACHER'S GUIDE TO ONENOTE CLASS NOTEBOOK

Your notebook is almost ready...



CONGRATULATIONS! YOU HAVE CREATED CLASS NOTEBOOKS FOR ALL OF YOUR STUDENTS!

[To learn more about Class Notebook like distributing pages and content to student notebooks with just a few clicks, click here!](#)

The screenshot shows the OneNote Class Notebook interface. At the top, there's a navigation bar with 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Below that is a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', 'Help', 'Class Notebook', and 'Open in Browser'. The main content area displays a 'Welcome to Class Notebook' message. It explains that the OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more. It then lists three parts of the notebook: 1. Student Notebooks, 2. Content Library, and 3. Collaboration Space. Below the list is an illustration of a tablet displaying a notebook page with a smiley face and a sticky note. At the bottom, there are instructions on how to make the most of the Class Notebook in your Class Team, including starting adding materials or collaborating, working in groups, and going full screen.

General Posts Files Class Notebook Assignments Grades +

File Home Insert Draw View Help Class Notebook Open in Browser Tell me what you want to do

Segoe UI 18 B I U Styles Tags abc Pickit Images

Welcome to 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.

Each notebook is organized into three parts:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

How to make the most of Class Notebook in your Class Team:

Start adding materials or collaborating in your Class Notebook today. Use the menu to the left to open or add new pages.

Work in groups. If you've added channels to your class team, use the Notes tab in those channels to continue working together in real time. Each channel connects to its own section in the Collaboration Space.

Go full screen. Launch Class Notebook in full screen to get more done. Select the double arrow in the upper right of