



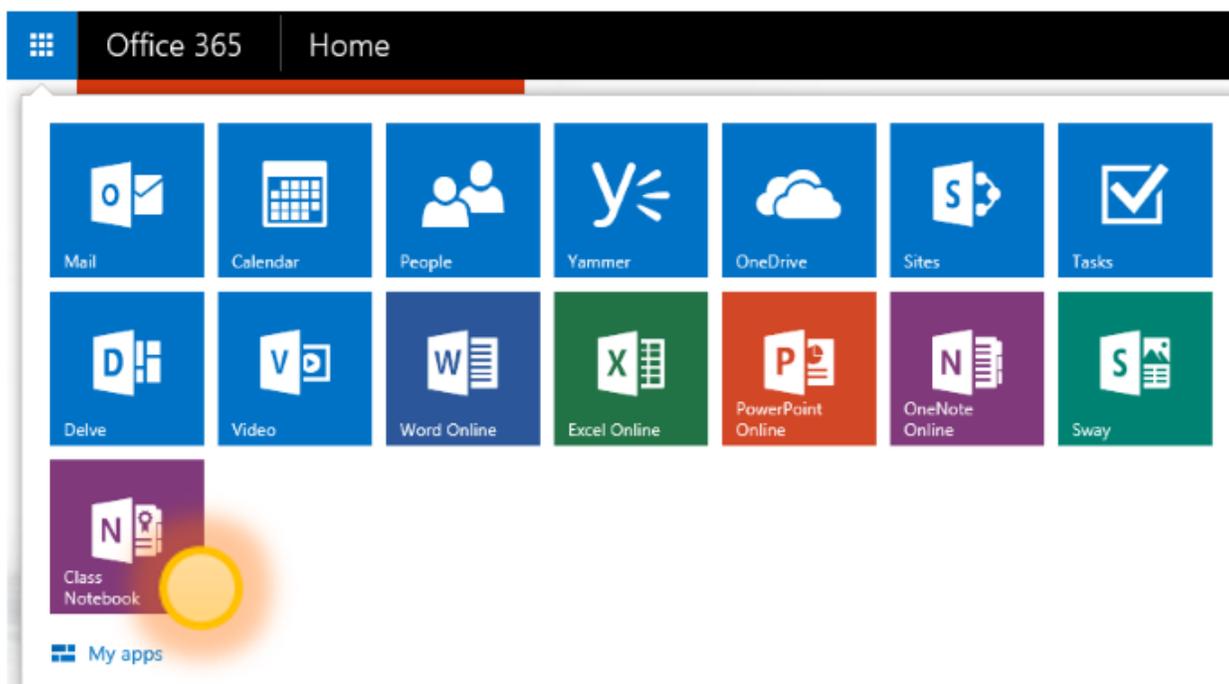
Using OneNote Class Notebooks: A guide for teachers and educators

Purpose: How to use Microsoft OneNote for faculty and student.

The OneNote Class Notebook app lets a teacher quickly set up a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities, all within one powerful notebook. OneNote, along with online versions of Word, Excel and PowerPoint are now available to educators at eligible institutions for free. Educators also receive 1 TB of OneDrive to store all of their documents.

Step 1. Create a new OneNote Class Notebook

1. Click the app launcher in the upper left.
2. In the list of apps that appears, click the Class Notebook app.



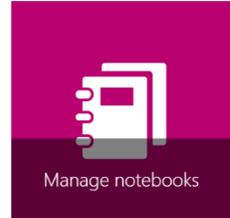
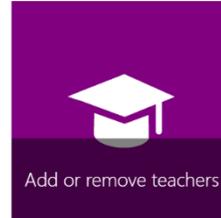
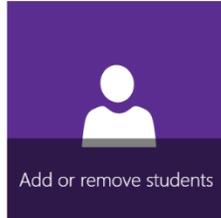
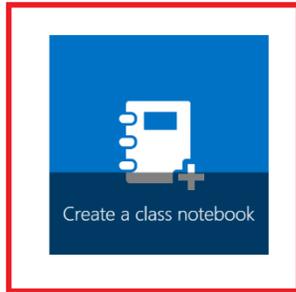
3. Click **Create a class notebook** from the available options.



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Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



[View user guide](#)

[Download the Class Notebook Add-in](#)

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

Office 365

- ✓ 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

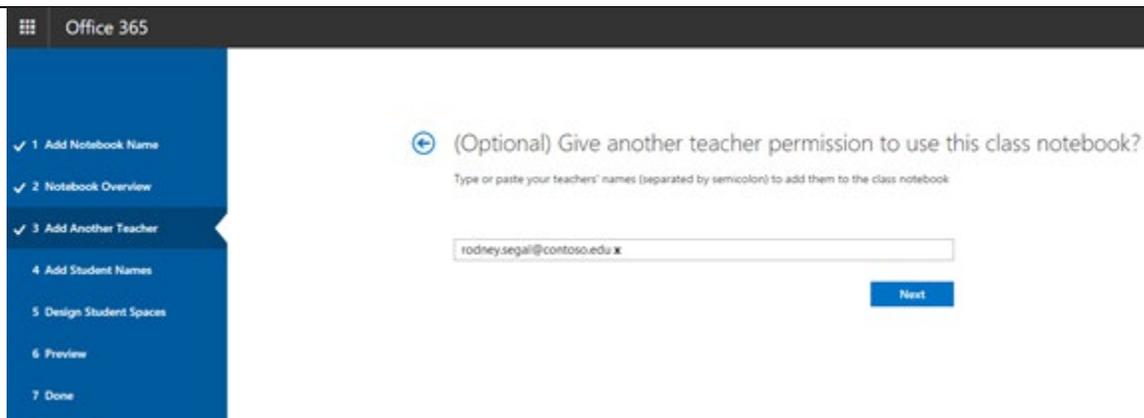
Collaboration Space Students and teachers can work together	Teacher can edit the content Student can edit the content
Content Library Publish course materials to students	Teacher can edit the content Student can only view the content
Student Notebooks A private space for each student	Teacher can edit the content Student can edit his or her own content and can't view others' notebooks

[Next](#)

5. (Optional) Add another teacher to your class notebook, and click **Next**.

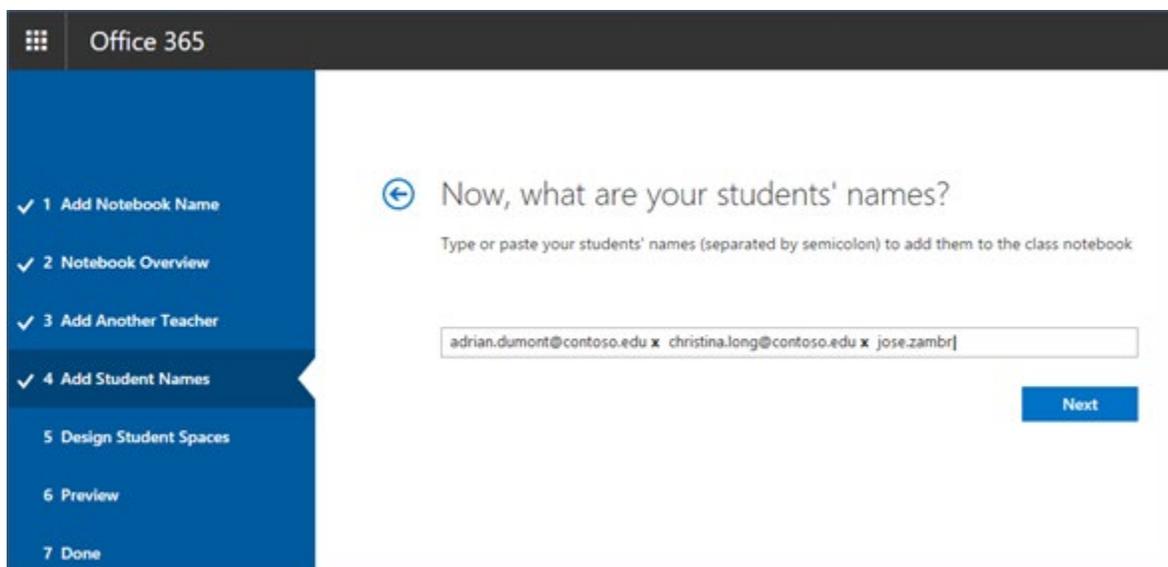


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Note: You can invite other teachers to co-own your OneNote Class Notebook. Simply add their school email addresses and we will send them invites to sign up for a free Office 365 account. After signup, they will have the same level of access to your notebook.

6. To add your students to your class notebook, type their school email addresses on the **Add Student Names** view, and click **Next**.

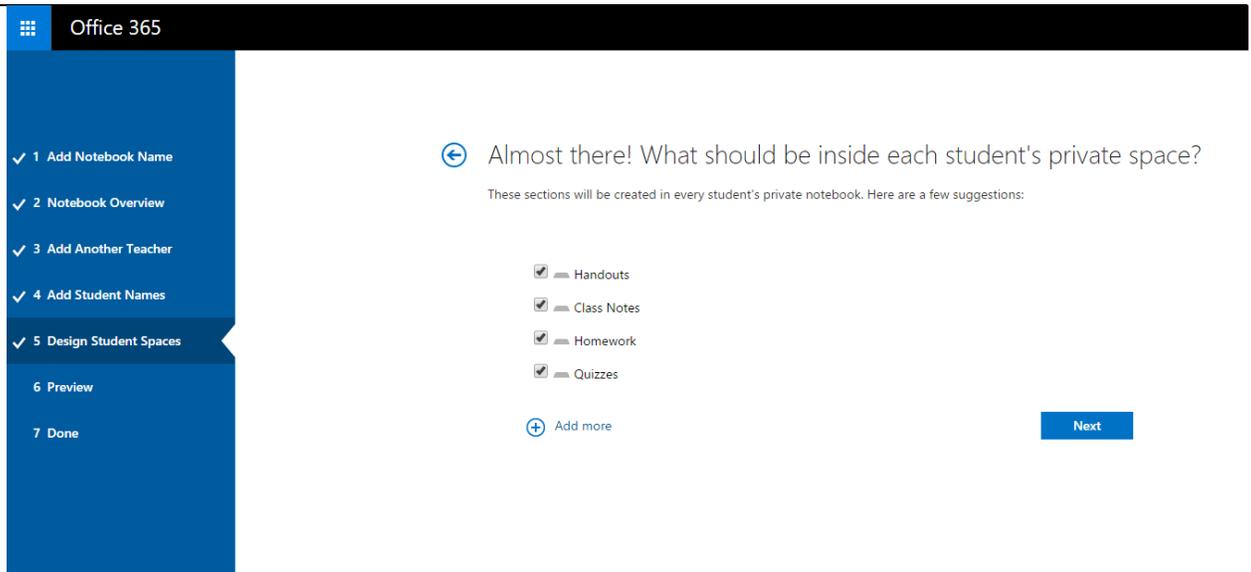


We'll email an invitation to your students asking them to join your Class Notebook.

7. Choose which sections should be included in each student's notebook. Keep the boxes checked next to the default sections that you'd like created in each student's notebook.



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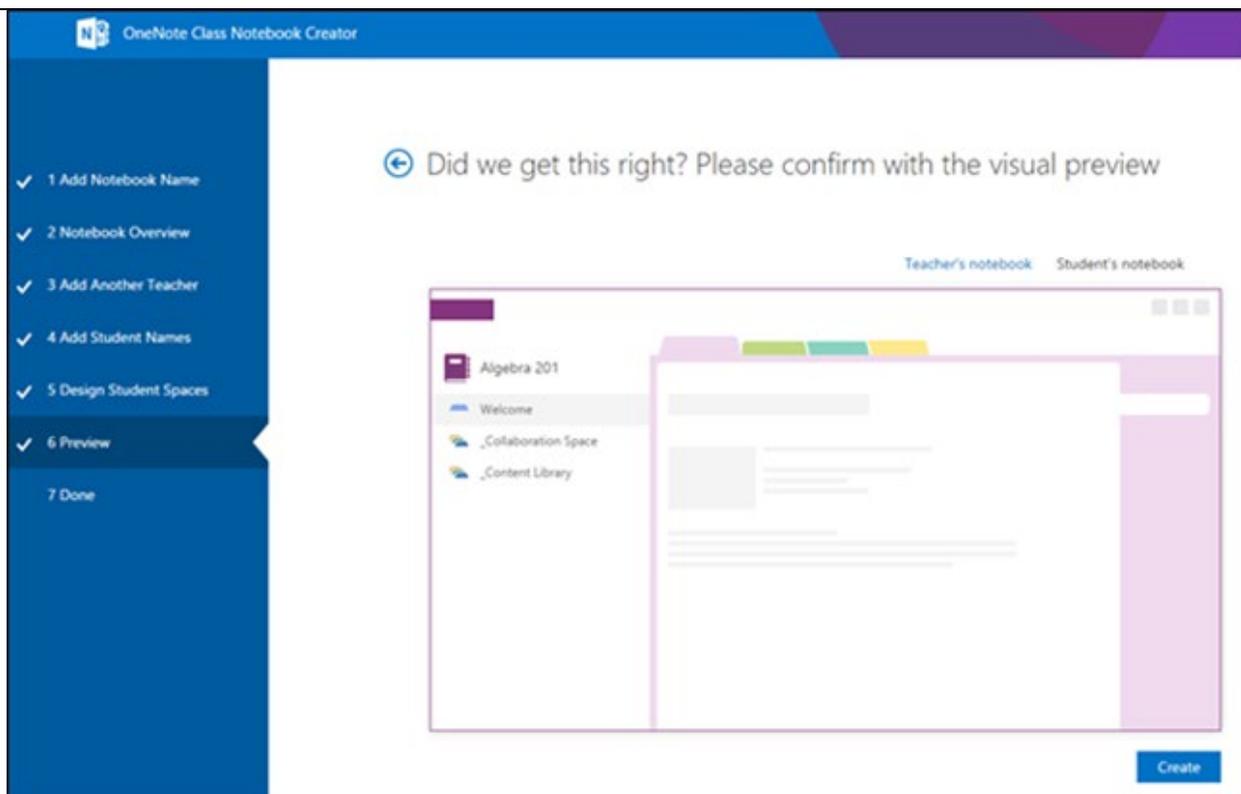


Note: We recommend that you create section names that correspond to activities, not units. For example, use activities such as Handouts, Class Notes, and Quizzes. The reason for this is that students work in one unit at a time; it will take longer to find items of interest in a unit section.

8. Confirm a preview of your Class Notebook, and click **Create**.
9. Click **Teacher's notebook**, and **Student's notebook** to verify how the sub-notebooks and sections will be created for the class.
10. Click  to go back to add or remove sections, or click **Create** to have the app create your class notebook.



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11. On the final **Done** view, you'll see a link to the notebook, in case you'd like to email to your students or post it up on a shared page. Click the notebook name link to open your class notebook in OneNote. Your students will receive an email asking them to accept your invitation to join the Class Notebook. Make sure they accept it so that they can access your notebook.



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The screenshot shows the Office 365 interface. On the left is a blue navigation pane with a checklist of seven steps, all marked with checkmarks: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names, 5 Design Student Spaces, 6 Preview, and 7 Done. The main content area displays a confirmation message: "Your notebook Math Period 2 is ready for you!". Below this are two links: "Open in OneNote" and "(Open in OneNote Online)". A note follows: "Copy the links above to share with your students." The "Class Notebook Add-in" section includes a preview link, a description of the add-in's features, and a note for Mac users. A purple button labeled "Download the Class Notebook Add-in" is present. The "Learn More" section contains three links: "Get interactive training OneNote for Teachers" (with a computer icon), "Follow us on Twitter @OneNoteEDU" (with a Twitter icon), and "See latest news and blog posts OneNote in Education Blog" (with a RSS icon). A fourth link, "Tell us what you'd like to see OneNote UserVoice" (with a speech bubble icon), is also included.

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.