



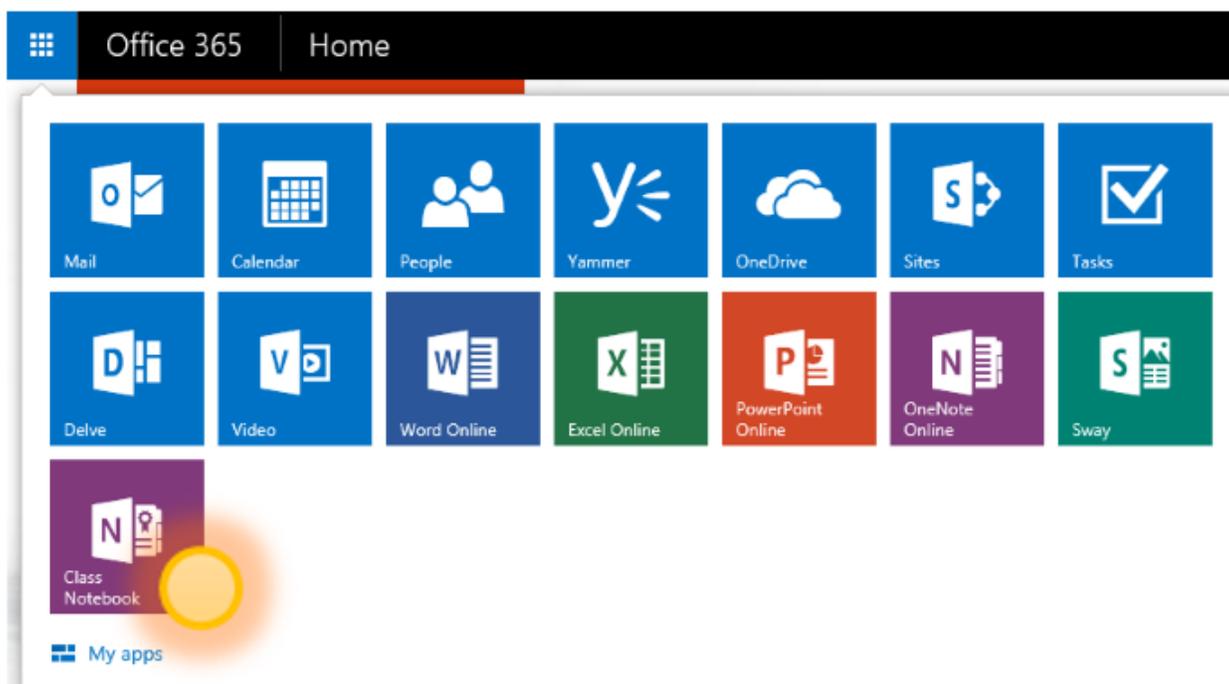
Using OneNote Class Notebooks: A guide for teachers and educators

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.



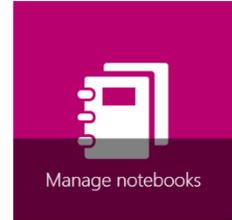
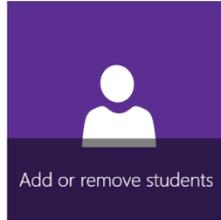
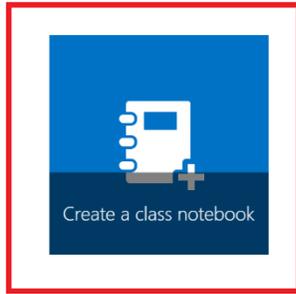
3. Click **Create a class notebook** from the available options.



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Welcome to the OneNote Class Notebook

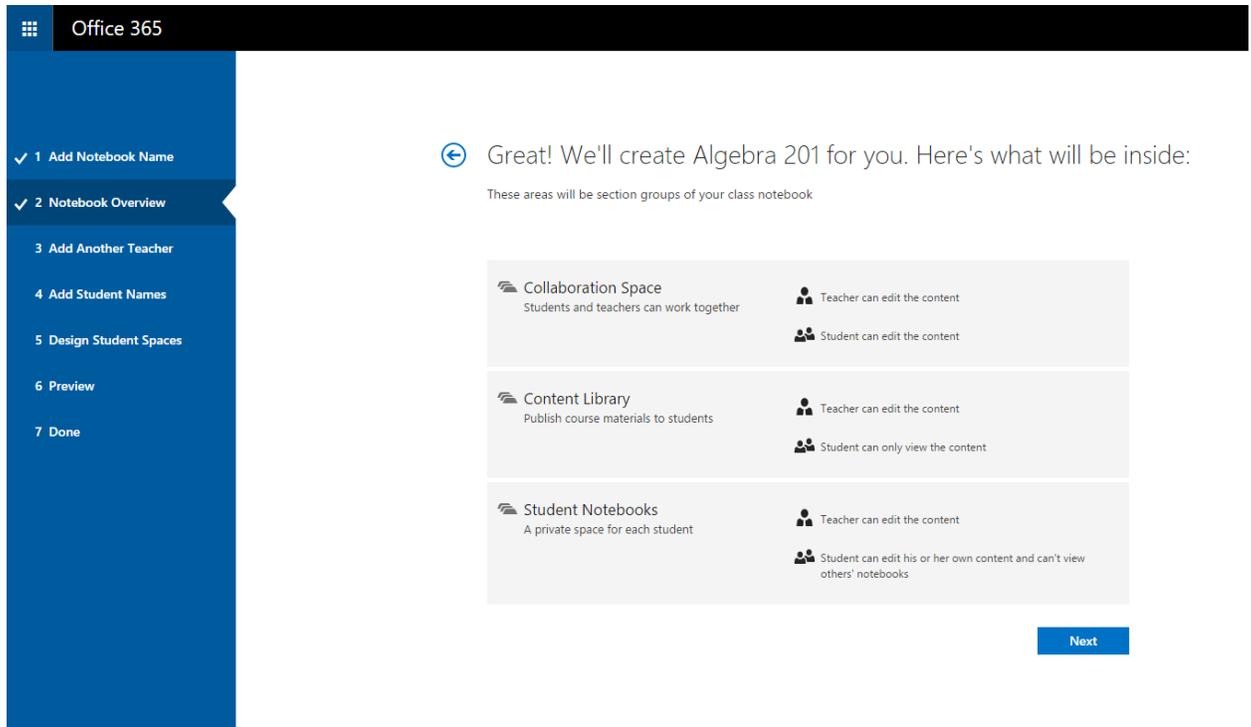
We will help you create a notebook you can use in the classroom



[View user guide](#)

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

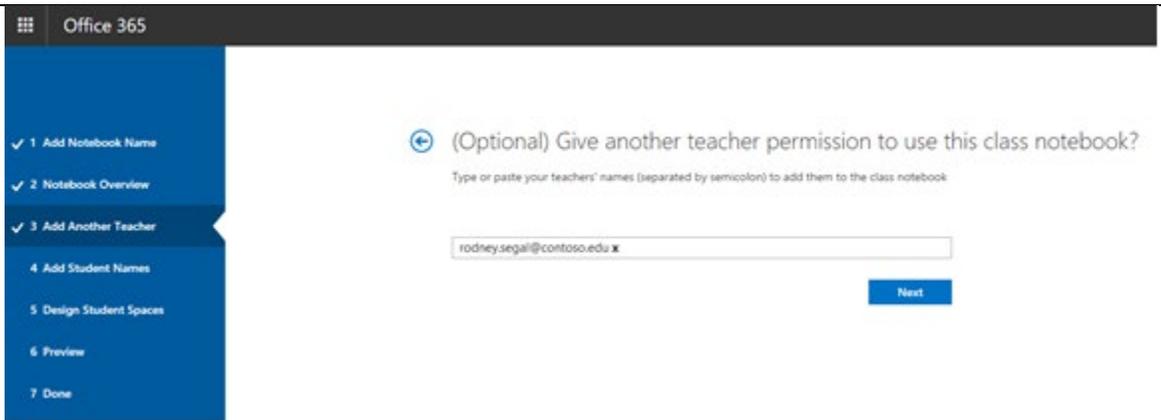
4. Name your new notebook, and then click **Next**.



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

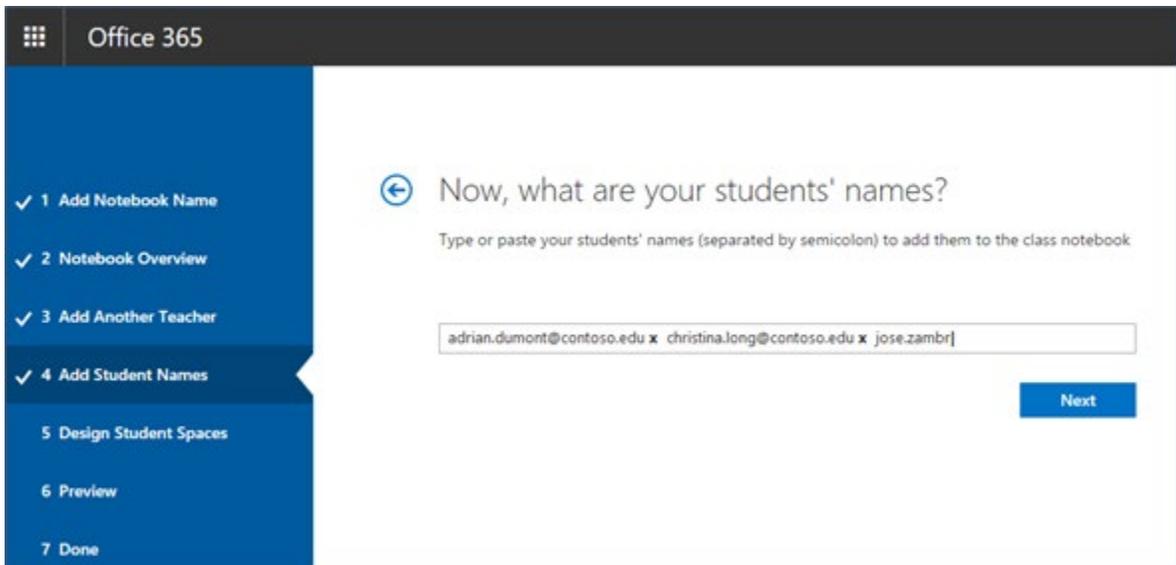


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Note: You can invite other teachers to co-own your OneNote Class Notebook. Simply add their school email addresses and we will send them invites to sign up for a free Office 365 account. After signup, they will have the same level of access to your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

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

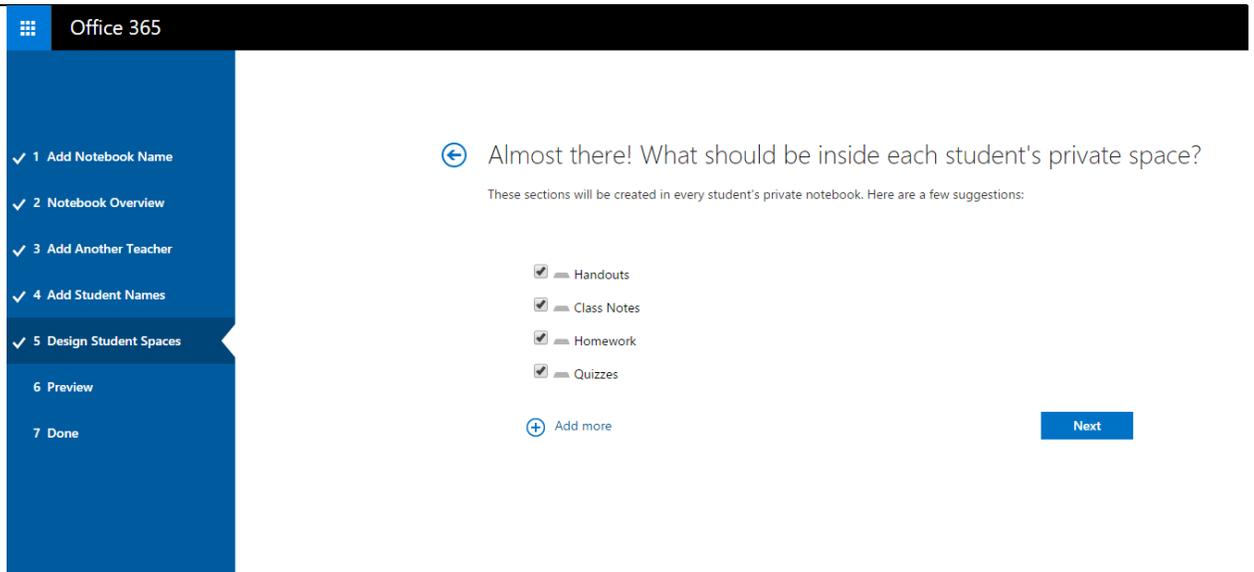


We'll email an invitation to your students asking them to join your Class Notebook.

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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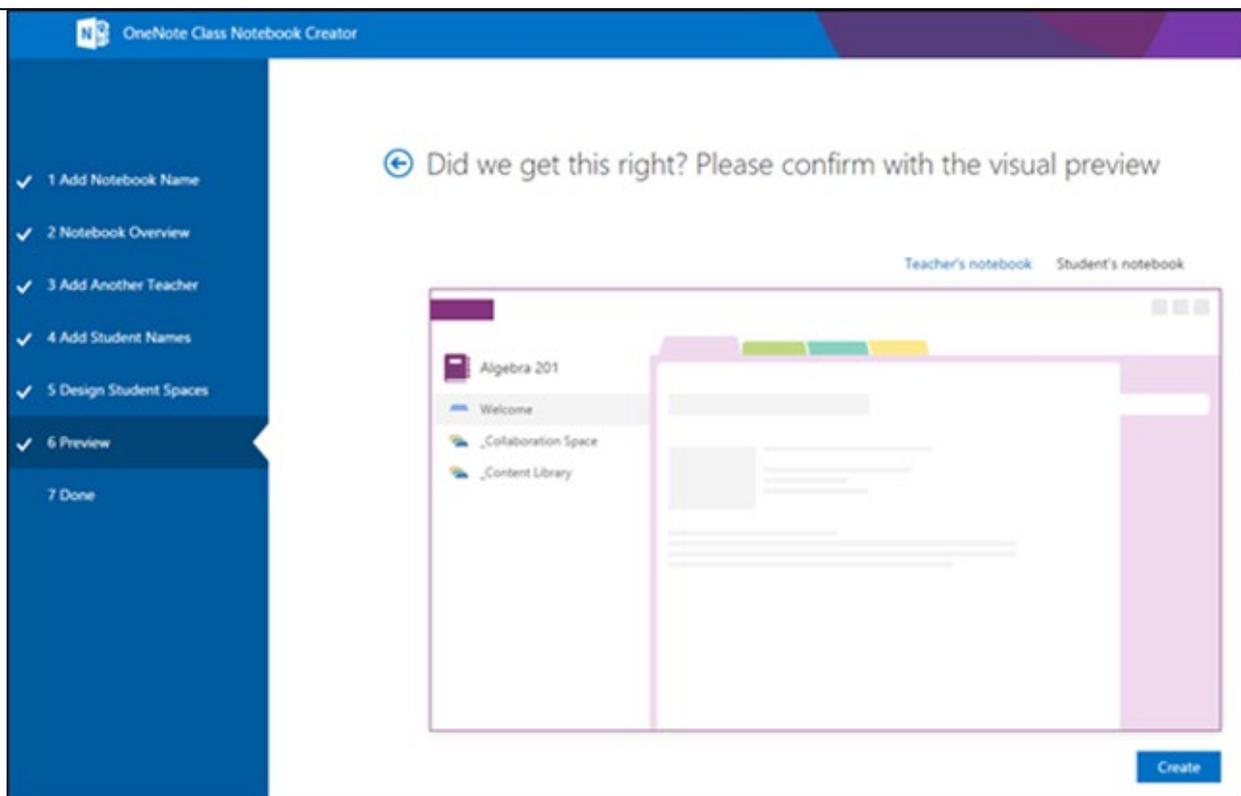


Note: We recommend that you create section names that correspond to activities, not units. For example, use activities such as Handouts, Class Notes, and Quizzes. The reason for this is that students work in one unit at a time; it will take longer to find items of interest in a unit section.

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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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

Your notebook Math Period 2 is ready for you!

[Open in OneNote](#) ([Open in OneNote Online](#))

Copy the links above to share with your students.

Class Notebook Add-in (preview)

This add-in for OneNote desktop is designed to help teachers be more efficient with their Class Notebooks. It includes page or section distribution to students, quick review of student work, and easier access to the Class Notebook app.

NOTE: Mac users do not need to download the Class Notebook Add-in as it will show up in an update for OneNote for Mac.

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

Learn More

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- Tell us what you'd like to see [OneNote UserVoice](#)

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.