

ECAMPUS TRAINING
BASIC

**GETTING STARTED WITH
ONENOTE
CLASS NOTEBOOK**



Table of Contents

OneNote Class Notebook Overview	3
What you'll need.....	3
Accessing OneNote Class Notebook	4
Creating Your Class Notebook	7
Adding Another Teacher to Your Class Notebook	8
Adding Students to Your Class Notebook.....	8
Automatically add students from your LMS	9
Individually add students to your notebook.....	9
Preview your Teacher Notebook	11

OneNote Class Notebook Overview

OneNote Class Notebook is available to educators using O365 in their school. The OneNote comes ready made with Content space to deliver curriculum, Collaboration space for Problem Based Learning, and Student work space for each student enrolled in class. Students cannot see in any other student's individual OneNote. Students can view Content from their teacher. Everyone can work in the Collaboration section.

- **Content Library:** A place where teachers can handout course materials to students.
- **Collaboration Space:** A space for anyone in the class to share, organize and collaborate.
- **Student Notebooks:** Private notebooks that are shared between the teacher and each individual student. Teachers can access these notebooks at any time, but students cannot see each other's notebooks.

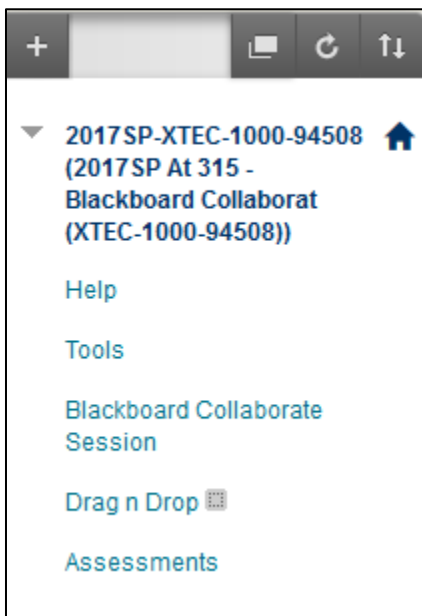
What you'll need

- An Office 365 subscription for Education that includes OneDrive for Business. If you're not sure you have this, please contact your IT administrator to verify.
- An organizational account for yourself (the teacher) with permissions to use the OneNote Class Notebook tool to create the class notebooks.
- Your students must have an Office 365 organizational account.

Note: It is recommended to use Internet Explorer 10 or Internet Explorer 11 to use the OneNote Class Notebook tool. Other modern browsers should also work.

Accessing OneNote Class Notebook

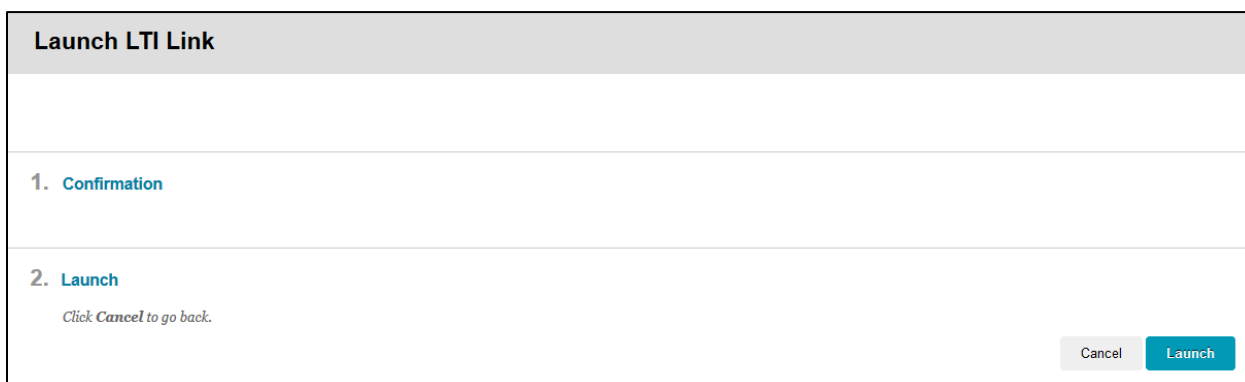
1. From your **Course Menu**, select the **Tools** link.



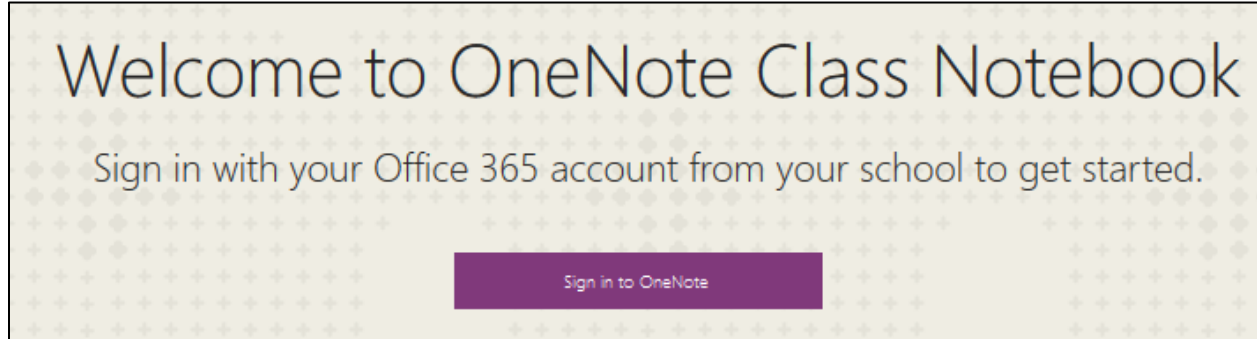
2. From the **Tools** page select **OneNote Class Notebook**.



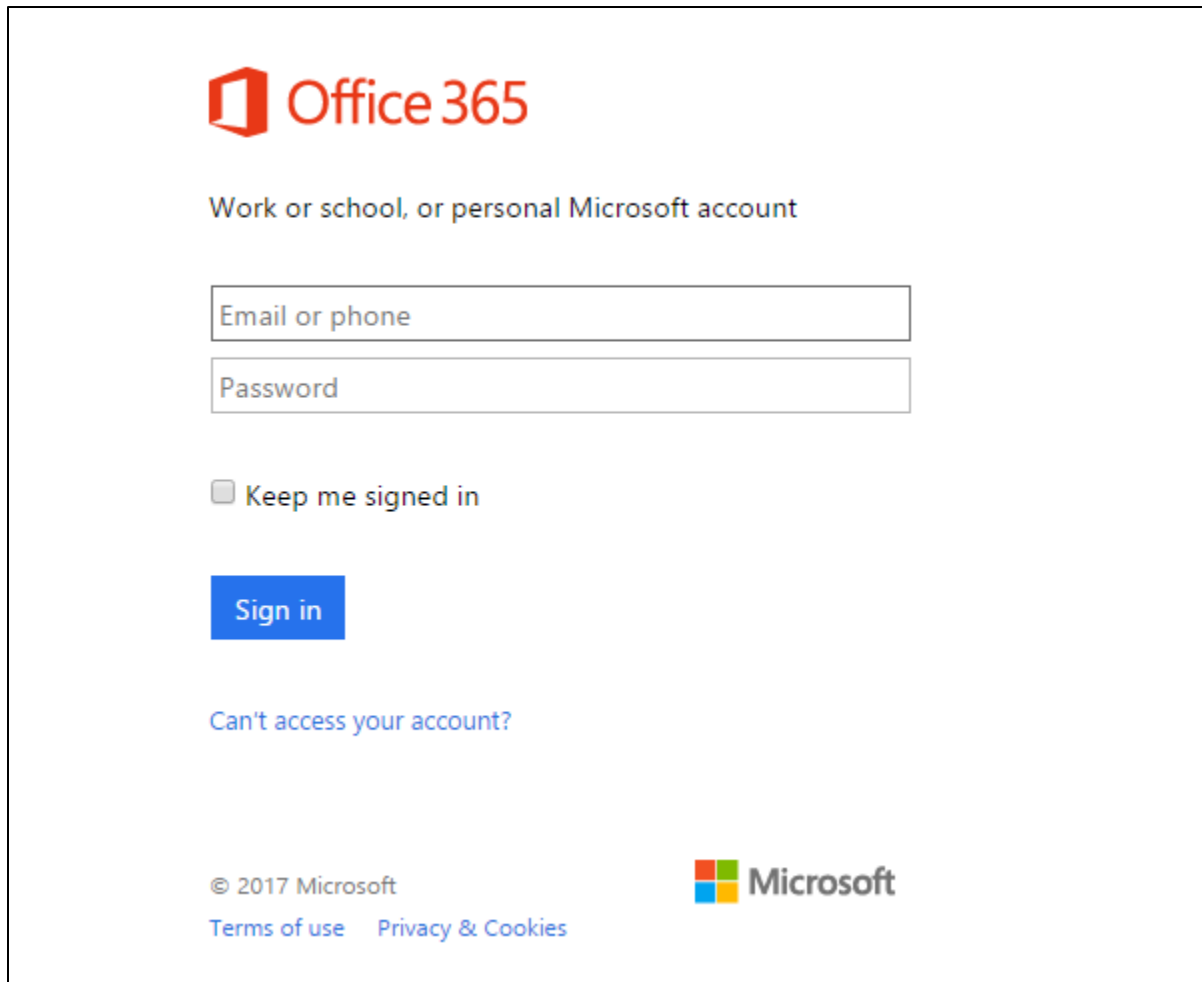
3. Select **Launch**.



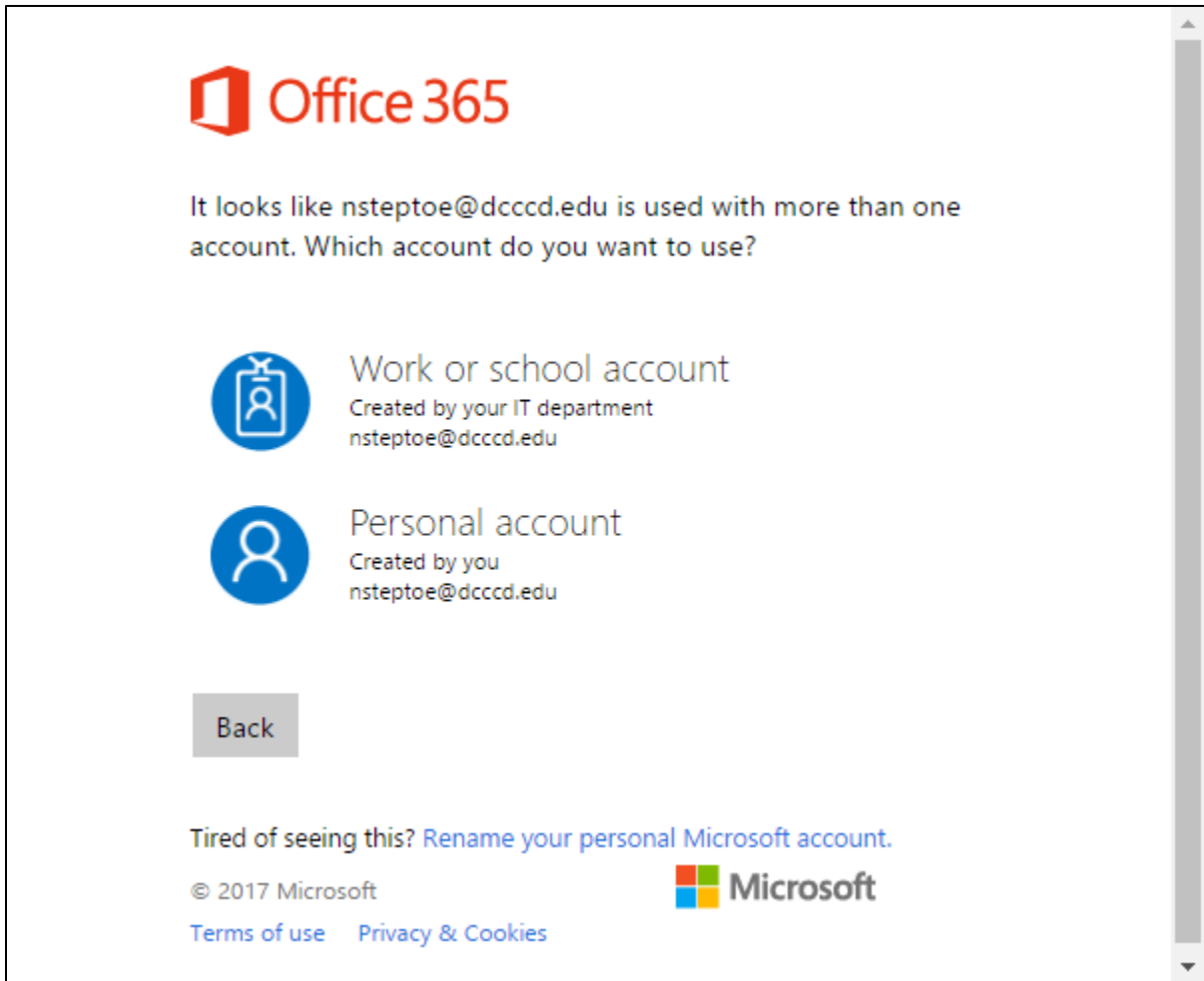
4. Select the **Sign in to OneNote** button.



5. Enter your work email account (i.e., ckent@dccd.edu) and Password.



6. If you wish you can also use your personal Office365 account information to sign in with.



Once you have signed in to your Office365 account you may now start using the **OneNote Class Notebook** tool.

Creating Your Class Notebook

1. Name your class notebook and select the **Next** button.

Office 365

Settings Help Steptoe, Nathaniel

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

What's the name of your class?

This will be the name of your class notebook

2017SP At 315 - Blackboard Collaborat (XTEC-1000-94508)

Next

Note: Each notebook you create must have a unique name, and it cannot contain these characters # / * ? " | < > : . % ' \.

On the **Notebook Overview** page, you will see areas that will be the available section groups of your class notebook. Select the **Next** button to continue.

← Great! We'll create eCampus Class Notebook 101 for you. Here's what will be inside:

These areas will be section groups of your class notebook

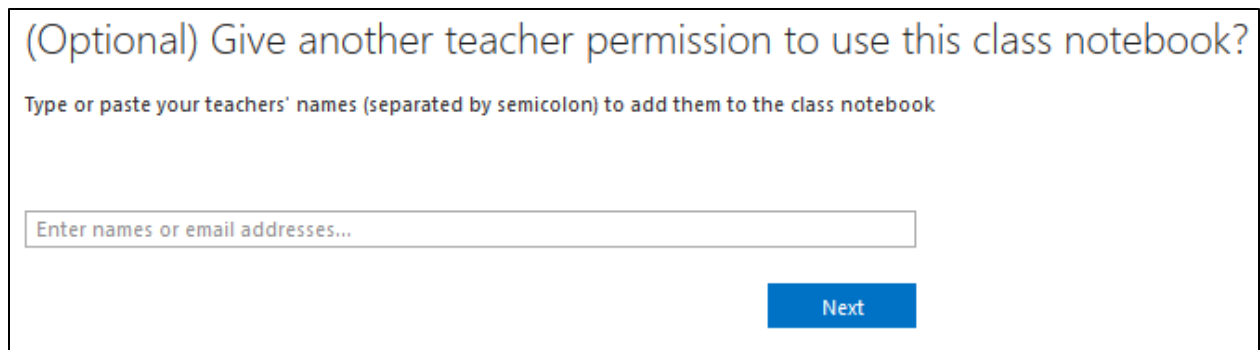
<p> Collaboration Space</p> <p>Students and teachers can work together</p>	<p> Teacher can edit the content</p> <p> Student can edit the content</p>
<p> Content Library</p> <p>Publish course materials to students</p>	<p> Teacher can edit the content</p> <p> Student can only view the content</p>
<p> Student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

Next

Adding Another Teacher to Your Class Notebook

On the **Add Another Teacher** page, you have the option to give another teacher permission to use this class notebook. If you choose to so at this time you will need to type or paste the teacher(s) names (separated by semicolon) to add them to your class notebook.

Note: Any teacher added will have the same permissions as you do. You can add as many as you'd like.



(Optional) Give another teacher permission to use this class notebook?

Type or paste your teachers' names (separated by semicolon) to add them to the class notebook

Enter names or email addresses...

Next

If you do not wish to add another teacher at this time, select the **Next** button to skip this step and continue.

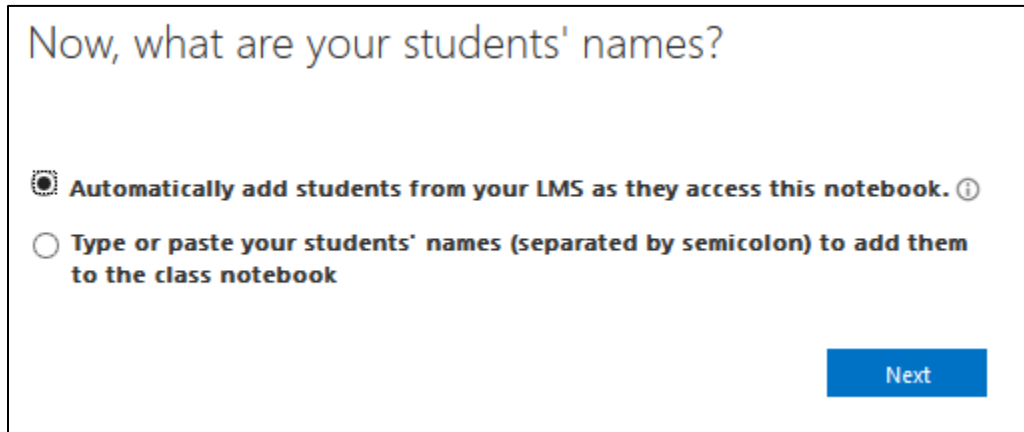
Adding Students to Your Class Notebook

You can add students to your class notebook by adding them automatically from your eCampus course roster or individually, by typing or pasting a list of your students' names. Each student receives their own private section and gets access to the collaboration sections.

Note: Your students must have an Office 365 organization account to be added individually.

Automatically add students from your LMS

To automatically add your students from your eCampus course roster, leave the **Automatically add students from your LMS as they access this notebook** option selected and select the **Next** button.



Now, what are your students' names?

Automatically add students from your LMS as they access this notebook. ⓘ

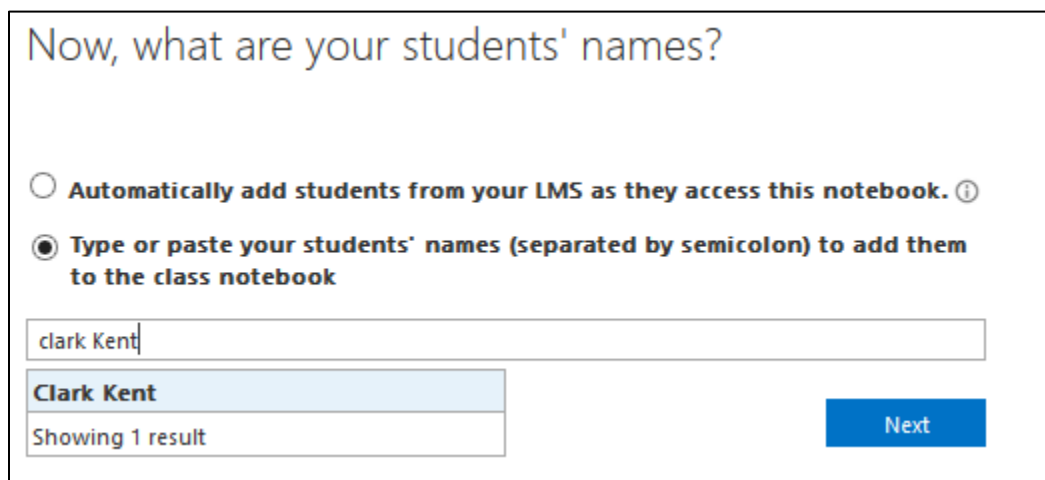
Type or paste your students' names (separated by semicolon) to add them to the class notebook

Next

Note: When a student accesses the notebook link through your eCampus course, OneNote will automatically give permission to use the notebook. If a student leaves the course, the notebook can still be accessed through OneNote until the teacher removes that student's permission to the notebook.

Individually add students to your notebook

1. To add students individually, type their names in the text box and then press Enter. As you type, the tool will look up possible matches. For example, you can type "Clark Kent" and it will find any students matching that name.



Now, what are your students' names?

Automatically add students from your LMS as they access this notebook. ⓘ

Type or paste your students' names (separated by semicolon) to add them to the class notebook

clark Kent

Clark Kent

Showing 1 result

Next

2. Select the **Next** button to continue.

3. Next, you will need to verify what sections you want to be available in each student notebook. By default, each student notebook will have four sections available.

- Handouts
- Class Notes
- Homework
- Quizzes

Almost there! What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

- Handouts
- Class Notes
- Homework
- Quizzes

[+ Add more](#)

[Next](#)

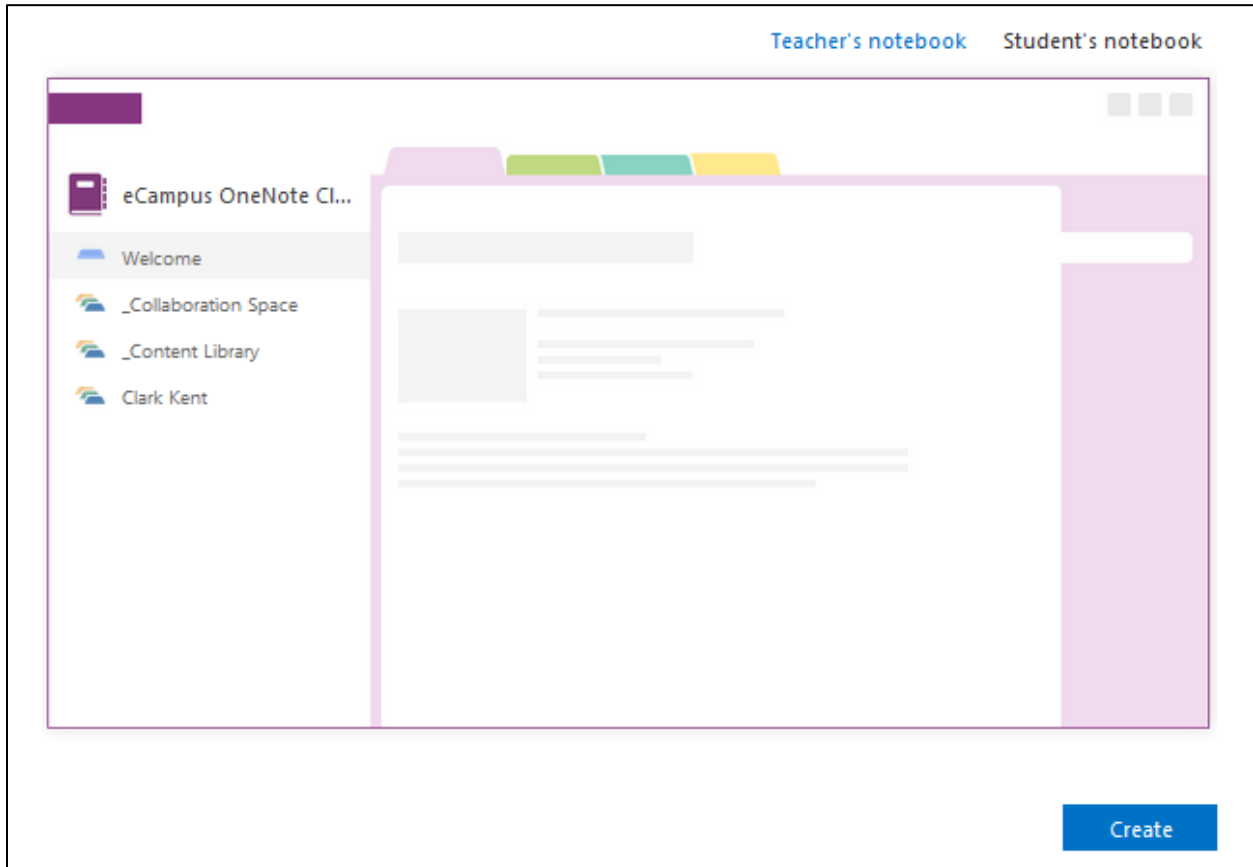
To add more sections, select the **Add more** () link.


4. Select the **Next** button when finished.

Note: You can also add, remove, and delete sections directly in your students' notebooks after the class notebook is created.

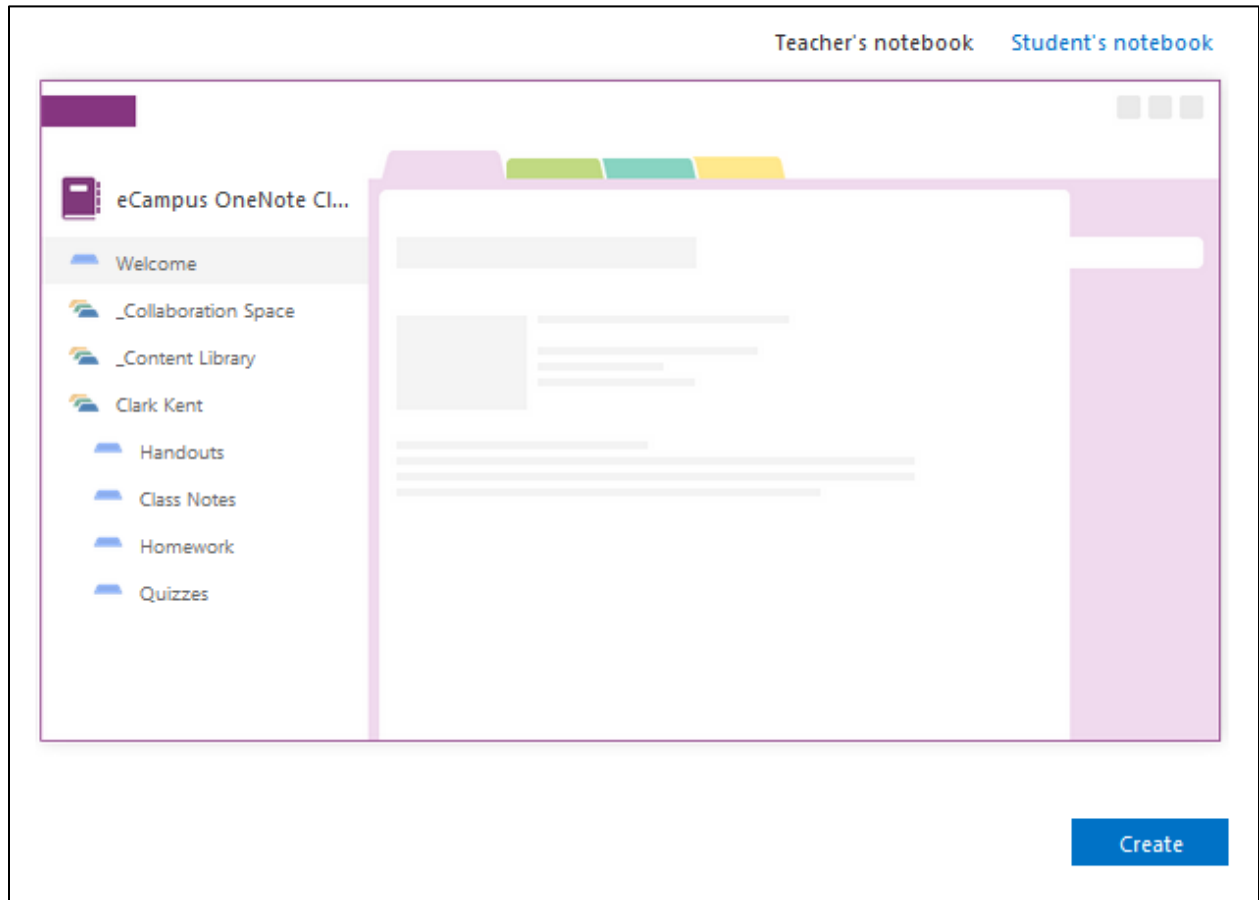
Preview your Teacher Notebook

1. Select the **Teacher Notebook** link at the top right-hand corner of your class notebook preview image to preview the available sections inside your class notebook.

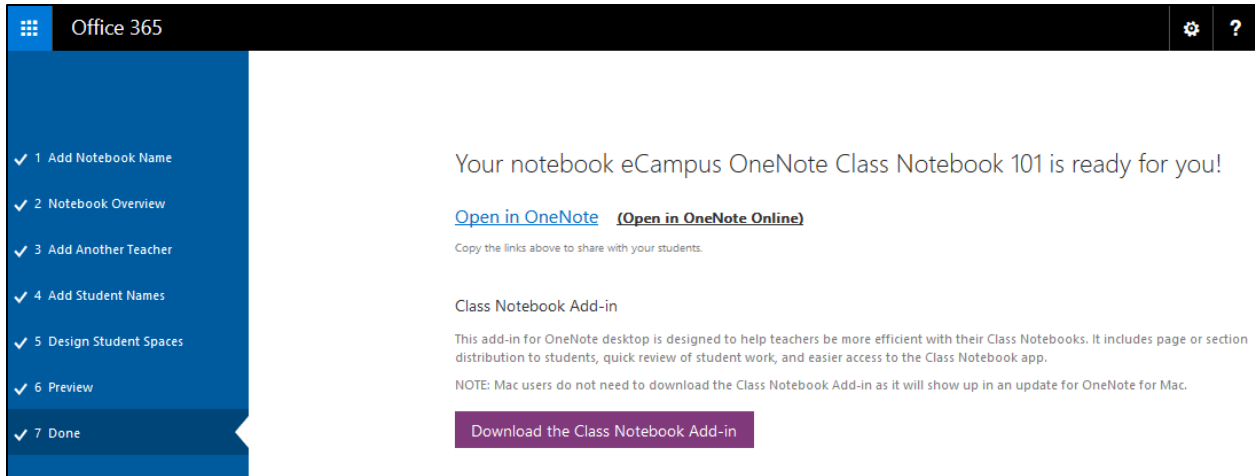


Note: Click  button to go back to add or remove sections, or click **Create** to create your class notebook.

2. Select the **Student's Notebook** link at the top right-hand corner of your class notebook preview image to preview the available sections inside your students' class notebook.



3. Click the notebook name link to open your class notebook in **OneNote**. As soon as the notebook is ready for your students, email the hyperlink shown in the text box to your class for your students to open. Keep a copy of this link for your records or retrieve this link later in **OneNote 2013** by right-clicking the class notebook in the notebook list, and then clicking **Copy Link to Notebook**.



The screenshot shows the Office 365 interface for setting up a OneNote Class Notebook. On the left is a blue navigation pane with a checklist of steps: 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 has a white background and displays the message: "Your notebook eCampus OneNote Class Notebook 101 is ready for you!". Below this message are two links: "Open in OneNote" and "(Open in OneNote Online)". A small note says "Copy the links above to share with your students." Further down, there is a section titled "Class Notebook Add-in" with a description: "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." A note below states: "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." At the bottom of this section is a purple button labeled "Download the Class Notebook Add-in".

Note: 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.

