

## OneNote 2016 Class Notebook

OneNote Class Notebook is an add-in that gives teachers the ability to collaborate on class projects, share assignments with students, and provide feedback on student work. The OneNote Class Notebook add-in is available for OneNote 2013 and OneNote 2016 and is included in Windows 10. The add-in can also be downloaded from <http://www.onenote.com/classnotebook>.

A class notebook includes:

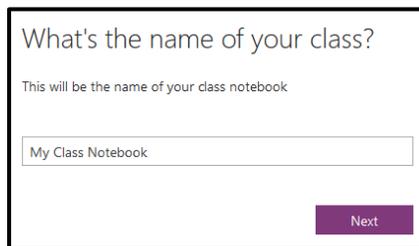
- **Student Notebooks** – private notebooks shared between the teacher and individual students; teachers can access these notebooks, but students cannot see other student’s notebooks
- **Content Library** – a notebook used by the teacher to share course materials with students; teachers can add to and edit its materials, but it is read-only for students
- **Collaboration Space** – a notebook used by all students and the teacher to share, organize, and collaborate

### Create a Class Notebook

- On the Class Notebook tab, click **Create Class Notebook** in the Manage group.
- Log in to your Office 365 account if necessary.



- Type a name for the notebook and click **Next**.

A screenshot of a dialog box titled 'What's the name of your class?'. Below the title, it says 'This will be the name of your class notebook'. There is a text input field containing the text 'My Class Notebook'. At the bottom right of the dialog box is a purple button labeled 'Next'.

- The Notebook Overview page shows what sections will be included in the notebook:
- If desired, add another teacher to the class notebook by entering a name or email address.
- Click **Next**.

- Type or paste a student's name in the text box.
- Select the student name from the list.
- When all student names have been added, click **Next**.

Now, what are your students' names?

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

Emily Rogers x

Next

- Accept the default sections that will be created in each student's notebook.
- Click **Add More** to add additional sections.
- Click **Next** when all desired sections have been added.

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

- Click **Teacher's notebook** to preview how the sub-notebooks and sections will look for the teachers.
- Click **Student's notebook** to preview how the notebook will look for the students.
- Click the back arrow to go back and add or remove sections or click **Create** to create the class notebook.

Did we get this right? Please confirm with the visual preview

Teacher's notebook Student's notebook

My Class Notebook

Welcome

\_Collaboration Space

\_Content Library

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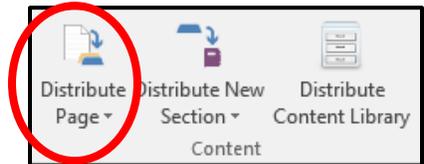
Create

- Click **Open in OneNote** to open the class notebook.
- Students will access the class notebook inside the **Shared with me** folder in their OneDrive.

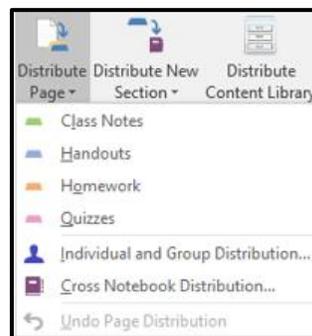
## Distribute Class Notebook Pages and Sections

- Open the notebook you'd like to distribute from.
- Select the page(s) you want to distribute in the Content Library or Collaboration Space (to select multiple pages, hold down the Shift key as you click each page).

- On the Class Notebook tab on the ribbon, click **Distribute Page**.



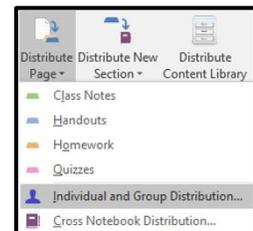
- Select the section you'd like to copy the page(s) to.



- All students will get a copy of the page in that section of their notebook.

- To distribute a page to certain students,

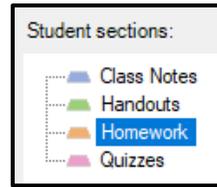
- Click **Distribute Page** and then click **Individual and Group Distribution**.



- Check the names of the students you want to distribute the page to.

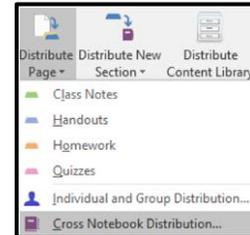


- Select the section to copy the page into.

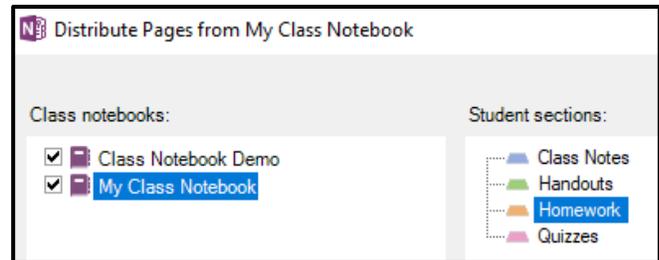


- Click **Copy**.

- To distribute a page to multiple Class Notebooks,
  - Click **Distribute Page**; then click **Cross Notebook Distribution**.



- Check the names of the Class Notebooks you want to distribute the page to.

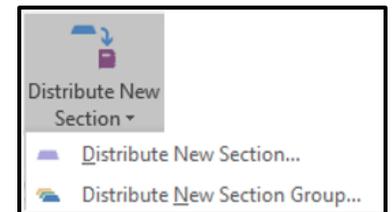


- Select the section to copy the page into.

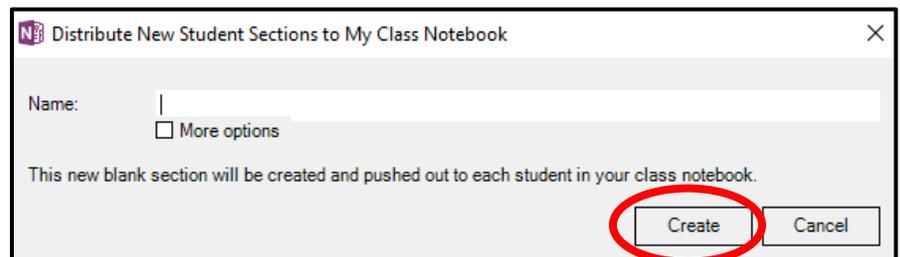
- Click **Copy**.

### Create a New Section

- On the Class Notebook tab on the ribbon, click **Distribute New Section** and choose **Distribute New Section** or **Distribute New Section Group**.



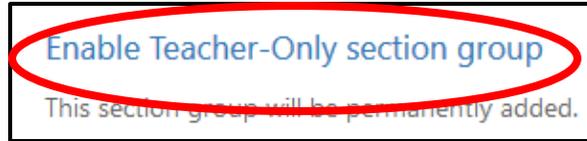
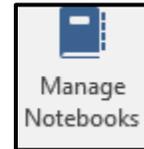
- Enter a name for the section or section group.



- Click **Create**.

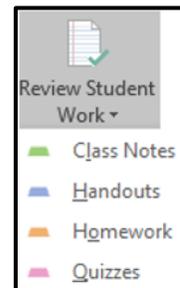
## Create a Teacher-Only Section

- On the Class Notebook tab on the ribbon, click **Manage Notebooks** to open the class notebook wizard.
- Select the notebook you want to add a teacher-only section to.
- Click **Enable Teacher-Only section group**.

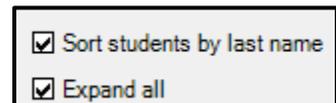


## Review Student Work

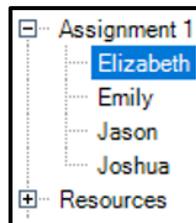
- On the Class Notebook tab on the ribbon, click **Review Student Work**.
- Select the section of student work you want to review.



- In the Review Student Work pane, click the checkboxes to sort students by last name or to expand all names and assignments.



- Select a student to review their work.



- Click the X to close the Review Student Work pane when you're done.