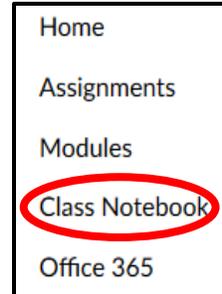


## Using OneNote Class Notebook in Canvas

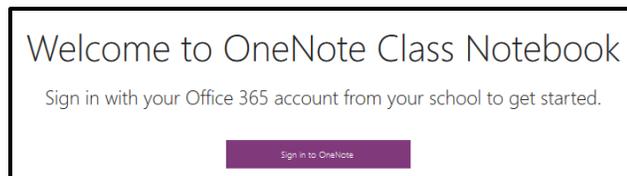
You can create a Class Notebook using Canvas or Office 365. If the notebook is created within Canvas, students are automatically added to the notebook when they access it inside of the Canvas course. Only one class notebook can be attached to the Canvas course at one time; if a new one is created within Canvas, the old one can be accessed thru Office 365.

### Creating a Class Notebook within Canvas

- Click **Class Notebook** in the Course Navigation pane on the left.

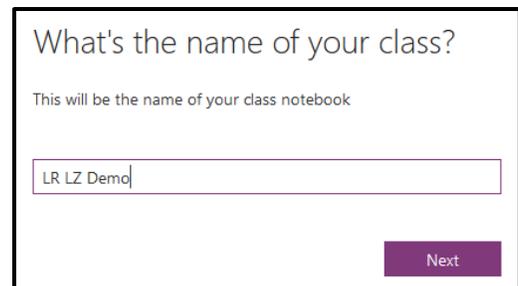


- Sign in to your school Office 365 account.



- The notebook name defaults to the course name but can be changed if desired.

- Click **Next**.



- The Notebook Overview page shows what sections will be included in the notebook:
  - **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

- Click **Next**.

- Optionally, add another teachers to the course by entering their names or email addresses.

(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

Next

- Click **Next**.

- Make sure **Automatically add students from your LMS as they access this notebook** is selected.

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

- Click **Next**.

- Add additional notebook sections by clicking **Add more** and entering the required information.

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 **Next**.

- Click **Teacher's notebook** to preview how the sub-notebooks and sections will look for the teachers.

- Student sections will not be visible yet.

- 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

Create

- The notebook is now added to the Canvas course.

### Accessing a Class Notebook within Canvas

- To access the class notebook in the future, click **Class Notebook** in the Course Navigation menu on the left.

- Click **Open your Class Notebook** to open the notebook in OneNote Online.

