



CLASS NOTEBOOK

LP+365

HELP GUIDE
VERSION 2.0

1. Overview.

The OneNote **Class Notebook** tile is located on the **Class/Subject Dashboard** and allows users to create Class Notebooks.

New **Notebooks** can be created by teachers who are permissioned to the **Class/Subject Dashboard** and lets them set up shared notebook for differentiated instruction, personal workspaces for every student, a content library for handouts, and a collaboration digital space for lessons and creative activities.

Students can work together while teachers provide real-time feedback.

2. Creating a OneNote Class Notebook.

1. Navigate to the Class/Subject dashboard from where you wish to create a Class Notebook.

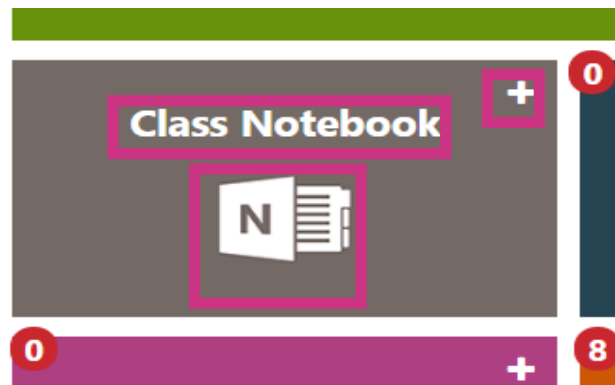


FIGURE 1. THE CLASS NOTEBOOK TILE ON CLASS DASHBOARD

2. On the Class Notebook tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **What's the name of your class?** as shown in Figure 2.

FIGURE 2. ADD A CLASS NOTEBOOK

3. Add a **Name**: this should be the name of your Class Notebook. This is a required field.
4. Select what should be inside each student's private space by selecting the sections required for or **Add More** sections and name them as shown in Figure 3. By default, all existing sections are pre-selected.

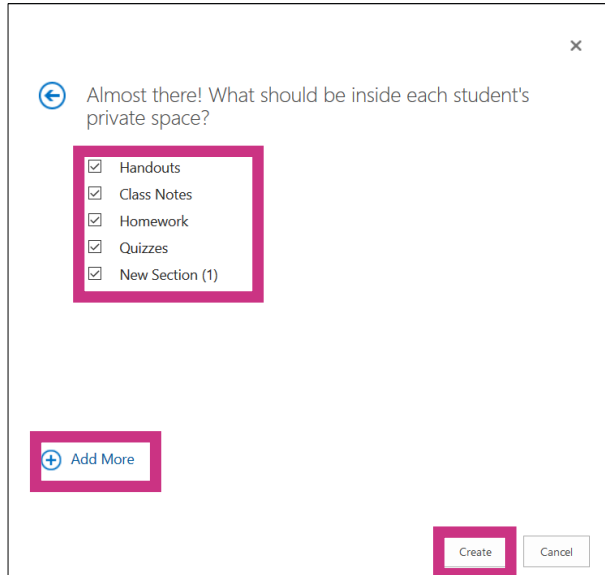


FIGURE 3. SELECT REQUIRED SECTIONS

5. **Create** button: will auto provision all existing students who are permitted to the class and add any existing class teachers as co-owners to the **Notebook** as shown in Figure 4.

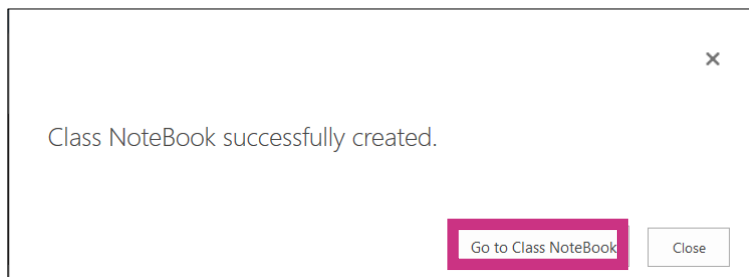


FIGURE 4. GO TO CLASS NOTEBOOK

6. **Go to Class Notebook** button will launch a new browser tab and will display the Class Notebook in Microsoft OneNote Online.

3. Viewing OneNote Class Notebook.

Once a Class Notebook has been created; teachers can click on the title of the **Class Notebook** tile or icon to launch a new browser tab to view a list of all Class Notebooks they have created and/or are Co-owners of as shown in Figure 5.

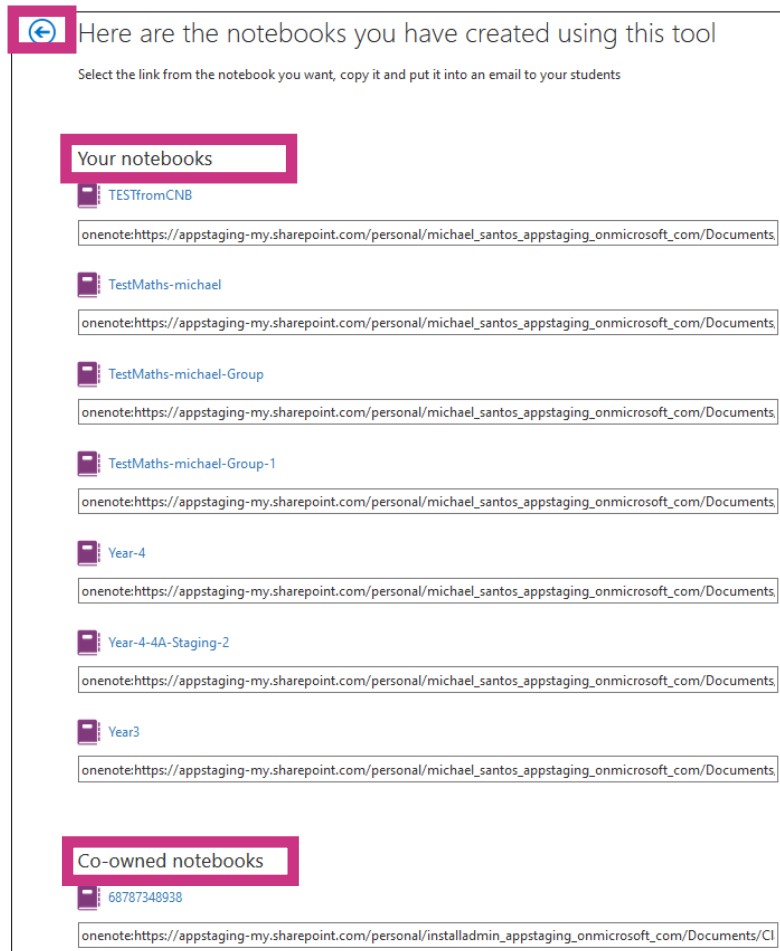



FIGURE 5. YOUR NOTEBOOKS

Clicking on a OneNote file from this view will launch the file in the OneNote application. To open the file in browser, copy and paste the URL and remove the **onenote:** prefix.

Students clicking on **Class Notebook** tile or icon are re-directed to their **Shared with me** section on their OneDrive. Any OneNote files that are opened directly by clicking on the file name from OneDrive will open in OneNote Online.

4. Managing OneNote Class Notebook.

Once a **Class Notebook** has been created by a teacher, they may be required to add or remove students or teachers. This can be done from the OneNote Class Notebook management screen available to teachers and administrators.

1. From within OneNote Online application Select the  (waffle) from top right and select the **Class Notebook** app as shown in Figure 6.

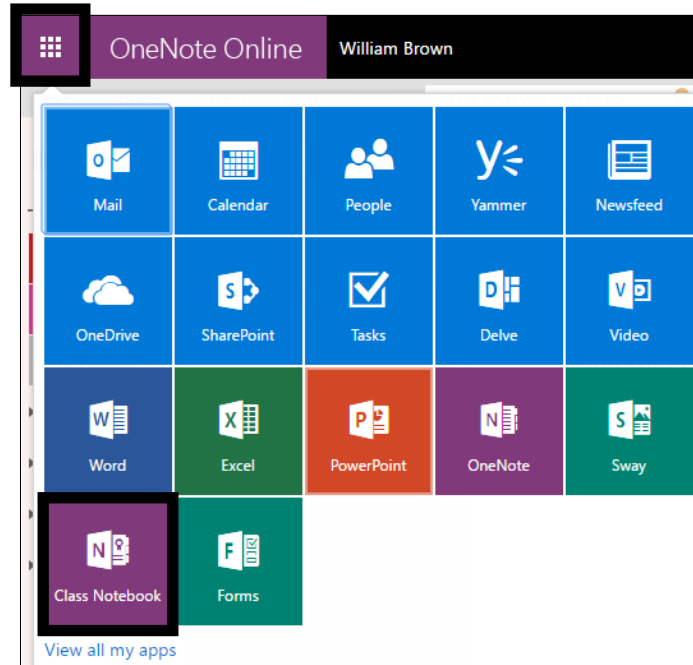


FIGURE 6. ONENOTE CLASS NOTEBOOK MANAGEMENT

2. This will launch the **Welcome to the OneNote Class Notebook** screen in a new browser tab from where you can do the following as shown in Figure 7:



FIGURE 7. WELCOME TO THE ONENOTE CLASS NOTEBOOK

- **Create a class notebook:** this will be a similar wizard

Note this wizard will ask you to manually define teacher and student names to the class notebook as opposed to the automated method via the tile on the **Class/Subject Dashboard**.

- **Add or remove students:** this will display **Your notebooks** and **Co-owned notebooks** from which you will need to select. Once selected you can add or remove student names.

The preview will display current students that have access to the class notebook; once updated your changes will appear and your notebook will be ready.

- **Add or remove teachers:** this will display **Your notebooks** and **Co-owned notebooks** from which you will need to select. Once selected you can add or remove teacher names.

The preview will display current teachers that have access to the class notebook; once updated your changes will appear and your notebook will be ready.

- **Get notebook links:** this will display **Your notebooks** and **Co-owned notebooks** as shown in Figure 5.

5. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Getting Started with the OneNote Class Notebook](#)
- [OneNote for students](#)
- [OneNote for teachers](#)
- [Collaboration in the classroom with the OneNote Class Notebook](#)
- [OneNote for school administrators](#)

Purchased Support? Log a call <https://tigeronline.lpplus.net>

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