

OneNote Class Notebook Creation

- 1) Open up your browser and go to [OneNote.com/ClassNotebook](https://onenote.com/classnotebook). One of two pages will load.
 - a. If you see this page...

Welcome to the OneNote Class Notebook

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

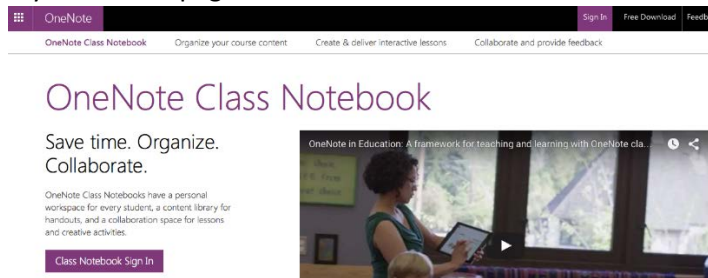


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...skip to step 2.

- b. If you see this page...



...click on “Class Notebook Sign In” and login using your Williston email login and password. If prompted at any point to choose between “Personal” and “Business (School)” accounts, choose **“Business (School)”**.

- 2) Click on “Create a class notebook”.

Welcome to the OneNote Class Notebook

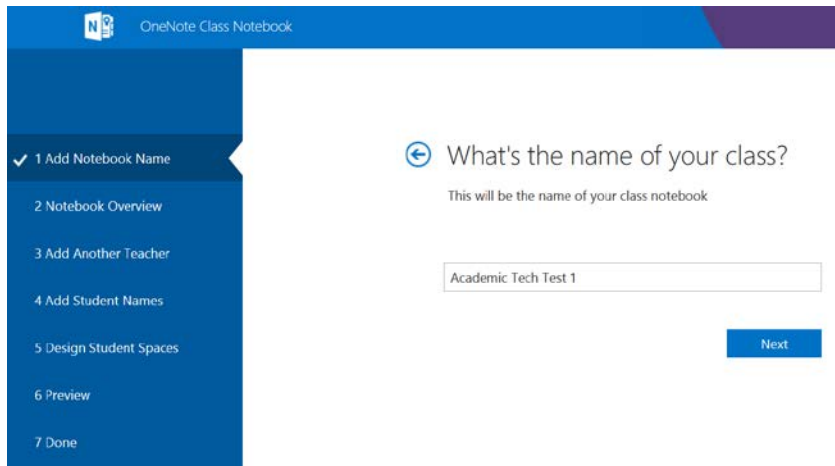
We will help you create a notebook you can use in the classroom



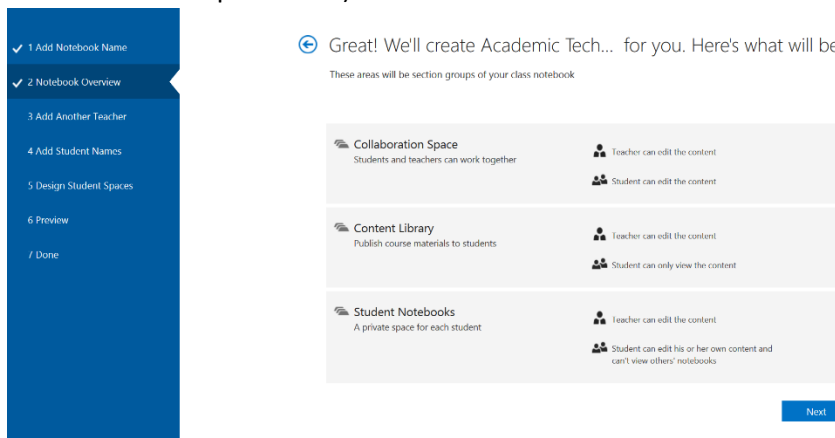
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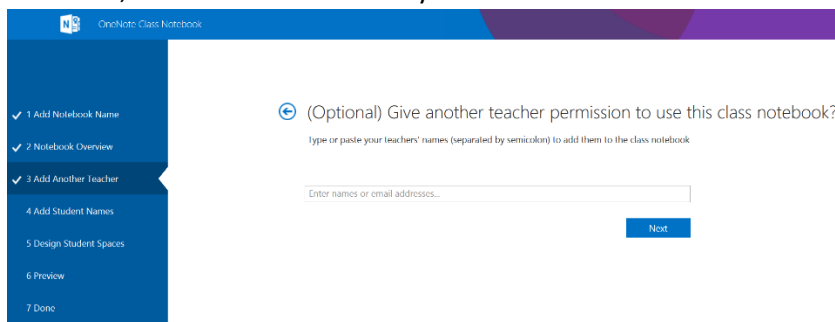
3) Enter a notebook name and click “Next”.



4) The next screen shows you what will be in your Notebook. Click “Next”. (You’ll have a chance to edit the student space later.)



5) If needed, add another teacher to your notebook. Click “Next”.



6) Search for and add each of your students to the notebook and click “Next”.

The screenshot shows a blue sidebar on the left with seven steps: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names (highlighted), 5 Design Student Spaces, 6 Preview, and 7 Done. The main content area has a back arrow, the text 'Now, what are your students' names?', and a subtext 'Type or paste your students' names (separated by semicolon) to add them to the class notebook.' Below this is a text input field with the placeholder 'Enter names or email addresses...' and a blue 'Next' button.

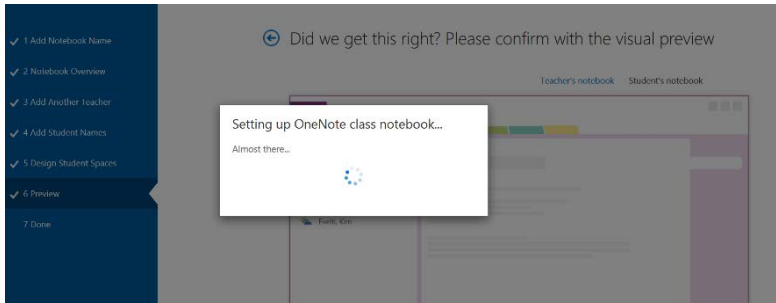
7) Add sections to the student notebook setup. When finished click “Next”.
Note: You’ll need to delete an existing section in order to rename it.

The screenshot shows a blue sidebar on the left with seven steps: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names, 5 Design Student Spaces (highlighted), 6 Preview, and 7 Done. The main content area has a back arrow, the text 'Almost there! What should be inside each student's private space?', and a subtext 'These sections will be created in every student's private notebook. Here are a few suggestions:'. Below this is a list of sections with checkboxes: Handouts, Class Notes, Homework, Quizzes, and 'Add any other sections you'd like.' with an input field. There is also an 'Add more' link and a blue 'Next' button.

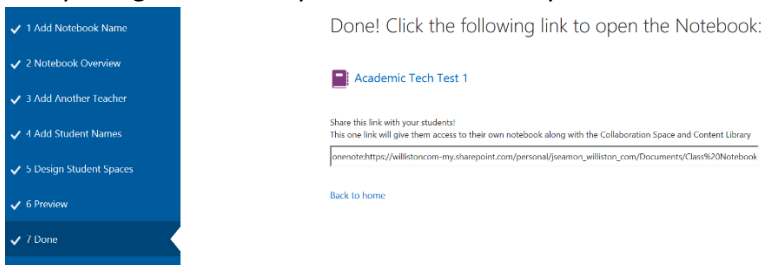
8) You’ll see a preview of your notebook. If everything looks okay, click “Create”. Otherwise, click on a previous step to go back and edit that section. When everything looks good, click “Create”.

The screenshot shows a blue sidebar on the left with seven steps: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names, 5 Design Student Spaces, 6 Preview (highlighted), and 7 Done. The main content area has a back arrow, the text 'Did we get this right? Please confirm with the visual preview', and a subtext 'Teacher's notebook Student's notebook'. Below this is a preview window showing a notebook interface with a sidebar containing 'Academic Tech Test 1', 'Welcome', 'Collaboration Space', 'Content Library', and 'Evello, Kim'. The preview window has a blue 'Create' button at the bottom right.

- 9) Your class notebook will be set up. At this point you and all of the students in the class are being emailed a link to the notebook.



- 10) You'll be presented with a long link. **Save this link.** This is the unique link for this specific class that you'll give out to anyone that accidentally closes their class notebook. Click "Back to home"



- 11) You'll be back at the main Class Notebook screen. Here you can create another notebook, add students or a teacher to an existing notebook, or retrieve the link for any existing notebook that you created.

Welcome to the OneNote Class Notebook

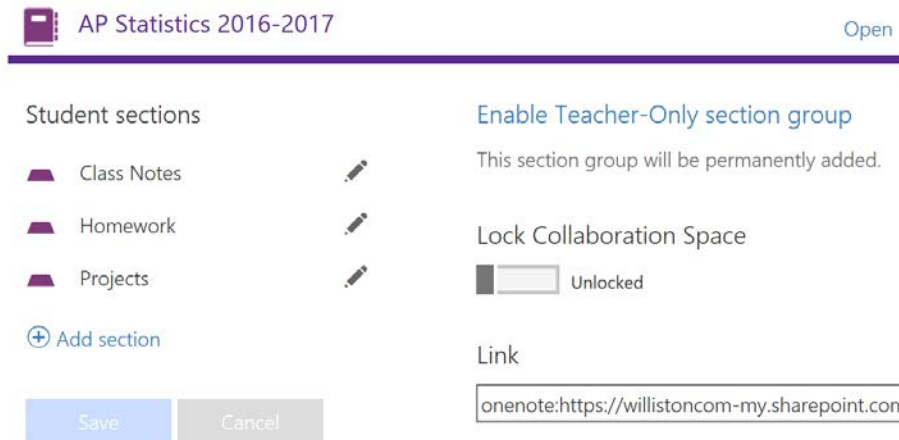
We will help you create a notebook you can use in the classroom



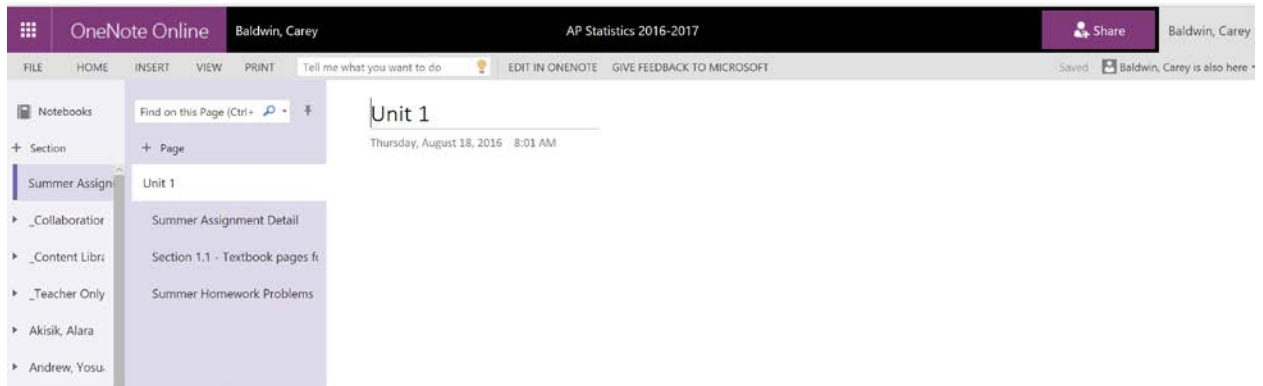
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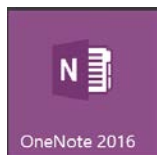
12) We will receive an email with a link to the new notebook, but before clicking the link, there is an option to consider. Do you want a private section in the notebook that only teachers can access? Clicking on “Manage notebooks” brings you to a page containing all of your ClassNotebooks. A new feature is the “Teacher-Only Section Group”. You can click “Enable Teacher-Only Section Group” to give yourself some space that students can’t access.



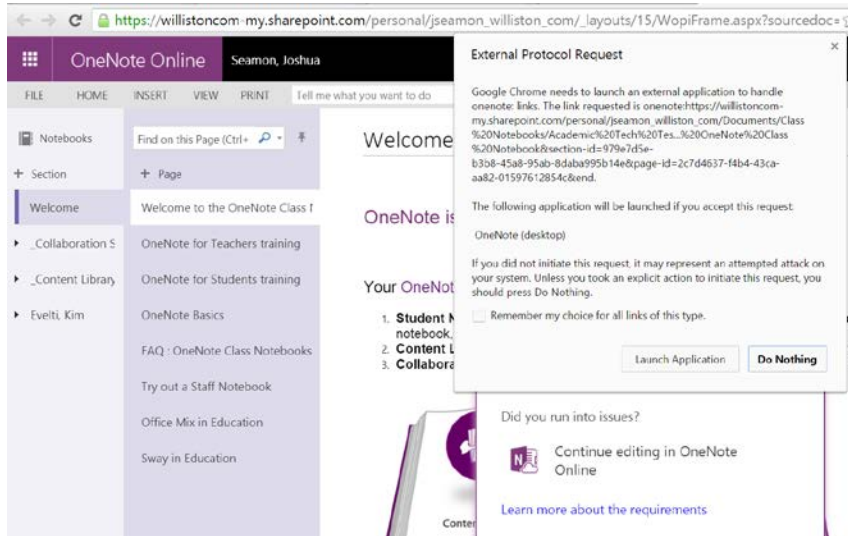
13) Click “Open”. Your notebook will load in your browser. Click on “Open in OneNote” in the upper right.



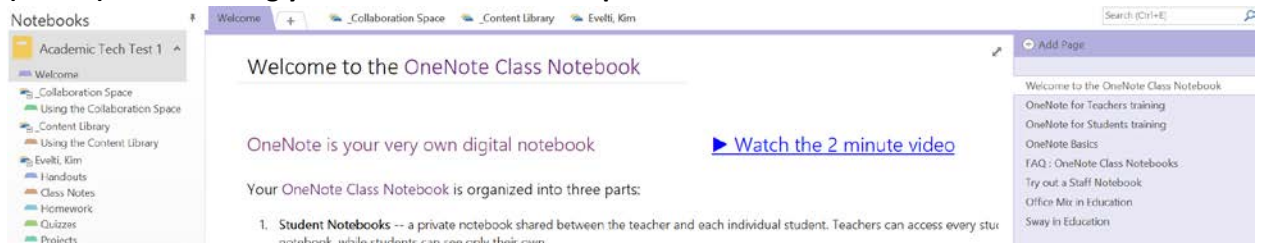
14) If you are asked to select an app. in which to open the notebook at this point, choose: “OneNote 2016”



15) If presented with an “External Protocol Request” window, click on “Launch Application.”



16) OneNote should open on your computer and load the notebook at the bottom of your list of notebooks. While the notebook is loading in OneNote, you may be presented with a choice to login to a “Personal” or “Business (School)” account. **Make sure you login to your Business (School) account using your office 365 email and password.**



Notes:

- 1) All of the students you add to a notebook will receive a link to the notebook. One of the main topics during the Welcome Day mini classes is how to access a OneNote ClassNotebook. There is a video tutorial detailing this process at:
- 2) If any students don't receive the email, send them the notebook link you saved in step 10. Each of your class notebooks created using this system will have a unique link.
- 3) Only students that you have added to the class notebook will be able to load the notebook.
- 4) You can create more notebooks, add students or teachers to an existing notebook, or retrieve the link for any of your existing notebooks at [OneNote.com/Classnotebook](https://onenote.com/classnotebook).
- 5) Remember that you need to login to your “**Business (School)**” account for all class notebooks created using this system.
- 6) You may add or remove both students and teachers from the notebook as needed.