

OneNote - Class Notebook

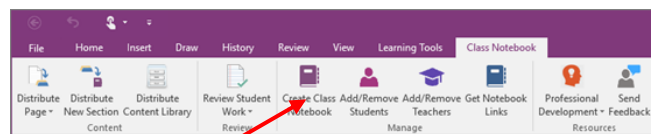
A Class Notebook is split into three sections:

A Collaboration Space - students and teachers can all add, edit and delete items here, this is for collaborative working by everyone.

A Content Library - teachers can add, edit and delete items here, however students can only view items, this is for teachers to add content, information or worksheets which students can access, if students need to edit they can copy items to their personal area.

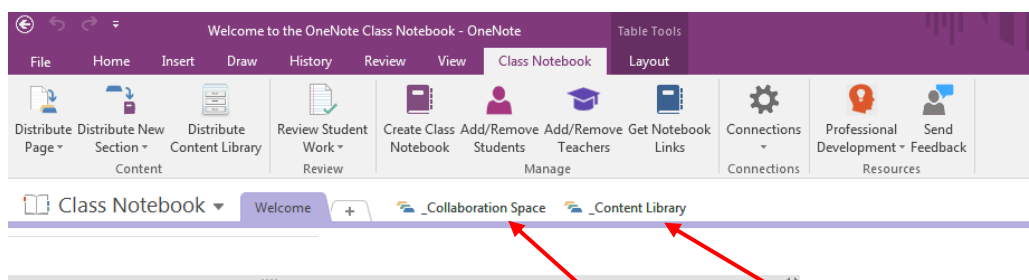
A Personal Space - students can store and edit their documents here, students can only see into their own personal space not that of other students however a teacher can see into each student's section so they can retrieve and mark work.

Note: I have used the words teacher and student but anyone can be set to be a teacher or students irrespective of their role at college.



To set up a Class Notebook

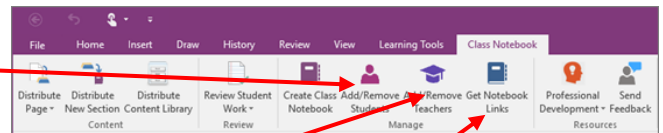
- **Open OneNote**
- In the Class Notebook tab, click on **Create a class notebook**
- Add notebook name click **Next**
- Notebook overview (change nothing) click **Next**
- Add teacher emails (these can be easily added later) click **Next**
- Add student emails (these can be easily added later) click **Next**
- Edit add delete default folders for student's area of the book click **Next**
- Preview, the teacher and students view of the notebook click **Create**



When you open the Class Notebook you can see the Collaboration Space and the Content Library, these open as separate 'Chapters' in the Notebook.

Now you can:

- **Add/Remove Students**
 - Select the book to add students to
 - Enter student emails click **next**
 - Preview your list of students
 - Click **Next**
- **Add/Remove teachers**
 - Select the book to add teachers to
 - Enter teacher emails click **next**
 - Preview your list of teachers
 - Click **Next**



Once you have added students/teachers you need to let them know you have shared the notebook with them to do this click on **Get Notebook Links**, copy the correct link and email it to the students/teachers they can click the link and open the notebook.

You can distribute content to students:

Distribute Page - with this you can send a page to student's private page, this may be a worksheet, or work you want individual students to edit.

Distribute New Section - you can setup a blank section for students in their private areas, for example you may set an area called course work you can send worksheets here and know where to find them when students have completed them.

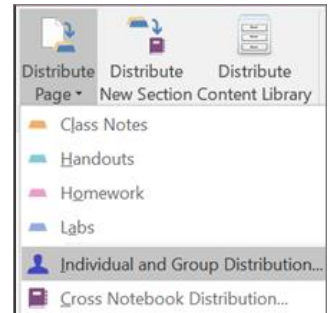
Distribute Content Library – you can copy whole sections of content to multiple class Notebooks, for example you may set up content pages in one Notebook for students studying A-level Math's which is relevant for students studying GCSE Math's.

Distribute page

Use this to easily distribute pages to all students in a class.

1. Go to the Class Notebook that includes the page or pages you want to distribute.
2. Select a page. You can select multiple pages to distribute by clicking a page, hold down the Shift key, and then click another page.
3. Click **Distribute Page**.
4. Choose a student section to copy the page(s) into and the page will be copied to all private student notebooks containing that section.

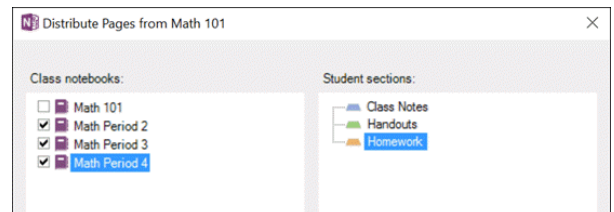
Tip: If the student doesn't have that section or has deleted it, the section will automatically be created and the page inserted into it.



Individual and Group Distribution

Use this feature to push out a page to specific students rather than everyone in the class. In addition, you can define Groups of students to differentiate the distribution.

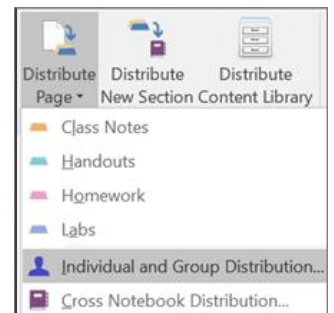
Groups — Here is an example where a teacher has created three different Groups of students, and can choose to copy pages to the Homework section of specific groups of students.



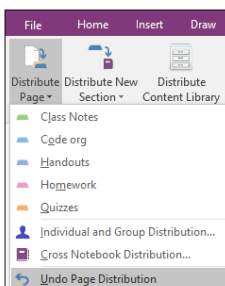
Cross Notebook Distribution

This will to push a page to multiple Class Notebooks at the same time.

1. Go to the Class Notebook that includes the page or pages you want to distribute.
2. Select one or more pages. To select multiple pages to distribute, hold down the Ctrl key while you click the pages you want.
3. Click the **Distribute Page** drop down and then click **Cross Notebook Distribution**.
4. Choose the **Class notebooks** you want to distribute to (on left of the screenshot below).
5. Choose a **Student section** to copy the page(s) into (on right of the screenshot below), and click **Copy**.



Undo a Distributed Page



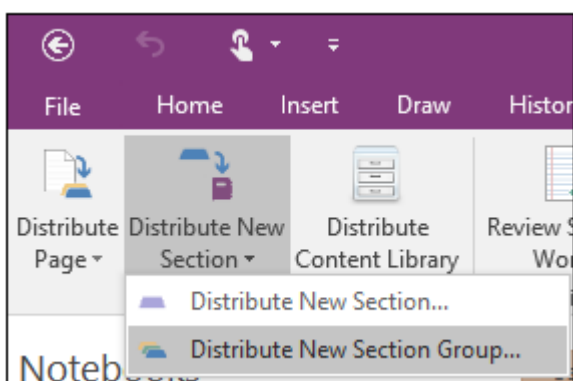
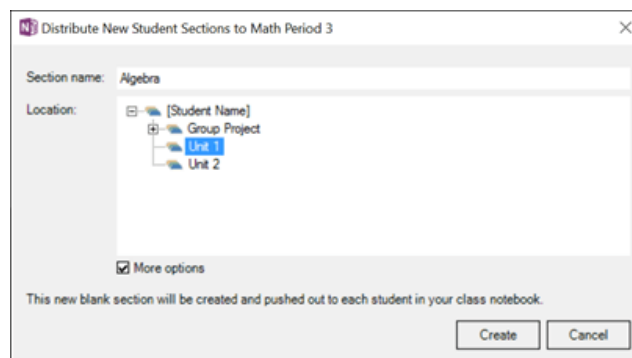
Sometimes you might want to undo (or recall) a page that you just distributed. To do this, choose **Distribute Page**, and then choose **Undo page distribution**. This will recall the page and delete it from each student notebook. However, if any student has updated the page, then the Undo command will be disabled to ensure the teacher doesn't accidentally delete student work.

Distribute New Sections

Use this to push a new, blank section to all students. For example, use it to create a new Course Work section in each student notebook.

You can use this to create a new section in each student's private notebook, then push a set of pages to them with the Distribute Page feature explained above.

To distribute new sections, check the **More options** box. This will expand the box, now type the name at the top by Section Name, select where you want it to go and click create.



Distribute New Section Group

To create new Section Groups in each private student notebook, use the **Distribute New Section Group** feature. An example might be that you would like to create Unit 1 and Unit 2 section groups into the student private notebooks.

Distribute Content Library

Use this to copy existing Content Library sections (for example, Master Curriculum Notebook) into one or more Class Notebooks.

Tip: This feature can be useful at the beginning of a semester or school year.

Review

This allows teachers to rapidly review student work that is on a page in their notebooks.

Review Student Work

1. Select a Class Notebook.
2. Click **Review Student Work**.
3. Choose a section (for example, Homework) to open the pane on the right that allows you to select a student.

Tip: You can sort students by last name, and also expand/collapse all assignments.

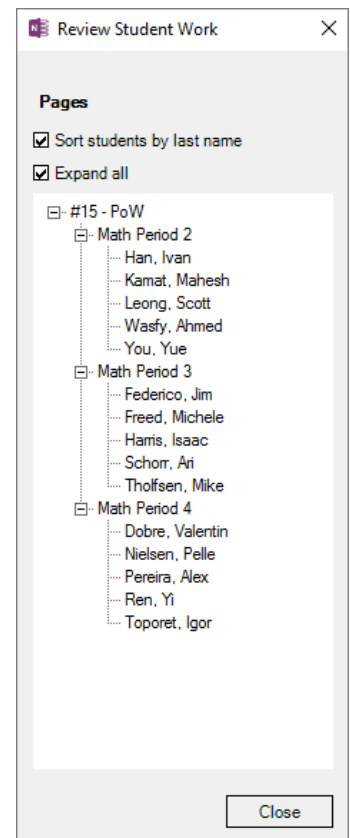
Cross Notebook Review

This allows review of an assignment across multiple Class Notebooks when teaching the same course multiple periods. For example, a Math teacher could distribute a worksheet to three Class Notebooks on a Monday, and then on Wednesday, review the work quickly for all three classes using this feature.

1. Click **Review Student Work > Cross Notebook Review**.
2. From the **Cross Notebook Review** box, choose the Class Notebooks first, then the Section you want, and then click **Review**.

This opens a box that allows you to click any student across the selected class notebooks, bringing up the page of that student in OneNote for rapid marking or grading.

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