

## Create a Microsoft OneNote Class Notebook – Original Course

### Overview

The OneNote Class Notebook is an app that has a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.

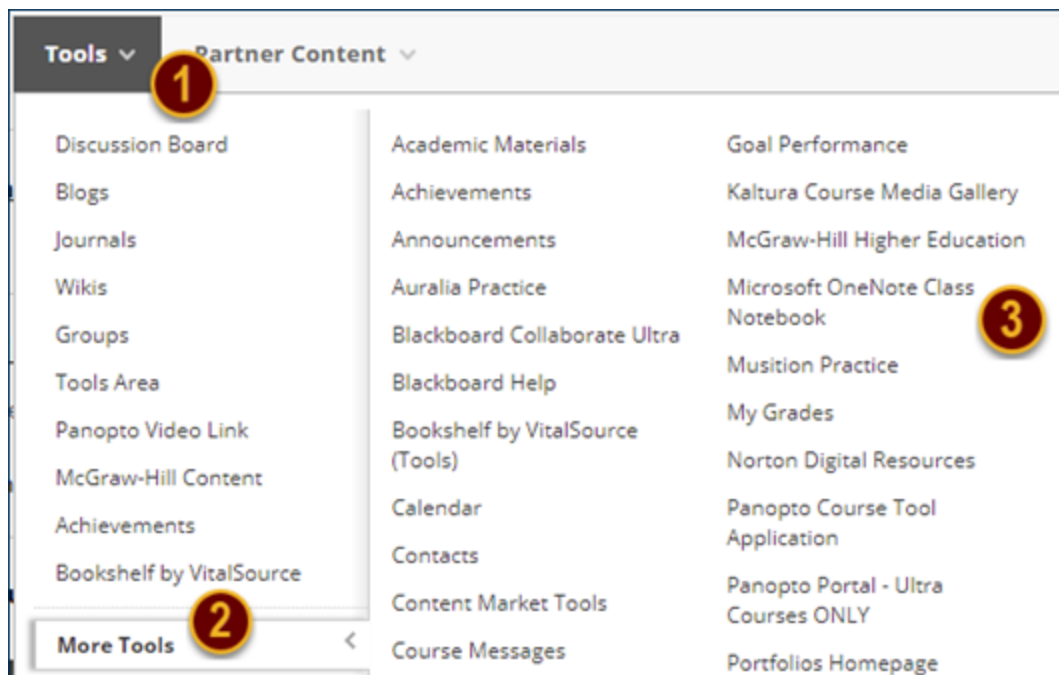
This tutorial will explain how to create a **Microsoft OneNote Class Notebook** content item in an Original course.

### Quick Steps

Tools > Define Link > Setup Class Notebook > Instructor Access Class Notebook > Student Access Class Notebook

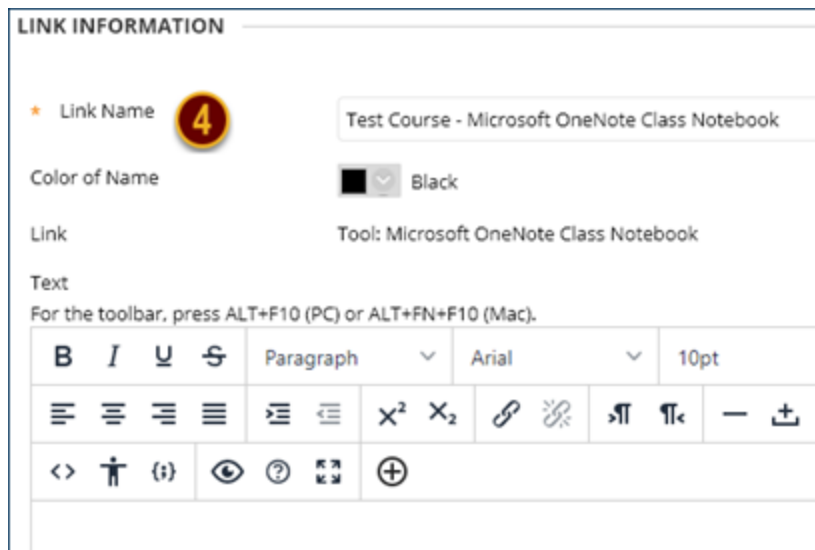
### Step 1

To create a Microsoft OneNote Class Notebook, go to the content area in which the notebook should reside and click Tools [1] > More Tools [2] > Microsoft OneNote Class Notebook [3].



## Step 2

On the Microsoft OneNote Class Notebook item page, enter a name for the notebook in the Link Name field [4]. In the Options section, select the “Yes” radio button next to “Available” [5] to make the link visible to participants. When finished, click the *Submit* button [6].



**LINK INFORMATION**

\* Link Name **4** Test Course - Microsoft OneNote Class Notebook

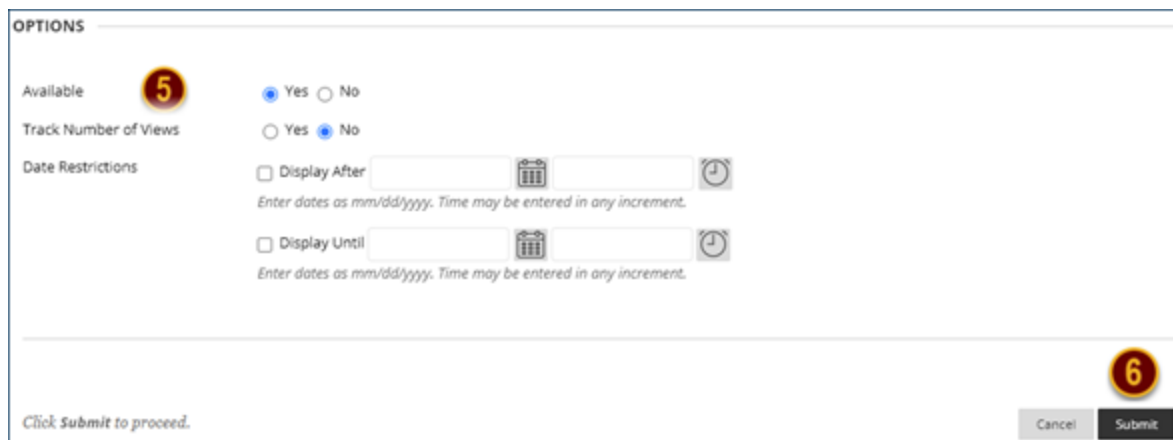
Color of Name  Black

Link Tool: Microsoft OneNote Class Notebook

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B I U** Paragraph Arial 10pt

≡ ≡ ≡ ≡ ≡ ≡  $\times^2$   $\times_2$



**OPTIONS**

Available **5**  Yes  No

Track Number of Views  Yes  No

Date Restrictions

Display After     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

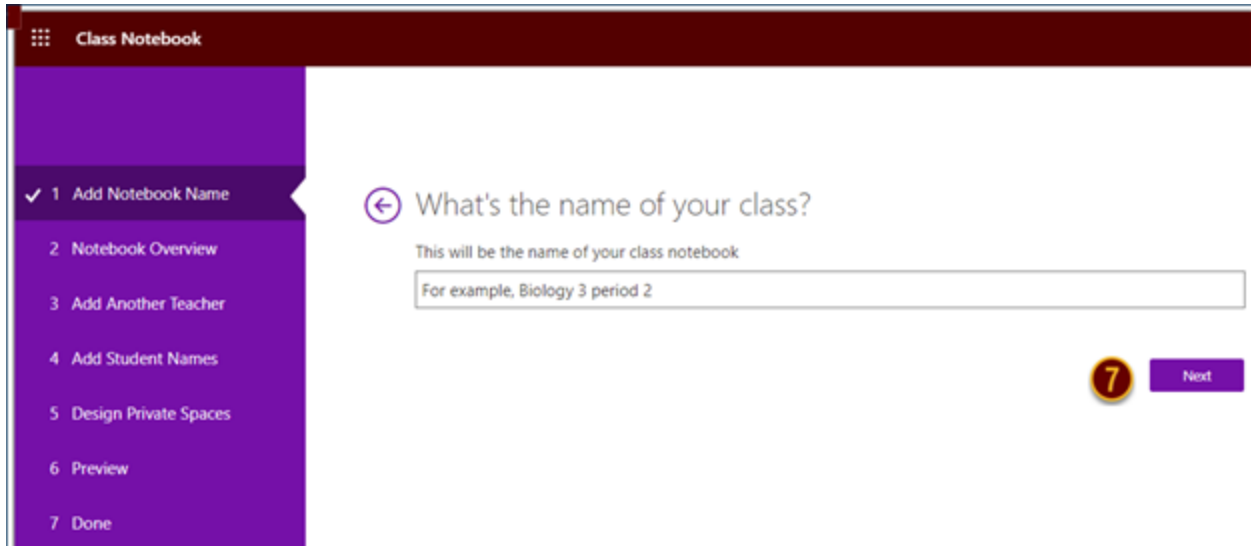
Click *submit* to proceed.

**6**

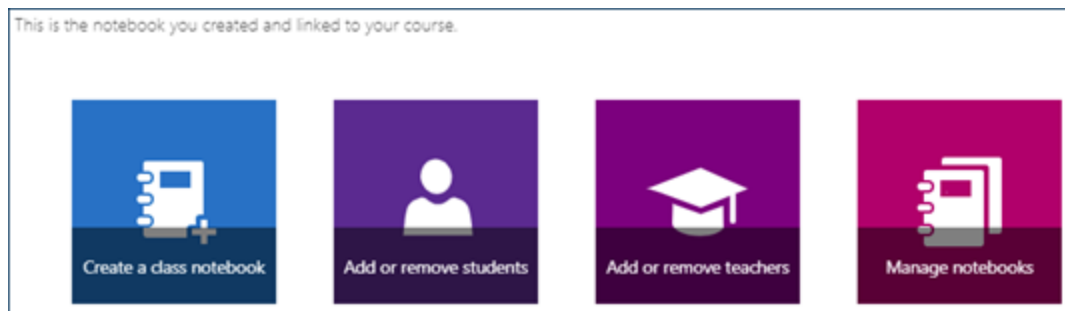
## Step 3

To set up the OneNote Class Notebook, click the link that was added to the content area. A launch screen as well as a prompt to sign in to OneNote may be displayed. If prompted to sign

in to OneNote, enter your Winthrop email address and password. Once in OneNote Class Notebook, step through the 7 sections (defined below) by clicking the *Next* button [7].



*If you create more than one link in your course to a Microsoft OneNote Class Notebook, a screen will be displayed in OneNote Class Notebook showing you the notebook you already created and linked to the course.*

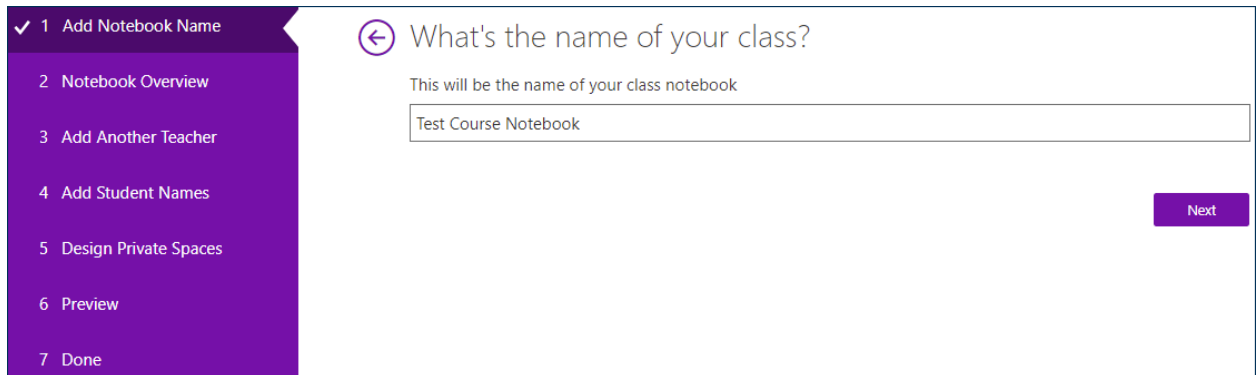


## 7 Steps

### 1. Add Notebook Name

Enter the name for your class notebook. This is the name that is assigned to the

student's notebook. Click Next



1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Private Spaces

6 Preview

7 Done

← What's the name of your class?

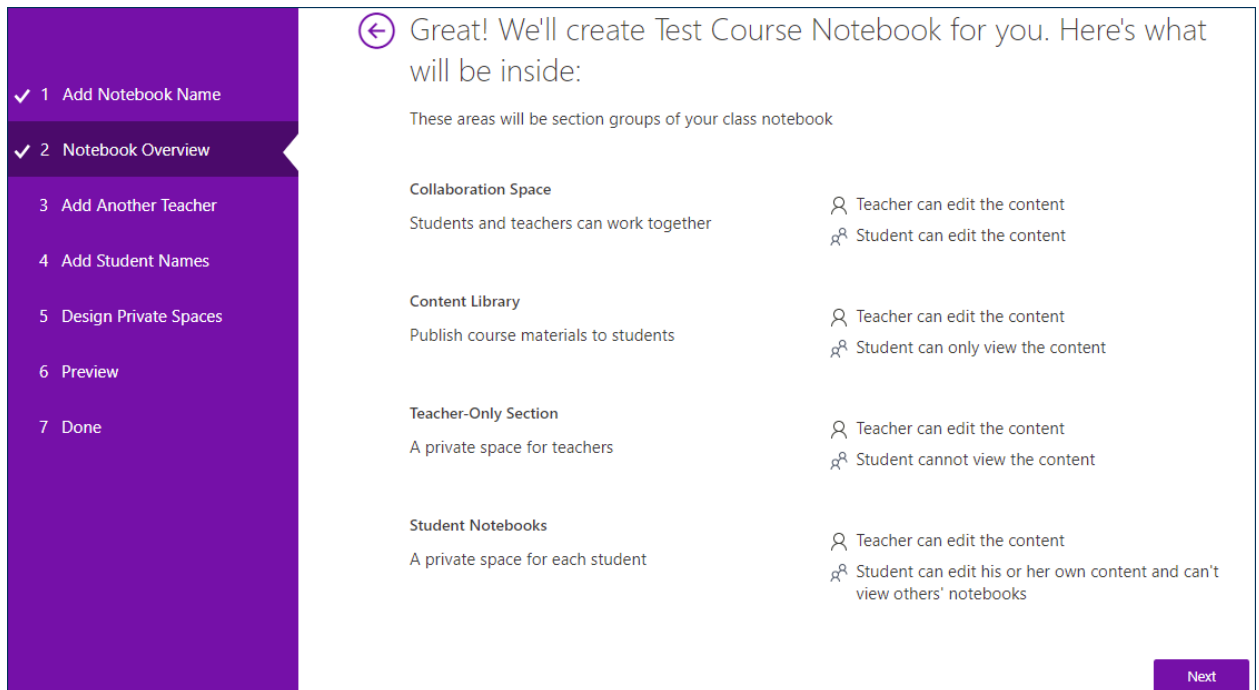
This will be the name of your class notebook

Test Course Notebook

Next

## 2. Notebook Overview

OneNote will describe the three group sections of the Class Notebook: Collaboration Space, Content Library, and Student Notebooks. Click Next



1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

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6 Preview

7 Done

← Great! We'll create Test Course Notebook for you. Here's what will be inside:

These areas will be section groups of your class notebook

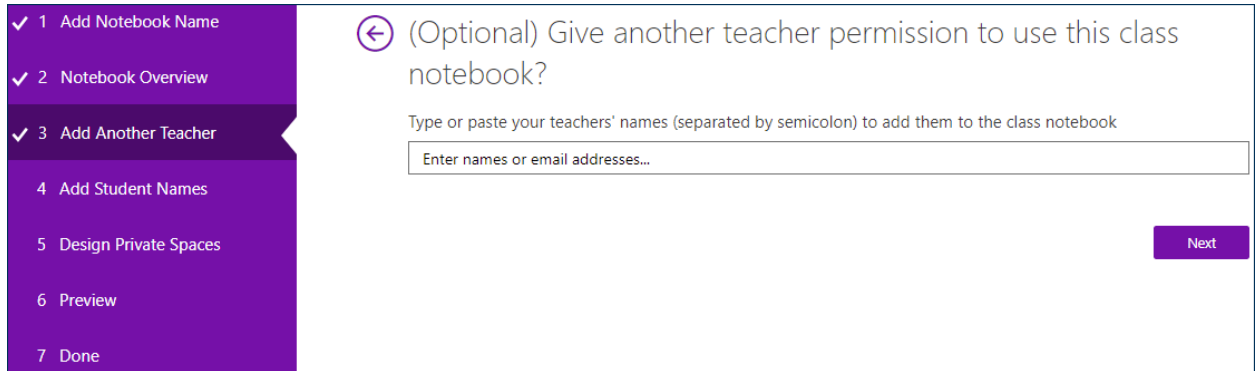
<b>Collaboration Space</b>		
Students and teachers can work together	🔒	Teacher can edit the content
	🔒	Student can edit the content
<b>Content Library</b>		
Publish course materials to students	🔒	Teacher can edit the content
	🔒	Student can only view the content
<b>Teacher-Only Section</b>		
A private space for teachers	🔒	Teacher can edit the content
	🔒	Student cannot view the content
<b>Student Notebooks</b>		
A private space for each student	🔒	Teacher can edit the content
	🔒	Student can edit his or her own content and can't view others' notebooks

Next

## 3. Add Another Teacher (optional)

If your course has more than one instructor and you want them to add content and view

student notebooks, assign them the Teacher role. Click Next



✓ 1 Add Notebook Name  
✓ 2 Notebook Overview  
✓ 3 Add Another Teacher  
4 Add Student Names  
5 Design Private Spaces  
6 Preview  
7 Done

← (Optional) Give another teacher permission to use this class notebook?

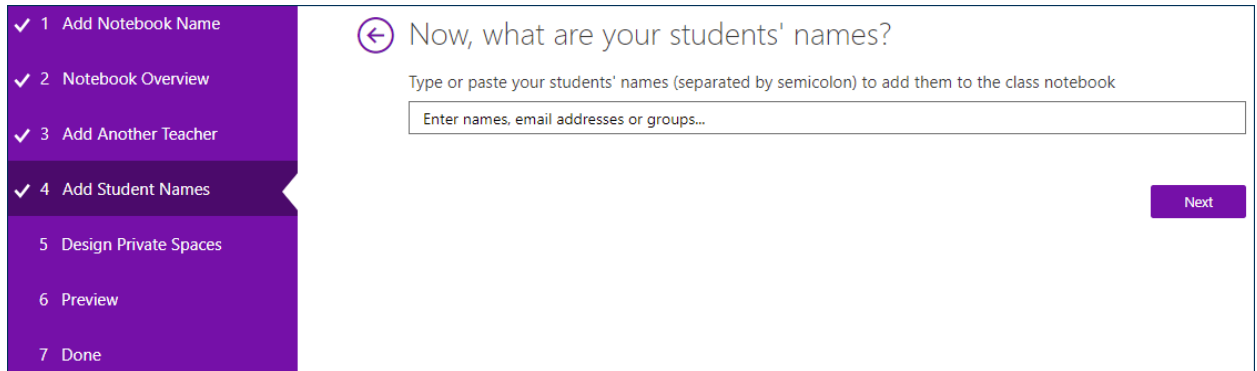
Type or paste your teachers' names (separated by semicolon) to add them to the class notebook

Enter names or email addresses...

Next

#### 4. Add Student Names

Ensure that the 'Automatically add students from your LMS as they access this notebook' radio button is selected. Click Next



✓ 1 Add Notebook Name  
✓ 2 Notebook Overview  
✓ 3 Add Another Teacher  
✓ 4 Add Student Names  
5 Design Private Spaces  
6 Preview  
7 Done

← Now, what are your students' names?

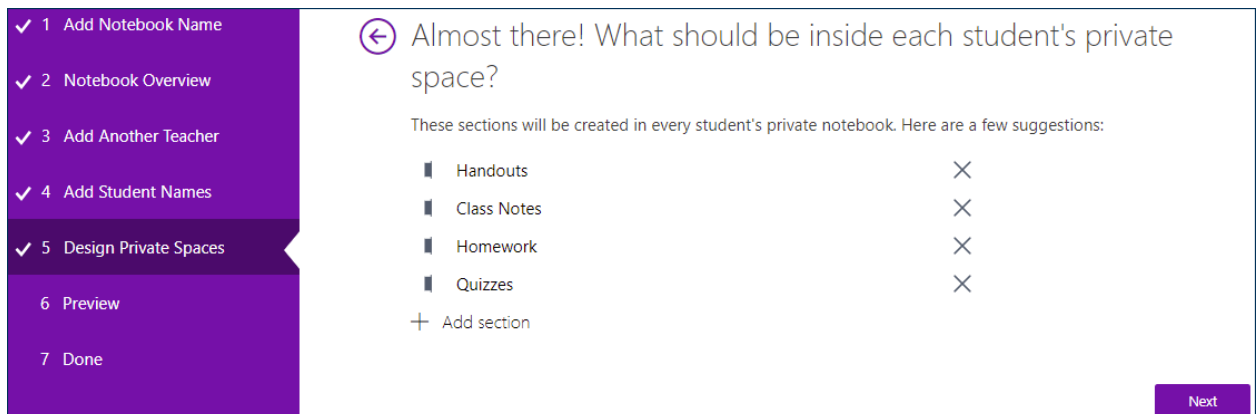
Type or paste your students' names (separated by semicolon) to add them to the class notebook

Enter names, email addresses or groups...

Next

#### 5. Design Private Spaces

Create sections that will appear in every student's notebook. OneNote provides default sections which can be removed by clicking the 'X' to the right of the section. You can create new sections by clicking "Add section". Click Next



✓ 1 Add Notebook Name  
✓ 2 Notebook Overview  
✓ 3 Add Another Teacher  
✓ 4 Add Student Names  
✓ 5 Design Private Spaces  
6 Preview  
7 Done

← Almost there! What should be inside each student's private space?

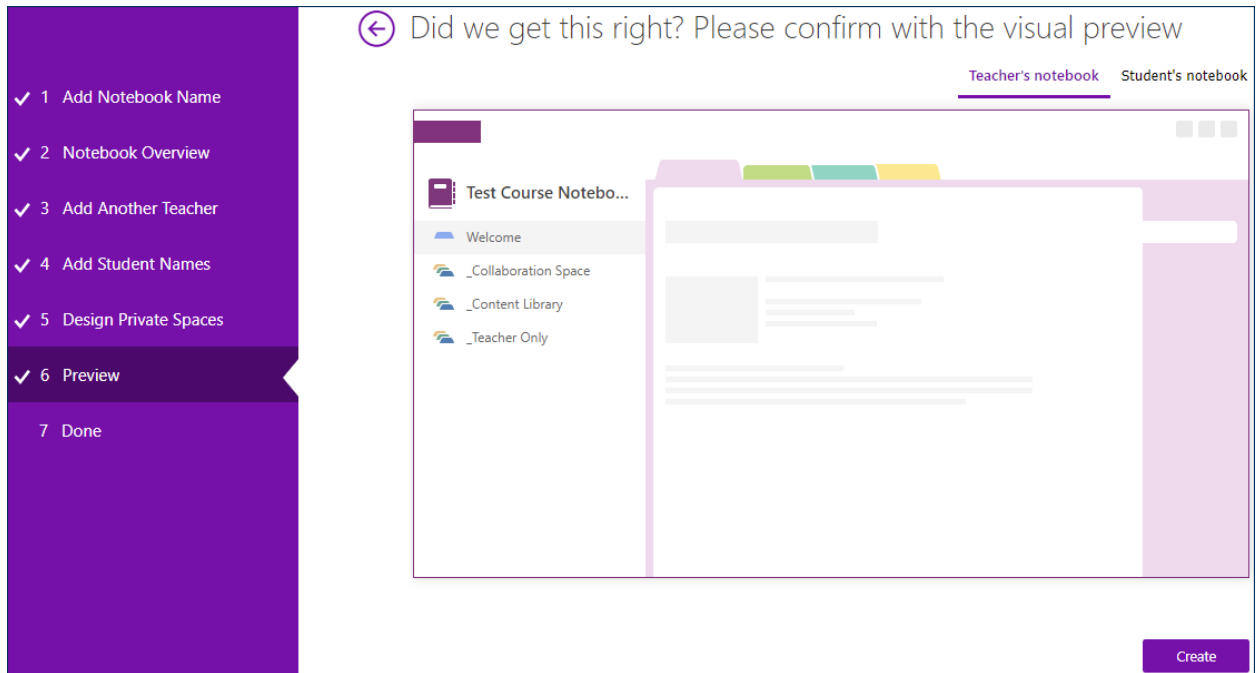
These sections will be created in every student's private notebook. Here are a few suggestions:

■ Handouts	X
■ Class Notes	X
■ Homework	X
■ Quizzes	X
+ Add section	

Next

#### 6. Preview

Toggle between the 'Teacher's notebook' and the 'Student's notebook' to ensure the spaces are set-up as you want them. Click Create.



A message will appear stating that the class notebook is being setup. This is the point at which a class notebook is being created for each student.

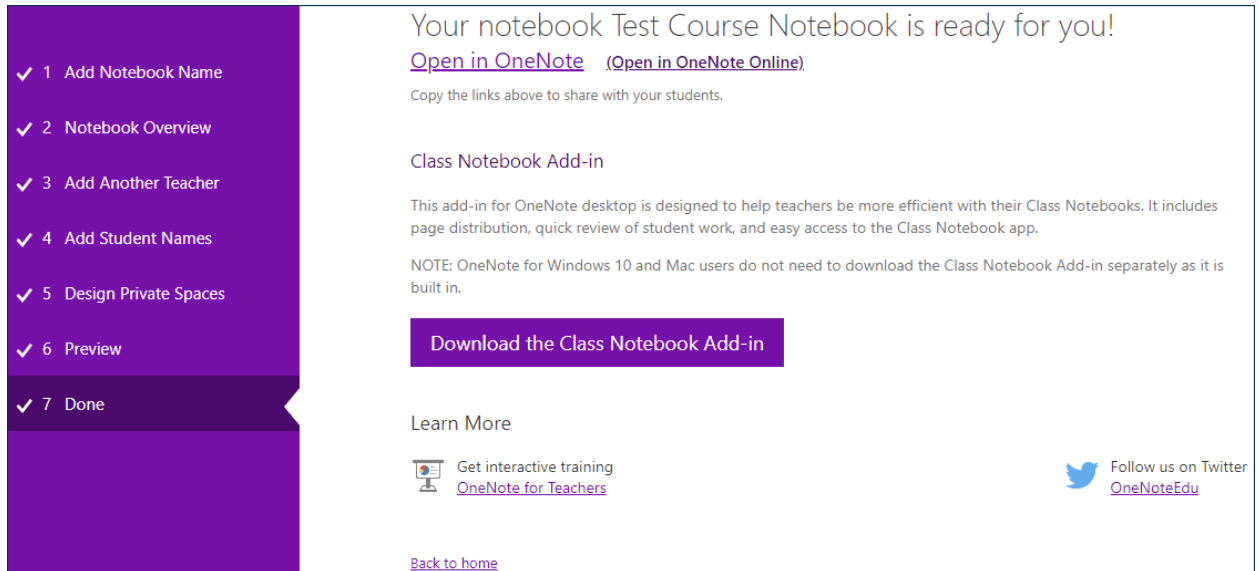
Setting up OneNote class notebook...

This may take a few minutes...

7. Done

The message 'Your notebook is ready for you!' will appear after all of the student notebooks have been created. You will also receive an email from your email address that contains a subject indicating that a notebook has been shared with you. You can

now exit Microsoft OneNote Class Notebook.



✓ 1 Add Notebook Name

✓ 2 Notebook Overview

✓ 3 Add Another Teacher

✓ 4 Add Student Names

✓ 5 Design Private Spaces

✓ 6 Preview

✓ 7 Done

Your notebook Test Course Notebook is ready for you!

[Open in OneNote](#) ([Open in OneNote Online](#))

Copy the links above to share with your students.


Class Notebook Add-in


This add-in for OneNote desktop is designed to help teachers be more efficient with their Class Notebooks. It includes page distribution, quick review of student work, and easy access to the Class Notebook app.

NOTE: OneNote for Windows 10 and Mac users do not need to download the Class Notebook Add-in separately as it is built in.

[Download the Class Notebook Add-in](#)

Learn More

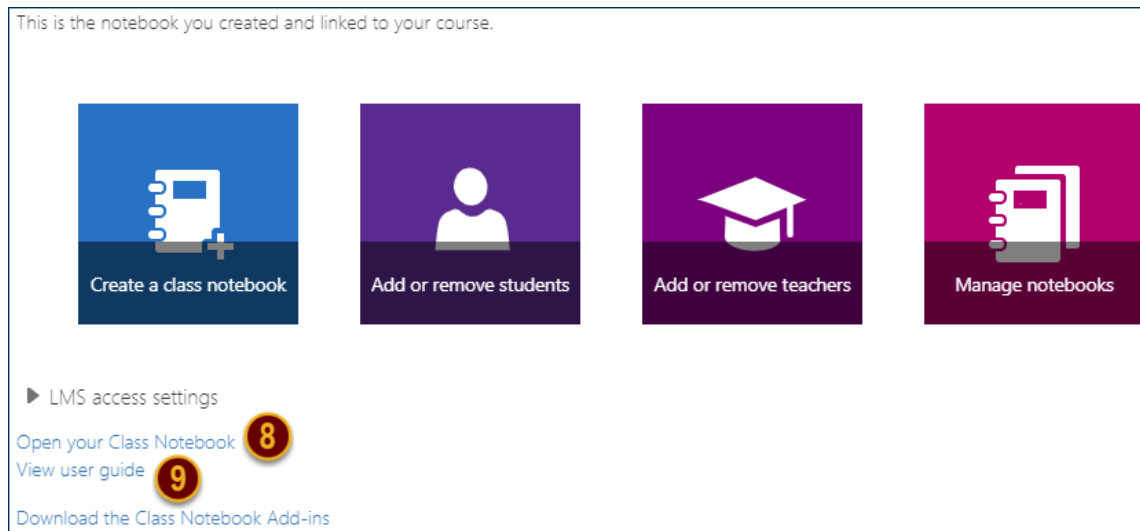
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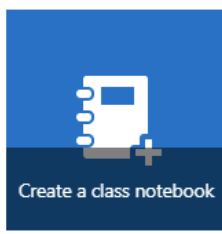
[Back to home](#)

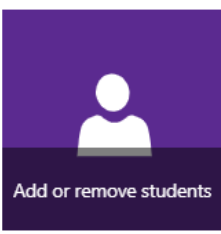
## Step 4


When you open the class notebook from the Blackboard course link, click 'Open your Class Notebook' [8]. If you need further instructions for using Microsoft OneNote Class Notebook, click 'View user guide' [9].




This is the notebook you created and linked to your course.

 Create a class notebook

 Add or remove students

 Add or remove teachers

 Manage notebooks

▶ LMS access settings

Open your Class Notebook **8**

View user guide **9**

Download the Class Notebook Add-ins

## Step 5

When a student accesses the class notebook, they should select the *Open in OneNote Online* button [10].

This is the shared notebook that your teacher created for your course.

Open in OneNote

Open in OneNote Online

