

Using Microsoft OneNote

[OneNote](#) is a digital notebook tool that automatically syncs and saves notes. Educators and students can use it to create and share content, streamlining resource distribution to groups. Using Notebooks makes preparation and grading more efficient for teachers.

Setting Up	Tutorial
<ul style="list-style-type: none">● Choose "Class Notebook" in the default channels on the left-hand side.● Select "Setup a OneNote Class Notebook."● Choose "Blank Notebook" to start from scratch.<ul style="list-style-type: none">○ By default, it gives information on 3 Notebook options:<ul style="list-style-type: none">○ Collaborative Space: Teacher and student can edit.○ Content Library: Teacher can edit. Students can only view.○ Student Notebooks: Teacher can edit. Students can edit their work but cannot see other students' notebooks.○ Set up sections of the notebook.<ul style="list-style-type: none">○ It gives automatic sections, but the teacher can modify or add as needed.○ Click create.● Choose "From existing Notebook content" to reuse a Notebook already created in another Team.	<p>Creating a Class Notebook</p> <p>Creating a Class Notebook "From existing Notebook content"</p>
Navigation	Tutorial
<ul style="list-style-type: none">● Top left opens the navigation panel.● In the navigation panel there are multiple options:<ul style="list-style-type: none">○ Collaboration Space<ul style="list-style-type: none">■ Place items in this space for students to create, collaborate, and edit together.○ Content Library<ul style="list-style-type: none">■ Put items here for students to view, not edit.○ Teacher Only<ul style="list-style-type: none">■ This is a place to put materials that should be kept private from the rest of the students in the class.<ul style="list-style-type: none">○ Example: Lesson Plans or Behavior Charts■ Only the teacher can view items.■ Co-teachers added to the Notebook or Team will also have read and write access to this section.○ Student Notebooks (contains sections created during setup)<ul style="list-style-type: none">■ Class Notes■ Quizzes■ Homework■ Handouts	<p>Class Notebook Navigation</p> <p>How to add/delete a co-teacher in Class Notebook</p> <p>How to add co-teacher to a Team</p>

DIGITAL LEARNING

Class Notebook Tab		Tutorial
<ul style="list-style-type: none"> Click the caret ∇ and choose "Class Notebook." There are four options of what can be done with Class Notebook: <ol style="list-style-type: none"> Distribute Page Distribute New Section Copy to Content Library Review Student Work Manage Class Notebook <ul style="list-style-type: none"> Click the ellipsis (three dots) and choose manage. This selection will allow users to edit Notebook, lock or unlock collaboration space, and create a link to share the Notebook. 		Class Notebook Tab
Using Notebook with Faculty using Teams		Tutorial
<ul style="list-style-type: none"> Create a PLC Team. Use the PLC Notebook tab at the top to create a Notebook. Organize to your liking. 		Creating a PLC Team PLC Notebook
OneNote Staff Notebook		More Info
<ul style="list-style-type: none"> OneNote also has a Staff Notebook wizard. Create a OneNote without using Teams. The wizard will help customize the Notebook to staff needs. 	Common sections for a Staff Notebook: <ul style="list-style-type: none"> Lesson Plans Meeting Notes Policies/Procedures Important Dates Observations/Evaluations 	Staff Notebook
Ideas for Implementation		
Classroom <ul style="list-style-type: none"> Note Taking Link to Assignments Projects Collaboration Essay writing Organize materials Increase student engagement Feedback 	Faculty/Staff <ul style="list-style-type: none"> Lesson Plans Professional Learning Evaluations Teamwork Departmental work Share calendars/important dates Feedback Committees Staff meetings 	