

## SERVICE NAME

# ONENOTE CLASS NOTEBOOK



Class Notebook

## SERVICE DESCRIPTION

OneNote Class Notebook is a one stop shop for class work, assignments, research material and a variety of media both shared and student specific. Class Notebook is intended as a collaboration space as well as a lesson planner with easy to organize books and pages which are all completely searchable and includes the ability to template a lesson.

All the features of OneNote are available in a Class Notebook such as automatic formula solving, digital inking, video embedding from Stream and Sway (also offered through the Departmental O365), YouTube, embedded Visio and Excel documents from OneDrive, Teams or SharePoint and the ability to co-edit a page in real time. Further to this the ability to draw and sketch with a stylus (or finger) directly into OneNote Class Notebook makes this service appealing to all ages. OneNote will also make these notes searchable with a surprisingly high accuracy from even the poorest handwriting.

Each Notebook has a personal workspace for every student when they are added as a member, that a teacher can access in seconds, a content library for common handouts, and a collaboration space for lessons and creative activities. Teachers can add further sections/content as the year goes on for collaboration or read only to students for course content.

**NOTE: Recommended to be used within Teams, not standalone.**

## LEARNLINK ADMINISTRATION

OneNote Class Notebook is enabled when Office Online is enabled within the LearnLink Admin and will appear for all staff members.

This cannot be turned off and will not appear for students.

## USE CASE - STAFF

Class Notebook is a central location where teachers can share lesson resources with the bonus that each student has their own private space to work in. The teacher can view each student's work; however students cannot see each other's work spaces.

Whether used as a standalone tool, or integrated with Teams (**recommended**), teachers can collaborate with students and manage their class content in a single location. Class Notebook integration with Teams will ensure a central location for all assignments including the option of setting assignments, reporting on who has submitted their homework/assignment, and reminders for late assignments.

Please contact the Departments O365 Team if you would like further training/information regarding how to integrate Class Notebook with O365 Teams in a classroom setting.

In the future the option for parents/guardians to view a students work will be considered which will extend the usefulness of Class Notebook even further however currently this is not approved or enabled.

## USE CASE – STUDENTS

Students should be consuming all the information that teachers are placing in the Class Notebook including assignments, homework, resources and course content as well as using it as a collaborative space for all students in the class.

Students cannot create a Class Notebook and must be individually invited to an existing Class Notebook by the owner (teacher) and cannot share this link to other students.

## RISK CONSIDERATIONS

OneNote Class Notebook is a great resource for teaching staff however there is a couple of risks associated with it which are not technology but procedural in nature. The first is a usability risk, there is no 'Save' button so any changes made within a Notebook, be they additions, modification or deletions are immediate. They can be undone on the spot but may not be recoverable later depending on the nature of the deletion. This is especially true of entire pages, and sections which can not be easily recovered.

The second immediate risk is the same as all other electronic services where staff and students collaborate and that is inappropriate comments and usage however this should be managed in the same manner as any online system with user training on how to be a good digital citizen.

## SCHOOL RESPONSIBILITY

Requesting access to manage this service within the school environment means the school takes on responsibility for ensuring the users of this service within their site are trained appropriately and the service is used within standard Department for Education usage policies. OneNote Class Notebook is a very powerful resource enabling direct communication to a class or single student and should be managed appropriately.

## LINKS

OneNote for Classroom Overview for educators:

- <http://onenoteforteachers.com/en-AU/Guides/OneNote%20for%20teachers>  
This short walkthrough provides a high-level overview, aimed at how teachers can use this service.
- <https://support.office.com/en-us/article/Getting-Started-with-the-OneNote-Class-Notebook-A-Walkthrough-for-Teachers-28666b8e-b0ae-48fe-b001-1874f5f6db58>  
A short walk through for site administrators

OneNote for Classroom Overview for students:

- <http://onenoteforteachers.com/en-AU/Guides/OneNote%20for%20students>
- This short walkthrough provides a high-level overview, aimed at how students can use this service.

General Resource including how to guides:

- <http://onenoteforteachers.com/>  
This is a site dedicated to OneNote for use by teachers and provides many useful resources

Microsoft Introductory Training:

- <https://education.microsoft.com/courses-and-resources/courses/onenote-class-notebook>  
Course Description: Participants learn how OneNote Class Notebook enables teachers to organise, grade, and assess student work with ease. Participants will learn OneNote strategies that engage students in content

Setting up OneNote for Classroom in Teams:

- <https://www.youtube.com/watch?v=Mg7AGJISFT0>  
This session, led by Microsoft Learning Consultant Megan Townes, breaks down how to use OneNote Class Notebook in conjunction with Microsoft Teams.

Microsoft Education Channel:

- [https://www.youtube.com/channel/UCG\\_FV4WjnZqtm6sux2g069Q](https://www.youtube.com/channel/UCG_FV4WjnZqtm6sux2g069Q)  
This is the Microsoft Education Channel

## INTEGRATION

OneNote Class Notebook integrates Microsoft Teams and Flow effectively but there are also integrations with Blackboard, Chegg, Outlook, Office Lens, Wordpress and Zapier to name a few.

## KNOWN ISSUES

Office ProPlus 2016 should be used with this product to ensure full functionality. Go here to read how to install Office ProPlus 2016 from the Departments O365 tenancy. (<https://office365download.com/#/?audience=edu>). Log in with a schools account to enable the download.

***NOTE: Local administrator privileges are required so please talk to your local IT delegate for assistance.***