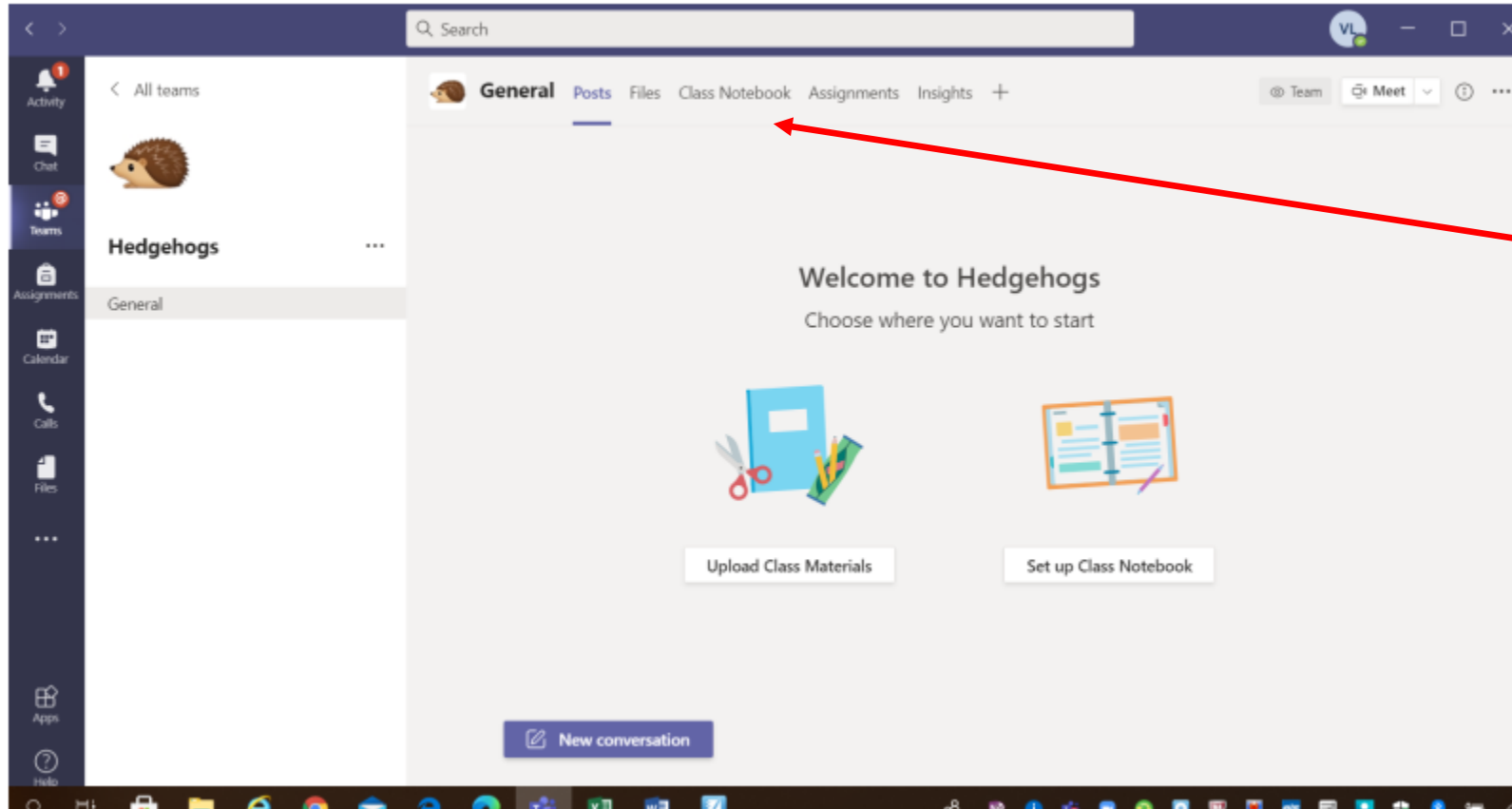




Teams and Class Notebook Student Guide

Introducing Class Notebook



Click on Class Notebook

You may be asked to download One Note, if you don't already have it. This should be free!



This is an overview of Class Notebook



OneNote Class Notebook

Each class team has its own OneNote Class Notebook setup which has several useful sections:

- **Collaboration Library** – both students and teachers can collaborate and edit pages.
- **Content Library** – the teacher can add teaching resources which students can view but cannot edit.
- **Teacher Only** – an optional section which only the teacher can access.
- **Student section** – each student has their own private section which only they and the teacher can access.

Open in Browser or OneNote App

The Teams OneNote view can be awkward to use. Break out your Class Notebook into a web browser or the full OneNote app.

Search for or type a command

General Posts Files Class Notebook Assignments Grades +

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File Home Insert Draw View Help Open in browser

Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, and more.

Each notebook is organized into three parts:

1. **Student Notebooks** – A private space for every student to take notes, draw, and add images.
2. **Content Library** – A read-only space for teachers to add resources.
3. **Collaboration Space** – A space for teachers and students to collaborate.

View OneNote Sections

English Notebook

Welcome to Class Notebook

Collaboration Space

Content Library

Student 1

Student 2

Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, and more.

Each notebook is organized into three parts:

How to make the most of Class Notebook

Teachers may assign a piece of work to be completed directly in Class Notebook. This will still be accessed via assignments.

Class notebook allows pupils to type in, write on and add photos and files to their own work that only they and the teacher can see.

When completed it should save automatically and pupils can return to Teams. They can then “Turn in” their work in the usual way and the teacher will be able to see what they have done.



Microsoft Teams interface showing the 'Teacher Test' notebook page. The page title is 'Welcome to Class Notebook'. Below the title, it states: 'Your OneNote Class Notebook is a digital notebook for the whole class to store text, in handwritten notes, attachments, links, voice, video, and more.' It then lists three parts of the notebook:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teacher access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

An arrow points from a text box on the right to a small square button with a right-pointing arrow (next to the title 'Welcome to Class Notebook') labeled 'Open Navigation Panel'.

Click the arrow to move past the introduction



Search or type a command

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< All teams

Teacher Test

General

General Posts Files **Class Notebook** Assignments Grades

Teacher Test Teacher Test Notebook

Immersive Reader Open in app Help Terms of Use

Teacher Test Notebook

- Welcome
- > _Collaboration Space
- > _Content Library
- > Katie Broomfield

Welcome to Class Notebook

Good morning

Monday, March 23, 2020 11:36 AM

FAQ: Class Notebook in Mi...

Click on the 'collaboration space' tab and you can see any notes your teacher writes



The screenshot displays the Microsoft Teams application. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area is split into two panes. The left pane shows a 'Feed' with several messages from 'Keegan' and 'James' related to 'Teacher Test' and 'Assignments'. The right pane shows a 'Class Notebook' for 'Teacher Test Notebook'. The notebook has a sidebar with sections: 'Welcome', '> _Collaboration Space', '> _Content Library', 'Katie Broomfield', 'Handouts', 'Quizzes', 'Homework', and 'Class Notes'. The 'Homework' section is highlighted. At the bottom of the notebook, there are buttons for '+ Section' and '+ Page'. Two black arrows are overlaid on the image: one points to the 'Homework' section in the sidebar, and the other points to the '+ Page' button at the bottom of the notebook.

You can use the homework tab to place work; only you and your teacher can see this.

You can add new pages to your homework book for different work.



Search or type a command

The Bulwell Academy KB

Feed

General Posts Files Class Notebook Assignments Grades

Activity Chat Teams Assignments Calendar Calls Files Apps Help

Assignments 11:44 AM
mentioned Teacher...
Teacher Test > General
Complete work on solving quadrati...

Keegan 11:40 AM
mentioned BUA-19-...
BUA-19-9X1-En > General
BUA-19-9X1-En

JG 11:24 AM
James added you
to Teacher Test

Assignments 9:40 AM
mentioned BUA-19-...
BUA-19-8Y1-En > General
Day Two: Descriptive Writing Task [...]

Assignments 9:08 AM
mentioned BUA-19-...
BUA-19-8Y1-En > General
Debating: Should Animal Testing B...

Assignments 8:54 AM
mentioned BUA-19-...
BUA-19-10Y3-En > General
Paper 1 Question 4 | Due Mar 23

Assignments 8:48 AM

James Gibson has added Katie Broomfield to the team.

Assignments 11:44 AM
Complete the work on solving quadratic equations
Due Mar 25
View assignment

Reply

Assignments 11:44 AM
Complete work on solving quadratic equations
Due Mar 25
View assignment

Reply

Start a new conversation. Type @ to mention someone.

ENG 11:45 AM 23/03/2020 24

A notification will come out that your teacher has created an assignment for you.

Click view assignment



Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

< All teams

TT

Teacher Test

General

General

Posts

Files

Class Notebook

Assignments

Grades

< Back

Turn in

Complete work on solving quadratic equations

Points
100 points possible

Due March 25, 2020 12:00 AM

Closes March 25, 2020 12:00 AM

Instructions

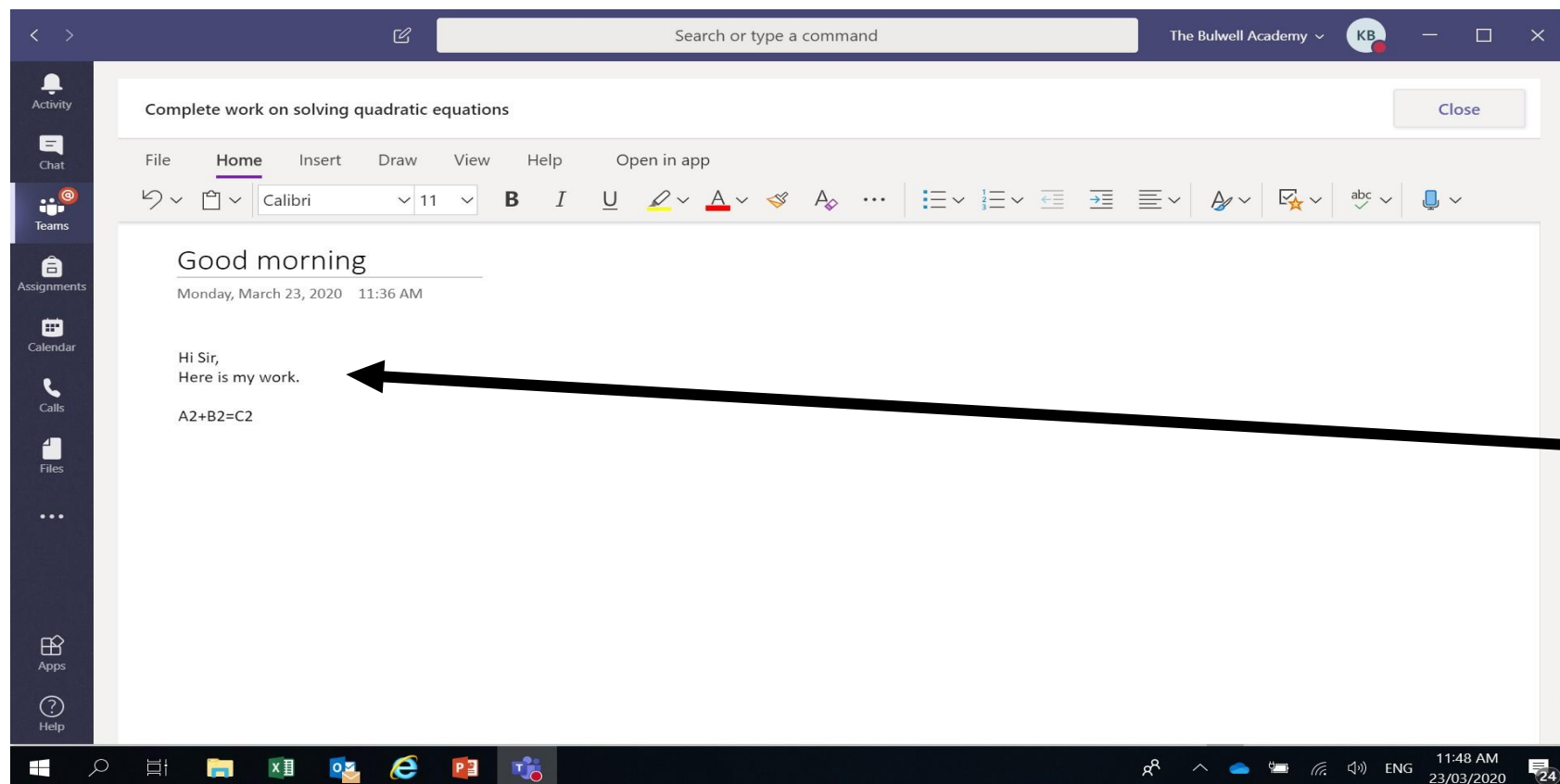
Quadratics

My work

Complete work on solving quadratic equations

+ Add work

Click "Complete work" or click "add work" to upload a word document if you prefer



Complete the task
that has been set and
then click “close”

Use the tools along the toolbar at the top, to write, draw, type in text, insert pictures and files. You can also do many other things in OneNote Class Notebook.



Microsoft Teams interface showing the 'Teacher Test' team and the 'General' channel. The 'Assignments' tab is selected, displaying an assignment titled 'Complete work on solving quadratic equations' due on March 25, 2020, at 12:00 AM. The assignment is worth 100 points. A 'Turn in' button is visible in the top right corner of the assignment area.

Search or type a command

The Bulwell Academy KB

All teams

Teacher Test

General

General

Posts Files Class Notebook Assignments Grades

Back

Turn in

Points
100 points possible

Due March 25, 2020 12:00 AM •
Closes March 25, 2020 12:00 AM

Instructions
Quadratics

My work

Complete work on solving quadratic equations

+ Add work

Windows taskbar at the bottom shows the time 11:50 AM on 23/03/2020.

Click "Turn in"