

# OneNote Class Notebook Introduction

OneNote may be used to organise your class notes / resources.

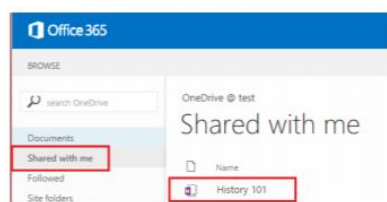
- It will be organised by tabbed sections, folders and pages.
- Each student will have their own section, which are discreet for themselves and their teacher.

1. An editable **Collaboration Space** - teachers create pages to share work / provide group work opportunities.
2. The read-only **Content Library** is where your resources and class teaching notes will appear.
3. **Editable Personal Section** - teacher shared, allows you to create your own version of notes, complete HW.

## Open your Class Notebook

Click the MySchool O365 homepage OneDrive icon  
Your Class Notebooks will appear under 'Shared with me'

- When initially opening OneNote online and with a notebook open, sections and pages can be accessed from the left menu.
- Clicking the small pin to the side of the left hand search box will toggle full screen.



- Once this is done, an option to **Open/Edit In OneNote** (the desktop version) appears near the top of the Class Notebook.
- To open in OneNote (part of free Microsoft Office on up to 5 devices), click the Edit/Open in OneNote – select the option of opening in 'OneNote 2016' if a choice is given.
- This will download class notes to the desktop version of OneNote and this is much quicker to flick through and will update itself when online with each day's work/notes etc.