The Class notebook add-in can be downloaded and installed to your OneNote program (PC only) to make the management of your Class Notebook easier.
1. Managing Class Notebooks
The four buttons in the management section are equivalent to the four links you see in Office 365.

OneNote:

Office 365:

They will open your default browser and take you into Office 365 where you can create a class notebook, add or remove students/teacher and get your notebook links.

2. Distributing Content

**Distributing a Page to all pupil notebooks**
You can distribute the page that you have open by going into the Class Notebook menu and clicking on Distribute Page.
Choose the area of each pupil notebook that you would like to put the page in.

Once you click on the section, the page will be copied into every pupil notebook.

**Distributing a page to one/some pupil notebooks**

You can now choose which pupils you would like to receive the page and which section of their notebook it should go into.
Distributing to groups of pupils

If you want to split your class into small groups for distribution (e.g. EAL pupils, gifted pupils, etc.) then you now have the ability to. You can create groups and then distribute a page to that group only.

Choose Individual and Group Distribution.

Now go into Student Groups.
You can now add a new group, then select the group you want to distribute to and what section you want the page to go into.

**Cross Notebook Distribution**

If you have a master notebook and want to distribute a page without having to copy it into your content library first then you can do this. Right click on the page you want to distribute and choose Distribute Content.
Now choose Cross Notebook Distribution. It will show you a list of your Class Notebooks only, then let you choose the section in pupil notebooks.

Choose the notebook and the section then click on Copy.

3. Adding Sections for Pupils
You can now use the Class notebook add-in to create a new section in every pupil jotter.

You can now choose a name for a section then click on create for it to appear in every pupil notebook.
4. Reviewing Pupil Work

If you want to check the same section in every pupil notebook, you no longer need to go in and out of every notebook and choose the right section, you can now use the review function built in to the Class Notebook add-in.

Choose the section that you would like to review.

You can now use the pop up to switch between pages from each pupil's notebook.
5. Connecting to an LMS

Class notebook is now able to connect to any of the following LMSs (some are coming soon):

BrightSpace, Canvas, Classter, Cloud Classroom, Edmodo, Edsby, EduOnGo, EnGrade, FireFly, Haiku Learning, Its Learning, LMS365 Cloud, LP+ 365, Moodle, OneWorldSIS, School Bytes, Schoology, Sebit, Skooler, Teacher Dashboard and WinjiGo.

Get started by connecting to your LMS. Click on the Connections button in the Class Notebook ribbon.

Click on Connections and choose your LMS from the dropdown menu. You can now connect your account and class.

You may need to map your Class Notebook to a particular class.

You will now have a new option in your ribbon to create an assignment.
Click on Create Assignment and fill in the details.

You should see the assignment in your dashboard for your class in your LMS.

You can mark the assignments in Class Notebook and the grades will be synced with your LMS gradebook.
See our guide for Class Notebook and other Office 365 apps:
https://digitallearningteam.org/microsoft/office365/office-365-guides/

Find more resources here: