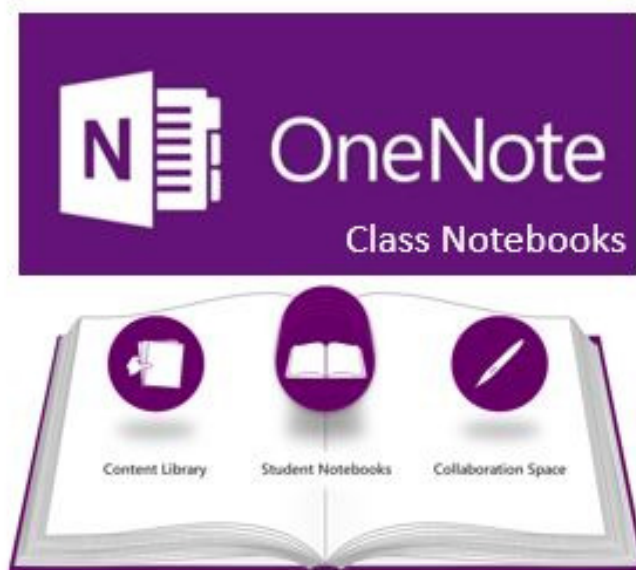


Digital Learning Team

embedding technologies in learning and teaching
to improve outcomes for all learners



Class Notebook Add-in

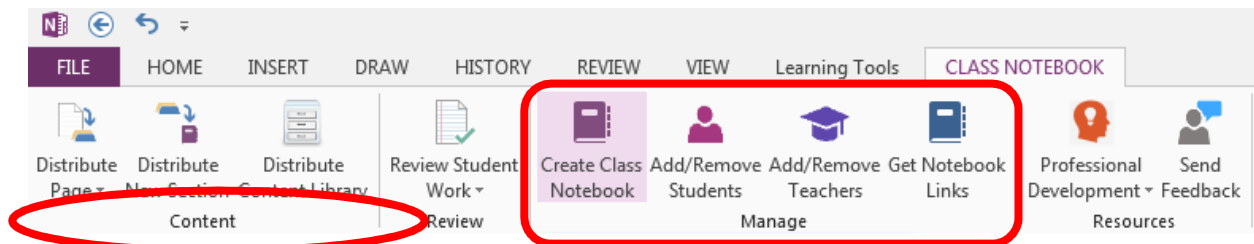
1. Managing Class Notebooks
2. Distributing Content
3. Adding sections for pupils
4. Reviewing pupil work
5. Connecting to LMS

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.

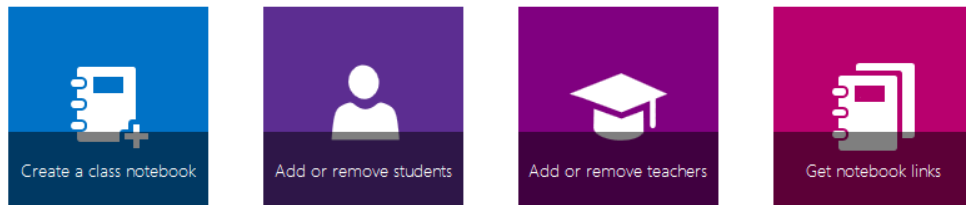
1. Managing Class Notebooks

The four buttons in the management section are equivalent to the four links you see in Office 365.

OneNote:



Office 365:

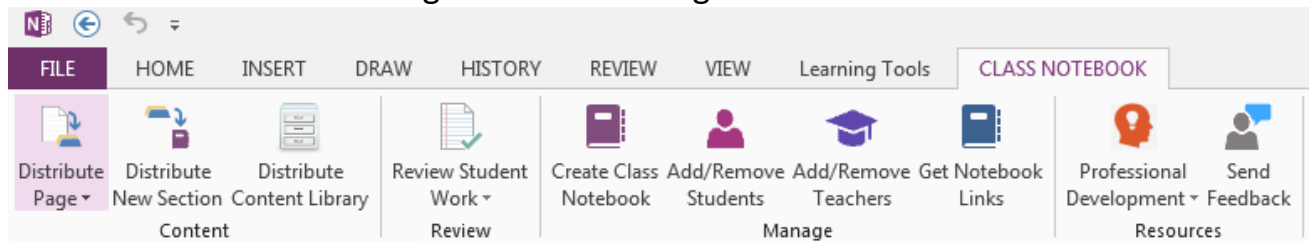


They will open your default browser and take you into Office 365 where you can create a class notebook, add or remove students/teacher and get your notebook links.

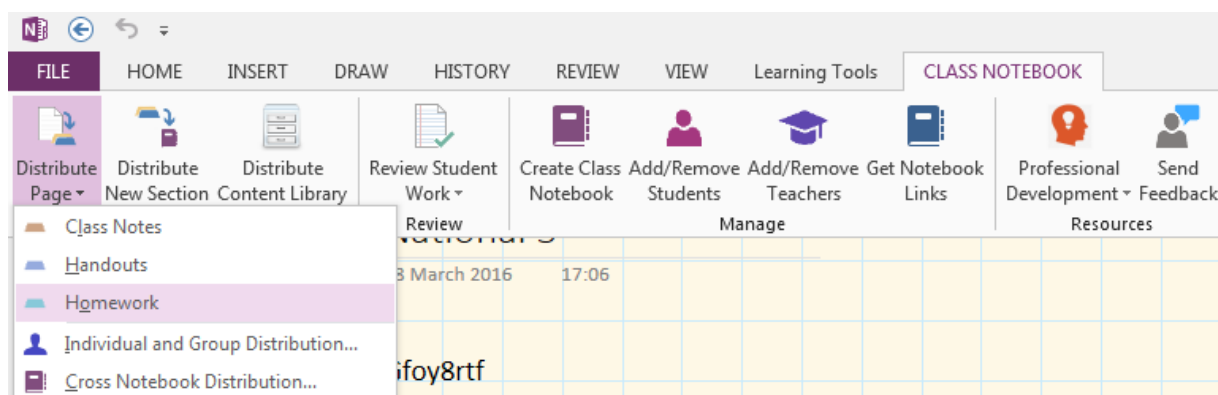
2. Distributing Content

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.

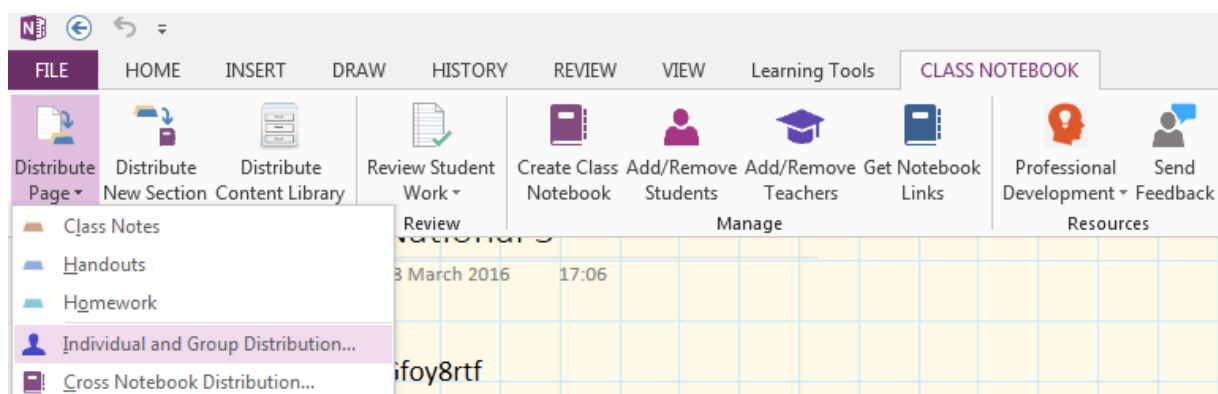


Choose the area of each pupil notebook that you would like to put the page in.

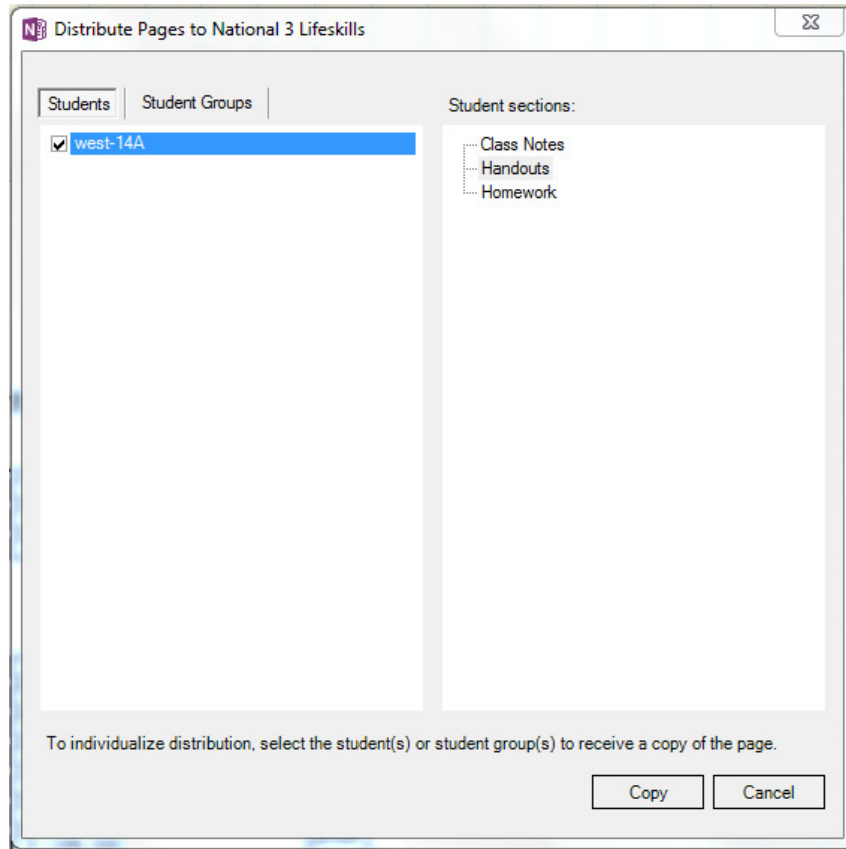


Once you click on the section, the page will be copied into every pupil notebook.

Distributing a page to one/some pupil notebooks



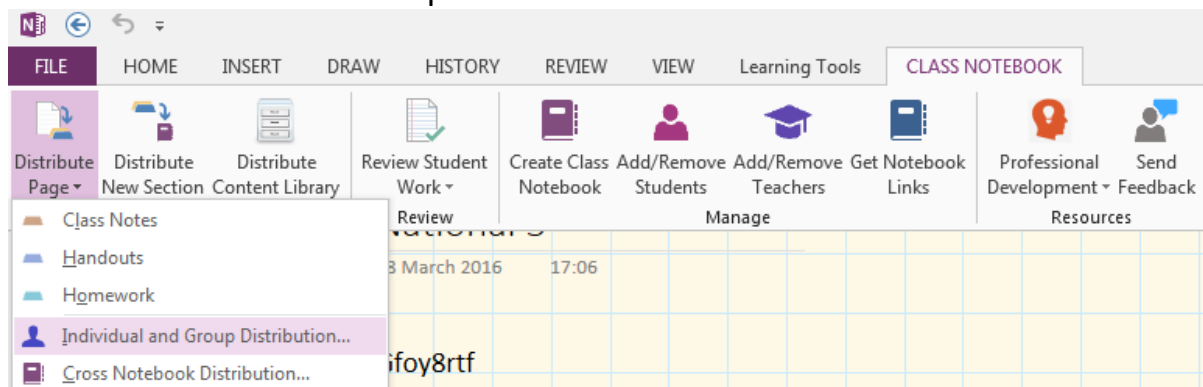
You can now choose which pupils you would like to receive the page and which section of their notebook it should go into.



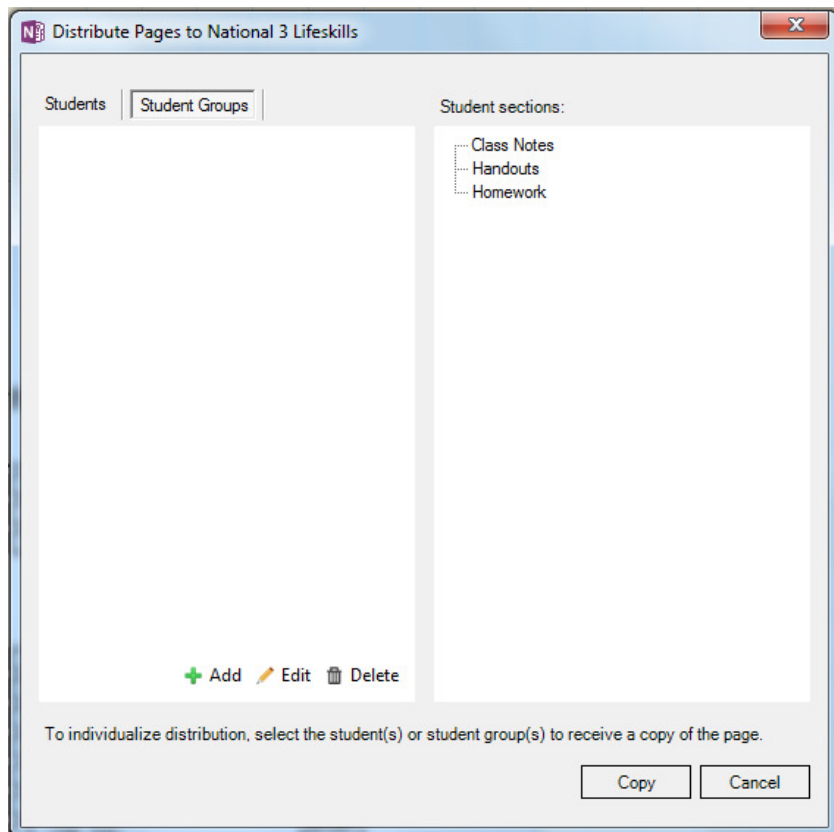
Distributing to groups of pupils

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.

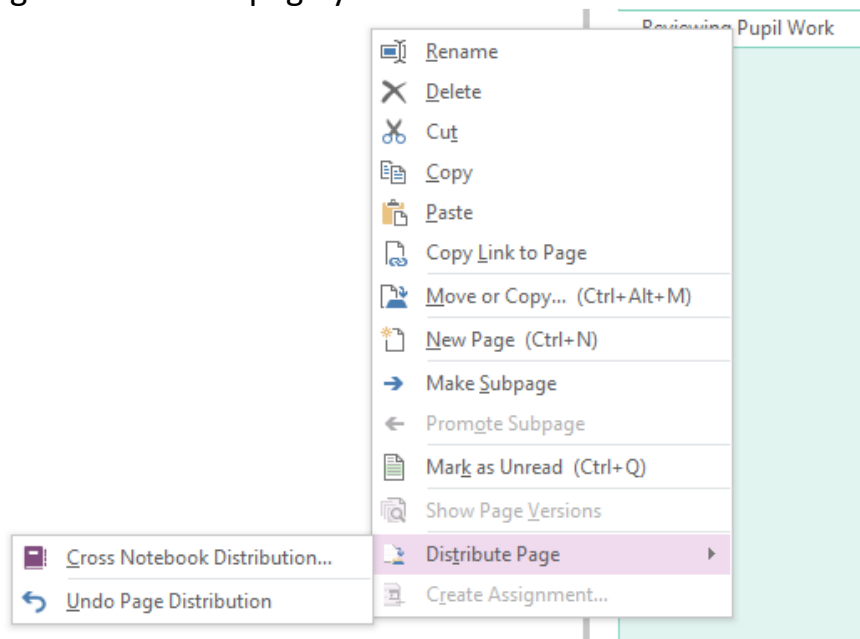


You can now add a new group, then select the group you want to distribute to and what section you want the page to go into.

Cross Notebook Distribution

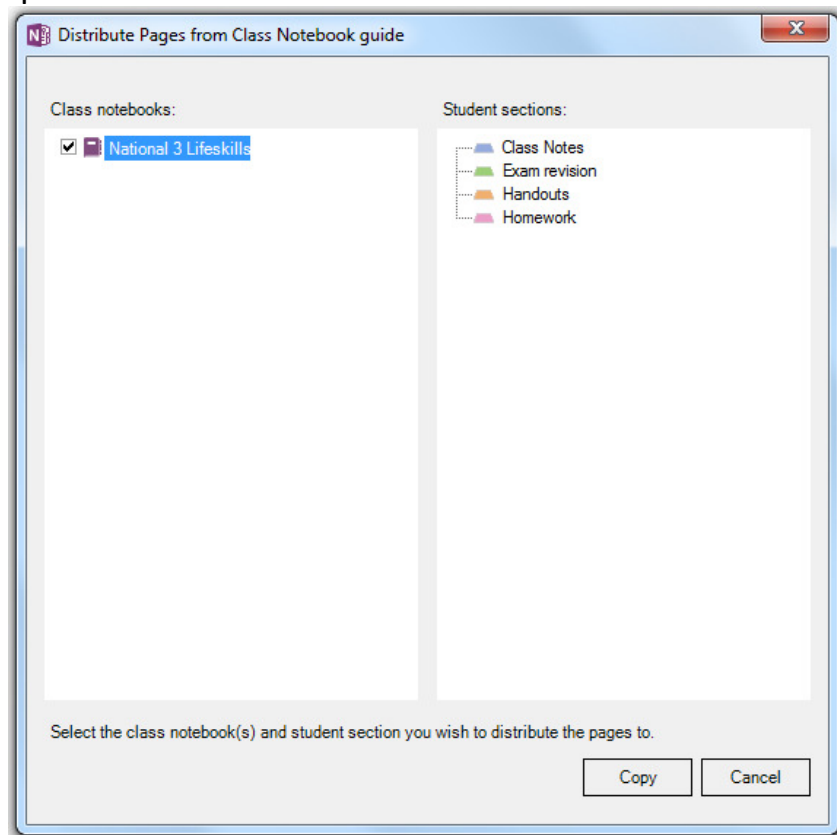
If you have a master notebook and want to distribute a page without having to copy it into your content library first then you can do this.

Right click on the page you want to distribute and choose Distribute Content.



Now choose Cross Notebook Distribution.

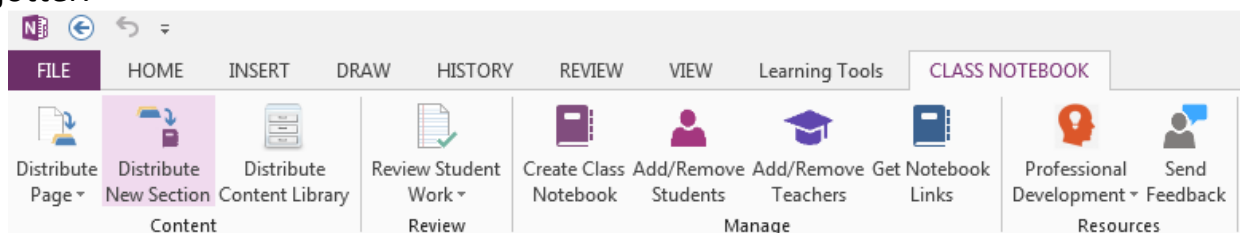
It will show you a list of your Class Notebooks only, then let you choose the section in pupil notebooks.



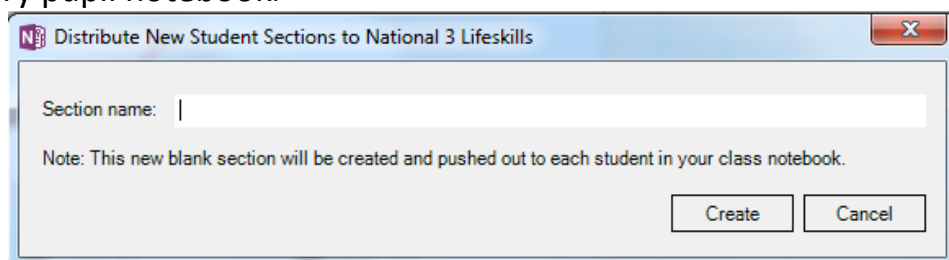
Choose the notebook and the section then click on Copy.

3. Adding Sections for Pupils

You can now use the Class notebook add-in to create a new section in every pupil jotter.

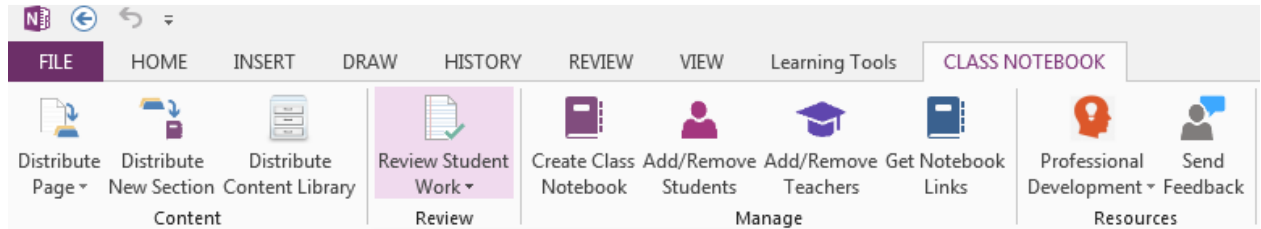


You can now choose a name for a section then click on create for it to appear in every pupil notebook.

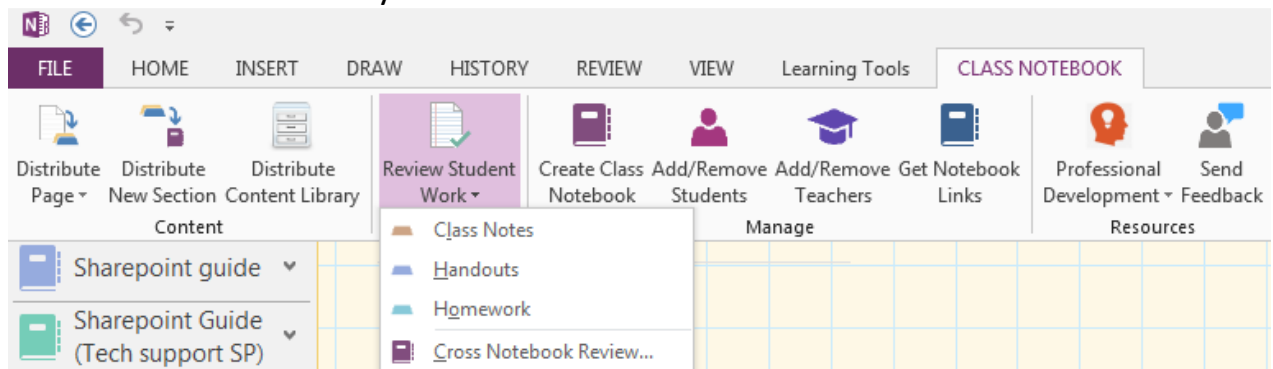


4. Reviewing Pupil Work

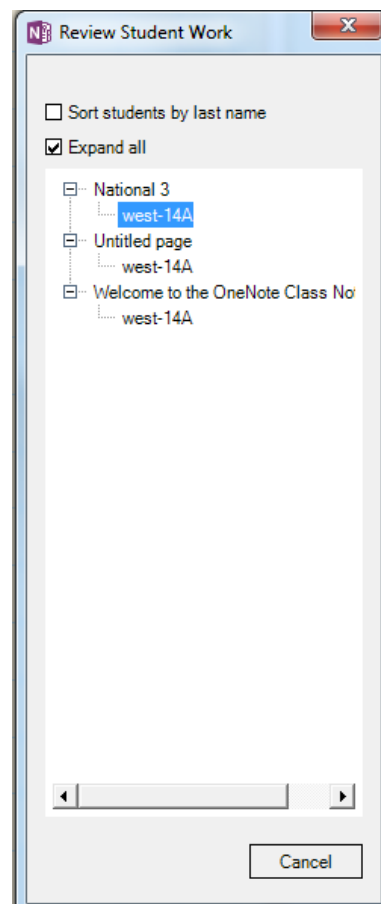
If you want to check the same section in every pupil notebook, you no longer need to go in and out of every notebook and choose the right section, you can now use the review function built in to the Class Notebook add-in.



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.

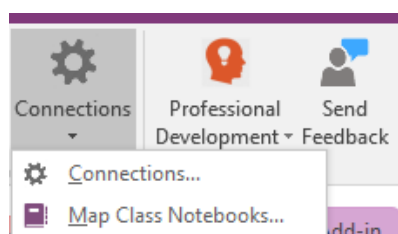


5. Connecting to an LMS

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

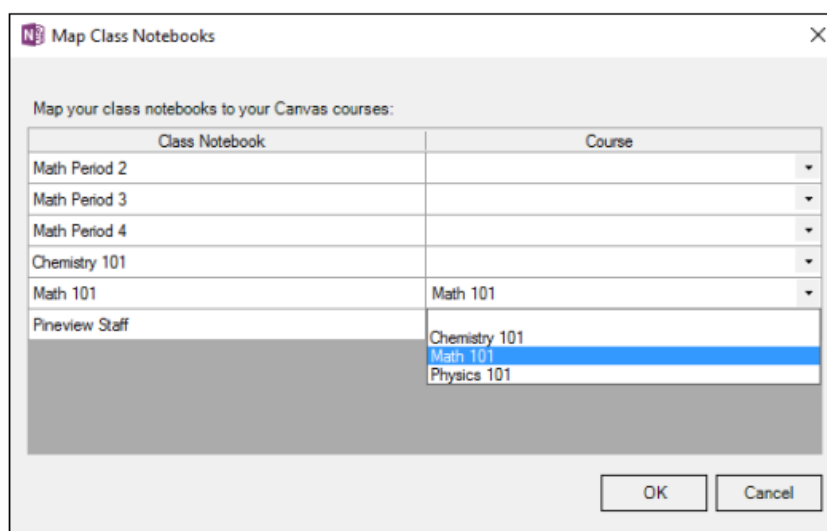
BrightSpace, Canvas, Classter, Cloud Classroom, Edmodo, Edsby, EduOnGo, EnGrade, FireFly, Haiku Learning, Its Learning, LMS365 Cloud, LP+ 365, Moodle, OneWorldSIS, School Bytes, Schoology, Sebit, Skooler, Teacher Dashboard and WinjiGo.

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

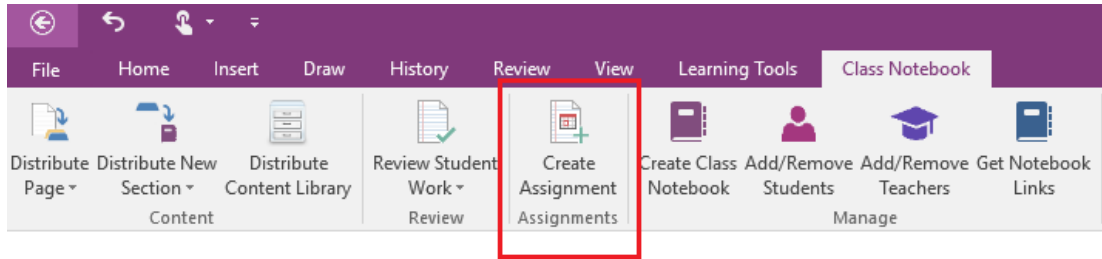


Click on Connections and choose your LMS from the dropdown menu. You can now connect your account and class.

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.

A dialog box titled 'Create New Assignment for Math 101'. It contains the following fields:

- Title:** #2 - PoW
- Description:** Three chickens and two chicks weigh 32 pounds. Four chickens and three chicks weigh 44 pounds. All chickens weigh the same and all chicks weigh the same. What is the weight of two chickens and one chick?
- Due date:** 3/28/2016. A checkbox for 'Time (optional)' is checked, with a dropdown menu showing '6:00 AM'.
- Create in:** A tree view with four options: 'Class Notes', 'Handouts', 'Homework' (which is selected and highlighted in blue), and 'Quizzes'.

At the bottom, there is a note: 'An assignment will be created in Canvas and the page distributed to all students.' and two buttons: 'Create' and 'Cancel'.

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.

A dialog box titled 'Review Student Work'. It has the following elements:

- Checkboxes for 'Sort students by last name' (unchecked), 'Expand all' (checked), and 'Enter grades' (checked).
- A list of students under the heading '#15 - PoW': Cheryl Garner, Ella Taylor, James Hobbs, Samuel Perkins, and William Hunt. Each name is followed by a small grid icon and a score field showing '/ 100'.
- Buttons for 'Submit' and 'Cancel' at the bottom.

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See our guide for Class Notebook and other Office 365 apps:

<https://digitallearningteam.org/microsoft/office365/office-365-guides/>

Find more resources here:

<https://support.office.com/en-us/article/Class-Notebook-add-in-for-OneNote-preview-instructions-cd84f1a6-945e-48fb-8fd9-e338a3eedaa?ui=en-US&rs=en-US&ad=US>

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