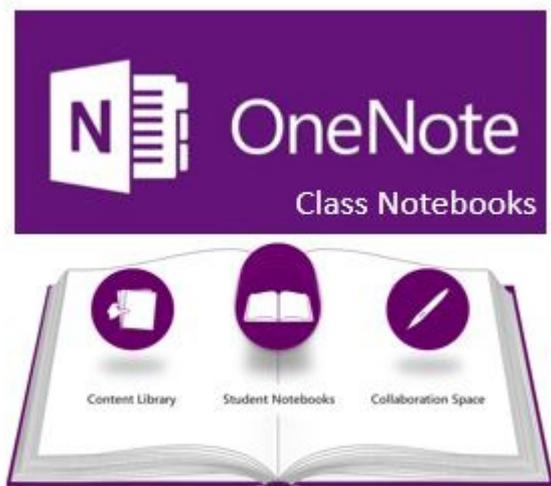


Digital Learning Team

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



Guide 7 – Class Notebook

1. Notebook Structure
2. Creating Class Notebooks
3. Adding/removing sections
4. Adding/removing pupils and teachers
5. Classroom Tips
6. Managing Class Notebooks
7. Add-ins

Microsoft Office 365 is the new messaging and storage solution for the City of Edinburgh educational establishments. Office 365 is a cloud based suite of tools which allows collaboration and provides a considerable increase in storage space.

Office 365 has many features.

Available now - **Outlook, Calendar, OneDrive, Office Online, Skype for Business, SharePoint, Forms**



1. Notebook Structure

Class Notebook automatically creates a structure for your notebook, it has 3 section groups:

Content Library

This section is designed for class notes, teachers can create pages and edit content.

Pupils can view all the content but cannot make any changes, if they want to highlight or take notes on a page then they will need to copy it into their own notebook.

Collaboration Space

This section is designed for group work and class collaboration.

Pupils and teachers can write and edit any content in this section.

When pupils make changes then it is marked with their initials, hover over the initials with your mouse to see a full name and timestamp.

Pupil Notebooks

This section is only visible to the pupil and the teacher. Pupils cannot see each other's notebooks.

Pupils can do their own work here; the teacher can mark work as they have edit rights in this notebook.

When a pupil does work in their notebook the teacher will see their name written in bold in their list of pupils.

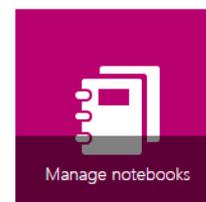
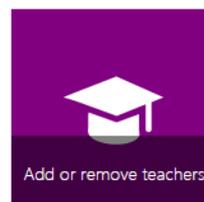
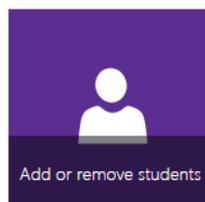
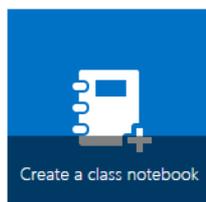
2. Creating Class Notebooks

Open Office 365 online (<http://office365.edin.org>)

Click on the App Launcher and choose Class Notebook (if it is not there then click on View all of my apps)

Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



[View user guide](#)

[Download the Class Notebook Add-in](#)

Click on Create a Class Notebook

Name your notebook and check the Overview.

Add pupils to your class by searching for their name.

If the pupil's name is unique, type in the name of a pupil, press the tab key then press enter.

If there are multiple pupils with the same name then hover over the names to see email addresses so you can find the right one, once you are done move your mouse so you have highlighted the name at the top of the list. Press the tab key until you have highlighted the correct name and press enter.

Alternatively, look up the pupil's Scottish Candidate Number and search for them using that number.

You have the option to add other teachers to your notebook as well. If there are multiple teachers with the same name, then search using the teacher's payroll number.

You can now decide on the tabs that will appear in each pupil notebook.

You will now be shown the view from your point of view and from pupils' point of view.

Now click create.

Pupils will automatically be invited to the notebook, but you can access the link if you need to send it out again.

You can find the notebook in your OneDrive in the Class Notebooks folder.

Pupils can find the notebook in the Shared with me section of their OneDrive.

Notebooks can be edited by using OneNote online or the OneNote program on PC, once you have opened it on PC then it will always appear in OneNote until you choose to close it. Similarly, when a notebook is opened on OneNote for iPad.

3. Adding and Removing Sections

Sections/tabs

Click on the + sign next to the tabs already created, you can change their colour by right clicking on the tab and choosing Section Colour.

You can do this in the Content Library and Collaboration Space.

You can also do it in pupils' notebooks but you would have to do it one by one for each pupil. It is easier to show them how to do it and ask them to create new sections for themselves.

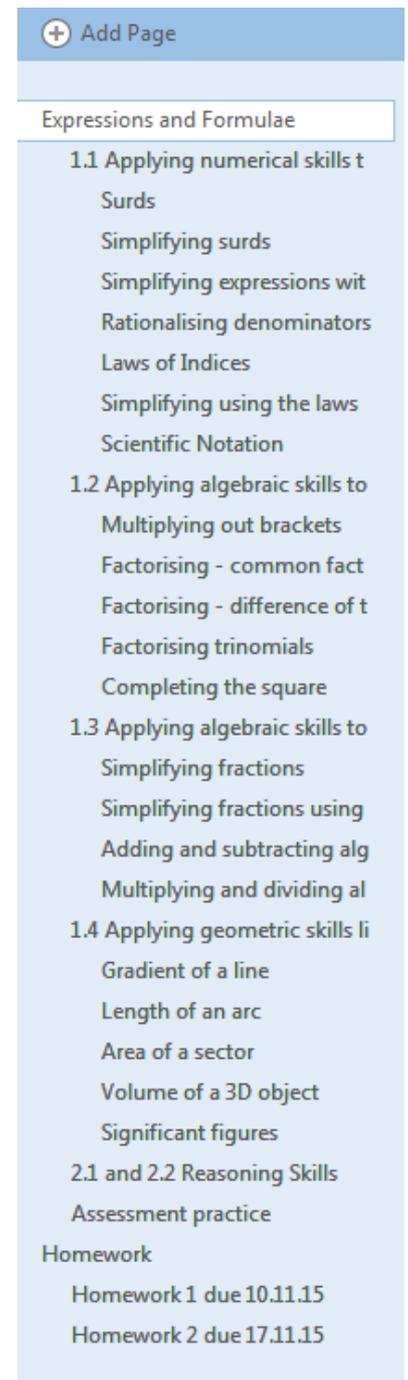
Pages

Pages can be added to a section by clicking on Add Page at the top right.

If you would like them to be organised, you can indent pages by right-clicking on the page and choosing Make Subpage. You can also pick them up and move them to change the order.

Subpages can make it easier for pupils to find a specific page.

An example is shown to the right, it shows a unit of maths split into assessment standards and skills.



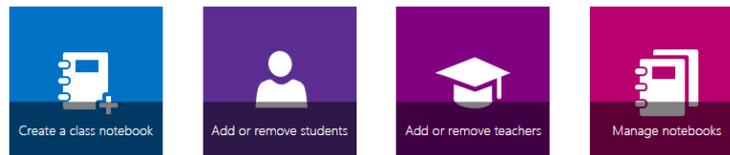
4. Students and Teachers

Do not use the Share option within OneNote to add or remove pupils or students from your Class Notebook as it does not give the same permissions as Teacher or Pupil.

To make changes go to Office 365 online and click on Class Notebook.

Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



[View user guide](#)

[Download the Class Notebook Add-in](#)

You can add or remove pupils or students from here.

Click on the relevant link and choose the notebook you want to modify.

You will see a list of pupils in the notebook, these can be deleted or you can add pupils by typing in their names.

5. Classroom Tips

Homework

For the best way to distribute homework use the Class Notebook add-in.

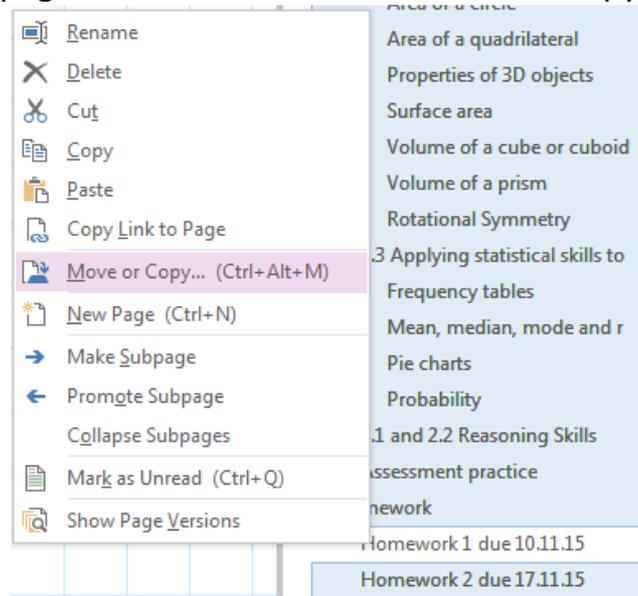
Please see the guide on our website for more detail.

Move or Copy

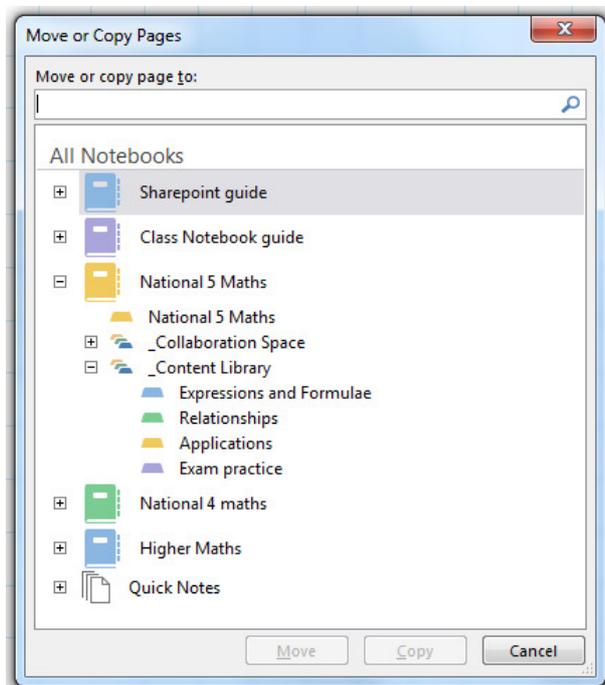
Move or copy makes it quick and easy to move or copy pages or sections, you can even copy from one notebook to another.

Screenshots below:

Right-click on the page or section and choose Move or Copy



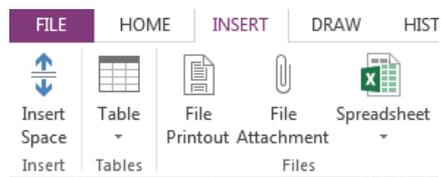
Then choose the location and click Move or Copy, depending on if you want to duplicate it or change its location.



Insert File Printout

Word, PowerPoint and PDF files can be inserted into the notebook as a printout (imagine it as printing it out from a computer and gluing it into your notebook).

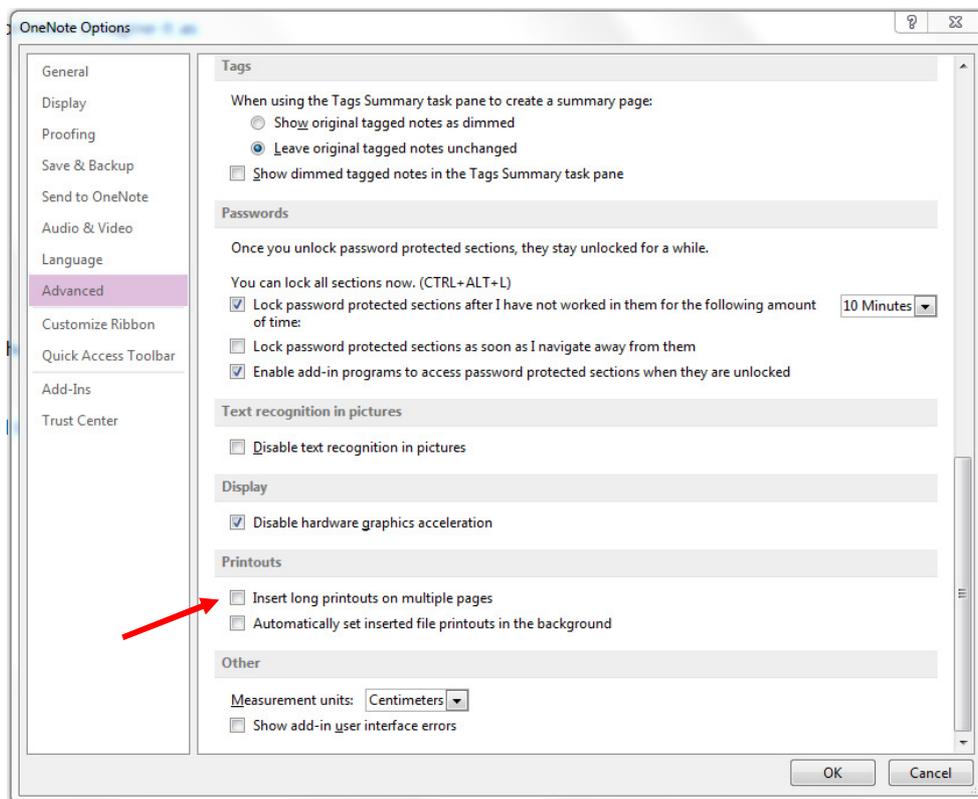
Click on Insert, File Printout and choose your file.



If you have a large file, like a PowerPoint with a large amount of slides, the printout may end up on multiple pages.

You can change this by going into File > Options > Advanced Options

Look for the Printouts section and untick the box that says large files will be printed onto multiple pages.

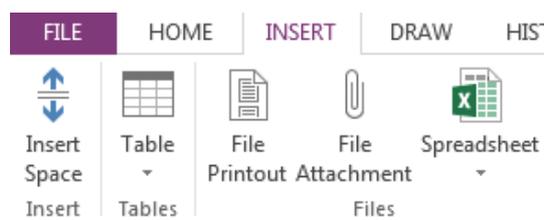


These cannot be edited but it is possible to type or draw over them.

Insert File Attachment

A file can be inserted so that a pupil would see an icon like on a desktop. If you are doing this then you need to make sure that the pupil has the relevant program needed to open the file.

Click on Insert and then Insert file attachment and choose your file.



This can be used if you would like a pupil to download a copy of a file, edit it and then submit it, or attach it to their own notebook for marking.

Drawing

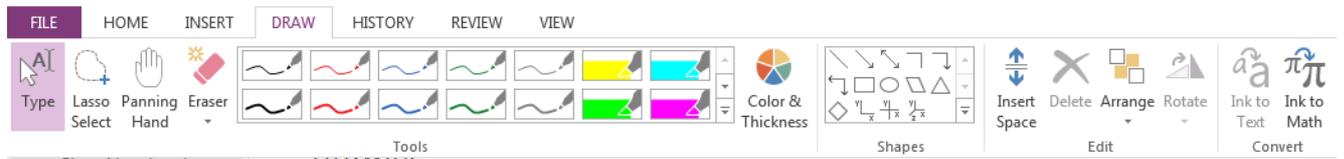
There is a drawing tool in OneNote.

This means that you can use it for highlighting text or marking work as you would normally would with a red pen.

It also means that you can project your notebook onto an interactive whiteboard and write on it (the Smartboard pens' colours would not translate

by default, choose the colour in OneNote, you may need to disable the skin that Smartboards use for writing on other programs).

Pupils can also use the tool in their notebooks, so you can issue homework that requires drawing or diagrams.

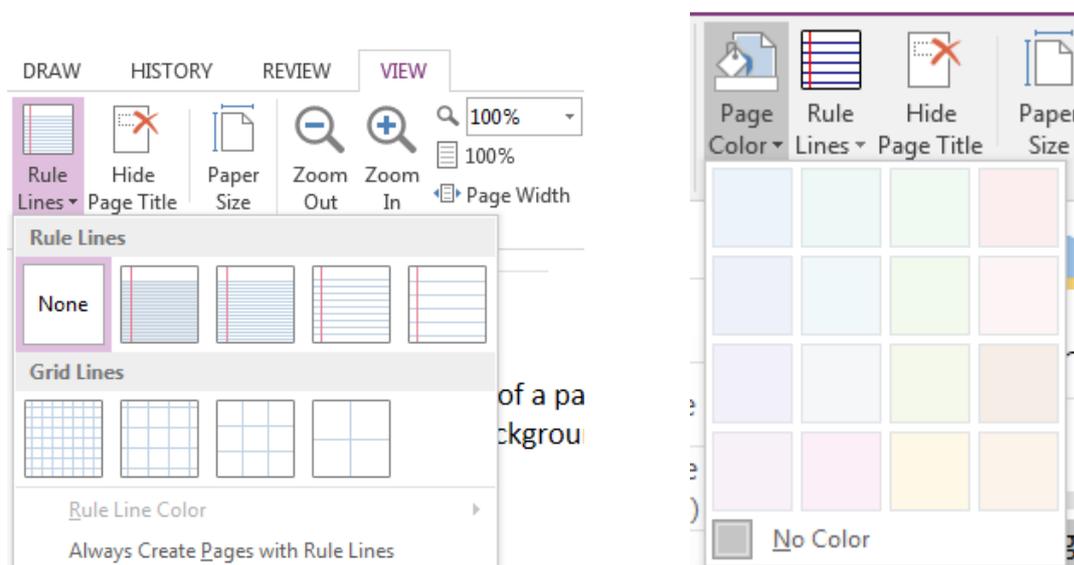


Background

You can change the background of a page to lined or squared paper.

Click on View and choose the background from Rule Lines.

You can also change the colour to reduce glare on screens or for pupils with additional needs.



Maths

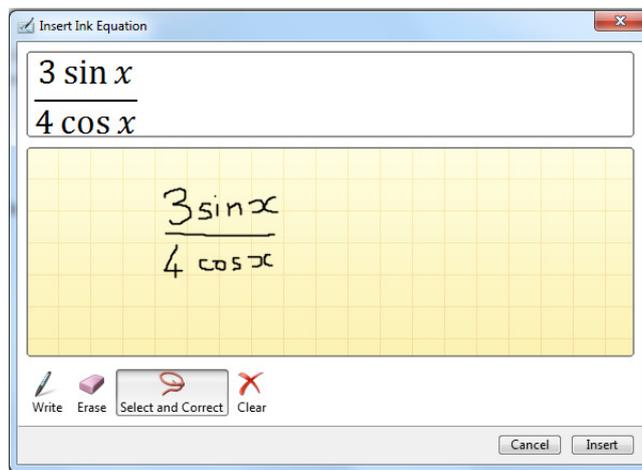
You can insert symbols and equations to your notebook in the same way as in Word.

Click on Insert and choose equation or symbol to insert more complex mathematical notation such as:

$$\int_1^5 \frac{x^5}{\sin x} dx$$

Alternatively, you can use the draw function to handwrite mathematical notation.

There is also a function called Ink to Math in the Draw menu which converts your handwritten mathematical notation into typed notation.



Screen Clipping

Choose Insert and then Screen Clipping, OneNote will minimise and show you your other open window, you can then take a screen clipping which will automatically insert into OneNote.

Once you have completed the course in the Microsoft Virtual Academy, return to this page and take the quiz below. Once you pass the quiz with at least an 80%, you will earn credit for this course.

21/03/2016 14:24 - Screen Clipping

If your clipping is a text, you can right click on the image and copy the text from the image:

Once you have completed the course In the Microsoft Virtual Academy, return to this page and take the quiz below

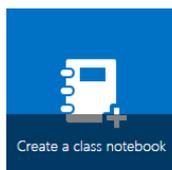
Once you pass the quiz With at least an 80%, you Will earn credit for this course.

6. Managing Class Notebooks

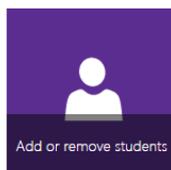
You can manage Class Notebooks within the Office 365 app.

Welcome to the OneNote Class Notebook

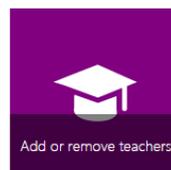
We will help you create a notebook you can use in the classroom



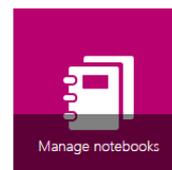
Create a class notebook



Add or remove students



Add or remove teachers



Manage notebooks

[View user guide](#)

[Download the Class Notebook Add-in](#)

Click on the Manage Notebooks tile to see a list of your notebooks as well as any other notebooks that you are a teacher for.

3BC4 (2016-17) Open in OneNote Online

Student sections

- Comparing Fractions
- Equivalent Fractions
- Highest Common Factor
- Intro to Fractions
- Lowest Common Multiple

+ Add section

Save Cancel

Enable Teacher-Only section group
This section group will be permanently added.

Lock Collaboration Space
Locked

Collaboration Space permissions
Give specific students permission to view and edit these sections

Parent and guardian links
Create and manage guest links for parents

Link
onenote:https://cityofedinburgheducation-my.s

The Student Sections can be renamed, edited and deleted using the left column, this will edit every single pupil notebook.

A Teacher Only section group can be enabled from here, this can be useful for marking attendance or storing homework marks.

The Collaboration Space can be locked if pupils are using it inappropriately, this can be toggled as needed.

The Collaboration Space can have additional settings where certain pupils have permissions to certain sections, this is designed to make groupwork easier to manage.

It is also possible to generate read-only guest links for parents or carers. You can choose whether the link gives access to the content library or to a particular pupil notebook. These links can be deactivated in the same place.

[Deleting Class Notebooks](#)

This can only be done by going into the Class notebooks folder in the OneDrive in which the notebook is stored and deleting the entire notebook from there.

This should be done through a browser, not through a synced OneDrive.

7. Add-ins

There are two add-ins that are available for Edinburgh Council use.

Learning Tools – assistance technology to aide reading.

Class Notebook – improves use of Class Notebook.

A guide for the Class Notebook add-in is available on the Digital Learning Team website.

Digital Learning Team

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Using Office 365 on personal devices

To ensure your data is kept secure, please adhere to the following practices if accessing Office 365 on a personal device, eg. smartphone, personal iPad/tablet or home desktop/laptop:

- Always control access to you device with a [secure password or passcode](#)
- Access Office 365 via the web (<http://office365.edin.org>) using a [recommended browser](#)
- Turn off Password Saving for your browser - [Explorer](#), [Safari](#), [Firefox](#), [Chrome](#)
- Ensure that you log out and/or quit your browser when you have stopped working in Office 365, especially if you share your device with other users
- Ensure that you lock/log off your device when not in use

Find our helpsheets on the Orb:

<http://tinyurl.com/edi365docs>

.....and additional resources on our website:

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

Digital Learning Team

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☎: 0131 469 2999 | 📄: <http://digitallearningteam.org> | *Follow us on*
Twitter <https://twitter.com/DigitalCEC>

Office 365 on the web: <http://office365.edin.org>