

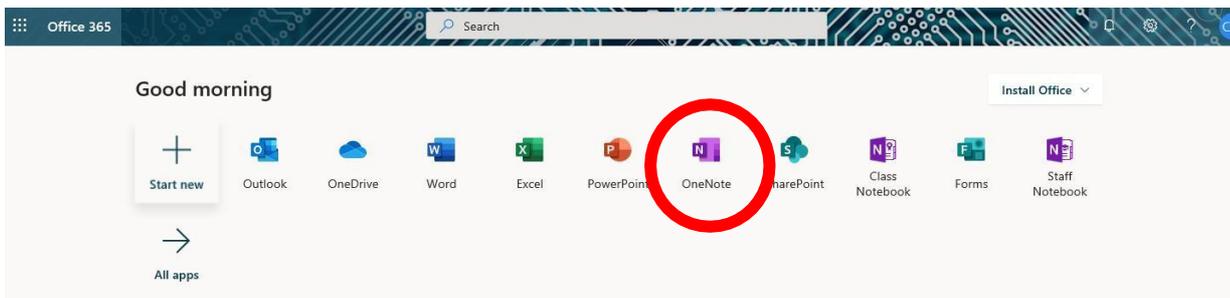
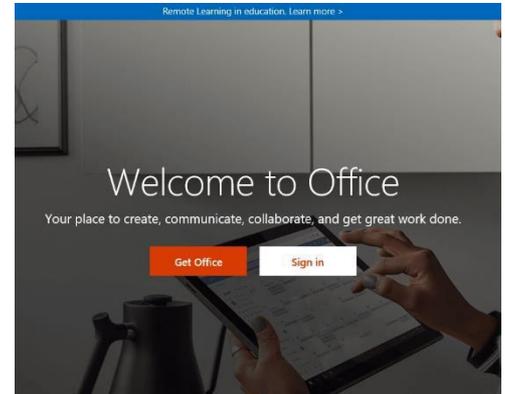
What is OneNote Class Notebook?

Class Notebook is a uniquely configured OneNote notebook to assist in collaboration between teachers and students. The OneNote Class Notebook app allows teachers to quickly set up personal work spaces for each student, a content library for handouts, and a collaboration space for lessons and creative activities, all within one powerful notebook.

How do I access my Class Notebooks?

You can access your Class Notebooks on any device via the web browser by signing in at office.com Using your school email address and password eg jblog13@eq.edu.au

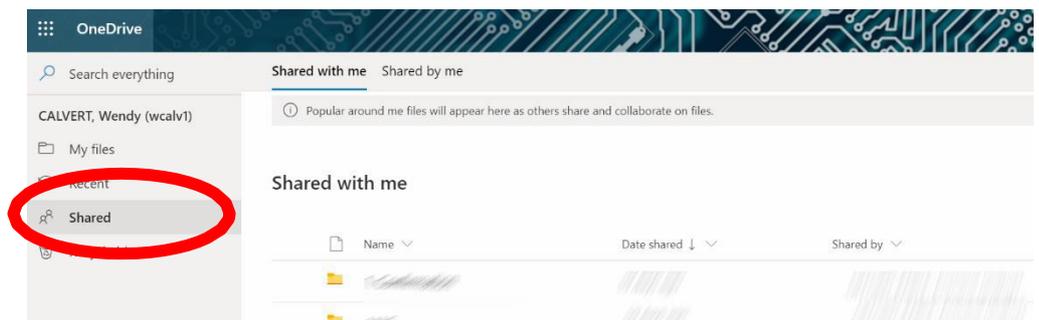
You may need to log in at a number of screens.



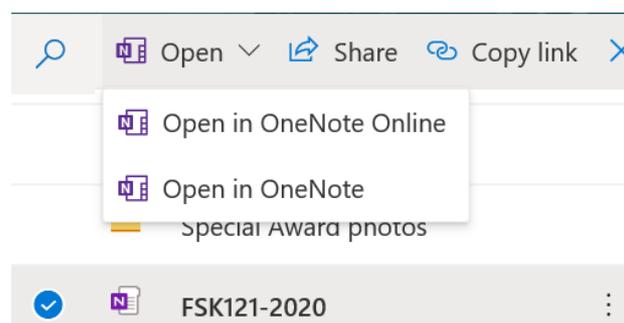
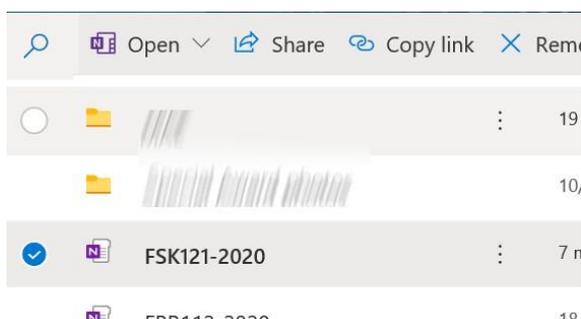
Once you have logged in to office.com **select OneNote**

Then select **Shared**.

This will show you all Class Notebooks that have been shared with you by your teachers.



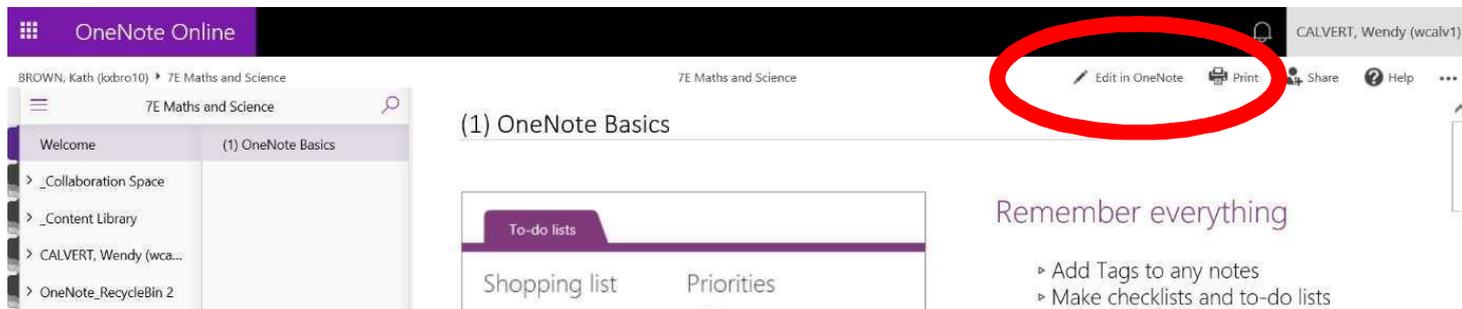
Select the **required Class Notebook**, select Open, **Open in OneNote**. This will take a little time to download, but then the Class Notebook will be available in the OneNote app on your device.



If you do not have OneNote, you can open in OneNote Online

The notebook opens in a **web browser**. You can use it in this browser, but it is more useful to open and use it in the **OneNote app**. (This allows more functionality).

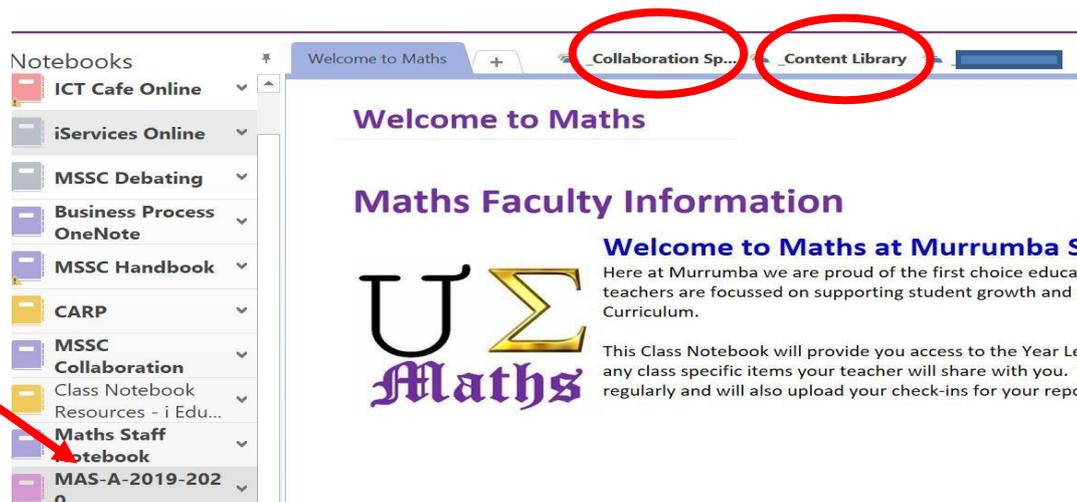
To open in the app, click Edit in OneNote



To open other Class Notebooks for other subjects, repeat the process of clicking the link in office.com and then opening in the app for any Class Notebooks your require access to.

Using my Class Notebooks

When you have opened your Class Notebooks in the app, they will appear in the menu.



The Class Notebook is made up of 3 sections.

Content Library – where teacher will add all resources and materials for this subject

Collaboration Space – where the teacher may ask you to work with others in a group

Your Notebook – a private space for you to keep your work. Only you and the teacher can access this space.

Inside the Content Library, there may be more sections for each unit and pages in the sections

