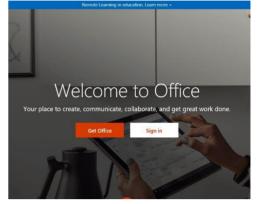
# What is OneNote Class Notebook?

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 <u>office.com</u> Using your school email address and password eg jblog13@eq.edu.au



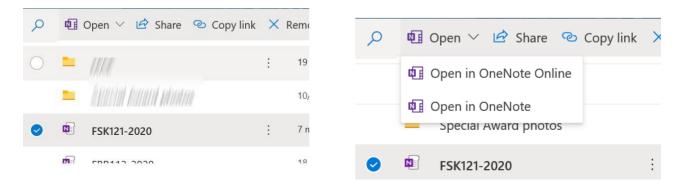
You may need to log in at a number of screens.

# Image: Search Image: Search<

Once you have logged in to office.com select OneNote

	::: OneDrive	S. S. /////////////////////////////////		
Then select <b>Shared</b> . This will show you all Class Notebooks that have been shared with you by your	<ul> <li>Search everything</li> <li>CALVERT, Wendy (wcalv1)</li> <li>My files</li> <li>Mexcent</li> <li>x<sup>R</sup> Shared</li> </ul>	Shared with me Shared by me		
		Shared with me		
teachers.		🗋 Name 🗸	Date shared $\downarrow ~ \lor$	Shared by $ \smallsetminus $

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.



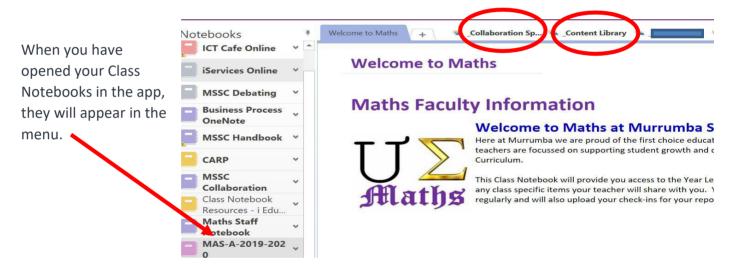
### If you do not have OneNote, you can open in OneNote Online

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

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Welcome	aths and Science 🔑 (1) OneNote Basics	(1) OneNote Basics	
Collaboration Space			Demember over thiss
> _Content Library > CALVERT, Wendy (wca		To-do lists	Remember everything
<ul> <li>CALVERT, Wendy (wca</li> <li>OneNote_RecycleBin 2</li> </ul>		Shopping list Priorities	<ul> <li>Add Tags to any notes</li> <li>Make checklists and to-do lists</li> </ul>

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**



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

