

How to use OneNote Class Notebook in Teams

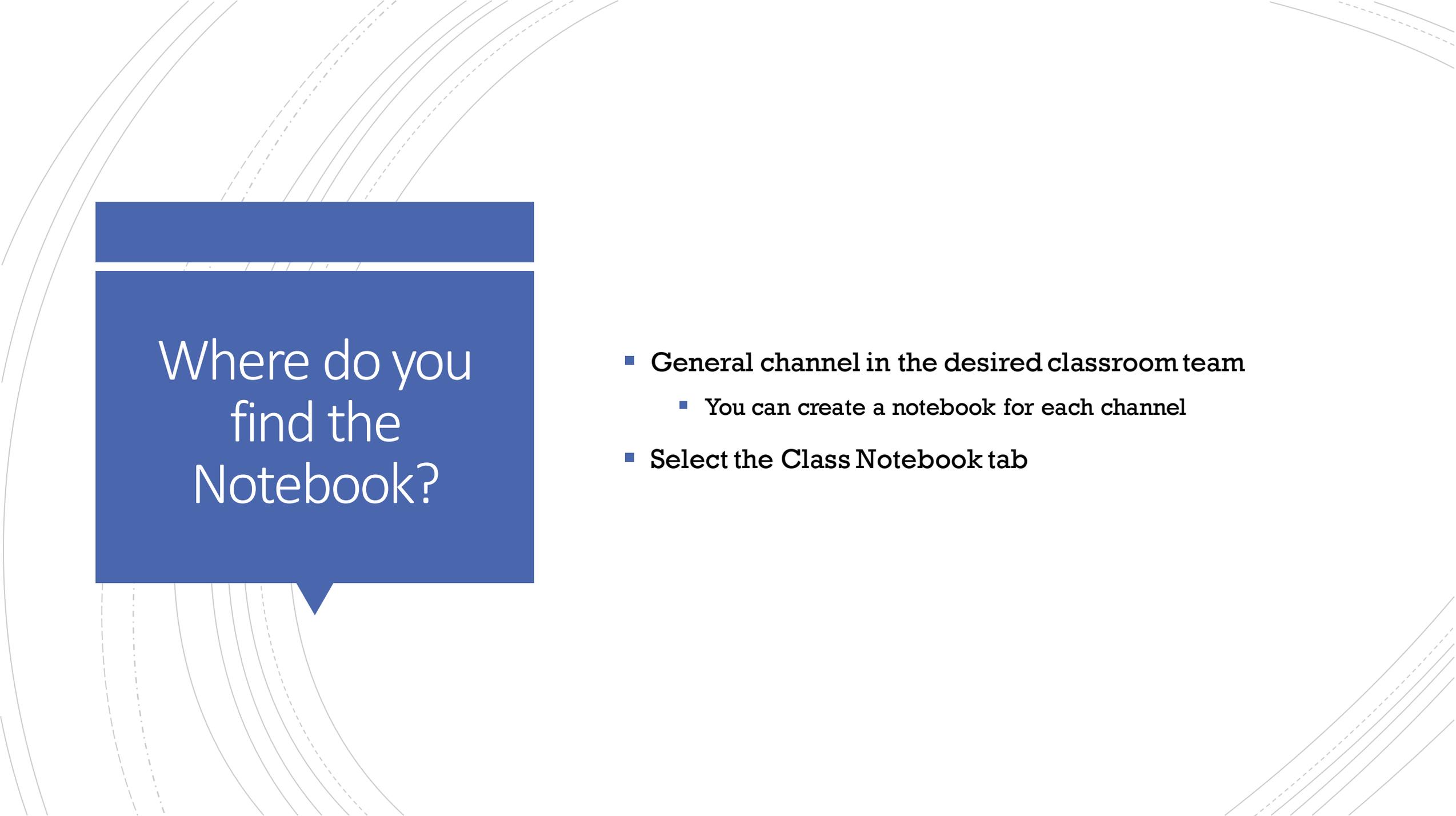
By Dean Saghafi

Where is the Notebook Found?

- Every class team has its own linked OneNote Class Notebook
- You can store text, images, handwritten notes, attachments, links, voice, video, and more.

Essential components of the Notebook

- **Student Notebooks**
 - Private space between the teacher and each student
 - Teachers can access every student notebook
 - Students can only access their notebook
- **Content Library**
 - Read only space
 - Share handouts
- **Collaboration Space**
 - Everyone in the class can share, organize, and collaborate
- **Teacher only Space**

The background features several sets of concentric, curved lines in shades of gray, some solid and some dashed, creating a sense of motion and depth. A dark blue speech bubble shape is positioned on the left side, containing white text.

Where do you
find the
Notebook?

- **General channel in the desired classroom team**
 - You can create a notebook for each channel
- **Select the Class Notebook tab**

How to set up your Class Notebook

- Create a Blank Notebook from scratch
- Copy content from an existing Notebook
- You can also create and access a Notebook directly from OneNote



Give your students a private space for notes
and a canvas for collaboration.

Set up a OneNote Class Notebook

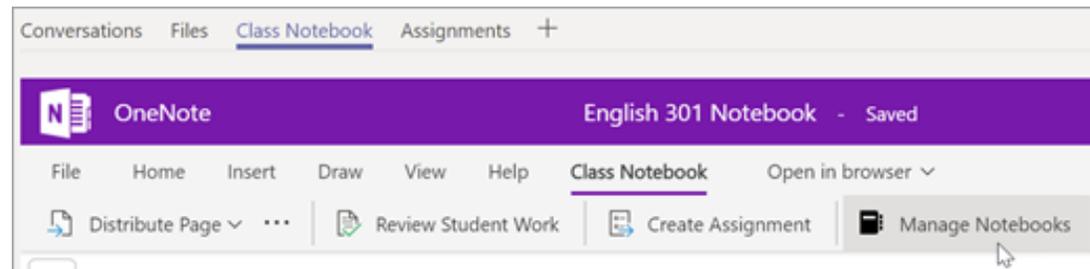
Blank Notebook

From existing notebook content



Manage Notebooks

- Full screen mode 
- Select the expand tab



Manage Class Notebook Close

Student notebook sections

- Class Notes
- Handouts
- Homework
- Quizzes

[+ Add section](#)

Save Cancel

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

Lock Collaboration Space
 Unlocked

Notebook link

<https://pineviewschooldist10.sharepoint.com/sites/English301/SiteAssets/> Copy

Manage your class Notebook settings

- Edit notebook sections
- Copy a link to your notebook
- Create a Teacher-only section group
- Lock the Collaboration Space

< All teams



Science Research 4 - Se... ⋮

General



General

Posts Files Class Notebook Assignments Grades Meeting Notes +



File Home Insert Draw View Help Class Notebook Open in browser ▾

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Science Research 4 - Section 1 Advanced Science Research Notebook

- Welcome
- > _Collaboration Space
- > _Content Library
- > _Teacher Only
- ▼ Abu, Jessica
 - Homework
 - Data
 - Quizzes
 - Data Analysis
 - Class Notes
 - Handouts
- > Arroyave, Stefania
- > Bailey, Jessinia

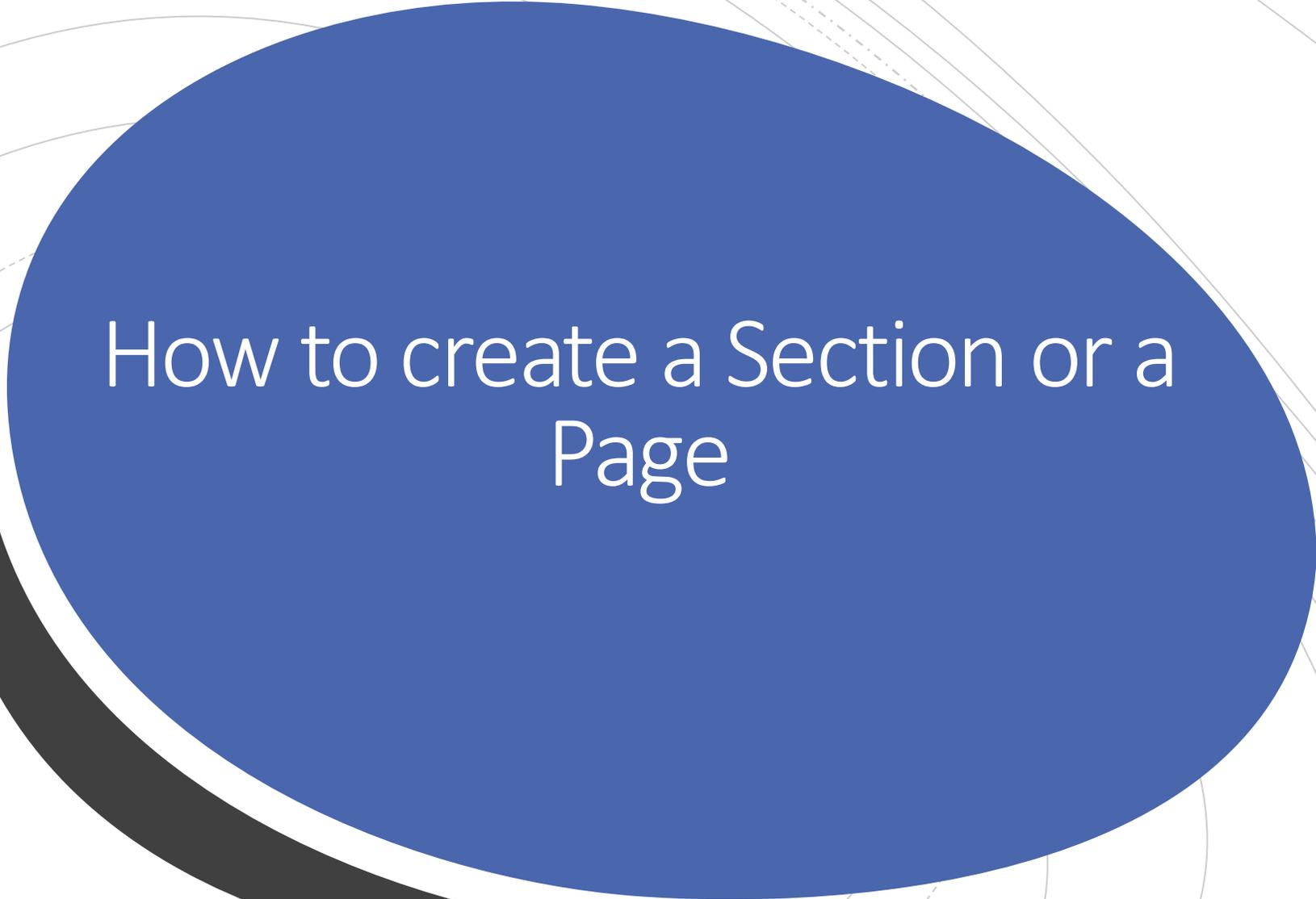
- How to Use Notebook to ...
- How to Insert a PDF and a ...
- How to insert and Article t...
- Inserting a Quiz
- Inserting Movies, Excel Spr...
- Embedding Videos
- How to Download the Enti...
- How to Print a Page
- Bugs in the Software

Screenshot

How to Use Notebook to Create and G

Sunday, May 31, 2020 3:25 PM

1. Create a Page in Teacher Content
2. Go to Assignments in Teams
3. When click on Resources go to Notebook and select the page
4. Distribute the page to the section you want to distribute it in your students' notebooks
5. Grade the assignments either in Notebook or in the Assignment Section in Teams
6. Quizzes can be given inside Notebook and the grades will show up in Excel OR you can give the quizzes inside of the assignment and the grade will automatically show up in the assignment grade pane when the students complete them.



How to create a Section or a
Page

- Sections and Pages can be dragged up or down to where you want move them

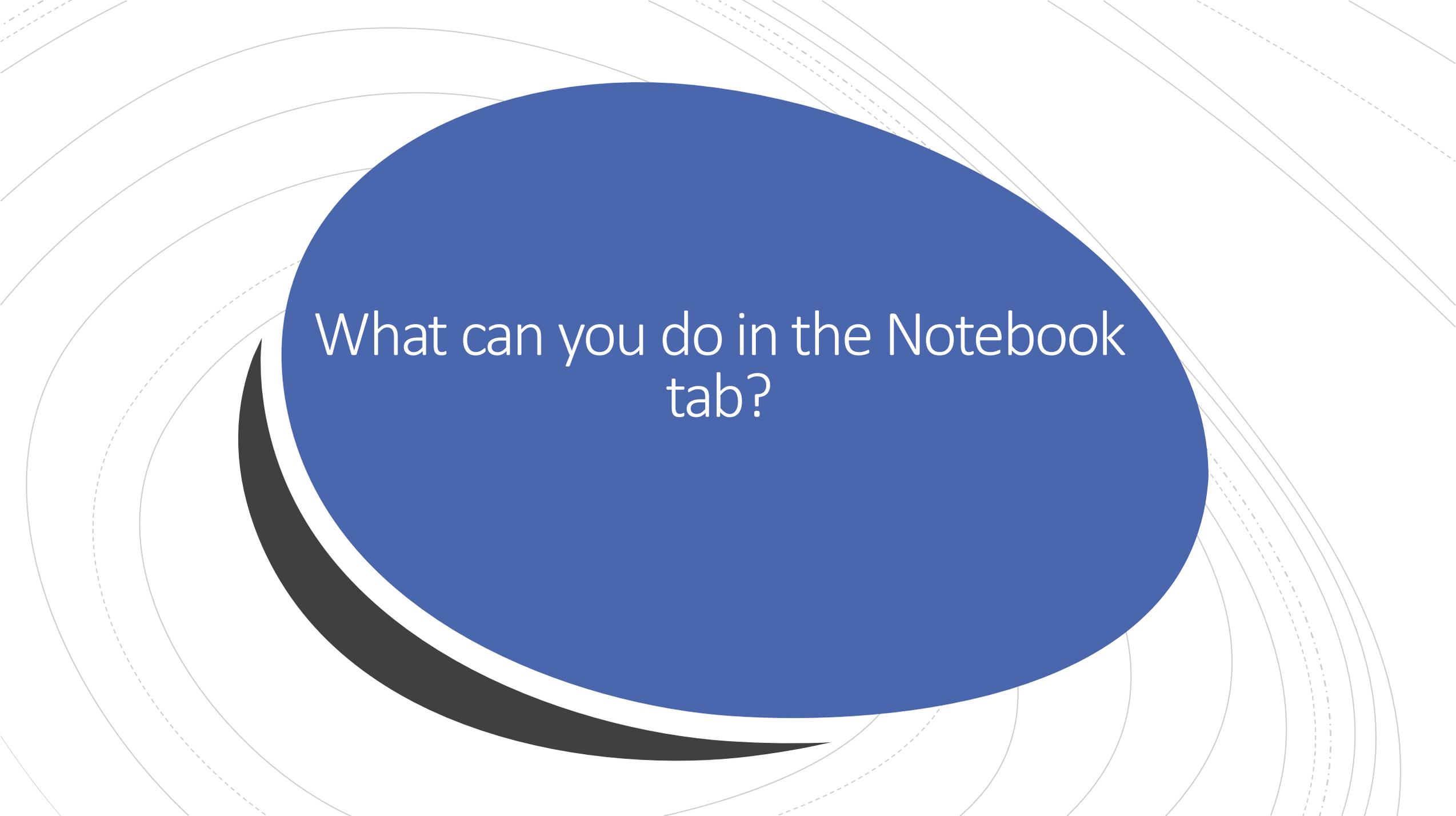
Science Research 4 - Section 1 Advanced Science Research Notebook

<ul style="list-style-type: none"> Welcome > _Collaboration Space > _Content Library > _Teacher Only > Abu, Jessica > Arroyave, Stefania > Bailey, Jessinia > Batac, Jessica > Berisha, Ardit > Blanco, Sandy > Bobadilla, Andres > CastroAleman, Daniel > ColonTavarez, Lisbet <p>+ Section</p>	<ul style="list-style-type: none"> How to Use Notebook to ... How to Insert a PDF and a ... How to insert and Article t... Inserting a Quiz Inserting Movies, Excel Spr... Embedding Videos How to Download the Enti... How to Print a Page Bugs in the Software <p>+ Page</p>
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How to

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3. When Noteb
4. Distrik want t
5. noteb
5. Grade Noteb Sectio
6. Quizzes and th OR yo the as autom assign studer



What can you do in the Notebook
tab?



General

Posts

Files

Class Notebook

Assignments

Grades

Meeting Notes



File

Home

Insert

Draw

View

Help

Class Notebook

Open in browser ▾



Distribute Page ▾



Distribute New Section ▾



Copy to Content Library



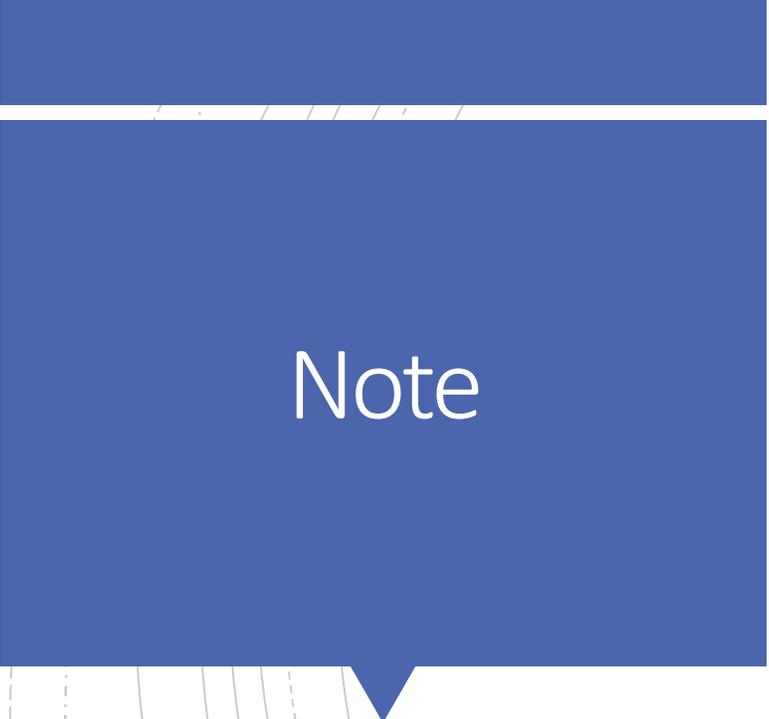
Review Student Work



How to Use Notebook to Create and Grade Assignments

Sunday, May 31, 2020 3:25 PM

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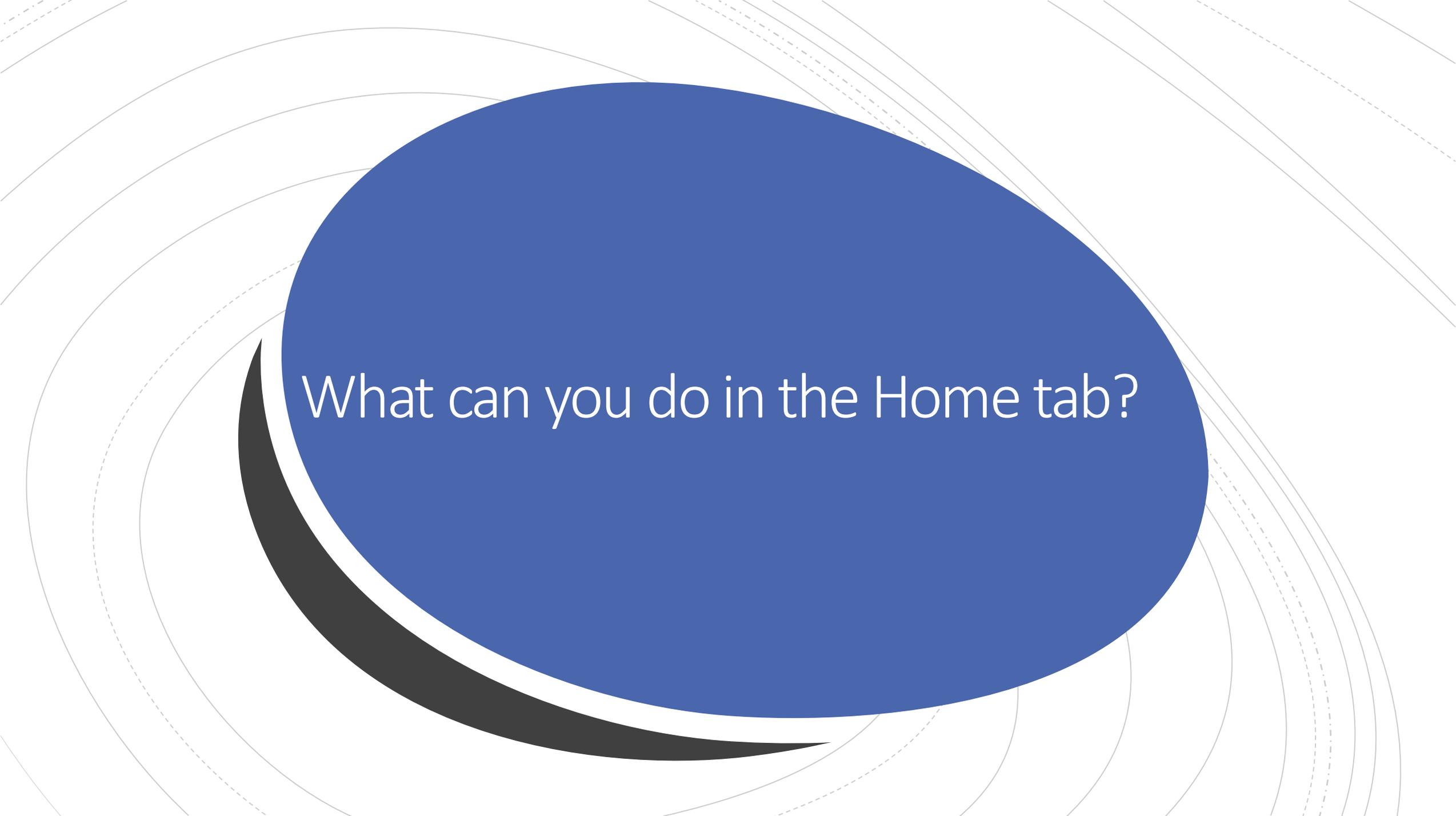
Note

- When using the OneNote Notebook app in Teams or online
 - The Notebook does not allow you to copy and paste pages from one Teacher-Only Section to another Teacher-Only Section in another Notebook
 - When you copy Content Library material you cannot copy and paste individual pages from one Content Library to another Content Library in another Notebook. You can only copy and paste the **ENTIRE** section.
- You can copy and paste these individual pages using the computer desktop app

You can connect Class Notebook to your LMS or SIS, such as Canvas or PowerSchool

Allows you to create assignments, assign grades, track due dates, and more, right from Class Notebook. Your work will sync automatically.

[Connect Powerschool to OneNote Notebook](#)

The image features a central blue speech bubble with a white outline, pointing towards the bottom left. Inside the bubble, the text "What can you do in the Home tab?" is written in a white, sans-serif font. The background is white and decorated with several thin, grey, curved lines that create a sense of motion or a stylized wave pattern. Some of these lines are solid, while others are dashed.

What can you do in the Home tab?



B

I

U



A



abc

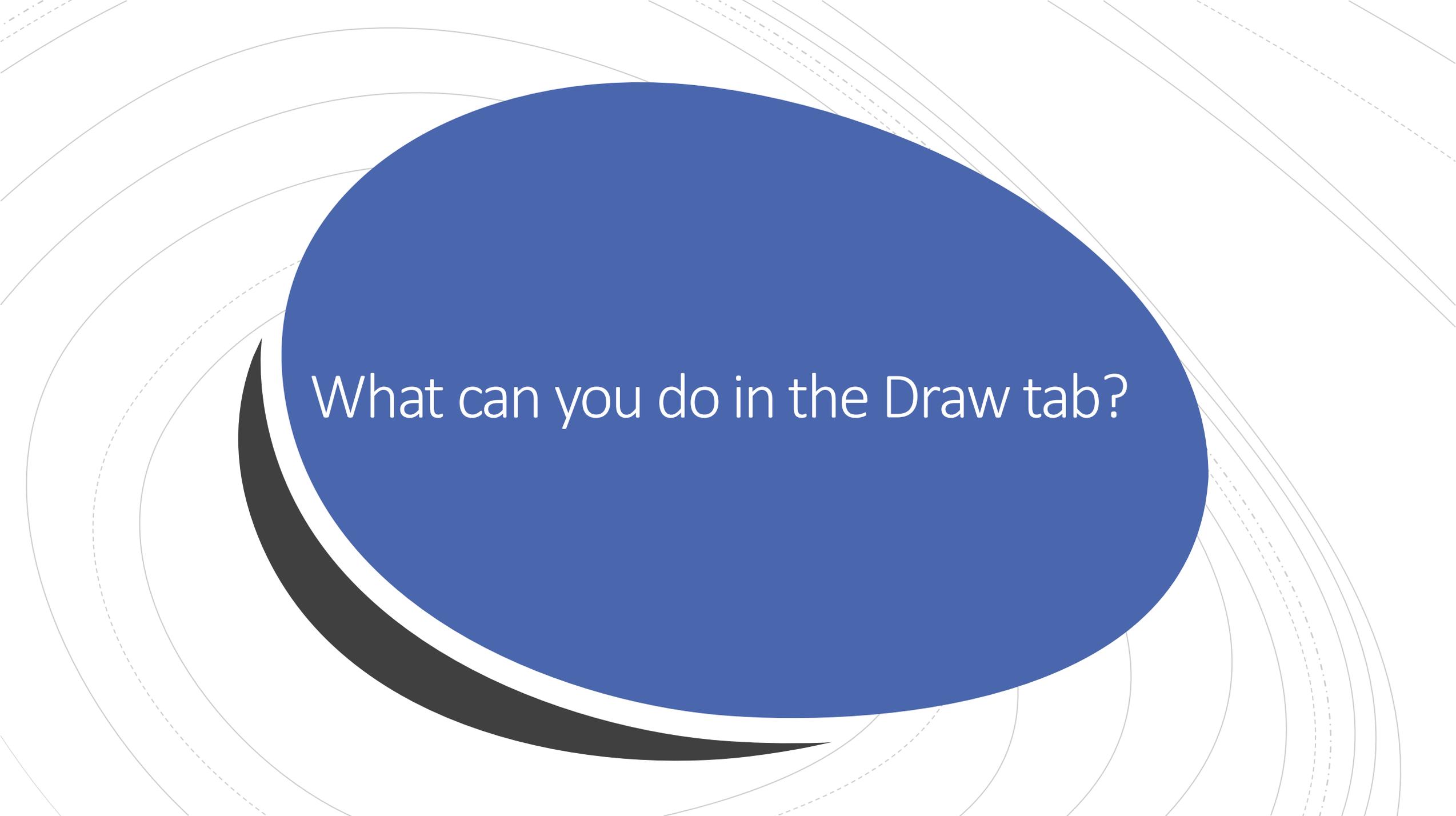


How to Use Notebook to Create and Grade As

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- Remove Tag
- To Do
- ★ Important
- ? Question
- A** Remember For Later
- A** Definition
- Highlight
- Contact
- Address
- Phone Number
- Website To Visit
- Idea
- Password
- Critical
- Project A
- Project B
- Movie To See



What can you do in the Draw tab?

Search or type a command



General

Posts

Files

Class Notebook

Assignments

Grades

Meeting Notes



File

Home

Insert

Draw

View

Help

Class Notebook

Open in browser



Math



How to Use Notebook to Create and Grade Assignments

Sunday, May 31, 2020 3:25 PM

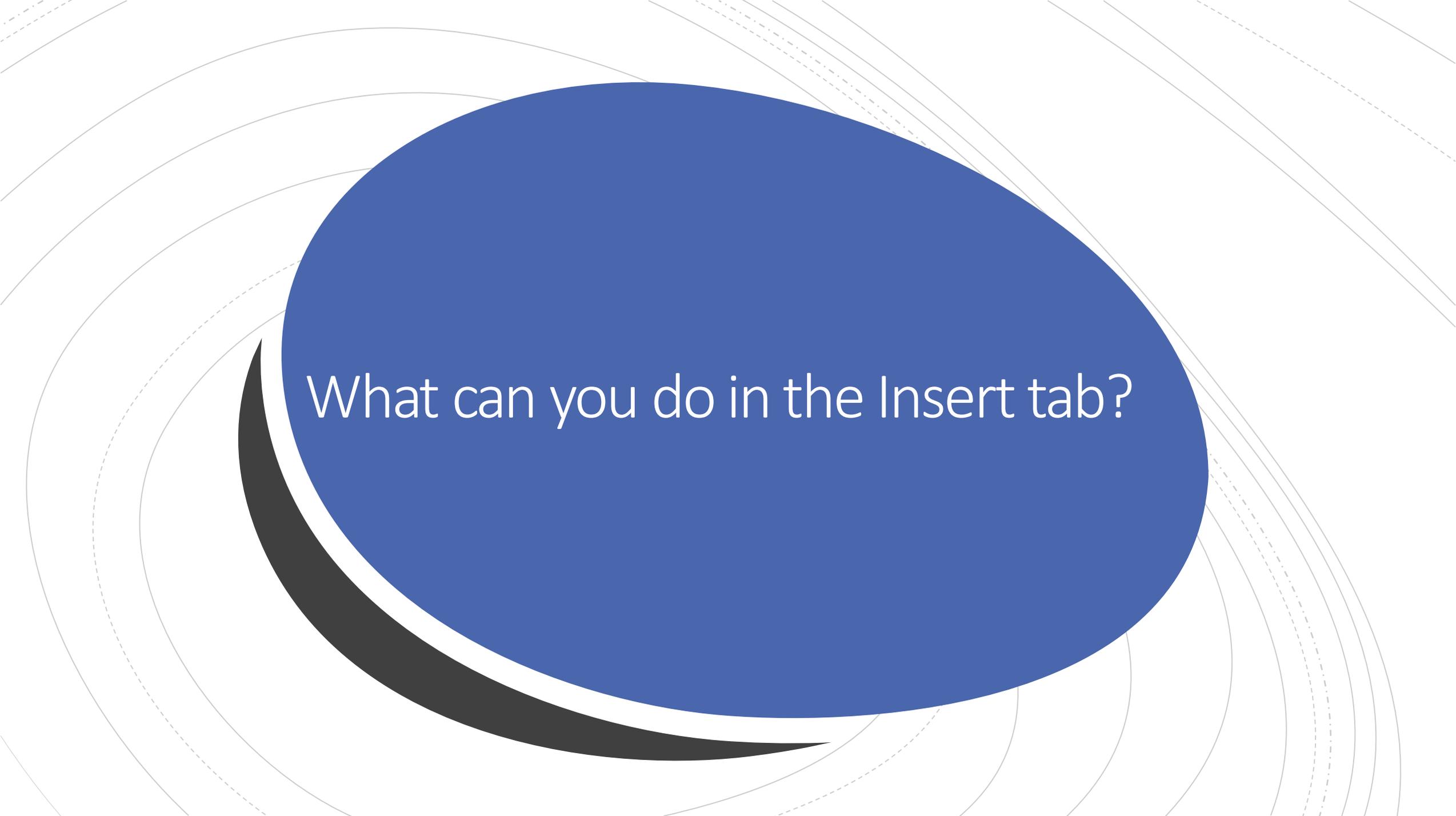
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Demonstrate the Math Feature

- **Math feature**
 - Takes handwritten equations and converts them to text
 - Solves and Graphs the equations
 - The solution and the graphs can be inserted into the page fo the notebook

Handwriting in the Notebook

- You can hand write notes into the Notebook
 - Using
 - Promethean or Smart Board
 - touch screen laptop
 - tablet or cell phone

The image features a central blue speech bubble with a white outline, pointing towards the bottom left. Inside the bubble, the text "What can you do in the Insert tab?" is written in a white, sans-serif font. The background is white and decorated with several thin, light gray circular lines of varying radii, some solid and some dashed, creating a subtle, abstract pattern.

What can you do in the Insert tab?

Search or type a command



General

Posts

Files

Class Notebook

Assignments

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File

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Open in browser



Table



File



Picture



Link



Audio



Symbol



Math



Emoji



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Files that can be inserted



WORD FILES



PDF FILES



**POWERPOINT FILES AS
PDF**



**EXCEL SPREADSHEETS
AS PDF**



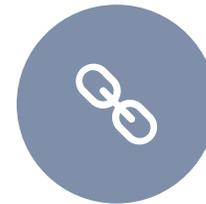
MOVIES UP TO 19 MB



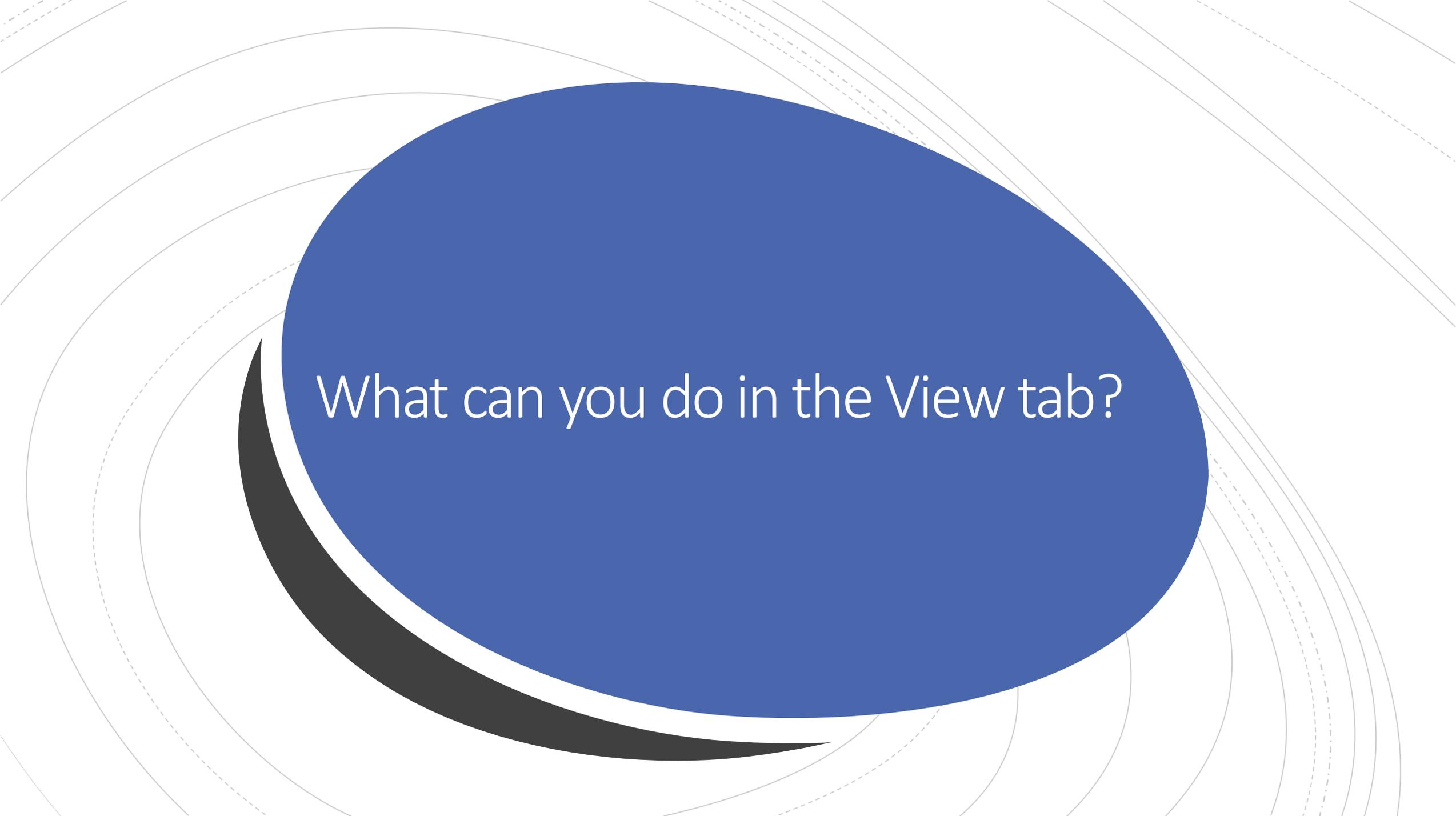
**EMBED YOUTUBE
VIDEOS BY COPYING
AND PASTING THE URL**



EMBEDDING QUIZES



**LINKS TO ANY FILE OR
WEBSITE**



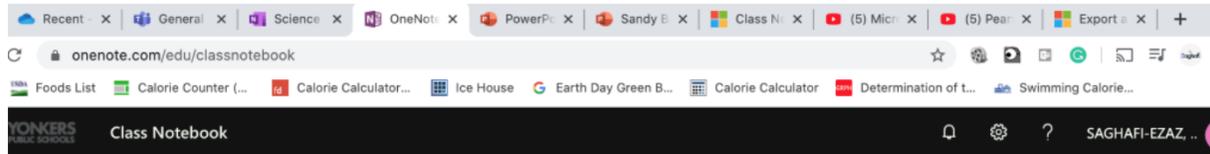
What can you do in the View tab?



Bugs in the Software

Sunday, May 31, 2020 3:12 AM

1. When inserting a file it only allows you to upload a file from your computer. If you want to access files from OneDrive, download the app to your computer.
2. Inserting Power point, Excel file has to be inserted as a PDF. The Notebook in Computer Teams app will NOT do it. Using Notebook in online Teams will NOT do it. You have to use the OneNote app on the computer and it will automatically convert the Power Point and Excel with a PDF of the file
3. Inserting Forms into a page with the Computer Teams app does not work. You have to do it on the online version of Teams.
4. Insert File Print out is for BOTH PDF and Word documents
5. You can copy and paste YouTube video links right into the page and the video embeds itself right into the page.
6. Cannot embed anything you want.
7. Syncing gets clunky and adding pages to all the students' notebooks takes a long time.
8. Can combine assignments into HW section of the notebook.
9. The Teams app online only allows you to Manage your Teams. It will not allow you to add or remove students.





Create a Page in
Teacher Content



Go to Assignments in
Teams



When click on
Resources go to
Notebook and select
the page



Distribute the page to
the section you want to
distribute it in your
students' notebooks



Grade the assignments
either in Notebook or in
the Assignment Section
in Teams



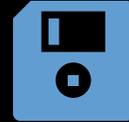
Quizzes can be given
inside Notebook and
the grades will show up
in Excel OR you can
give the quizzes inside
of the assignment
section in Teams and
the grade will
automatically show up
in the assignment
grade pane when the
students complete
them.

How to Use Notebook to Create and Grade Assignments

Note

- When you grade an assignment in the notebook it is locked until you return the assignment
- After it is returned the student can revise the assignment and turn it in again

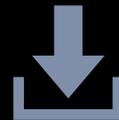
How to Download the Entire Notebook



You can create a backup copy of your Notebook to OneDrive



Go to the online OneNote app and click on Class Notebooks



You should create a backup since OneDrive does not have your Notebooks there. Notebooks are automatically saved in the OneNote app.

+ New notebook

New notebooks saved to: OneDrive

Recent Pinned My notebooks Shared with me Class notebooks Discover

Science Research 4 - Section 1 Advanced Science Research Notebook 15h ago

751-Science Research Academy Notebook Apr 24

- Open in Browser
- Open in Desktop App
- Share
- Copy link
- Save a copy

Screenshot

How to Print a Page

Click on

Click on the page you want to print

Click on

Click on File

Select

Select Print

Print

You can Print to your printer, as a PDF, or as a PDF to Google Drive

5/31/2020 OneNote

How to download the entire Notebook

Sunday, May 31, 2020 3:31 PM

You can Download the whole notebook as a PDF.
Open the Notebook in the app or the Browser.
Select

https://yonkerspublicschools.sharepoint.com/sites/Section_418992/_layouts/15/Doc.aspx?sourcedoc={8874a2fd-31b1-465b-bd...

Screenshot

Print 1 sheet of paper

Destination: **Canon TR8500 series**

Pages: **All**

Copies: **1**

Layout: **Portrait**

Color: **Color**

More settings

Cancel **Print**

GHAFI-EZAZ, DEAN

Share

Select a destination

Showing destinations for dsaghafiez@gmail.com

Search destinations

- Save as PDF
- Canon TR8500 series Canon TR8500 series-AirPrint
- Save to Google Drive Save your document as a PDF in Google Drive
- Canon iPF680 Dean's MacBook Pro
- Canon PRO-4000 Dean's MacBook Pro
- EPSON ET-4550 Series EPSON ET-4550 Series
- FAX EPSON ET-4550 Series (IP) EPSON ET-4550 Series
- Photosmart 7520 series HP Photosmart 7520 series-AirPrint

Manage

Cancel

Screenshot

Cancel Print

Bugs and Limitations in the Software



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Cannot embed anything you want.



Syncing gets clunky and adding pages to all the students' notebooks takes a long time.



The Teams app online only allows you to Manage your Teams. It will not allow you to add or remove students.

Bugs and Limitations in the Software 2



Cannot find a way to import a Notebook. May not be available for Mac



You can only save a Notebook Backup to OneDrive.



There is a workaround to download it to your computer. After creating a Notebook backup in OneDrive open the created Notebook folder, click on the download button and all the Notebooks are downloaded as a .zip files.



You can only print a single page within a section in OneNote for Mac. You cannot print a PDF of the entire notebook. Maybe in Windows?



No way to escape out of Reading View within Teams. Must close out of Notebook and open the Notebook up again.



Questions