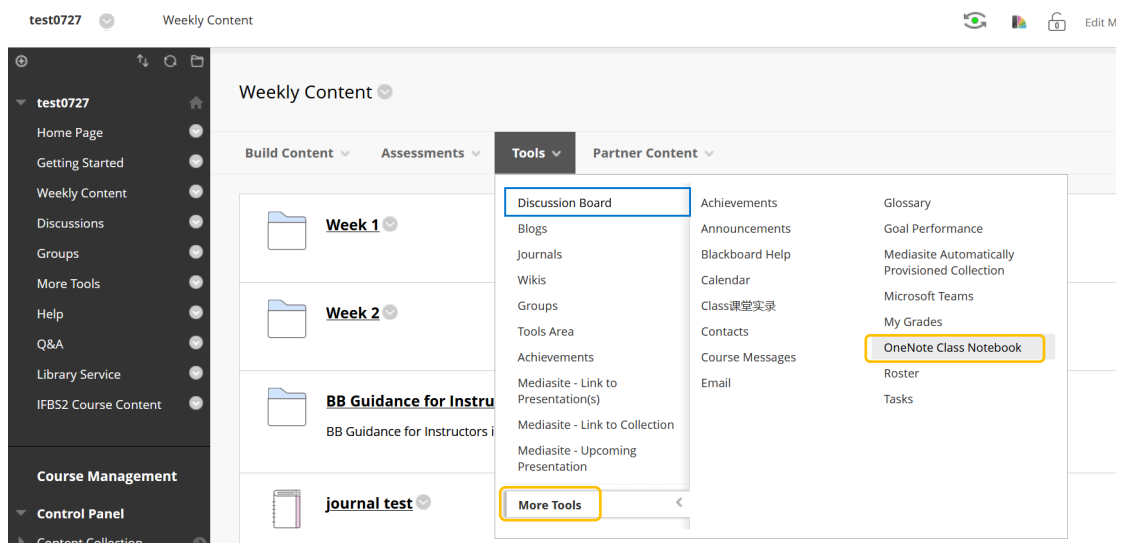


OneNote Class Notebook in Blackboard

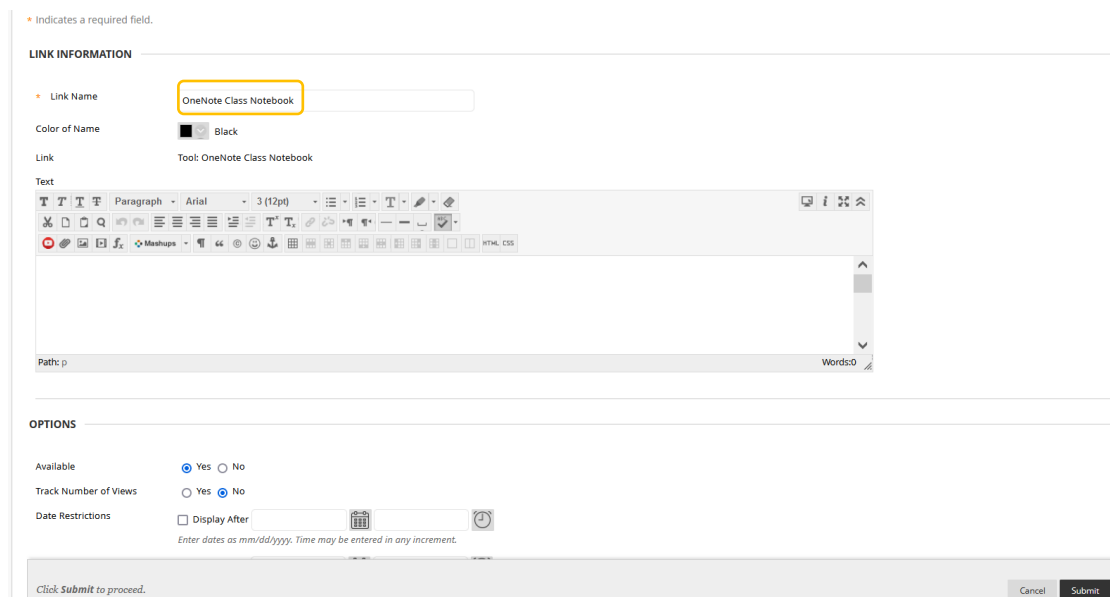
With Microsoft OneNote, educators can create notebooks that help them directly sync students from the LMS courses, stay organized, deliver curriculum, collaborate with students and colleagues, and create interactive lessons in the classroom.

Set OneNote Class Notebook in courses

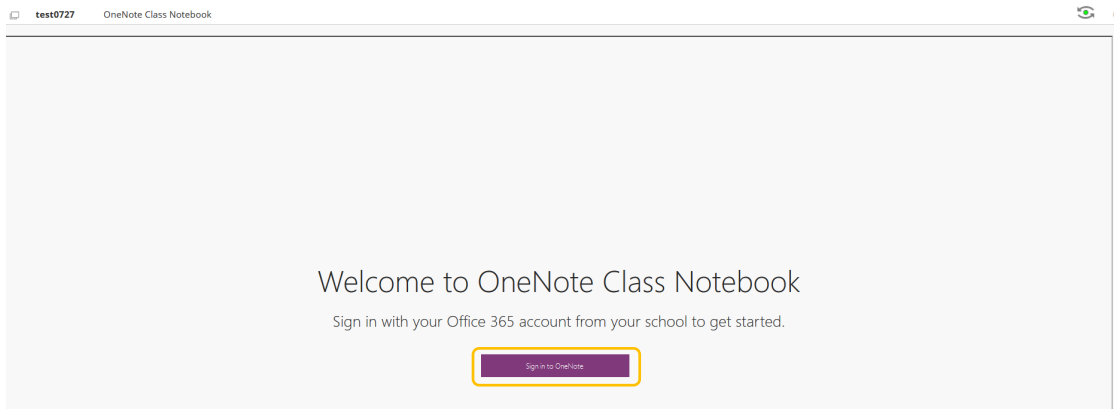
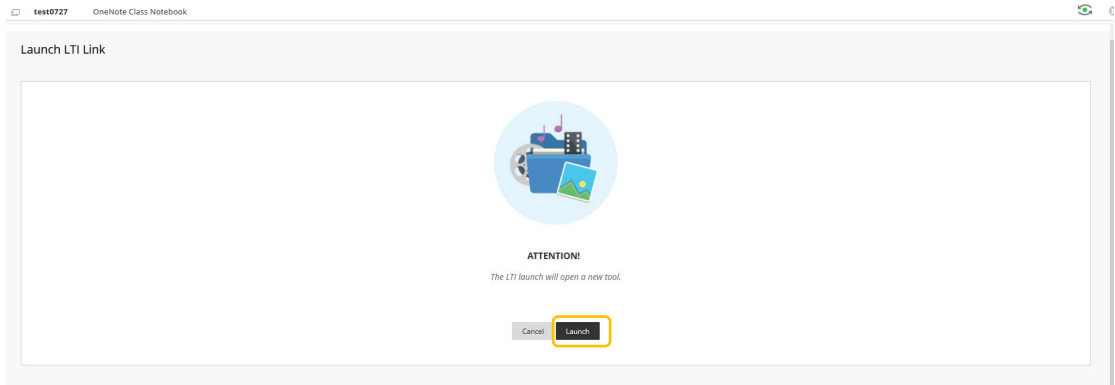
1. Enter a certain course and navigate to *Tools- More Tools*, and then select *OneNote Class Notebook*.



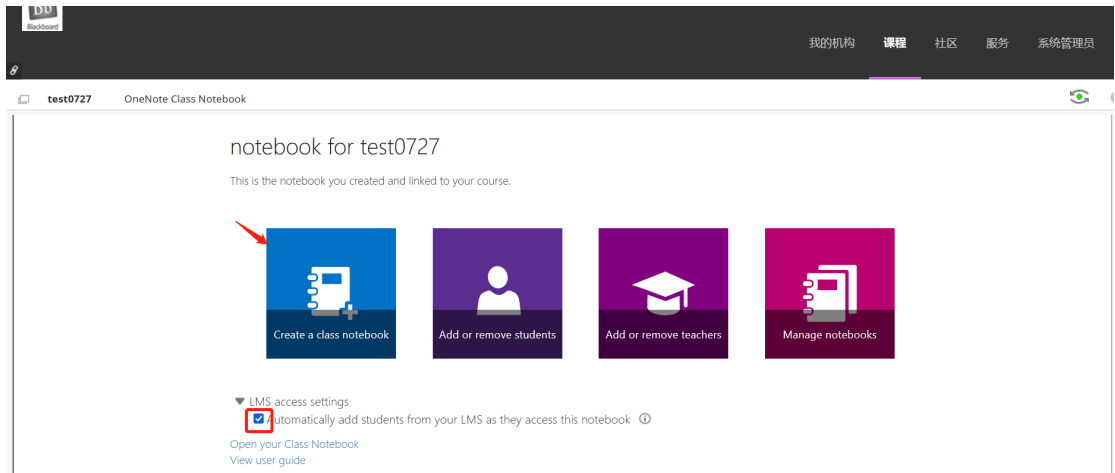
2. Name the tool link, set it available, and then click on *Submit*.

A screenshot of the Blackboard tool link configuration form. The form is titled 'LINK INFORMATION' and contains several fields. The 'Link Name' field is highlighted with a yellow box and contains the text 'OneNote Class Notebook'. Below this, there is a 'Color of Name' dropdown menu set to 'Black'. The 'Link' field contains the text 'Tool: OneNote Class Notebook'. Below the link field is a rich text editor with a toolbar and a text area. The 'OPTIONS' section contains several checkboxes and radio buttons. The 'Available' checkbox is checked, and the 'Track Number of Views' radio button is set to 'No'. The 'Date Restrictions' section has a 'Display After' checkbox which is unchecked. At the bottom of the form, there is a 'Click Submit to proceed.' instruction and 'Cancel' and 'Submit' buttons.

3. Go back to the content area and click the OneNote link. Then click the *Launch* button, and sign in via your INTL ID.



4. Select “Create a class notebook”, follow the instructions and complete the seven-step settings, which includes adding the co-teachers, syncing the student rosters from BB, and customizing the student’s private space, etc.



test0727 OneNote Class Notebook

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Private Spaces

6 Preview

7 Done

What's the name of your class?

This will be the name of your class notebook

test0727

Next

test0727 OneNote Class Notebook

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Private Spaces

6 Preview

7 Done

Great! We'll create test0728 for you. Here's what will be inside:

These areas will be section groups of your class notebook

Collaboration Space Students and teachers can work together	<input type="checkbox"/> Teacher can edit the content <input type="checkbox"/> Student can edit the content
Content Library Publish course materials to students	<input type="checkbox"/> Teacher can edit the content <input type="checkbox"/> Student can only view the content
Teacher-Only Section A private space for teachers	<input type="checkbox"/> Teacher can edit the content <input type="checkbox"/> Student cannot view the content
Student Notebooks A private space for each student	<input type="checkbox"/> Teacher can edit the content <input type="checkbox"/> Student can edit his or her own content and can't view others' notebooks

test0727 OneNote Class Notebook

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6 Preview

7 Done

(Optional) Give another teacher permission to use this class notebook?

Type or paste your teachers' names (separated by semicolon) to add them to the class notebook

Enter names or email addresses...

Next

test0727 OneNote Class Notebook

1 Add Notebook Name

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6 Preview

7 Done

Now, what are your students' names?

Type or paste your students' names (separated by semicolon) to add them to the class notebook

Automatically add students from your LMS as they access this notebook ⓘ

Type or paste your students' names (separated by semicolon) to add them to the class notebook

Next

test0727 OneNote Class Notebook

- ✓ 1 Add Notebook Name
- ✓ 2 Notebook Overview
- ✓ 3 Add Another Teacher
- ✓ 4 Add Student Names
- ✓ 5 Design Private Spaces
- 6 Preview
- 7 Done

← Almost there! What should be inside each student's private space?

rename the section

These sections will be created in every student's private notebook. Here are a few suggestions:

- Handouts ✕
- Class Notes ✕
- Homework ✕
- Quizzes ✕
- + Add section

Next

test0727 OneNote Class Notebook

- ✓ 1 Add Notebook Name
- ✓ 2 Notebook Overview
- ✓ 3 Add Another Teacher
- ✓ 4 Add Student Names
- ✓ 5 Design Private Spaces
- ✓ 6 Preview
- 7 Done

← Did we get this right? Please confirm with the visual preview

Back

Teacher's notebook Student's notebook

test0727 OneNote Class Notebook

- ✓ 1 Add Notebook Name
- ✓ 2 Notebook Overview
- ✓ 3 Add Another Teacher
- ✓ 4 Add Student Names
- ✓ 5 Design Private Spaces
- ✓ 6 Preview
- ✓ 7 Done

Your notebook test0728 is ready for you!

[Open in OneNote](#) [\(Open in OneNote Online\)](#)

Copy the links above to share with your students.

Class Notebook Add-in

This add-in for OneNote desktop is designed to help teachers be more efficient with their Class Notebooks. It includes page distribution, quick review of student work, and easy access to the Class Notebook app.

NOTE: OneNote for Windows 10 and Mac users do not need to download the Class Notebook Add-in separately as it is built in.

Download the Class Notebook Add-in

Learn More

5. Complete the settings and open the class notebook in the webpage or the OneNote app.
6. Click on Class Notebook if you would like to distribute certain pages or sections to students from the teacher-only section. You can also manage multiple class notebooks and the users who are able to view the notebook content.

The screenshot shows the Microsoft OneNote Class Notebook interface. The top ribbon includes the 'Class Notebook' tab, which is highlighted with a red arrow. Below the ribbon, the 'Distribute Page' and 'Distribute New Section' buttons are circled in red. A dropdown menu is open under 'Distribute Page', listing options: 'Distribute Page', 'Individual Distribution', 'Group Distribution', 'Cross Notebook Distribution', and 'Delete Page'. The main content area displays a 'Welcome to Class Notebook' message with a date and time. Below the welcome message, there is a list of three parts of a OneNote Class Notebook: 1. Student Notebooks, 2. Content Library, and 3. Collaboration Space. At the bottom of the interface, there are two buttons: 'Add section' and 'Add page', both with red arrows pointing to them. On the right side of the interface, there is a red text annotation that says 'manage users/notebooks' with a red box around a user icon in the ribbon.

OneNote

test0728

Wang, Mengyu

File Home Insert Draw View Help **Class Notebook** Tell me what you want to do

Distribute Page Distribute New Section Copy to Content Library Review Student Work Reflect Create Class Notebook Editing Share

Distribute Page

- Individual Distribution
- Group Distribution
- Cross Notebook Distribution
- Delete Page

Welcome to Class Notebook

Thursday, June 9, 2022 9:34 AM

FAQ: OneNote Class No...

Try out a Staff Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Each OneNote Class Notebook is organized into three parts:

- 1. Student Notebooks** — a private space shared between the teacher and each individual student. Teachers can access every student notebook while students can only see their own.
- 2. Content Library** — a read-only space where teachers can share handouts with students.
- 3. Collaboration Space** — a space where everyone in your class can share, organize, and collaborate.

Add section Add page

manage users/notebooks