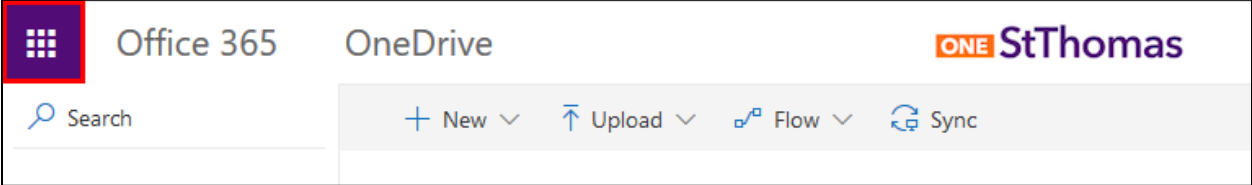
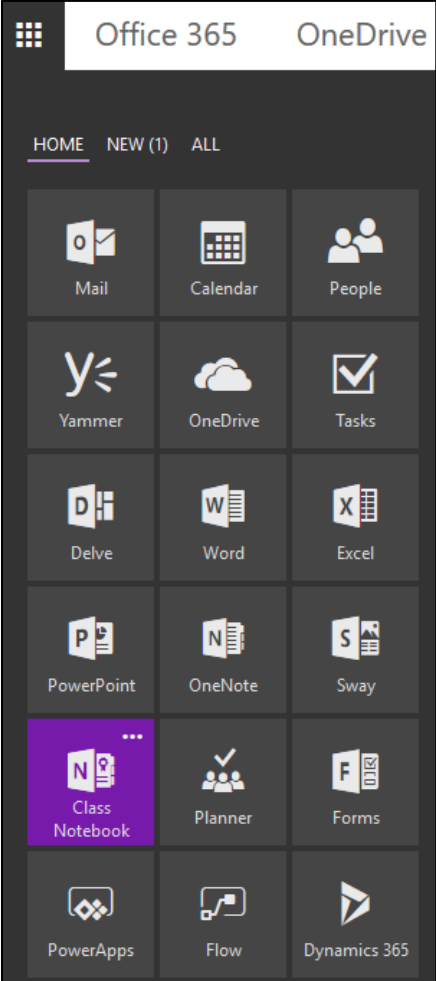


Using OneNote as Journal

Access Office 365




Choose Class Notebook



Choose **Create a class notebook**

Welcome to the OneNote Class Notebook

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

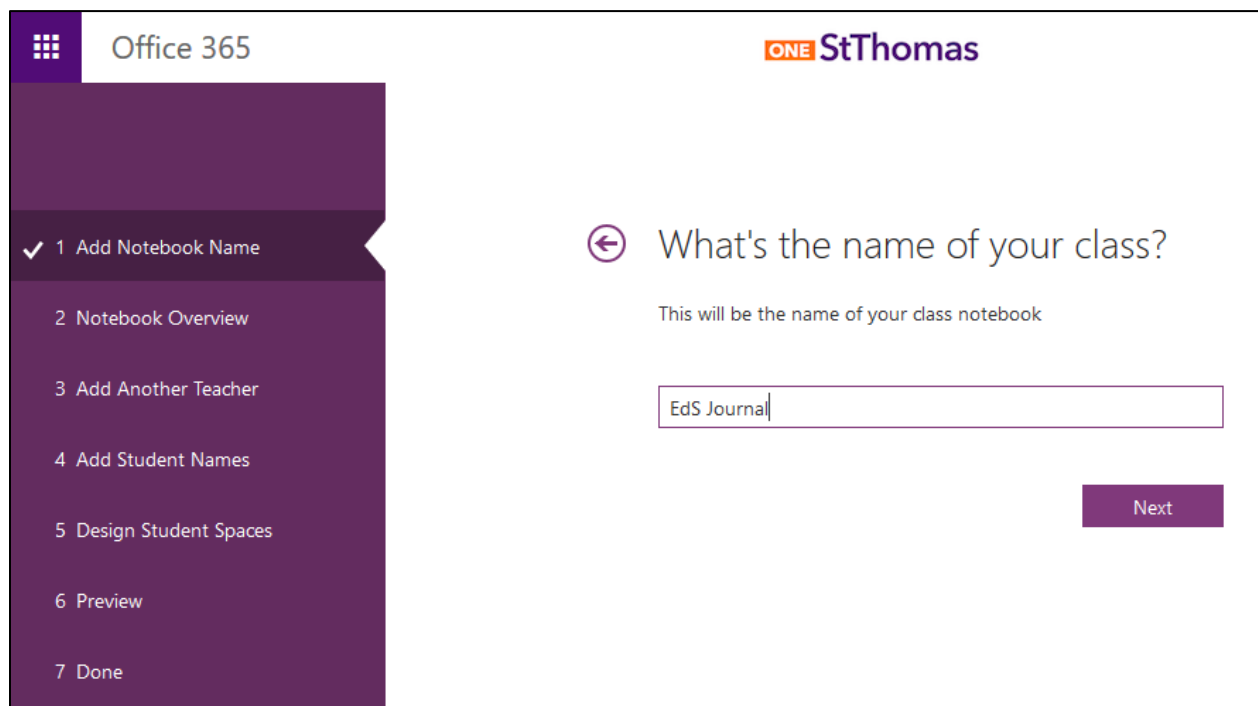


The screenshot shows a welcome screen for the OneNote Class Notebook. At the top, it says "Welcome to the OneNote Class Notebook" and "We will help you create a notebook you can use in the classroom". Below this are four options, each with an icon and text: "Create a class notebook" (highlighted with a red box), "Add or remove students", "Add or remove teachers", and "Manage notebooks". At the bottom, there are two links: "View user guide" and "Download the Class Notebook Add-in".

[View user guide](#)

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

Proceed through the setup wizard



The screenshot shows the setup wizard for the OneNote Class Notebook. The top left corner displays the Office 365 logo, and the top right corner displays the ONE StThomas logo. On the left side, there is a vertical navigation pane with seven steps: "1 Add Notebook Name" (checked), "2 Notebook Overview", "3 Add Another Teacher", "4 Add Student Names", "5 Design Student Spaces", "6 Preview", and "7 Done". The main area of the wizard is titled "What's the name of your class?" and includes a subtext "This will be the name of your class notebook". Below this is a text input field containing the text "EdS Journal". A "Next" button is located at the bottom right of the main area.

Office 365

ONE StThomas

✓ 1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

← What's the name of your class?

This will be the name of your class notebook

EdS Journal










Next

Notebook Content

The notebook consists of three section groups. The Journal will be housed in the **Student Notebooks**.

← Great! We'll create EdS Journal 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	 Teacher can edit the content  Student can edit the content
 Content Library Publish course materials to students	 Teacher can edit the content  Student can only view the content
 Student Notebooks A private space for each student	 Teacher can edit the content  Student can edit his or her own content and can't view others' notebooks

Uncheck the unneeded sections and add a section called **Journal Entries**.

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

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

-  Handouts
-  Class Notes
-  Homework
-  Quizzes
-  Journal Entries

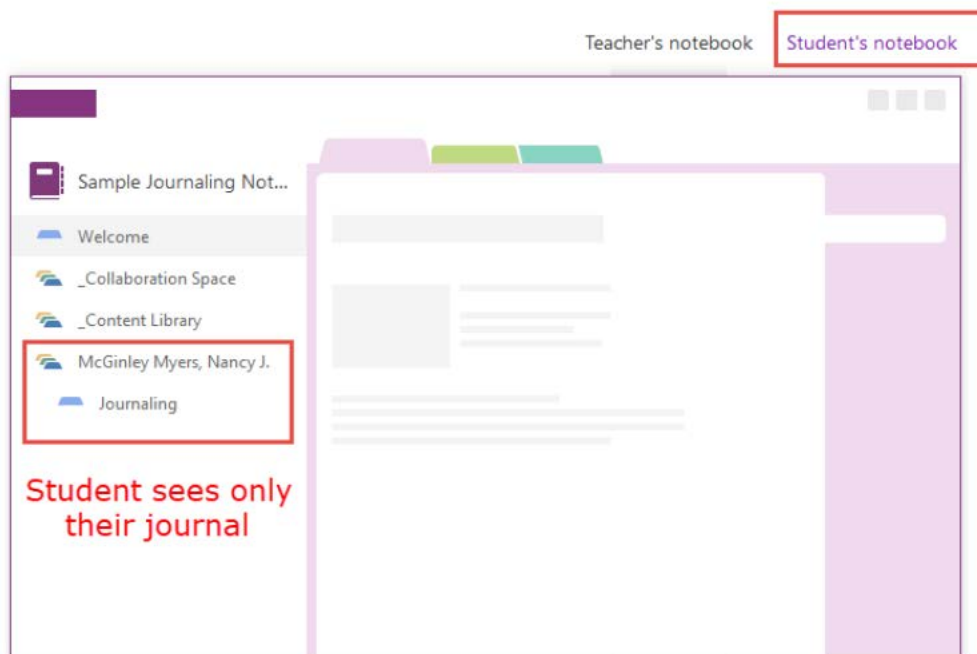
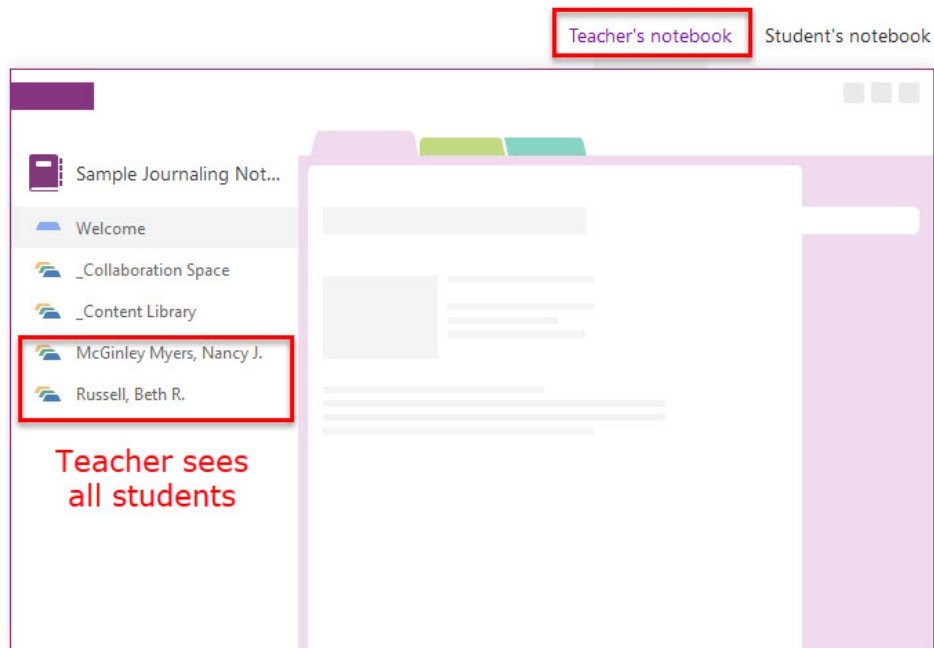
 Add more

Next

Preview

You will have an opportunity to preview the notebook- the teacher will see all students and the students will see only their own notebook/journal.

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



Open the Journal and share the link with your students.

Your notebook EdS Journal 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](#)

Students will also receive an email notification

Here's the document that Hinck, Glori L. shared with you.



This link only works for the direct recipients of this message.



Sample Journaling Notebook

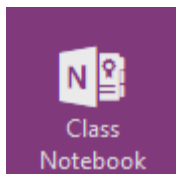
Open

 Microsoft OneDrive

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Managing Your Class Notebooks

To access your notebooks, choose the Class Notebook icon in Office 365.



From here you can add or remove students or teachers and manage your notebooks.



For more information, view the [User Guide](#).