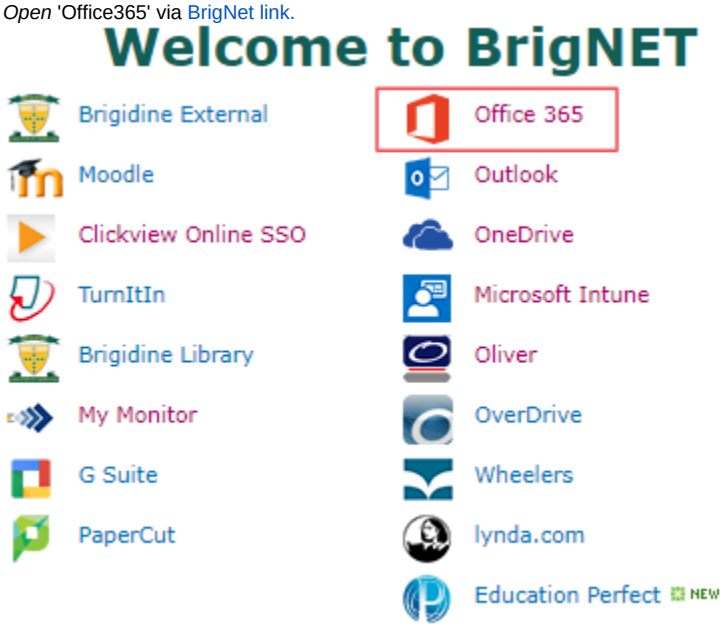
Creating a Class OneNote

Use this tutorial to create a Class OneNote, a OneNote that allows you to easily distribute your class's notes and content to students.

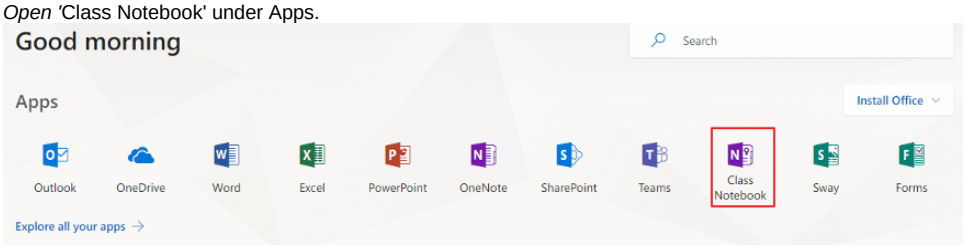
> **Note**
>
> It's a good idea to create your next years/terms/semesters Class OneNote in advance, allowing you to have a stress-free start of term.

Instructions

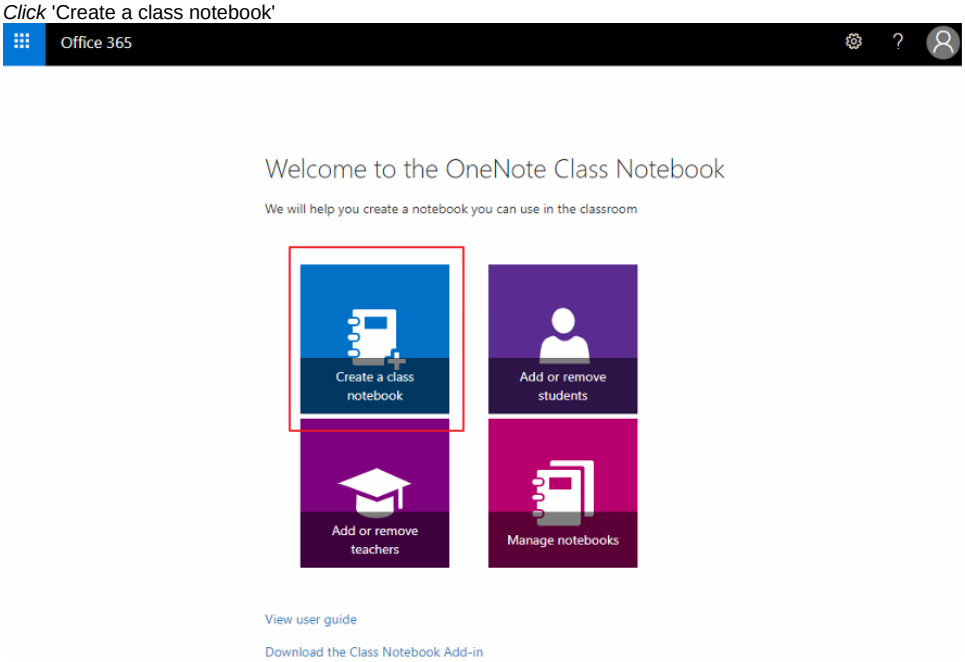
1. *Open* 'Office365' via BrigNet link.



2. *Open* 'Class Notebook' under Apps.

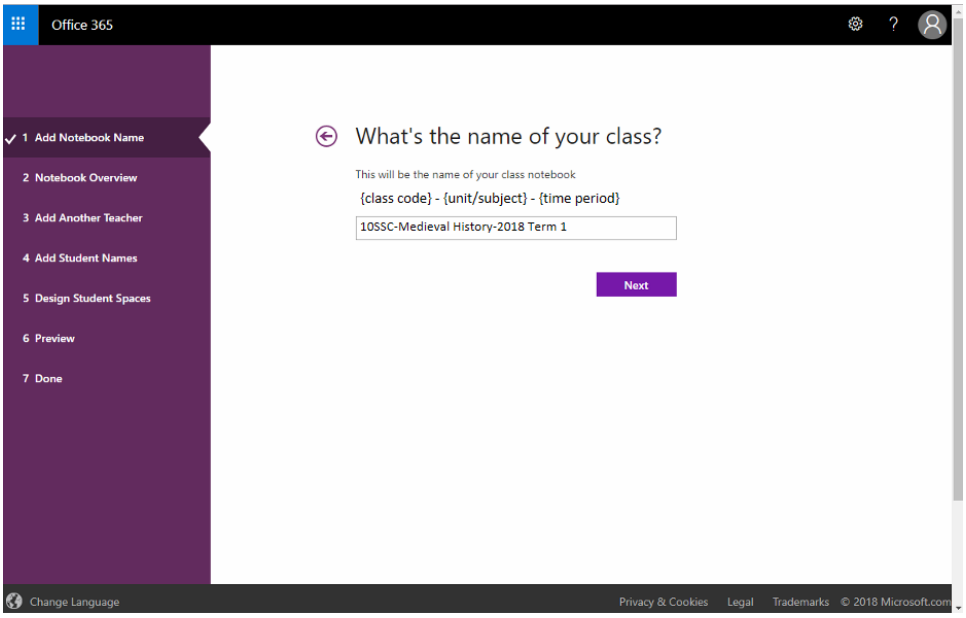


3. *Click* 'Create a class notebook'

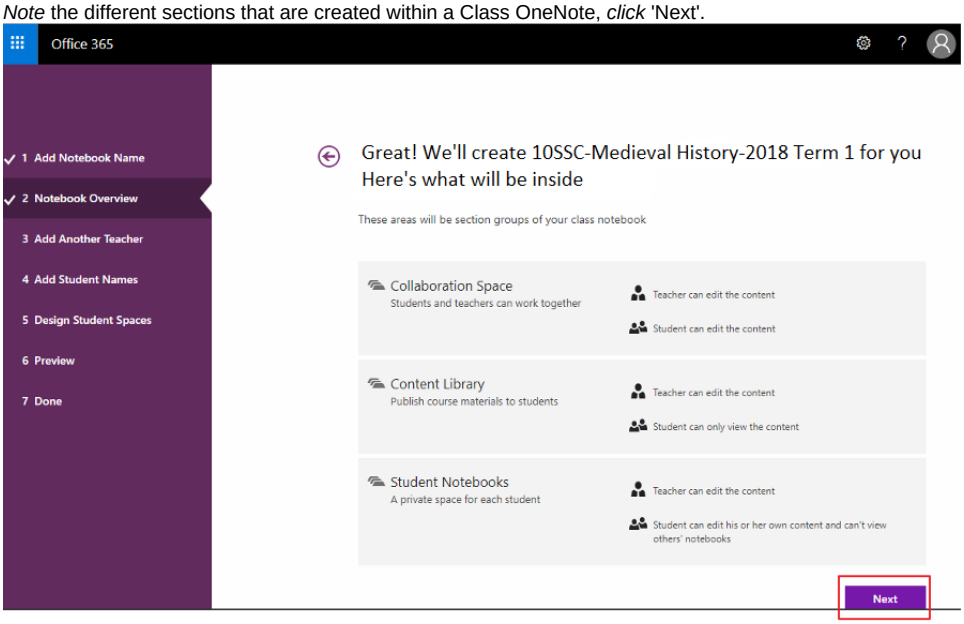


4. Add a NoteBook Name via the Naming Convention {class code} - {unit/subject} - {time period}. For example: 10SSC-Medieval History-2018 Term 1.

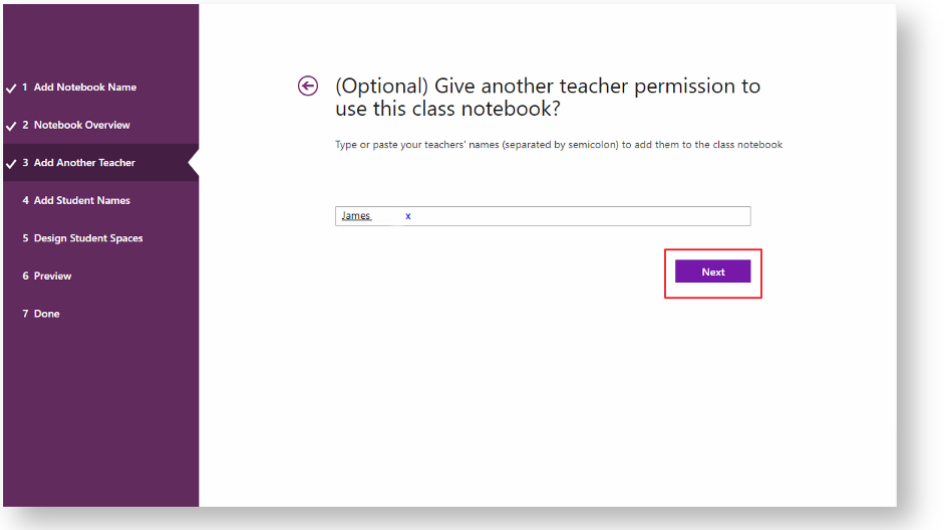
> Check with your Curriculum Leader that your naming convention is consistent with your department



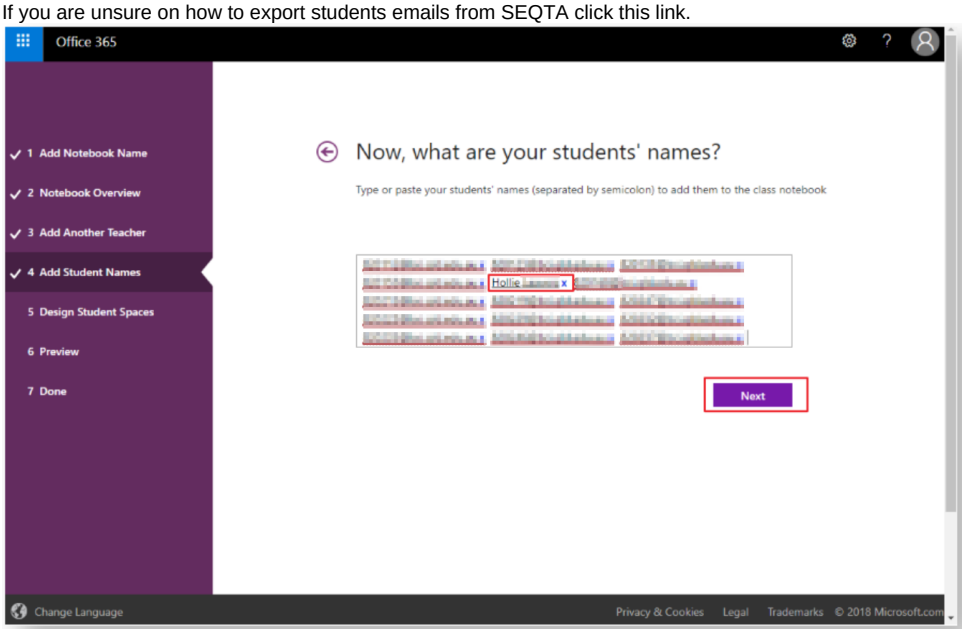
5. *Note* the different sections that are created within a Class OneNote, *click* 'Next'.



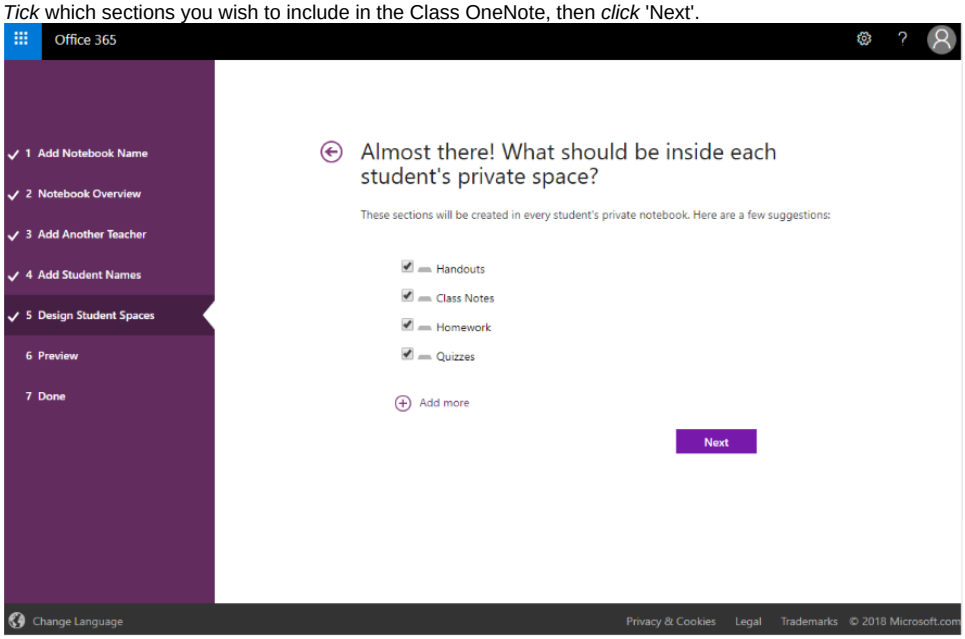
6. *Add* any other teachers that will need access to your Class OneNote. By making someone a 'teacher' they will now become 'cocreators' of the OneNote, having special permissions and access to a separate section hidden from students.



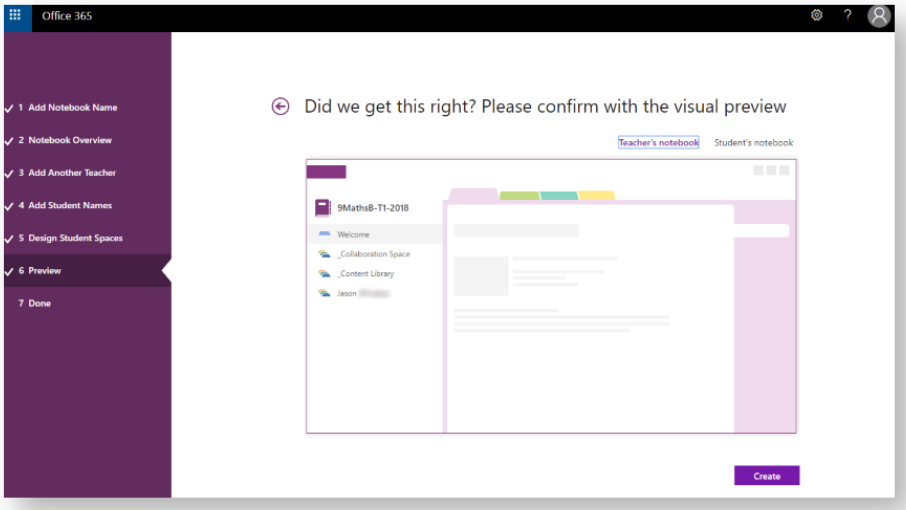
7. *Add* your student's emails, via exported student emails from SEQTA Markbook **ensure you wait for the students email to be replaced by their names**, then *click* 'Next'.
   If you are unsure on how to export students emails from SEQTA click this link.



8. *Tick* which sections you wish to include in the Class OneNote, then *click* 'Next'.

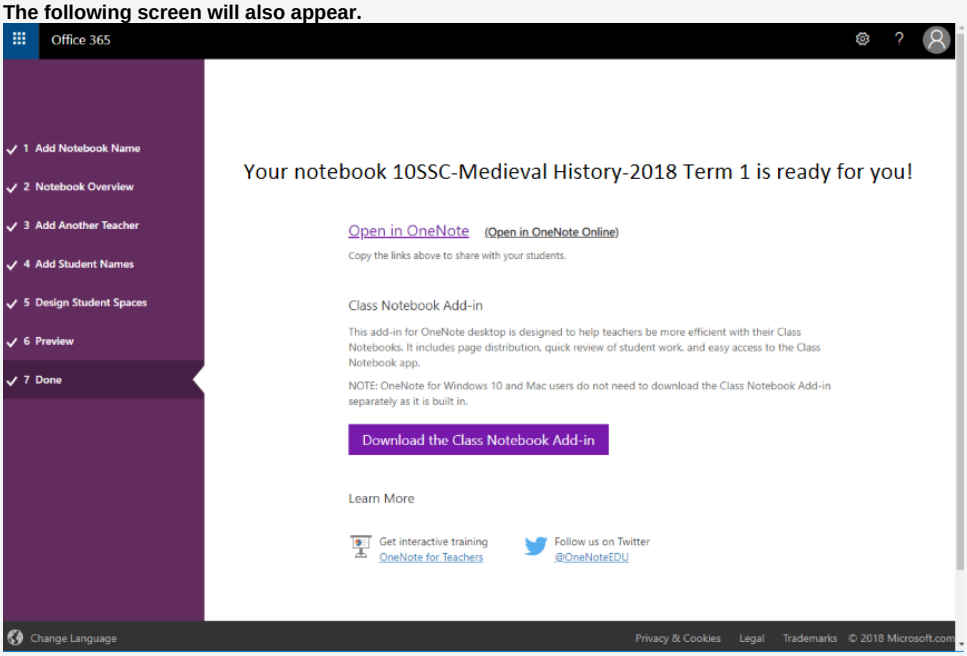


9. *Note* the preview of both the Teacher side and Student's side, then *click* 'Create'.

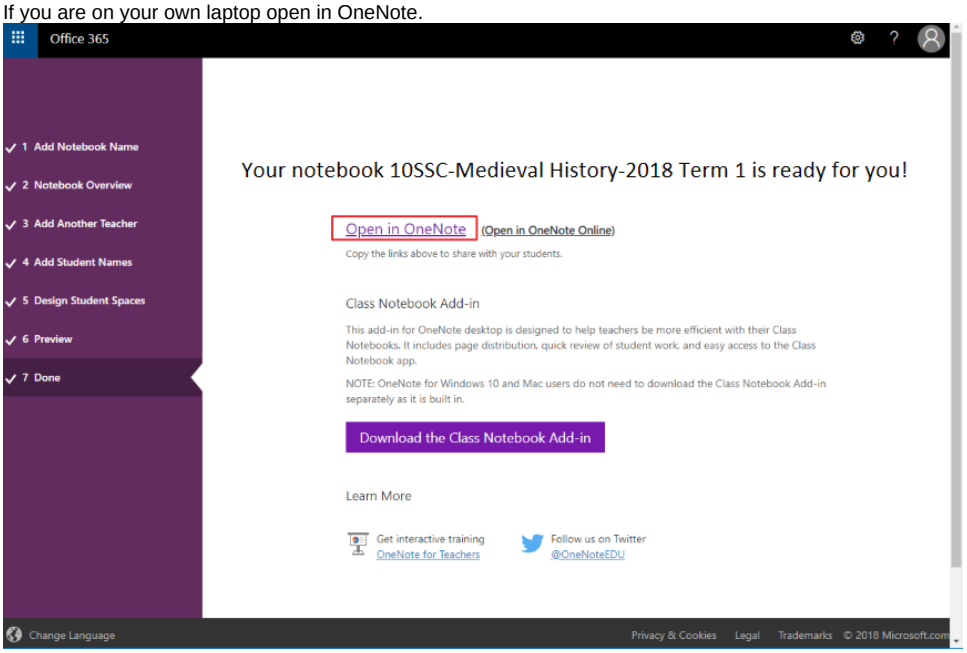


10. Once your ClassOneNote has been created, an email will **automatically** be sent out to the student's you have added.

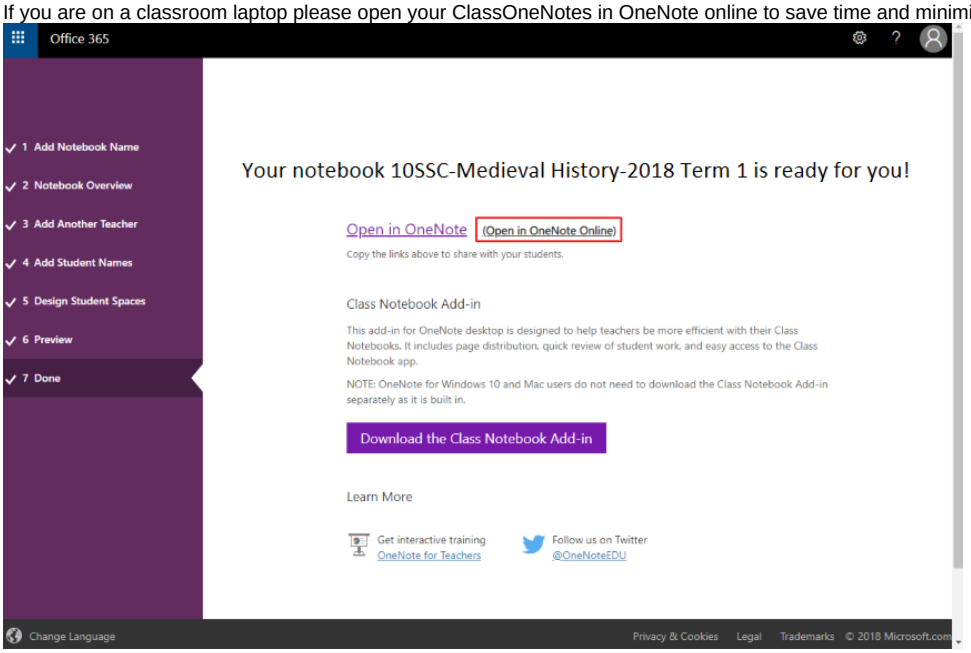
The following screen will also appear.



a. If you are on your own laptop open in OneNote.



b. If you are on a classroom laptop please open your ClassOneNotes in OneNote online to save time and minimise sync issues.



Once created **do not to rename or move** the Class OneNote file, any renaming or change of location will cause the file to break for all students due to sync issues.

Related articles

- Creating a Class OneNote
- Class OneNotes