

# 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.

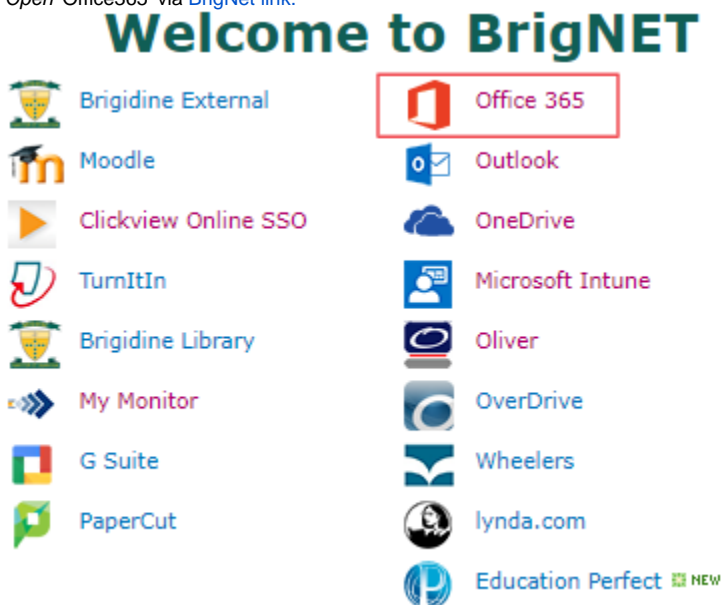


## Note

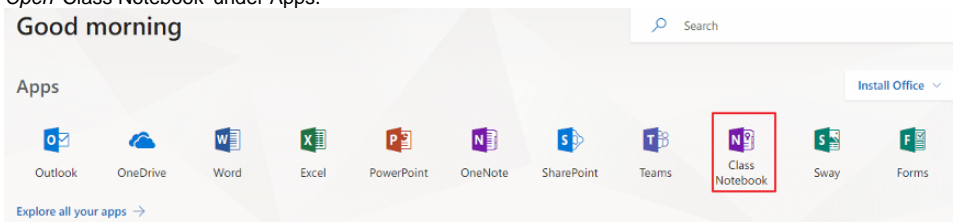
It's a good idea to create your next years/terms/semesters Class OneNote in advance, allowing you to have a stress-free start of term.

## Instructions

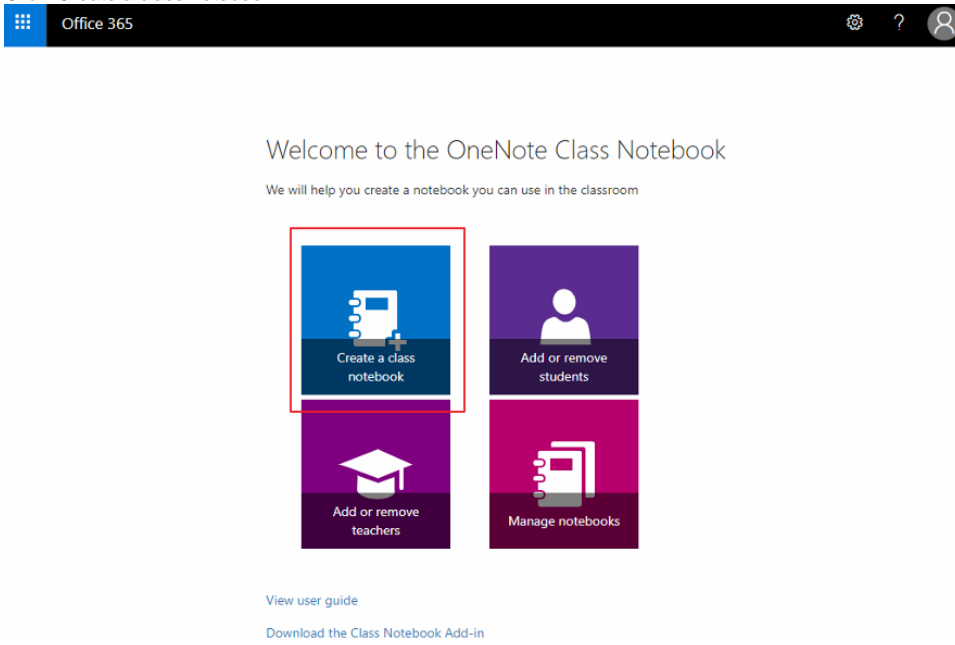
1. Open 'Office365' via [BrigNet link](#).



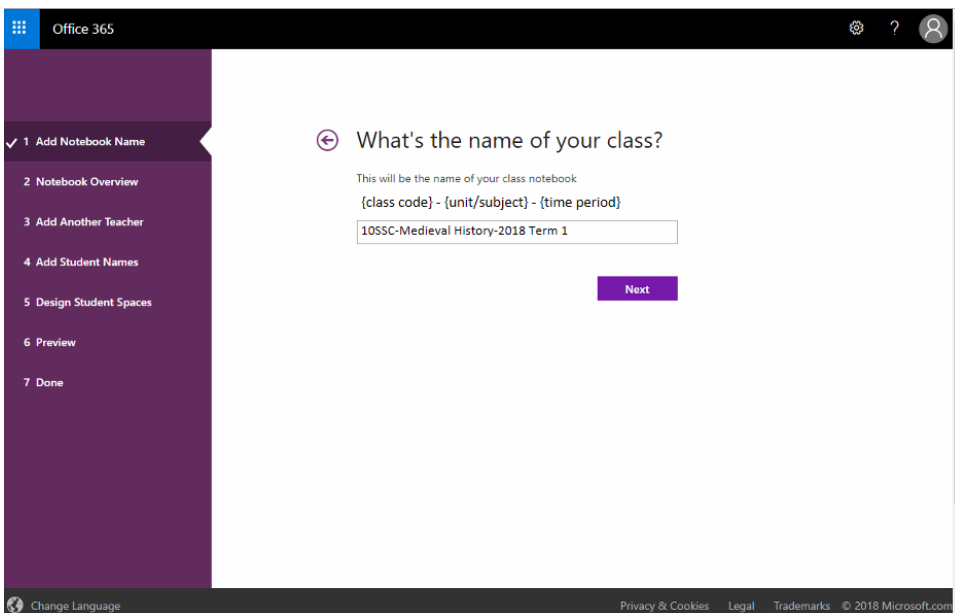
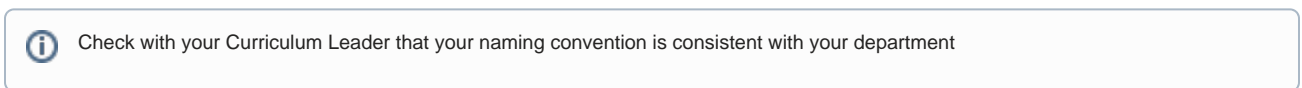
2. Open 'Class Notebook' under Apps.



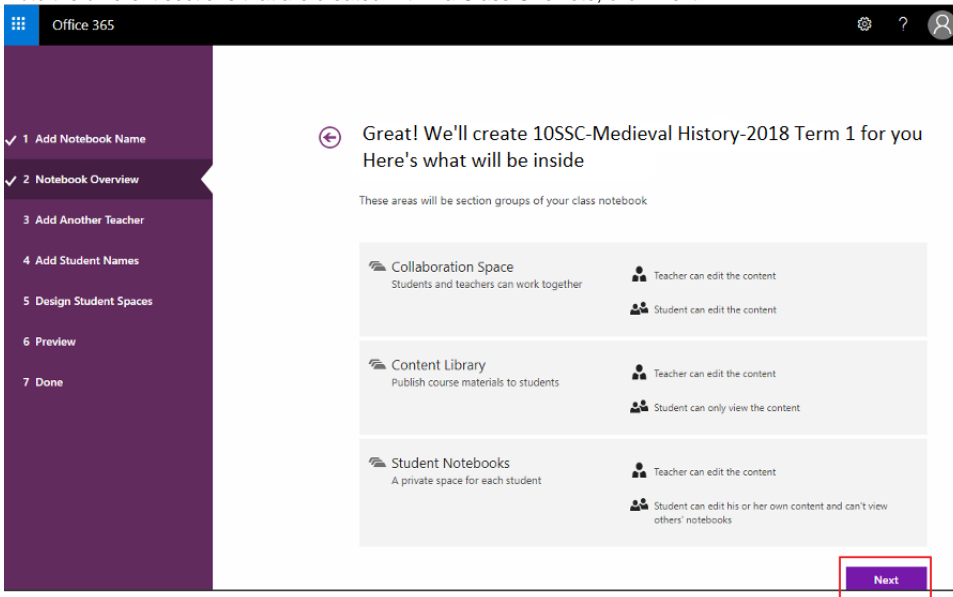
3. Click 'Create a class notebook'



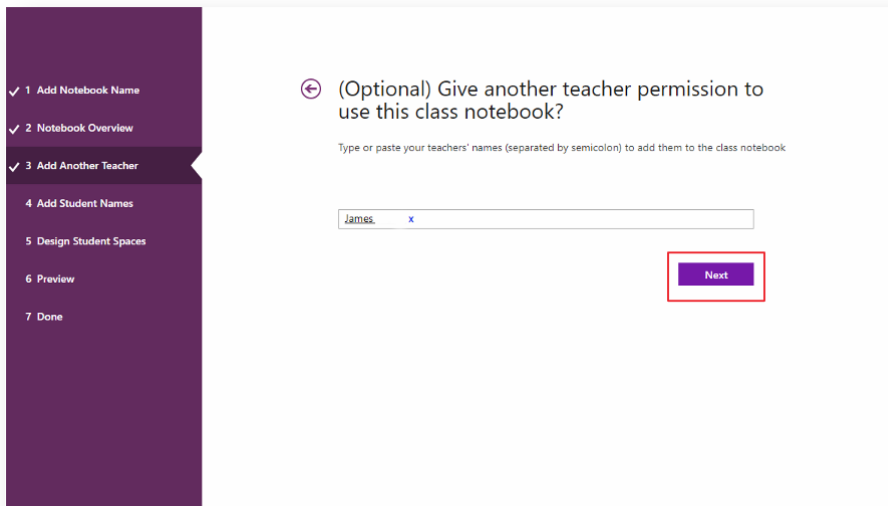
4. Add a Notebook Name via the Naming Convention {class code} - {unit/subject} - {time period}. For example: 10SSC-Medieval History-2018 Term 1.



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.

Office 365

1 Add Notebook Name  
2 Notebook Overview  
3 Add Another Teacher  
4 Add Student Names  
5 Design Student Spaces  
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

Holly Lawrence

Next

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

Office 365

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

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:

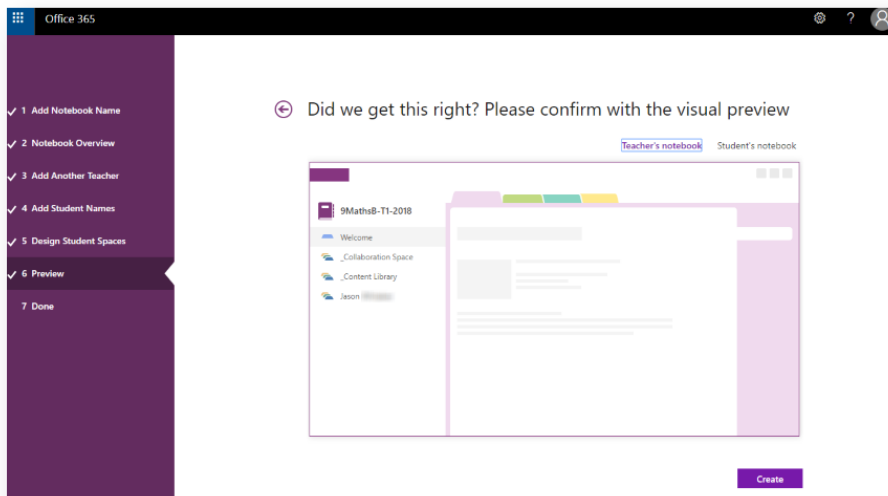
☒ Handouts  
☒ Class Notes  
☒ Homework  
☒ Quizzes

[Add more](#)

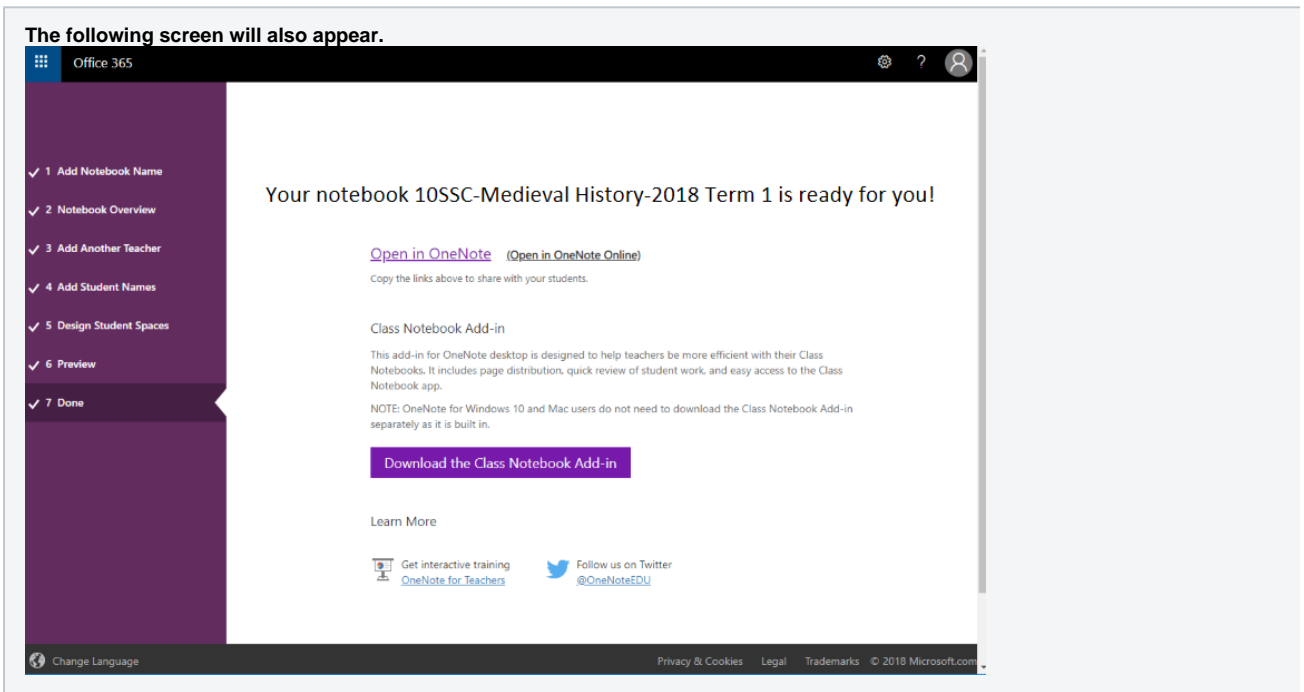
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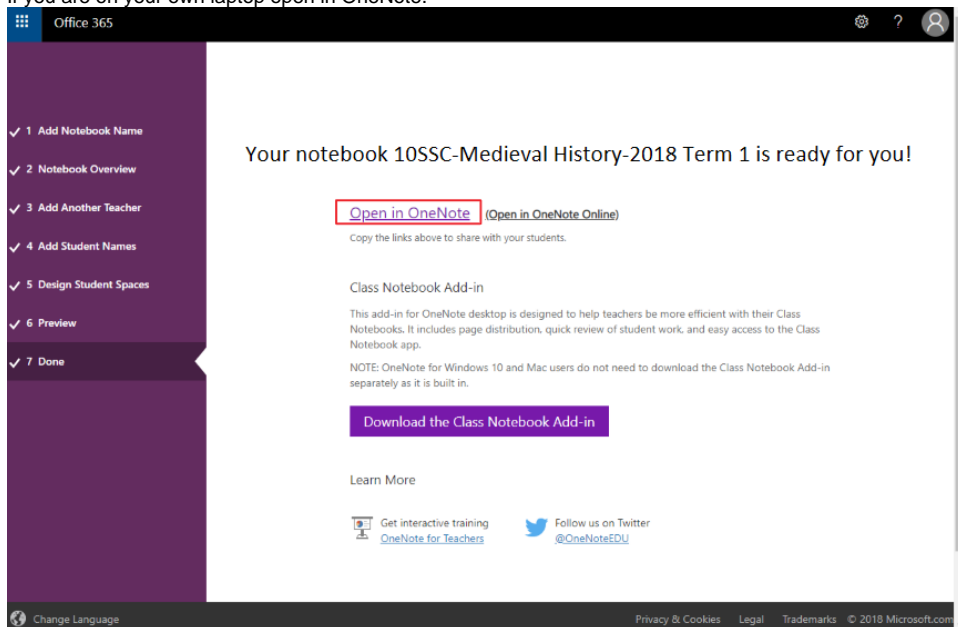
9. Note the preview of both the Teacher side and Student's side, then *click* 'Create'.



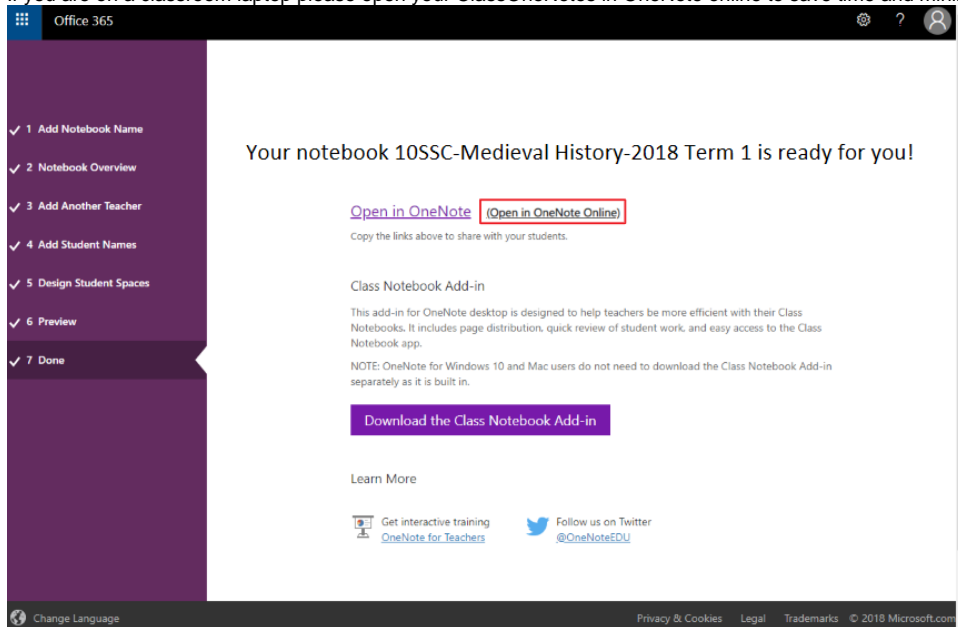
10. Once your ClassOneNote has been created, an email will **automatically** be sent out to the student's you have added.



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](#)