

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.

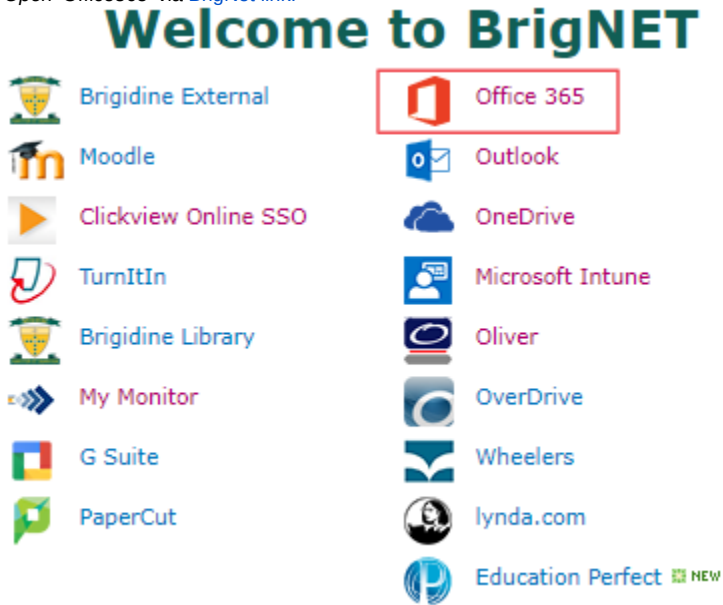


Note

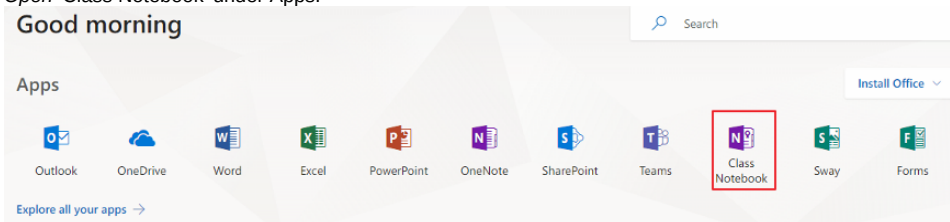
It's a good idea to create your next years/terms/semesters Class OneNote in advance, allowing you to have a stress-free start of term.

Instructions

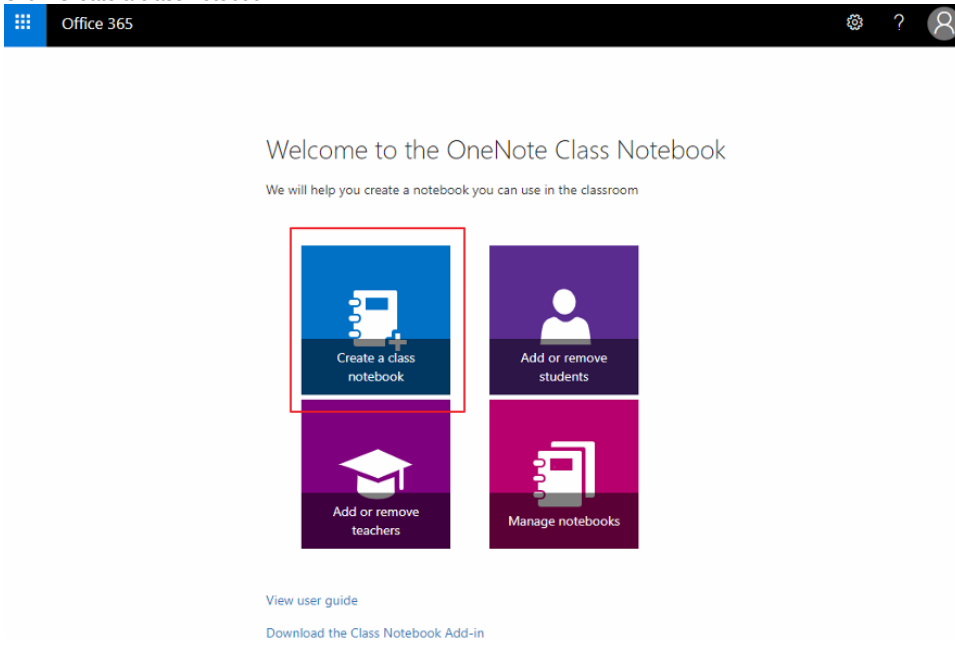
1. Open 'Office365' via [BrigNet link](#).



2. Open 'Class Notebook' under Apps.

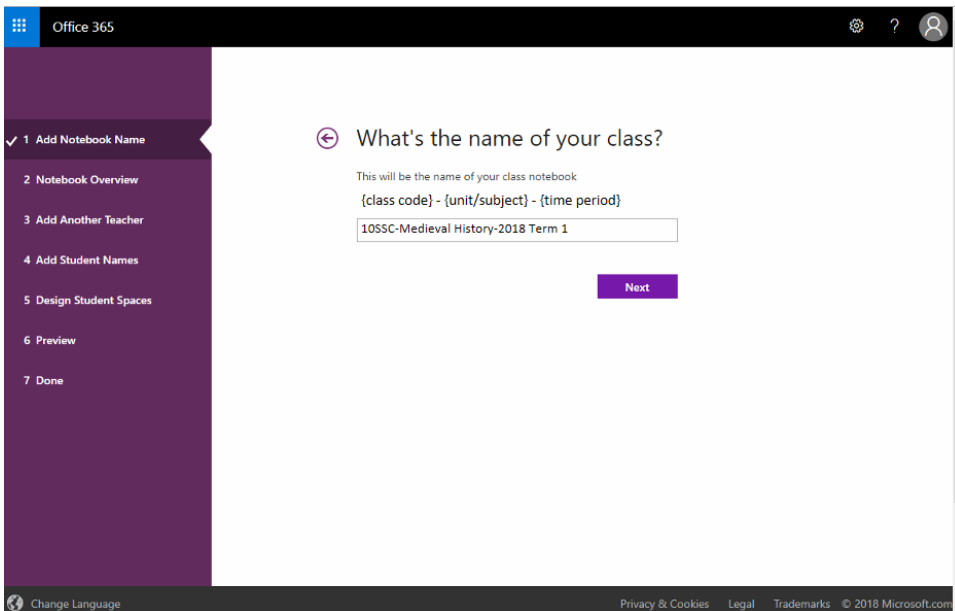


3. Click 'Create a class notebook'

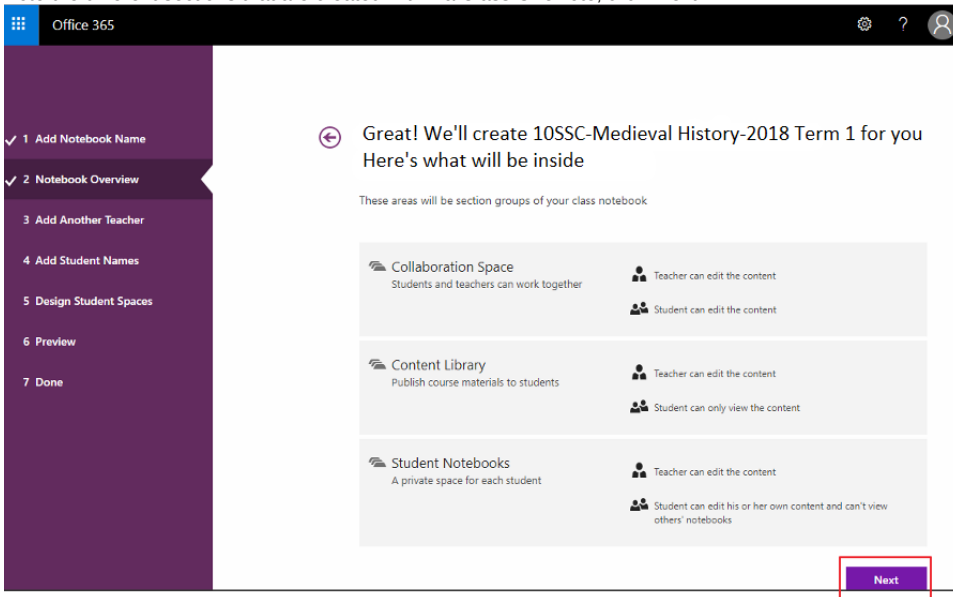


4. Add a Notebook Name via the Naming Convention {class code} - {unit/subject} - {time period}. For example: 10SSC-Medieval History-2018 Term 1.

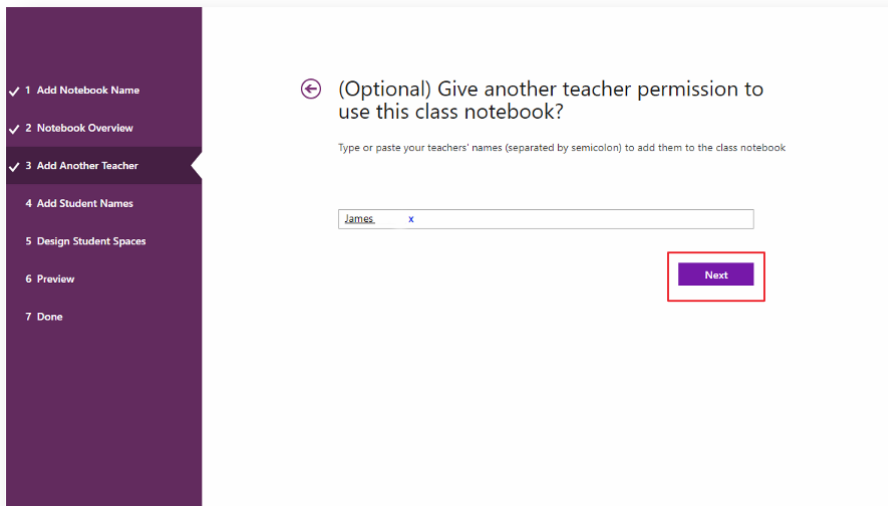
 Check with your Curriculum Leader that your naming convention is consistent with your department



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'.

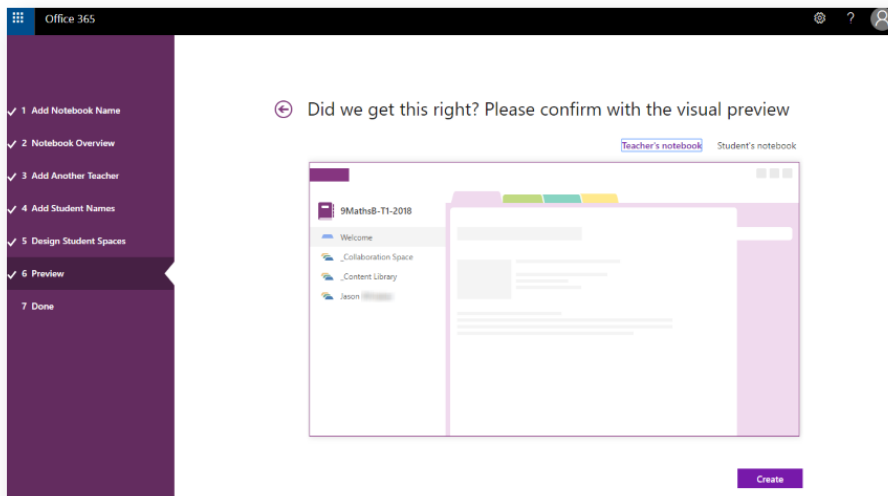
If you are unsure on how to export students emails from SEQTA click this link.

The screenshot shows the Office 365 setup interface. On the left is a purple sidebar with a list of steps: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names (highlighted with a white arrow), 5 Design Student Spaces, 6 Preview, and 7 Done. The main content area has a heading 'Now, what are your students' names?' with a back arrow icon. Below the heading is a subtext: 'Type or paste your students' names (separated by semicolon) to add them to the class notebook'. There is a text input field containing several names separated by semicolons, with one name 'Hollie Lawrence' highlighted in red. Below the input field is a purple 'Next' button, which is also highlighted with a red rectangle. At the bottom of the screen, there is a footer with 'Change Language', 'Privacy & Cookies', 'Legal', 'Trademarks', and '© 2018 Microsoft.com'.

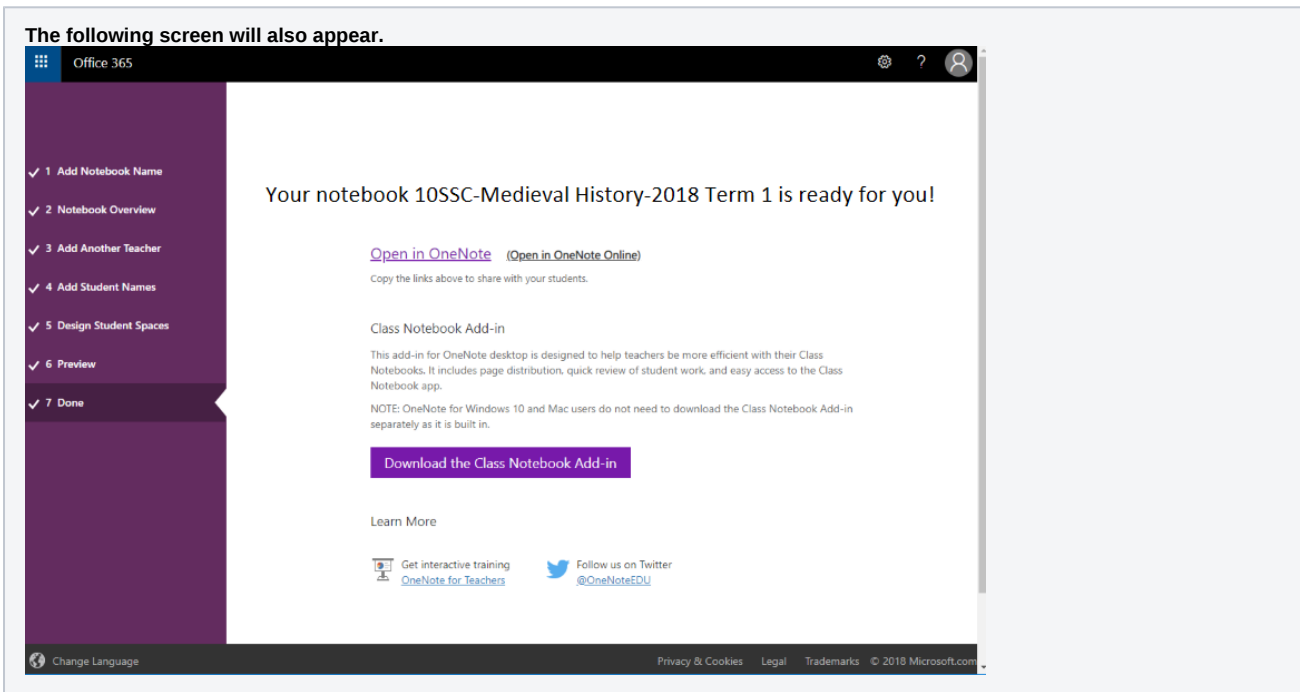
8. Tick which sections you wish to include in the Class OneNote, then *click* 'Next'.

The screenshot shows the Office 365 setup interface. On the left is a purple sidebar with a list of steps: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names, 5 Design Student Spaces (highlighted with a white arrow), 6 Preview, and 7 Done. The main content area has a heading 'Almost there! What should be inside each student's private space?' with a back arrow icon. Below the heading is a subtext: 'These sections will be created in every student's private notebook. Here are a few suggestions:'. There is a list of checkboxes with corresponding icons: Handouts, Class Notes, Homework, and Quizzes. All four checkboxes are checked. Below the list is a link 'Add more' with a plus icon. At the bottom of the list is a purple 'Next' button. At the bottom of the screen, there is a footer with 'Change Language', 'Privacy & Cookies', 'Legal', 'Trademarks', and '© 2018 Microsoft.com'.

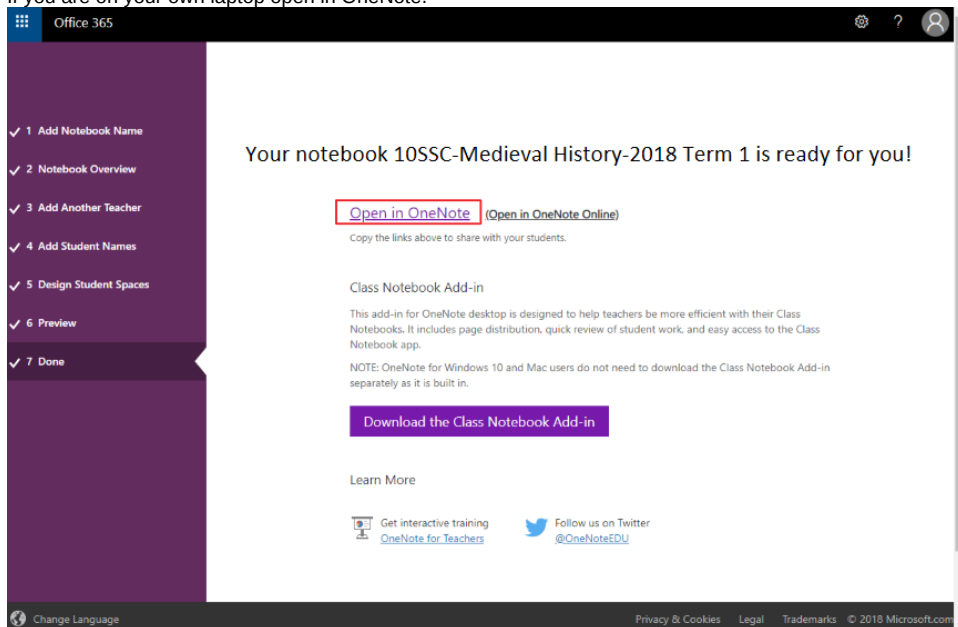
9. Note the preview of both the Teacher side and Student's side, then *click* 'Create'.



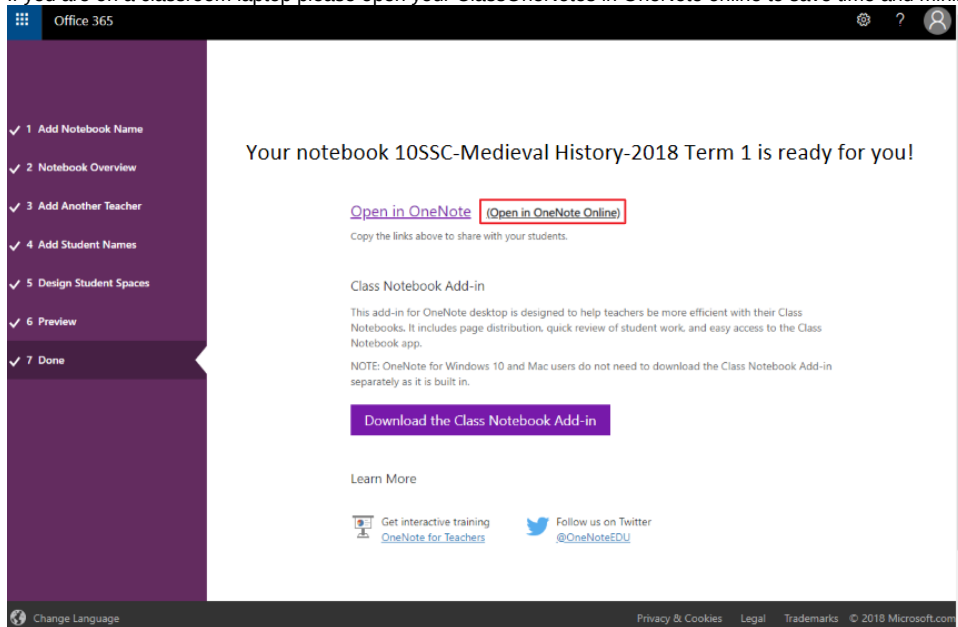
10. Once your ClassOneNote has been created, an email will **automatically** be sent out to the student's you have added.



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](#)