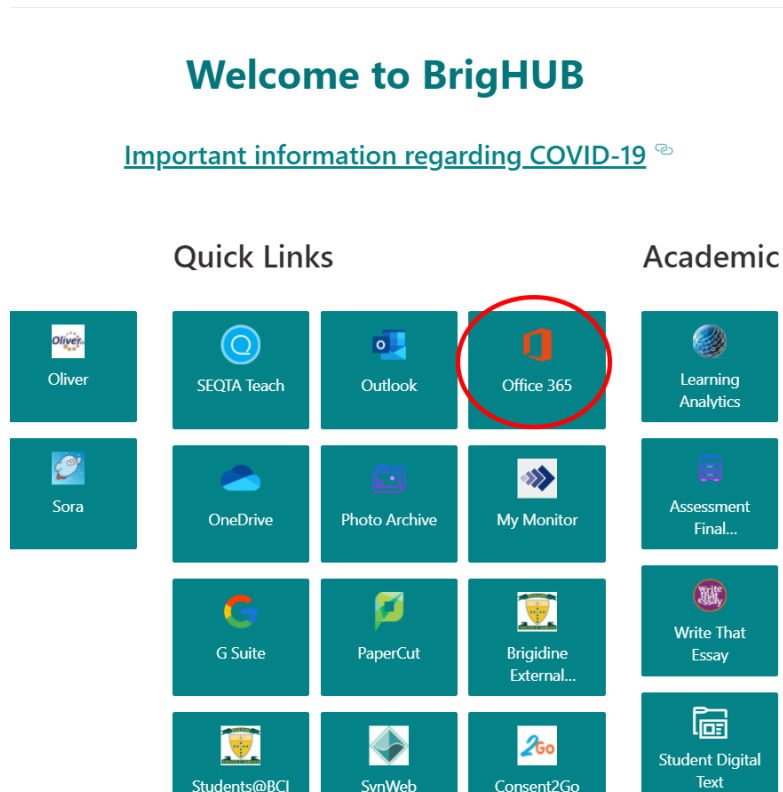# Sharing Class Notebooks

Share a link to your Class Notebook with co-teachers and students you've added to the notebook.

Standard OneNote Class Notebook

It is not recommended to share Class Notebook links with educators and students who are not members of the Class Notebook. These instructions do not apply to Class Notebooks created in Microsoft Teams. Please see section below on OneNote Teams OneNote Class notebook.

1. In BrigHub, click on Office 365

2. Click the Waffle on the top left and select All Apps.

Apps

Outlook	OneDrive
Word	Excel
PowerPoint	OneNote
SharePoint	Teams
Sway	Forms
Bookings	Class Notebook

All apps →

3. Select Class Notebook

← Back

🔍 Search all of your apps

Office 365 apps

- Bookings
- Calendar
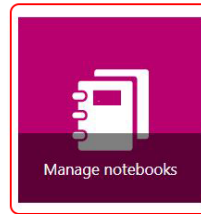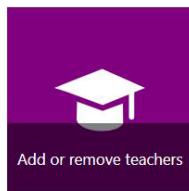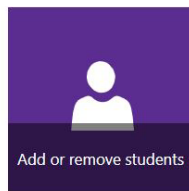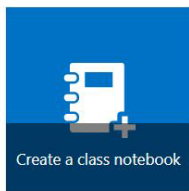- Class Notebook
- Delve
- Excel
- Forms

4. Select Manage Notebooks

Welcome to the OneNote Class Notebook

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

Create a class notebook | Add or remove students | Add or remove teachers | Manage notebooks

View user guide

Download the Class Notebook Add-ins

5. Select the appropriate Notebook you want to share (Note that Notebooks you have created and have been shared with you only appears on the list)

Class Notebook

9SSB Biomes 2015

9SSB Civics

9SSB Interconnections 2015

ICT- Vet SketchUp Architecture

Indigenous Studies- term 4

Khmer Empire 2015

My Class Notebook

6. Click Copy to create a shared link to the Class OneNote. By default, the link allows you to open this Class notebook on the desktop app. If you want to share the browser version link, simply remove the onenote: prefix.

Manage My Class Notebook

Open Notebook >

Student sections

▌	Class Notes	✎
▌	Handouts	✎
▌	Homework	✎
▌	Quizzes	✎

+ Add section

[Save] [Cancel]

Teacher-Only section group

✓ Enabled by default

Lock Collaboration Space

⬤ Unlocked

Collaboration Space permissions

Give specific students permission to view and edit these sections

Parent and guardian links

Create and manage guest links for parents

Notebook link

onenote:https://bciqldedu-my.sharepoint.com   [Copy]

7. To add students and co-teachers to the Class Notebook, click Open Notebook instead.

Manage My Class Notebook

Open Notebook >

Student sections

▌	Class Notes	✎
▌	Handouts	✎
▌	Homework	✎
▌	Quizzes	✎

+ Add section

[Save] [Cancel]

Teacher-Only section group

✓ Enabled by default

Lock Collaboration Space

⬤ Unlocked

Collaboration Space permissions

Give specific students permission to view and edit these sections

Parent and guardian links

Create and manage guest links for parents

Notebook link

onenote:https://bciqldedu-my.sharepoint.com   [Copy]

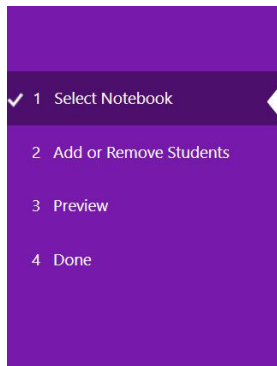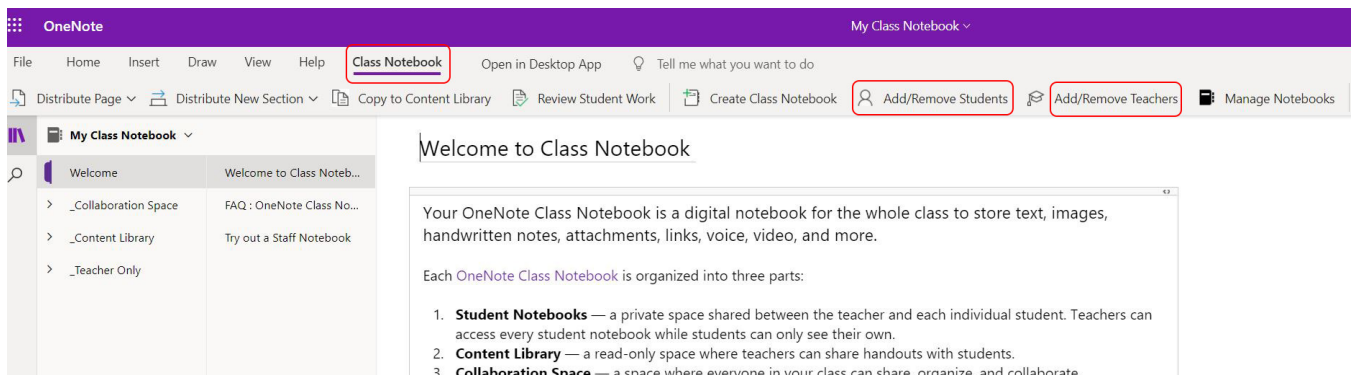8. Once the Notebook opens click on Class Notebook at the top and a ribbon below will allow you to Add/Remove Students or Add/Remove Teachers. Click on either of them to share the Class Notebook by selecting the class notebook and searching student's or teacher's names.

My Class Notebook ⌄

File　Home　Insert　Draw　View　Help　Class Notebook　　　Open in Desktop App　💡 Tell me what you want to do

Distribute Page ⌄　Distribute New Section ⌄　Copy to Content Library　Review Student Work　Create Class Notebook　Add/Remove Students　Add/Remove Teachers　Manage Notebooks

My Class Notebook ⌄

Welcome	Welcome to Class Noteb...
> _Collaboration Space	FAQ : OneNote Class No...
> _Content Library	Try out a Staff Notebook
> _Teacher Only	

Welcome to Class 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.

✓ 1　Select Notebook
2　Add or Remove Students
3　Preview
4　Done

⬅ Which class notebook would you like to add or remove students from?

Select the notebook to add a student to

📘 My Class Notebook

✓ 1　Select Notebook
✓ 2　Add New Teacher
3　Preview
4　Done
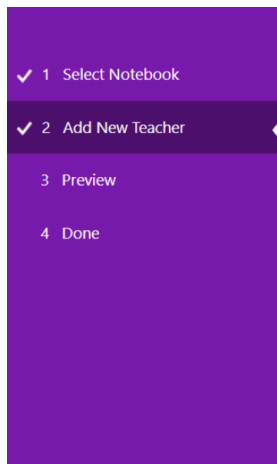
⬅ Great! Enter the names of the teachers to add to My Class Notebook

Teachers added will have the same permissions as you. Teachers removed will lose access to the notebook.

Paul Bennett ✕　Maureen Marketing ✕

Existing teacher list

Ron Mayo (You)

Next

✓ 1　Select Notebook
✓ 2　Add or Remove Students
3　Preview
4　Done
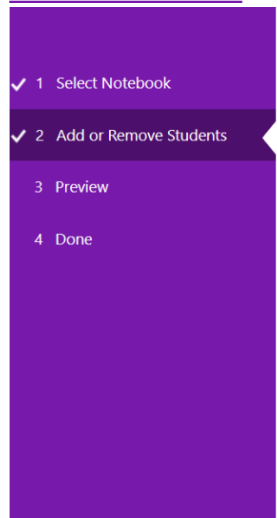
⬅ Great! Select students to add or remove from My Class Notebook

Add new students
If a student name is not recognised, the student may not be in the directory.

Caitlin Smith ✕　Charlotte Smith ✕

Remove current students
Select students to remove from this notebook. Student content will be saved unless you choose to delete it.

* Student groups will be automatically updated from your directory. Changes will be visible in the preview.

Next

Teams OneNote Class Notebook

Please use this procedure to share a class notebook which was created in Teams. Please take note that the user must be a member of the Team where the class notebook is created. Otherwise sharing will be unsuccessful.

You will need to make sure that users are members of the Team to access the Teams built in class notebook.
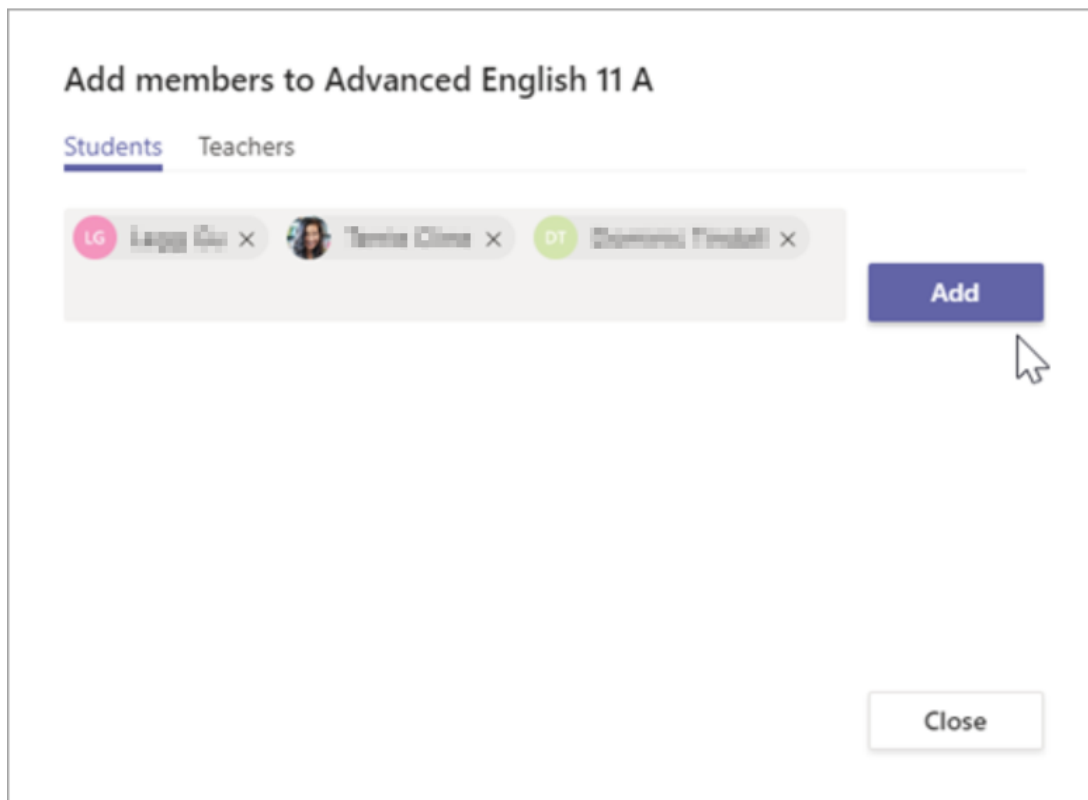
Add a student to a class team

In the Teams app

Add students

1. Navigate to the class team you'd like to add a student to, then select **More options** blocked URL next to your class team.
2. Select **Add member**.

blocked URL

3. Select the **Students** tab.

4. Type in the name of the student(s) or group and select **Add**.

5. Select **Close**.

Add co-teachers

Teachers can add up to 10 co-teachers to a class team. Each co-teacher will have the same permissions to:

- Set team members' permissions for channels and conversations
- Control @[team name] mentions that will notify everyone on the team
- Allow @channel or @[channel name] mentions, which will notify members who've favorited the channel

- Allow use of stickers

1. Navigate to the class team you'd like to add your co-teacher to.
2. Select **More options** blocked URL next to your class team, then select **Add members**.

blocked URL3

3. Select the **Teachers** tab, then type in the teacher's name or email and then select Add

blocked URL

4. The teacher is immediately added to the class team as an Owner. Select **Close** to return to teams.

- Adding students and co-teachers in Teams directly and they will automatically update in Class Notebook.