

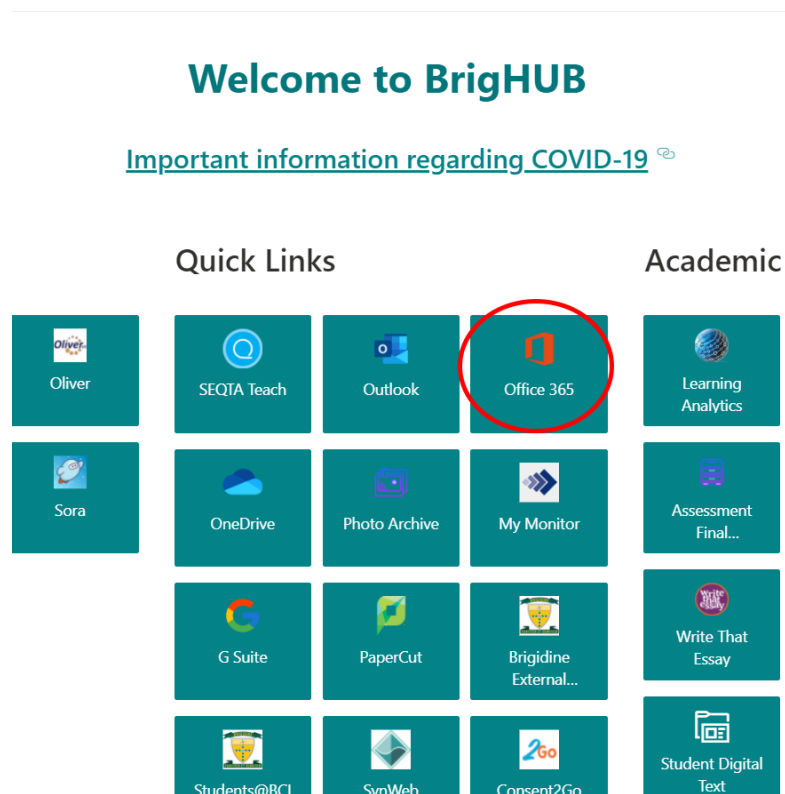
Sharing Class Notebooks

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.



Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Forms



Bookings



Class Notebook

All apps →

3. Select Class Notebook



Office 365 →

← Back



Search all of your apps

Office 365 apps



Bookings



Calendar



Class Notebook



Delve



Excel

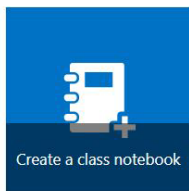


Forms

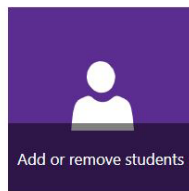
4. Select Manage Notebooks

Welcome to the OneNote Class Notebook

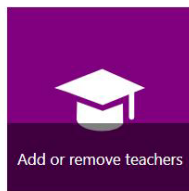
We will help you create a notebook you can use in the classroom



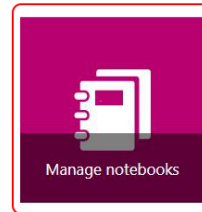
Create a class notebook



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)



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

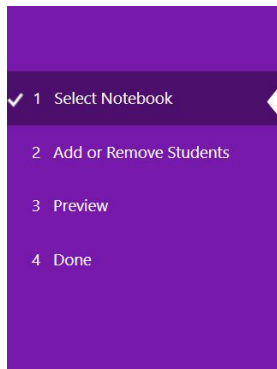
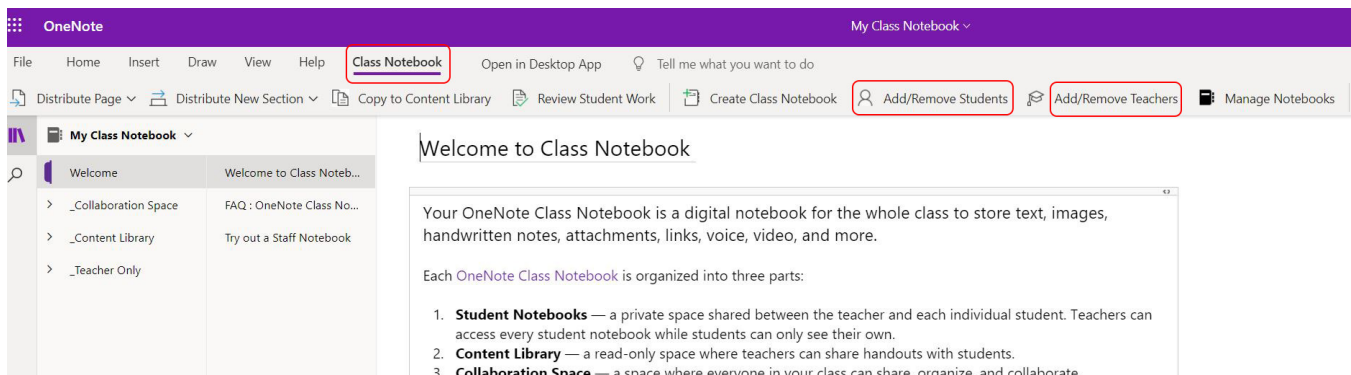
Create and manage guest links for parents

Notebook link

onenote:https://bciqldedu-my.sharepoint.com

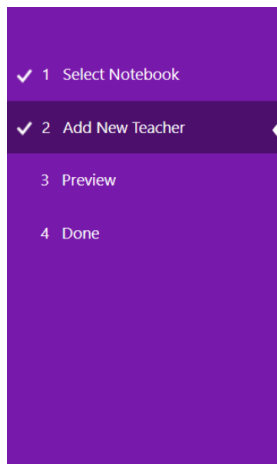
Copy

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.



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

Select the notebook to add a student to



← Great! Enter the names of the teachers to add to My Class Notebook

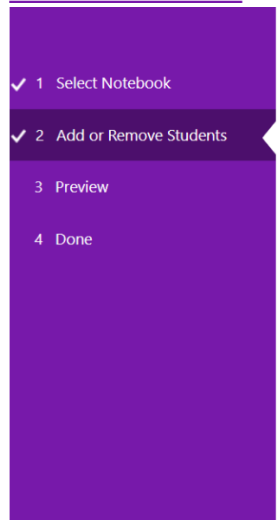
Teachers added will have the same permissions as you. Teachers removed will lose access to the notebook.



Existing teacher list

Ron Mayo (You)

Next



← 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.



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

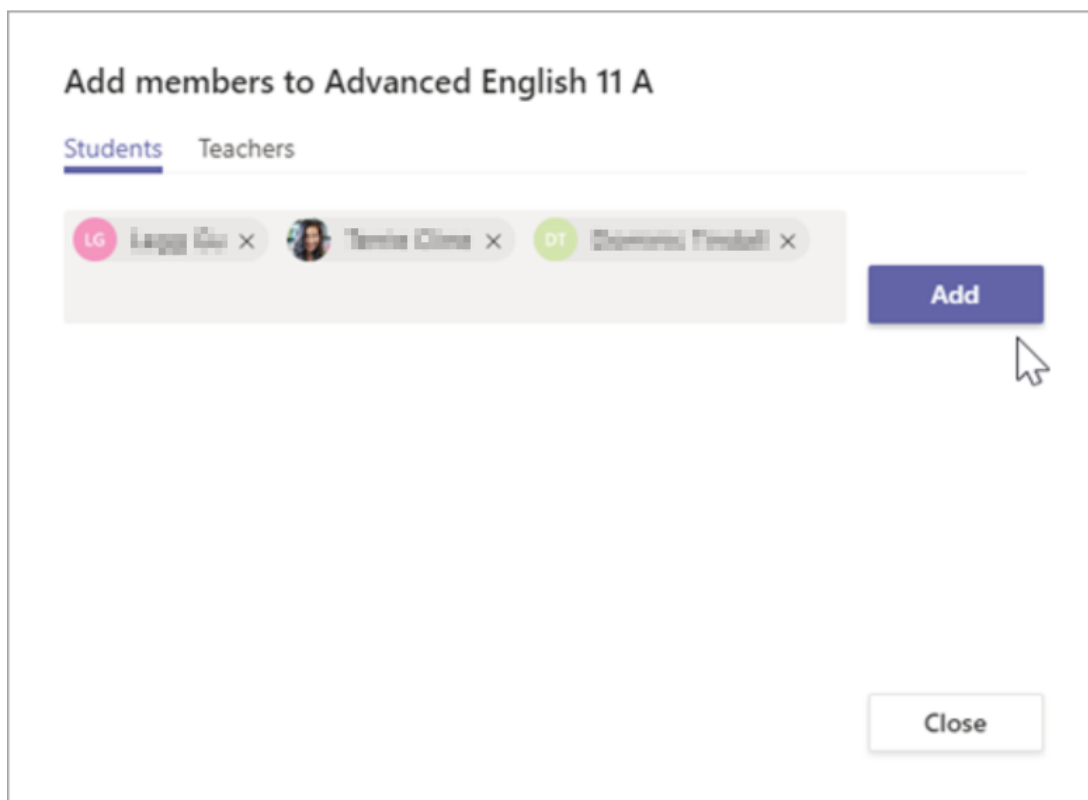
In the Teams app

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 URL](#)3

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.