Create a Microsoft OneNote Class Notebook – Ultra Course

Overview

The OneNote Class Notebook is an app that has a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.

This tutorial will explain how to create a **Microsoft OneNote Class Notebook** content item in an Ultra course.

Quick Steps

Content Market > Define Link > Setup Class Notebook > Access Class Notebook

Step 1

To create a Microsoft OneNote Class Notebook, go to the content item in which the notebook should reside and click '+' to add a new content item [1] > Content Market [2] > '+' in lower right of Microsoft OneNote Class Notebook [3].
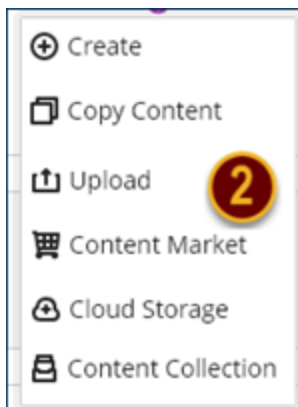
Step 2

A link to the Microsoft OneNote Class Notebook is added at the top of the content page [4] as 'Hidden from students'. You can make the item available by clicking the chevron and selecting 'Visible to students'.
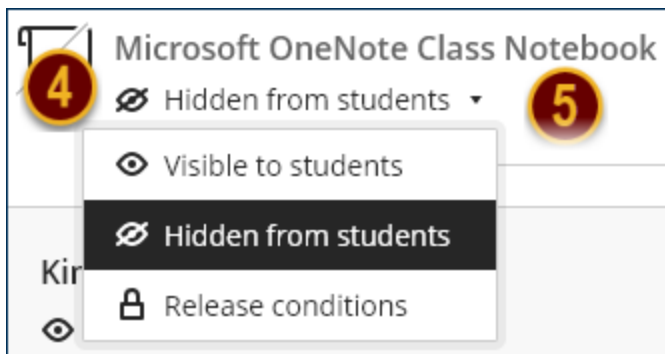

Step 3

To setup the OneNote Class Notebook, click the link that was added to the content item. A launch screen as well as a prompt to sign in to OneNote may be displayed. If prompted to sign in to OneNote, enter your Winthrop email address and password. Once in OneNote Class Notebook, step through the 7 sections (defined below) by clicking the *Next* button [6].
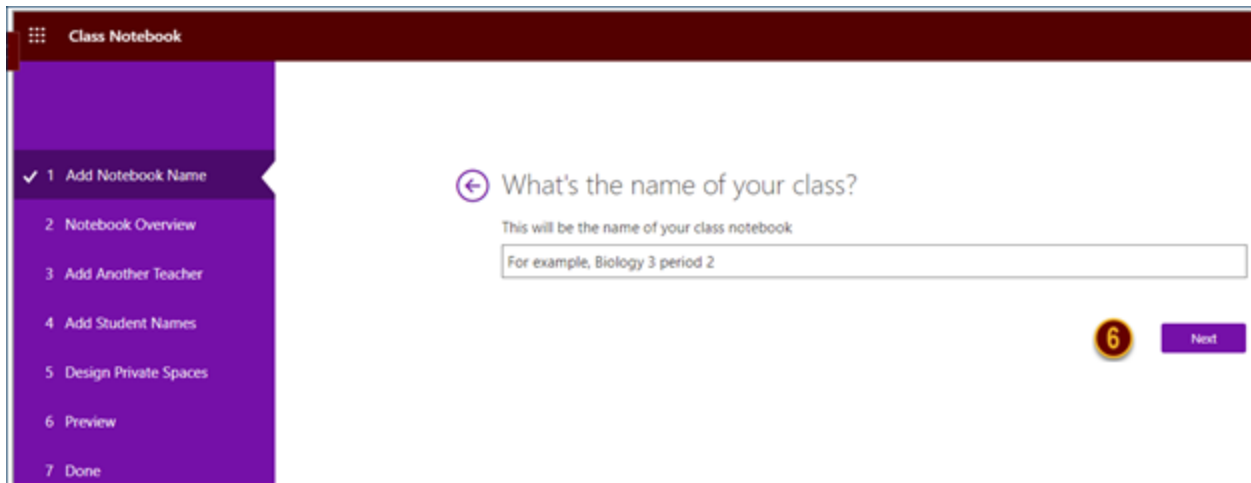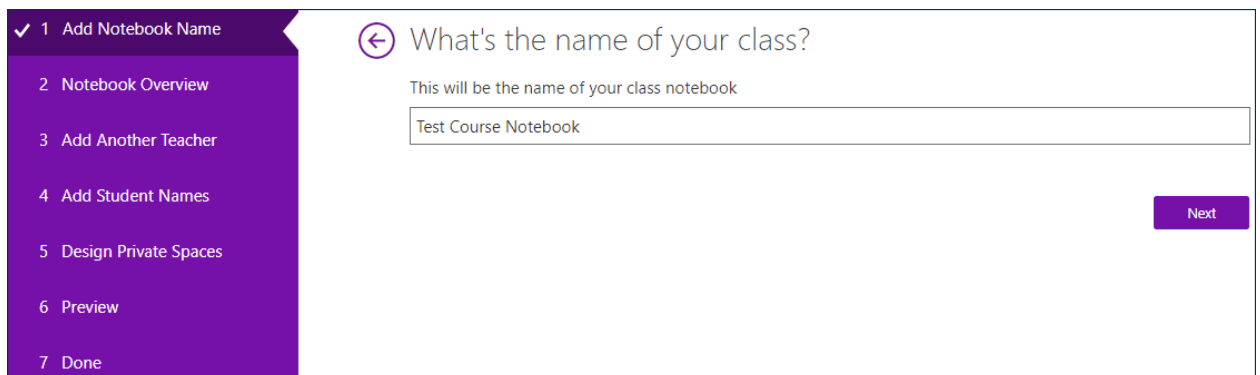
> If you create more than one link in your course to a Microsoft OneNote Class Notebook, a screen will be displayed in OneNote Class Notebook showing you the notebook you already created and linked to the course.
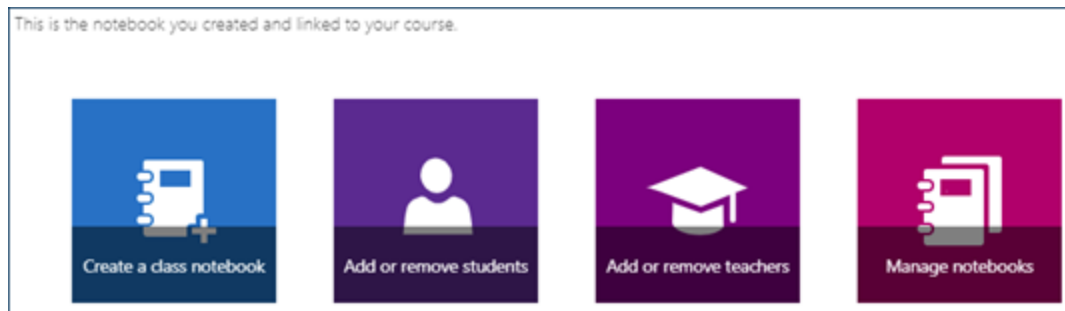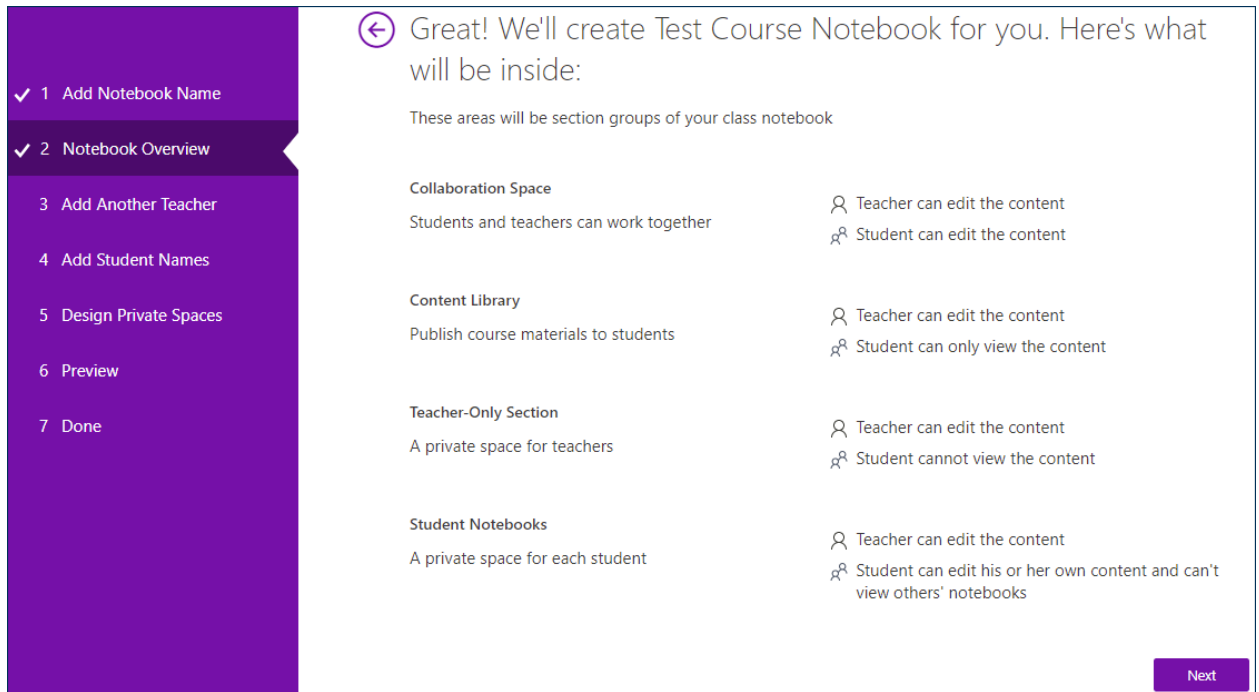

7 Steps

1. Add Notebook Name
   Enter the name for your class notebook. This is the name that is assigned to the student's notebook. Click Next

2. Notebook Overview
   OneNote will describe the three group sections of the Class Notebook: Collaboration

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Space, Content Library, and Student Notebooks. Click Next

3. Add Another Teacher (optional)
   If your course has more than one instructor and you want them to add content and view student notebooks, assign them the Teacher role. Click Next
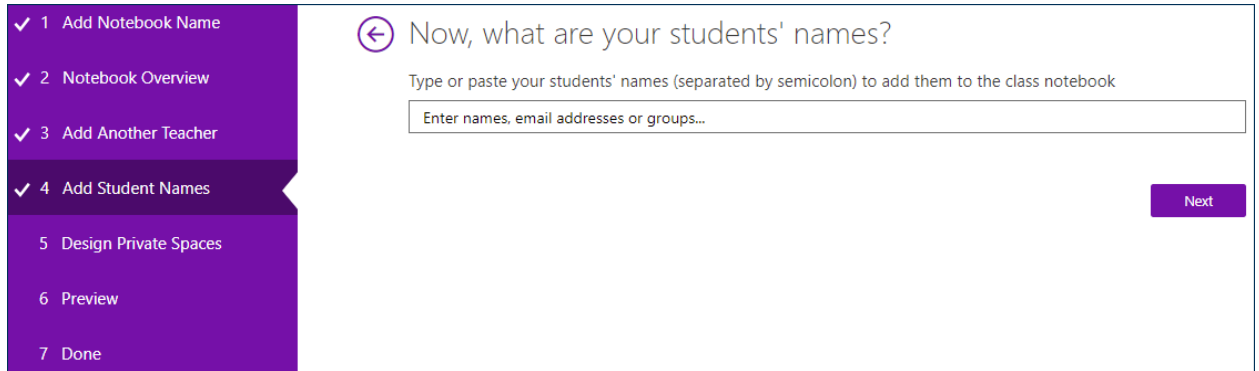

4. Add Student Names
   Ensure that the 'Automatically add students from your LMS as they access this
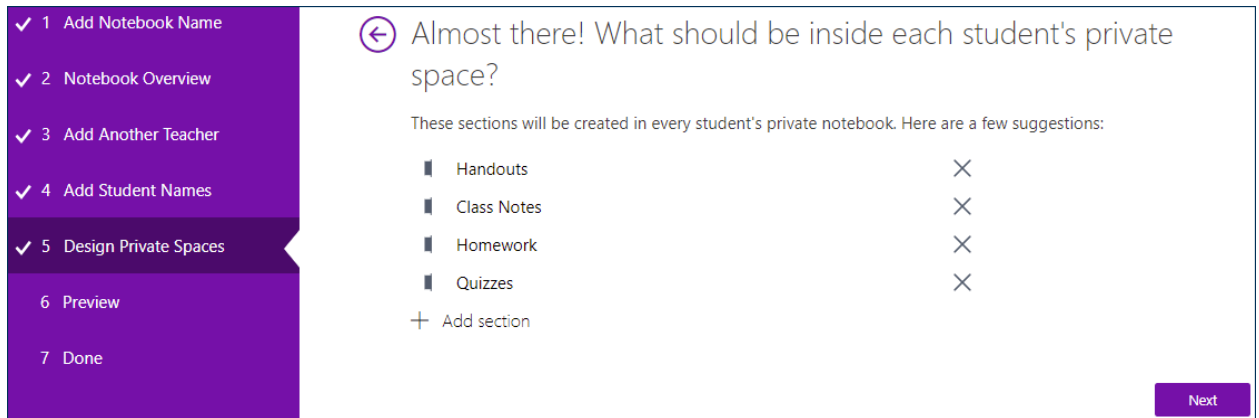
notebook' radio button is selected. Click Next

5. Design Private Spaces

   Create sections that will appear in every student's notebook. OneNote provides default sections which can be removed by clicking the 'X' to the right of the section. You can create new sections by clicking "Add section". Click Next

6. Preview

   Toggle between the 'Teacher's notebook' and the 'Student's notebook' to ensure the spaces are set-up as you want them. Click Create.

A message will appear stating that the class notebook is being setup. This is the point at which a class notebook is being created for each student.

7. Done

The message 'Your notebook is ready for you!' will appear after all of the student notebooks have been created. You will also receive an email from your email address that contains a subject indicating that a notebook has been shared with you. You can now exit Microsoft OneNote Class Notebook.

Step 4

When you open the class notebook from the Blackboard course link, click 'Open your Class Notebook' [7]. If you need further instructions for using Microsoft OneNote Class Notebook, click 'View user guide' [8].
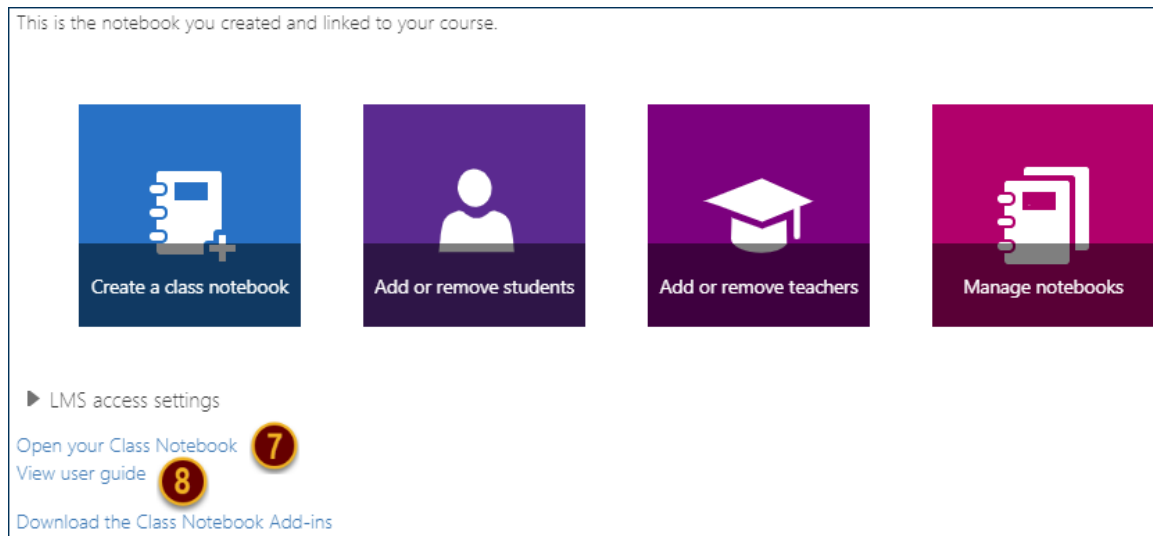
Step 5

When the student accesses the class notebook, they should select the *Open in OneNote Online* button [9].