

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.

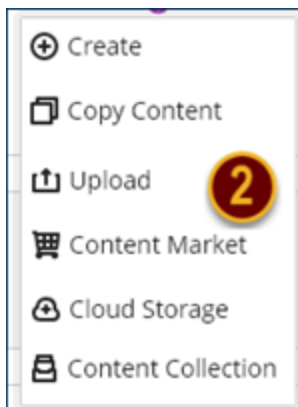
This tutorial will explain how to create a **Microsoft OneNote Class Notebook** content item in an Ultra course.

Quick Steps

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

Step 1

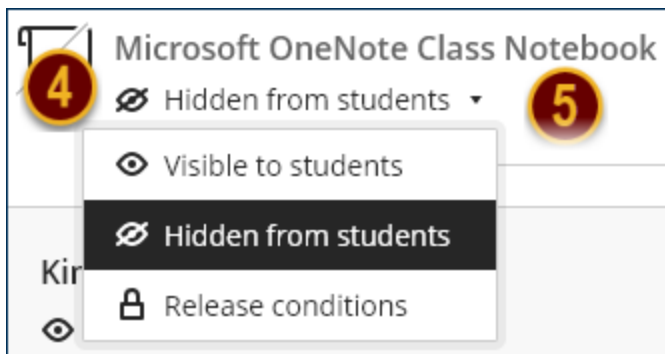
To create a Microsoft OneNote Class Notebook, go to the content item in which the notebook should reside and click '+' to add a new content item [1] > Content Market [2] > '+' in lower right of Microsoft OneNote Class Notebook [3].





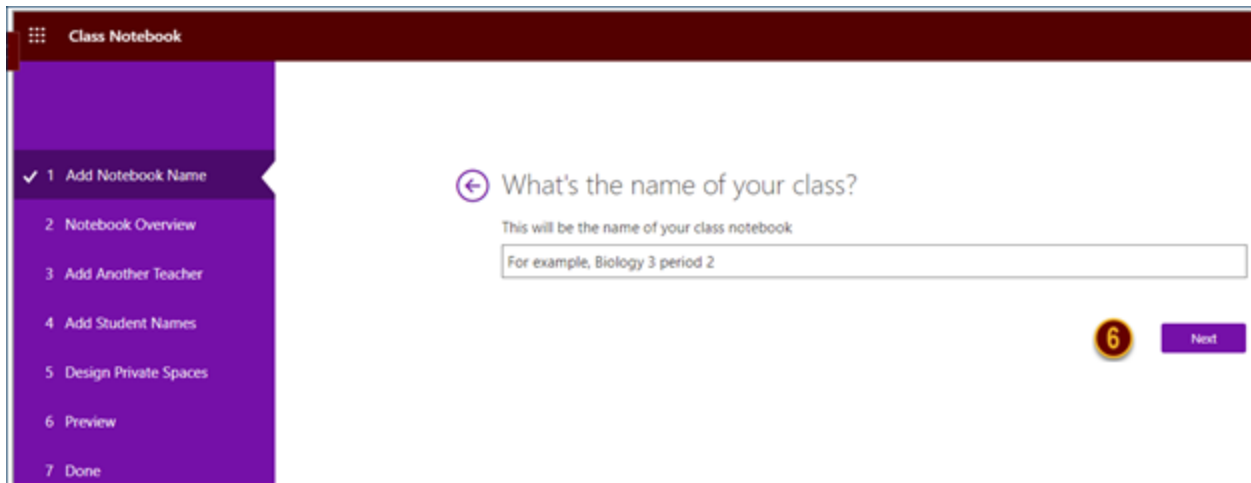
Step 2

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'.

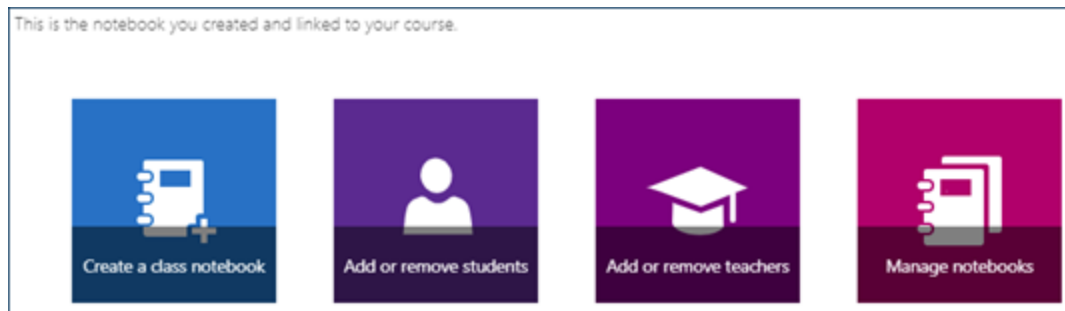


Step 3

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].



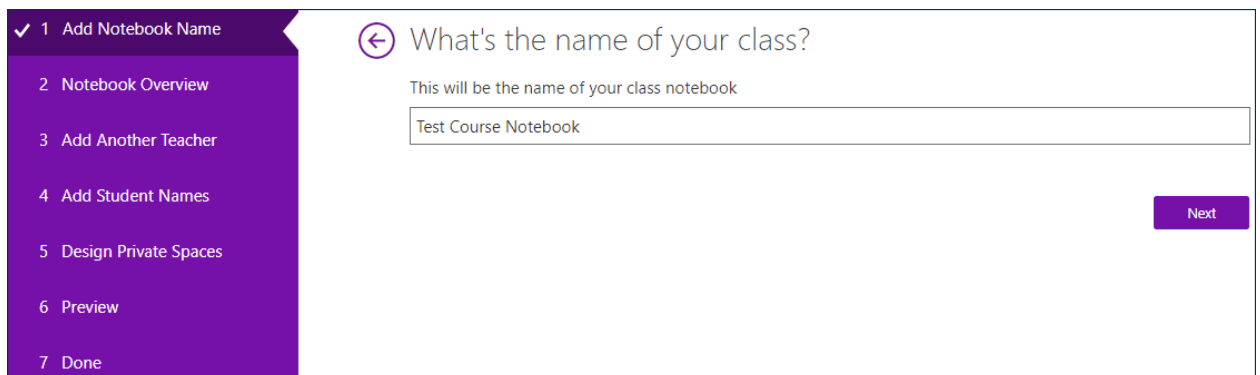
If you create more than one link in your course to a Microsoft OneNote Class Notebook, a screen will be displayed in OneNote Class Notebook showing you the notebook you already created and linked to the course.



7 Steps

1. Add Notebook Name

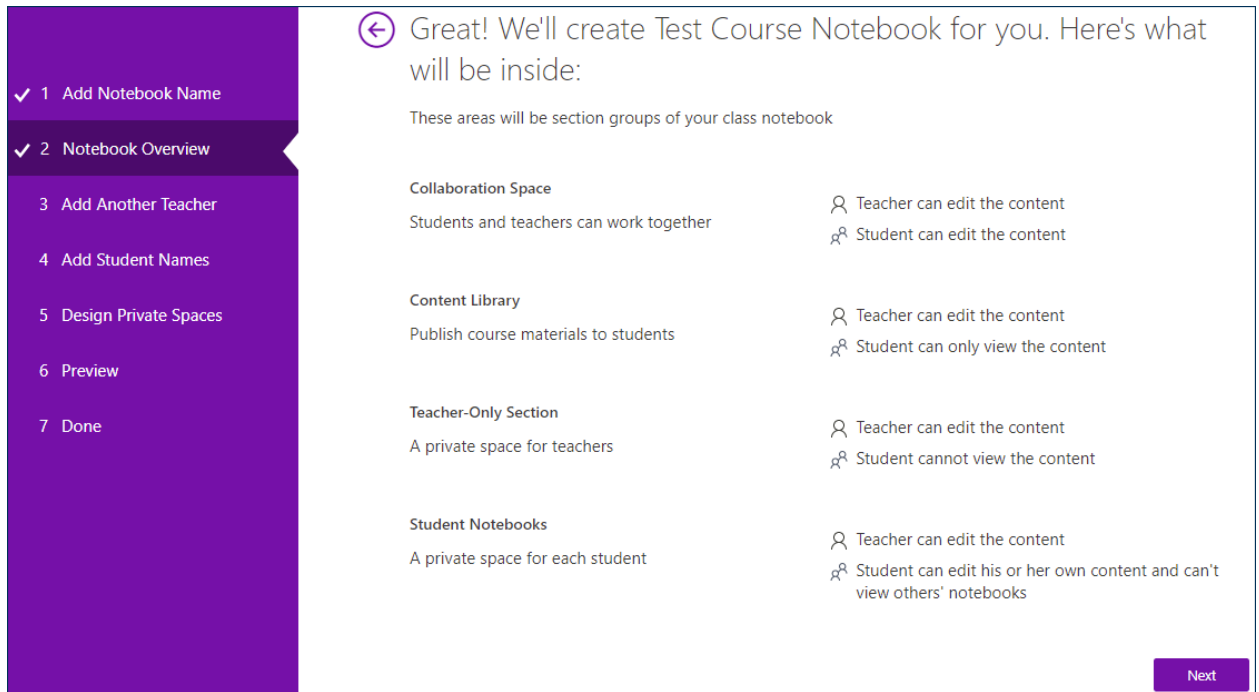
Enter the name for your class notebook. This is the name that is assigned to the student's notebook. Click Next



2. Notebook Overview

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

Space, Content Library, and Student Notebooks. Click Next



Great! We'll create Test Course Notebook for you. Here's what will be inside:

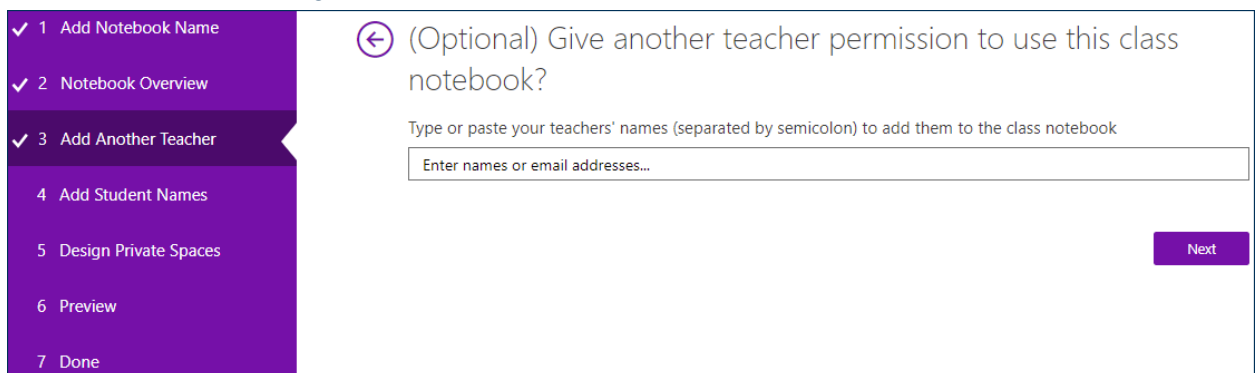
These areas will be section groups of your class notebook

Collaboration Space Students and teachers can work together	<ul style="list-style-type: none"> Teacher can edit the content Student can edit the content
Content Library Publish course materials to students	<ul style="list-style-type: none"> Teacher can edit the content Student can only view the content
Teacher-Only Section A private space for teachers	<ul style="list-style-type: none"> Teacher can edit the content Student cannot view the content
Student Notebooks A private space for each student	<ul style="list-style-type: none"> Teacher can edit the content Student can edit his or her own content and can't view others' notebooks

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



(Optional) Give another teacher permission to use this class notebook?

Type or paste your teachers' names (separated by semicolon) to add them to the class notebook

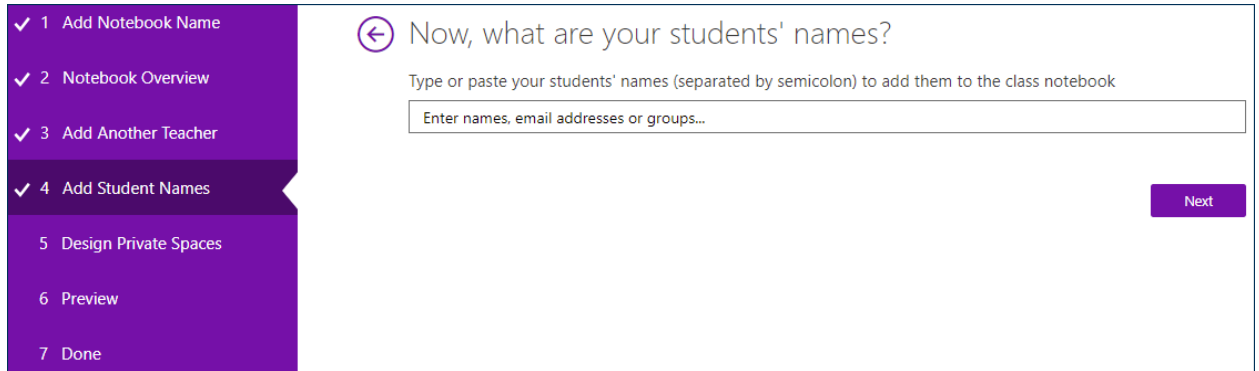
Enter names or email addresses...

Next

4. Add Student Names

Ensure that the 'Automatically add students from your LMS as they access this

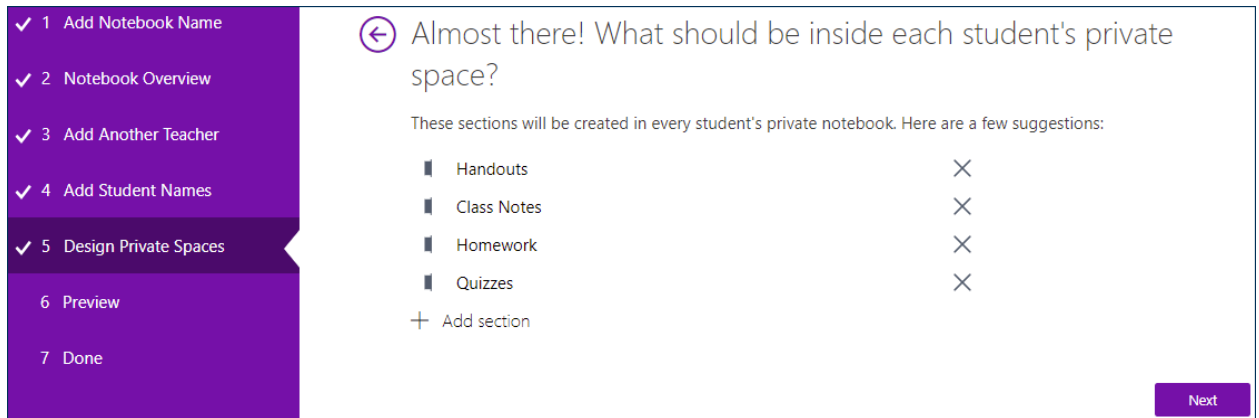
notebook' radio button is selected. Click Next



The screenshot shows a sidebar on the left with a list of steps: 1 Add Notebook Name, 2 Notebook Overview, 3 Add Another Teacher, 4 Add Student Names (highlighted), 5 Design Private Spaces, 6 Preview, and 7 Done. The main content area has a back arrow icon and the heading "Now, what are your students' names?". Below the heading is a text input field with the placeholder "Enter names, email addresses or groups...". A "Next" button is located in the bottom right corner.

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



The screenshot shows the same sidebar as the previous step, with step 5 "Design Private Spaces" highlighted. The main content area has a back arrow icon and the heading "Almost there! What should be inside each student's private space?". Below the heading is the text "These sections will be created in every student's private notebook. Here are a few suggestions:". There is a list of four sections: "Handouts", "Class Notes", "Homework", and "Quizzes", each with a small square icon to its left and an "X" icon to its right. Below the list is a "+ Add section" option. A "Next" button is in the bottom right corner.

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.

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

⏪ Did we get this right? Please confirm with the visual preview

[Teacher's notebook](#) [Student's notebook](#)

Test Course Notebo...

- Welcome
- ._Collaboration Space
- ._Content Library
- ._Teacher Only

[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.

Setting up OneNote class notebook...

This may take a few minutes...

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.

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

Your notebook Test Course Notebook is ready for you!

[Open in OneNote](#) ([Open in OneNote Online](#))

Copy the links above to share with your students.


Class Notebook Add-in


This add-in for OneNote desktop is designed to help teachers be more efficient with their Class Notebooks. It includes page distribution, quick review of student work, and easy access to the Class Notebook app.

NOTE: OneNote for Windows 10 and Mac users do not need to download the Class Notebook Add-in separately as it is built in.

[Download the Class Notebook Add-in](#)

Learn More

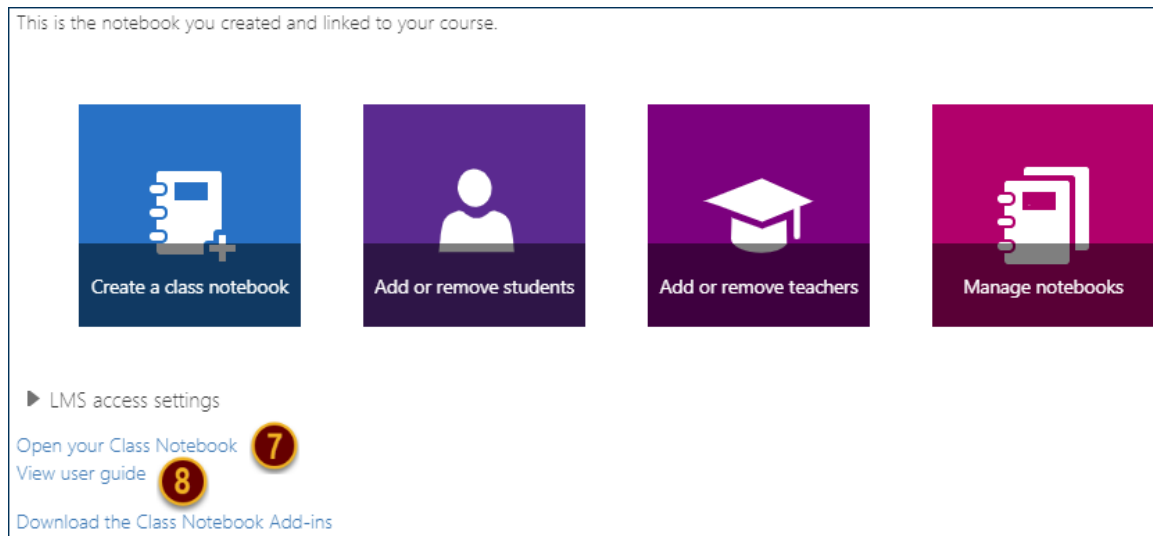
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Step 4

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].

