

# Creating a Class Notebook (One Note)

Monday, May 16, 2016 2:01 PM

Edge is the browser of choice for One Note.

Watch the one video information about using one note:  
[getting started with one note -video](#)

In Canvas:

On your side menu choose Class Notebook

The screenshot shows the Canvas LMS interface for a course titled "Music Theory -". On the left is a navigation sidebar with the following items: Home (highlighted in blue), Syllabus, Announcements, Modules (with a link to edmbanner.jpg), Discussions (with a link to arbanner.bmp), Assignments, Grades, Outcomes, Collaborations, People, Chat, Attendance, Quizzes, Conferences, Pages, Files, SCORM, Success Net, Class Notebook (highlighted in yellow), and Settings. The main content area displays the course title "Music Theory -" followed by a horizontal line and the two file links mentioned in the sidebar.

Click the Sign into office 365. Use your email address and district network password.

# Welcome to OneNote Class Notebook

Sign in with your Office 365 account from your school to get started.

Sign in to OneNote

## What's the name of your class?

This will be the name of your class notebook


Music Theory -

Next

← Great! We'll create Music Theory - 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


 Teacher can edit the content


 Student can edit the content


 **Content Library**  
Publish course materials to students


 Teacher can edit the content


 Student can only view the content

 **Student Notebooks**  
A private space for each student

 Teacher can edit the content

 **Student Notebooks**  
A private space for each student

 Teacher can edit the content

 Student can edit his or her own content and can't view others' notebooks

Next

If you need to add a co-teacher paste their email.

← (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

Automatically add students from lms (this is the canvas class).

← Now, what are your students' names?

- Automatically add students from your LMS as they access this notebook.** ⓘ
- Type or paste your students' names (separated by semicolon) to add them to the class notebook**

Next

You choose what kind of sections are in the notebooks.

## ← Almost there! What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

- Handouts
- Class Notes
- Homework
- Quizzes
- [+ Add more](#)

Next

If you click the add more you can put in your own sections or uncheck sections you do not want. Click Next when you are done.

## ← Almost there! What should be inside each student's private space?

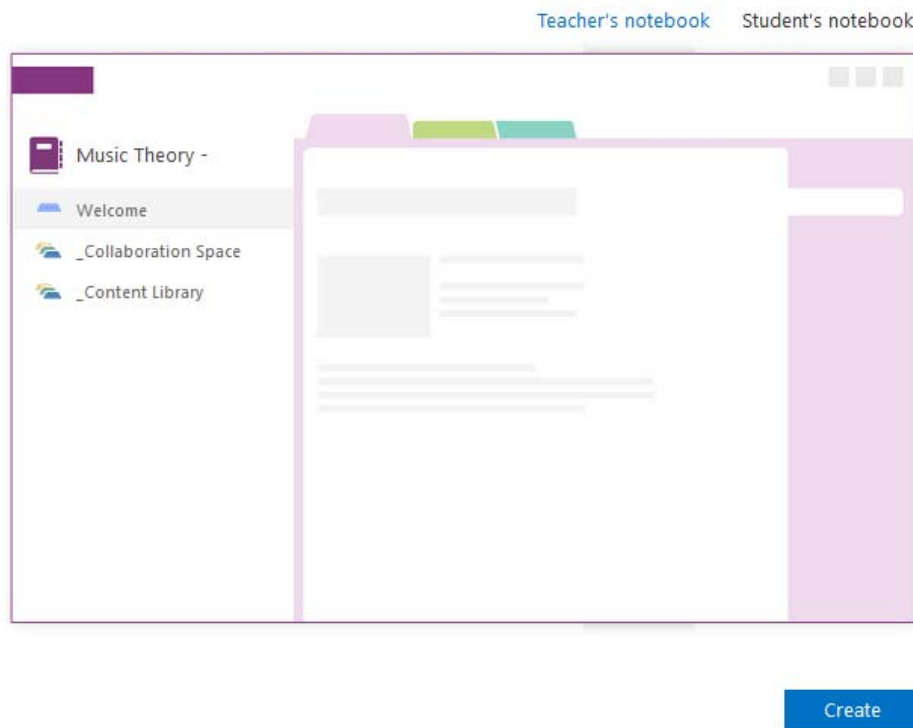
These sections will be created in every student's private notebook. Here are a few suggestions:

- Handouts
- Class Notes
- Homework
- Quizzes
- Current Events
- Writing Ideas
- [+ Add more](#)

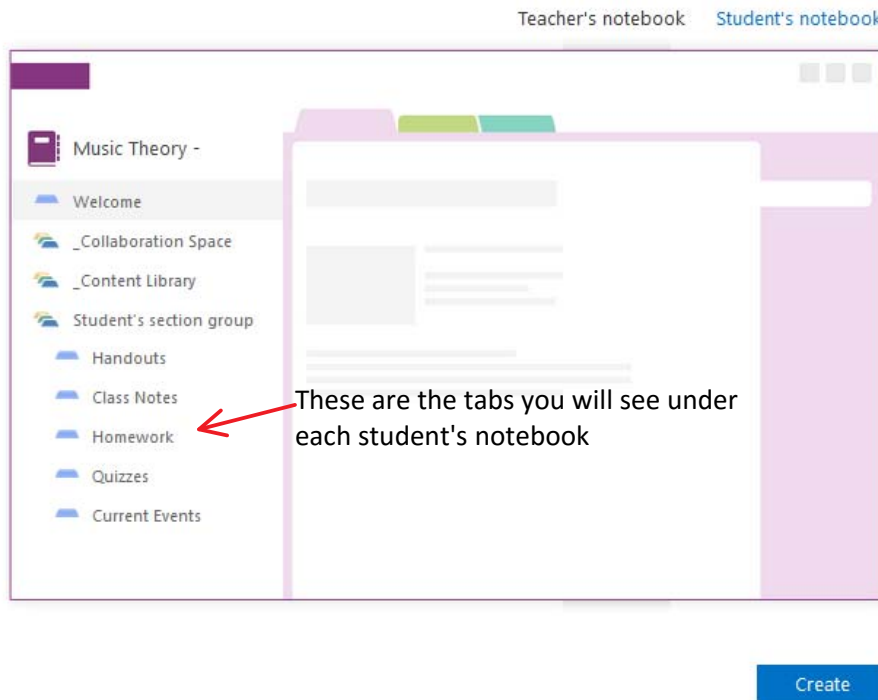
✓  
Next

You can preview what the notebook will look like.

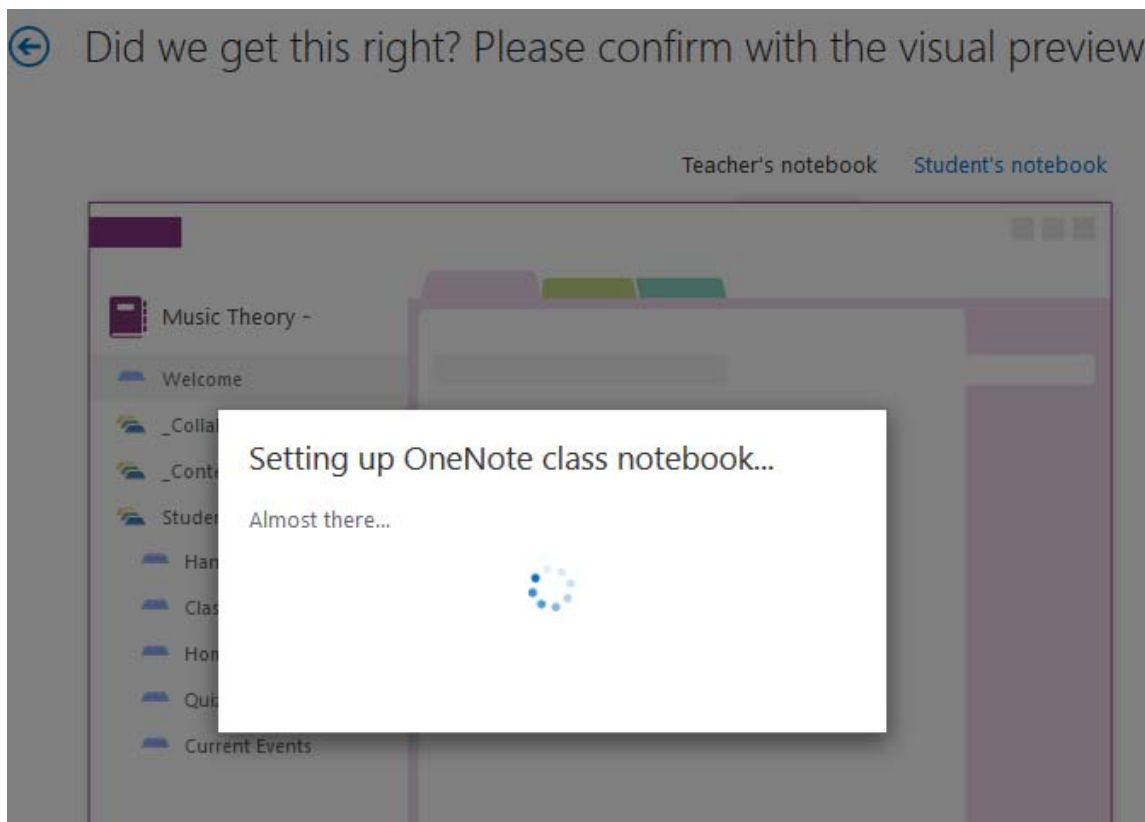
⬅ Did we get this right? Please confirm with the visual preview



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



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



Your notebook Music Theory - 1 is ready for you!

Opens from the desktop

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

Opens in the cloud

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 or section distribution to students, quick review of student work, and easier access to the Class Notebook app.


NOTE: Mac users do not need to download the Class Notebook Add-in as it will show up in an update for OneNote for Mac.

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

### Learn More

 [Get interactive training OneNote for Teachers](#)

 [Follow us on Twitter @OneNoteEDU](#)

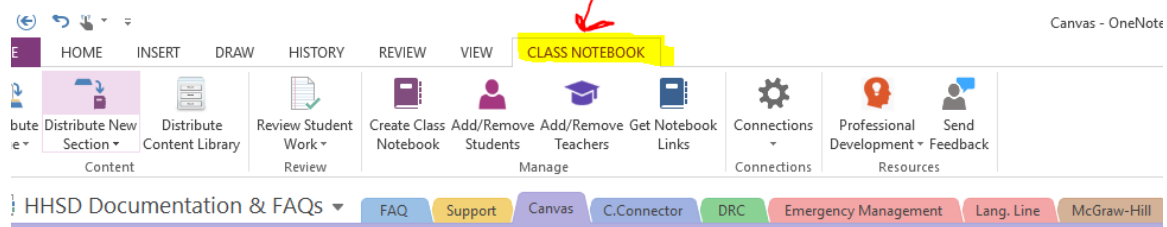
 [See latest news and blog posts OneNote in Education Blog](#)

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[Back to home](#)

Click the Download the Class Notebook Add-In

When the installation is finished you will see the class notebook tab on your desktop one note.



## Canvas

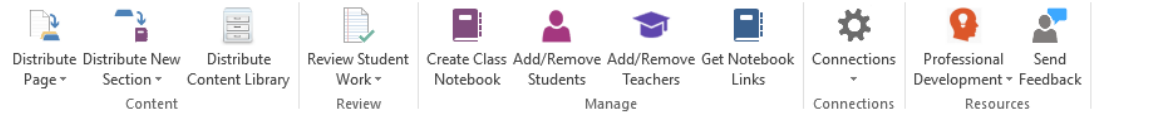
Thursday, April 14, 2016 1:21 PM

**Getting to Canvas**  
<https://hbsd.instructure.com/>

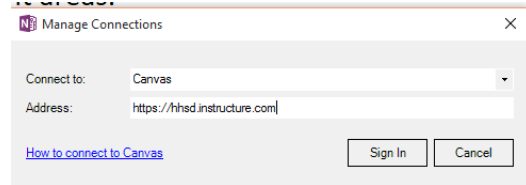
You can also go to the district website and select the student tab



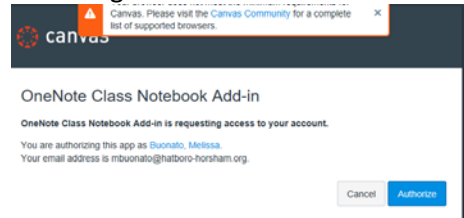
This special menu gives you access to all the student areas.



In the Class Notebook click the connections wheel choose canvas and type this address:



You will get this screen- click Authorize



If you need to delete a classroom notebook you must remove it from your one drive files under Class Notebook.

## Files

✓	Name	Modified	Modified By	File Size	Sharing
	Class Notebooks				🔒 Only you

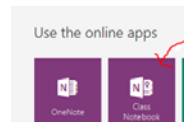
Once the class notebook is created students need to click the Office 365 and link their Canvas to Office 365.

## [Linking Canvas to Office 365](#)

You can also add a teacher only section to your notebook (students will not see this area)

By going to your office 365 link

Select class notebook



Select Manage notebooks



Enable the teacher only section





## Your notebooks





Music Theory -



[Open in OneNote Online](#)

### Student sections


 Class Notes 

 Current Events 

 Handouts 

 Homework 

 Quizzes 

 Add section

### Enable Teacher-Only section group

This section group will be permanently added.

### Lock Collaboration Space

Unlocked

### Link

Save

Cancel

You can also added additional student sections here or can rename existing ones.