Office of Teaching and Learning

Using Microsoft OneNote

OneNote is a digital notebook tool that automatically syncs and saves notes. Educators and students can use it to create and share content, streamlining resource distribution to groups. Using Notebooks makes preparation and grading more efficient for teachers.

Setting Up	Tutorial
- Choose "Class Notebook" in the default channels on the left-hand side. - Select "Setup a OneNote Class Notebook." - Choose "Blank Notebook" to start from scratch. - By default, it gives information on 3 Notebook options: - Collaborative Space: Teacher and student can edit. - Content Library: Teacher can edit. Students can only view. - Student Notebooks: Teacher can edit. Students can edit their work but cannot see other students' notebooks. - Set up sections of the notebook. - It provides automatic sections, but the teacher can modify or add to them as needed. - Click create. - Choose "From existing Notebook content" to reuse a Notebook already created in another Team.	Creating a Class Notebook Creating a Class Notebook "From existing Notebook content"
Navigation	**Tutorial**
- Top left opens the navigation panel. - In the navigation panel, there are multiple options: - Collaboration Space - Place items in this space for students to create, collaborate, and edit together. - Content Library - Put items here for students to view, not edit. - Teacher Only - This is a designated area for storing materials that should be kept confidential from the rest of the class. - Example: Lesson Plans or Behavior Charts - Only the teacher can view items. - Co-teachers added to the Notebook or Team will also have read and write access to this section. - Student Notebooks (contains sections created during setup)	Class Notebook Navigation How to add/delete a co-teacher in Class Notebook How to add co-teacher to a Team

■ Class Notes ■ Quizzes ■ Homework ■ Handouts	

Class Notebook Tab	Tutorial

- Click the car ⌄ and choose "Class Notebook."
- There are four options for what can be done with Class Notebook:
    1. Distribute Page
    2. Distribute New Section
    3. Copy to Content Library
    4. Review Student Work
- Manage Class Notebook
    ○ Click the ellipsis (three dots) and choose "Manage".
    ○ This selection will allow users to edit Notebook, lock or unlock collaboration space, and create a link to share the Notebook.
	Class Notebook Tab

Using Notebook with Faculty using Teams	Tutorial
- Create a PLC Team. - Use the PLC Notebook tab at the top to create a Notebook. - Organize to your liking.	Creating a PLC Team PLC Notebook

OneNote Staff Notebook	
- OneNote also has a Staff Notebook wizard. - Create a OneNote without using Teams. - The wizard will help customize the Notebook to staff needs. - Additional information on Staff Notebook can support leaders in impelemnting Staff Notebooks efficiently.	Common sections for a Staff Notebook: - Lesson Plans - Meeting Notes - Policies/Procedures - Important Dates - Observations/Evaluations

Ideas for Implementation	
Classroom - Note Taking - Link to Assignments - Projects - Collaboration - Essay writing - Organize materials - Increase student engagement - Feedback	**Faculty/Staff** - Lesson Plans - Professional Learning - Evaluations - Teamwork - Departmental work - Share calendars/essential dates - Feedback - Committees - Staff meetings