Digital Learning Team

embedding technologies in learning and teaching
to improve outcomes for all learners

·ƐDINBVRGH·
THE CITY OF EDINBURGH COUNCIL
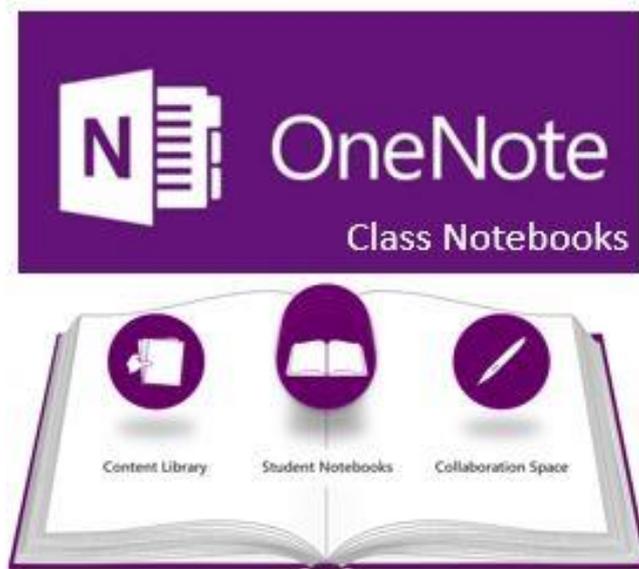
Class Notebook Guide

1. Notebook Structure

2. Creating Class Notebooks

3. Adding/removing sections

4. Adding/removing pupils and teachers

5. Classroom tips

6. Deleting Class Notebooks

OneNote is a program that creates digital notebooks.
Notebooks can be split into sections and each notebook can have any number of pages within a section.
Sections and pages are clearly labelled making it easier to find a particular piece of information.

Class Notebook creates notebooks for use by pupils and teachers with fixed settings for each role.

Office 365
Your academic day across all your devices

1. Notebook Structure

Class notebook automatically creates a structure for your notebooks, it has 3 default sections:

<u>Content Library</u>
This section is designed for class notes, teachers can create pages and edit content. Pupils can view all of the content but cannot make any changes, if they want to highlight or take notes on a page then they will need to copy it into their own notebook.

<u>Collaboration Space</u>
This section is designed for group work and class collaboration.
Pupils and teachers can write and edit any content in this section.
When pupils make changes then it is marked with their initials, hover over the initials with your mouse to see a full name and timestamp.

<u>Pupil Notebooks</u>
This section is only visible to the pupil and the teacher. Pupils cannot see each other's notebooks.
Pupils can do their own work here, the teacher has the ability to mark it.
When a pupil does work in their notebook the teacher will see their name written in bold in their list of pupils.
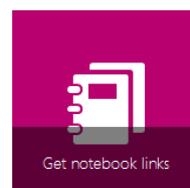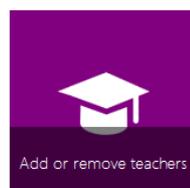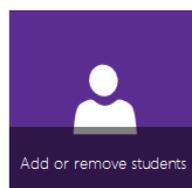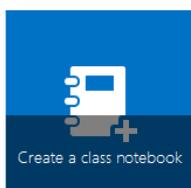
2. Creating Class Notebooks

<u>Creating a Class Notebook in your OneDrive</u>

Open Office 365 online (http://office365.edin.org)
Click on the App Launcher and choose Class Notebook (if it is not there then click on View all of my apps)

Welcome to the OneNote Class Notebook

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

Click on Create a Class Notebook
Name your notebook and check the Overview.
Add pupils to your class by searching for their name.
If the pupil's name is unique, type in the name of a pupil, press the tab key then press enter.
If there are multiple pupils with the same name then hover over the names to see email addresses so you can find the right one, once you are done move your mouse so you have highlighted the name at the top of the list. Press the tab key until you have highlighted the correct name and press enter. Alternatively, look up the pupil's SCN number and search for them using that number.

You have the option to add other teachers to your notebook as well.

You can now decide on the tabs that will appear in each pupil notebook. Note that you will have to change them one by one if you change your mind later.

You will now be shown the view from your point of view and from pupils' point of view.

Now click create.
Pupils will automatically be invited to the notebook, but you can access the link if you need to send it out again.

You can find the notebook in your OneDrive in the Class Notebooks folder.
Pupils can find the notebook in the Shared with me section of their OneDrive.

Notebooks can be edited by using OneNote online or the OneNote program on PC, once you have opened it on PC then it will always appear in OneNote until you choose to close it. Similarly when a notebook is opened on OneNote for iPad.

3. Adding/Removing Sections

Adding/Removing sections/tabs

Click on the + sign next to the tabs already created, you can change their colour by right clicking on the tab and choosing Section Colour.
You can do this in the Content Library and Collaboration Space.

You can also do it in pupils' notebooks but you would have to do it one by one for each pupil. It is easier to show them how to do it and ask them to create new sections for themselves.
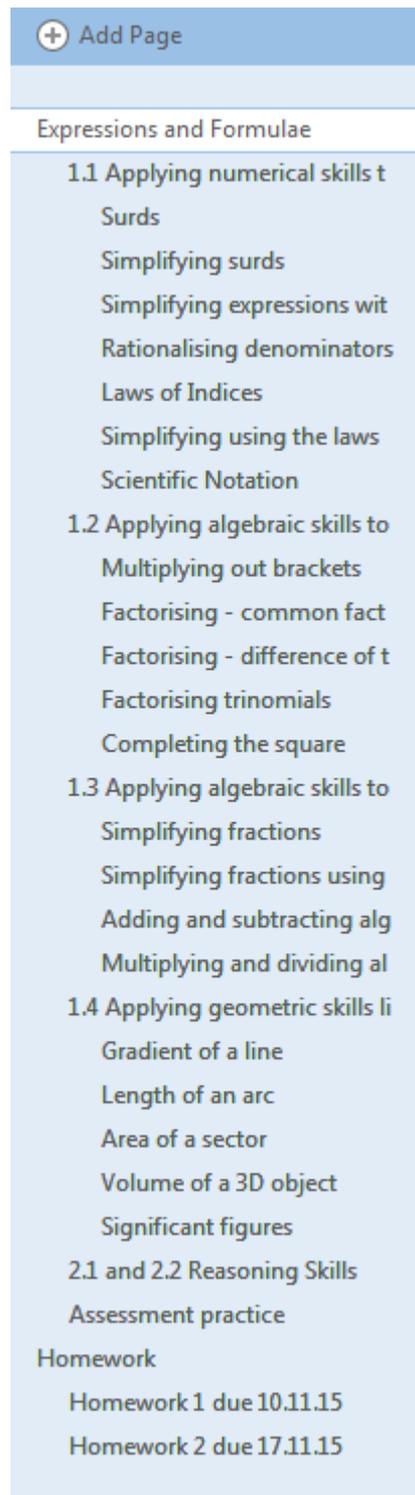
Adding/Removing pages

Pages can be added to a section by clicking on Add Page at the top right.

If you would like them to be organised, you can indent pages by right-clicking on the page and choosing Make Subpage. You can also pick them up and move them to change the order.

Subpages can make it easier for pupils to find a specific page.
An example is shown below, it shows a unit of maths split into assessment standards and skills.

⊕ Add Page

Expressions and Formulae

- 1.1 Applying numerical skills t
  - Surds
  - Simplifying surds
  - Simplifying expressions wit
  - Rationalising denominators
  - Laws of Indices
  - Simplifying using the laws
  - Scientific Notation
- 1.2 Applying algebraic skills to
  - Multiplying out brackets
  - Factorising - common fact
  - Factorising - difference of t
  - Factorising trinomials
  - Completing the square
- 1.3 Applying algebraic skills to
  - Simplifying fractions
  - Simplifying fractions using
  - Adding and subtracting alg
  - Multiplying and dividing al
- 1.4 Applying geometric skills li
  - Gradient of a line
  - Length of an arc
  - Area of a sector
  - Volume of a 3D object
  - Significant figures
- 2.1 and 2.2 Reasoning Skills
- Assessment practice

Homework
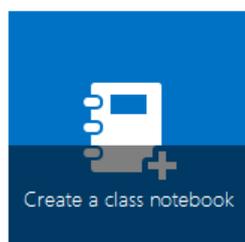- Homework 1 due 10.11.15
- Homework 2 due 17.11.15

4. Adding/Removing pupils and teachers

Do not use the Share option within OneNote to add or remove pupils or students from your Class Notebook as it does not give the same permissions as Teacher or Pupil.
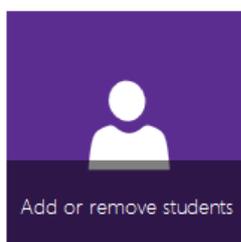
In order to make changes go to Office 365 online and click on Class Notebooks.
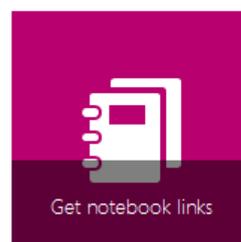
You can add or remove pupils or students from here.
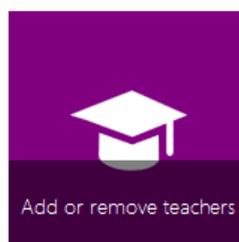Click on the relevant link and choose the notebook you want to modify.
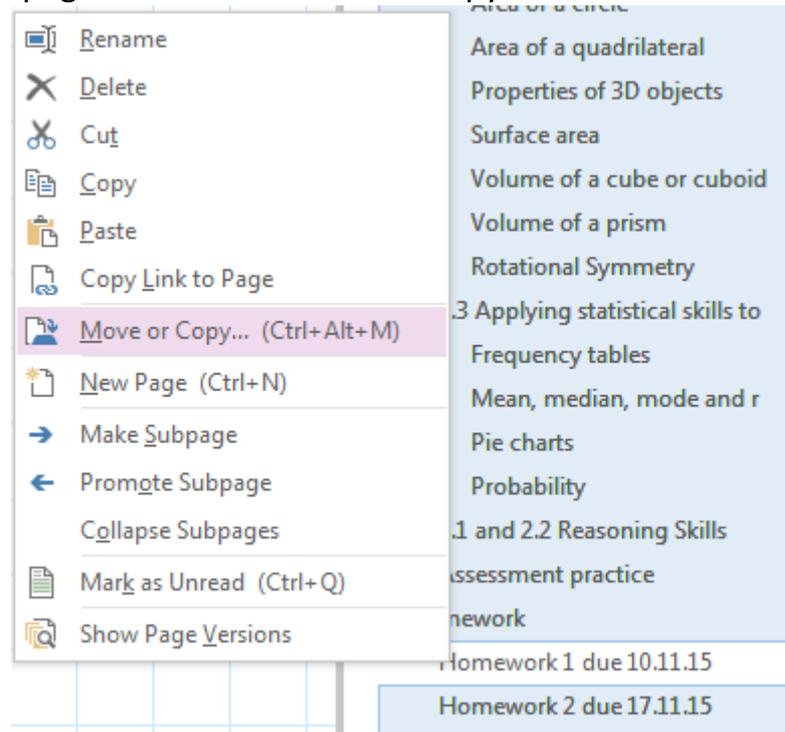
5. Classroom Tips

<u>Homework</u>

You cannot automatically add a homework page to every pupils' notebook.
The best way to work around this is to create a Homework section in the notebook and add a page for each homework.
Each pupil can right click on that page (or hold their finger on it for iPad) and choose Move or Copy from the menu, they can then choose a location from their personal notebook to save it to.
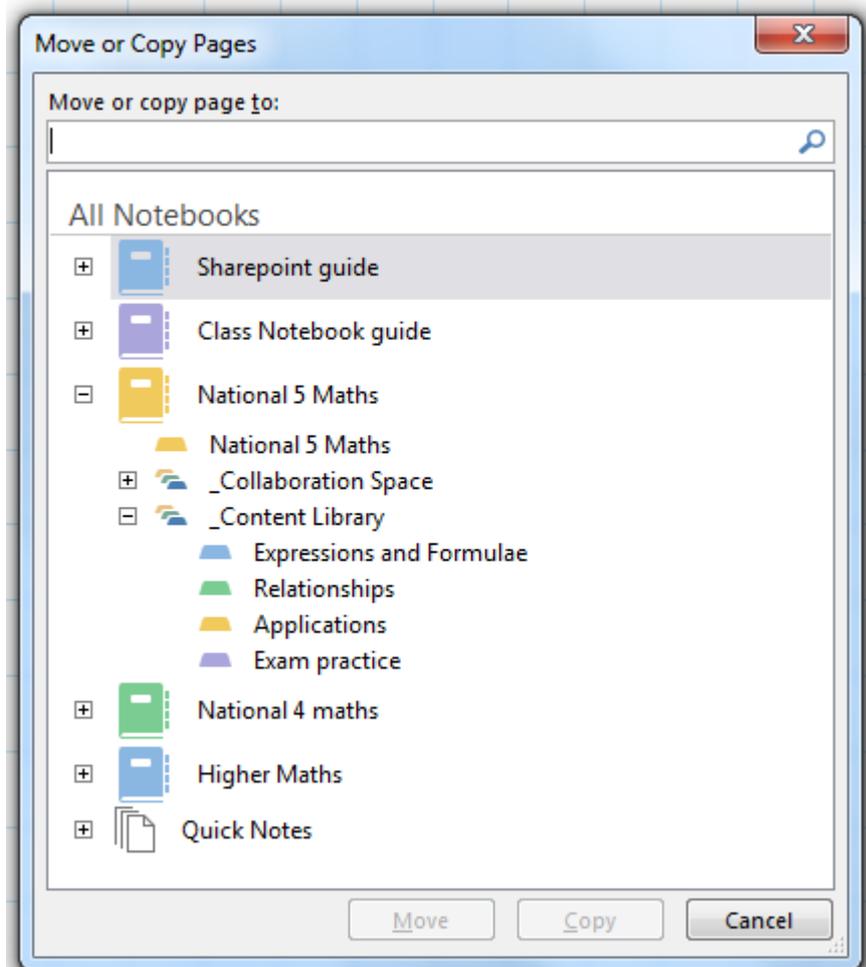
Once the page is copied to their own notebooks pupils will be able to write or draw on the page.
They will not need to submit the page, the teacher can go into the pupils notebook to mark the work.

Screenshots below:

Right-click on the page and choose Move or Copy

| Rename |
| Delete |
| Cut |
| Copy |
| Paste |
| Copy Link to Page |
| Move or Copy... (Ctrl+Alt+M) |
| New Page (Ctrl+N) |
| Make Subpage |
| Promote Subpage |
| Collapse Subpages |
| Mark as Unread (Ctrl+Q) |
| Show Page Versions |

Area of a quadrilateral
Properties of 3D objects
Surface area
Volume of a cube or cuboid
Volume of a prism
Rotational Symmetry
.3 Applying statistical skills to
Frequency tables
Mean, median, mode and r
Pie charts
Probability
.1 and 2.2 Reasoning Skills
ssessment practice
hework
Homework 1 due 10.11.15
Homework 2 due 17.11.15

Then choose the location (the pupils' personal notebook, homework section) and click Copy

Move or Copy Pages

Move or copy page to:

All Notebooks
- ⊞ Sharepoint guide
- ⊞ Class Notebook guide
- ⊟ National 5 Maths
  - National 5 Maths
  - ⊞ _Collaboration Space
  - ⊟ _Content Library
    - Expressions and Formulae
    - Relationships
    - Applications
    - Exam practice
- ⊞ National 4 maths
- ⊞ Higher Maths
- ⊞ Quick Notes

Move   Copy   Cancel

Insert File Printout

Word, PowerPoint and PDF files can be inserted into the notebook as a printout (imagine it as printing it out from a computer and gluing it into your notebook).
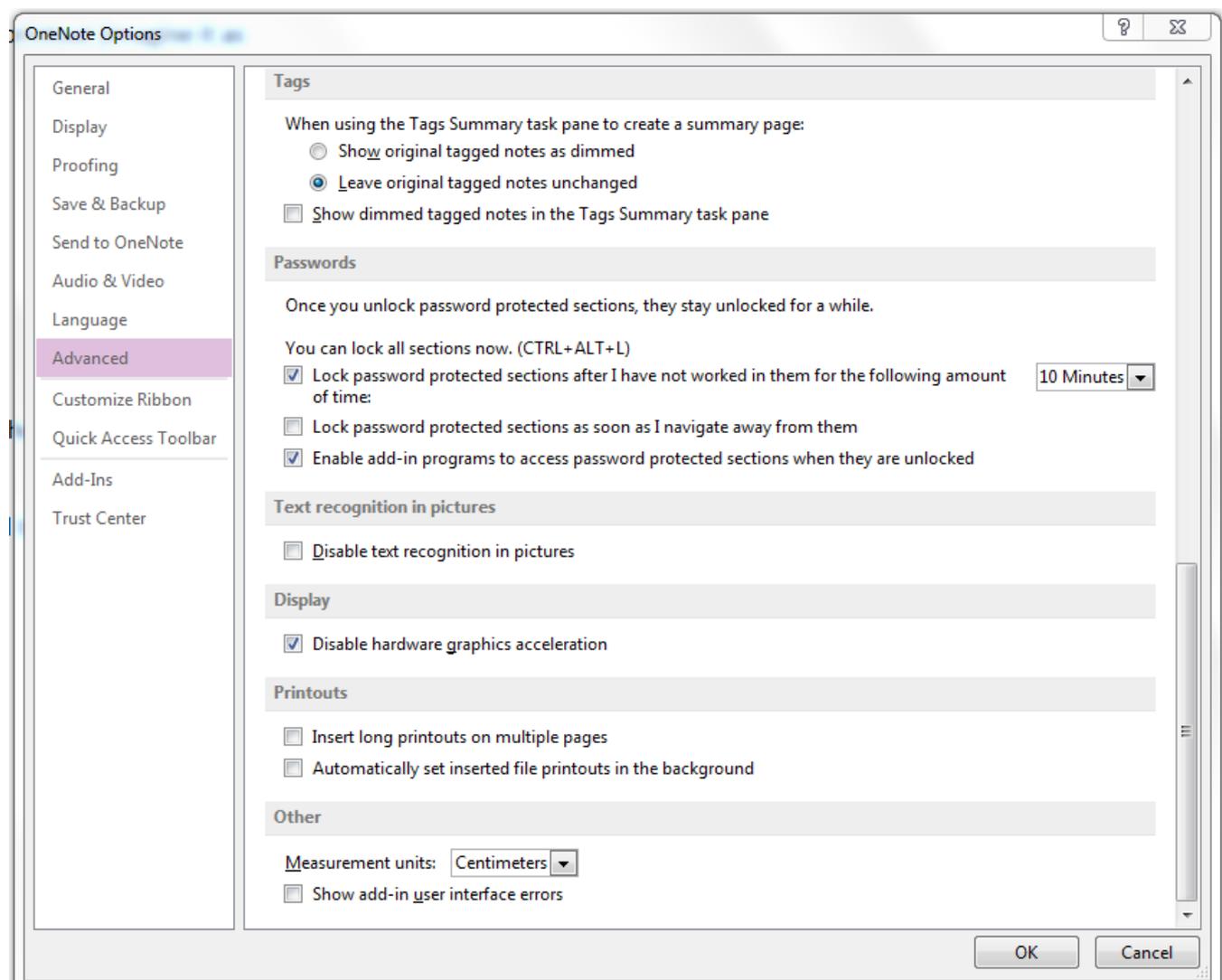
Click on Insert, File Printout and choose your file.
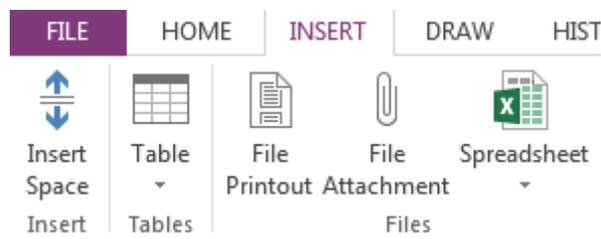
If you have a large file, like a PowerPoint with a large amount of slides, the printout may end up on multiple pages.

You can change this by going into File > Options > Advanced Options

Look for the Printouts section and untick the box that says large files will be printed onto multiple pages.

Insert File Attachment

A file can be inserted so that a pupil would see an icon like on a desktop.
If you are doing this then you need to make sure that the pupil has the relevant program needed to open the file.

Click on Insert and then Insert file attachment and choose your file.
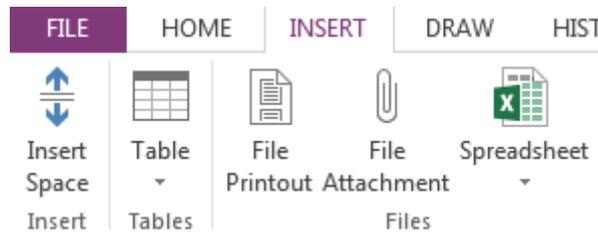

Drawing

There is a drawing tool in OneNote.
This means that you can use it for highlighting text or marking work as you would normally would with a red pen.

It also means that you can project your notebook onto an interactive whiteboard and write on it (the smartboard pens' colours would not translate by default, choose the colour in OneNote).

Pupils can also use the tool in their notebooks, so you can issue homework that requires drawing or diagrams.
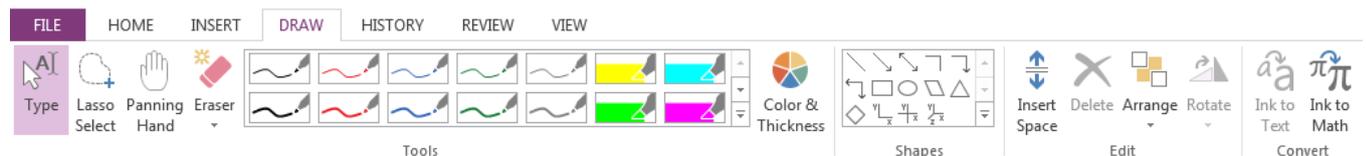
Background

You can change the background of a page to lined or squared paper.
Click on View and choose the background from Rule Lines.
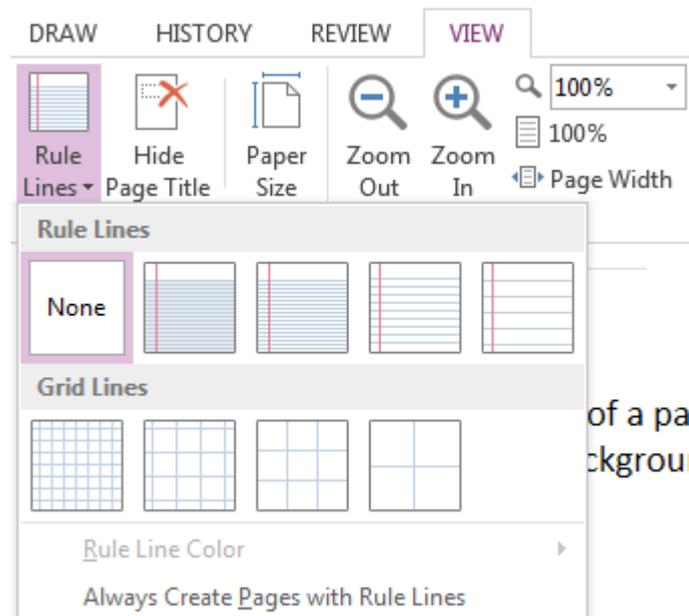
Maths

You can insert symbols and equations to your notebook in the same way as in Word. Click on Insert and choose equation or symbol to insert more complex mathematical notation such as:

$$\int_1^5 \frac{x^5}{\sin x}\,dx$$

Alternatively, you can use the draw function to handwrite mathematical notation.
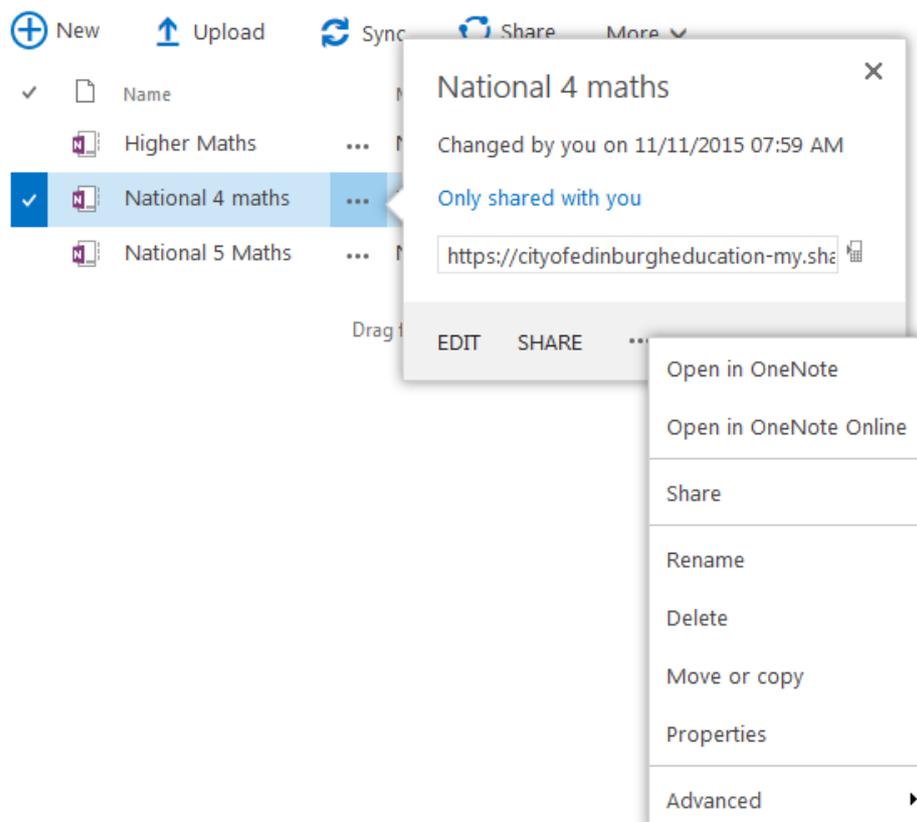
6. Deleting Class Notebooks

Class Notebooks are stored on your OneDrive so this is the only place you can delete them from.

Open your OneDrive in Office 365 online (http://office365.edin.org).
Go into the Class notebooks folder.
Click on the ellipsis (…) next to the notebook you want to delete, then click on the ellipsis again, then click on delete.

Using Office 365 on personal devices

To ensure your data is kept secure, please adhere to the following practices if accessing Office 365 on a personal device, eg. smartphone, personal iPad/tablet or home desktop/laptop:

- Always control access to you device with a secure password or passcode
- Access Office 365 via the web (http://office365.edin.org) using a recommended browser
- Turn off Password Saving for your browser - Explorer, Safari, Firefox, Chrome
- Ensure that you log out and/or quit your browser when you have stopped working in Office 365, especially if you share your device with other users
- Ensure that you lock/log off your device when not in use

Find our helpsheets on the Orb:

http://tinyurl.com/edi365docs

.....and additional resources on our website:

http://digitallearningteam.org/microsoft/office365/

Digital Learning Team

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