

INSTRUCTOR GUIDE TO

ONENOTE CLASS NOTEBOOK

How to use the new integration in your Blackboard course

Microsoft's OneNote Class Notebook (a.k.a. OneNote Classroom) is now available in Blackboard Learn. The OneNote Class Notebook has all the features you expect with OneNote, plus it has private sections that only instructors and their individual students see.

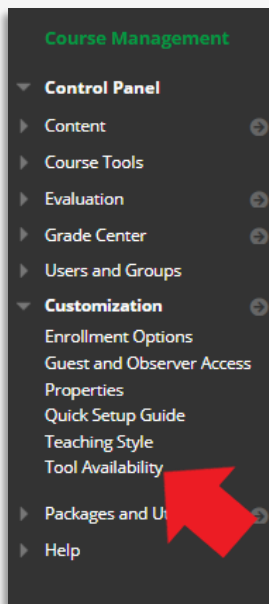


WHY USE ONENOTE FOR EDUCATION?

With Microsoft OneNote, educators can create notebooks that help them stay organized, deliver curriculum, and collaborate with students and colleagues. OneNote's Class Notebooks provide a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities. Features include:

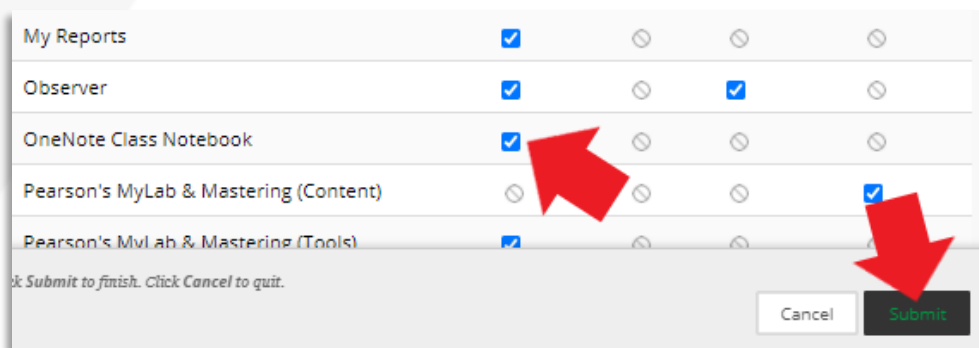
- **Assemble, search, and sort content** - Keep your lesson plans and course content in a OneNote digital notebook, and use its powerful search to find what you're looking for – even text in pictures or handwriting!
- **Create interactive lessons** - Embed existing lessons and gather web content in your class notebook to create custom lesson plans, and include audio and video recordings to create rich, interactive lessons. Students can use powerful drawing tools to highlight, annotate slides, sketch diagrams, and take handwritten notes.
- **Collaborate and share** - The collaboration space encourages students to work together as the instructor provides real-time feedback and coaching. By searching for tags asking for help, instructors can give instant feedback to students who are struggling. Provide individualized support by typing or writing directly in each student's private notebook.
- **Distribute and collect assessments** - The class notebook makes it easier to assign and collect homework, quizzes, exams and handouts; Students go to the content library to get their assignments, and can work on and submit them in one place.
- **Secure and share cross-platform files** - Your notebooks are saved automatically and can be viewed from any devices, online or offline.

HOW TO USE ONENOTE IN YOUR COURSE



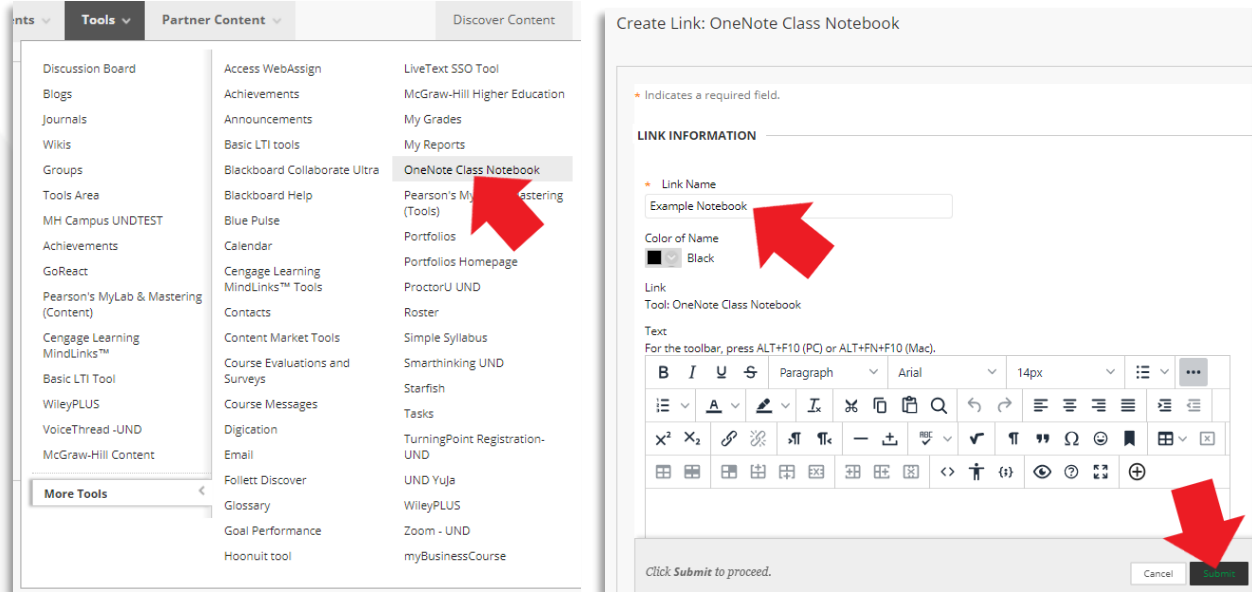
First, make sure the tool is available in your course:

1. Log in to your course and scroll down to **Course Management** (menu in the bottom-left).
2. Click **Customization** to expand the menu.
3. Click **Tool Availability** to open the tool settings page.
4. Check to make sure the tool is turned on (the box next to *OneNote Class Notebook* should be checked), and click **Submit** to save your changes.



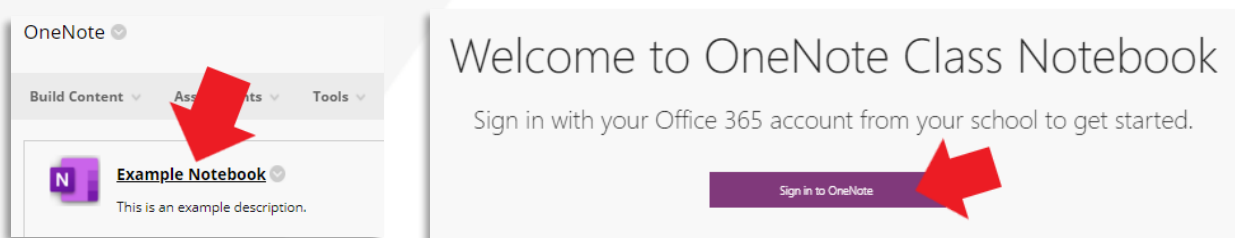
Add a Notebook link to your course:

1. Navigate to the content area where you would like to add the OneNote Class Notebook.
2. In the menu bar (at the top of the page), click **Tools**, then click **More Tools**, and select **OneNote Class Notebook**. This will open the notebook set-up page.
3. On the **Create Link: OneNote Class Notebook** page, provide a name and specify additional options, if desired. Click **Submit** to save your settings.
4. A link to your new notebook will appear in the content area that was selected in step 1.



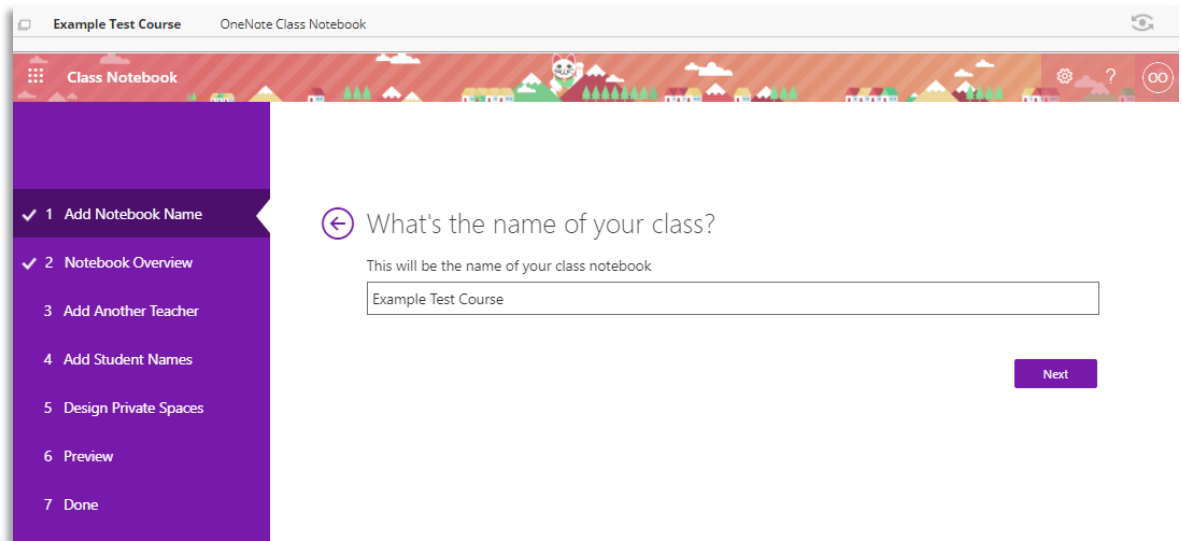
Set Up the Notebook you just linked:

1. Click the **link to the Notebook** to begin setup. You may be prompted to log in to your O365 account; just click **Sign in to OneNote**, and this will open the Notebook set-up page.

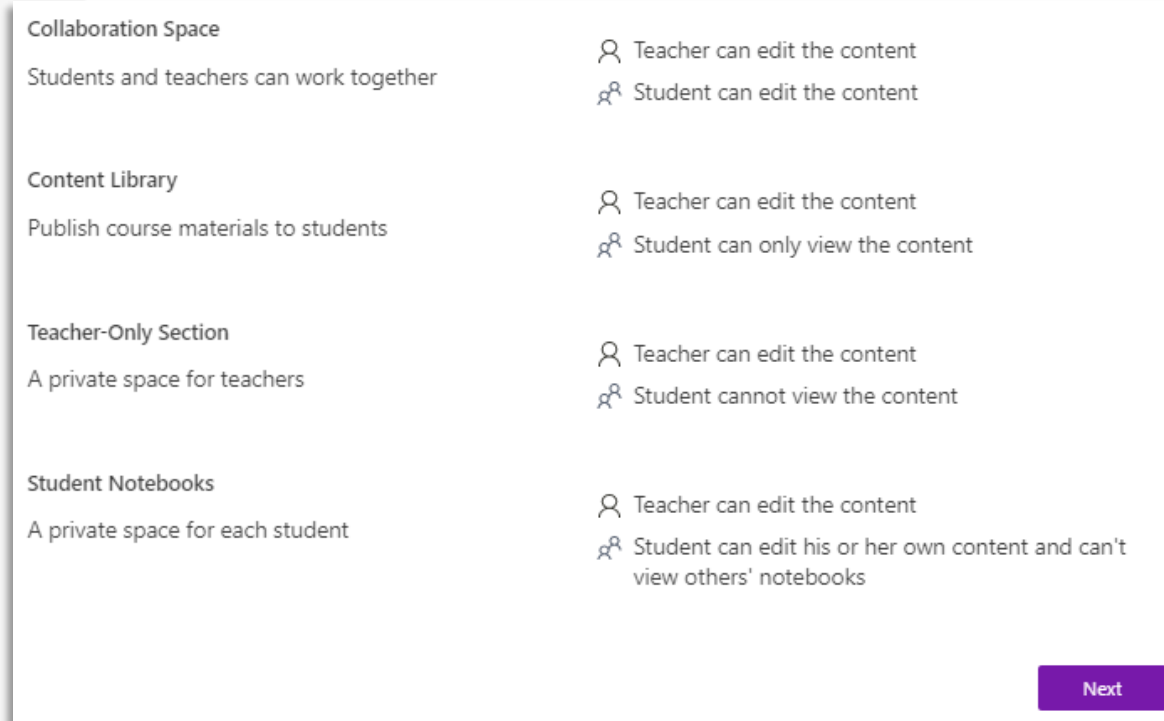


Note: You should automatically be logged in to your UND email/Office account – you should see the Office365 menu bar at the top of the page, with your initials/icon and account settings available in the top-right. If you are prompted to log in, use your first.last@NDUS.edu account.

2. By default, the course name (as it appears in Blackboard) will populate in the “What’s the name of your class?” field. You can keep or change this title, then click **Next**.



3. You will see an overview of the sections (tabs) that will appear in the notebook. This page only describes the notebook's tools – customization will be available in later steps. Click **Next** to continue.



4. Optional: You may grant another instructor access to the notebook (must already be enrolled in your Bb course site). Click **Next** to continue.

(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

Next

5. OneNote will prompt you to add students to the class notebook, but because you're building this in Blackboard, that information can be pulled over automatically. Use the **first option**, "Automatically add students from your LMS as they access this notebook", to allow access to all users enrolled in your course. *Note: Users should access this class notebook from the link in Bb (or the emailed announcement link) to be added to the notebook's user list.. Users may be added or removed later using Enrollment Management. Enrollment Management.* Click **Next** to continue.

← Now, what are your students' names?

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

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

6. This step allows you to customize what every student sees in their own private section of the notebook: rename sections by clicking their **titles**, add new sections using the Add **+** **Add Section** tool, or delete a section by clicking the **'x'** to the right of its title.

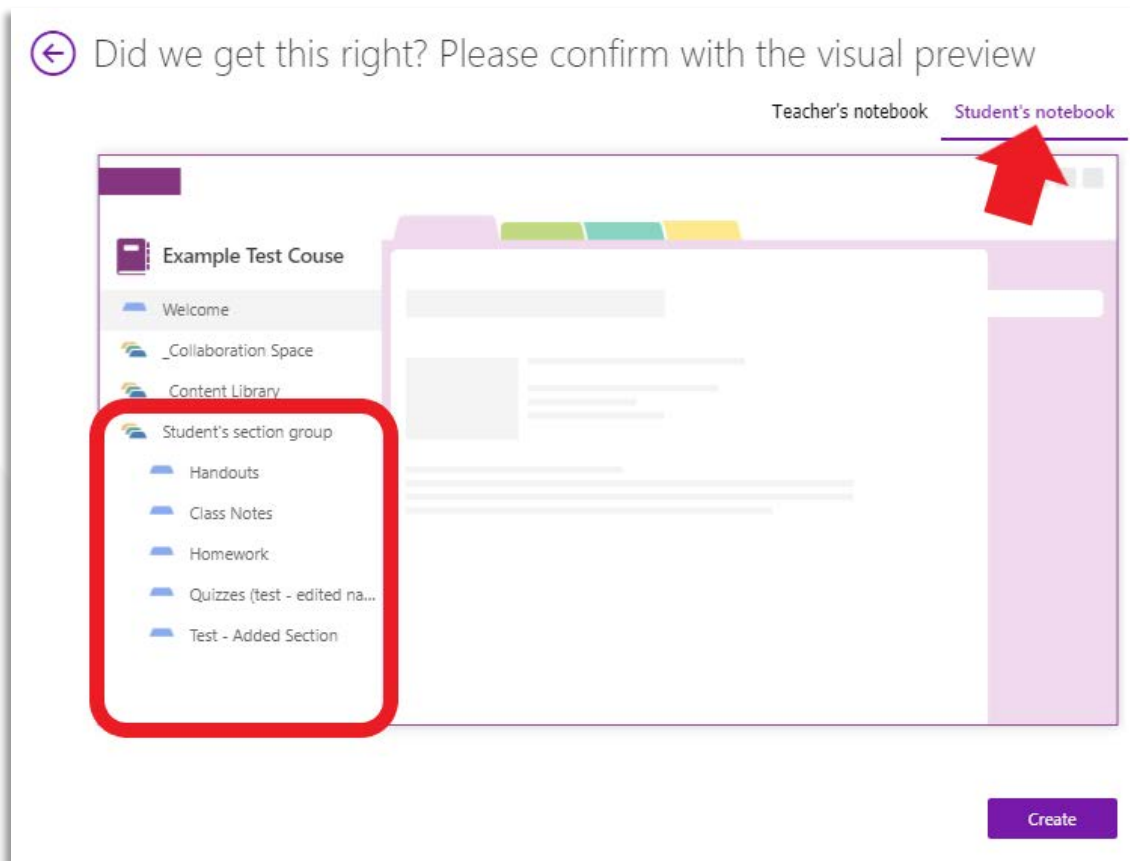
← Almost there! What should be inside each student's private space?

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

■ Handouts	×
■ Class Notes	×
■ Homework	×
■ Quizzes	×
+ Add section	

Next

- Preview the teacher's view of your notebook, and see how it will appear to students by clicking the **Student's notebook** button. Sections set up in the previous step will appear in the preview window. If you need to make changes, click the arrow (top left) to go back and edit the sections, or click **Create** (in the bottom-right) to save your changes.



- After you click **Create**, the class notebook will take a few minutes to render. A confirmation message will appear when the notebook is ready, and an email notification (with a link to the notebook) will be sent to students.

Setting up OneNote class notebook...

This may take a few minutes...

•

Your notebook Example Test Course 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](#)

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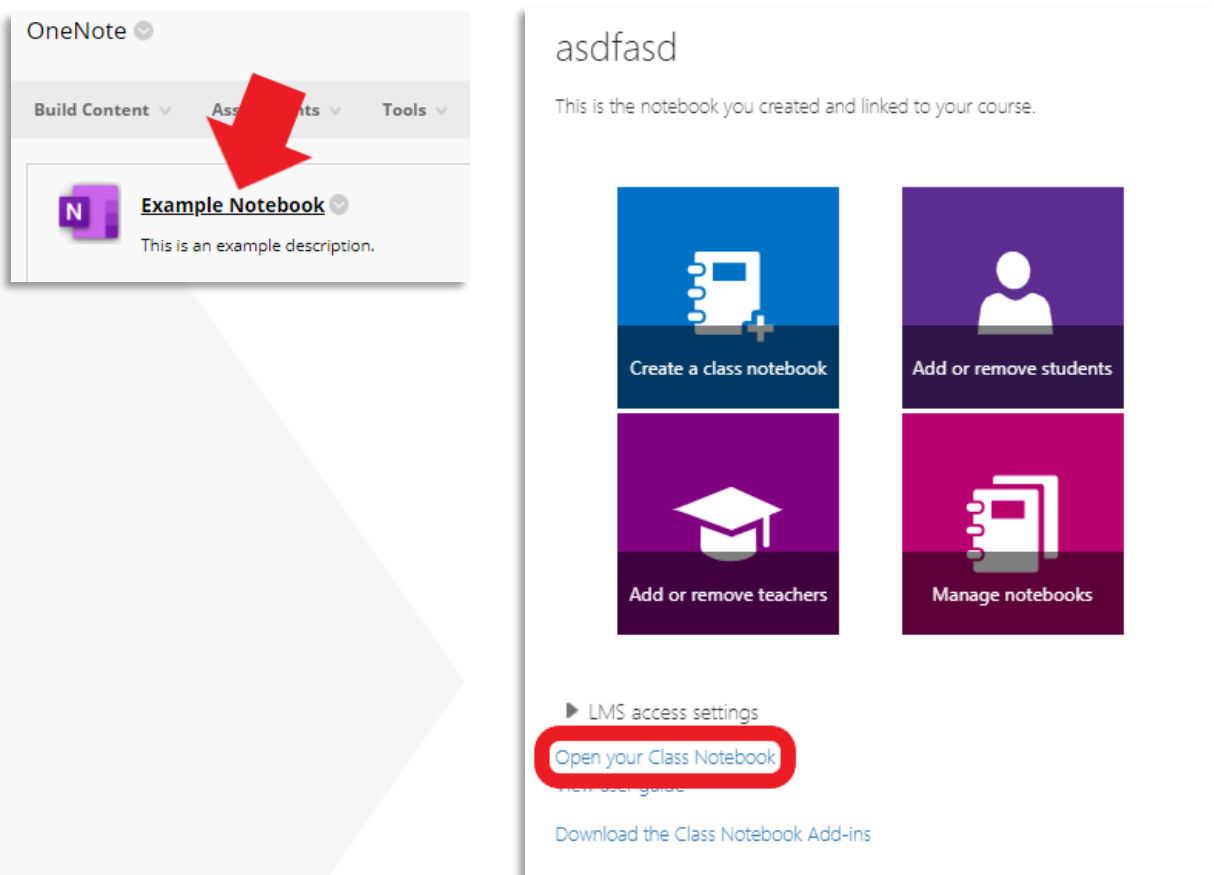
[Back to home](#)

Note: Mac and OneNote for Windows 10 users do not need to download the Add-in – it will show up automatically after you create or open a Class Notebook. Other users can use the download link and install the app, then close the application in order to complete the setup. Please see the final section of this guide for more information about viewing and installation options.

9. The setup is now complete. You can now view the notebook you just created. Click **Open in OneNote** to open the notebook using the desktop application, or **Open in OneNote Online** to use in the browser application. Students will be able to access the notebook using the link you created in Blackboard, which will prompt them to open with the local application or browser app. They can also use the link in the notification email or a link you send them from the *Manage notebooks* menu in the settings.

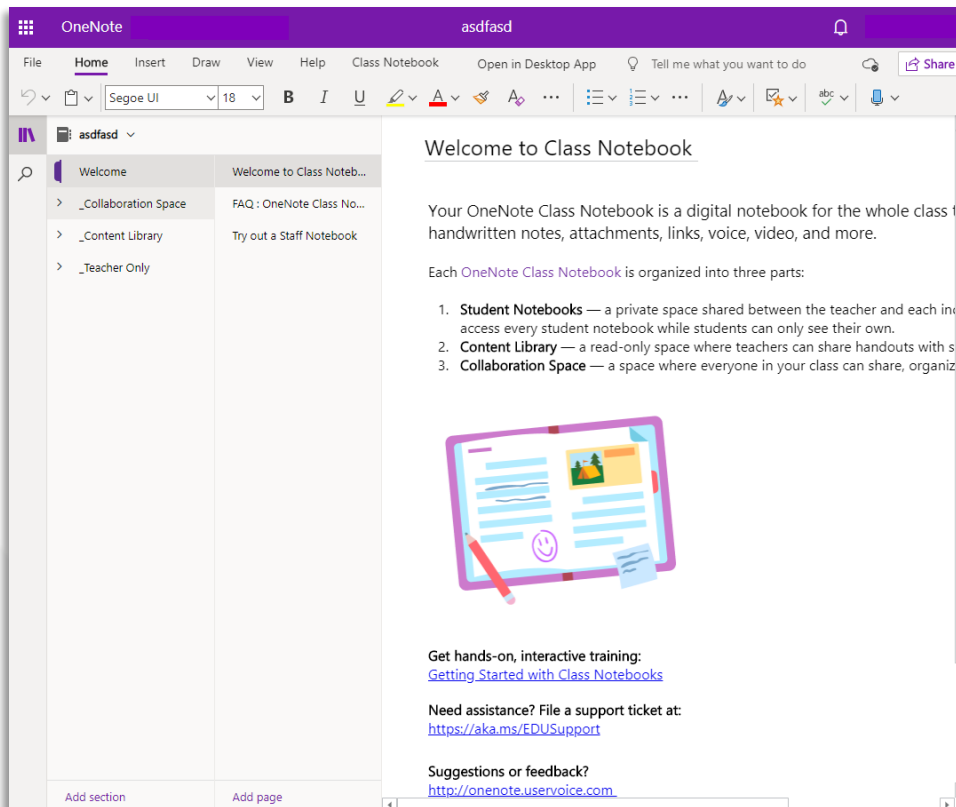
Access the Course Notebook from Your Bb Course Site:

1. **Return to your regular course site** in Blackboard (using the 'breadcrumbs' link in the top-left corner of the page). To access your notebook, click the link you created in your Blackboard Content Area. For students, this link simply opens your course notebook, but instructors will see an additional menu with administrative tools and settings. Click **Open your Class Notebook** to view the notebook you just created.



2. Depending on your computer's settings, the notebook will open in either the desktop or browser version of the OneNote app. Different menu options may be available, depending on which version of OneNote you're using – please see the

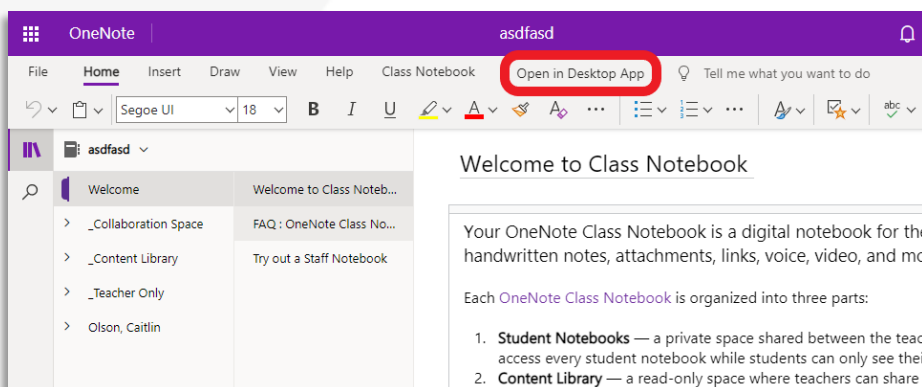
following section for more information about installation and viewing options.



3. If you created more than one notebook, you can switch between them using the drop-down menu with the notebook's title (in the top-left). Click **Open in (Desktop) App** to toggle between browser and desktop versions of OneNote. Manage access using the **Add/Remove Students** button (in the top menu bar).
4. You can now edit the notebook's contents to customize it for your course! For more information about how to use OneNote's class notebooks, please see the [OneNote for Education help page](#).

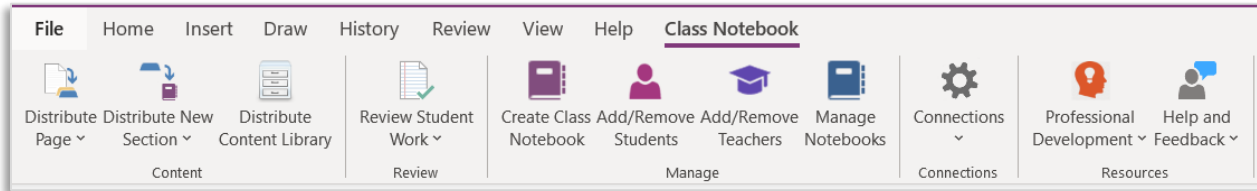
Installation & Viewing Options:

One Note Desktop Application - Your OneNote class notebook should open in the browser automatically, but if you would like to use the desktop version of the app, download it [here](#). Then select the **Open in Desktop** option (see below image) when opening or editing the notebook.



Optional - Download the Class Notebook Add-in - This add-in includes additional tools for classroom use, such as a built-in menu to distribute pages, review student work, and integrate your notebook with Blackboard. **Mac and OneNote for Windows 10 users do not need to download the Add-in** – it will show up automatically after you create or open a Class Notebook. Compare your window with the image below to see if you already have access to this add-in/toolbar – if not, you can download it [here](#).

After installation, the OneNote 2016 client application displays a new tab with new menu options available:



What if I choose not to install the add-in? These same menu options appear when you launch the OneNote Class Notebook in your browser. Later, if you decide later to install the Class Notebook add-in, please see [this download page](#).