

# Guide to OneNote Classbooks at CHS 2016

Onenote



## What is OneNote?

It is a Microsoft Office programme that allows teachers and students to get organised and share resources and for students to use as a digital note-taker and organiser.

OneNote class Classbooks are being used by teachers at Cambridge High School throughout all levels of the school. Teachers can use these notebooks to share a wide variety of resources that students can access both at school and at home.

Teachers create a notebook with three areas:

### 1. Content Library

The Teacher only can edit. All students can view

Think of it as the big file cabinet that some classrooms might have in the back. Only a teacher can put materials into the Content Library, while students can read or copy anything in the Content Library to their own notebooks. But students cannot modify or delete anything in the Content Library.

A typical scenario is that students copy something from the Content Library and paste it into a section in their own notebooks. For example, the Content Library may have notebook sections titled "Handouts" or "In-class worksheets" or the topics studied.

### 2. Collaboration Space

The Teacher and all students can edit.

The Collaboration Space is open to everyone in a class, and all class members can read or write on anything in this notebooks. Teachers and students can also create new sections and pages in ways that work best for them.

For example, if a class splits up into group projects, each group could create a section in which to share project-related work. All members of the class including the teacher can access material in other group sections, so everyone should use it responsibly as a public forum.

### 3. Students own Space

Only the student and the teacher can view and edit.

This is where students can do online work such as writing and solutions to problems. They are also able to record both audio and video in this area. They can also take their own notes and/or modify notes from the teacher.

### 4. Homework Space

A homework space will be created for all students. This will be where teachers will outline the homework for the week. This may include resources, links, and worksheets to do. For many classes this will be created next to the "Welcome" page.

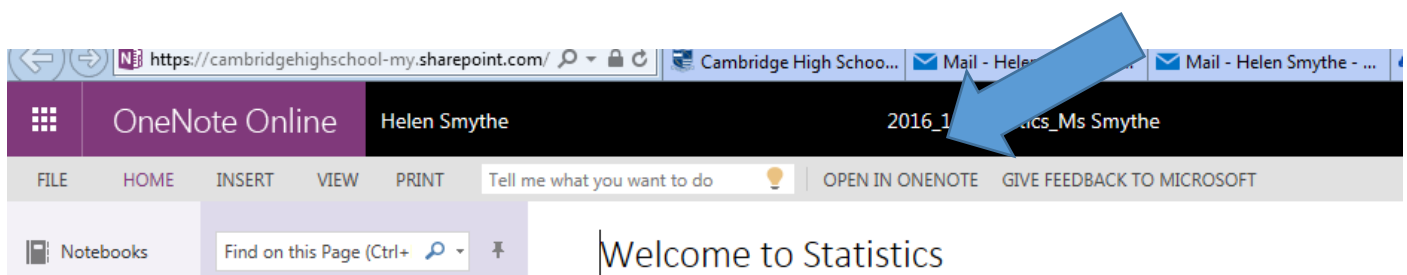
## Who is using OneNote?

In 2016 all core teachers of BYOD classes are using these Classbooks to work, share and collaborate with their students. In 2016 OneNote classbooks will be used to share resources and outline homework for all classes and year levels.

## How do students access OneNote?

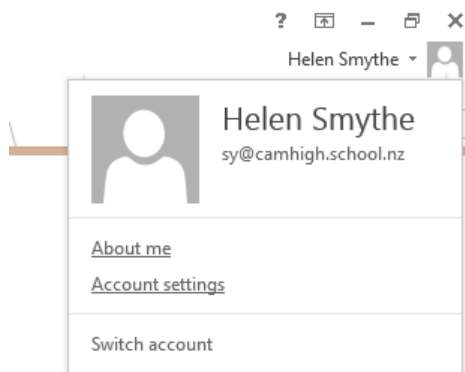
Students access OneNote through their school email address and login. They are able to download Microsoft Office through Office 365 and their login. See the instructions on our school website about accessing and downloading Office 365.

Students will be sent a link that they can use to access their notebooks. They should be able to access their notebooks both online and locally on their device or computer. To open locally on a device or computer click on "OPEN IN ONENOTE" from the online version.



If you cannot find the email or link students should look in their OneDrive under "shared with me"

If you have problems accessing your workbooks please make sure you are using your Cambridge High School email address when in OneNote.



Please click on your name if this doesn't have your school email address – click on switch account and change to your school email address.

## What can students do if they are experiencing problems using OneNote?

Students should come and see Ms. Smythe in her office (opposite the Nurse's office) or email [sy@camhigh.school.nz](mailto:sy@camhigh.school.nz)