OneNote Class Notebook

**developing PARTNERSHIPS • building CAPACITY • supporting STUDENTS • implementing TECHNOLOGY**

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**Introduction**

OneNote class notebook is a Microsoft Office application that creates digital notebooks. By default, the class notebook includes:

- a Welcome section and a Content Library section for teacher handouts; students cannot edit these two sections.
- a Collaboration Space section that serves as a digital whiteboard for teacher and students.

Student notebooks can be created within the class notebook to house student work. Teachers can access student notebooks at any time.

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**Integration Ideas**

- Student e-Portfolios to record student progress and encourage reflection and deeper learning.
- Deliver the curriculum.
- Student collaboration.
- Embed web applications
  - Geogebra math manipulatives
  - Microsoft Forms as quizzes.

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**Task Challenge/Activity**

- **Create a class notebook**
- **Add a student** (or the participant next to you) to your class notebook. Look at the different sections in a student’s notebook.
- Open a class notebook in which you have been added as a student. Try to edit the Welcome section and the Content library section. Try to edit the Collaboration Space section and see what happens.
- **Add a picture** to your class notebook. You can insert the picture from your hard drive. You can also take pictures from the OneNote app if you have it on your phone/device.
- Try to add other types of media including videos, audio file (record function within OneNote), links, and Quizzes (using MS Forms).

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**OneNote as e-Portfolio**

- **Go to setbc.org> Capacity> Self Directed courses > Assessment in BC classrooms> DO> Resources** to see templates for student reflection and peer assessment of e-Portfolios.
  - Student Self-Reflections-Elementary
  - Student Self-Reflections-Intermediate
  - Student Self-Reflection Questions-Secondary
  - Peer Feedback Cards
  - Peer Response Cards
  - Reflection Cards
  - Student/Teacher Conference Form
  - Comment Form for Parents/Guardians
  - Learning Map Examples
  - Learning Map Template Word

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www.setbc.org