

OneNote Class Notebook: Adding a student to an existing notebook

Introduction

- You may consider adding students after you have populated a OneNote class notebook with instructions and notes for the students.
- Please see “Creating a Class Notebook” task card for how to set up a class notebook.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Add students to an existing class notebook by entering their district email addresses

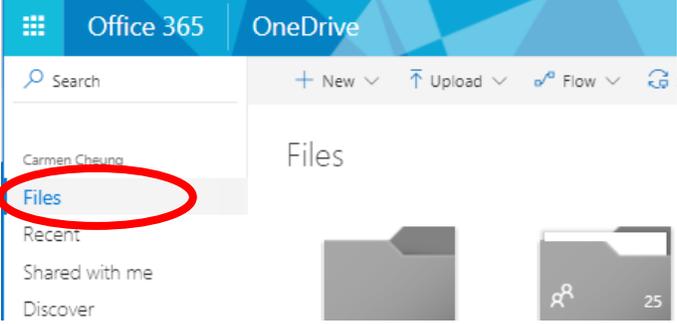
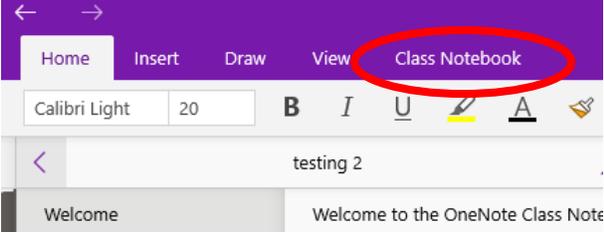
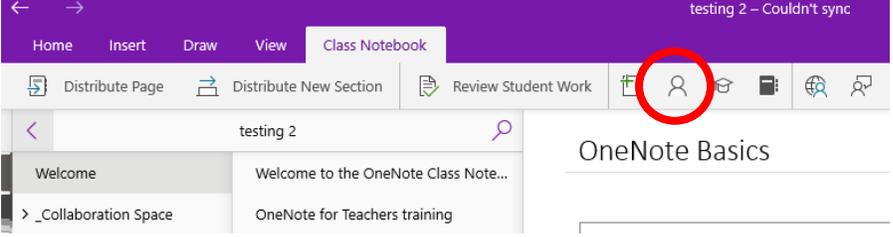
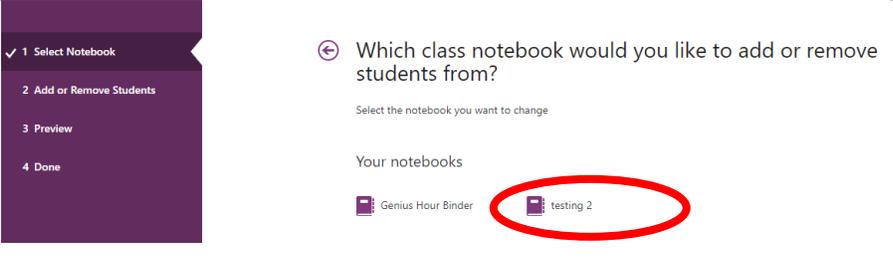
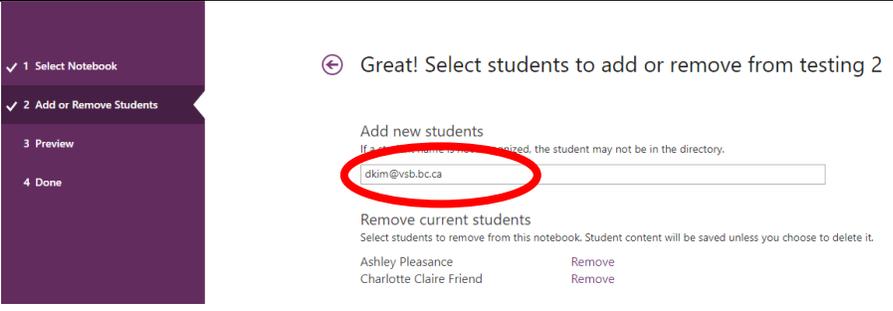
This tutorial assumes

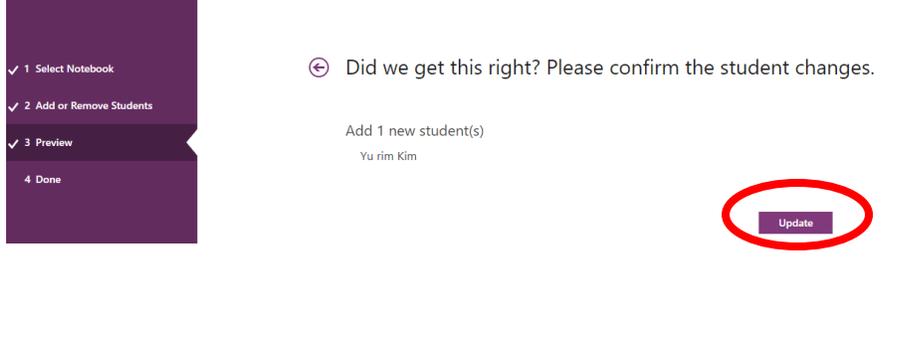
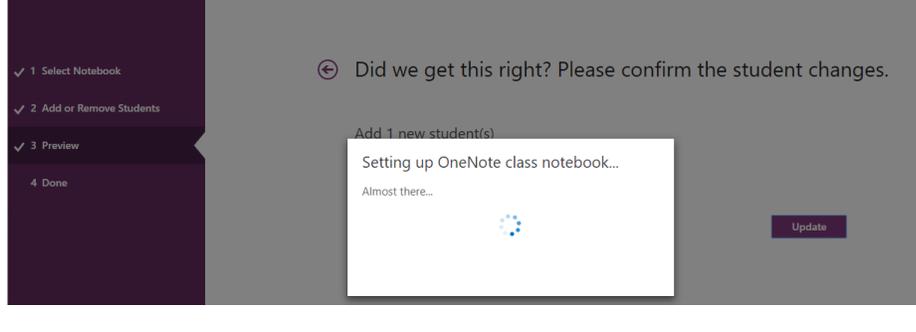
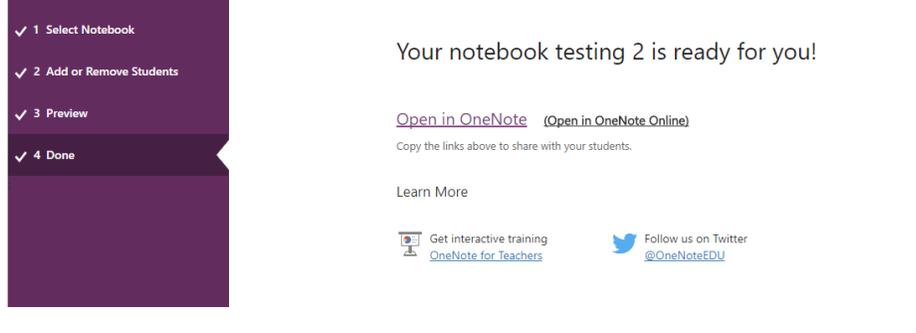
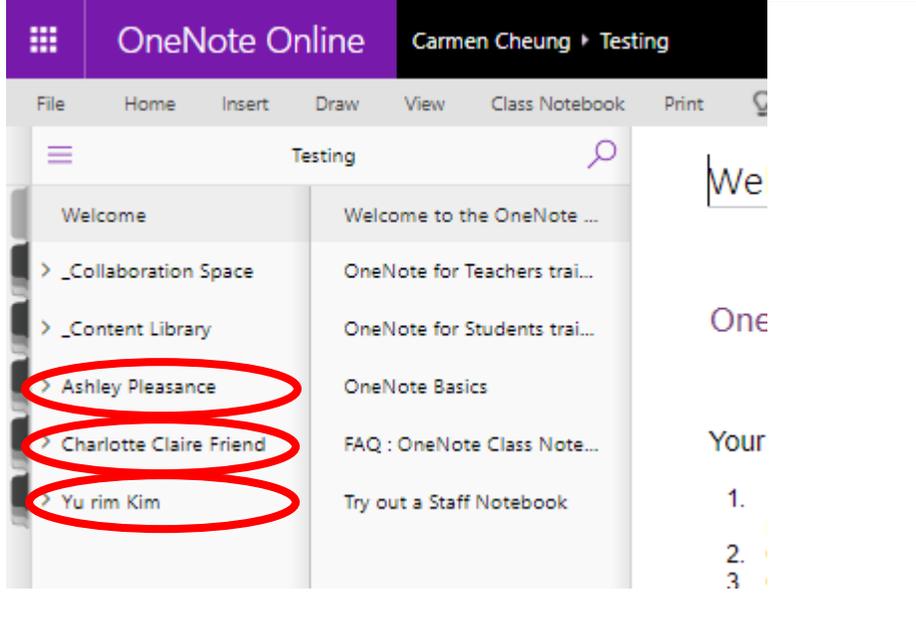
- A OneNote class notebook has already been created

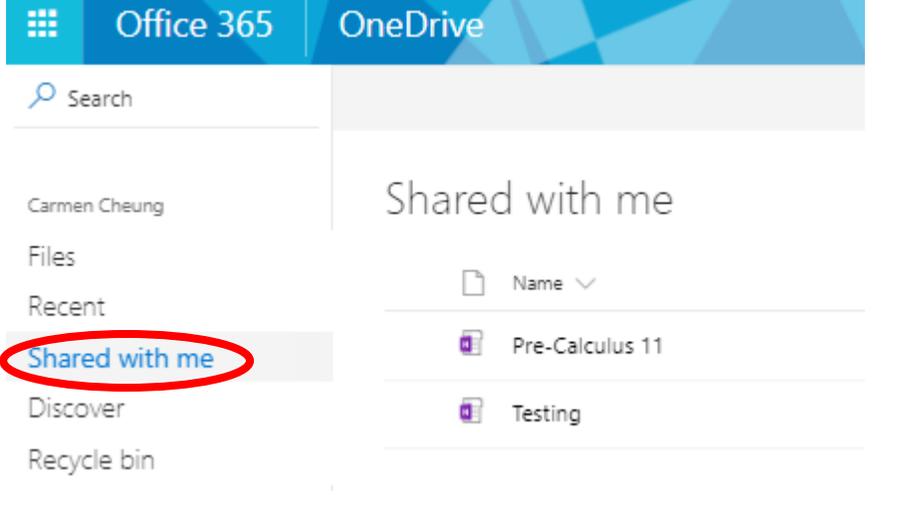
Case Study

A teacher creates a digital portfolio for the students to collect evidence of their learning through various means such as videos, pictures, and audio recordings. Students are able to add artefacts and reflection to the portfolio at any time with their phone or computers. They reflect on their progress throughout the school year (and potentially beyond). The teacher has access to every student’s portfolio without having to physically collect them from the students, which allows for timely feedback and guidance for the students. Student’s portfolios can be shared with their family to serve as a channel for communication.

Adding a student to an existing OneNote class notebook

<p>1</p>	<p>To access your class notebook, go to onedrive.com and click on Files. Double click on a class notebook.</p>	
<p>2</p>	<p>Go to the "Class Notebook" tab</p>	
<p>3</p>	<p>Click on the "Person" icon to add a student. You will be directed to the prompts online.</p>	
<p>4</p>	<p>Select the class notebook from the suggested list.</p>	
<p>5</p>	<p>Add student by typing in his/her email address. The system should recognize the email and provide suggestions on a dropdown list.</p>	

<p>6</p>	<p>Click "Next" to move on to preview the list of students to be added.</p> <p>Click "Update" to confirm the student changes.</p>	
<p>7</p>	<p>Wait for the system to set up the new notebook.</p>	
<p>8</p>	<p>The notebook should be ready in seconds. The student will be notified by an email that let them know a Notebook has been shared with them.</p>	
<p>9</p>	<p>You will see your students' notebooks when you open your class notebook</p>	

10	<p>Students can access the notebook from the “Shared with me” tab when they log in to Onedrive.com.</p> <p>Students will be able to see their own notebook and also the sections in the teacher’s class notebook.</p>	 <p>The screenshot shows the OneDrive interface. At the top, there are tabs for 'Office 365' and 'OneDrive'. Below the tabs is a search bar. On the left side, there is a navigation pane with several options: 'Carmen Cheung', 'Files', 'Recent', 'Shared with me' (which is circled in red), 'Discover', and 'Recycle bin'. The main content area is titled 'Shared with me' and displays a list of shared files. The first file is 'Pre-Calculus 11' and the second is 'Testing'. There is a 'Name' dropdown menu above the list.</p>
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