Microsoft

A QUICK GUIDE TO CLASS NOTEBOOK

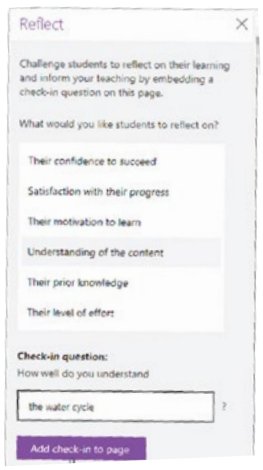
Created by @miss_aird

WHAT IS CLASS NOTEBOOK?

OneNote Class Notebook is a digital notebook that allows teachers to organize and manage their lesson plans, course content, and student work in one place. It is designed for use in the classroom and can be used to create assignments, quizzes, and other learning materials.



REFLECT CHECK IN



Insert a Reflect learning poll right on the Class Notebook page. These can be used as quick and easy pre and post assessments, or as “exit slips” to help inform the next lesson.

1. Select the Class Notebook tab, then select Reflect. This will open a panel for you to build your check-in question.
2. Choose a check-in question from the available list.



As your students respond, their results will appear on your original page.

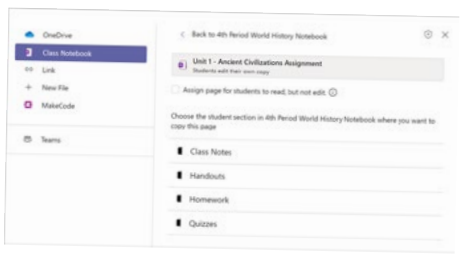
IMMERSIVE READER

Immersive Reader allows students to change the layout of their page by changing background color, font and font size, line focus and they can listen to text.

To use Immersive Reader in OneNote, open OneNote and select View Tab > Immersive Reader.

SET AS ASSIGNMENT IN TEAMS

Add Class Notebook pages to assignments for students to edit or reference. These pages can include resources or helpful tips for their tasks and provide space to brainstorm and jot down ideas.

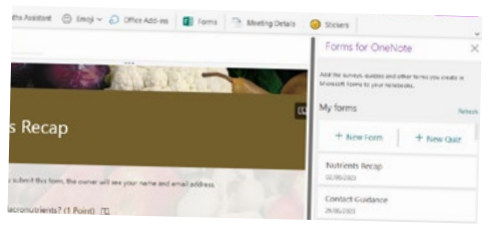


1. Add the page to your notebook’s **Content Library or Collaboration Space**.
2. Navigate to **Assignments** in your class team and **Create**.
3. Fill out the details for your assignment and select **Add resources**. In the box that opens, select **Class Notebook** and navigate through your notebook’s sections to choose the page you’d like to attach.

EMBED FORMS

In class notebook you can select a form or quiz you created in Microsoft Forms and insert it into your OneNote pages.

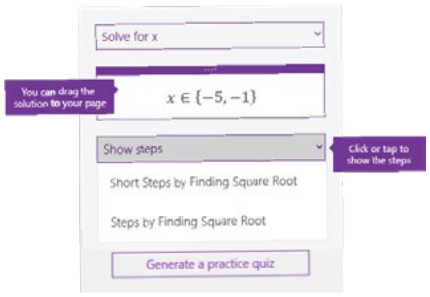
1. On the **Insert** tab, select **Forms**.
2. A **Forms for OneNote** panel will open and dock on the right side of your OneNote notebook.
3. In the **Forms for OneNote** panel select the form or quiz you want to insert.
4. Select **Insert**.



MATH ASSISTANT & PRACTICE

Write or type any math problem and Math Assistant in OneNote can solve it for you

In the **Draw tab**, write or type your equation. Then select **Math**



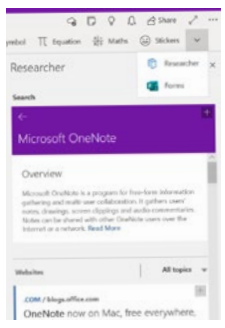
Click or tap the **Select an action** box and then choose the action you want Math Assistant to take.

Click **Show steps** to see step-by-step instructions that help you learn how to reach the solution on your own.

Select '**generate practice quiz**' to get practice on similar questions.

RESEARCHER

Sometimes students & educatorsneed to find some information fromtrusted sources while they're working in OneNote.



Researcher is a great tool that allows you to find those sources without having to toggle to another window.

1. Select the Insert tab and choose **Researcher**.
2. The new window is right within OneNote. Type the subject in the search box.

You can then add the source as a citation

VISIT THE RESOURCE CENTER FOR QUICK START GUIDES, HOW-TOS, AND EXPERT TIPS.