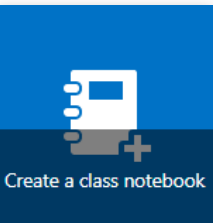


# Using Class Notebook: Creating a Class Notebook from Class Notebook App

## Step 1: Create Class Notebook with Notebook App

Log in to Office.Com and find and select the Tab Class Notebook from the lefthand apps menu.



From the options given, choose the blue icon Create a Class Notebook.

You will then be asked to give your Class Notebook a name so it can be identified correctly from any other Notebooks you may also own.

← What's the name of your class?

This will be the name of your class notebook

Next

## Step 2: Preview the Notebook set-up

← Great! We'll create Maths 7C for you. Here's what will be inside:

These areas will be section groups of your class notebook

<b>Collaboration Space</b> Students and teachers can work together	Teacher can edit the content Student can edit the content
<b>Content Library</b> Publish course materials to students	Teacher can edit the content Student can only view the content
<b>Teacher-Only Section</b> A private space for teachers	Teacher can edit the content Student cannot view the content
<b>Student Notebooks</b> A private space for each student	Teacher can edit the content Student can edit his or her own content and can't view others' notebooks

Next

The next screen will show you how the Class Notebook is divided into sections.

Click Next to move on to customise the student notebook section settings.

## Step 3: Add Members and Customise Sections

← (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

← Now, what are your students' names?

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

Next

In the next two screens, add Teachers and Students into your Class Notebook. Click Next on each to confirm and move to the next part of the creation process.

The next screen shows the default set-up for students' notebooks. Keep or delete any sections, rename or add new ones as preferred. Click Next to then see a preview of your Class Notebook. If this is correct, click Create to finish.

← 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	X
Class Notes	X
Homework	X
Quizzes	X
+ Add section	

Next

← Did we get this right? Please confirm with the visual preview

Create

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

[United Learning EdTech Demonstrator website](#)  
Resources and Events for schools

[United Learning ICT YouTube Channel](#)  
Webinars, Instructional Videos and Playlists to support your EdTech development

