Getting Started with Office 365 and OneNote Class Notebook

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About
Office 365 for MOEC
Office 365 for MOEC

- As of January 2016, Microsoft has reached an agreement with the Ministry of Education and Culture for providing Office 365 ProPlus to teachers and students in schools. The service will be provided until the end of 2017.

- Office 365 is a cloud-based service which includes a collection of services that allows students and teachers to work together, in a secure, reliable and productive way.

- Office 365 ProPlus suite includes full office applications and can be installed on up to five (5) devices per person.

- For more details on the agreement and the service provided please see corresponding circular, website.
What is included

**Office Online:** Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser

**OneDrive for Business:** 1 TB of personal cloud storage that can be accessed from anywhere. Easily share documents with others inside and outside your organization and control who can see and edit each file.

**OneNote Class Notebook:** Notebooks with a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.

**OneNote Staff Notebook:** A powerful Notebook with a personal workspace for every staff member or teacher, a content library for shared information, and a collaboration space for everyone to work together.

**Sway:** Easily create engaging, interactive web-based reports, presentations, newsletters, trainings and more—right from your phone, tablet, or browser. Sways are easy to share and look great on any screen.
How to Connect to Office 365
Access to Office 365

1. To login to Office 365 open a browser and go to the following address: https://portal.office.com. These will take you to the Office 365 Login Portal.

2. Add your credentials, <username> and <password>, and then Click on the “Sign in” button to connect to your account.

**NOTE:** For more information on your credentials visit http://office365.schools.ac.cy
About OneNote
What is OneNote

- OneNote is a digital notebook, great for capturing, storing, and sharing all kinds of information. Whether you’re at home, in school, or in the office, use OneNote to take notes wherever you go. OneNote automatically saves and synchronizes your notes so you can focus on your thoughts and ideas.

- With Microsoft OneNote, teachers can create notebooks that help them stay organized, deliver curriculum, and collaborate with students and colleagues.
Availability

- **OneNote** is a free download for Windows, Windows Phone, Mac, iPads, iPhones and Android devices.

  *NOTE*: You don’t get all the features on all platforms, but you get most of what you need.

- **OneNote Online** lets you take notes and organize note pages in a web browser, and it comes with all paid Office subscriptions.

  *NOTE*: The notebook you open in OneNote Online is the same as the notebook you open in the OneNote desktop app, but some features work differently in the two environments.

- Notebooks are synced via your Microsoft account so any changes you make will instantly be updated on your other devices.
Quick Start Guide

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what OneNote 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

Discover contextual commands
Select any part of an inserted table to reveal additional formatting tools.

Share your work with others
Sign in with your cloud account if you want to share your work with other people.

Notebooks List
Click the notebook name to switch between notebooks or click the pin icon to keep the Notebooks pane open.

Select or move paragraphs
Click or drag the gripper to the left of a note to select or move it, or right-click it for more options.

Hotel & Flight Info
Transportation
- Arrive at airport at 5:00 AM
- Plane departs at 8:00 AM — Gate B1
- Plane lands at 2:00 PM local time

Reservation
- Reservations for the 12th through 19th
- Ask for room upgrade
- Ask about stay for 1-2 day extension

Resize Note Containers
Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

Type anywhere on a page
OneNote’s flexible canvas isn’t constrained in the ways that other apps are.

Notebook Sections
Click these tabs to switch between sections in the current notebook.

Instantly find everything
Search the current page or all notebooks at once and navigate the results with ease.

Hide the ribbon
Need more room? Click the arrow to turn the ribbon on or off.
OneNote Basics

- A OneNote Notebook is organized into **Sections** and **Pages**, and it’s easy to make them colorful. A OneNote Notebook never runs out of pages, the pages never run out of space, and you can add as many sections as you want.
OneNote Basics

• Type or write **notes**
  o Click wherever you want a note to appear, and then start typing
  o To begin a note elsewhere on the page, just click and start typing there

• Organize with **tables**
  o Type, then press TAB to create a table
  o Quickly sort and shade tables
  o Convert tables to Excel spreadsheets

• Insert **links, files, pictures** to your notes

• Remember everything
  o Add **Tags** to any notes
  o Make **checklists** and **to-do lists**
  o Create your own custom tags

• Keep everything in **sync**
  o People can edit pages at the same time
  o Real-Time Sync on the same page
  o Everything stored in the **cloud**
  o Accessible from any device
OneNote Nice Features

• **Embed anything:** You can embed almost any file into a OneNote page — screen clips, pictures, scanned documents or images, audio and video files, Excel spreadsheets.

• **Do napkin math:** Just type the equation anywhere on OneNote’s page surface, followed by an equal sign. As soon as you press the spacebar or Enter, OneNote performs the calculation.

• **Record audio and video on the fly:** You can record audio or video clips in OneNote.

• **Create custom tags:** OneNote lets you tag your notes for easy searching and sorting. While the app provides many evergreen tags such as “To-do,” “Important,” and “Remember for later,” the real power is the ability to create your own tags specific to common tasks.

• **Search:** OneNote has a great search function built in, that will search through all your notebooks, or just the one you are working on, to find the notes you need.

• **History:** You can see previous versions of your notebook and restore to an earlier version. If students are working collaboratively on a OneNote project, the teacher can use the Find by Author option to see who did what in the notebook.
About
OneNote Class Notebook
What is OneNote Class Notebook

• OneNote Class Notebook is a tool to help teachers create notebooks with preassigned classroom permissions.

• OneNote Class Notebook provide teachers the ability to collaborate on class projects, share assignments with students, and provide feedback on student work.

• Each Class Notebook is organized into three areas:
  1. Collaboration space
  2. Content library
  3. Student notebooks
Notebook Overview

• **Collaboration Space**
  ○ A notebook for everyone in your class to share, organize, and collaborate.
  ○ **Everyone can read and write** to the Collaboration Space

• **Content Library**
  ○ A read-only notebook where teachers can share handouts with students.
  ○ **Students can only read** -- i.e. pull from -- the Content Library. They cannot edit.
  ○ **Teachers can read and write** to the Content Library

• **Student Notebooks**
  ○ A **private notebook** shared between the teacher and each individual student.
  ○ Teachers can read and write to all student notebooks
  ○ Students cannot see other private section groups outside their own
Launch OneNote
Class Notebook App
Launch the OneNote Class Notebook

1. Once you are connected to your Office 365 account (see corresponding slide) click the app launcher (≡) icon in the upper left corner.

2. In the list of apps that appears, click the “Class Notebook” app.
Create a
Class Notebook
Create a Class Notebook

1. Click **Create a class notebook** from the available options.
2. Name your new notebook, and then click “Next”.

**NOTE:** Each notebook you create must have a unique name, and it cannot contain these characters: # / * ? “ | < > : . % ‘ \.

**TIP:** We recommend that you create a separate notebook for each class. To avoid conflicts when naming a notebook, we propose using the following naming convention:

<Country>-<SchoolNumber>-<Class>-<Subject>

School number is an identification number provided by each country to the selected schools. For example, if you teach Math in Spain you can name the notebook “ES-Sch1-A1-Math”.
The OneNote Class Notebook provisions a notebook with **three section groups**, each with its own **unique permissions**.
Add Another Teacher (Optional)

4. On this screen, you have the option to **add another teacher** to your class notebook. Any teacher added will have the same permissions as you do. You can add as many as you’d like.

5. Enter the name(s) of the teacher and click “**Next**”.
Add Students Names

6. You can add your students individually or in bulk (see next slide).

**NOTE:** Your students must have an Office 365 organization account to continue with this step. If you aren’t sure whether or not they do, ask your IT Administrator.

7. Click “Next” when you’ve completed adding all of your students for the class and the names have fully resolved.
Add Students Names

Add Students Individually

- Type a student’s name in the text box, then press Enter.
- As you type, the app will look up possible matches. For example, you can type “Tevin” and it will find any students matching that name.
- Repeat 1st step until you’ve added all of your students, and then click “Next”.

Add Students in Bulk

- Copy and paste a list of the students’ names, separated by a semicolon (;) into the text box.
- After you paste the students’ names into the text box, the app will look up each name. The app may take a few moments to automatically resolve each name. For each match that isn’t found, you can retype the name or remove the name from the text box.
- Click “Next” when you’ve completed adding all of your students for the class and the names have fully resolved.
Design Student Spaces

8. Keep the boxes checked next to the default sections that you'd like created in each student’s notebook.
9. Click “Add more” to add additional sections in each student’s notebook.
10. Click “Next” when finished.
Design Student Spaces

**TIP:** We recommend that you create *section names* that correspond to *activities*, NOT units. For example, use activities such as Handouts, Class Notes, and Quizzes. The reason for this is that students work in one unit at a time; it will take longer to find items of interest in a unit section.

**NOTE:** You can also add, remove, and delete sections directly in your students’ notebooks after the class notebook is created.
11. Click “Teacher's notebook”, and “Student's notebook” to verify how the sub-notebooks and sections will be created for the class.

12. Click “Create” to have the app create your class notebook.
13. Click the **notebook name link** to open your class notebook in OneNote. As soon as the notebook is ready for your students, email the **hyperlink** shown in the text box to your class for your students to open. You can retrieve this link later in OneNote 2013 by right-clicking the class notebook in the notebook list, and then clicking **Copy Link to Notebook**.

*TIP:* You may wish to add content by placing it in the Content Library before inviting your students to open the class notebook. Keep a copy of the link in your records while you prepare the notebook, then share the link with the students when ready.
Get Links to Your Class Notebooks
Get links to any class notebooks you have

1. To find any link to a class notebook that you have, simply launch the app (see corresponding slide) and then click the “Get Notebook links” button.
Get links to any class notebooks you have

2. This will bring up a page that has all class notebooks created by you and a link to each one. Select the link, press **CTRL+C** to copy it, and then paste the link into an email to your students.
Help Students find their Class Notebook
Help your students find their class notebook

1. Students can find all new class notebooks on their OneDrive for Business inside the “Shared with me” folder.
Add or Remove Students in Existing Class Notebook
Add or Remove Students

1. To add or remove students from a class notebook that you have already created, simply launch the app (see corresponding slide) and then click the “Add or remove students” button.
2. Select the notebook that you'd like to update
Add New Student

3. To add students individually, simply type their names in the **text box** and then press **Enter**. As you type, the app will look up possible matches. For example, you can type “student” and it will find any students matching that name.
3. You can see all of the existing students and groups in the notebook under the **Existing student list**.

4. To remove a student, simply click “**Remove**” next to the name. The student’s name will now be crossed out, marking the student for removal when you proceed to confirm the changes. You can click “**Undo**” if you make a mistake.
5. You'll see a Preview of the **final student list** that you'll find in your notebook.
6. If you don't like the way the preview looks, you can **go back** and make changes.
7. If it looks good, click **"Update"**. The notebook will now be updated with the student list as per the preview.
Links for Support and Training
Support and Training

- OneNote Help and Training
- OneNote Training Courses
- Interactive “How to Videos” for OneNote in Education
- OneNote 2016 Quick Start Guide (pdf)
- OneNote 2016 for Mac Quick Start Guide (pdf)
- OneNote Getting Started (2 minutes video)
- OneNote Class Notebook: A Walkthrough for Teachers
- OneNote Class Notebook: Frequently Asked Questions