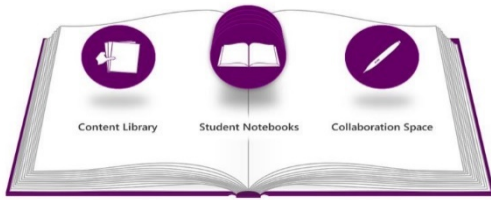# OneNote....some of your subjects will be using this application

OneNote is like a digital binder, an online notebook where you can take notes on individual pages, then organize the pages within subject tabs. Because the binder is digital, you can also hyperlink text, embed video and audio, add drawings, insert images, and so much more.
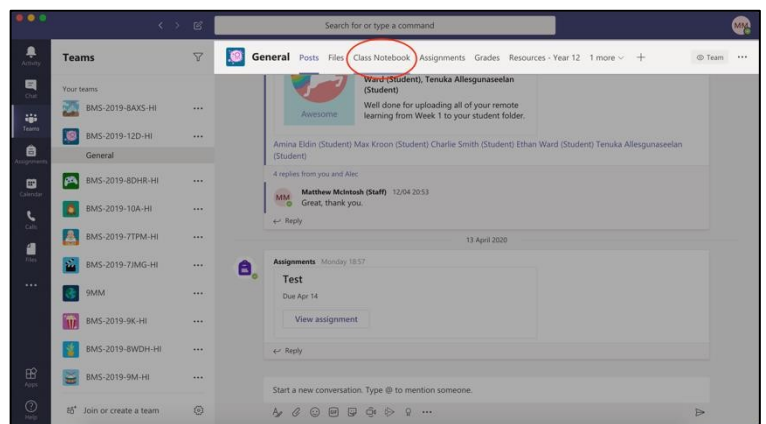
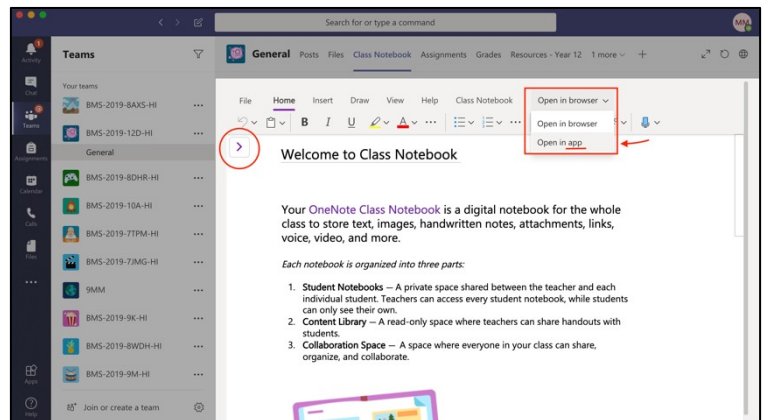A OneNote Class Notebook has three main components:

1. Your own student notebook. You are responsible for your own notebook that is viewable only by yourself and your teacher.
2. A content library where learning resources can be provided by teachers for students to use.
3. A collaboration space for teachers and students, where teachers and students can create or edit content, individually or in groups.
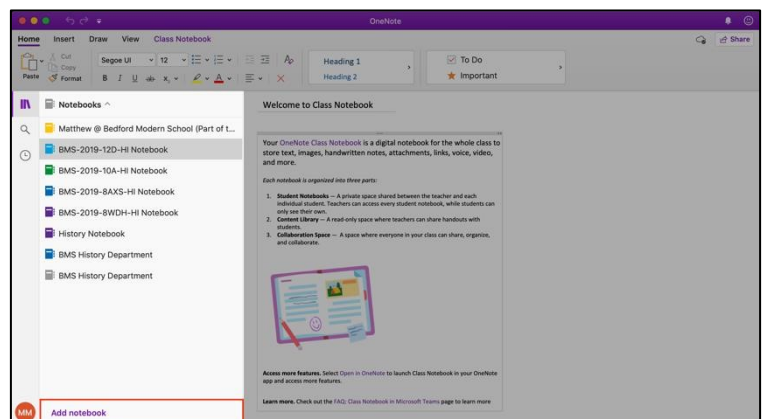
Accessing your Class Notebook: via Microsoft Teams

1. Open MS Teams (either in your browser or in the app).

2. Select the Team which you want to view the Class Notebook for.

3. Select the 'Class Notebook' tab.

4. The notebook opens, but using the OneNote app is recommended for easier use. This is free for everyone to download.

5. With the OneNote app open, if your Class Notebook doesn't open automatically along with it, you can use the left panel to add and select any Notebooks that are accessible to you.

You should now have access to all of the Class Notebooks that have been created by your subject teachers.
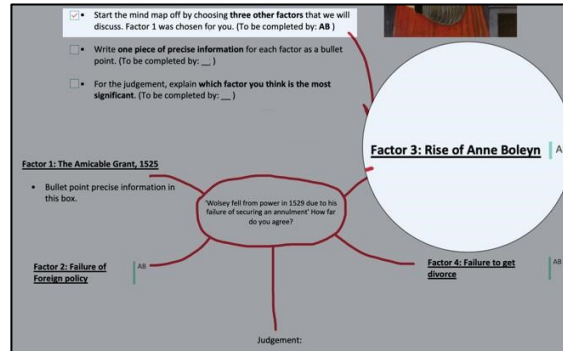
Understanding the notebook sections:

Collaboration Space This is an area for students to collaborate (work together) on projects. Your teacher will give instructions of how and when to use this space.

Any students in your group can add to the page. Initials of the contributor will appear.

Content Library This area can only be edited by your teacher. It might include lesson instructions, handouts, quizzes, reading, videos, etc.

Student notebook
This is your area to complete any independent work for your subject. Teachers will decide what default sections to include within it, and they can view the progress you make.

OneNote Support Videos

Taking class notes in your student folder:

Taking notes Click on the video to watch a quick tutorial on taking notes in OneNote:

https://www.microsoft.com/en-us/videoplayer/embed/RWiAyu?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us

Insert files, pictures, and videos:

Click the video to watch a tutorial on inserting files, pictures, and videos in OneNote:

https://www.microsoft.com/en-us/videoplayer/embed/RWiAyt?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us

Create more room in your notebook :

Click on the video to watch a tutorial on creating more room in your notebook:

https://www.microsoft.com/en-us/videoplayer/embed/RWiSFo?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us

OneNote on mobile devices:

OneNote on iOS (Apple devices) Click on the video to watch a quick tutorial on OneNote on iOS:

https://www.microsoft.com/en-us/videoplayer/embed/RWiXYI?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us

OneNote on Android

Click on the video to watch a quick tutorial on OneNote for Android:

https://www.microsoft.com/en-us/videoplayer/embed/RWiXW4?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us