Microsoft Office 365
ONE NOTE
CLASS NOTEBOOK

Audience: Administration & Teachers
What is Office 365 for Education?

- Office 365 provides the modern tools for collaborative classrooms.

- “It's not a trial! Students and teachers are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need to get started is a valid school email address.” (Microsoft, 2018)
How Does This Technology Support the Vision for Technology in CCSD?

CCSD Technology Vision

- Preparing digital-age learners for success in a global, ever-changing society (CCSD, 2017)
How Does This Technology Support the Vision for Technology in CCSD?

(cont.)

• This technology supports the vision for technology use in our district, because it empowers the staff and the students to have more control of their learning in school and outside the school

• It connects our digital-age students to the 21st Century technology global society
Cobb County School District

Technology Goals

• Leverage technology to transform traditional classrooms into digital age classrooms

• Create and support effective and ethical digital age learning environments

• Empower digital-age learners, teachers, and administrators to use technology tools to enhance rigorous, relevant, and engaging learning experiences

(CCSD, 2017)
Office 365 for Education

- It empowers schools, students, and staff with a framework to use cloud-based technology and work collaboratively (Microsoft, 2018)
Office 365 – OneNote – Class Notebook

• They support our district’s use of technology. They empower teachers and students to access useful tools & more for engaging learning experiences in one place.
Office 365-OneNote-ClassNotebook

- Teachers are able to prepare excellent lesson plans and material for students
- The students will be better prepared for our 21st Century and global society
Office 365 - One Note
Class Notebook

• They help users with their productivity suites stay organized, maximize efficiency, and do things more wisely
Objectives

• The main objective in using OneNote/Class Notebook is to increase students learning through technology

• It will allow students to have access to classroom material online & through quality lessons
Key Benefits

• Each student will be able to have their own Class Notebook to safely access from anywhere any time

• Teachers will have more time and opportunities to interact with students and prepare better lessons
Target Population

• The school population has over 95% of free and reduced lunch.
• The majority of the students are English learners and it is a highly transient school.
Equipment and Software

• Each classroom in the school has five laptops and teachers can check out the laptop carts as well

• There are two computer labs and also iPad carts

• Each classroom has at least one iPad
Equipment and Software (cont.)

• The school has laptop carts in every floor of the building

• The school has reliable wireless access

• The school district provides Office 365 availability to all staff and students with cloud file storage
Technical Support

• The school district provides each school with outstanding technical support for all the staff and the students needs
Limitations

• Not all students have devices nor internet connection

• But the students with devices or internet connection will have access to the Office 365 from home and they might need some extra support
Technology Cost

• The school district provides free internet access to the Office to all students and staff inside school properties

• Teachers and students can access Office 365 from anywhere, anytime

• The OneNote app is free to download
Technology Cost (cont.)

• The school could provide devices like US$199.00 tablets for the students to borrow in order to have access to the Office 365 from home. It would be the same way they borrow books from the school now.

• Teachers can receive training for free through the district and online through Microsoft website.
Potential Funding Sources

• The funding source could possibly come from the Title I funds

• Another source could be from writing grants to DonorsChoose.org or other sites
OneNote

- Users can use OneNote Class Notebook to share interactive lessons
- Users can access OneNote from anywhere from any device
- It is free
OneNote application, is all accessible online through the OneDrive account at OneNote Online
What is a OneNote Class Notebook?

- **OneNote Class Notebook** app sets up Class Notebooks with classroom-friendly permissions on SharePoint. Available as an App in the SharePoint Store for Office 365.
OneNote

- It is useful to create tables to help organize and track the data
- It is useful to share and collaborate
OneNote

• Users can create OneNote notebooks
• Users can securely store to OneDrive
OneNote Class Notebook is organized into three parts:

- **Student Notebooks** – Teacher and student notebook shared privately. Teachers can privately access every student notebooks

- **Content Library** – Teachers can share read-only handouts with students on the notebook

- **Collaboration Space** – a notebook available for everyone in the class to organize, collaborate and share.
Why is OneNote great in the classroom?

• OneNote is a real-time and easy collaboration tool.
• Users can have multiple (school or personal - shared or private) notebooks with several sections and pages.
Student Notebooks

- Teachers can easily collaborate, provide feedback, and communicate with students
- Teachers can read and write in every student's notebooks
- The work is shared privately with the teacher
Content Library

- Place for all the materials, readings, handouts, or any other worksheets

- Students will have access to read, copy anything to their notebooks without having access to modify content
Collaboration Space

• Users can participate in group projects
• Several Activities
• Users can research
• Open to anyone in class
To Create a Class Notebook

• Log in to Office 365 and select Class Notebook from the 'waffle' sign
• To start just click Class Notebook
• Click on Create A class notebook
• Follow the pop up screen prompts
Where can I get the link for this class notebook?

There are two ways:

• From the OneNote Class Notebook app
• From the Notebook Navigation Pane
From the OneNote Class Notebook app

- Launch the app
- Click the square button titled "Get notebook links"
- You should see a list of links to any class notebook you have created.
- Highlight the link, copy it, and paste into a mail
Via the Notebook Navigation Pane

- First, ensure the notebook is open in OneNote.
- Right-click this notebook in the Notebook Navigation pane (or popover).
- Click Copy Link to Notebook.
- Paste the link on your clipboard where it's needed, such as in an email to student
How do I add a new student to the notebook?

It is easy to add a student.

• Run the *OneNote Class Notebook* and click Add new student

• Select this class notebook, and type in the new student names.
How do I add another teacher to the notebook?

It is easy to add a teacher.

- Run the OneNote Class Notebook and click the Add another teacher button
- Select this class notebook, and type in the teacher names. This action will give the new teacher the same type of permissions as you have
In the Student Notebooks

• Students can privately exchange with teachers:
  • Handouts
  • Quizzes
  • Homework
  • Class Notes
Teachers

• Can enhance productivity
• Can see their digital content from anywhere, from any devices, online or offline
• Can receive interactive online training
Teachers

- Can organize their lessons and course content in their digital notebook
- Can keep everything in a OneNote Class Notebook and the notebooks are saved automatically
- Can use the search tool to find what they need in their digital notebook
Teachers

Can create and deliver interactive lessons using OneNote

- They can use web content and embed existing lesson in the class notebook
- They create rich interactive lessons for the students including audio and video recordings
- They can use powerful drawing tools to highlight, sketch diagrams, annotate slides, and handwritten notes
Teachers

- They can collect handouts, homework, quizzes, and exams
- There will be no printed out handouts for classes anymore
- They can collaborate and provide feedback
- They can add any sort of media
# How to Create a Class Notebook

To create a class notebook, follow these steps:

1. Open the application where you want to create the notebook.
2. Navigate to the 'Class Notebook' tab in the ribbon.
3. Click on 'Create Class Notebook'.

This will open a new notebook for your class, where you can add content and manage students and teachers.
Create a Class Notebook
The class sample will be created and these will be inside it.
This window asks if you want to give another teacher permission to use this class notebook.
Type your students’ names to add them to the class notebook.
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
- Class Notes
- Homework
- Quizzes
- Add more

What should you add inside each students’ private space?
Did we get this right? Please confirm with the visual preview.
The Class Notebook is ready and you can open it in OneNote app or Open in OneNote Online.
Differentiation

• OneNote is an exceptional tool for struggling students and co-teach classes
• Students can easily collaborate
• Students and teachers can use multiple kinds of media, record audio, video and have immediate feedback
Differentiation (cont.)

• It offers immersive reader feature tool for English Learners, dictate in several languages
• This technology can meet the diverse needs of all students
• OneNote is easy to log in from anywhere
• It saves the students work automatically
Students will be able to record their voices and record videos to practice the language and also watch educational videos for differentiated instruction.
Differentiation (cont.)

Insert images and files to help differentiate instruction and to create better lessons.
Differentiation (cont.)

- OneNote is Math and Science friendly
- The drawing tool is very helpful
- OneNote tools help differentiate instruction
Differentiation (cont.)
Professional Learning

- Teachers will need to receive training about the Office 365 (OneNote/Class Notebook) in order to use them correctly.

- Teachers will need professional learning to prepare 21st Century effective lesson plans using technology to promote student learning using critical thinking skills and prepare the students for the digital age.
How Could This Technology Promote Communication?

• Teachers can effectively communicate with students and parents using this emerging technology sound and video recording through OneNote.

• They can provide feedback instantly through Class Notebook.
According to Walsh (2015), Microsoft OneNote for teaching and learning is an excellent free collaboration tool for sharing, brainstorming, and organizing.

“Apps everywhere Microsoft has not been afraid to try out new ideas via Office 365.” (Bisson, 2017)

It is free for use in education by teachers and students (Microsoft, 2018)
Research Evaluation (cont.)

- Great way to learn using this highly capable unique tool as stated (Walsh, 2015)
- The best Office yet, the author observed when mentioned about the intelligence and care that went into Office 365 implementation (Mendelson, 2013)
- Teachers can create notebooks that help then organize, deliver curriculum, and collaborate (Microsoft, 2015)
Endorsement

• This technology is endorsed and provided by Microsoft.
Reflection

• The Office 365 with OneNote & Class Notebook empower teachers and students with great technologies for communication and collaboration

• Teachers and students are not taking advantage of those resources
Reflection (cont.)

• Teachers need more exposure to all those benefits the Office 365 (OneNote/Class Notebook) bring to them

• Teachers need to receive training to be able to integrate technology using all these resources available

• Training on 365 should be mandatory for teachers and students
Reflection (cont.)

• I intend to continue my training and learn more about Office 365 to support my students
Reference


Simple K12 Office 365 for education - Everything You Didn't Know to Ask. (n.d.). Retrieved from

https://www.emergingedtech.com/2015/07/microsoft-onenote-for-teaching-and-learning/