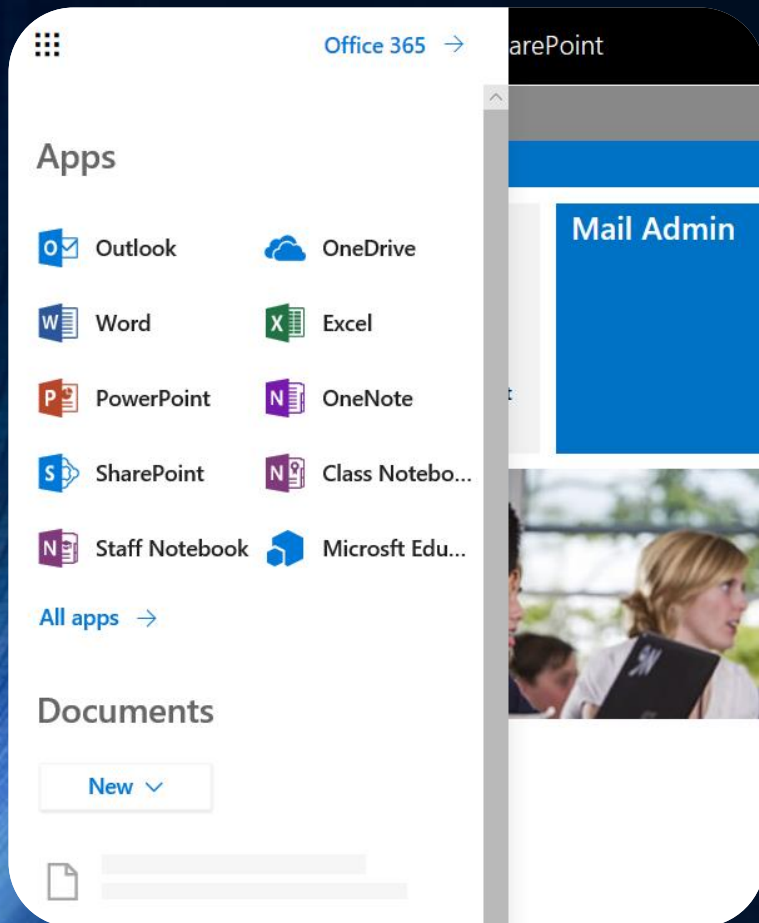


# *The Class Notebook*



# Recap:



- Know how to access the MIS Gateway.
- Understand the difference between an online app and a desktop program.
- Can email and attach documents from your OneDrive to an email.
- Experience the advantages of using online apps such as Word or PowerPoint
- Understand the importance of using OneDrive responsibly
- Can share a OneDrive document

# Phase Four:



- ❖ The Class Notebook is your...school notebook!
- ❖ You access your Class Notebook by accepting an invitation that your teacher sends you.
- ❖ You receive this invitation in your Outlook.
- ❖ There are 3 ways in which you can work in your Class Notebook and it really just comes down to preference:
  - ❖ Class Notebook Online – access via MIS Gateway
  - ❖ Class Notebook App – access via OneNote App (on your computer)
  - ❖ Class Notebook Desktop – access via OneNote Desktop (if you have downloaded the full version of Office)

# Class Notebook Online

- ❖ Let's concentrate on Class Notebook Online to begin.
- ❖ **Everyone** can access Class Notebook Online. All you need is device with an internet connection.
- ❖ Class Notebook Online is only available, online. But it functions the same as the other Class Notebook variations.



Thu 21/02/2019 11:06 AM

WA

WOOLNOUGH, Aaron (awool42)

WOOLNOUGH, Aaron (awool42) shared "DIGITAL TECH DEMONSTRATION NOTEBOOK" with you.

WOOLNOUGH, Aaron (awool42)

Here's the document that WOOLNOUGH, Aaron (awool42) shared with you.



This link only works for the direct recipients of this message.



DIGITAL TECH DEMONSTRATION NOTEBOOK

Open

 Microsoft OneDrive

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).  
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052





DEMONSTRATION CLASS NOTEBOOK

- Welcome
- Collaboration Space
  - Using the Collabora...
- Content Library
  - Using the Content Li...
- BOLAND, Levi (lbola23)
  - Class Notes
  - Handouts
  - Homework

This is the name of the Class Notebook.

# Welcome to the OneNote Class

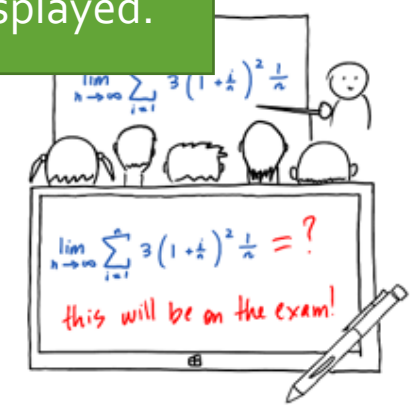
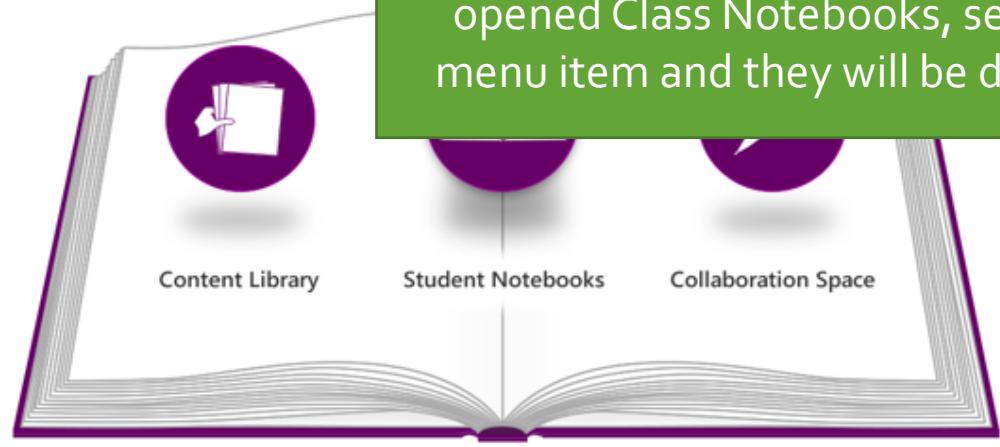
OneNote is your very own digital notebook

[▶ Watch the 2 minute video](#)

Your OneNote Class Notebook is organized into three parts:

1. **Student Notebooks** -- a private notebook shared between the teacher and each individual student. Teachers can access every student notebook, while students can see only their own
2. **Content Library** -- a read-
3. **Collaboration Space** -- a r

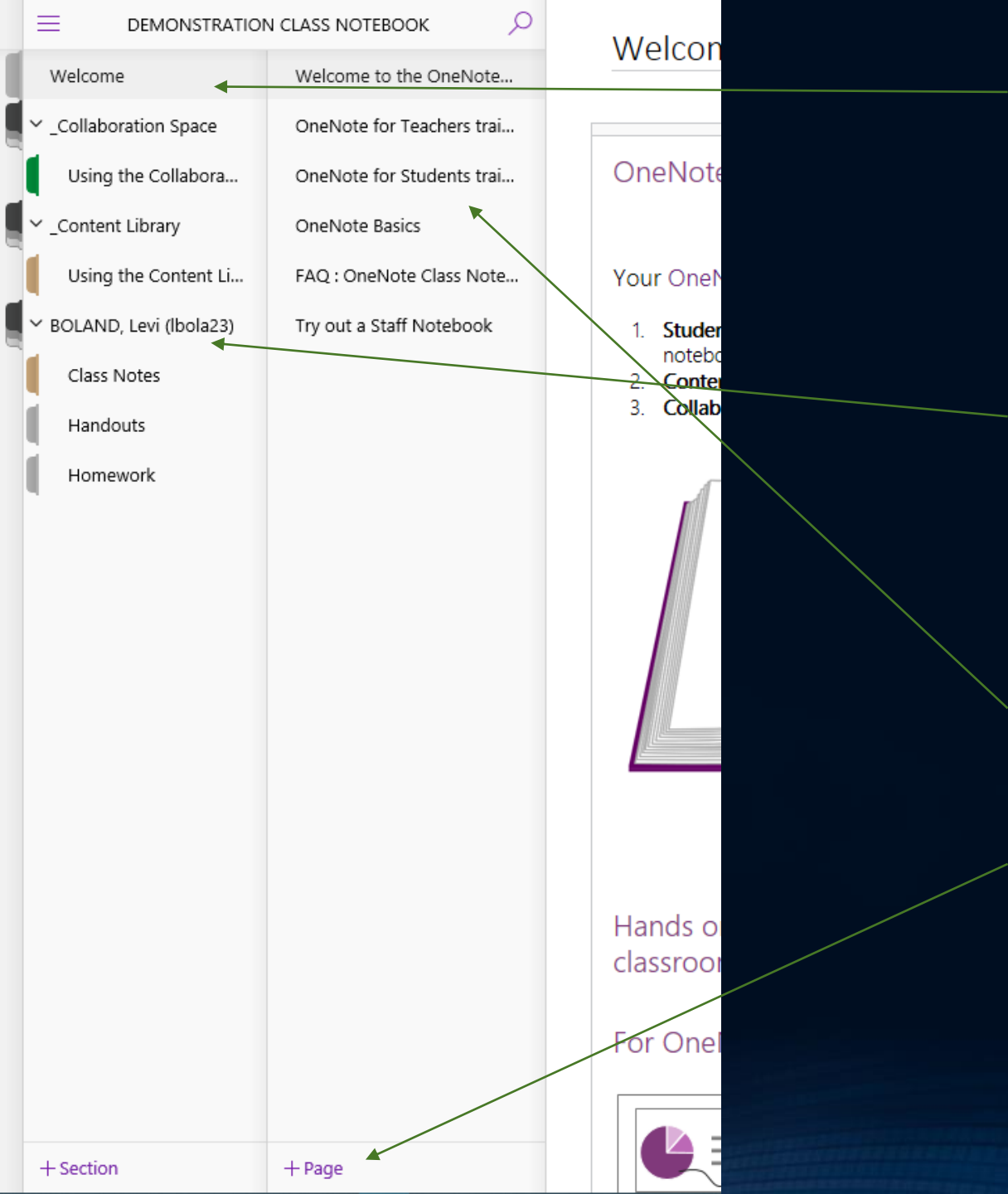
To quickly access your other *previously* opened Class Notebooks, select this menu item and they will be displayed.



OneNote Class Notebook

Hands on - Learn why OneNote is great in the classroom:

[▶ OneNoteinEducation.com](http://OneNoteinEducation.com)

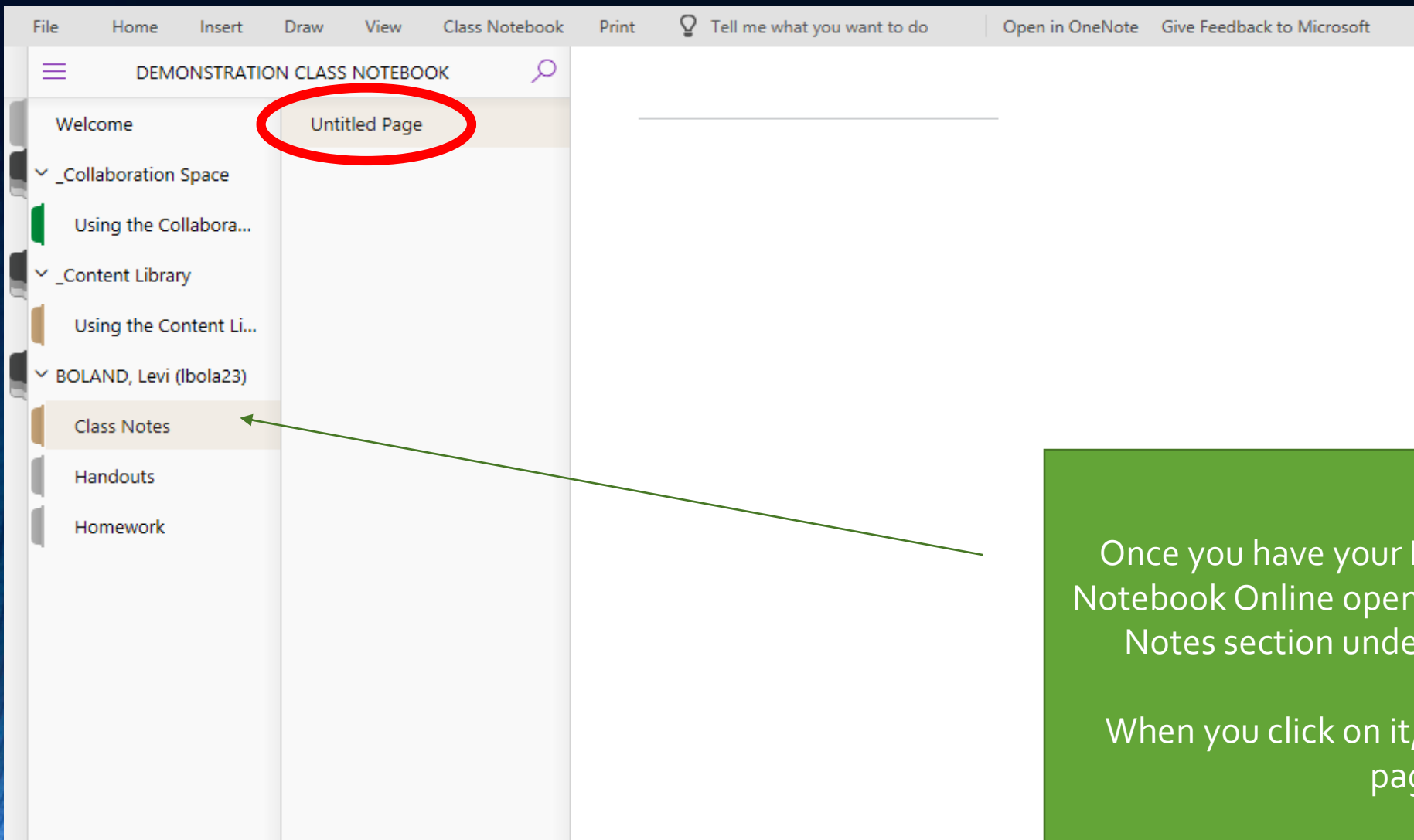


This column is your sections column. Each section has different **permissions**.

The **only** sections you're allowed to type in, are the sections underneath your name or the Collaboration Section.

This column is your pages column.

If you want to make new pages or new sections, simply press the +Page or +Section buttons.

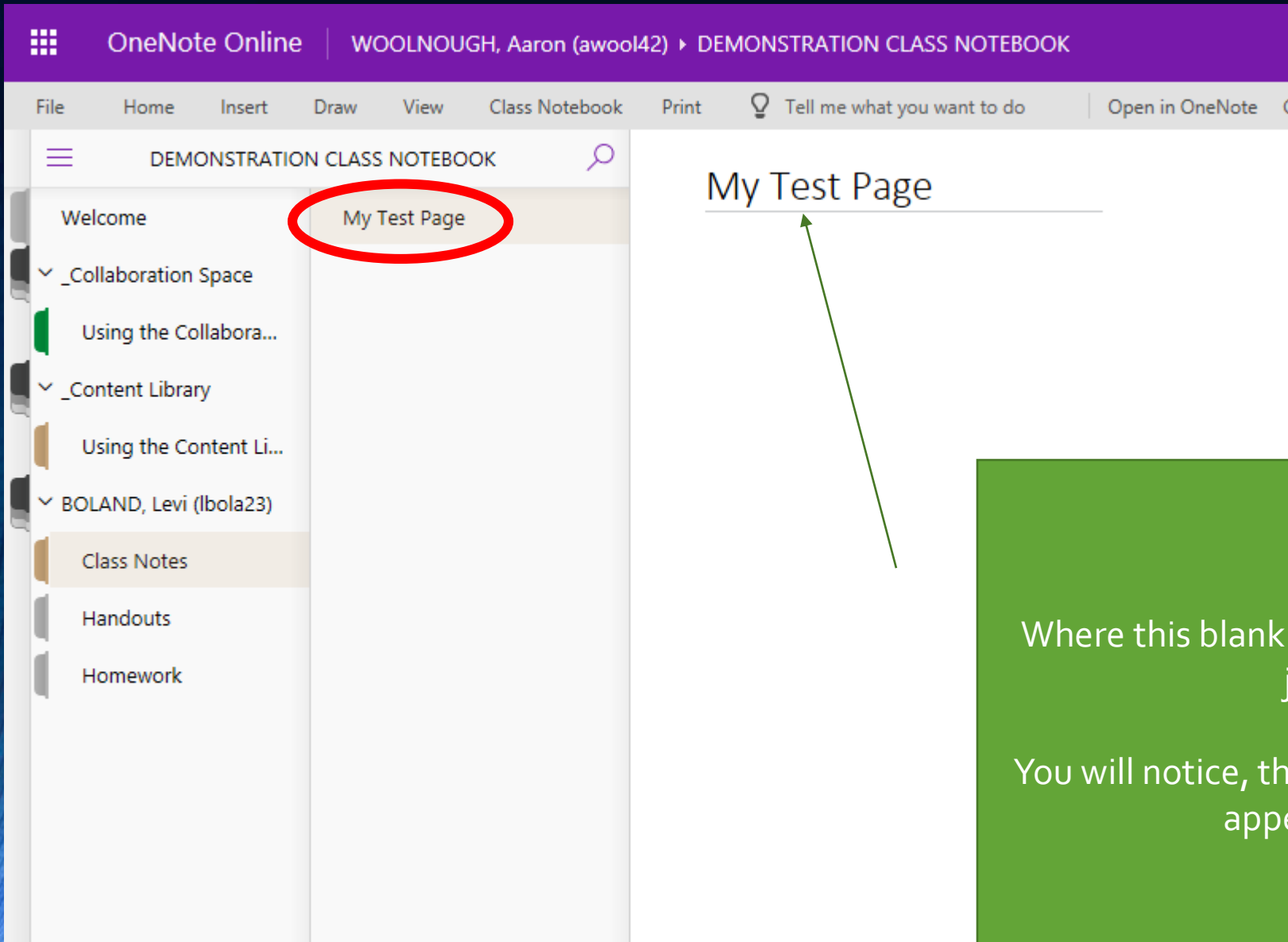


Once you have your Demonstration Class Notebook Online open, navigate to the Class Notes section underneath your name.

When you click on it, you will see a blank page.

In the pages column, it will say Untitled Page.





OneNote Online | WOOLNOUGH, Aaron (awool42) ▶ DEMONSTRATION CLASS NOTEBOOK

File Home Insert Draw View Class Notebook Print Tell me what you want to do Open in OneNote

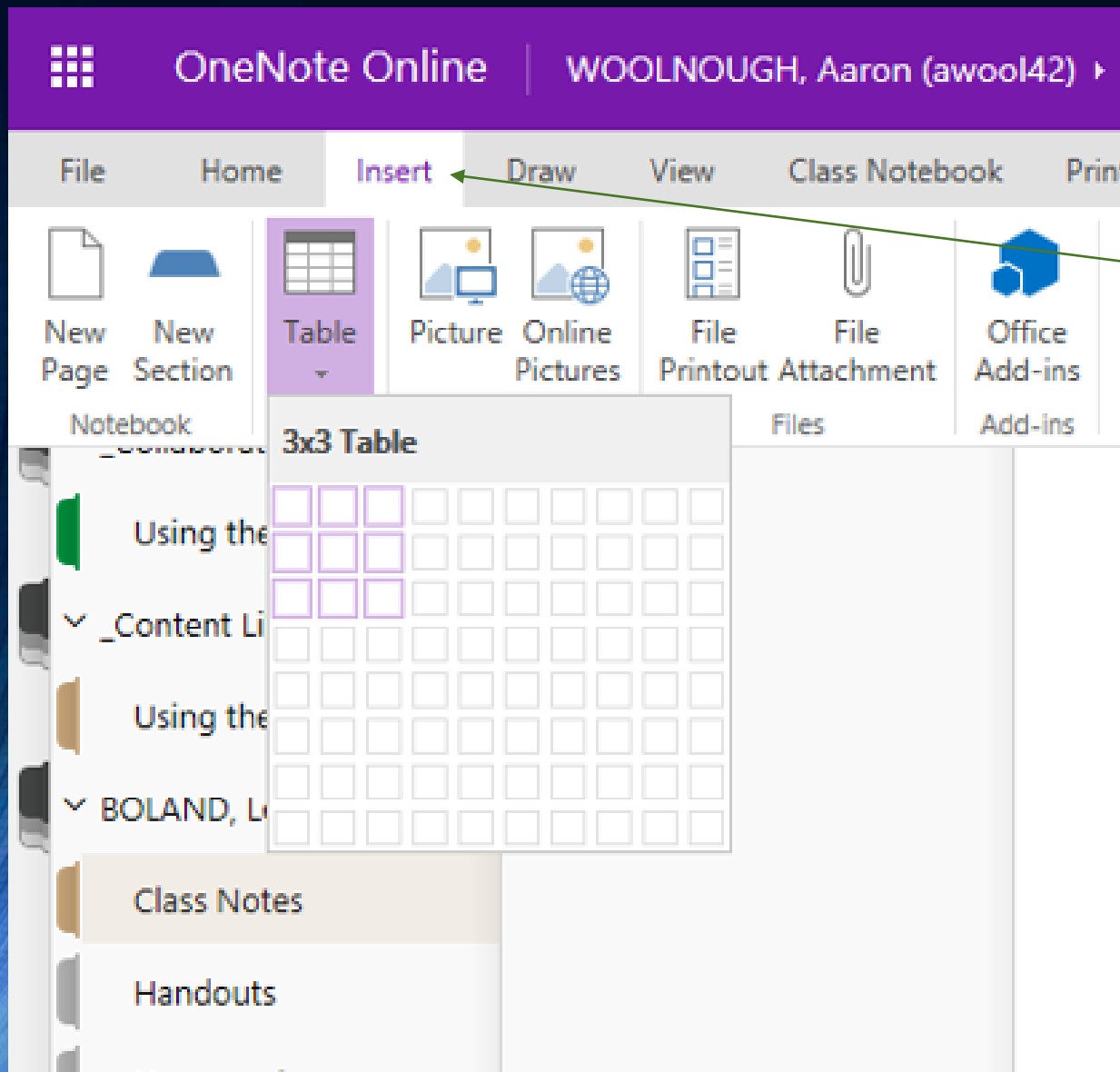
DEMONSTRATION CLASS NOTEBOOK

- Welcome
- My Test Page
- \_Collaboration Space
  - Using the Collabora...
- \_Content Library
  - Using the Content Li...
- BOLAND, Levi (lbola23)
  - Class Notes
  - Handouts
  - Homework

My Test Page

Where this blank line is, I want you to type My Test Page, just like demonstrated.

You will notice, that as you do that, the page heading also appears in your Pages Column.



Now let's Insert a Table.

1. Click on the Insert Menu
2. Select Table
3. Then using the grid layout, insert a 3x3 table.

OneNote Online | WOOLNOUGH (wool42) ▶ DEMONSTRATION CLASS NOTEBOOK

File Home Insert Draw View **Layout** Class Notebook Print Tell me what you want to do

DEMONSTRATION CLASS NOTEBOOK

Welcome

My Test Page

My Test Page

Using the Collabora...

Using the Content Li...

BOLAND, Levi (Ibola23)

Class Notes

Handouts

Homework


Table Tools (wool42) ▶ DEMONSTRATION CLASS NOTEBOOK

Layout Class Notebook Print Tell me what you want to do

My Test Page

Circle		



Boom!

Now you have your table...here comes your challenge.

First of all, I want you to think of three shapes.

Label columns on your table with the names of those shapes.

For example, circle.

OneNote Online | WOOLNOUGH (wool42) | DEMONSTRATION CLASS NOTEBOOK | DEMONSTRATION CLASS NOTEBOOK

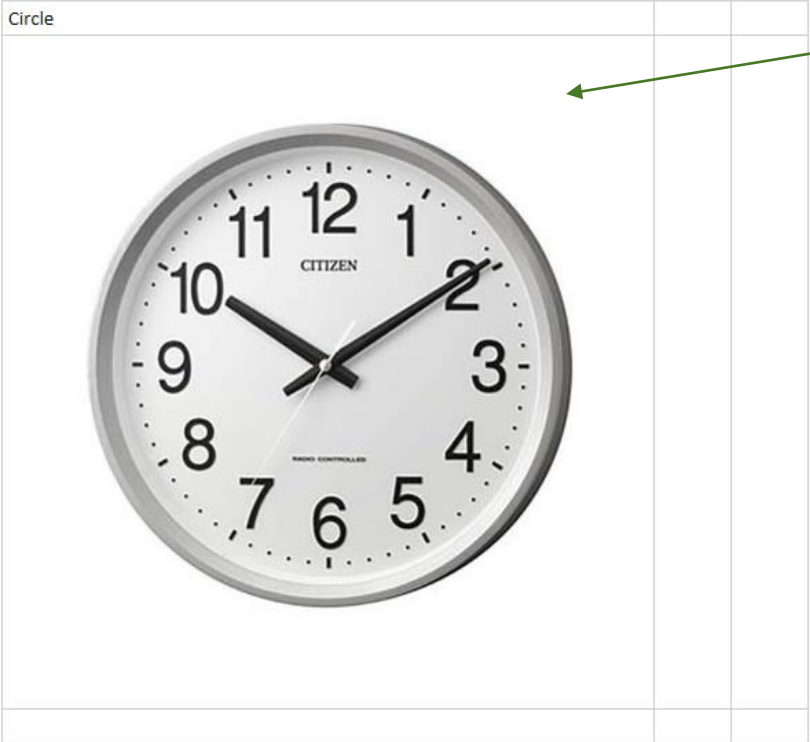
File Home Insert Draw View Layout Class Notebook Print Tell me what you want to do Open in OneNote Give Feedback to Microsoft


DEMONSTRATION CLASS NOTEBOOK

Welcome My Test Page

My Test Page

Circle



Circle		
		

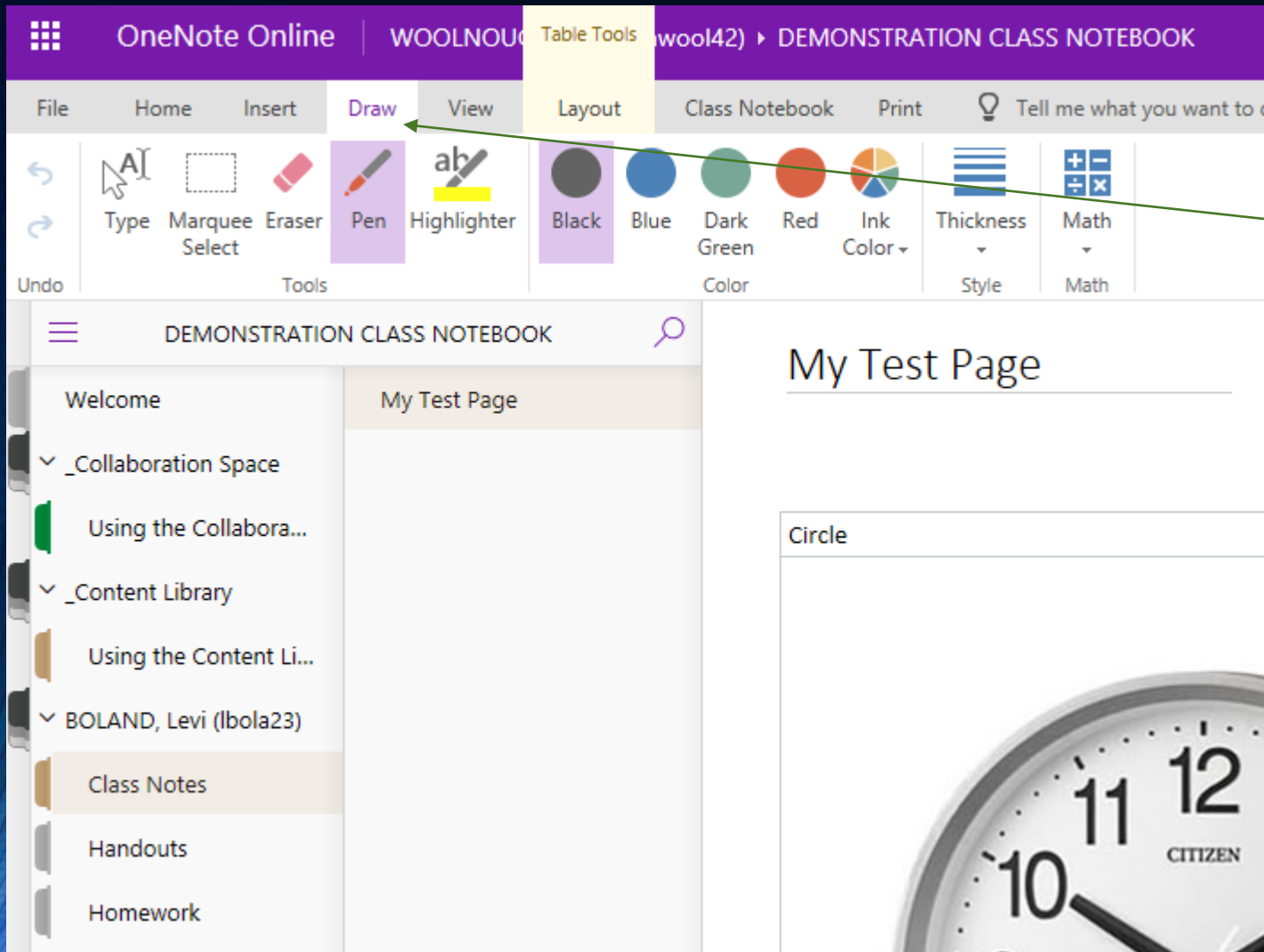
## The Challenge.

Using Google, find and copy 2 real world items that match your shapes.

Once you have found one, copy and paste them into the table cells underneath the heading.

I have provided an example.

By the end of this challenge, you should have 6 images in total.



Once your images have been collected and your table is full trace around each shape using your drawing tools.

You can play with the thickness, the colour and the type of pen.

# Congratulations.

- ❖ You can now check your email.
- ❖ Accept the Class Notebook invitation.
- ❖ Open the Class Notebook Online.
- ❖ Understand the sections and their permissions.
- ❖ Access tools and functions like the drawing tools and insert tab and use them in conjunction with other functions.

