



# Class Notebook

## Student Guide

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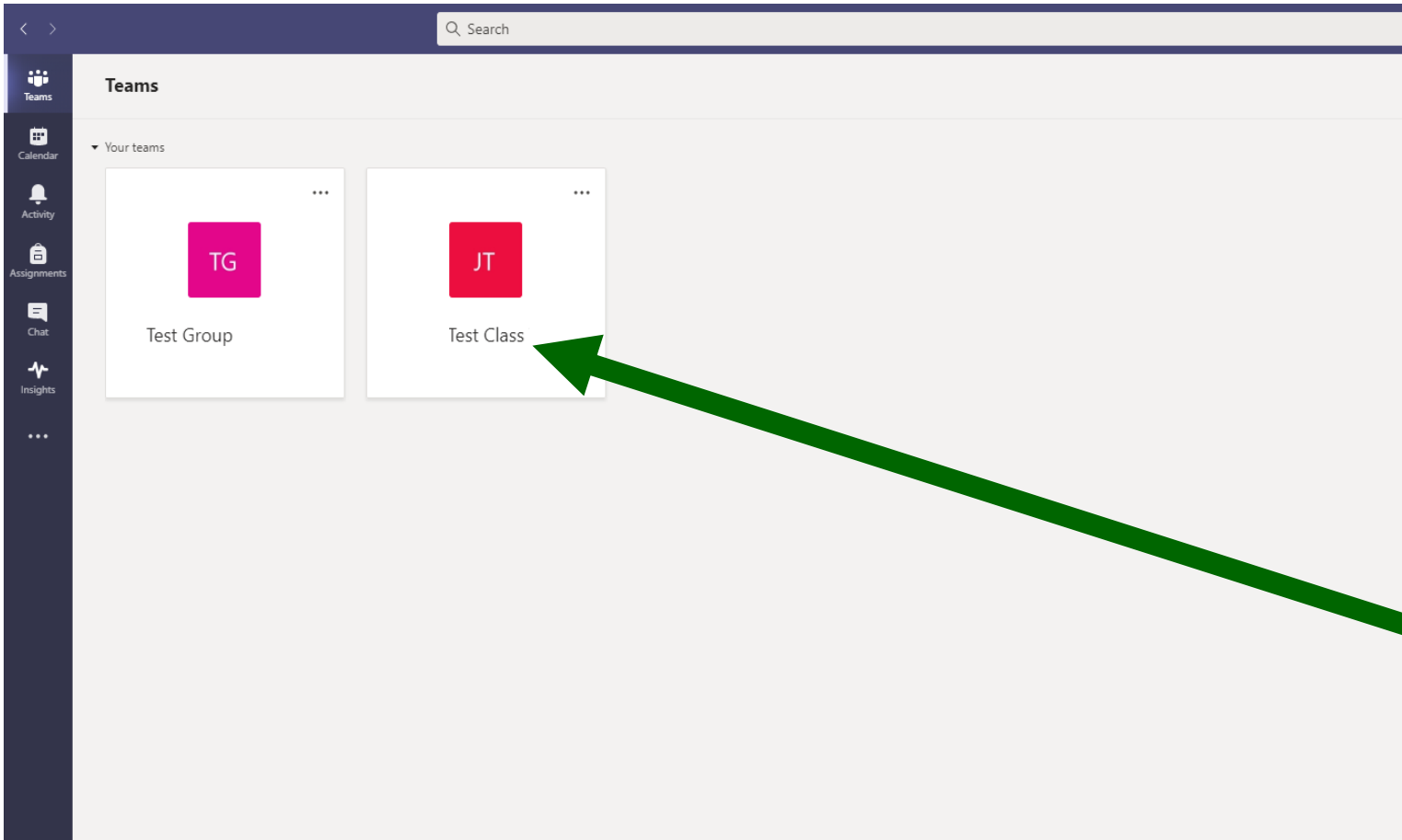
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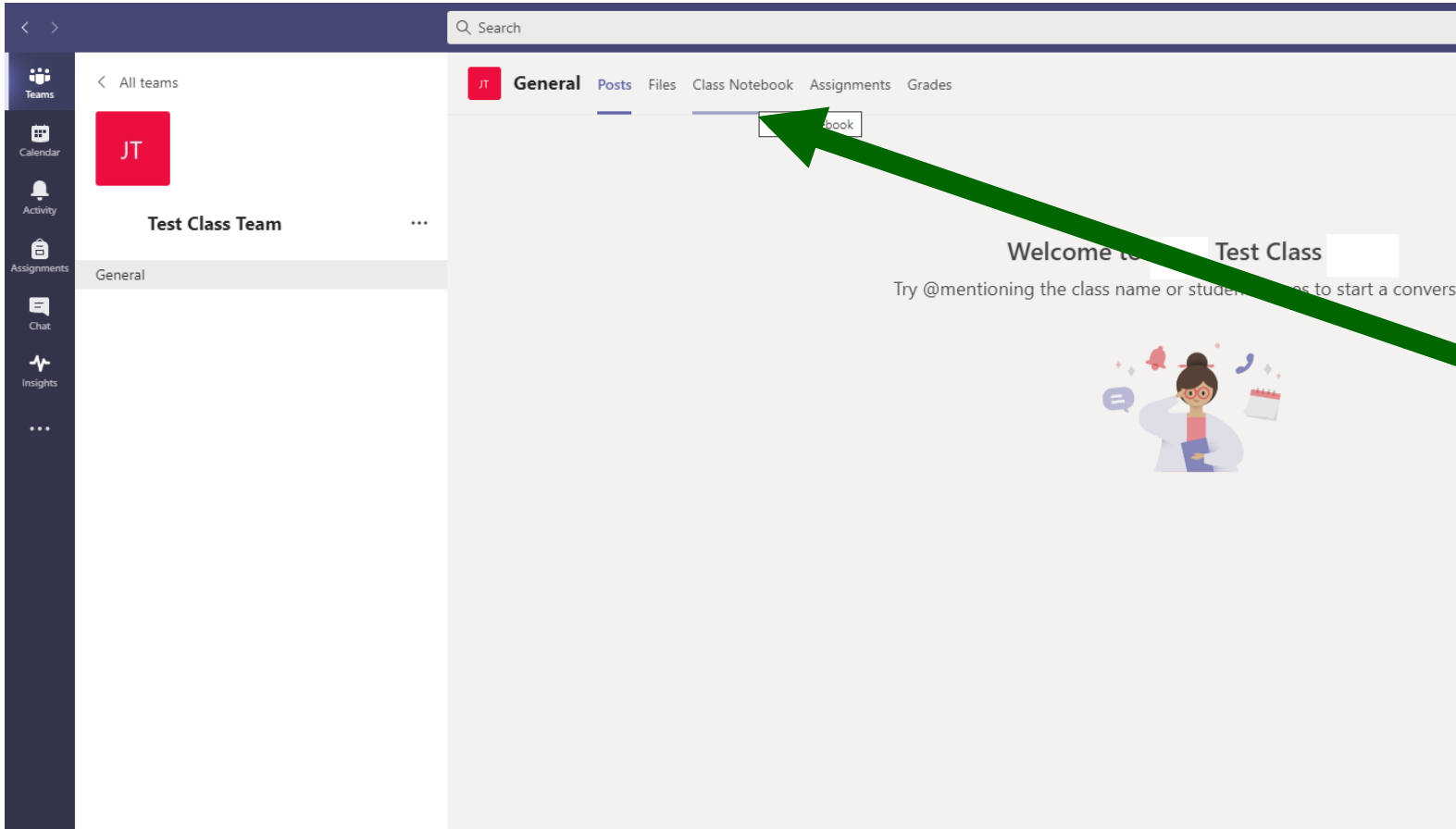


**Select the Class that you wish to join. Your teacher should have already added you to a group.**

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Click "Class Notebook"

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Search or type a command

General Posts Files **Class Notebook** Assignments Grades

Teacher Test ▾ Teacher Test Notebook Immersive Reader Open in app ▾ Help

> **Welcome to Class Notebook**  
Open Navigation Panel

Your **OneNote Class Notebook** is a digital notebook for the whole class that contains handwritten notes, attachments, links, voice, video, and more.

*Each notebook is organized into three parts:*

1. **Student Notebooks** — A private space shared between the teacher and each individual student. The teacher can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

**Click the arrow to move past the introduction page.**

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The screenshot shows the OneNote Class Notebook interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Class Notebook' tab is active, showing a ribbon with 'Home', 'Insert', 'Draw', 'View', and 'Help'. The main content area displays a 'Welcome to Class Notebook' message and a list of sections: 'Welcome', '.\_Collaboration Space', '.\_Content Library', and '.\_Teacher Only'. A green arrow points to the '.\_Collaboration Space' section.

**Click on the “collaboration space” tab and you can see any notes your teacher writes. You are also able to make notes in this space with the rest of your class.**



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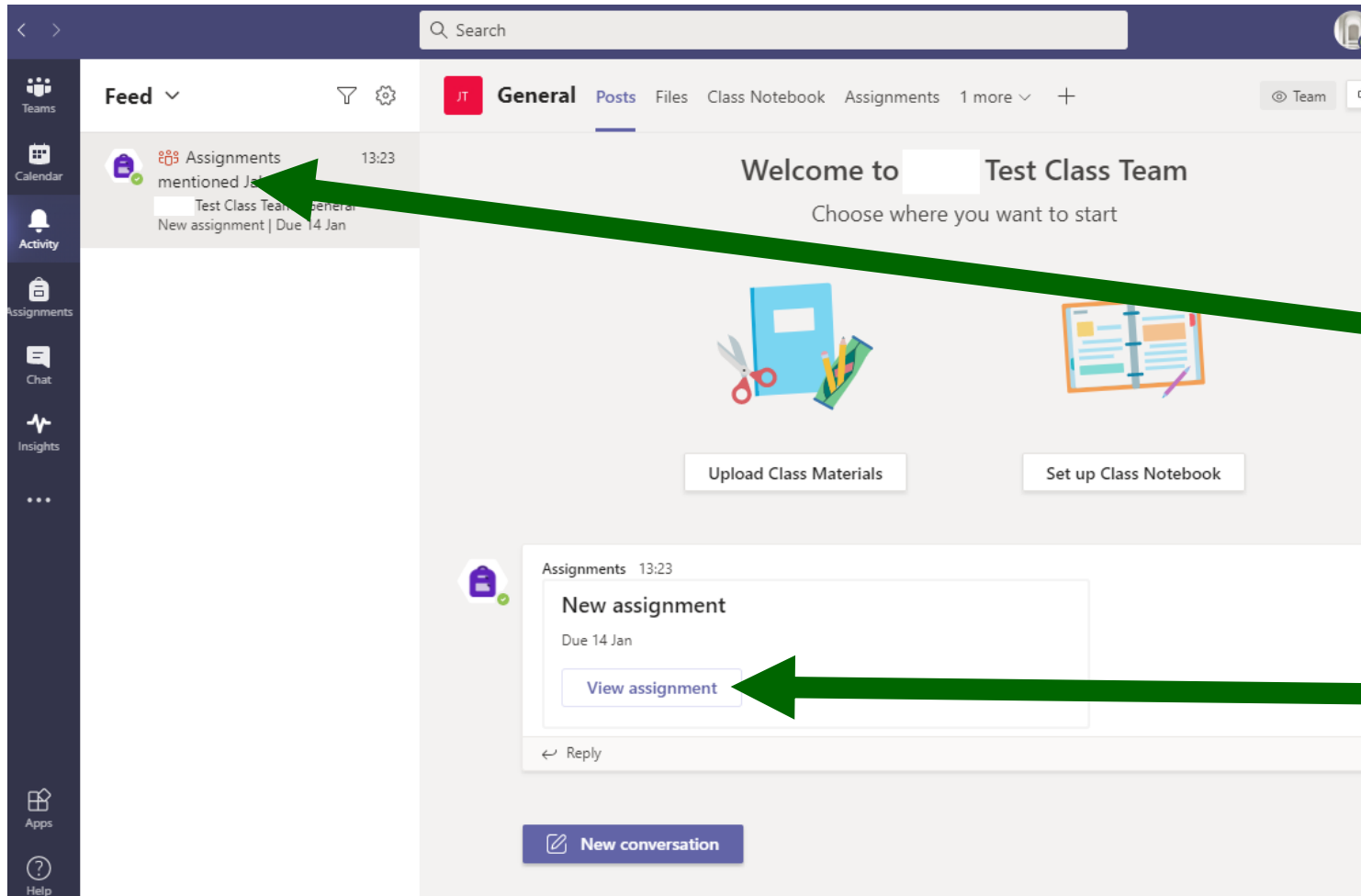
**You can use the “Homework” tab to complete and edit work. Only you and your teacher can see this.**

**You can add a new page to your homework notebook for different lessons/ pieces of homework.**

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**A notification will appear when your teacher sets you a new assignment.**

**Click “view assignment”.**

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The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Teams, Calendar, Activity, Assignments, Chat, Insights, Apps, and Help. The main area displays the 'Test Class Team' workspace. At the top, there's a search bar and navigation tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is active, showing a card for 'History- Revision essay'. The card includes a 'Back' link, a 'Hand in' button, and a 'Points' section indicating 'No points'. Below this, the 'Instructions' section says 'Please upload your revision essay'. The 'My work' section contains a blue link labeled 'Add work' with a paperclip icon. A large green arrow points from the right side of the image towards the 'Add work' link.

Click “add work” to upload pieces of work that you have completed outside of the Class Notebook.



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Search

Teams

Calendar

Activity

Assignments

Chat

Insights

Back

### History- Revision essay

Due tomorrow at 23:59

Points  
No points

Instructions  
Please upload your revision essay

My work

Document4.docx

Add work

Hand in

You can then press “Hand In” to send the piece of work to your teacher.