St Benedict's Student User Guide – OneNote

What is OneNote?

OneNote is an online notebook and file sharing service run by Microsoft. Notes, videos, PowerPoints and other multimedia can all be shared with any individual that has access to the notebook.

What is a Class Notebook?

Each class you belong to will have a Class Notebook in which your teacher can share relevant content from each lesson with the students who belong to that class.

Handouts from the lesson, notes made by the teacher in class, educational videos and other material is organised and shared by the teacher so students can access the lesson material at any time and in any place.

The Class Notebook is divided in to 3 sections:

- Content Library – Students can read but not edit this section. This is where teachers will organise the lesson material and other resources they wish to share with the class.

- Your own student Notebook – Students have their own section on the notebook where they can make notes on the subject. This section is viewable by the individual student and the teacher.

- Collaboration Space – Students can work together to create or edit content, individually or in groups.

What is the benefit?

Students can access the notes and lesson material of each lesson at any time and in any place. This provides an ideal set of resources for students looking for help with their homework or looking to revise the subject prior to a test.
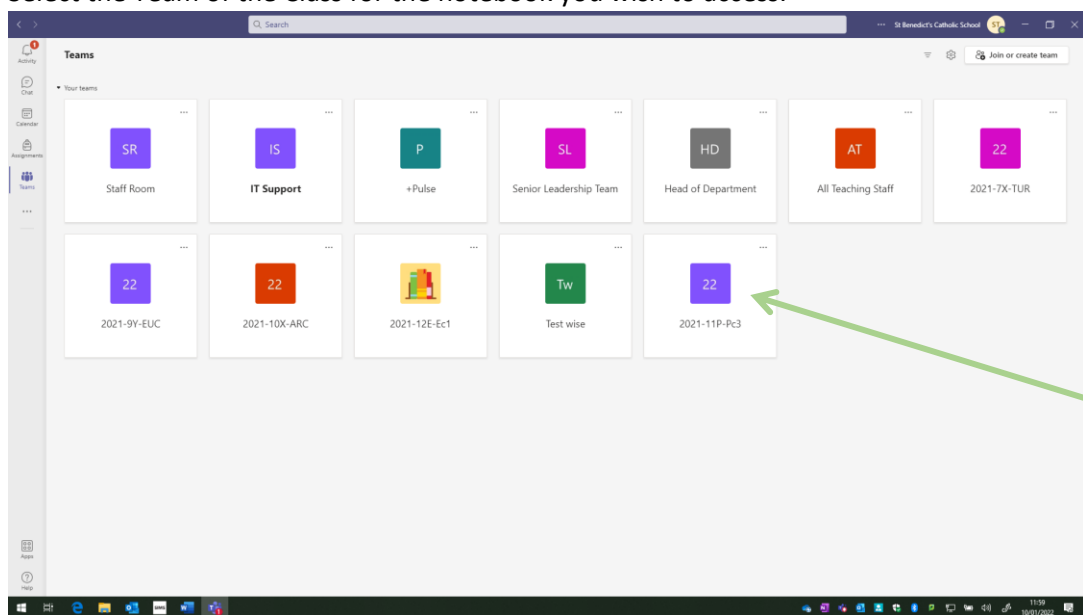
Teachers are able to use a range of interactive media to aid students understanding and students can then complement this material with their own notes.

If a student is absent from school, they can easily catch up with any missed work as they will be able to see what was covered in the lesson by looking at their Class Notebook.
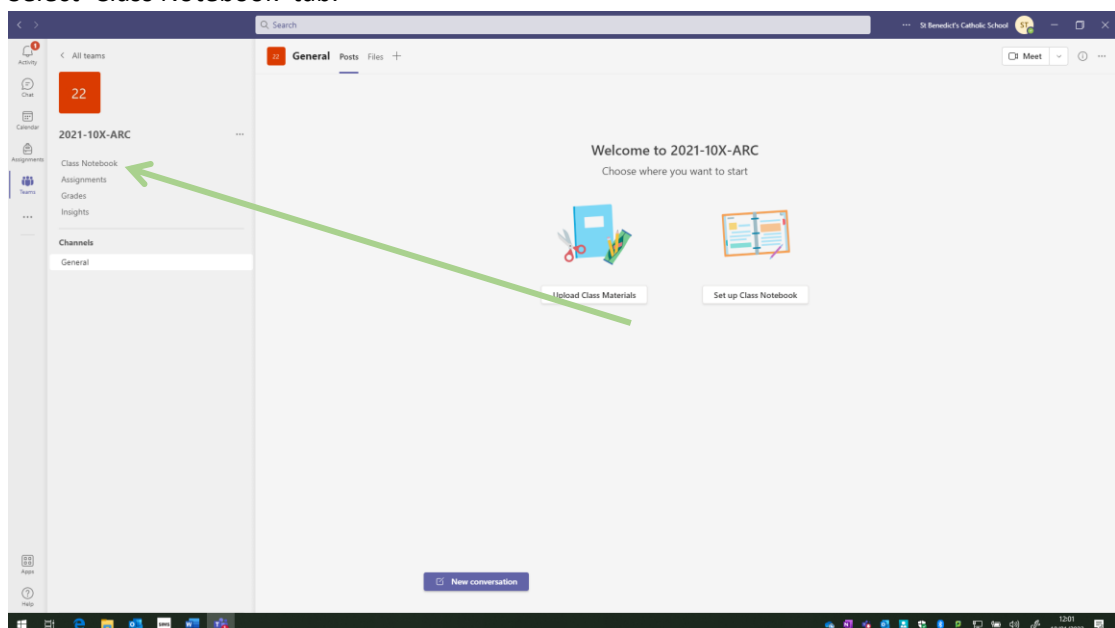
Accessing your Class Notebook

The first time you open any Class Notebook you must do so through the Microsoft Teams site. Once you have opened a Class Notebook once using Microsoft Teams you can open the Notebook through Teams or Microsoft Teams directly.
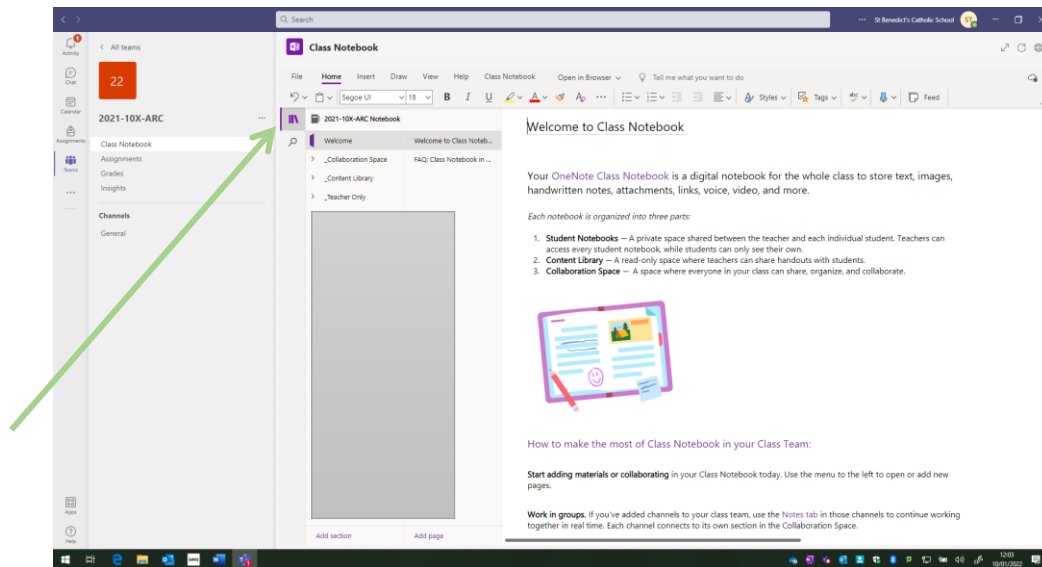
1. Open Microsoft Teams and sign in using your usual St Benedict's username and password.

2. Select the Team of the Class for the notebook you wish to access.

3. Select 'Class Notebook' tab.

4. You have now opened the Class Notebook and begin navigating around the pages using the navigation icon.

Once you have opened the Class Notebook through Microsoft Teams, you can repeat these instructions any time you wish to access the notebook or open the Class Notebook through the Microsoft OneNote website or app.