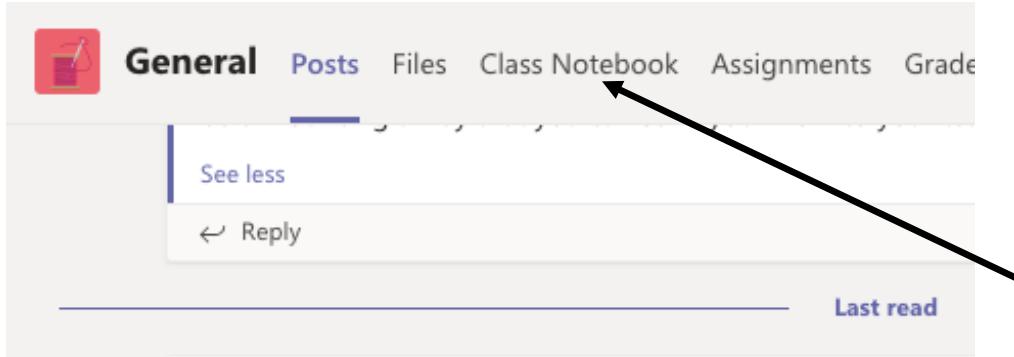


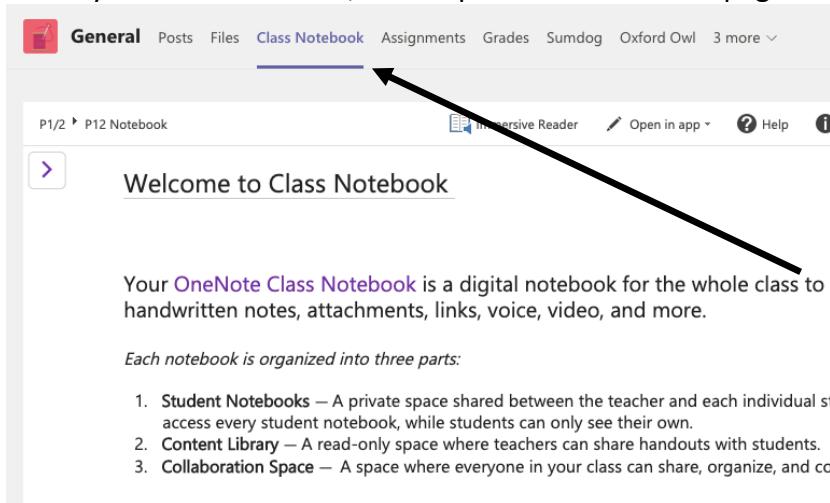
Using the Class Notebook

The Class Notebook can be found on in the tabs along the top of the class team.



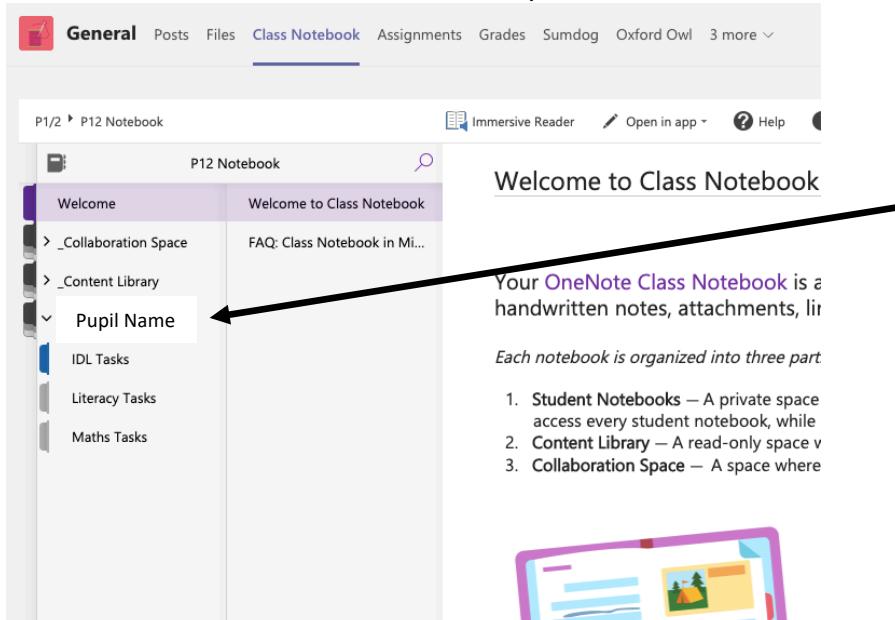
A screenshot of the Microsoft Teams interface showing the 'Class Notebook' tab selected. The tab bar includes 'General', 'Posts', 'Files', 'Class Notebook' (which is highlighted in blue), 'Assignments', and 'Grades'. Below the tabs, there is a 'See less' button, a 'Reply' button, and a 'Last read' section.

When you click on this tab, it will open an introduction page.



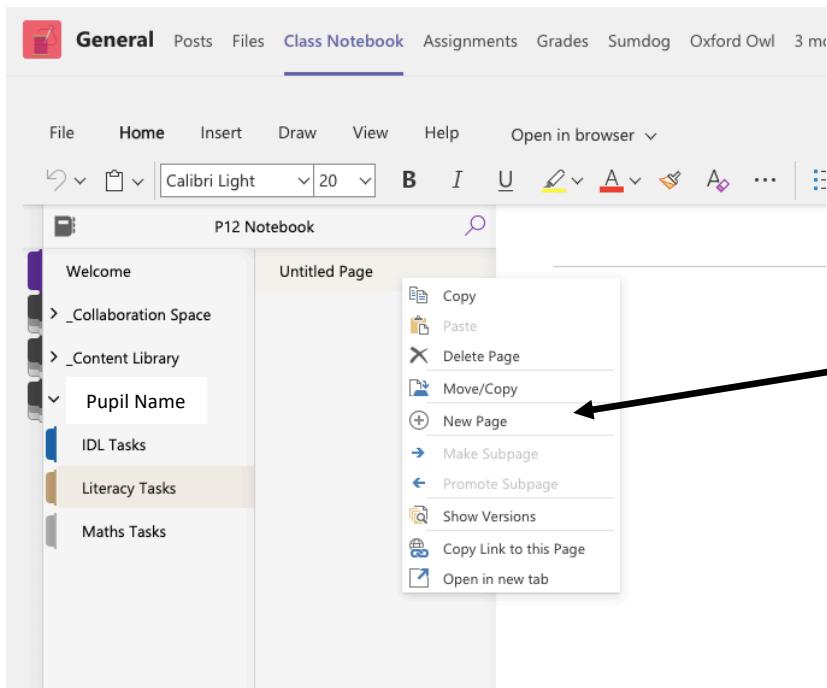
A screenshot of the OneNote Class Notebook introduction page. The top navigation bar shows 'General', 'Posts', 'Files', 'Class Notebook' (highlighted in blue), 'Assignments', 'Grades', 'Sumdog', 'Oxford Owl', and '3 more'. Below the bar, it says 'P1/2 P12 Notebook' and has 'Immersive Reader', 'Open in app', 'Help', and 'Info' buttons. The main content area is titled 'Welcome to Class Notebook'. It explains that the OneNote Class Notebook is a digital notebook for the whole class to share handwritten notes, attachments, links, voice, and video. It also states that each notebook is organized into three parts: Student Notebooks, Content Library, and Collaboration Space.

Clicking on your child's name will open the notebook that the teacher's can access. There are 3 sections for each of the different kinds of tasks set by the teacher.

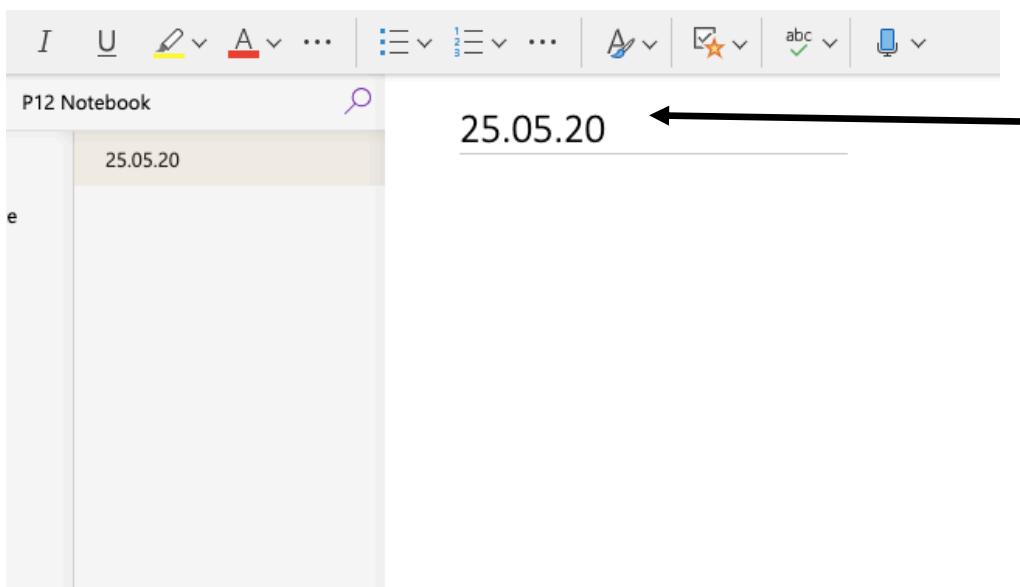


A screenshot of the OneNote Class Notebook tasks section. The top navigation bar is the same as the previous screenshot. The left sidebar shows a list of tasks: 'Welcome' (selected), '_Collaboration Space', '_Content Library', 'Pupil Name' (highlighted in blue), 'IDL Tasks', 'Literacy Tasks', and 'Maths Tasks'. The main content area is titled 'Welcome to Class Notebook' and contains the same introductory text as the previous screenshot. Below the main content is a decorative graphic of a colorful notepad.

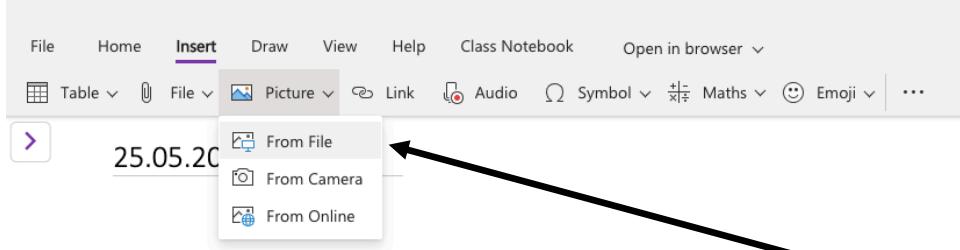
Clicking on one of the sections will open up an untitled page. Right clicking on this tab will allow you to add more pages.



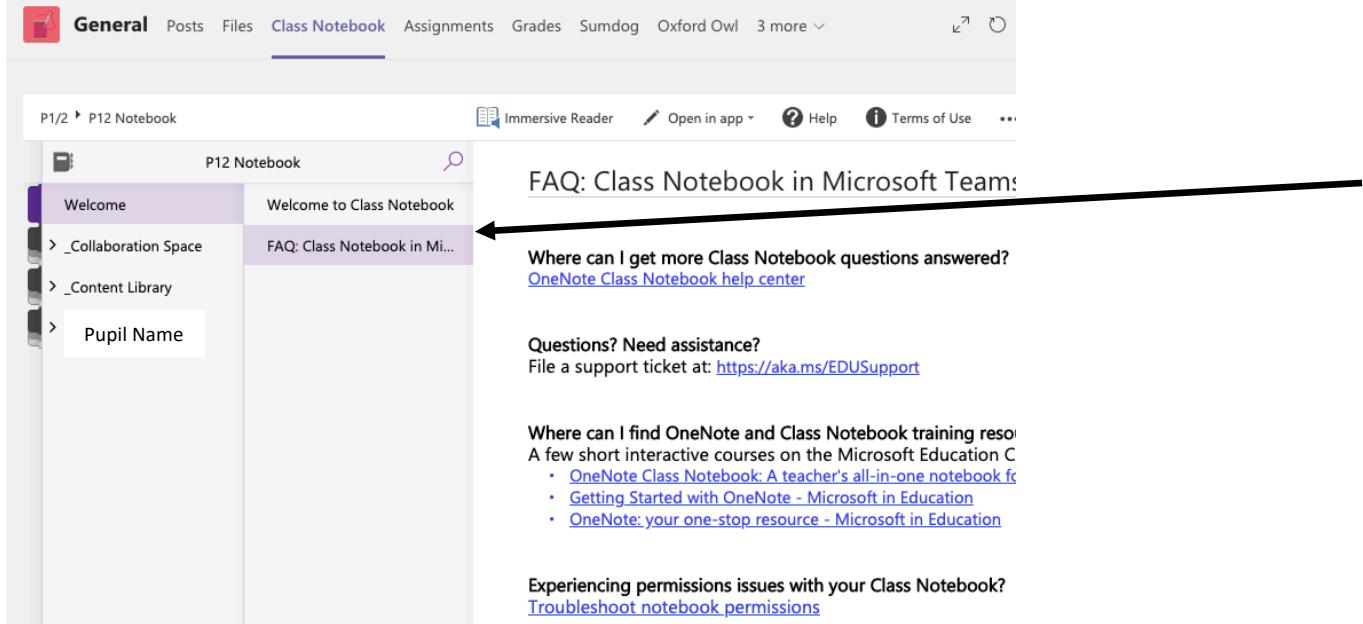
Typing on the line at the top of the page will rename that page. Can all pages be named with the date the work has been uploaded and a new page added for each new date please?
The space below the line is the notebook page. Tasks can be typed, or photographs uploaded here.



To upload a photograph, click on the picture tab and add from file or camera.



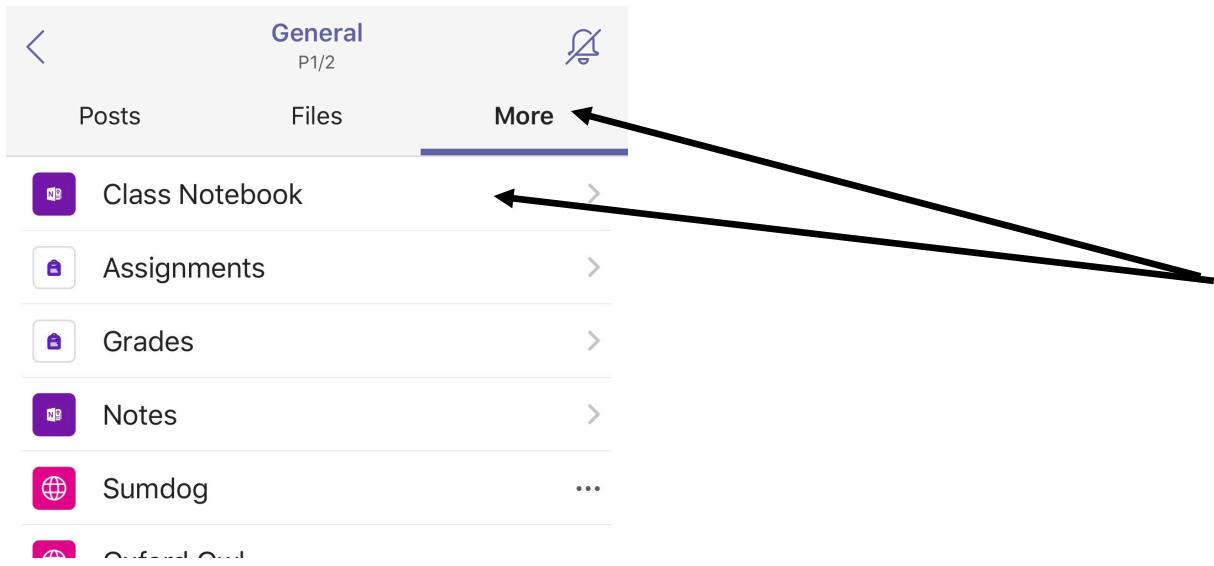
There is also an FAQ section which should help to answer any technical questions.



The screenshot shows the Microsoft Teams interface for a Class Notebook. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Sumdog', 'Oxford Owl', and '3 more'. The 'Class Notebook' tab is selected. The main content area is titled 'FAQ: Class Notebook in Microsoft Teams'. It contains several sections with links to help resources:

- Where can I get more Class Notebook questions answered?** [OneNote Class Notebook help center](#)
- Questions? Need assistance?** File a support ticket at: <https://aka.ms/EDUSupport>
- Where can I find OneNote and Class Notebook training resources?** A few short interactive courses on the Microsoft Education Channel:
 - [OneNote Class Notebook: A teacher's all-in-one notebook for the classroom](#)
 - [Getting Started with OneNote - Microsoft in Education](#)
 - [OneNote: your one-stop resource - Microsoft in Education](#)
- Experiencing permissions issues with your Class Notebook?** [Troubleshoot notebook permissions](#)

Uploading photographs from a phone or tablet can be done through the app. The Class Notebook is in the "More" section on the Team.



The screenshot shows the 'More' section of the Microsoft Teams interface. The top navigation bar includes 'General', 'Posts', 'Files', and 'More'. The 'More' tab is selected. Below it is a list of other features:

- Class Notebook**
- Assignments**
- Grades**
- Notes**
- Sumdog**
- Oxford Owl**

For those parents using the Teams app and have more than one child logged in, you should be able to access the pupil notebooks for all children logged in.