



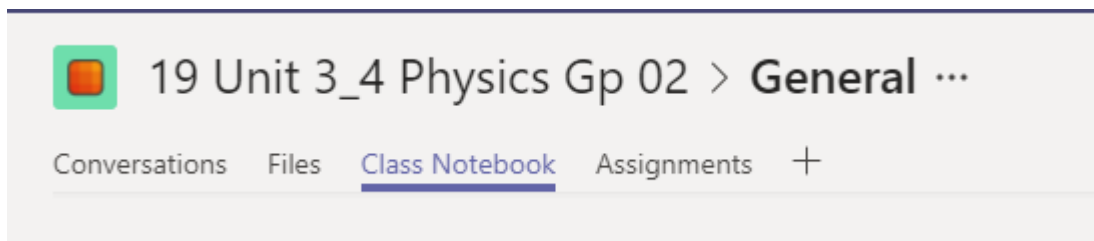
MS Teams

Setting Up Classes for 2019

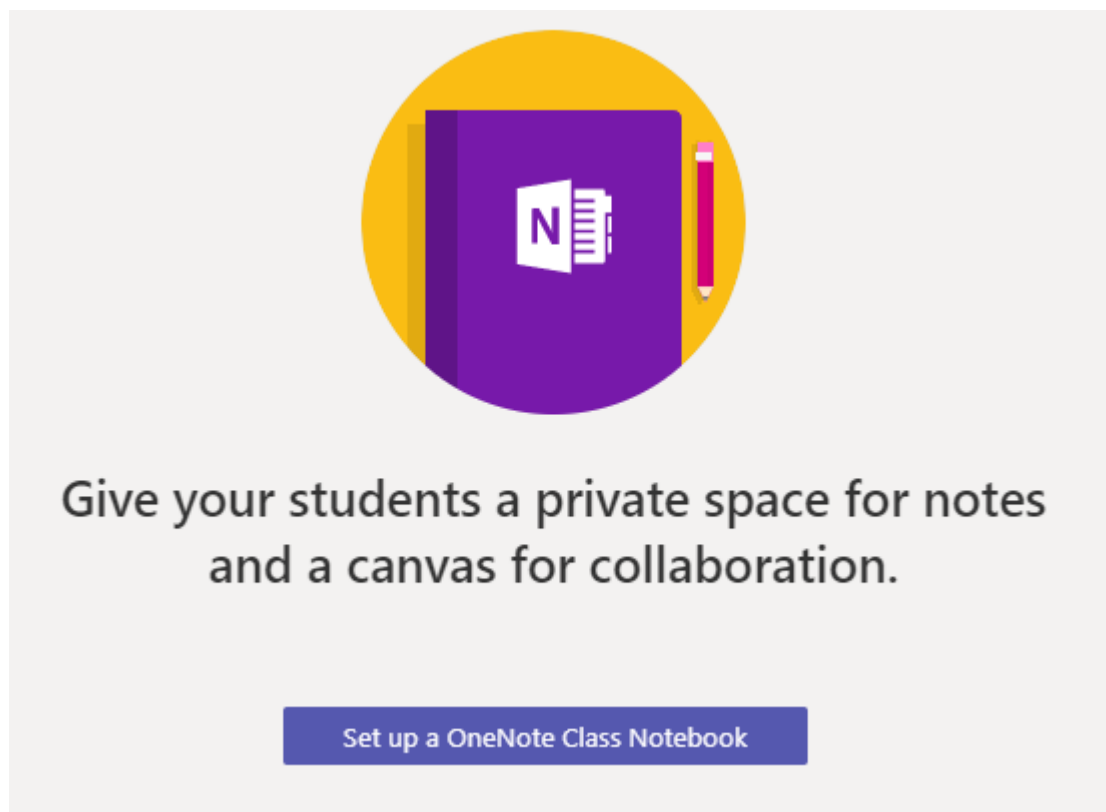
Setting Up Your Class OneNote

Each Team comes with its own class OneNote that has the teacher and student permissions set up and ready to go. To connect this to the desktop version of OneNote, complete the following steps.

1. Open your class Team and select the General channel
2. The Class Notebook link will appear at the top of the channel.












3. Select the option to Set up a OneNote Class Notebook



4. Select "Next"






Here's what you get in a Class Notebook

 Collaboration Space Team notes are stored here for everyone to see. All channels will have sections here.	 Teacher can edit the content  Student can edit the content
 Content Library Publish course materials to students.	 Teacher can edit the content  Student can only view the content
 Student Notebooks A private space for each student.	 Teacher can edit the content  Student can edit his or her own content and can't view others' notebooks

5. The class OneNote attempts to create some default areas that it thinks might be helpful, but aren't. To save you from getting rid of them later, just remove the sections now by selecting the cross beside each one. It is much easier to create new sections in OneNote rather than trying to design them in this set up process.

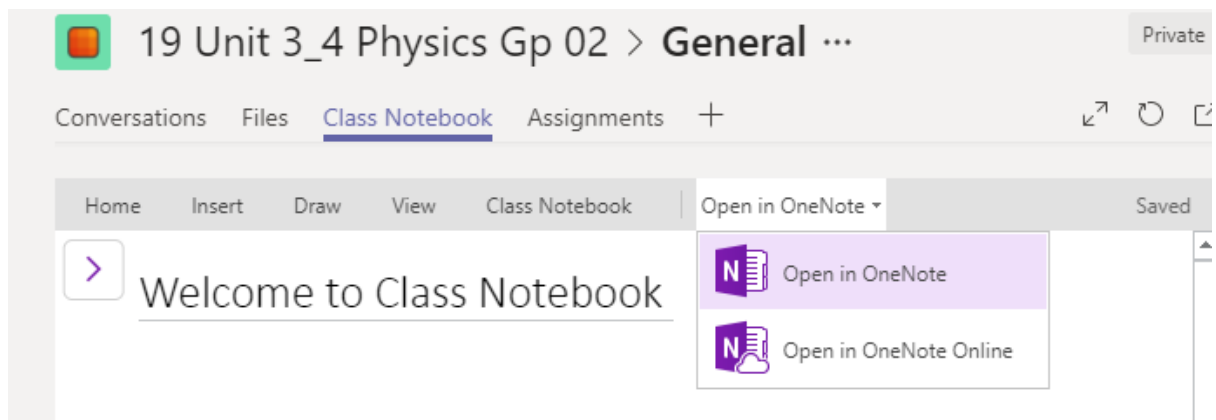
What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

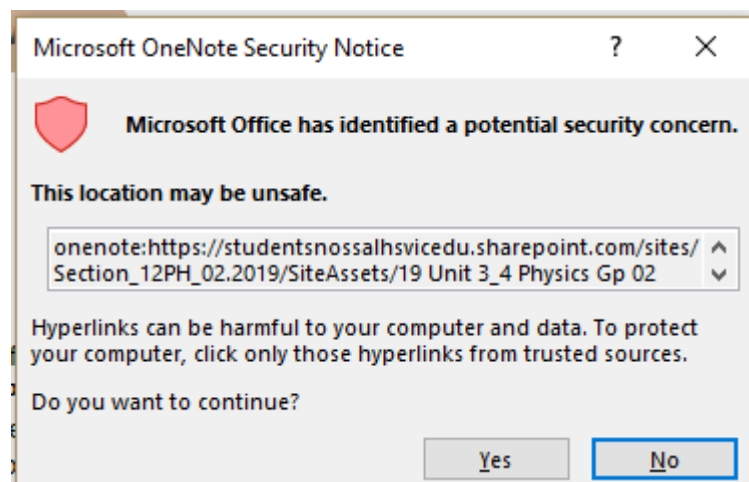
 Handouts	×
 Class Notes	×
 Homework	×
 Quizzes	×
 Add section	

6. Select "Create". It will take a few moments for the OneNote to be created within the Team.

- Once the OneNote is created, you can open it in the OneNote desktop application by selecting “Open in OneNote” and then “Open in OneNote”.



- The OneNote desktop application may prompt you with a security warning. Please select that “Yes”, you would like to continue.



- You should now be able to copy relevant sections from your Staff TM OneNotes over to your Class OneNotes.