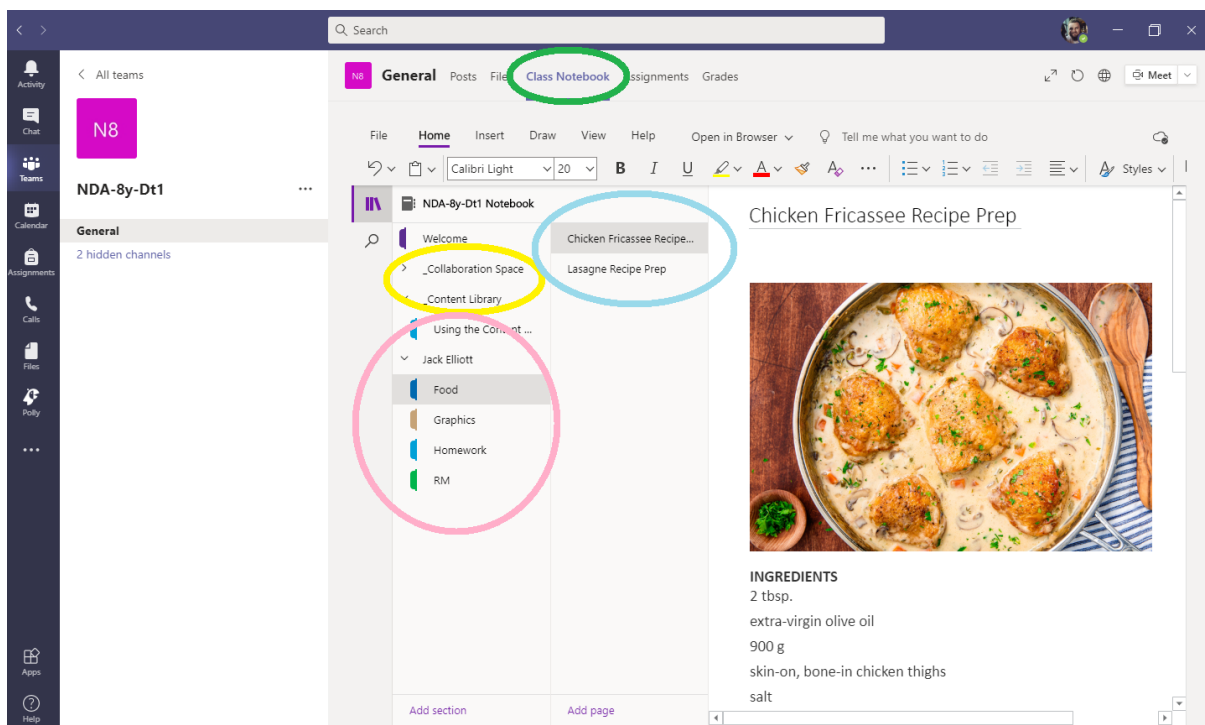


Using Class Notebook A Guide for Students



Class Notebook is a tool that the school uses to try and recreate the exercise books that students would normally use in class. Whilst it can sometimes be quite complicated to learn it is a very powerful tool with lots of advantages.

1. Work never gets lost. With class notebook there is no need to remember to save work, no need to email it to teachers and no way for pieces of paper to go missing.
2. All of your work is in Teams all of the time, ready for you to access on any computer. You don't need your teacher there or to come to school and get your books. You can use it to revise whenever you need to.
3. During live lessons teachers can look at your notebook in real time and see exactly what you can see as you type or draw. They can offer advice or tips and can also help if you're stuck.



To get into Class Notebook, click the 'Class Notebook' tab (green) in the top channel menu of your class team. From there you will see the Collaboration Space and Content Library (yellow) near the top, as well as your own section of the Library under your name (pink).

The Collaboration Space works just the same as your normal notebook, but your teacher can assign group of students there, a bit like the breakout rooms in Teams. This is used for group projects and presentations. The Content Library contains blank copies of worksheets and quizzes that the teacher can hand out.

Your section of Class Notebook will look a little different depending on the subject, but in this DT example we have separate sections for the different technology subjects. Some classes have sections here that are labelled 'Classwork' and 'Homework' or similar. How exactly you use this section is up to your teacher. By clicking on the 'Food' section we get to see all of the pages within that section (blue). In my Food section I have 2 pages, both recipes. In the very right-hand section is the main bit of Class Notebook, a space for you to do your work. This is actually a basic version of Microsoft Word that allows you to type, draw, copy and paste, whatever you need to actually do class work. In this example I have researched and saved a recipe.

Work on this page (and every page in Class Notebook) is automatically saved and always available to both you and your teacher. Using Class Notebook means that you don't have to write a separate Word document, save it, then email it to your teacher, it's just *there*, exactly where it should be.