



Cyprus Pedagogical Institute

Getting Started with Office 365 and OneNote Class Notebook

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About Office 365 for MOEC

Office 365 for MOEC

- As of January 2016, Microsoft has reached an agreement with the Ministry of Education and Culture for providing **Office 365 ProPlus** to teachers and students in schools. The service will be provided until the end of 2017.
- Office 365 is a **cloud-based service** which includes a collection of services that allows students and teachers to work together, in a secure, reliable and productive way.
- **Office 365 ProPlus suite** includes full office applications and can be installed on up to five (5) devices per person.
- For more details on the agreement and the service provided please see corresponding [circular](#), [website](#).



ΠΡΟΓΡΑΜΜΑ OFFICE 365
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΠΟΛΙΤΙΣΜΟΥ

What is included



Office Online: Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser



OneDrive for Business: 1 TB of personal cloud storage that can be accessed from anywhere. Easily share documents with others inside and outside your organization and control who can see and edit each file.



OneNote Class Notebook: Notebooks with a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.



OneNote Staff Notebook: A powerful Notebook with a personal workspace for every staff member or teacher, a content library for shared information, and a collaboration space for everyone to work together.



Sway: Easily create engaging, interactive web-based reports, presentations, newsletters, trainings and more—right from your phone, tablet, or browser. Sways are easy to share and look great on any screen.

How to Connect to Office 365

Access to Office 365

1. To login to Office 365 open a browser and go to the following address: <https://portal.office.com>. These will take you to the Office 365 Login Portal.
2. Add your credentials, **<username>** and **<password>**, and then Click on the **"Sign in"** button to connect to your account.

NOTE: For more information on your credentials visit <http://office365.schools.ac.cy>



Work or school account

someone@example.com

Password

Keep me signed in

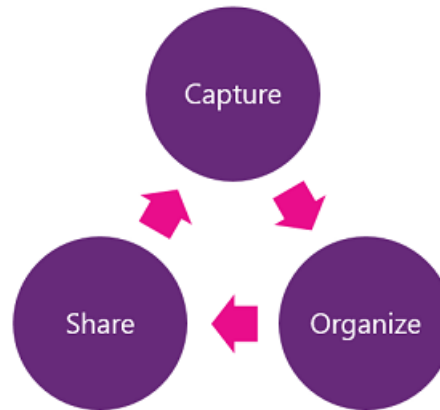
Sign in

[Can't access your account?](#)

About OneNote

What is OneNote

- OneNote is a **digital notebook**, great for **capturing**, **storing**, and **sharing** all kinds of information. Whether you're at home, in school, or in the office, use OneNote to take notes wherever you go. OneNote automatically saves and synchronizes your notes so you can focus on your thoughts and ideas.



- With Microsoft OneNote, teachers can create notebooks that help them **stay organized**, **deliver curriculum**, and **collaborate** with students and colleagues.

Availability

- **OneNote** is a **free** download for Windows, Windows Phone, Mac, iPads, iPhones and Android devices.

***NOTE:** You don't get all the features on all platforms, but you get most of what you need.*

- **OneNote Online** lets you take notes and organize note pages in a **web browser**, and it comes with all **paid** Office subscriptions.

***NOTE:** The notebook you open in OneNote Online is the same as the notebook you open in the OneNote desktop app, but some features work differently in the two environments.*

- Notebooks are **synced** via your Microsoft account so any changes you make will instantly be updated on your other devices.

Quick Start Guide

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what OneNote 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

Discover contextual commands

Select any part of an inserted table to reveal additional formatting tools.

Share your work with others

Sign in with your cloud account if you want to share your work with other people.

Notebooks List

Click the notebook name to switch between notebooks or click the pin icon to keep the Notebooks pane open.

Select or move paragraphs

Click or drag the gripper to the left of a note to select or move it, or right-click it for more options.

Hotel & Flight Info

Transportation

- Arrive at airport at 6:00 AM
- Plane departs at 8:00 AM — Gate B1
- Plane lands at 2:00 PM local time

Reservation

- Reservations for the 12th through 16th
- Ask for view upgrade
- Ask about cost for 1-2 day extension

Notebook Sections

Click these tabs to switch between sections in the current notebook.

Resize Note Containers

Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

Type anywhere on a page

OneNote's flexible canvas isn't constrained in the ways that other apps are.

Hide the ribbon

Need more room? Click the arrow to turn the ribbon on or off.

Instantly find everything

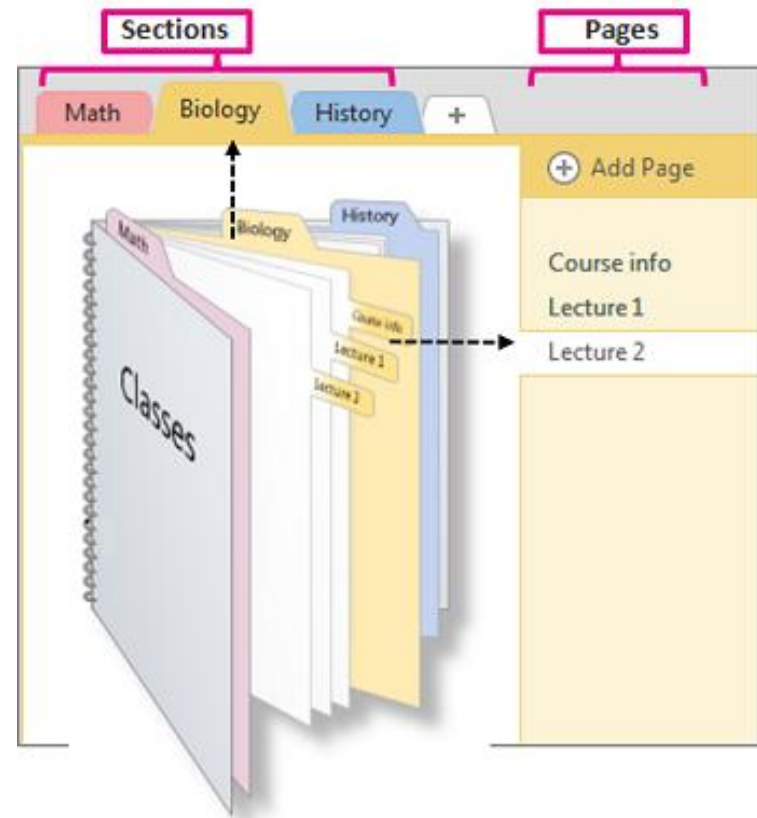
Search the current page or all notebooks at once and navigate the results with ease.

Notebook Pages

Click these tabs to switch between pages in the current notebook section.

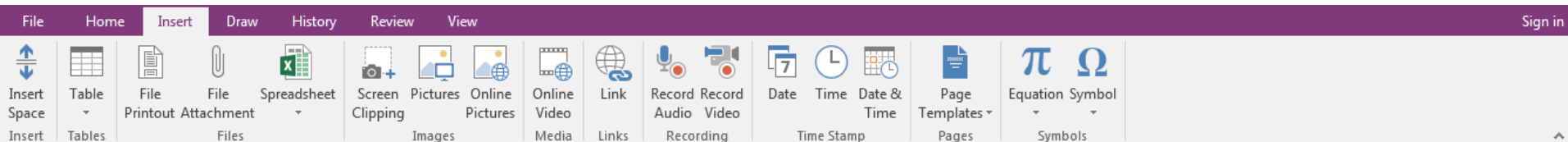
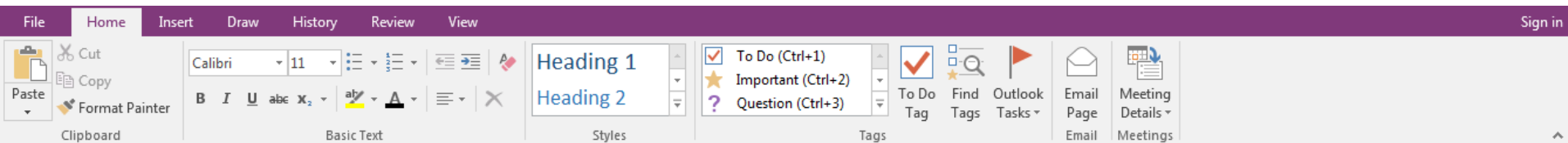
OneNote Basics

- A OneNote Notebook is organized into **Sections** and **Pages**, and it's easy to make them colorful. A OneNote Notebook never runs out of pages, the pages never run out of space, and you can add as many sections as you want.



OneNote Basics

- Type or write **notes**
 - Click wherever you want a note to appear, and then start typing
 - To begin a note elsewhere on the page, just click and start typing there
- Organize with **tables**
 - Type, then press TAB to create a table
 - Quickly sort and shade tables
 - Convert tables to Excel spreadsheets
- Insert **links, files, pictures** to your notes
- Remember everything
 - Add **Tags** to any notes
 - Make **checklists** and **to-do lists**
 - Create your own custom tags
- Keep everything in **sync**
 - People can edit pages at the same time
 - Real-Time Sync on the same page
 - Everything stored in the **cloud**
 - Accessible from any device



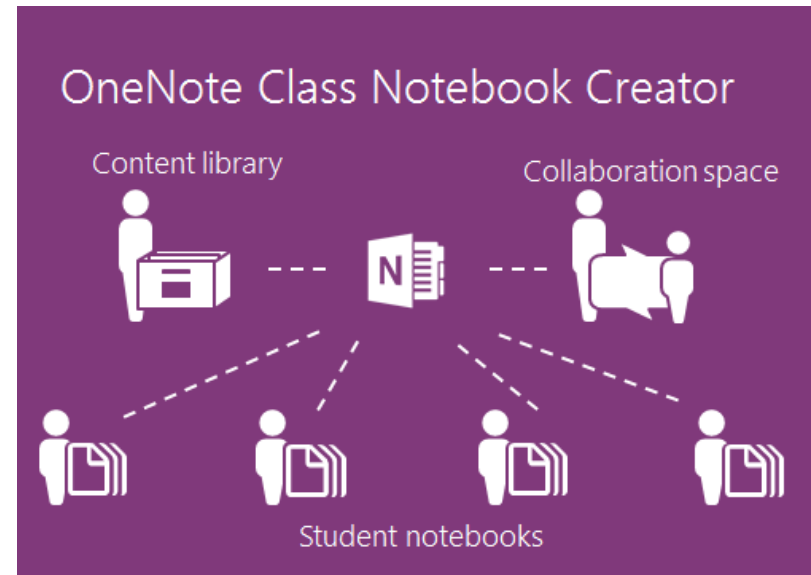
OneNote Nice Features

- **Embed anything:** You can embed almost any file into a OneNote page — screen clips, pictures, scanned documents or images, audio and video files, Excel spreadsheets.
- **Do napkin math:** Just type the equation anywhere on OneNote's page surface, followed by an equal sign. As soon as you press the spacebar or Enter, OneNote performs the calculation
- **Record audio and video on the fly:** You can record audio or video clips in OneNote.
- **Create custom tags:** OneNote lets you tag your notes for easy searching and sorting. While the app provides many evergreen tags such as "To-do," "Important," and "Remember for later," the real power is the ability to create your own tags specific to common tasks.
- **Search:** OneNote has a great search function built in, that will search through all your notebooks, or just the one you are working on, to find the notes you need.
- **History:** You can see previous versions of your notebook and restore to an earlier version. If students are working collaboratively on a OneNote project, the teacher can use the Find by Author option to see who did what in the notebook

About OneNote Class Notebook

What is OneNote Class Notebook

- OneNote Class Notebook is a tool to help teachers create **notebooks with preassigned classroom permissions**.
- OneNote Class Notebook provide teachers the ability to **collaborate** on class projects, **share** assignments with students, and **provide feedback** on student work.
- Each Class Notebook is organized into three areas:
 1. Collaboration space
 2. Content library
 3. Student notebooks




Notebook Overview

- **Collaboration Space**
 - A notebook for everyone in your class to share, organize, and collaborate.
 - **Everyone can read and write** to the Collaboration Space
- **Content Library**
 - A read-only notebook where teachers can share handouts with students.
 - **Students can only read** -- i.e. pull from -- the Content Library. They cannot edit.
 - **Teachers can read and write** to the Content Library
- **Student Notebooks**
 - A **private notebook** shared between the teacher and each individual student.
 - Teachers can read and write to all student notebooks
 - Students cannot see other private section groups outside their own

Launch OneNote Class Notebook App

Launch the OneNote Class Notebook

1. Once you are connected to your Office 365 account ([see corresponding slide](#)) click the **app launcher** () icon in the upper left corner.
2. In the list of apps that appears, click the **“Class Notebook”** app.



Create a Class Notebook

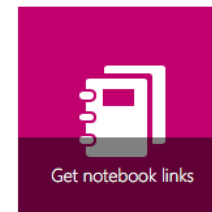
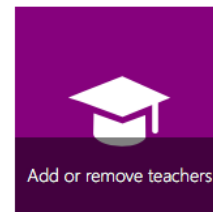
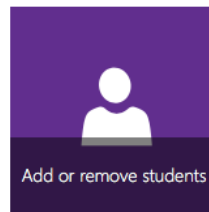
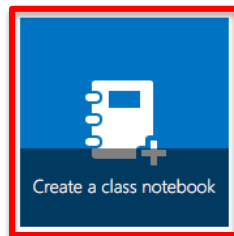
Create a Class Notebook

1. Click **Create a class notebook** from the available options.



Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



[View user guide](#)

Add Notebook Name

2. Name your new notebook, and then click “**Next**”.

NOTE: Each notebook you create must have a unique name, and it cannot contain these characters # / * ? ” | < > : . % ‘ \.

TIP: We recommend that you **create a separate notebook for each class**. To avoid conflicts when naming a notebook, we propose of using the following **naming convention**:

<Country>-<SchoolNumber>-<Class>-<Subject>

School number is an identification number provided by each country to the selected schools. For example, if you teach Math in Spain you can name the notebook “ES-Sch1-A1-Math”.

Office 365

ATS2020

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

What's the name of your class?

This will be the name of your class notebook

For example, Biology 3 period 2

Next

Notebook Overview

3. The OneNote Class Notebook provisions a notebook with **three section groups**, each with its own **unique permissions**.

Office 365

ATS2020

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

Great! We'll create Greek 2 P1 for you. Here's what will be inside:

These areas will be section groups of your class notebook

Collaboration Space Students and teachers can work together	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

Next

Add Another Teacher (Optional)

4. On this screen, you have the option to **add another teacher** to your class notebook. Any teacher added will have the same permissions as you do. You can add as many as you'd like.
5. Enter the name(s) of the teacher and click **“Next”**.

The screenshot shows the Office 365 interface. At the top, there is a navigation bar with the Office 365 logo, the text 'Office 365', and a user profile icon labeled 'ATS2020'. Below the navigation bar is a blue sidebar with a list of steps: '1 Add Notebook Name', '2 Notebook Overview', '3 Add Another Teacher' (highlighted), '4 Add Student Names', '5 Design Student Spaces', '6 Preview', and '7 Done'. The main content area displays the step '(Optional) Give another teacher permission to use this class notebook?'. Below this, there is a text input field with the placeholder text 'Enter names or email addresses...' and a blue 'Next' button. Both the input field and the 'Next' button are highlighted with red rectangular boxes.

Add Students Names

- You can add your students **individually** or **in bulk** (see next slide).

NOTE: Your students must have an Office 365 organization account to continue with this step. If you aren't sure whether or not they do, ask your IT Administrator.

- Click **“Next”** when you've completed adding all of your students for the class and the names have fully resolved.

The screenshot shows the Office 365 interface. The top bar includes the Office 365 logo, the text 'Office 365', a group of icons, the text 'ATS2020', a settings gear, a help question mark, and a user profile icon. On the left, a blue sidebar contains a list of steps: '1 Add Notebook Name', '2 Notebook Overview', '3 Add Another Teacher', '4 Add Student Names' (highlighted), '5 Design Student Spaces', '6 Preview', and '7 Done'. The main content area displays a blue header with a back arrow and the text 'Now, what are your students' names?'. Below this is a subtitle: 'Type or paste your students' names (separated by semicolon) to add them to the class notebook'. A text input field with a red border contains the placeholder text 'Enter names, email addresses or groups...'. To the right of the input field is a blue button with a red border labeled 'Next'.

Add Students Names

Add Students Individually

- Type a student's name in the text box, then press Enter.
- As you type, the app will look up possible matches. For example, you can type "Tevin" and it will find any students matching that name.
- Repeat 1st step until you've added all of your students, and then click "**Next**".

Add Students in Bulk

- Copy and paste a list of the students' names, separated by a semicolon (;) into the text box.
- After you paste the students' names into the text box, the app will look up each name. The app may take a few moments to automatically resolve each name. For each match that isn't found, you can retype the name or remove the name from the text box.
- Click "**Next**" when you've completed adding all of your students for the class and the names have fully resolved.

Design Student Spaces

8. Keep the boxes checked next to the default sections that you'd like created in each student's notebook.
9. Click **"Add more"** to add additional sections in each student's notebook.
10. Click **"Next"** when finished.

Office 365

ATS2020

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

Almost there! 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 more

Next

Design Student Spaces

TIP: We recommend that you create **section names** that correspond to **activities**, **NOT** units. For example, use activities such as Handouts, Class Notes, and Quizzes. The reason for this is that students work in one unit at a time; it will take longer to find items of interest in a unit section.

NOTE: You can also add, remove, and delete sections directly in your students' notebooks after the class notebook is created.

The screenshot shows the Office 365 interface during the setup of a notebook. The top navigation bar includes the Office 365 logo, the text 'Office 365', a group of icons, the text 'ATS2020', a settings gear, a help question mark, and a user profile icon. On the left, a blue sidebar contains a list of steps: '1 Add Notebook Name', '2 Notebook Overview', '3 Add Another Teacher', '4 Add Student Names', '5 Design Student Spaces' (highlighted), '6 Preview', and '7 Done'. The main content area displays a blue back arrow icon followed by the text 'Almost there! What should be inside each student's private space?'. Below this, it says 'These sections will be created in every student's private notebook. Here are a few suggestions:'. A list of four items is shown, each with a checked checkbox: 'Handouts', 'Class Notes', 'Homework', and 'Quizzes'. Below the list is a button with a plus sign and the text 'Add more'. At the bottom right, there is a blue button with the text 'Next'. Red boxes highlight the checkboxes, the 'Add more' button, and the 'Next' button.

Office 365

ATS2020

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

Almost there! 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 more

Next

Preview

11. Click “**Teacher's notebook**”, and “**Student's notebook**” to verify how the sub-notebooks and sections will be created for the class.
12. Click “**Create**” to have the app create your class notebook.

The screenshot shows the Office 365 interface. At the top, the Office 365 logo is on the left, and the user's name 'ATS2020' is in the center. On the right, there are icons for settings, help, and a user profile. A blue sidebar on the left contains a list of steps: '1 Add Notebook Name', '2 Notebook Overview', '3 Add Another Teacher', '4 Add Student Names', '5 Design Student Spaces', '6 Preview', and '7 Done'. The '6 Preview' step is highlighted. The main content area displays a preview of a notebook interface. At the top of the preview, two tabs are visible: 'Teacher's notebook' and 'Student's notebook', both highlighted with red boxes. Below the tabs, the notebook content is shown, including a sidebar with 'Greek 2 P1', 'Welcome', '_Collaboration Space', and '_Content Library'. The main area contains placeholder text and images. At the bottom right of the preview, a blue 'Create' button is highlighted with a red box.

Done

- Click the **notebook name link** to open your class notebook in OneNote. As soon as the notebook is ready for your students, email the **hyperlink** shown in the text box to your class for your students to open. You can retrieve this link later in OneNote 2013 by right-clicking the class notebook in the notebook list, and then clicking **Copy Link to Notebook**.

***TIP:** You may wish to add content by placing it in the Content Library before inviting your students to open the class notebook. Keep a copy of the link in your records while you prepare the notebook, then share the link with the students when ready.*

Office 365

ATS2020

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher


4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

Done! Click the following link to open the Notebook:

 **Greek 2 P1**

Share this link with your students!
This one link will give them access to their own notebook along with the Collaboration Space and Content Library

onenote:https://ats2020-my.sharepoint.com/personal/test_ats2020_eu/Documents/Class%20Notebooks/Greek%20P1

[Back to home](#)

Get Links to Your Class Notebooks

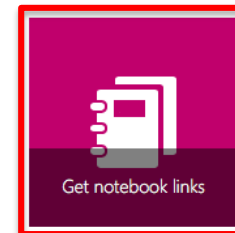
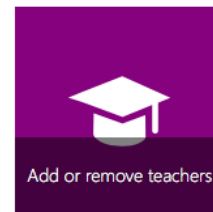
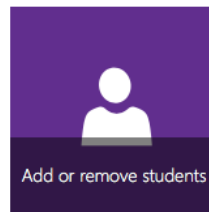
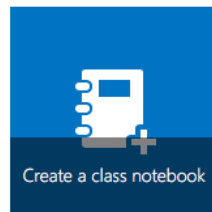
Get links to any class notebooks you have

1. To find any link to a class notebook that you have, simply launch the app ([see corresponding slide](#)) and then click the **“Get Notebook links”** button.



Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



[View user guide](#)

Get links to any class notebooks you have

2. This will bring up a page that has all class notebooks created by you and a link to each one. Select the link, press **CTRL+C** to copy it, and then paste the link into an email to your students.



← Here are the notebooks you have created using this tool

Select the link from the notebook you want, copy it and put it into an email to your students

Your notebooks

 Biology 3 P2

onenote:https://ats2020-my.sharepoint.com/personal/test_ats2020_eu/Documents/Class%20Notebooks/Biology%203%20P2

 Greek 2 P1

onenote:https://ats2020-my.sharepoint.com/personal/test_ats2020_eu/Documents/Class%20Notebooks/Greek%202%20P1

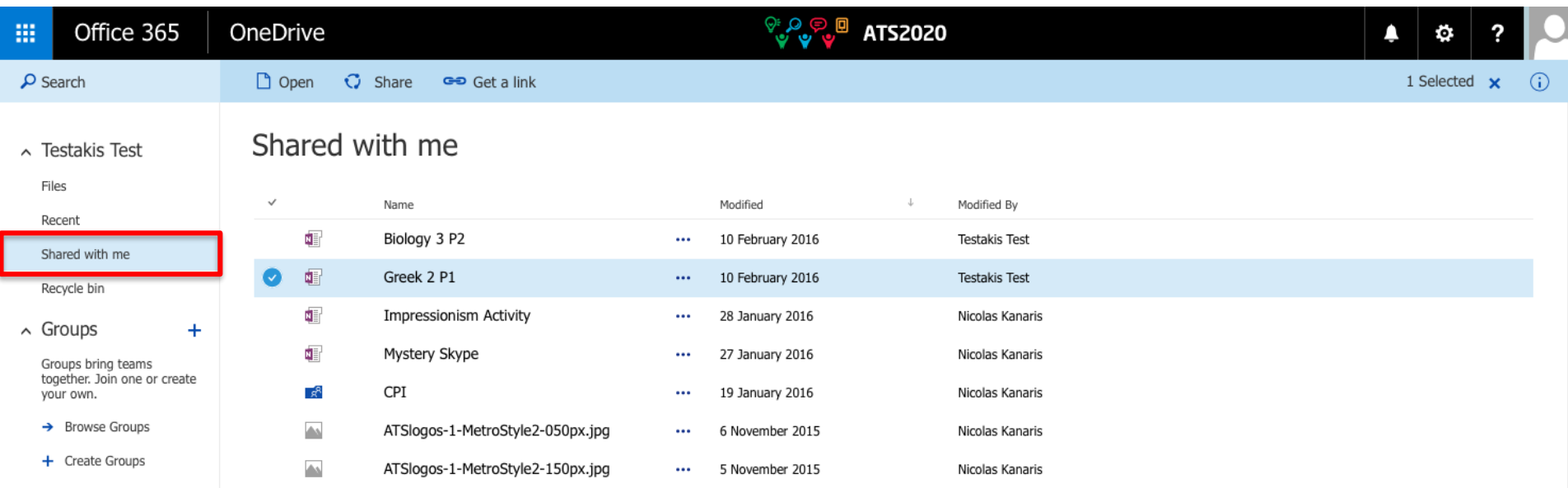
Co-owned notebooks

No co-owned notebooks have been created yet.

Help Students find their Class Notebook

Help your students find their class notebook

1. Students can find all new class notebooks on their OneDrive for Business inside the “**Shared with me**” folder.



The screenshot shows the OneDrive interface for a user named 'Testakis Test'. The left sidebar contains navigation options: Files, Recent, Shared with me (highlighted with a red box), Recycle bin, and Groups. The main content area is titled 'Shared with me' and displays a table of files shared with the user.

	Name	Modified	Modified By
<input type="checkbox"/>	Biology 3 P2	10 February 2016	Testakis Test
<input checked="" type="checkbox"/>	Greek 2 P1	10 February 2016	Testakis Test
<input type="checkbox"/>	Impressionism Activity	28 January 2016	Nicolas Kanaris
<input type="checkbox"/>	Mystery Skype	27 January 2016	Nicolas Kanaris
<input type="checkbox"/>	CPI	19 January 2016	Nicolas Kanaris
<input type="checkbox"/>	ATSlogos-1-MetroStyle2-050px.jpg	6 November 2015	Nicolas Kanaris
<input type="checkbox"/>	ATSlogos-1-MetroStyle2-150px.jpg	5 November 2015	Nicolas Kanaris

Add or Remove Students in Existing Class Notebook

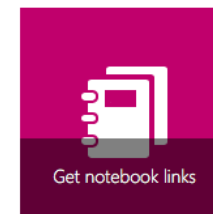
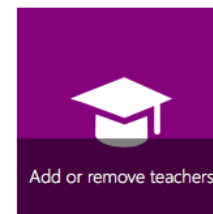
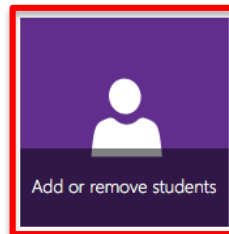
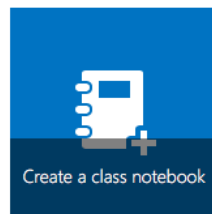
Add or Remove Students

1. To add or remove students from a class notebook that you have already created, simply launch the app ([see corresponding slide](#)) and then click the “**Add or remove students**” button.



Welcome to the OneNote Class Notebook

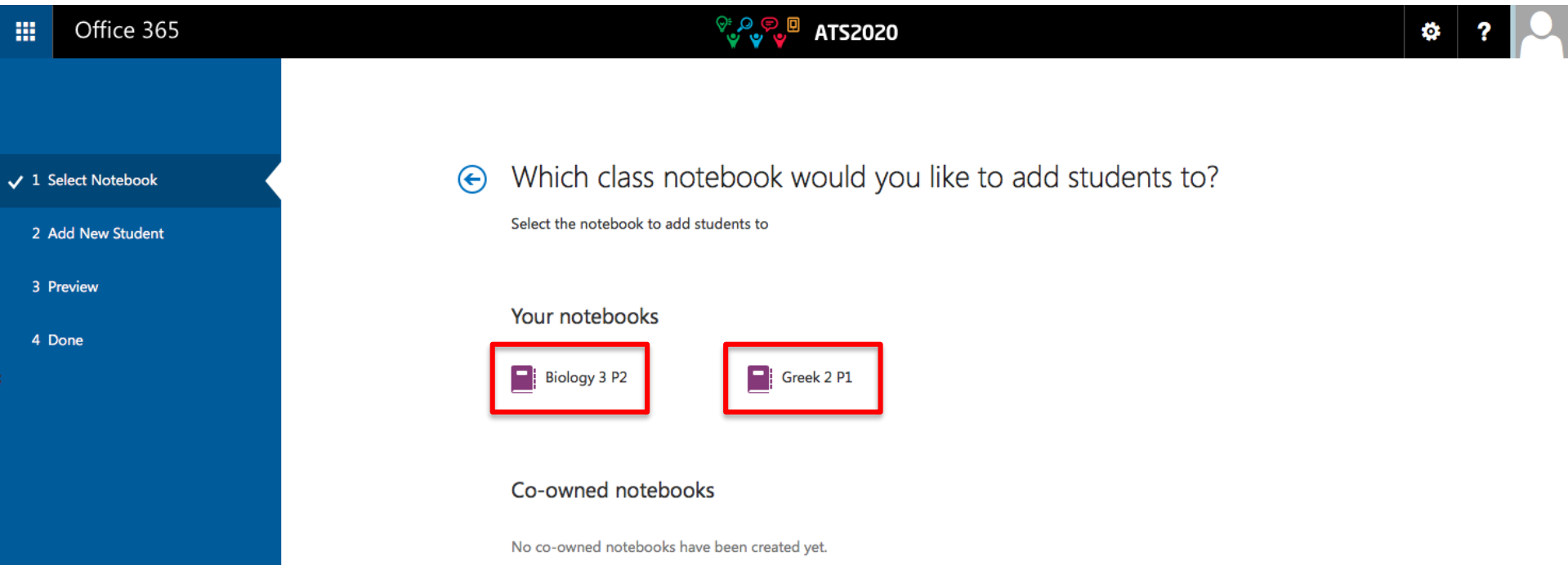
We will help you create a notebook you can use in the classroom



[View user guide](#)

Select Notebook

2. Select the notebook that you'd like to update



Office 365

ATS2020

1 Select Notebook

2 Add New Student

3 Preview

4 Done

Which class notebook would you like to add students to?

Select the notebook to add students to

Your notebooks

Biology 3 P2

Greek 2 P1

Co-owned notebooks

No co-owned notebooks have been created yet.

Add New Student

3. To add students individually, simply type their names in the **text box** and then press **Enter**. As you type, the app will look up possible matches. For example, you can type “student” and it will find any students matching that name.

Office 365

ATS2020

1 Select Notebook

2 Add New Student

3 Preview

4 Done

Great! Enter the names of the students to add to Greek 2 P1

If a student name is not recognized, the student may not be in the directory

student

Student Bob

Student James

Student Jane

Student John

Student Nic

Student Peter

Student Sara

Students

Showing 8 results

Next

Remove Existing Student

3. You can see all of the existing students and groups in the notebook under the **Existing student list**.
4. To remove a student, simply click “**Remove**” next to the name. The student’s name will now be crossed out, marking the student for removal when you proceed to confirm the changes. You can click “**Undo**” if you make a mistake.

Office 365

ATS2020

1 Select Notebook

2 Add New Student

3 Preview

4 Done

Great! Enter the names of the students to add to Greek 2 P1

If a student name is not recognized, the student may not be in the directory

Student Nic x

Next

Existing student list

~~Student Bob~~

Student James

Undo

Remove

Preview

5. You'll see a Preview of the **final student list** that you'll find in your notebook.
6. If you don't like the way the preview looks, you can **go back** and make changes.
7. If it looks good, click **“Update”**. The notebook will now be updated with the student list as per the preview.

Office 365

ATS2020

1 Select Notebook

2 Add New Student

3 Preview

4 Done

Did we get this right? Please confirm the new student names.

2 in total

Student James

Student Nic

Update

Links for Support and Training

Support and Training

- [OneNote Help and Training](#)
- [OneNote Training Courses](#)
- [Interactive “How to Videos” for OneNote in Education](#)

- [OneNote 2016 Quick Start Guide \(pdf\)](#)
- [OneNote 2016 for Mac Quick Start Guide \(pdf\)](#)
- [OneNote Getting Started \(2 minutes video\)](#)

- [OneNote Class Notebook: A Walkthrough for Teachers](#)
- [OneNote Class Notebook: Frequently Asked Questions](#)