

# How to use Class Notebook on Microsoft Teams

This guide is to help you get set up on Class Notebook on Microsoft Teams either on your laptop/computer or mobile phone/tablet. If anything on here is unclear, or it is not working as it has shown, then please speak with your form tutor either next time you are in school or via email.

## Setting up your laptop or computer

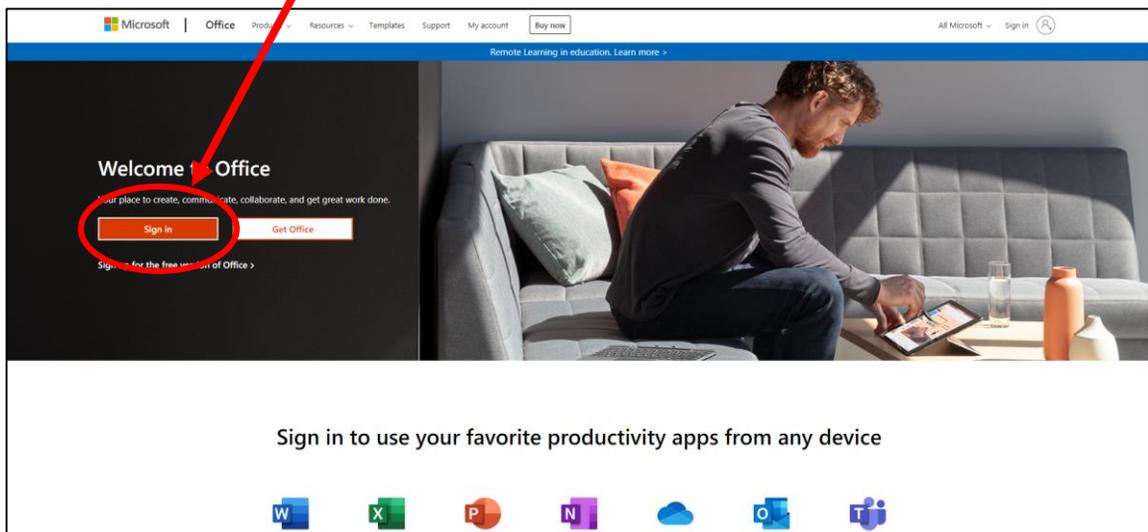
If you are using a laptop or computer to do your school work on, ideally you will need to download and install the Microsoft Teams App and the Microsoft OneNote app. Both of these applications can be downloaded from the Microsoft Office 365 website.

How to download:

Go to [www.office.com](http://www.office.com)

You will be presented with the page below.

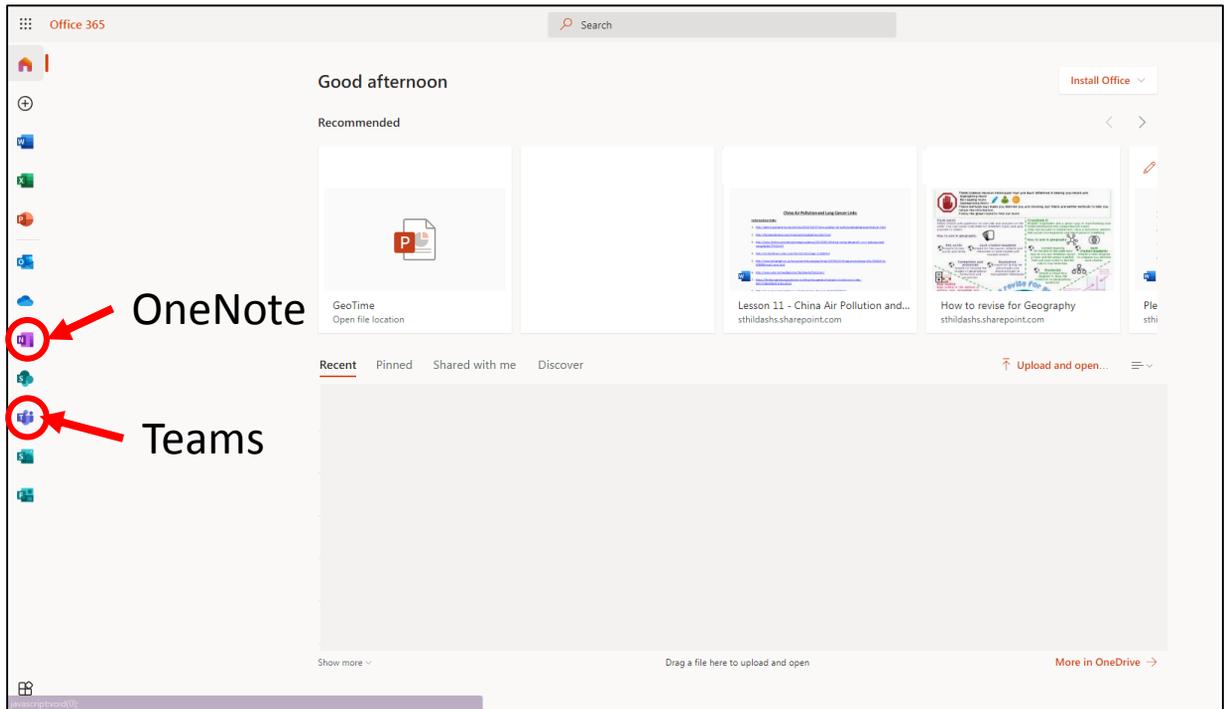
Click the orange “Sign in” button



You will then be asked to enter your login details. Your login details will be your school email and the password you use to log on to the school computers.

You will be taken to the screen on the next page.

Click on the “Teams” icon in the sidebar



You will then be asked if you want to “Get the desktop app” or “Use web app instead”

If you wish to install the desktop app, click the “Get the desktop app” button, however you can still use Teams in the browser. If you wish to do this, click on the “Use web app instead” link.

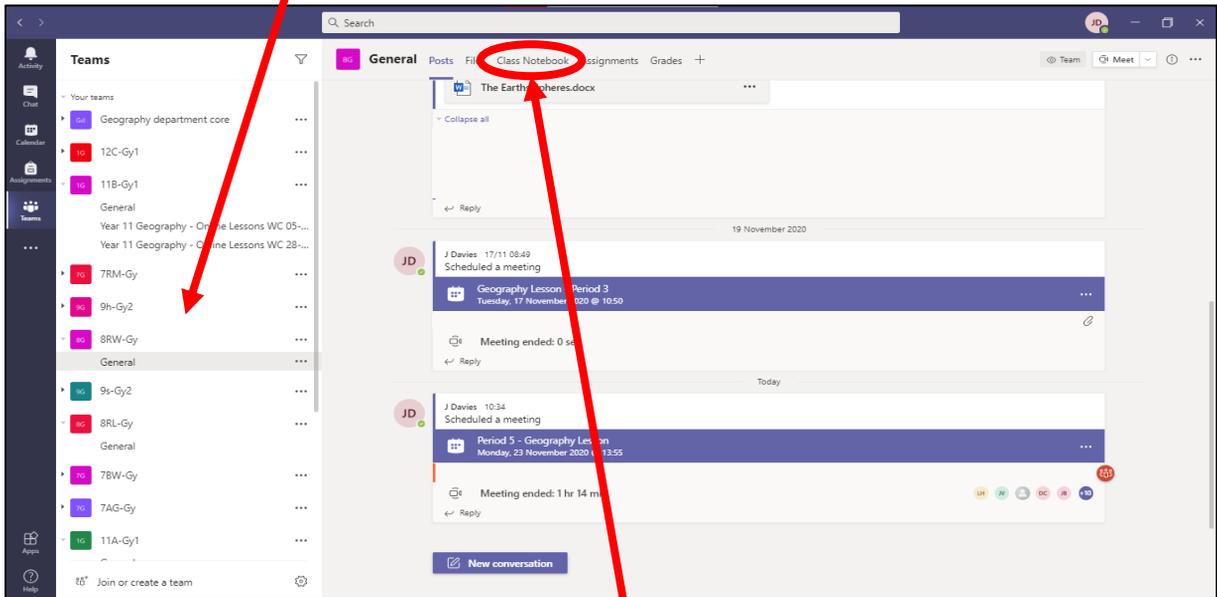
If you click the “Get desktop app” button, a file titled “Teams\_windows\_x64.exe” will download. Click this and follow the instructions to install Microsoft Teams to your computer. You will now have the Microsoft Teams app installed.

You can carry out the same steps to install Microsoft OneNote, by clicking on the OneNote icon (labelled above).

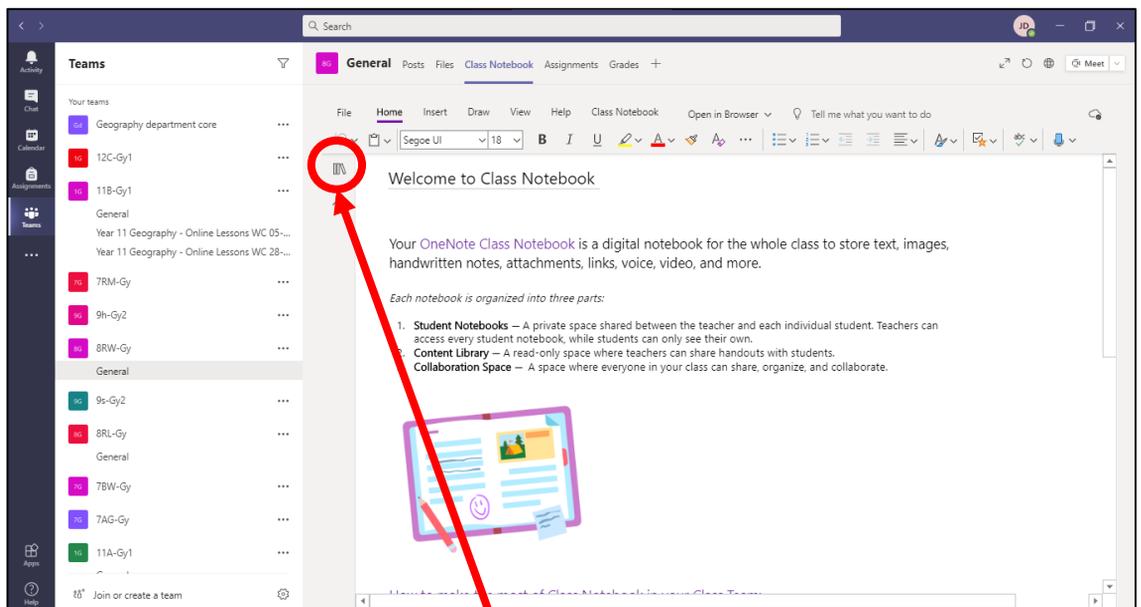
## When using a laptop or computer

When you have the app installed on your computer, and you have opened it, you will be presented with a screen similar to the one below. Your screen will show you your classes for each of your subjects.

You will need to click on the Class team for the subject you are wanting to work on.

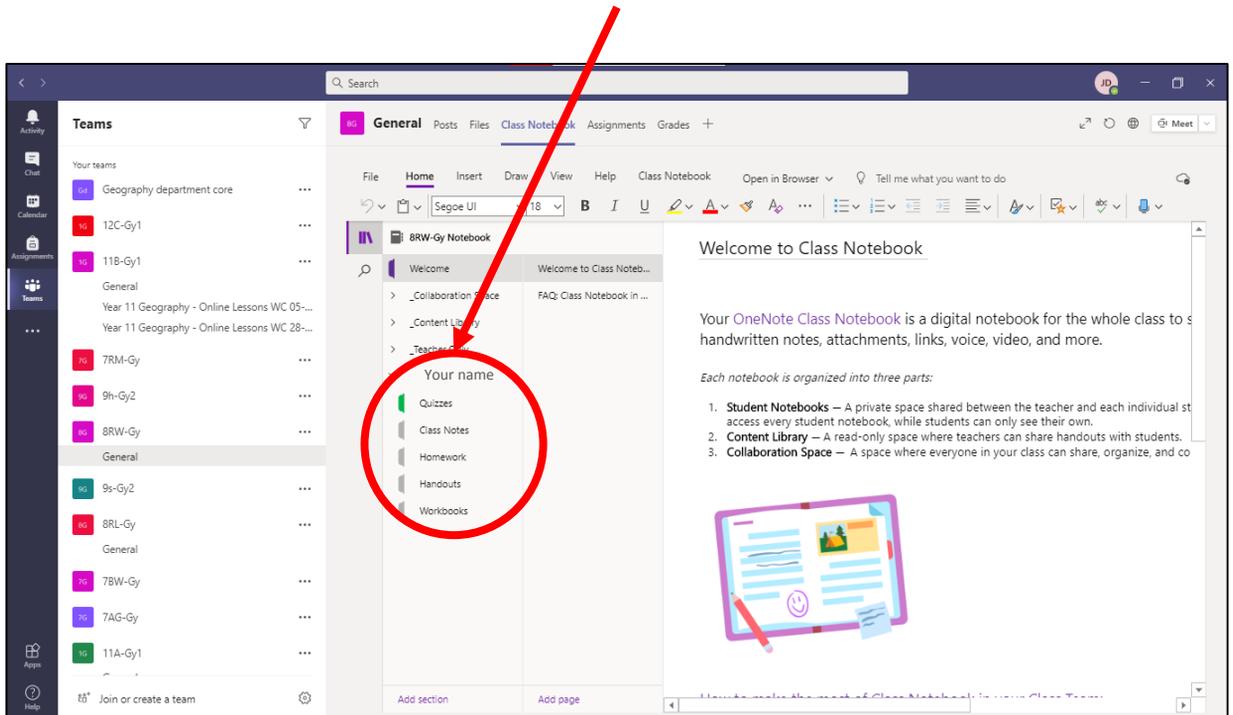


Once you have clicked on the subject/class you wish to work on, click on the “Class Notebook” tab above the chat window.

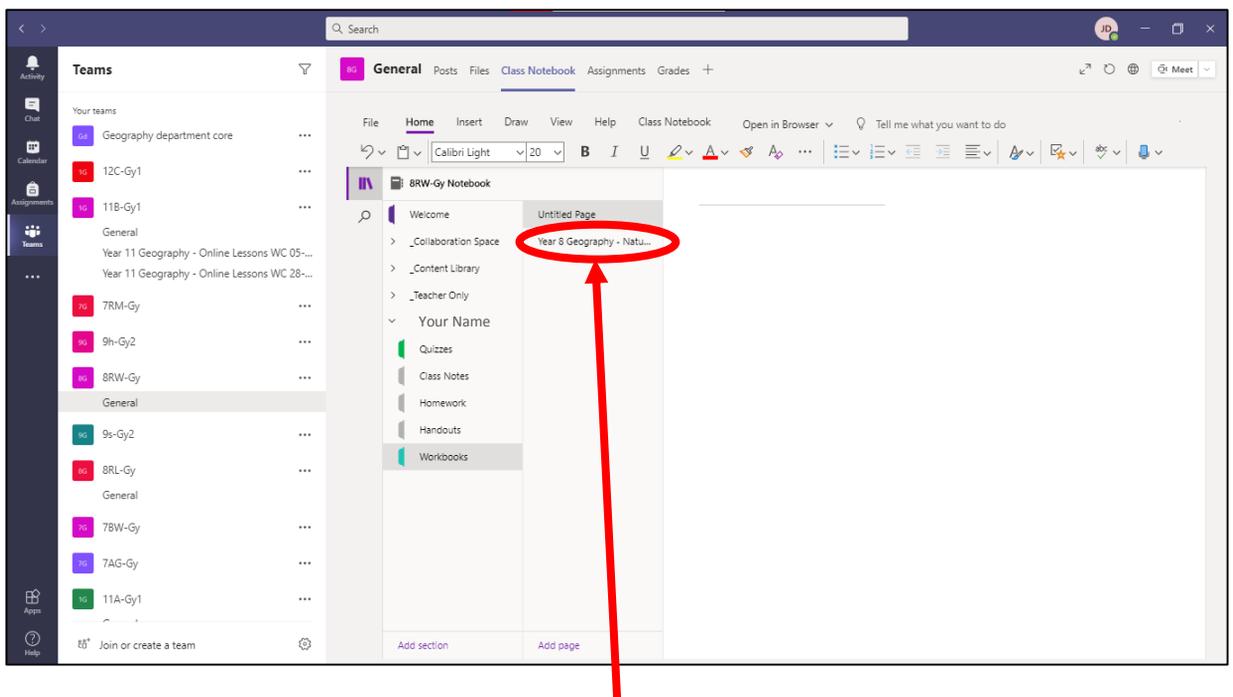


This will then open the Class Notebook, likely to this page (if you have not yet opened it). Click on the “library” icon on the left hand side of the notebook.

This will open the Notebook side pane which will contain your files for your class. (note: these files may be different depending on which class you are in, as they are created by your teacher. The below is for a Geography class team).

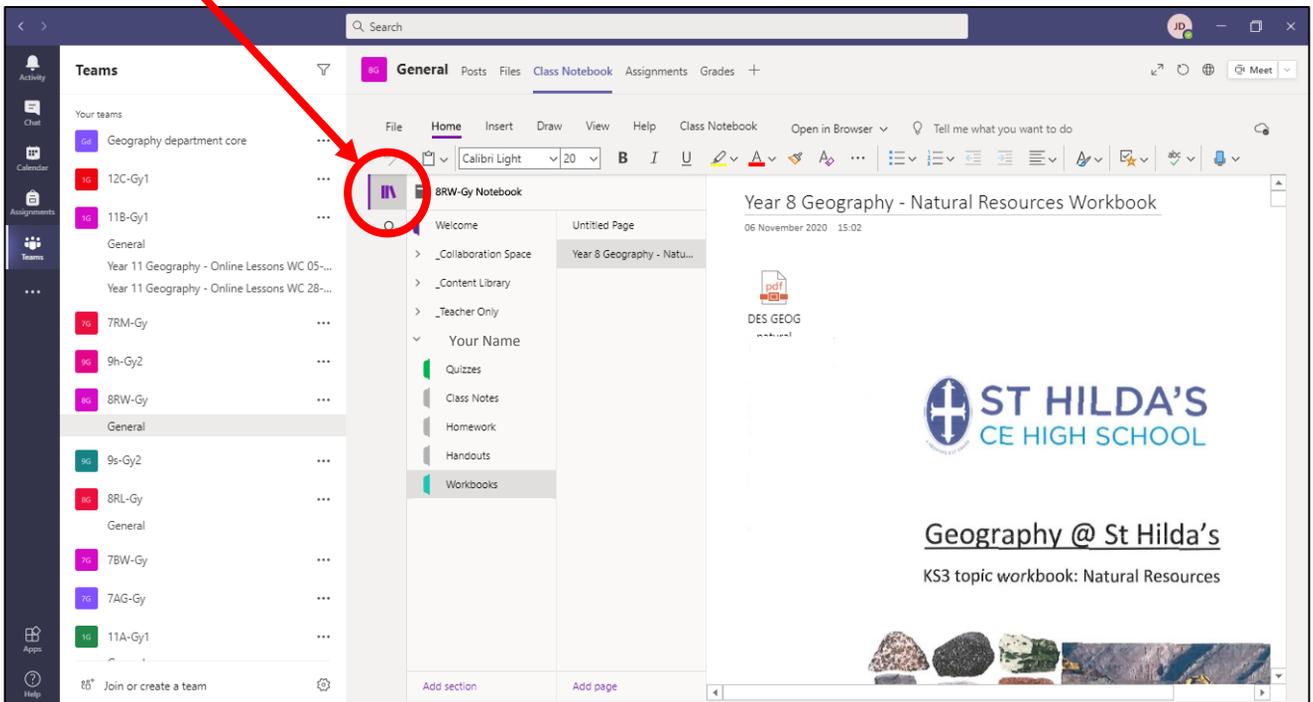


Click on the folder your teacher has placed your resources in. This will bring you to a screen like the one below.

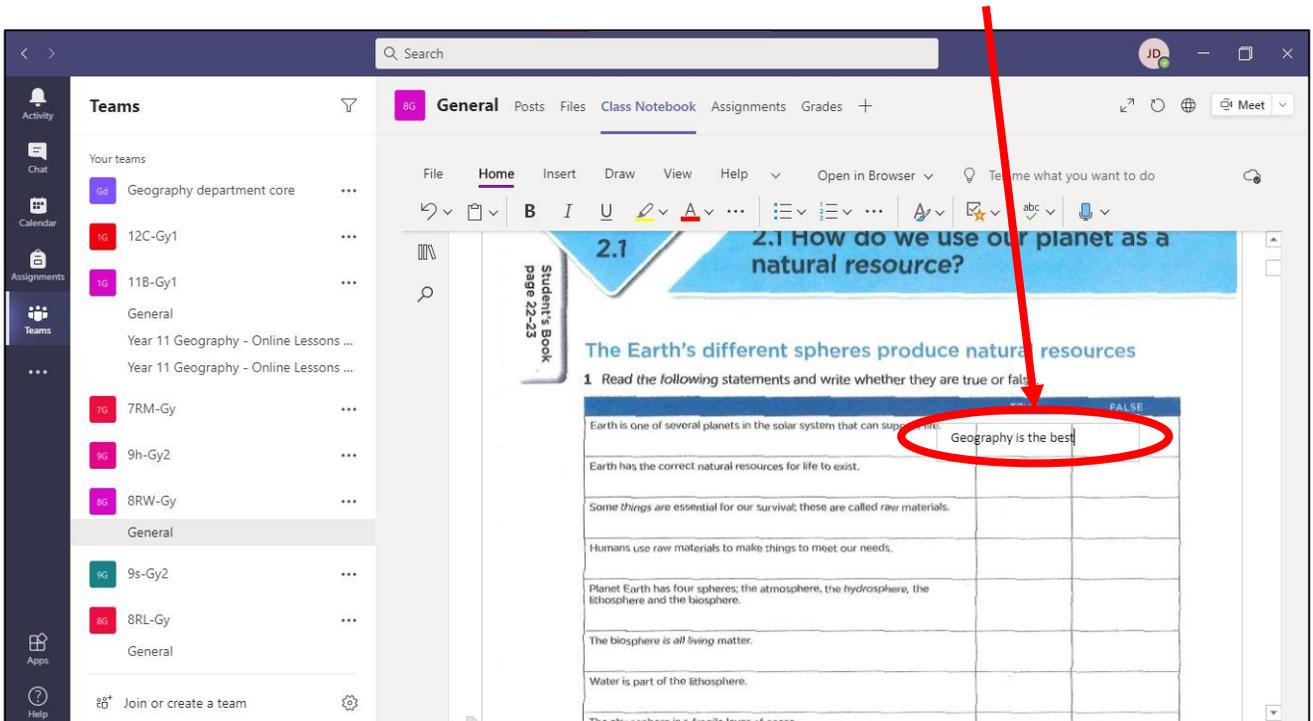


Select the resource your teacher would like you to work on. This will open the resource.

To begin working on the resource, click on the “library” icon to collapse the folders and allow you to view the page on your screen.



To type or write on your resource, find the page you want to work on, then click anywhere down the right hand side of the page. This will open a text box which you can type into, drag the text box onto the page where you wish to write your answer.



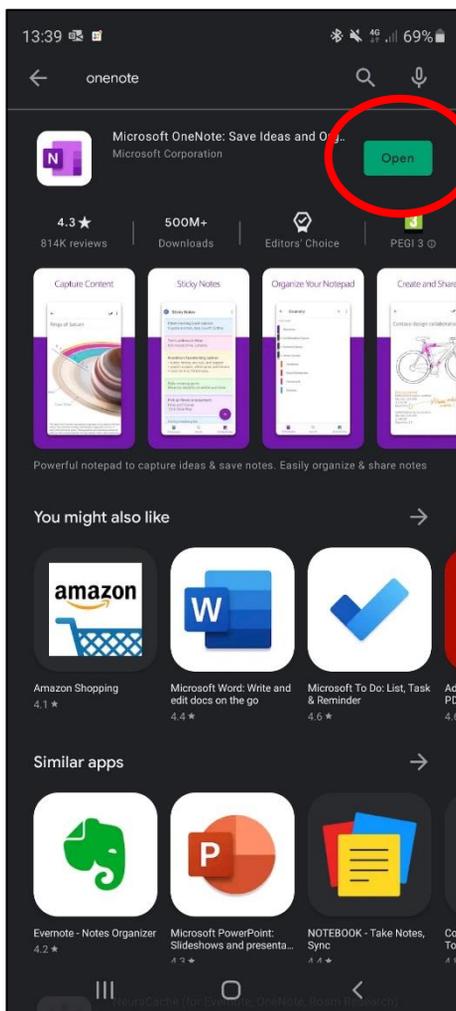
Your work will automatically save, meaning your teacher can see your work either as you are working on it or once you have finished.

## When using a mobile or tablet

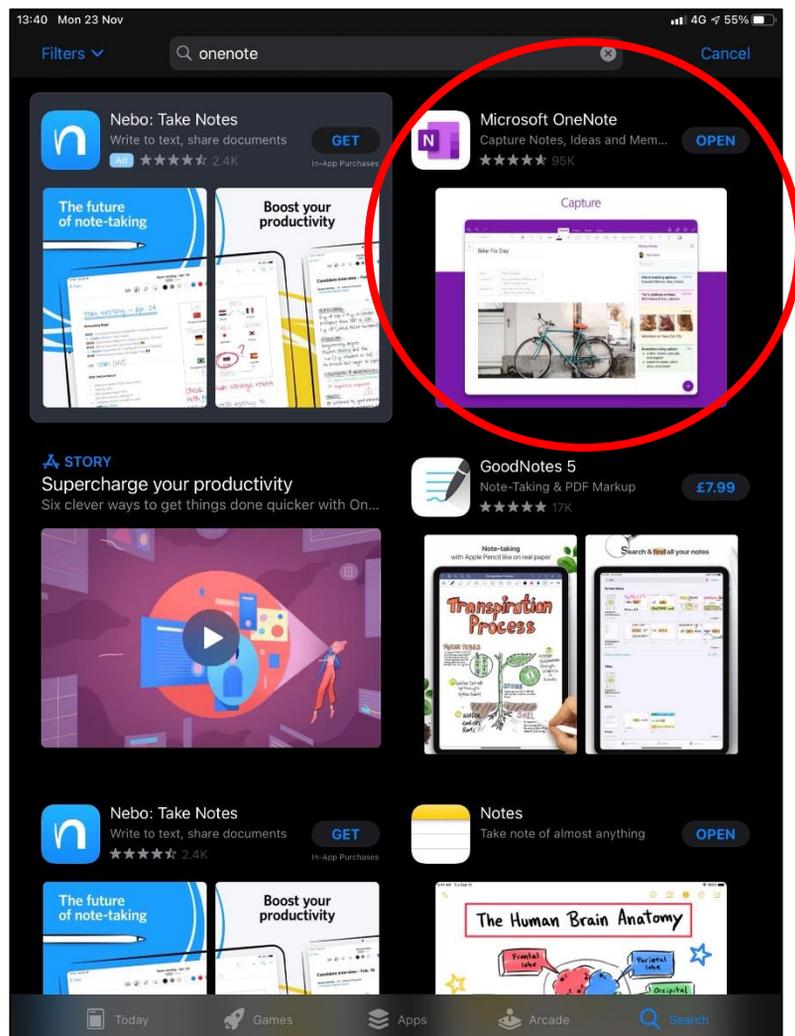
If you are using a mobile device or tablet to use Microsoft Teams. You should already have the Teams app installed in your mobile (if not, do this through the App Store or Google Play). Your login details will be your school email and password you use to log in to the school computers.

In addition to the Microsoft Teams app, you will also need to download the Microsoft OneNote app. Again, please download this from the App Store or Google Play.

### Google Play Store

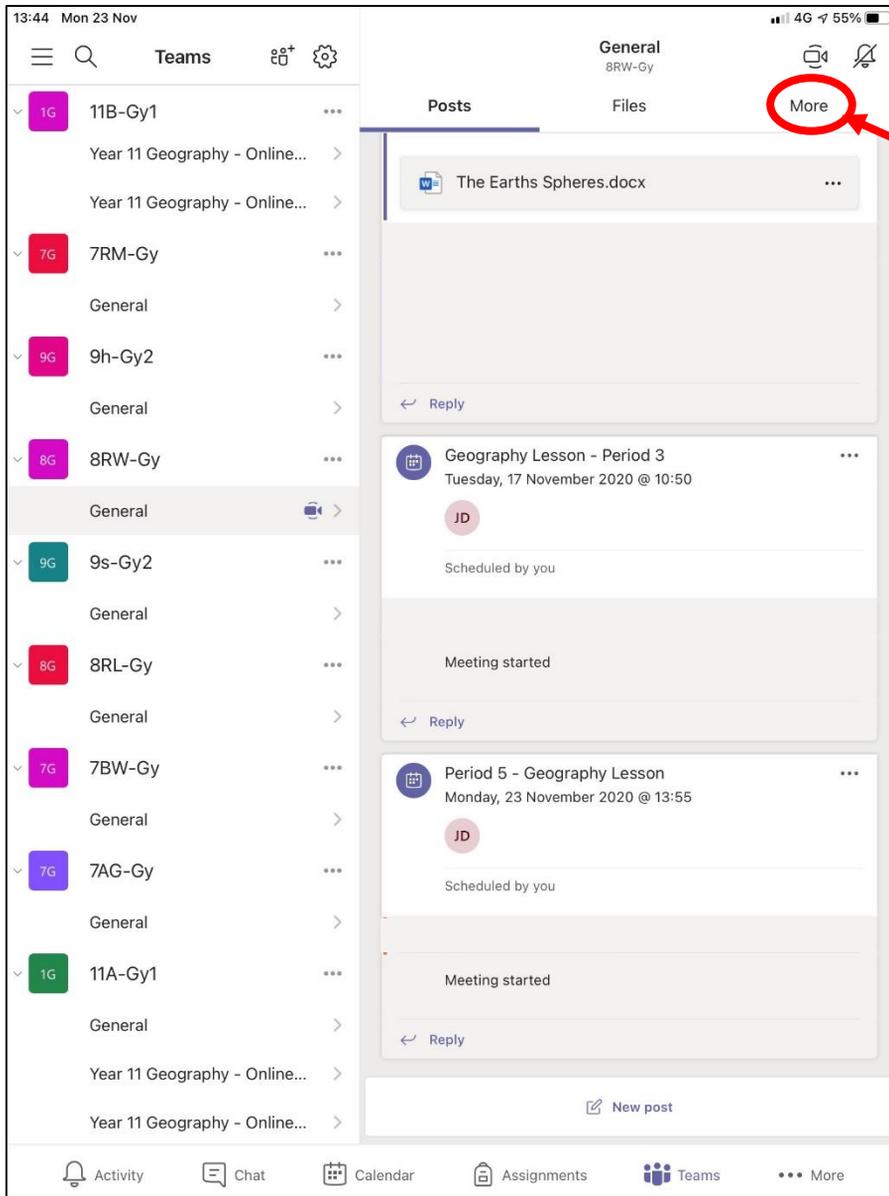


### Apple – App Store



Once you have both Microsoft Teams and Microsoft OneNote installed on your mobile device, you are now ready to start using the Class Notebook feature on Teams.

To do this, open teams and open the team you wish to use Notebook for. You should be presented with the page below:

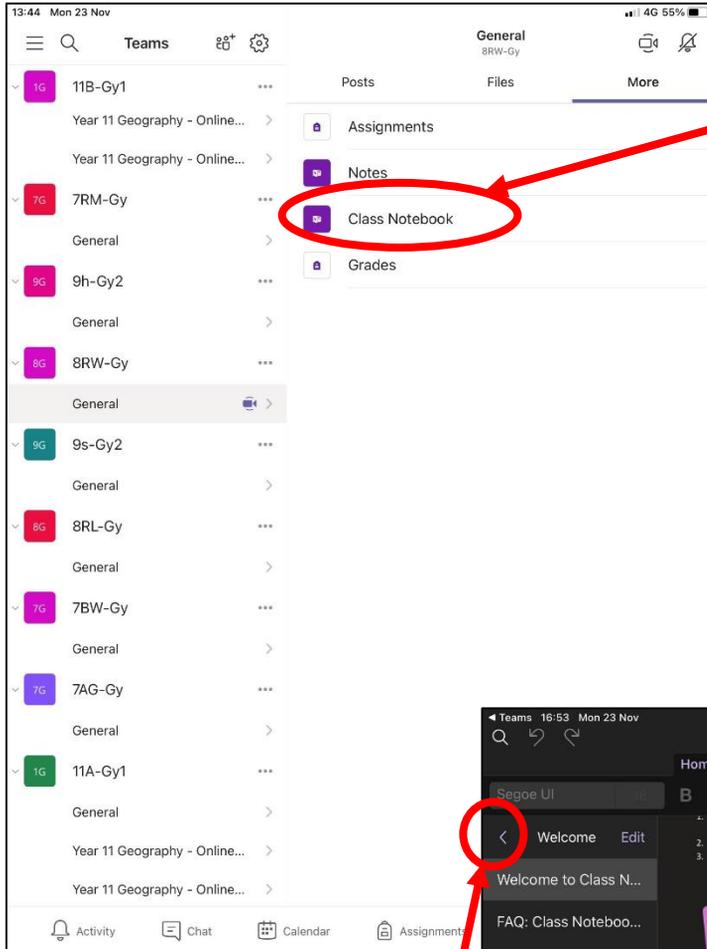


Once you are on the page with the Teams conversations on, you should click the “More” tab.

**Note:**  
If you click on “More” and you have been given the message of “No Data Available” please see pages on what to do next.

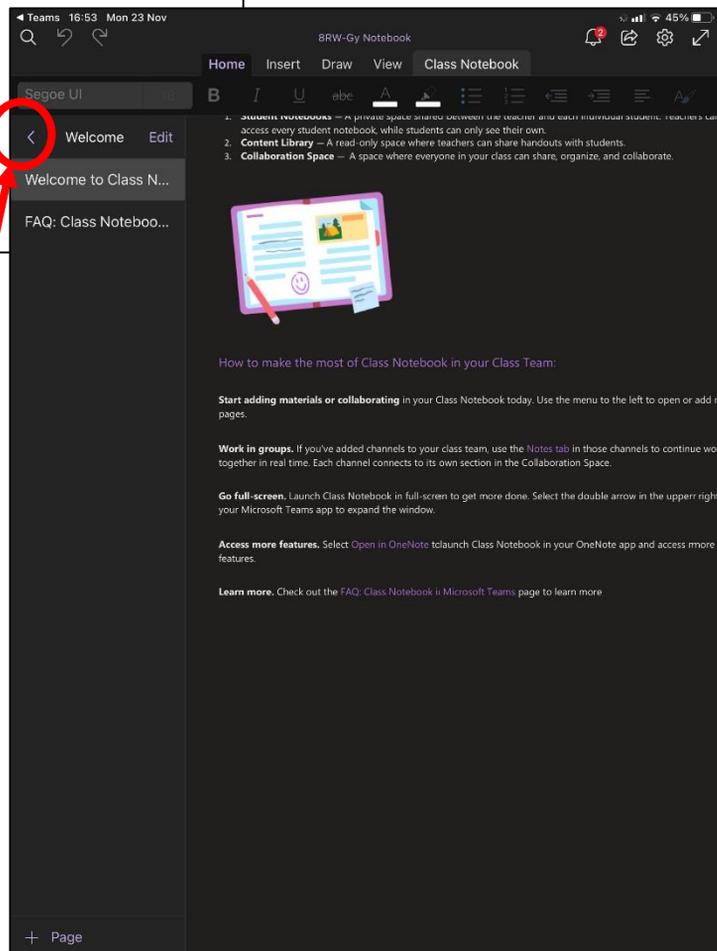
Under the “More” tab, you will see a number of options, including “Class Notebook”.

If you select this option, the OneNote app (downloaded earlier) will then open and present you with a screen similar to the one below.



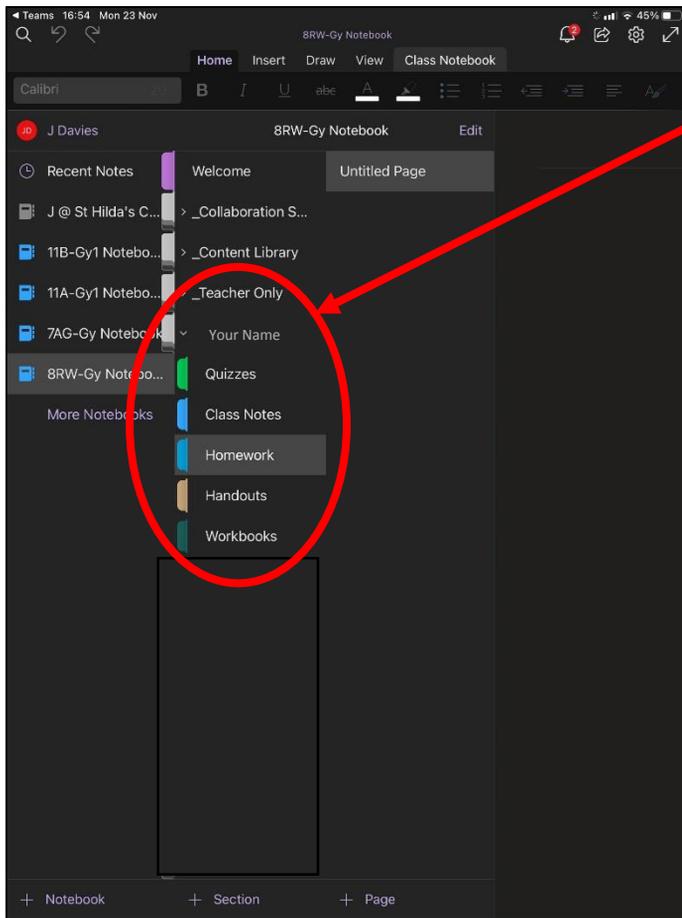
Select “Class Notebook”

OneNote should then open and will look like the screen below:



You may need to click on the arrow to show all of your classes.

When you have selected the Class Notebook for your subject, you will be presented with a screen like the one below (there may be less folders that appear on your screen)



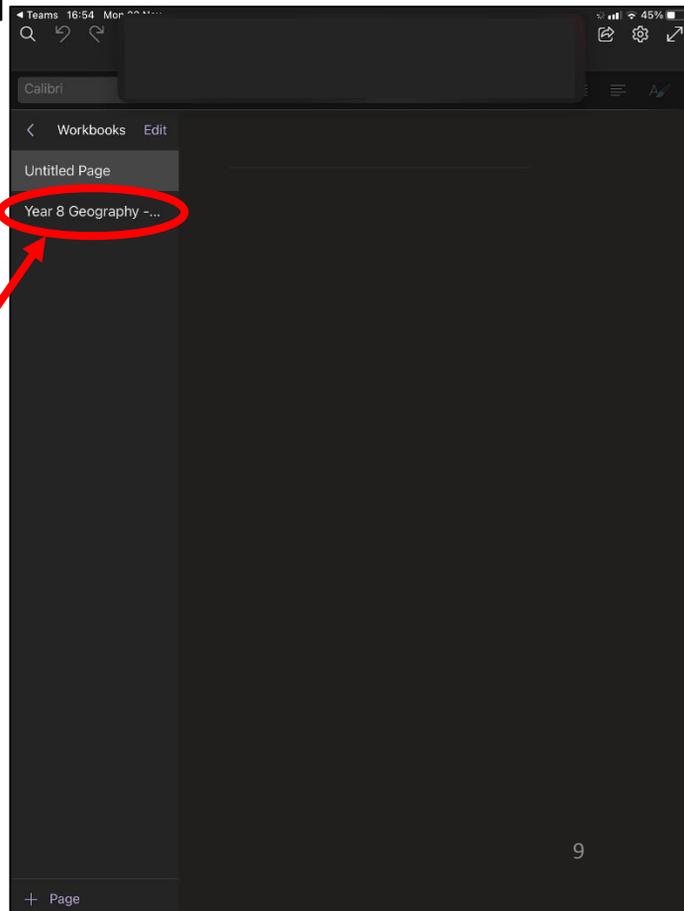
Your name will appear as a file in this section, with a number of different folders under your name.

These folders are where your teacher will be sharing resources with you that you can work on from home.

Depending on which subject/class you have selected, there may be different files within your class notebook.

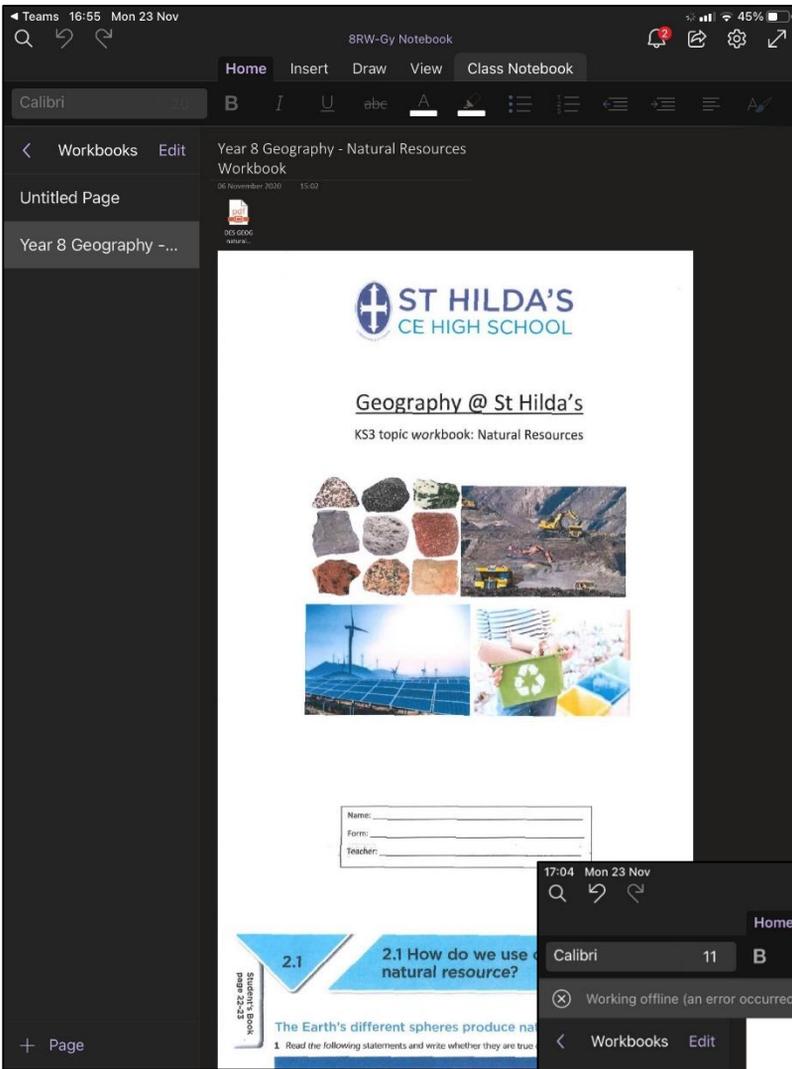
This is down to what files the teachers have selected when setting up their notebook. The files you can see are for Year 8 Geography.

Your teacher will tell you which section your work will be under.



When you have selected the file, you should see all of the pages of resources your teacher has uploaded into that section.

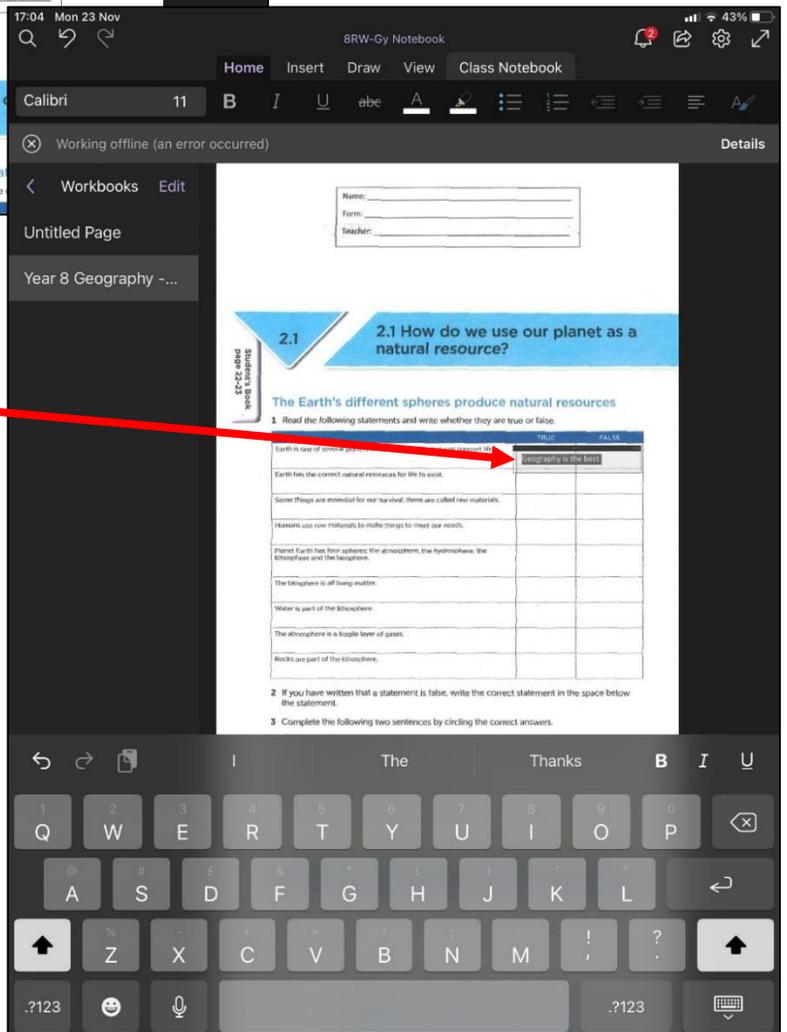
You need to select the page/resource that you will be working on.



When you have selected the resource you wish to work on, your resource will appear like the page to the left.

To work on your page you will need to tap the screen next to the resource (remember, mobile or tablet!) 3 times quickly. This will create a text box on the page.

**Note:** this may create a textbox at the **bottom** of the page, if this happens, you will just need to drag the textbox to where you want it.

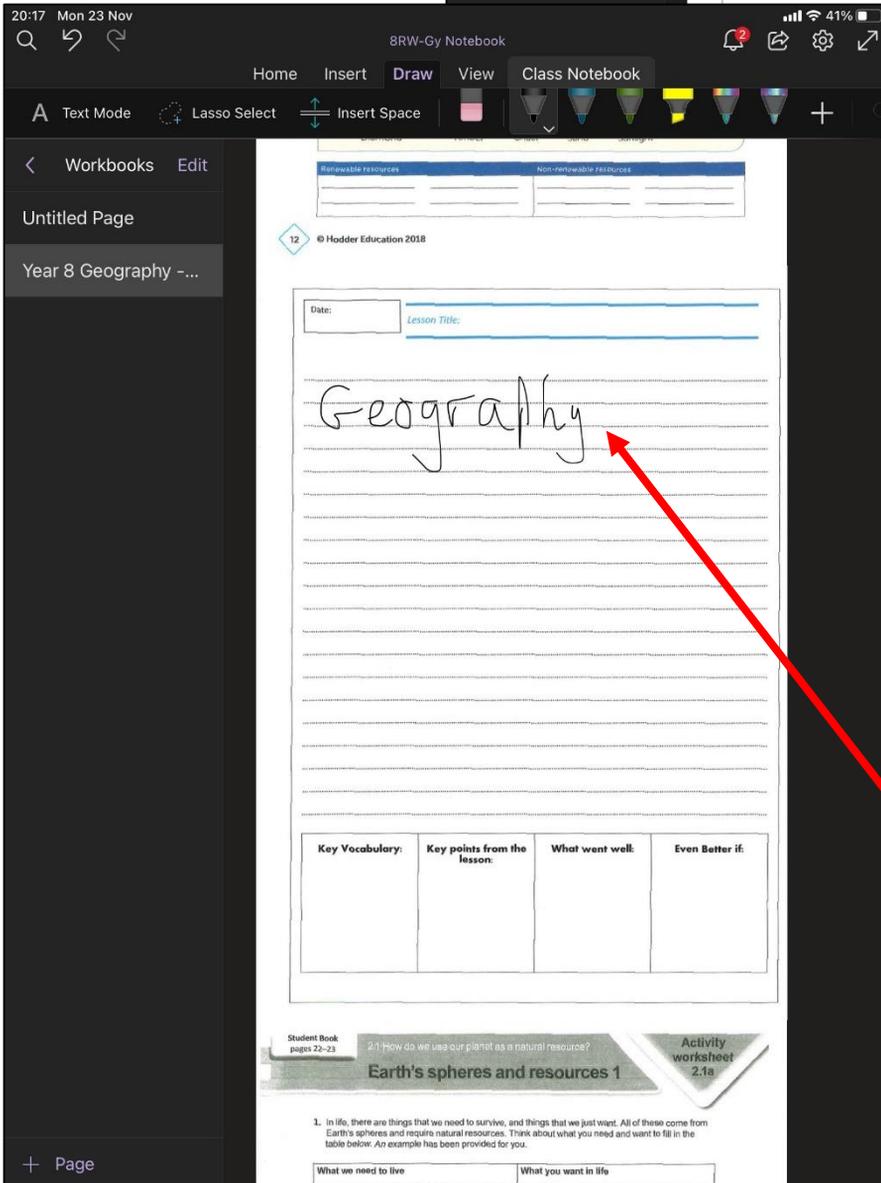
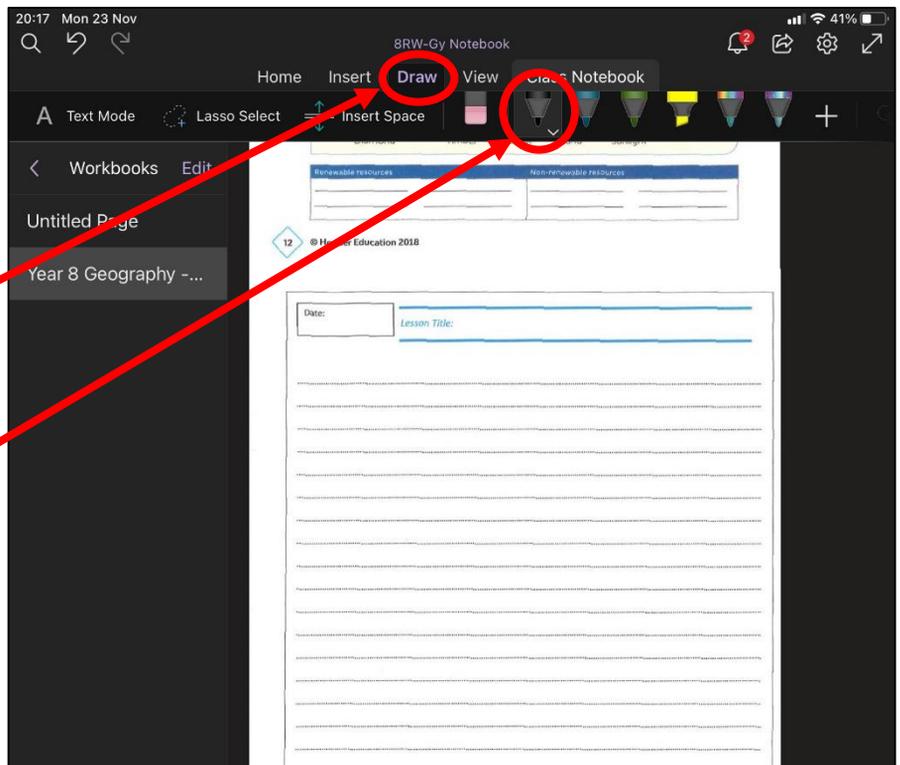


When you have your text box where you want it, just type your answers in!

The work will automatically save as you are working, and your teacher will be able to see this work during the lesson and after you have finished.

If you are using a tablet or mobile phone, you can also draw on the page.

To do this, select the "Draw" tab at the top of the page, then select the "Pen" icon.



Then you can just use your finger, or a stylus, on the screen to write directly on the page.

Using your finger to write isn't very neat, but can be useful for drawing diagrams or labelling items.