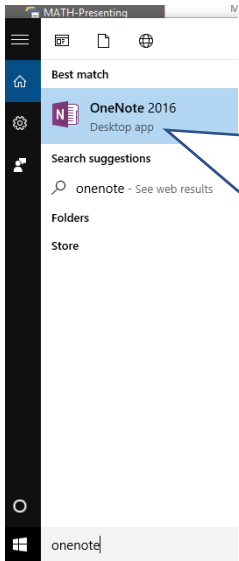


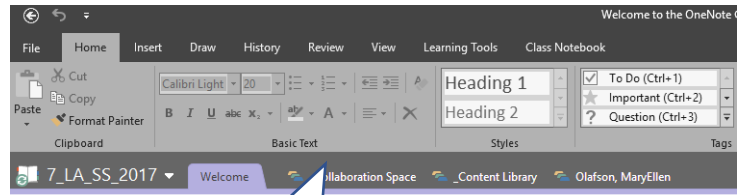
OneNote Class Notebooks

(Desktop program  or log-on at portal.office.com)

Access and navigate to check assignments within a OneNote class notebook.

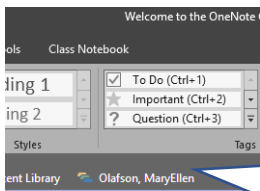


STEP 1: Search laptop (bottom left corner) for OneNote 2016 and click icon to open the program



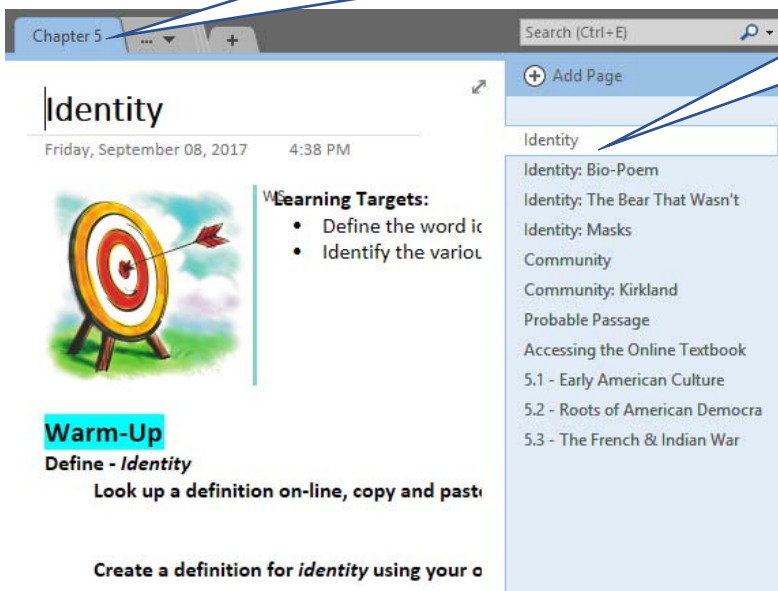
This will open the notebook in the desktop program with the name and notebook sections across the top. Sections include:

1. Collaboration Space: Sharing work with peers
2. Content Library: Materials provided by teacher.
3. Student Name: Personal pages where assignments are completed.



STEP 2: Click on the section titled the Student Name

Top bar will show tabs for each chapter/topic created by the teacher. Pages for the current tab listed on the right side bar.



STEP 3: Click on the page for the assignment you wish to view.

OneNote Good to Knows:

- Work is marked with a timestamp so teachers can track if the work was completed on time.
- Progress saves automatically while working, so work is rarely lost.
- **Work can be done offline** when no Wi-Fi is available, when returning to school the work will "Sync" and save automatically.
- **IF PAGES ARE DELETED** from the personal notebook, teachers often provide a copy in the Content Library that can be copied to the personal notebook section.