

Microsoft OneNote

Getting Started with Online Groups

What is Microsoft OneNote?

At first glance, MS OneNote appears to be just another word processing app. BUT, it's so much more. This program is packed with exciting tools for remote teaching and learning.

Microsoft OneNote is a unique and wonderful tool that is going to allow you to provide your students with innovative and quality remote instruction. Students can focus on reading and writing skills, while also acquiring or reinforcing communication, critical thinking, problem solving, and socialization skills. Follow the steps below to begin group teaching and learning with OneNote.

Getting Started with OneNote

1. **Create a Microsoft Account.** If your school district isn't using OneNote, download the app for free and create an account with any email address. Keep in mind that your students will see your email address, so be sure that you choose with care.
2. **Be sure you have collected student email addresses.** Whether you are communicating with your students via a parent email address, or your students have been provided with email through your district, it is critical that you have established remote communication with each of your students. Once this has been established, you can send them a link to the Student Quick Start to Microsoft OneNote available for download on the Cazzetto Cooperative website.
3. **Add Notebooks.** When you first sign-in to OneNote, you will see a default notebook titled after *your* username. You will also notice that sample sections have also been created. I recommend that you use this notebook for your own administrative organization. You can rename the existing folders by clicking on the desired folder then: **Notebook > Sections > Rename Section**. Consider organizing your plans or handouts here; you can even create a section for your notes on student performance, or ideas for future plans.

- **Create a notebook for EACH class.** This is your online class space. You can do this by clicking *Add Notebook* at the bottom left of the screen, or by going to

File > New Notebook. Name each notebook after each class.

Benefits of using Microsoft OneNote

Never miss a beat

When unplanned events interfere with our instructional plans, OneNote will help you keep your students on track.

Personalize Learning

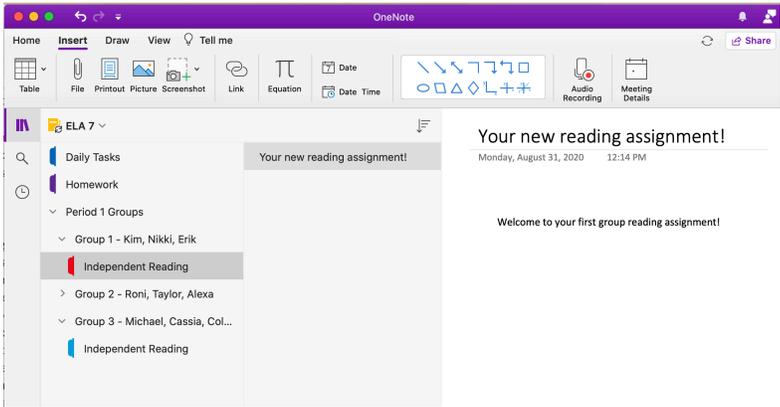
Target specific skills by creating small cooperative groups

Differentiate

Differentiate approaches to learning while covering the same content using cooperative section groups

Prepare students for the future

Teach students how to collaborate and communicate in an online environment

4. **Create sections within each notebook.** These sections are the files that your class will access. Consider creating sections that mirror your daily in-class routine (for example, daily tasks and homework).
5. **Create groups.** Here's where the magic happens! Creating cooperative groups within each class is as easy as: **Notebooks > Sections > New Section Group**. Title each new group in a way that is easy for your students to follow, for example: Period 1 Groups. Do this for each class, then go to **Notebook > Section > New Section Group** to create each small group. Once your small groups have been created, you are ready to insert *group specific* tasks and assignments. Select a group, then click **Add page** to begin. When you are ready, share the small groups with your class.
 
6. **Invite students to their remote workspace/class notebook.** Once you have created your notebooks, sections, and groups, and are ready to begin teaching and learning, you must send students a link to their respective class notebook by going to **File > Invite People to Notebook**. You will need to type in the email address of each student in your class. Be sure to include a message. Perhaps their first task after accessing the notebook is to read the “Welcome to our Remote Classroom” announcement that you’ve provided. You can check to see which students have accessed the notebook by clicking on **SHARE** in the upper right corner of the screen.
7. **Student Collaboration.** When you invite students to a notebook, you’ll notice a checkbox that reads: *can edit*. Checking this box will allow students to write on the announcement that you’ve sent. If you are sending daily aims and instructions, or posting homework or any other file that students should not alter, be sure that this box **IS NOT** checked.
8. **Add pages within each group.** You will move through your course by adding pages to either individual groups, or to your class notebooks (say, in your “daily tasks” section that students check each day). If you choose to go this route, you should add a new page each day, and title that page with the date. You can organize these daily pages by clicking on the  symbol, and selecting *date created*. Doing this will allow students to find the days tasks quickly.
9. **Uploading Content.** You can insert files onto any page by going to **Insert** on the menu bar. This is how you can conveniently deliver class handouts that students can print at home. You can also create dynamic lessons by inserting links to online content like videos, web sites, articles, and even your own audio.

The more you engage with your students using OneNote, the more you will discover the ways in which it can help you bring instruction to your students. Spend time exploring the great app, and have fun!