

### Elementary OneNote Class Notebook Professional Learning

Office of Instructional Services is pleased to announce sessions for elementary teachers on how to use OneNote Class Notebook to facilitate learning. These sessions will be facilitated by Richelle Sinkler, elementary teacher at Lewis Greenview Elementary School.

Session	Topics
OneNote Class Notebook 101	<ul style="list-style-type: none"> <li>• What is Class Notebook?</li> <li>• How is it organized?</li> <li>• Where can I find my Class Notebook?</li> <li>• How do I set up my Class Notebook?</li> <li>• Layout of your Class Notebook</li> <li>• Managing your Class Notebook</li> <li>• Class Notebook Accessibility</li> <li>• Adding content to the Content Library</li> <li>• Adding content to the Collaborative Space</li> <li>• Adding content to the Student Notebooks</li> <li>• Distribution options</li> <li>• Reviewing student work and providing feedback</li> <li>• Assigning Content through the Assignment Tab within Teams</li> </ul>
OneNote Class Notebook 102	<ul style="list-style-type: none"> <li>• Formatting Pages</li> <li>• Tags</li> <li>• Hyperlinks</li> <li>• Embedding</li> <li>• Attaching a file</li> <li>• Interactive notes</li> <li>• Annotating</li> <li>• Immersive Reader</li> <li>• Math Window</li> </ul>

The following steps must be followed for the training.

1. Join the 2020-2021 Elementary Microsoft Training Team
  - Watch the video: [Joining a Team Using a Join Code and Accessing a Scheduled Meeting.](#)
  - The join code: w2ah1ys
2. Log into truenorthlogic and register for a session. The session dates, times, topics, and session numbers are listed in the chart below.
  - Contact the IT help desk if you cannot access your truenorthlogic account (803-231-7436) to have your password re-set.
3. Create yourself a calendar appointment reminding you of your training. Include the date, session, and time. You may or may not receive a calendar invitation for any session scheduled in the Team depending on when you joined the Team.
4. Become familiar with the Team and the channels **several days** before your first session.
5. Join the meeting/training for the session(s) you registered for in truenorthlogic 5-10 minutes prior to the session beginning,
  - Watch the video [Joining a Team Using a Join Code and Accessing a Scheduled Meeting.](#) For how to join a meeting. **YOU MAY OR MAY NOT GET A CALENDAR INVITATION FROM TEAMS FOR THE MEETINGS.**

**Elementary OneNote Class Notebook truorthlogic Registration Information**

Course #22875

**Sessions are limited to 20 participants.**

<b>Date</b>	<b>Topic</b>	<b>Time</b>	<b>Session #</b>
August 11, 2020	OneNote Class Notebook 101	9:00 am – 10:30 am	27071
August 11, 2020	OneNote Class Notebook 101	11:00 am – 12:30 am	27072
August 11, 2020	OneNote Class Notebook 101	1:00 pm – 2:30 pm	27073
August 13, 2020	OneNote Class Notebook 102	9:00 am – 10:30 am	27074
August 13, 2020	OneNote Class Notebook 102	11:00 am – 12:30 pm	27075
August 13, 2020	OneNote Class Notebook 102	1:00 pm – 2:30 pm	27076