



Use OneNote Class Notebook in Teams

Every class team comes with its own linked OneNote Class Notebook. Your Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Teams delivers these essential components of the OneNote Class Notebook experience:

- **Student Notebooks** - a private space shared between the educator and each individual student. Educators can access every student notebook, while students can only see their own.
- **Content Library** - a read-only space where teachers can share handouts with students.
- **Collaboration Space** - a space where everyone in your class can share, organize, and collaborate.

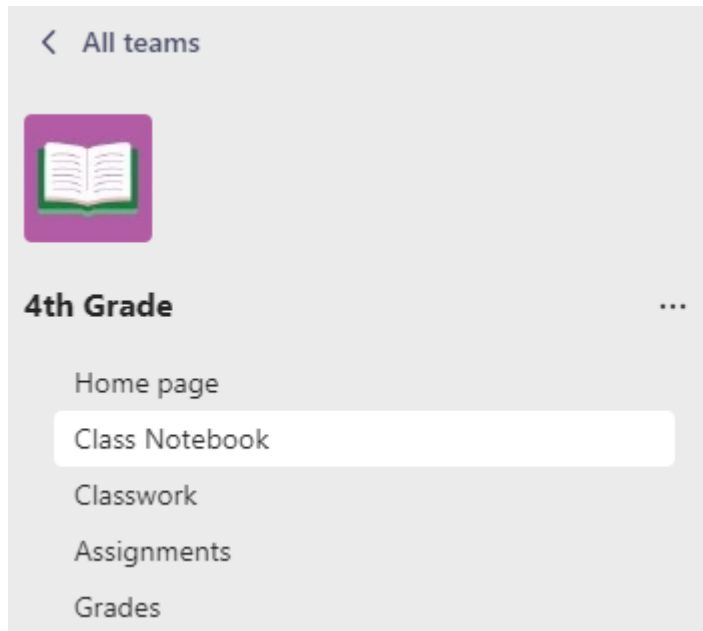
In this article

[Find Class Notebook in Teams](#)[Set Up your Class Notebook](#)[Use Class Notebook in a channel](#)[Open Class Notebook in full-screen mode](#)[Manage Class Notebook settings](#)[Create assignments with Class Notebook pages](#)[Review assignments with Class Notebook pages](#)[Open Class Notebook in OneNote](#)

Find Class Notebook in Teams

The Class Notebook is the central location for viewing and interacting with the Content Library, Collaboration Space, and each student's private space.

1. Navigate to the desired class team, then select **Class Notebook**.



2. Add or edit pages using the expandable menu at the left side of your notebook.

Set up your Class Notebook

If you haven't set up your Class Notebook yet, you'll be guided through the right steps the first time you visit the Class Notebook app. You can either create a blank notebook from scratch or [copy content from an existing Class Notebook](#). Setting up a new notebook from an existing Class Notebook allows you to use content you've already created in previous classes for upcoming classes.



Give your students a private space for notes
and a canvas for collaboration.

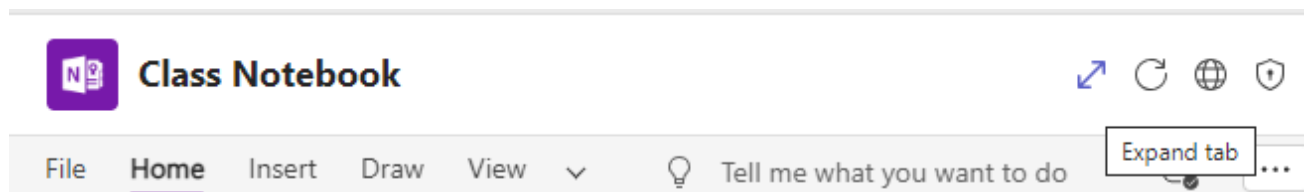
Set up a OneNote Class Notebook

Blank Notebook

From existing notebook content

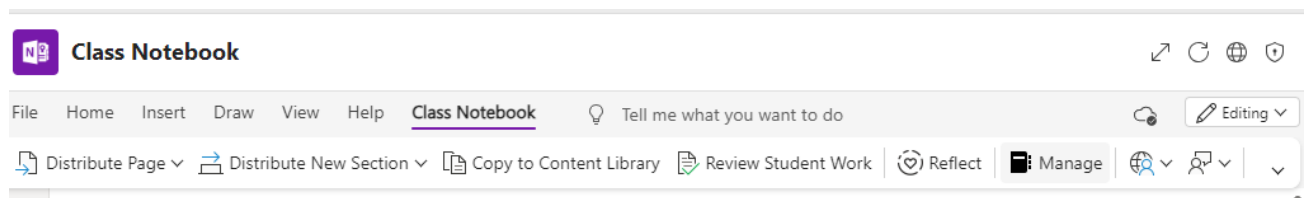
Open Class Notebook in full-screen mode

Expand the Class Notebook tab to a bigger size by selecting **Expand tab**.



Manage Class Notebook settings

Manage your Class Notebook settings by navigating to your notebook in Teams
and selecting **Class Notebook** > **Manage Notebooks**.



Use these settings to:

- Edit notebook sections
- Copy a link to your notebook
- Create a Teacher-only section group
- Lock the Collaboration Space

Manage Class Notebook

Close

Student notebook sections

- Class Notes
- Handouts
- Homework
- Quizzes

+ Add section

Save

Cancel

Default location for Notes tab in channels

Setting applies to new channels you create. Existing Notes sections will remain where they are.

- ☒ Collaboration Space (Students can edit content.)
- ☐ Content Library (Students can only view content.)

Teacher-Only section group

Enabled

Lock Collaboration Space

☒ Locked

Notebook link

<https://m365edu259064.sharepoint.com/sites/4thGrade/SiteAssets/4th%2>

Copy


Note: To create separate Collaboration Space permissions in your Class Notebook, [follow these steps](#). All the Class Notebooks you've created in Microsoft Teams will be listed under your **Co-owned notebooks**.

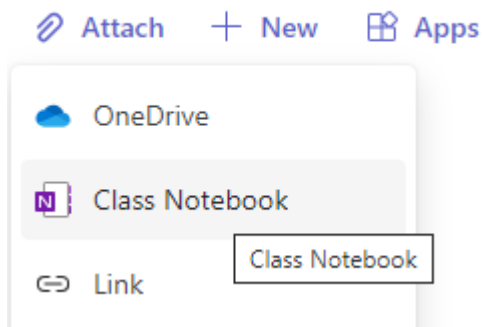
Create assignments with Class Notebook pages

Add Class Notebook pages to assignments for students to edit or reference. These pages can include resources or helpful tips for their tasks, as well as provide space to brainstorm and jot down ideas.

To create an assignment using a Class Notebook page:

1. Add the page to your notebook's Content Library or Collaboration Space.
2. Navigate to **Assignments** in your class team and select **Create**.

3. Fill out the details for your assignment and select  **Attach**. In the box that opens, select **Class Notebook** and navigate through your notebook's sections to choose the page you'd like to attach.



Tip: When adding a page from your Content Library, select **Assign page for students to read**, but not **edit** to add resources as read-only materials. If you select this option, skip step 4.

4. Choose the section of your students' notebooks you'd like the page distributed to. **For example:** Handouts.
5. Select **Attach** when you're finished. Each student will now have a copy of the page inside their Class Notebooks. They can also open the page directly from the assignment card in Microsoft Teams.

Note: Check to see which version of OneNote students are using before creating your assignment. Using [these versions of OneNote](#) ensures that notebook pages you assign will lock and prevent students from editing them after the assignment's due date passes. The student's page will lock when they **Turn in** the assignment, but unlock when you **Return** an assignment or they select **Undo turn in**.

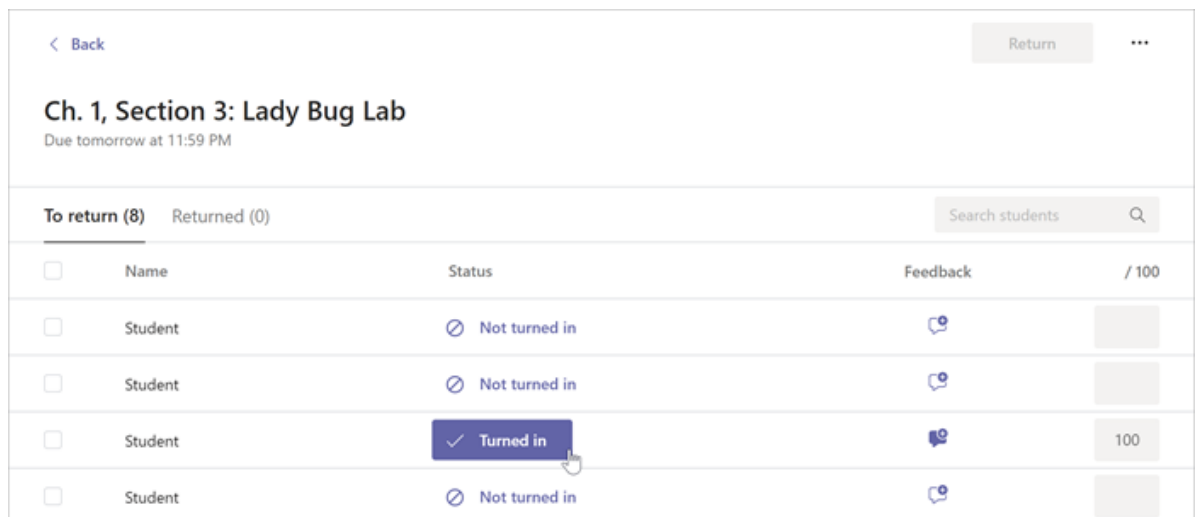
Review assignments with Class Notebook pages

Review assignments and add feedback all in one place! Add comments and points to submissions, and even return assignments for revision, without ever leaving Microsoft Teams.

To review assignments:

1. Navigate to **Assignments** in your class team.

2. Open the assignment and select **Turned in** underneath the student's work status.



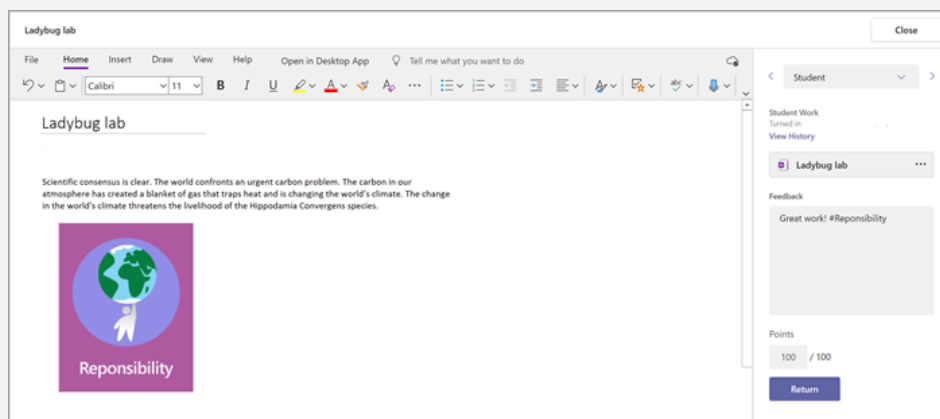
The screenshot shows the 'Ch. 1, Section 3: Lady Bug Lab' assignment page. At the top, there's a 'Back' link and a 'Return' button. Below the title, it says 'Due tomorrow at 11:59 PM'. A table lists student work status. The table has columns for 'To return (8)', 'Returned (0)', 'Name', 'Status', 'Feedback', and a score column. One student's status is 'Turned in' with a score of 100.

To return (8)	Returned (0)	Name	Status	Feedback	/ 100
<input type="checkbox"/>		Student	Not turned in		
<input type="checkbox"/>		Student	Not turned in		
<input type="checkbox"/>		Student	Turned in		100
<input type="checkbox"/>		Student	Not turned in		

3. Review the student's work and add any feedback or points. You can add feedback directly in the Class Notebook page or **Feedback** box. Your changes will save automatically.

Tips:

- To open and edit the page in the desktop app or the browser, select **More attachment options** *** next to the name of the Class Notebook page.



4. When you're ready to return your student's work, select **Return**.

Open Class Notebook in OneNote

Open your Class Notebook in the OneNote desktop app or OneNote for web to launch OneNote and access all of Class Notebook's learning features.

To open your Class Notebook in OneNote:

1. In Microsoft Teams, navigate to the class team you'd like to open the Class Notebook for.
2. Select **Class Notebook**.
3. From the top menu, select the **Open in Browser** dropdown:
 - a. Select **Open in Desktop App** to launch the OneNote desktop app

Note: [Download the OneNote app for desktop here!](#)

- b. Select **Open in Browser** to launch your Class Notebook in OneNote for the web.

Notes:

- When using a OneNote Class/Staff Notebook created via Microsoft Teams, you cannot add/remove Students or members using the Class Notebook Wizard online.
- Notebook members must be [added/removed via Microsoft Teams](#).

Learn more

[Class Notebook Support Library](#)

[Learn more about using Class Notebook in OneNote](#)

[Using OneNote for the web](#)

Additional resources for educators

[Training](#)

[Ask the community](#)



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→

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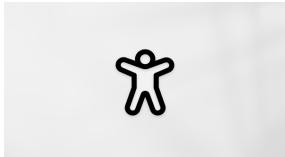
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