

Guide to OneNote Class Notebooks

Class Notebooks are setup differently from personal Notebooks and are broken into three sub-notebooks:

- **Student Notebooks:** These are private notebooks shared between a tutor and a student. Tutors can view content that students have added into the notebook. However, other students cannot see the contents. (Sometimes a student notebook will display with your name)
- **Content Library:** Allows tutors to share content and course material that students can view but not edit.
- **Collaboration Space:** A shared space where both students and tutors can read, share, and collaborate on material. All students with access to the Class Notebook can view and edit material.

Accessing Class Notebooks

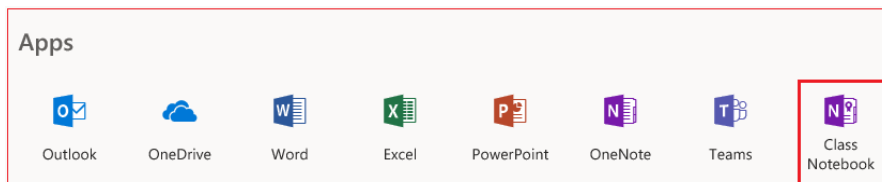
You should receive an email invitation from your tutor with a link to the Class Notebook. By default, this email will be in your student email inbox. To access this:

1. Go to **My Ara** at <https://myara.ara.ac.nz/>

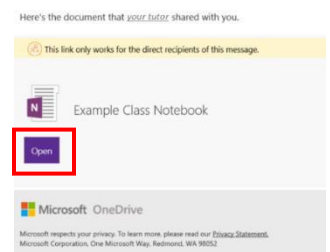


2. Click on the **Office 365** file.

3. Click on **Class Notebook**



4. By default, you should have received an email invitation access to Class Notebooks that you have been added to. The email invitation will contain a link, which you can click to access the class notebook.



Note: If you have difficulty accessing a class notebook, it is recommended to contact the tutor of the course.

Inserting Content into a Class Notebook

You can insert text, images and files the same way as in regular OneNote Notebooks. However, It is important to consider where in the Notebook you wish to insert the information.

Options to insert both images and file attachments such as Word documents or pdfs can be found by clicking on the **Insert** tab.

