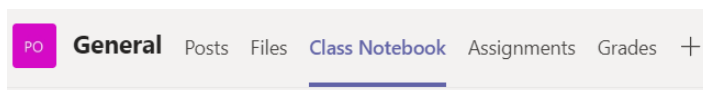Go to your child's class Team on Teams by selecting on the right-hand side of the screen and then selecting your child's class Team (it is likely that this will be the only one on there for them to choose).

Once within the class team, you can access the Class Notebook. On the tool bar at the top, select Class Notebook:

This will open an introduction page:

Select the 'Library' option from the navigation panel on the left-hand side:

You will then see your child's name. Clicking on your child's name will then show a menu of the different tabs available. These are the pre-set tabs issued by Microsoft:
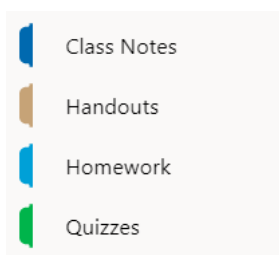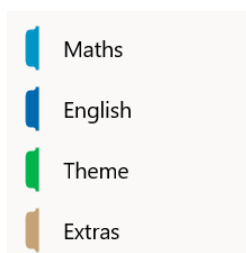

Your child's class team may have renamed the tabs to make them relevant for your child's learning.
For example, Oak class have these tabs:

Within each tab are pages. The pages will usually be added by the class team with the work on for that day. For our older students, they may be asked to create a new page themselves which they can do by selecting at the bottom of the screen. The title of the page will be whatever is written above the line at the top of the page:
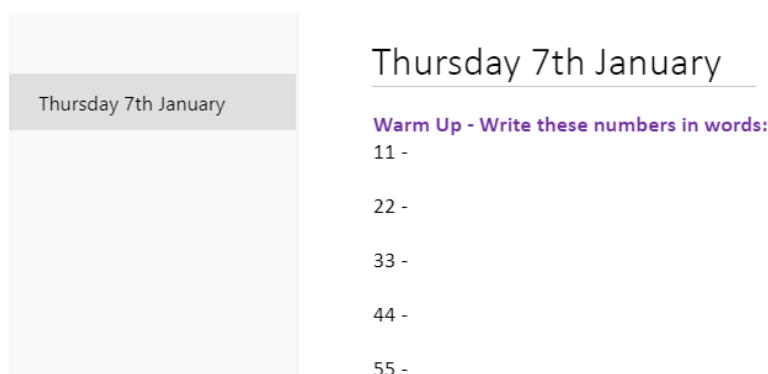

In many ways, OneNote works just like any other Office Word document. You have the basic versions of the usual features and change fonts in the same way. To type into a OneNote, you simply click anywhere on the page and begin typing.

OneNote also comes with a 'Draw' feature, which may be particularly useful if you are using a tablet or a touch-screen enabled laptop. This feature allows you to write onto the OneNote including being able to write over any PDF documents that have been uploaded as worksheets. To access the 'draw' feature, select **Draw** from the toolbar at the top. You will then access the drawing toolbar:

Clicking on the pen that you want will allow you to begin drawing. You can change the pen colour, brightness and thickness by pressing the arrow that appears once the pen is selected. You can also use the 'ink to shape' function to practise drawing shapes on your document.

PowerPoints and Word documents can also be attached straight to OneNote simply by dragging and dropping them onto the page you are working on. From here you will have 3 options:
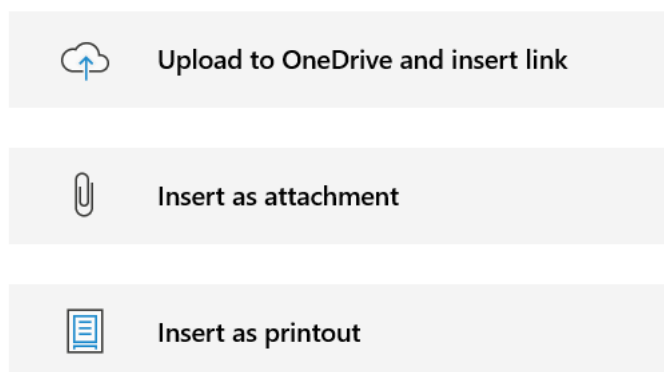
1. Will create a link to the file but will not directly save it
2. Will insert an attachment into the file which can they be opened whether the OneNote is online or offline
3. Will turn each page of the file into a picture so it can be seen straight away in the document.

OneNote is a magical program that automatically saves and shares your work. As soon as your child has started their work, their teacher will be able to see it without you needing to save or share it directly with them saving lots of time. You will notice that there is no save function, and this is because OneNote constantly autosaves whatever work you've done, making it nearly impossible for work to become lost. If you lose internet connection whilst working on OneNote, do not worry! The program and/or Teams will simply save the work offline and then sync back onto the online version as soon as you have a connection again.