

PT

PEDAGOGY TEAM

JEAN CONSTABLE, BILL KOPF, KAREN SIDES, KATE SIERRA

IDEA OF THE MONTH

Using Microsoft 365's One Note feature to create and use Class Notebooks.

TLC FACULTY

**TEXAS LUTHERAN • LUBBOCK CHRISTIAN • TEXAS WESLEYAN
• SCHREINER • CONCORDIA**

September 2017

Dear TLC Faculty,

During the Spring 2017 semester I first learned about the Class Notebook feature in One Note and decided to use it in my Intermediate French class. It was a huge hit, not only for its “real time” collaborative powers but also for its professor-friendly “after class hours” features. I would recommend this for any professor, but most especially for distance-learning classes where students are sprinkled throughout the TLC campuses. On the next page, you’ll find links to videos that will explain what One Note is, to resources that will help you harness its power, and a few examples of how I use it in my Elementary French class this semester.

If you have any questions about it, let me know! Also please let me know if you try to use One Note in your class(es) and how it works for you.

Sincerely,
Kate Sierra

Adjunct Professor of French
Texas Wesleyan University
Pedagogy Team Lead

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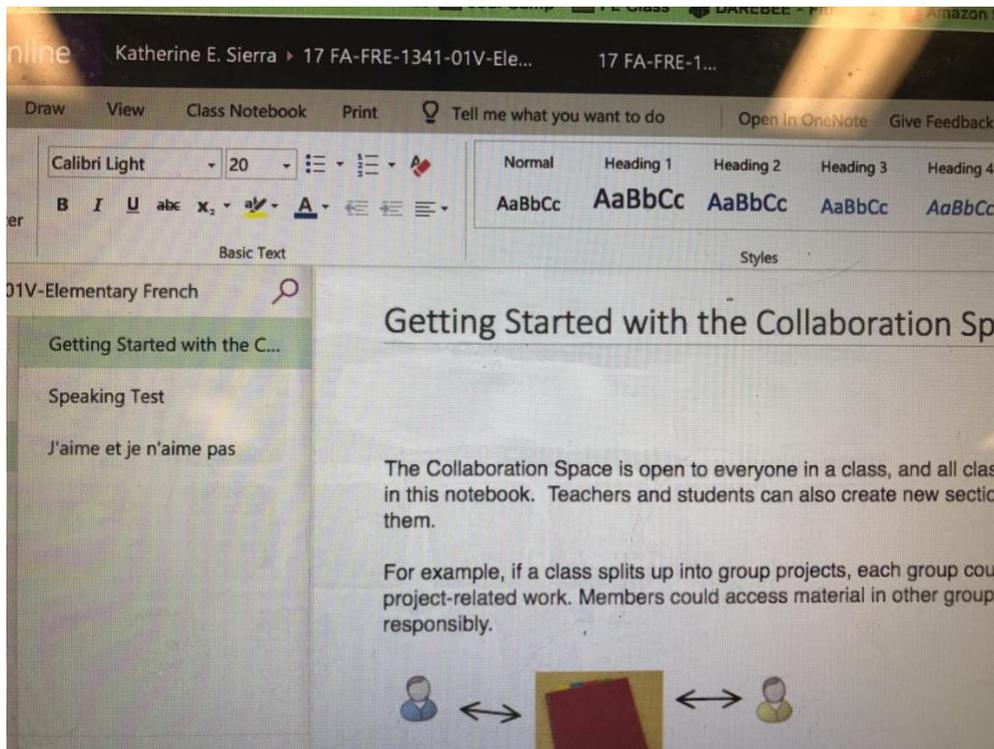
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One Note in the Classroom: https://www.youtube.com/watch?v=RoyNdegb_iM

Getting started with One Note: <https://www.youtube.com/watch?v=sVF90nP9qGQ>

Some photos of my Class Notebook:

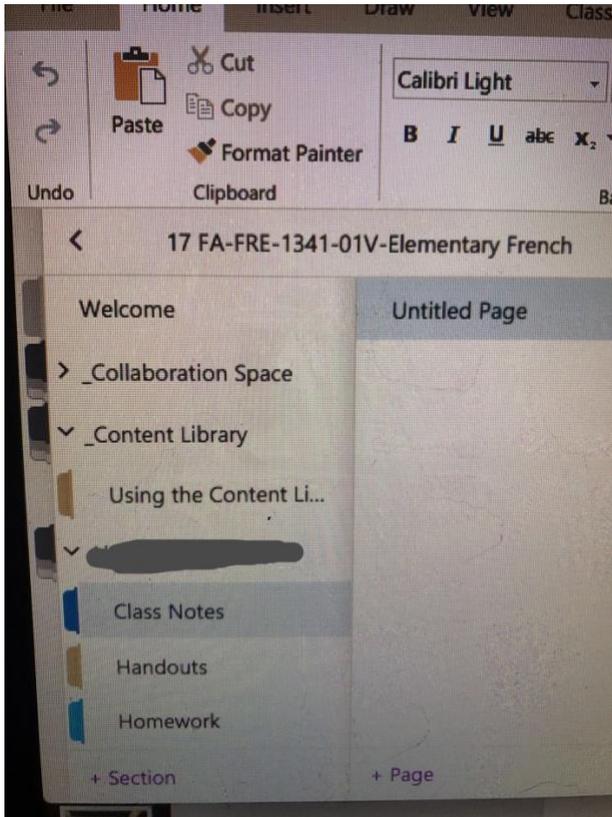


These are items the whole class can access and work on together at the same time. I love the fact that the students can record themselves in this notebook. It makes speaking tests much easier for them to complete and me to grade.

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This is what a student's notebook looks like. I set up the Class Notes, Handouts, and Homework sections; they can copy anything from the Content Library or the Collaboration Space to their notebook. So far this semester they have submitted two assignments, a written test, and a speaking test via this notebook.

Other resources:

- <https://www.onenote.com/>
- <https://www.onenoteforteachers.com/>
- <https://www.pcworld.com/article/2686026/software-productivity/microsoft-onenote-for-beginners-everything-you-need-to-know.html>
- <https://www.youtube.com/watch?v=h07qZLLQc4I>
- <https://www.magenium.com/Information/Articles/OneNote-Class-Notebook>