

# Preparing a Master Team and OneNote Class Notebook



NOTE: If you have NOT yet been trained in Microsoft Teams and OneNote Class Notebook, we **strongly recommend** that you attend a training first. [CLICK HERE](#) to view your options. If you are a self-directed learner, all of the resources you need will be located in the [21<sup>st</sup> Century Learning Handbook here](#), under the Microsoft Teams and Tools section group.

Your class teams will be automatically populated through Infinite Campus approximately two weeks before school begins. It is highly recommended that you create a Master Team for each subject area you teach so that you can create content and build assignments at your earliest convenience. This will also save you time in the coming years!

## **Elementary Teachers:**

- You will have a separate team for every core subject on the report card (ELA, Math, Science, Social Studies). Each team will have its own class notebook as well.
- An amazing feature (coming soon) is the ability for assignments/grades to sync with your Infinite Campus gradebook. If you want this feature to work, you will need to use the separate subject teams.
- However, younger students (K-3) may find switching between different teams and notebooks too cumbersome. It may be a better fit to manually create one team in which all subjects live in one Class Notebook. This will require you to manually enter your assignments and grades into IC.

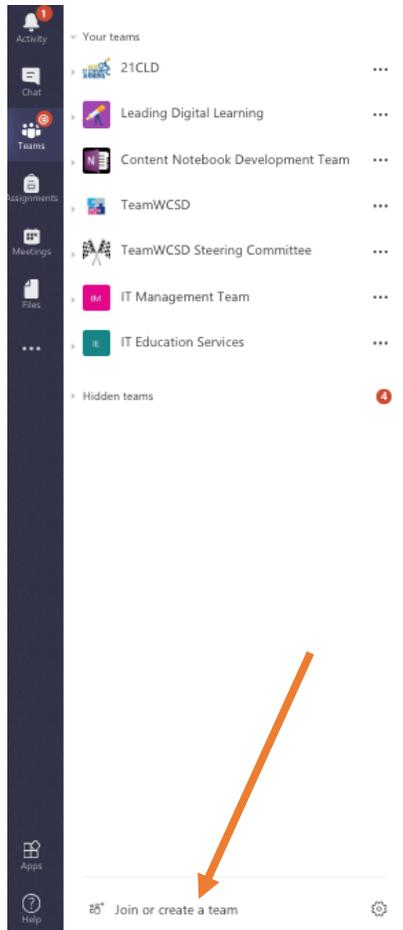
## **Middle School and High School Teachers:**

- You will have a separate team for each period/subject you teach and are the teacher of record for.
- If you have a co-teacher, you can add them as an "owner" to your team so they may see all the students, etc.
- We recommend changing the name of your teams that are automatically created to something like "1st Period English 1-2" so that you and your students can locate classes easier than the Infinite Campus naming convention.



## 1. Open Microsoft Teams

- a. Click on "Join or create a team" at the bottom of the left rail (where your list of teams shows up).



## 2. Select the "Classes" option

### 3. Name your class:

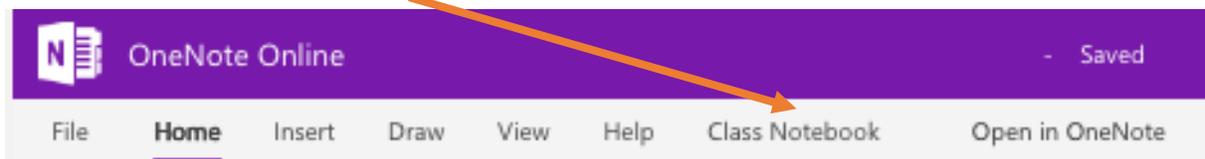
- a. **Elementary Teachers:** *Grade Level* Master Team (If you are going to use separate Teams for each of your subjects, you will name each one with the different subject).
- b. **Middle and HS Teachers:** *Course Name* Master Team

2. Add another teacher or your own children (if they are in WCSD) to your Team as students so you can see what things look like from a student's point of view. This will also allow you to actually create assignments.

3. TEAMS is a TIMESAVER!: Once you have created assignments, you can re-use them with other classes or from year-to-year.
4. Click on **Class Notebook** to set it up



- a. Decide on what sections you want your students to have in their individual notebooks. TIP: If you're not sure yet, DELETE ALL BUT TWO for now. You can always rename them and add more later, but you can't delete them beyond this step.
- b. Once you have gone through this step, you will need to wait for it to finish setting up to move on to the next step.
- c. We recommend you enable your **Teacher Only Section** to create a private space for lesson planning and preparation of student pages.
  - i. Click on the Class Notebook Menu in the notebook (not the Team).



2. Click on "Manage Notebooks".
3. Click on "Enable Teacher-Only section group"

## Enable Teacher-Only section group

This section group will be permanently added.

- iv. Return to your Class Notebook and you can add sections to this section group to organize yourself.
  1. Ideas for sections in the Teacher-Only section group
    - a. By weeks (Week 1, Week 2, Week 3, etc.)
    - b. By units (Unit 1, Unit 2, Unit 3, etc.)
  2. "To Distribute" (OneNote pages that students need to have in their own notebook, but not attached to an assignment, i.e. notetaker, mind map)
  3. "To Assign" (OneNote pages that are attached to an assignment)
  4. "Collaboration Space Masters"
  5. A combination of these ideas:
    - a. Week 1 To Assign
    - b. Week 1 To Distribute
    - c. Week 1 Collaboration Space Masters

- vi. In your Content Library, you will need to determine how to organize your materials for your class. Create sections for each of your topics, weeks, etc. Students have READ-ONLY access to the stuff you put here, but they can copy pages out of here to put into their own notebooks.
  - 1. ACCESSIBILITY MATTERS: In order for the Immersive Reader to work more reliably for students, it is recommended that you copy/paste from documents instead of embedding or attaching them as files on the OneNote pages.
- vii. In the Collaboration Space, you can set up different section groups (not sections) for different topics. You can only create section groups in the desktop app of OneNote (not the online version).
  - 1. If you're in the online version, click on "Open in OneNote" for it to download and sync.
  - 2. Once it is complete, right-click on the section group "Collaboration Space" and select "New section group".
  - 3. Name it whatever the assignment/project is.
  - 4. Then, create sections within this section group for your student groups (Group 1, 2, 3, etc.) Use the same process, right-click on the assignment/project section group you just created and select "New section". Notice you can also change the colors of your sections. SO FUN!
- viii. To Assign
  - 1. Add content to pages in this section that you will want to "attach" to your assignments in Teams. Once you add them as a resource in an assignment, it will create a copy of the page in each student's notebook in the section you designate.
- ix. To Distribute
  - 1. Add content to pages in this section that you want each student to have in their notebook, but they won't necessarily turn in as an assignment, such as resources. Some examples:
    - a. Notes outline
    - b. Graphic organizers
    - c. PDFs to annotate
- x. Collaboration Space Masters
  - 1. Maintain the master page templates for all collaboration space assignments. Students can edit EVERYTHING in the Collaboration Space. Trust us on this tip! We've learned the hard way.
- xi. The rest is up to you! Start building your content in your class notebook(s). More guidance will be coming soon on how to copy everything from your Master course(s) into your actual Teams in the fall. If you need hands-on assistance, attend an Open Lab! [CLICK HERE](#) to view the schedule in MyPGS.

