


Class Notebook is like an online filing cabinet and student binder. It can have sections and pages within each section. The Content Library is used to share class materials such as readings and work sheets. The Collaboration Space contains shared documents for everyone to work together. Your Name has its own sections containing pages that are only visible to you and your teacher.

To access Class Notebook:

1. Open Teams and select the course you wish to work on from the class list.
2. Click the Class Notebook tab at the top of the screen.
3. Click on the arrow to open the navigation panel to see the tabs for each section of the Class Notebook. 
4. Click the Welcome tab to see instructions from your teacher.
5. Click the Collaboration Space tab and click on any pages listed in the section. Content you add to this section can be seen by everyone.
6. Click on the Content Library to see class materials. Click on any sections and pages listed.
7. Click on Your Name tab and click any sections and pages listed. This space is for your individual work.
8. You can add text, record audio, insert images, and more to any of the pages within each section.

Tips:

**Everything in the Collaboration Space is visible to everyone in the class.*

**Click Open in Browser to access OneNote which makes the pages bigger on your screen and allows you to access more features*

<https://www.youtube.com/watch?v=zWssBIGgaLw&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=10>