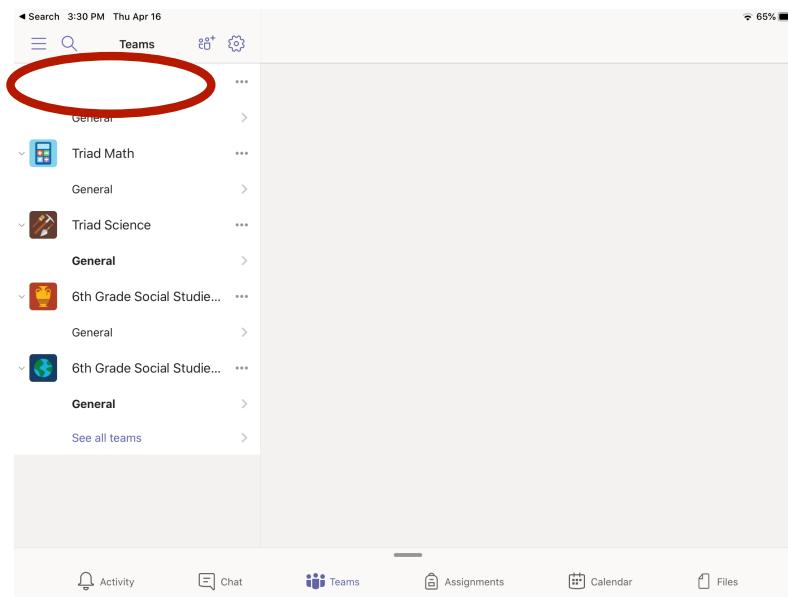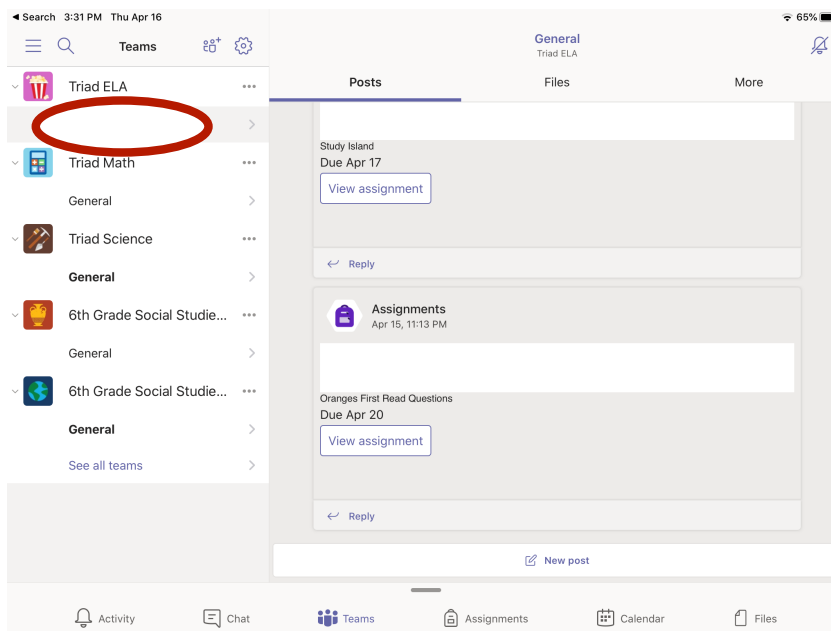# Directions for getting the Class Notebook

There are 3 different class notebooks, one for ELA, one for Math, and one for Social Studies. Please follow the directions below for each content area. We suggest download ELA, then go back and repeat for Math, and then repeat again for Social Studies (the order doesn't matter; you just need to do it 3 separate times).
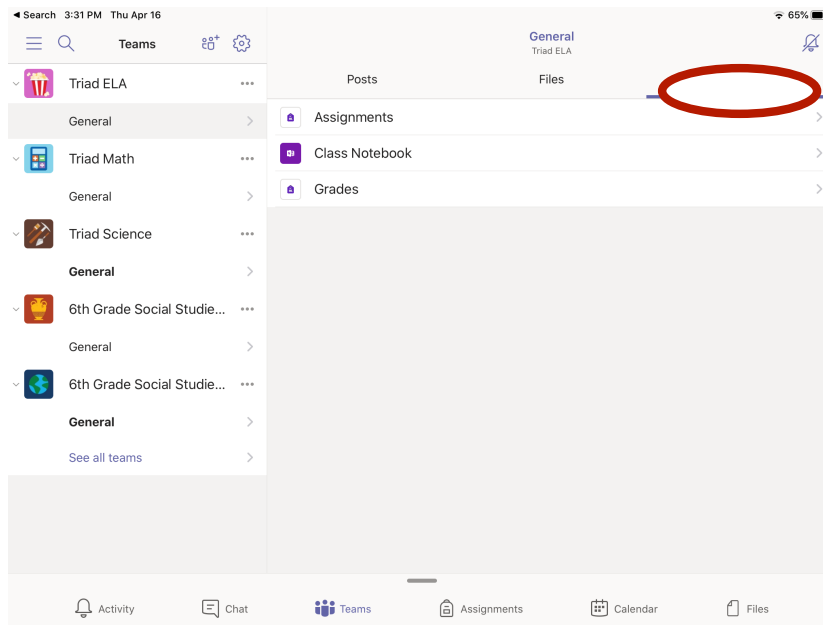
**Using an iPad…**

1. Open up Microsoft Teams and click on Triad ELA



2. Click on the word "General" underneath the Team name

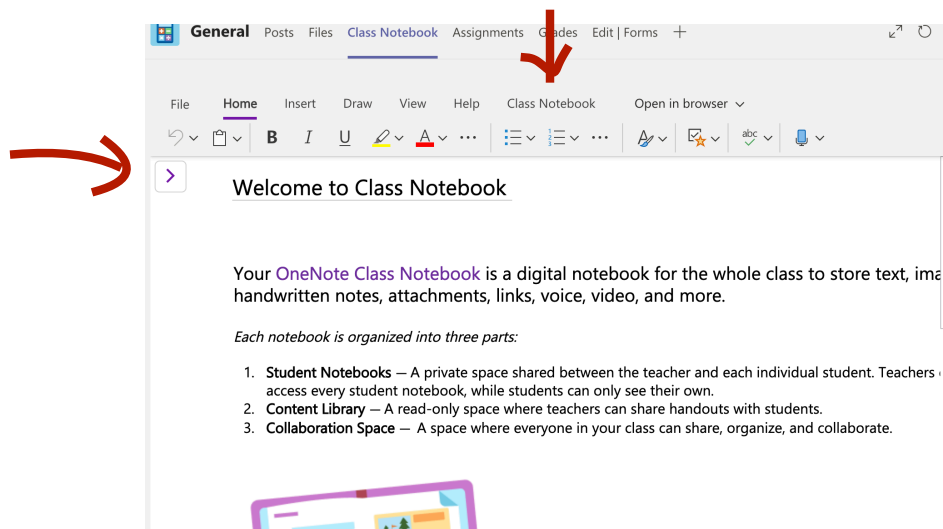3. In the upper right hand corner of the screen, click the word, "More"



4. Then, click on Class Notebook and download it to your iPad - this will take a few minutes!
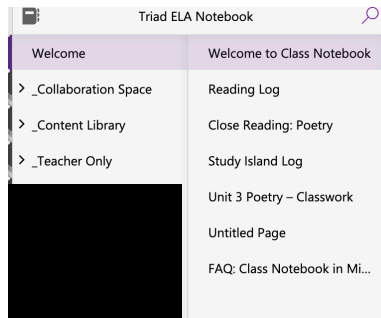5. Log out of Microsoft Teams and Log back in
6. Repeat steps 1-3 - Class Notebook should be up and running (if not, give it a few more minutes - it takes time to load)
7. Click on "Class Notebook"

8. Your screen should look like this

9. Next, Click on the > symbol next to the word "Welcome"
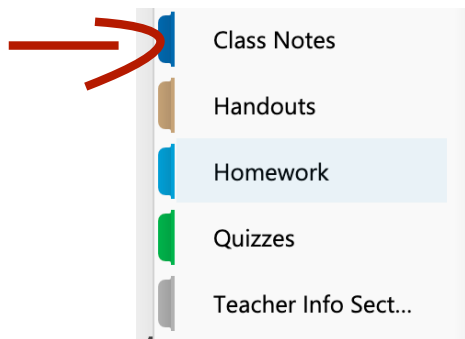10. Now you should see this screen:

### Triad ELA Notebook

| Welcome | Welcome to Class Notebook |
| > _Collaboration Space | Reading Log |
| > _Content Library | Close Reading: Poetry |
| > _Teacher Only | Study Island Log |
| | Unit 3 Poetry – Classwork |
| | Untitled Page |
| | FAQ: Class Notebook in Mi... |

### Welcome to Class Notebook

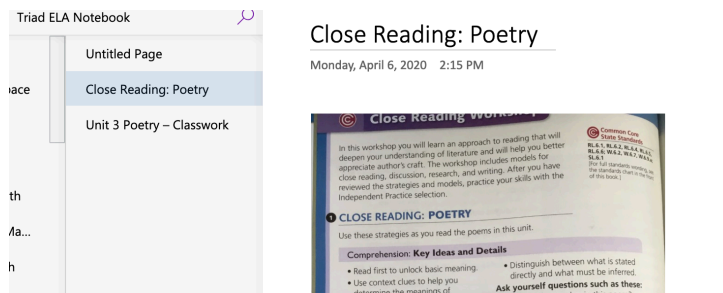Your OneNote Class Notebook is a digital
handwritten notes, attachments, links, voic

*Each notebook is organized into three parts:*

1. **Student Notebooks** — A private space shared be
access every student notebook, while students c
2. **Content Library** — A read-only space where teac
3. **Collaboration Space** — A space where everyone
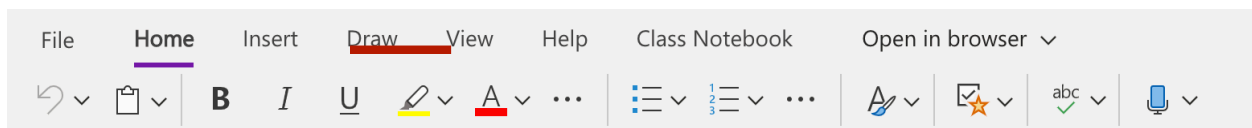
11. Click on your name, and several tabs should appear. Like this. The tabs will be different for each content area.

Class Notes

Handouts

Homework

Quizzes

Teacher Info Sect...

12. Then, click on "Class Notes" which appears under your name
13. Your screen should now look like this

### Triad ELA Notebook

| Untitled Page |
| Close Reading: Poetry |
| Unit 3 Poetry – Classwork |

### Close Reading: Poetry
Monday, April 6, 2020  2:15 PM

14. You should be able to mark up the page using the Draw feature at the top of the screen.

File    Home    Insert    Draw    View    Help    Class Notebook    Open in browser ⌄

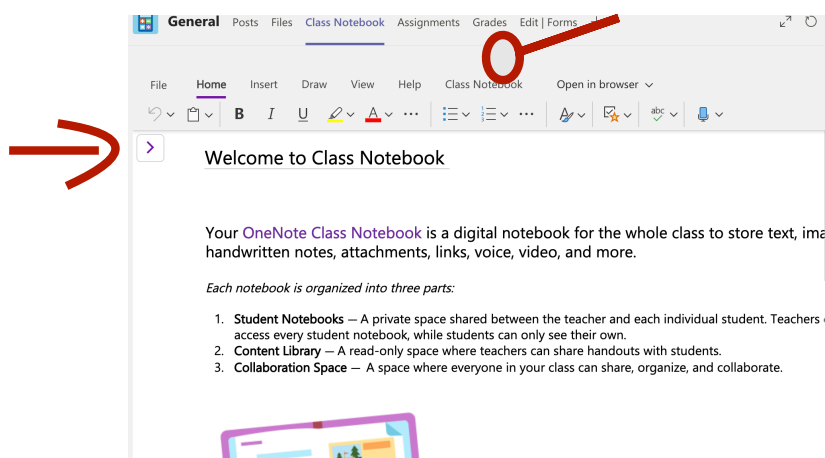↶⌄  📋⌄  **B**  *I*  U̲  ✏⌄  A̲⌄  •••  ☰⌄  ☷⌄  •••  A̷⌄  ☑⌄  abc⌄  📱⌄

15. Repeat the process steps 1-14 above for Triad Math
16. Repeat the process steps 1-14 above for your Social Studies class

**Using another device…**

Directions will be similar in theory to above, but the buttons and locations might be different. Generally speaking,…

1.  Open MS Teams and click on Triad ELA
2.  Click on the word "General" underneath the Team name
3.  In the upper right hand corner of the screen, click on Class Notebook to download it to your device - this will take a few minutes!
17. Log out of Microsoft Teams and Log back in
18. Repeat steps 1-3 - Class Notebook should be up and running (if not, give it a few more minutes - it takes time to load)
19. Click on "Class Notebook"
20. Your screen should look like this



21. Next, Click on the < symbol next to the word "Welcome"
22. Now you should see this screen:



23. Find your name in the middle column and then click on your name
24. Then, click on "Class Notes" which appears under your name

25. Your screen should now look like this



26. You should be able to mark up the page using the Draw feature at the top of the screen.



27. Repeat the process steps 1-14 above for Triad Math
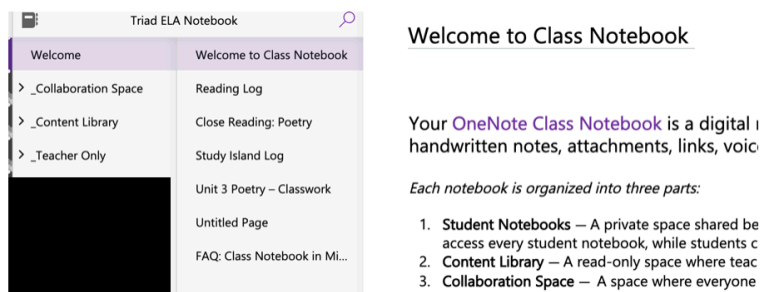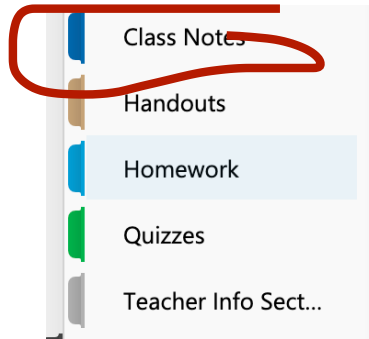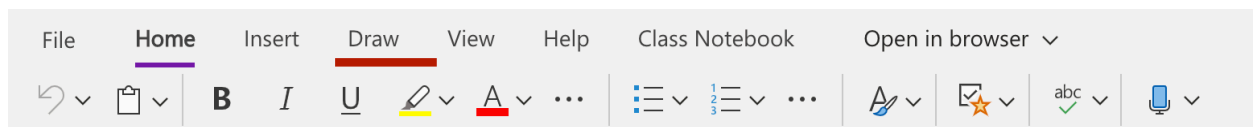28. Repeat the process steps 1-14 above for your Social Studies class