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

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

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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!
- Then, click on Class Notebook and download it to your Pad this will take a few minute
 Log out of Microsoft Teams and Log back in
 Repeat steps 1-3 Class Notebook should be up and running (if not, give it a few more minutes it takes time to load)
 Click on "Class Notebook"
- 8. Your screen should look like this

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	Your OneNote Class Notebook is a digital notebook for the whole class to store text, ima handwritten notes, attachments, links, voice, video, and more.						
	 Each notebook is organized into three parts: Student Notebooks — A private space shared between the teacher and each individual student. Teachers a access every student notebook, while students can only see their own. Content Library — A read-only space where teachers can share handouts with students. Collaboration Space — A space where evence in your class can share congarize and collaborate 						

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

Triad EL4	Notebook 🔎	Welcome to Class Notebook
Welcome	Welcome to Class Notebook	Welcome to class Notebook
Collaboration Space	Reading Log	
> _Content Library	Close Reading: Poetry	Your OneNote Class Notebook is a digita
> _Teacher Only	Study Island Log	handwritten notes, attachments, links, voi
	Unit 3 Poetry – Classwork	Each notebook is organized into three parts:
	Untitled Page	1. Student Notebooks — A private space shared b
	FAQ: Class Notebook in Mi	 Content Library – A read-only space where tea Collaboration Space – A space where everyor

11. Click on your name, and several tabs should appear. Like this. The tabs will be different for each content area.



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

Triad EL	A Notebook	Close Reading: Poetry
	Untitled Page	Monday April 6 2020 2:15 PM
ace	Close Reading: Poetry	10100 <u>3</u> , April 6, 220 2.23 M
th	Unit 3 Poetry – Classwork	Cose Reading or Anti- tage may be a set of the set of t
Ла		O CLOSE READING: POETRY Use these strategies as you read the poems in this unit.
		Comprehension: Key Ideas and Details
h		Read first to unlock basic meaning. Use context clues to help you determine the meanings of As yourself questions such as these As yourself questions such as these

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 🗸	
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- 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