

Presentation plan: 1-2 hour training

Teams enhances the way teachers share information, address common challenges, and connect with each other and their students. Communication and collaborative experiences that normally take place in the classroom can be elevated with Teams.

In this course, teachers explore how to leverage Class Notebook within Teams to plan rich, well-thought out curriculum, assign engaging projects, and support student collaboration and communication.

☆ ISTE Educator Standards:
2B, 4D, 5A, 6A

Engage

Prior to presentation

10-12 minutes

- Fill out the About the trainer slide on the **Presenter's slide deck**.
- Edit or delete slides related to creating a team based on your school/district permissions. If participants will create teams and add students, remind them to do so while they are waiting for the session to begin. Display 3 mock student accounts on a slide or somewhere in the room so participants can add them to the team they create (if applicable).
- Add a "Geometry" class team to your demonstration environment. Note: Do NOT practice opening a Class Notebook in this team until you are presenting.
- Edit closing slide.
- Display the slide instructing participants to open Teams via their Office 365 accounts and add a class team (if the district hasn't already set up a team for them).
- Open your own version of Teams to serve as a practice environment.
- Familiarize yourself with the demonstration notes in the Appendix of this document. Pay close attention to the sections that include directions about inserting sample content in the provided PDFs.

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Engage *(continued)*

10-12 minutes

- Download the **Teacher research** PDF and **Class Notebook assignment PDF** if you choose to use them as sample content during your demonstration.
- Determine the depth of instruction on extra features you want to do in this course, and print takeaways accordingly.

Introduce the course

1 minute

- Provide overview of course.

About the trainer

1 minute

- Introduce yourself to the group.

Essential questions

2 minutes

- How might a digital binder with both private and collaborative spaces enhance student learning?
- How might this digital notebook be enhanced when used within a rapid communication platform?

Value of Class Notebook in Teams

2-3 minutes

- Facilitates collaboration over long periods of time
- Acts like a digital binder to help organize both private and public curriculum and content
- Provides students with a venue to discuss assignments with peers, ask questions, or explore learning challenges a teacher has posed

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Value of Class Notebook in Teams (*continued*)

2-3 minutes

- Provides a digital, centralized environment for creating robust assignments, grading, and engaging in feedback loops
- Offers insight into student engagement with the work teachers assign

Discuss

2 minutes

- How do you currently research and plan for upcoming curriculum and projects?
- Where does that research live?
- How do you collect digital assets, like links and videos, for your students to use?
- In what ways do students need to communicate and collaborate to complete a group project or assignment?

Explain, Explore, Experience

In this section, participants will practice steps for working in Class Notebook (CNB) in Teams, including exploring the layout of CNB in Teams, working in a Teacher Only space, using CNB to create rich assignments, delivering CNB assignments in Teams, and encouraging student collaboration across CNB and Teams.

Working in Class Notebook in Teams

Explain

10 minutes

- Play video [Class Notebook in Teams: Two's company](#) to introduce participants to CNB in Teams.
- Following, review and emphasize the following key concepts:
 - CNB is a digital binder found in the General channel of every class team.
 - CNB is organized in sections and pages, moving left to right.

☆ The goal of this course? To encourage experimentation with CNB in Teams. Expert knowledge of the apps *not* required.

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Explain (*continued*)

10 minutes

- Within CNB there are private spaces for teachers (Teacher Only section) and a private workspace for each student.
- The Collaboration Space in CNB is an area for students to work together on a large scale, free-form canvas.
- The CNB Content Library is a space for teachers to organize read-only files, media, etc., much like a classroom library.
- Important note: CNB exists as an app outside of Teams as well, and offers some great features such as inking, math equation functions, and offline functionality.
- Refer to the **Find Your Class Notebook in Teams takeaway** and **Test your knowledge of Class Notebook in Teams features** **handout**.

Working in Class Notebook in Teams

Situation and demonstration

10 minutes

- Set a scenario about a 5th grade math teacher who is starting a geometry unit and wants to use CNB in Teams to organize the first project students will complete. The teacher needs to do some research about possible resources to provide students. The teacher also wants to use the Teacher Only section, a private space with CNB, to make lists of possible student work groups that take into consideration varying student needs.
- Demonstrate waking up CNB in the General channel of the Geometry class team you added before the presentation using the set-up wizard, turning on the Teacher Only section, exploring the infinite canvas and the ability to insert stickers, texts, and multimedia.
- Model how to create an assignment from collected resources.
- Refer to **Explore Class Notebook in Teams** **handout**.
- *Note: See Demonstration notes and use the content options included in the **Teacher research** PDF and **Class Notebook assignment** PDF if useful.*



Explore and experience

15 minutes

(Circulate and provide assistance as needed.)

- Experiment: Prompt participants to practice adding a CNB with a Teacher Only section. Allow time for teachers to explore the CNB canvas by adding videos, textboxes, audio, inking (if applicable), and stickers.
- Apply: Prompt participants to consider an upcoming project or assignment, then collect text-based and multimedia resources. Encourage participants to organize materials and create an assignment that will be distributed to students.
- Refer to the **Inserting content into your Class Notebook** takeaway and the **Explore Class Notebook in Teams** **handout**.

Creating a Class Notebook assignment in Teams

Explain

2-3 minutes

- Assignments created in CNB offer an alternative to file-based tasks and worksheets. CNB provides expansive room for students to sketch, think, create, and add multimedia to assignments. When distributed through Teams, a CNB assignment can be readily tracked and graded.

Situation and demonstration

10 minutes

- Continue 5th grade math teacher scenario. The teacher has created the project directions worksheet and wants to send it out to all students in the class.
- Demonstrate moving the content from the Teacher Only section to the Content Library.
- Then go back into Teams and post the project assignment. Add the CNB page as a resource.

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Situation and demonstration (*continued*)

10 minutes

- Highlight that this feature shows how CNB and Teams complement each other. In Class Notebook alone, the content would be rich, but there's no new assignment notifications for students or grading alongside assignments in other formats. In Teams, that rich content can be turned into a graded assignment no matter what.
- *Note: if you have any CNB super users (the ones who use the standalone app), they'll know that there is a way to distribute pages for assignments directly in CNB without using Teams, so this sequence might distract or confuse them.*
- Refer to the **Class Notebook assignments in Teams takeaway**.

Explore and experience


5 minutes

- (Circulate and provide assistance as needed.)
- Prompt participants to practice moving Teacher Only content to the content library, make an assignment in Teams, add the CNB page as a resource, and push out to students (optional).
 - Refer to **Create a Class Notebook assignment in Teams activity handout** and the **Class Notebook assignments in Teams takeaway**.

Brain break

2 minutes

- Challenge a neighbor to a friendly game of tic-tac-toe.

 Yay! Time for a brain break!





Student collaboration in Class Notebook in Teams



Explain

1-2 minutes

- Every student in a class team receives an individual notebook after Class Notebook is turned on through Teams. These notebooks are not accessible by other students, but teachers can see the pages in each student's notebook.
- Students can use the conversation and chat features in Teams as collaborative spaces to work and communicate.

Situation and demonstration

5 minutes

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- Continue 5th grade math teacher scenario.
 - Demonstrate creating a few channels to reflect the group work aspect of the assignment and @mentioning students in those groups to let them know where to work. Explain that the channel is the hub of the group's conversations.
 - Additionally, when a channel is created in a class team that has a CNB and the Notes tab is clicked on, a section with that channel's name is added to the CNB Collaboration Space.
 - Navigate to an individual student notebook to show participants where students will complete individual work on the assignment. Show where the new section now appears in the Collaboration Space. Students can work here or in the Notes tab of the channel and their notes will sync back and forth. Finally, highlight how students can use the conversation feature in the channel to discuss the project, assign roles, and ask questions.
 - *Note: Because these are student spaces, your CNB and channel won't have content. Instead, just show the spaces during the demo and explain what they could be used for in the scenario.*
 - Return to the slide deck to show student work examples.
 - Refer to **Student collaboration workspaces** takeaway.
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Explore and experience

5 minutes

(Circulate and provide assistance as needed.)


- Prompt participants to practice adding channels and navigating to the various student workspaces. They can @mention students in channels, leave directions about how to use the Conversations feature, and leave a note in the Notes tab prompting students on how to get started with the project.
- Refer to **Explore student workspaces in Class Notebooks and Teams** handout.

Elaborate

Review essential question

2 minutes

- How might a digital binder with both private and collaborative spaces enhance student learning?
- How might this digital notebook be enhanced when used within a rapid communication platform?

 Time to witness the teacher magic!

Plan

13 minutes

- Remind participants to check out the takeaways and consider the features available in CNB that they haven't yet explored.
- Direct participants to go back into the Teacher Only section of CNB in Teams and collect research or do some planning for an upcoming unit. Think about how they'll create an assignment and have students use CNB in Teams to complete the work.

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Plan

- Display information to help participants access the Class Notebook click-through guides that will help them learn more about the features of CNB.
 - [Getting Started with Class Notebook](#)
 - [Setting up a OneNote Class Notebook](#)
 - [Getting the most out of Class Notebook](#)

Evaluate

5 minutes

- Prompt participants to provide feedback using the QR code or the link provided at the end of the slide deck.
- *Note: Edit the closing slide as needed.*






Supplies

Presenter

- WiFi access
- Laptop or mobile device with access to Microsoft Office 365 and login credentials
- Power cord for laptop or mobile device
- Projection capability
- Speaker for external audio
- Dongle to connect to projector
- Printed copies of **takeaways** and **handouts** for teachers
- Demonstration notes in Appendix
- Downloaded PDFs for demonstration
- 3 mock student account logins
- Personal Teams account for demonstration

 Don't forget to bring a dongle along with your amazing skills.

Participant

- Laptop
- Office 365 login credentials
- Classroom documents used for assignments (e.g. project directions, worksheets, etc.)


Suggested classroom device access

To implement the above activities, we suggest access to a **Windows 10** computer with:

- Processor: 1 gigahertz (GHz) or faster
- RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
- 16 GB of free hard disk space
- Graphics card: Microsoft DirectX 9 graphics device with WDDM driver
- A Microsoft account and internet access

Software requirements:

- Computer: Windows 10; Office 2013 or later; .Net Framework 4.5.0 or later
- Mobile: iOS 10.0 or later; Android 4.3 or later
- Account: O365 for EDU account



→ Appendix
Keep going...

Appendix: Demonstration notes

This is a series of scripts you can read while you're covering the Demonstration sections of the Presentation plan. If you're already an expert in Class Notebook in Teams—and you wouldn't use our tongue-in-cheek voice—feel free to teach these demonstrations however you like while you're covering the noted topics. You'll also find these notes in the “Say this/Do this” section of the notes in the **Presenter's slide deck**.

☆ Use this optional script to support your demonstrations.

Working in Class Notebook

- “Waking up and customizing my Geometry Class Notebook is actually super easy, because Class Notebook in Teams has a set-up wizard to walk me through it, step-by-step—no freak-outs necessary!”
- “I'm going to the General channel and—yep, there it is, my Class Notebook is already there in this tab.”
- “As you can see, I get a message here that this notebook has not yet been set up.”
- “I'm clicking on Set up Class Notebook. This will launch the set-up wizard.”
- “This brings me to a screen with information on what my Class Notebook will include.”
- “You already know about this because your brilliant instructor has told you about these features, so I'll go ahead and hit next.”
- “It might take a few minutes for things to set up, so don't stress about that.”
- “You're then taken to a helpful page that provides an introduction to Class Notebook, and offers a few key pointers on how to use it.”

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Working in Class Notebook *(continued)*

- “Right now, we are fully in the workspace.”
- “Watch what happens when I click on this arrow here. See? The sections and pages that we saw in the overview just a minute ago appear.”
- “If I want them to hide them again, I simply click back into the workspace and they tuck away like this.”
- “But I do want to work in them now, so I’ll click on the arrow again to get them back.”
- “Since everything I want to do right now is something I want to keep away from prying student eyes, the first thing I’m going to do is create a Teacher Only section.”
- “To do this, I’ll go to Class Notebook in the ribbon here, and then I’ll select Manage Class Notebooks.”
- “In the screen that follows, I’ll select Add Teacher Only section Group.”
- “A little indicator here lets me see progress as this is enabled.”
- “When it’s ready, a green checkbox with the word Enabled appears.”
- “I’ll click Close.”
- “Now I can see my new Teacher Only section, right in the sections list.”
- “Now that this is all set up, we can start exploring some of the neat features.”
- “One of the coolest aspects of Class Notebook is the concept of the infinite canvas.”



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Working in Class Notebook *(continued)*

- “If that sounds really space age and cool, that’s because it is—well, it’s cool, at least.”
- “Basically, it means that there’s no length limits, page breaks, or formatting rules to your Class Notebook pages.”
- “You can make all sorts of formatting tweaks, too, and very easily, so you won’t waste lots of time trying to get a certain look over here and a different look over there.”
- “For the same reasons, this means you can add as many kinds and types of resources as you’d like to support student learning.”
- “To quickly show you all what this looks like, I’m going to bring two PDFs into this OneNote page that highlight the kinds of things a teacher might do in this space.”
- “To do this, I’m going to take advantage of the File Printout feature, which I’ll explain more about in a minute.”
- “I’ll go to the Insert ribbon right here and click on File Printout.”
- “Then I’ll search for the PDF or Word document I want and click Open.”
- **NOTE: Print the Teacher Research PDF to the page.**
- “You might have noticed that the process looks a lot like attaching a file to an email, but we’re doing something a little different.”
- “We really are *printing a file* to a page.”
- “It’s like pasting an embed link for a YouTube video onto a page, and then having the full video appear right there, except this time we can see the entire PDF ‘embedded’ (or printed) onto the page.”

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Working in Class Notebook *(continued)*

- “Class Notebook allows you to do this for PDFs like this and Word documents.”
- “Now, let’s actually look at what we’ve printed here.”
- “We can see all of the different types of content that our fifth-grade teacher chose to use here while doing their research.”
- “There’s a photo, which the teacher uploaded from the Picture button on the Insert ribbon.”
- “There’s a video, which automatically embeds just from dropping in the link.”
- “I love this both because it’s easy for me to create, and because it will keep my students in the Teams environment, rather than sending them to YouTube where they’ll get distracted.”
- “There’s also a drawing, a list, reminders, a photo, stickers, text, and even a full PDF lesson plan.”
- “Once I’ve got all my research done, I’m ready to create an assignment.”
- “I don’t want the students to have access to it while I’m building it. So I’ll make it in my Teacher Only space, just like this research.”
- “I’ll add a page and create my assignment.”
- “I can use any of the features in Class Notebook in the assignment.”
- “But, to save a little time during our demonstration, I already created the assignment and I’m inserting it now.”
- “When it’s your turn to make an assignment, you’ll be able to create one right on the canvas.”



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Working in Class Notebook *(continued)*

- **NOTE: Print the Class Notebook assignment PDF to the page.**
- “As you can see, in this assignment, I’ve got a video for students to watch.”
- “There is a table embedded here to get students to list out the shapes they spot in the video.”
- “There’s some text describing the assignment, and then space for the student to work.”
- “These are just some of the features we could use when building a rich and engaging assignment.”

Creating a Class Notebook Assignment in Teams

- “The first thing I need to do is get the assignment I built out of the Teacher Only space, since my students don’t have access to it there.”
- “There are a few places I could move it.”
- “I could move it to the Collaboration space, but I’d prefer to keep that for more interactive projects where I want students to actually build content themselves in this group space.”
- “Instead, I’m going to put it into the Content Library, which is read-only.”
- “In general, I like to organize my Content Library around the units that I’m teaching, but you can organize yours any way you like to suit your teaching style.”
- “Since this is a new notebook, I’m going to start by going into my Content Library and creating a new section to drop this assignment into.”
- “To do that, I go beneath the list of sections, click +section, and give it a title, like Shapes unit.”
- “In the future when I have new assignments, I can reuse this section, or create a new one for a new unit.”
- “Now I’m going to copy in the assignment I got fully ready to go in the Teacher Only space.”
- “I’ll go back into the Teacher Only space and find my assignment.”
- “I’m right-clicking on the assignment page – remember that this is Command +Click on a Mac.”
- “There’s an option here for Move/Copy, which I select.”
- “I’m then given a list of spaces I can move this to.”

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Creating a Class Notebook Assignment in Teams *(continued)*

- “As discussed, I’ll choose the Content Library, and then the section I just created.”
- “Now I get to decide whether I want to move or copy this assignment.”
- “I choose copy, and hey! There we go. The assignment now lives in the Content Library.”
- “Now I’m going to get the assignment out to the class via Teams.”
- “You’ve probably noticed that right next to the Class Notebook tab in this wider Teams environment is a tab called Assignments.”
- “I click on that, and then select Create.”
- “This brings me to an assignment pane, where I can fill out all of the logistical details for my assignment.”
- “I give it a title.”
- “Then I’ll decide who I want to assign it to. I can assign out to this class, multiple classes who have Class Notebooks, individual groups, or specific students, but in this case I want it go to everyone in just this class, so I’ll stick with All Students.”
- “I fill out a brief description of what I want them to do.”
- “Here’s where it gets interesting: adding resources.”
- “When I click +Add resources, that pulls up this menu of options of places I can pull resources from, including Class Notebook.”
- “I select that, then the Content Library, and then I find and select the assignment I’ve built.”



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Creating a Class Notebook Assignment in Teams *(continued)*

- “Then I’m asked to choose where to put the assignment.”
- “Though I’m working right now in Teams, I’m actually being asked a Class Notebook question.”
- “Class Notebook is trying to distribute the assignment directly into each and every student’s space, so they can work on the assignment directly in their own sections.”
- “This is super convenient and mimics how Teams distributes copies of any type of assignment to each student.”
- “So what I’m doing right now is deciding where the assignment page should be distributed to within those student spaces.”
- “I can choose from Class Notes, Handouts, Homework, and Quizzes.”
- “I’ll choose Homework.”
- “Voila! Just like that, the Class Notebook content is pulled into the assignment.”
- “It’s even editable right from here if I want to make any changes.”
- “Now I just finish filling out the rest of the assignment details.”
- “I choose a due date, decide if I want to assign this immediately or schedule the assignment to go out at a later date, decide if I will allow late turn-ins (this is good if you want to allow for multiple revisions), and assign a points value.”
- “If I wanted to attach a rubric, I’d do so now, but I don’t want to so I’ll click Assign.”
- “We’re now brought back to the Assignment tab, where we can see an overview of all the assignments we’ve put together, including this one.”




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Creating a Class Notebook Assignment in Teams *(continued)*

- “If I wanted to edit the assignment further, I’d simply click into it.”
- “This is also where I’ll go once students have turned in work.”
- “Clicking into the card and selecting Review would show me a list of students and their work. I could review work there, leave feedback, return for revisions, and then assign grades.”
- “I could do all this with Class Notebook assignments and still not have to leave Teams.”

Student collaboration in Class Notebook in Teams


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- “I need to create a few channels where students can collaborate on their group projects.”
 - “I’ll start by clicking the More icon next to my class team name, then Add channel.”
 - “I’ll come up with a name for my group, then click Add.”
 - “I can see the new channel for this group underneath the name of my class team.”
 - “I’ll click on the Notes tab here.”
 - “When I do that, our Class Notebook automatically creates a corresponding new section in the Collaboration Space with the same name of the group channel I just created.”
 - “I’ll show you what I mean.”
 - “I’m clicking back into our Class Notebook, then into the Collaboration Space, and then here it is: a section with the name of the channel I just created.”

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Student collaboration in Class Notebook in Teams *(continued)*

- “Students can now add content to the Collaboration Space right from their personal notebooks, and it will show up in the Notes tab right here back in their channel in Teams.”
 - “The opposite is true, too: when they add material to the Notes tab in their channel, it will show up in this corresponding section of the Collaboration Space.”
 - “But don’t worry: the opportunity to work privately remains.”
 - “Let’s say, for instance, that a student wants to collect some research resources and sort through them before offering them up for collaboration.”
 - “All they’d have to do is navigate to, say, the Class Notes section of their own notebook, like this, where they can now work out of sight before joining in on group work.”
 - “Now, it’s important to know that when I create a channel for group work in Teams, every student in the class team can access that space.”
 - “As such, I’ll @mention the three students I want working here in the Conversations tab of this channel and offer some clarifying language about how they should use the space.”
 - “The students can now use the Conversation tab in this channel to ask each other questions, assign roles, offer support to each other, check in on who’s doing what, and so forth.”
 - “As you can see, once they’re in their group channel, they can also add any important files for the project in the Files tab here.”
 - “If you want to add any extra resources specific to that group, click the plus sign and choose an app like YouTube to add a specific video that enhances learning.”
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