

Microsoft OneNote

Teacher Task Challenge

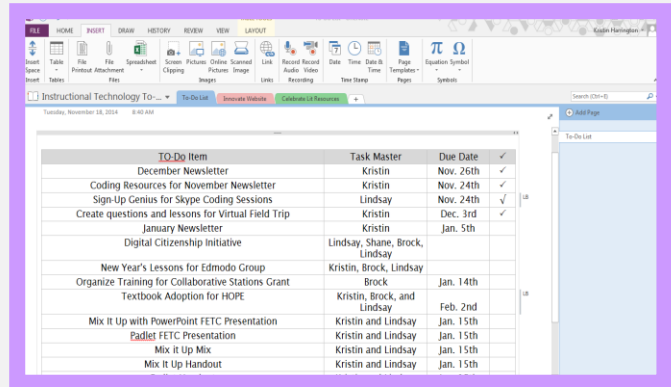
What is OneNote?



OneNote is a feature of Microsoft Office 365 that allows teachers and students to create digital notebooks. These notebooks can be shared with peers, teachers, or anyone else with a Microsoft 365 account.

Integration Ideas

- Students create Digital Portfolios to share with teachers, parents, and classmates.
- Create collaborative to-do lists for group projects.
- Teachers can create a shared resources/lessons notebook with their team.
- Students can create notebooks for each subject area and save notes, handouts, and research.



Task Challenge

1. Open OneNote program.
2. Click the + sign to add your first notebook. Name it.
3. Double click on the tab and name it. Add two more tabs and name them as well.
4. Under the first tab, take some notes, add a to-do list, or create some other type of content.
5. On the right hand side of the screen, click add page to add another page to this tab.
6. Your notebook will automatically save. Click file and share to invite others to access your notebook.
7. There is so much more you can do! Try out some other OneNote features.

