

# OneNote Class Notebook Student & Parent/Guardian Access Guide

## Parent/Guardian OneNote Access

Parents and guardians may access their student's OneNote class notebooks with two teacher-provided links.

**1. To view a class calendar, syllabus, class handouts/assignments, and study resources, parents and guardians should use the Content Library Link.**

The screenshot shows the OneNote Online interface. The top navigation bar includes the OneNote Online logo, the page title "\_Content Library", and "Print" and "Help" icons. On the left, a sidebar lists various notebook sections, with a red box highlighting the "Using the Content Library" section. The main content area displays the page title "Middle East Maps" and the date "Monday, August 22, 2016 10:20 AM". Below the title, there is a heading "You can use the following maps to practice for your map quizzes!" followed by a list of two items: "1. Political Map to Label" and "2. Physical Map to Label". Each item has a corresponding map icon. To the right of the list is a large globe image showing the Middle East region.

**Using a Content Library Link:** A student's teacher can provide a link to view a class notebook's library of resources. Parents/guardians can simply click on the link to view this information. There is no login required.

**2. To view the work an individual student completes in OneNote, such as classwork, homework, projects, and quizzes, parents and guardians should use the Individual Student Notebook Section Link.**

The screenshot shows the OneNote Online interface for an individual student notebook section. The top navigation bar includes the OneNote Online logo, the page title "The Story of Desertification Sway Project", and "Print" and "Help" icons. On the left, a sidebar lists various notebook sections, with a red box highlighting the "Class Notes" section. The main content area displays the page title "The Story of Desertification Sway Project" and the date "Monday, January 23, 2017 1:08 PM". Below the title, there is a heading "★ Paste the link to your finished Sway here:" followed by a text input field and a right-pointing arrow. Below this, there is a heading "Sway Help" and a paragraph of text: "View this Sway tutorial playlist if you need help:" followed by a blue hyperlink: <https://www.youtube.com/playlist?list=PLXPr7gfUMmKyE22-YpbgcDfr2SXEO7-qX>. At the bottom, there is a heading "The Story of Desertification" and a paragraph of text: "Read the following article about life in the Sahel region of Africa."

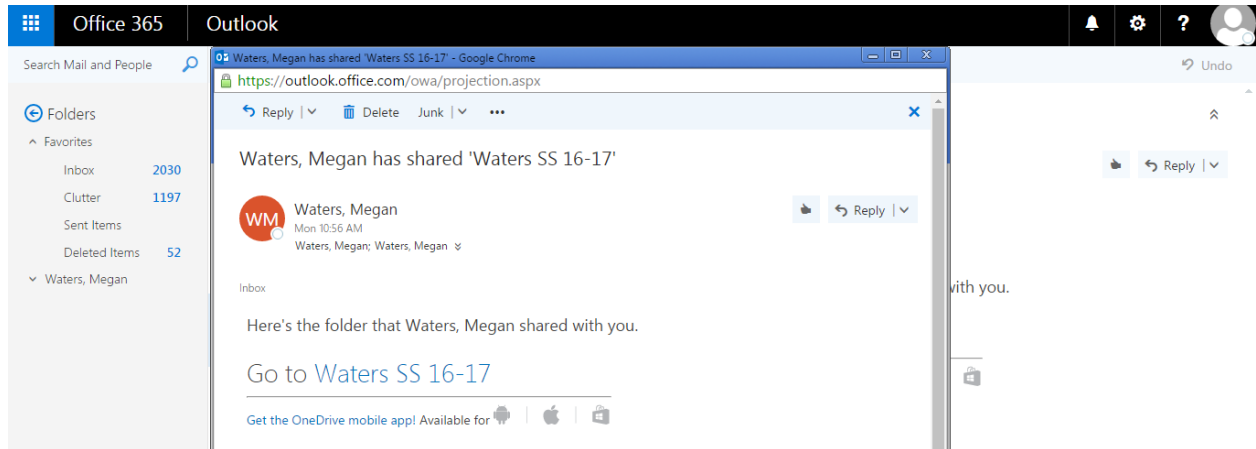
**Using an Individual Student Notebook Section Link:** A student's teacher can provide a link to view an individual student's class notebook section. This is a great way to keep up with the work students complete in OneNote. Parents/guardians can simply click on the link to view this information. There is no login required.

## Student OneNote Access

Once a teacher has shared a Class Notebook, students can access it in several ways.

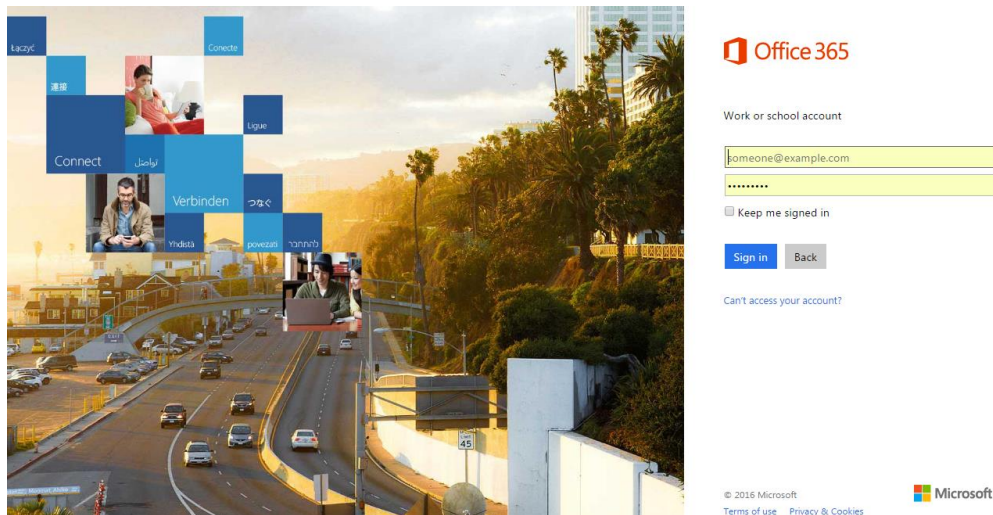
## Office 365-Mail

Students will automatically be notified by email when OneNote Class Notebooks are shared with them.



To access their email, students should complete the following steps.

### 1. Go to portal.office.com

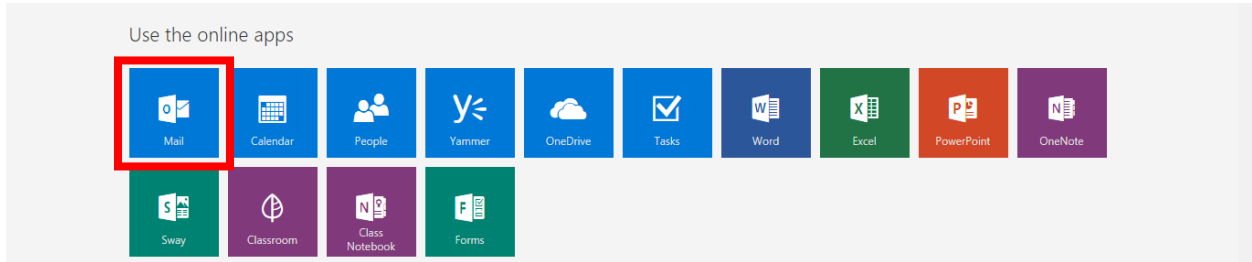


### 2. Sign in with the following credentials:

Username: [studentID#@fcstu.org](mailto:studentID#@fcstu.org) (studentID# is the student's lunch code)

Password: Birthday (MM/DD/YYYY)

3. Once a student is signed in, he or she should left-click on the **Mail** app on the Office 365 homepage.

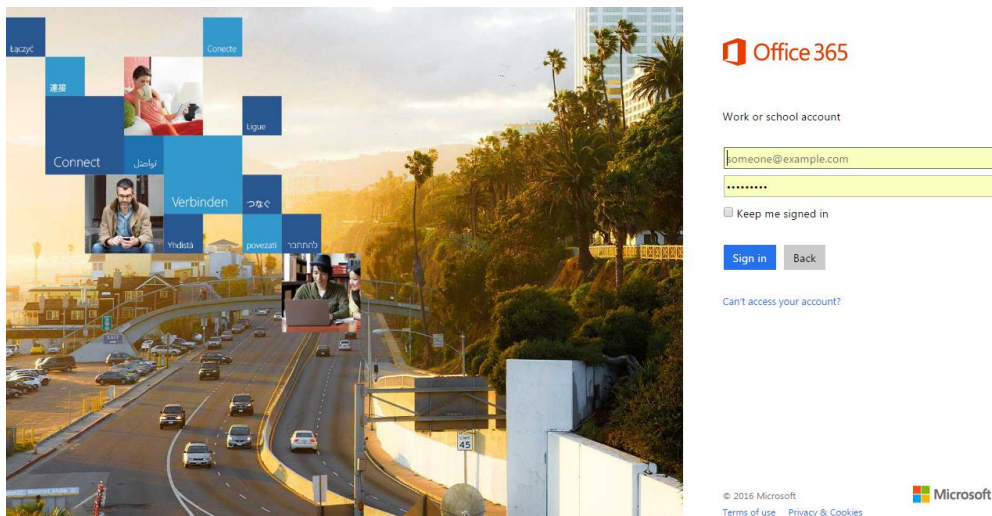


## Office 365-OneNote

Students can also open any Class Notebook that has been shared with them by going to OneNote Online.

To access OneNote Online, students should complete the following steps.

1. Go to [portal.office.com](http://portal.office.com)

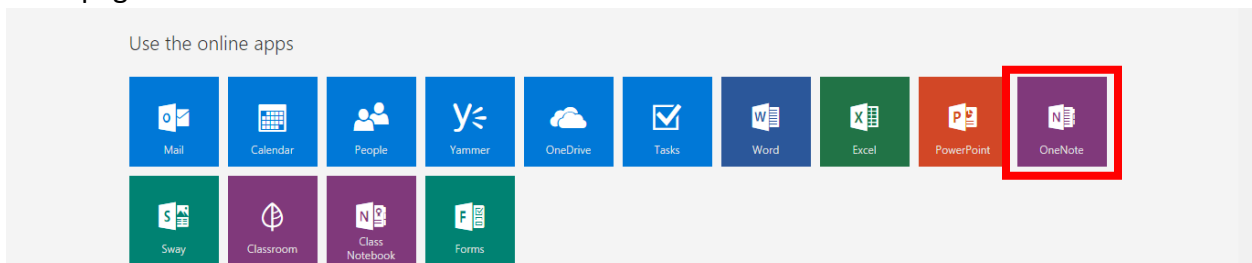


2. Sign in with the following credentials:

Username: [studentID#@fcstu.org](mailto:studentID#@fcstu.org) (studentID# is the student's lunch code)

Password: Birthday (MM/DD/YYYY)

3. Once a student is signed in, he or she should left-click on the **OneNote** app on the Office 365 homepage.

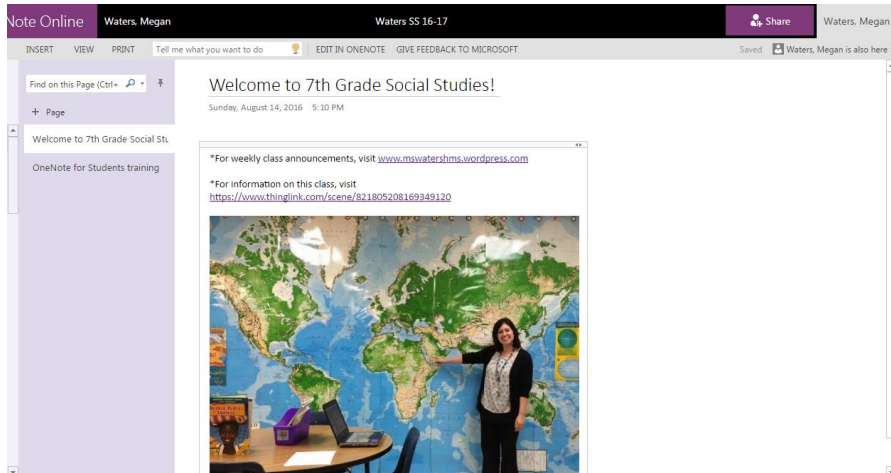


4. Once in OneNote, the student should left-click on the **Shared with Me** tab.



A list of every notebook that has been shared with the student will appear.

5. The student should left-click on the notebook he or she would like to open. This will open the Class Notebook.



The following QR code and link provide an interactive student guide for accessing and using OneNote:



[bit.ly/onenotestudentguide](https://bit.ly/onenotestudentguide)