



# TECHNOKIDS NOTEBOOK

Transform a TechnoKids Project into a Class Notebook

## TECHNOKids®

### HOW TO MAKE A ONENOTE CLASS NOTEBOOK

Class Notebook is a blend between a digital file cabinet and a binder. It organizes course materials such as assignments, templates, samples, and quizzes into a OneNote publication. This handbook explains how to transform a TechnoKids project into a Class Notebook.

Simplify teaching with a TechnoKids Notebook!

Learn how to:

- create a Class Notebook
- insert and distribute assignments
- share templates and samples
- view student work
- apply helpful tips to streamline teaching

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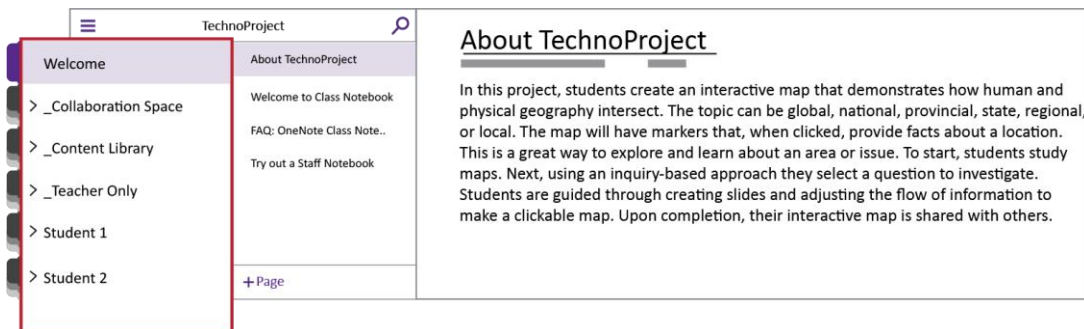
# Transform a TechnoKids Project into a Class Notebook

A Class Notebook is an ideal way to distribute TechnoKids project assignments and resource files. Follow the instructions to create a TechnoKids Notebook for the entire class. You will learn how to produce unique personal notebooks that each student can use to complete worksheets, follow assignment instructions, and submit work.

## Get Started

### About the TechnoKids Notebook

The TechnoKids Notebook you make using OneNote Class Notebook will have several parts:



PARTS OF A TECHNOKIDS NOTEBOOK

- **Welcome** | A section that everyone in the class can view. It is best suited to posting an overview of the TechnoKids project. It can also be used for general information such as due dates or announcements. Although assignments can be added to this space, it is not ideal because they are always in view. To direct the pacing of instruction, teachers should use the Teacher Only section instead.
- **Collaboration Space** | A public section where everyone in your class can share and collaborate. The information in this space can be edited by any student. When working on a TechnoKids project you might want to use this section to brainstorm topic ideas or create a community forum for questions and answers. It is important for educators to moderate student contributions to this space. To restrict access sections can be locked or moved. Refer to [Lock the Collaboration Space](#).
- **Content Library** | A section where teachers share TechnoKids resources such as templates and samples. The files are read-only. Students can view the content but cannot make any changes. To work with a file, they must make their own copy.
- **Teacher Only** | A private section the teacher uses to direct the flow of instruction. It is not available by default and must be enabled. Use this section to add TechnoKids assignments, reviews, and marking sheets ahead of time. These pages remain hidden from students until the teacher distributes them to students' notebooks.
- **Student Notebooks** | A section that lists student notebooks. Each one contains content shared by the teacher or created by the student. The student can edit or add pages to complete TechnoKids worksheets or submit links to their completed projects. The teacher can access every student's notebook to track progress or provide feedback. Students cannot see classmates' notebooks.

## Install Software and Download the TechnoKids Files

To transform a TechnoKids project into a Class Notebook complete the following steps:

1. Verify that you have an Office 365 School Account for yourself and your students. *Class Notebook is not available to personal or business accounts.*
2. To transform a TechnoKids project into a Class Notebook you can use any OneNote app. However, to place the PDF assignments onto a OneNote page you will require the OneNote desktop app (*formerly OneNote 2016*).

### ABOUT ONENOTE and ONENOTE FOR WINDOWS 10

*OneNote* comes with your Office 365 subscription. It differs from *OneNote for Windows 10* (included with Windows) whereas the "Class Notebook Add-in" is not available for OneNote for Windows 10.

3. To prepare, install the desktop version of OneNote and the Class Notebook Add-in:
  - a. Download [OneNote](#).
  - b. Download the [Class Notebook Add-in](#).
4. It is advised to make **OneNote** the default app. To learn how, refer to [Notebook Will Not Open in OneNote](#).
5. Check if you have Adobe Acrobat Professional or Adobe Acrobat Reader on your device. If you do not, [download Adobe Acrobat Reader](#) for free.
6. Visit the [TechnoKids Library](#) and download a project. Make sure you [unzip the folder](#). You can store the files in OneDrive or on your device.
7. On your Windows device, set your default PDF viewer to Adobe Acrobat:
  - a. Right click on a TechnoKids PDF file, such as a Teacher Guide.
  - b. Choose *Open with...*
  - c. Pick *Choose another app...*
  - d. From the list, select the **Adobe Acrobat version** that is on your device.
  - e. Check *Always use this app to open .pdf files*.
  - f. Click *OK*.

### STUDENTS AND CLASS NOTEBOOK

The preparatory steps listed above are for the teacher. Students do not need to complete them to access a Class Notebook. To work seamlessly, it is ideal if your students are using a desktop version of Microsoft Office. However, if this is not available, students should install the following Microsoft apps onto their device: OneDrive, OneNote, Excel, Word, and PowerPoint.

## Become Familiar with the TechnoKids Project

Prior to creating a TechnoKids Notebook it is recommended that you familiarize yourself with the lessons in the TechnoKids project and location of the resource files.

1. Open the Teacher Guide in [Adobe Acrobat](#).
2. Refer to the *Prepare to Teach* section to learn about preparatory steps.
3. Determine the assignments, reviews, and skill reviews your students will complete. It is a good idea to select more than you think you can accomplish. This will give you flexibility when teaching.
4. Study the *Materials List*. Notice the location of the project resources. You will transfer many of the files into your TechnoKids Notebook.
5. Open the *Resources* folder for the TechnoKids project. Become familiar with the different files. Many will be uploaded to the Content Library or transformed into OneNote pages for Student Notebooks:
  - Assessment files are Word documents. They will be added to OneNote pages.
  - Templates and samples are Office documents such as Word, Excel, or PowerPoint. They will be placed into the Content Library.
  - Workbook files are PDFs. These will be added to OneNote pages and can be annotated.

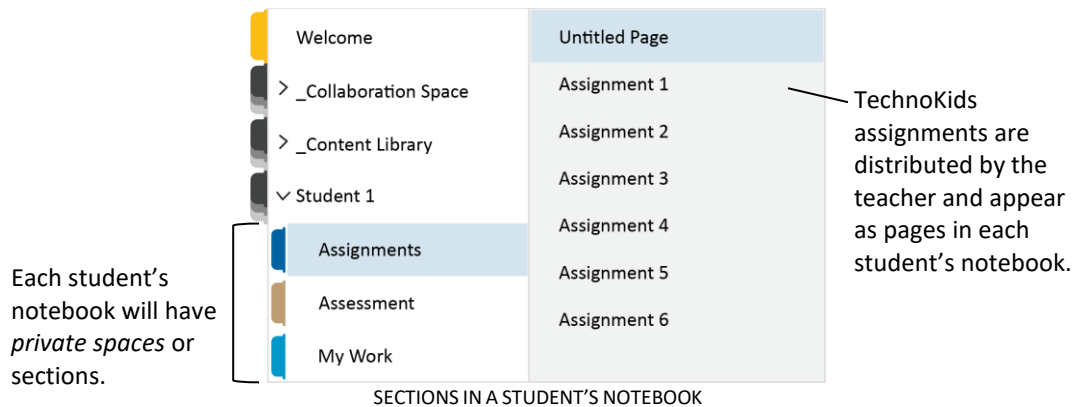
## Prepare to Create a TechnoKids Notebook

Microsoft has seven steps that guide you through creating a Class Notebook. They are *Add Notebook Name*, *Notebook Overview*, *Add Another Teacher*, *Add Student Name*, *Design Private Spaces*, *Preview*, and *Done*. Most steps are straightforward and are explained in this handbook. However, step 5 *Design Private Spaces*, requires planning. Read the following information to understand how you will divide the Student Notebooks into *private spaces* or sections.

### About Student Notebooks

To make a TechnoKids Notebook, you must divide the Student Notebooks into *private spaces*. Do not get confused by the terminology used by Microsoft. A private space is like a divider in a binder. It separates the notebook used by students into sections. Similar to a *real* binder, pages can be added into each section. However, unlike a real binder, the teacher can instantly insert a worksheet such as a TechnoKids assignment, review, or marking sheet into *every* student's notebook.


The Student Notebooks you create will have three *private spaces* or sections:

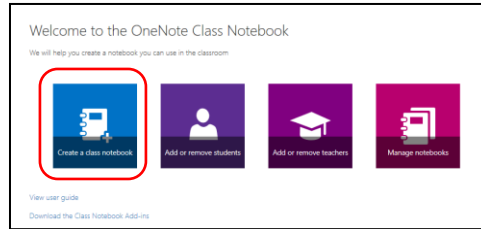


- **Assignments** | This section will include TechnoKids assignments. PDF files in the TechnoKids *Workbook* folder will be transformed into OneNote pages. This will allow students to type answers into worksheets or follow step-by-step instructions.
- **Assessment** | TechnoKids projects include reviews, skill reviews, checklists, marking sheets, and/or rubrics to assess student knowledge. Word files in the TechnoKids *Assessment* folder will be transformed into OneNote pages. This will allow students to answer questions or complete tasks to demonstrate learning.
- **My Work** | This section will be used by the student to share project files with the teacher. Students will attach their work onto a page to make it easy to track progress or evaluate completed work.

## Create a Class Notebook

### Sign into Office 365 and Create a Class Notebook

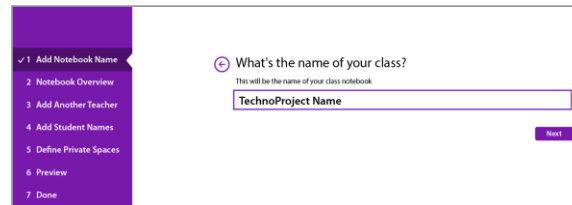
1. Sign into your Office 365 account at <https://www.office.com/>.
2. Click the *App Launcher* , and choose *All apps* → *Select Class Notebook*.
3. You may be prompted to sign into your account again.
4. Click *Create a class notebook*.



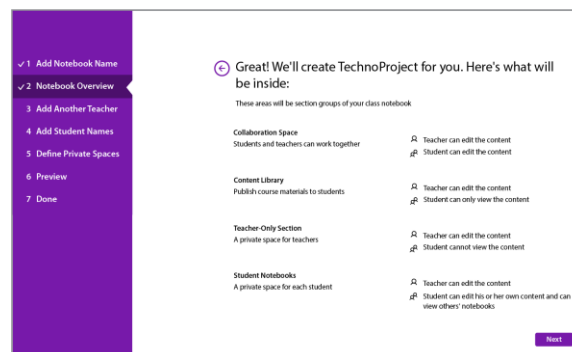
### Set Up the TechnoKids Notebook

Microsoft has seven steps that guide you through creating a Class Notebook. They are Add Notebook Name, Notebook Overview, Add Another Teacher, Add Student Name, Design Private Spaces, Preview, and Done.

1. **Add Notebook Name:** Type a notebook name such as the title of the TechnoKids project. For example, *TechnoBiography*. When done, click *Next*.



2. **Notebook Overview:** This screen provides information about the Class Notebook. Click *Next*.



3. **Add Another Teacher:** If you are co-teaching, type the names or email addresses of the other teachers. Click *Next*.

4. **Add Student Names:** Type the names or email addresses of your students. Click *Next*.

5. **Design Private Spaces:** A private space is a section added to each Student's Notebook. By default, Microsoft adds several sections. Your TechnoKids Notebook needs *Assignments*, *Assessment*, and *My Work*:
- Double click each section to rename it.
  - Remove the extra section by clicking *Delete X*.
  - When done, click *Next*.

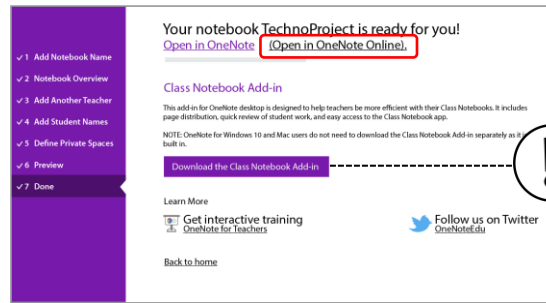
#### TIPS TO ADD, DELETE, OR EDIT A SECTION

- Sections will be listed alphabetically when the Notebook is completed.
- To add another section, click + *Add Section*.
- After the Class Notebook is created, new sections can be added, or existing sections renamed.
- An unwanted section cannot easily be removed after the Class Notebook is created. In this case, each student must manually remove it from their personal notebook.

6. **Preview:** Click to preview both the Teacher's notebook and the Student's notebook. Click *Create*.

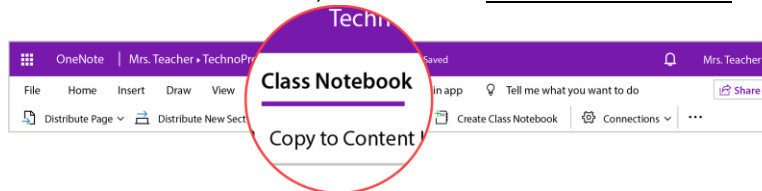


7. **Done:** The notebook has been created. To see it, click the *Open in OneNote Online* link.



The Class Notebook tab will not show in OneNote if you are missing the Add-in.

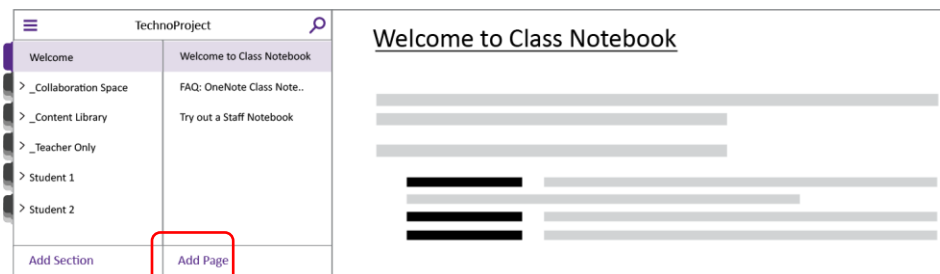
8. Verify that the *Class Notebook Add-in* was installed. You will see a *Class Notebook* tab at the top of the window. If you do not see *Class Notebook*, download the Class Notebook Add-in.



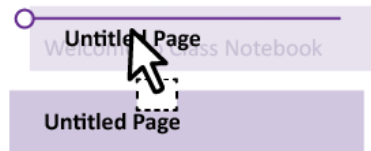
## Introduce the Project

*Welcome* is a section that everyone in the class can view. The default Welcome section provides an overview to the notebook with helpful links. You will add a page into this section to introduce the TechnoKids project.

- With your TechnoKids Notebook open in OneNote online, select the *Welcome* section.
- From the pages pane, click *Add Page* to insert a new page.



- Drag the *Untitled Page* to the top of the list or drag the *Welcome to Class Notebook* page down below the newly added page. This will make it the first screen students see when they open this section.

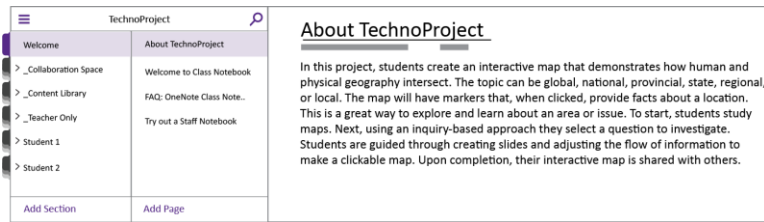


FAQ: OneNote Class Note..

Try out a Staff Notebook

- On the new page, type the title, **About Project Name**.

5. Click in the blank area below the title to describe the project. You can find descriptions of each project from the [TechnoKids Overview document](#).



## Add TechnoKids Assignments and Assessment to the Class Notebook

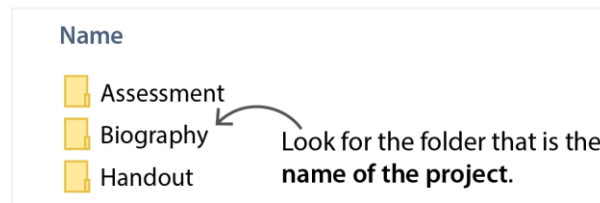
To transform a TechnoKids project into a Class Notebook you can use any OneNote app. However, to place the PDF assignments onto a OneNote page you must have OneNote. It comes with your Office 365 subscription. This is the only time you need to use the desktop version of the software.

### Locate the TechnoKids Workbook Files

The TechnoKids assignments are stored in a *Workbook* folder. The files are in PDF format. To place them inside your TechnoKids Notebook ensure you have OneNote and Adobe Acrobat installed. Please note that *OneNote for Windows 10* does not allow the Class Notebook Add-in. Refer to [Install Software and Download the TechnoKids Files](#).

Prior to completing the following steps, you must locate the Workbook files.

1. Open the TechnoKids project folder, such as INT-BIOGRAPHY.
2. Locate the *Resources* folder, such as *TechnoBiography Resources*.
3. Open the *project name* folder, such as *Biography*.

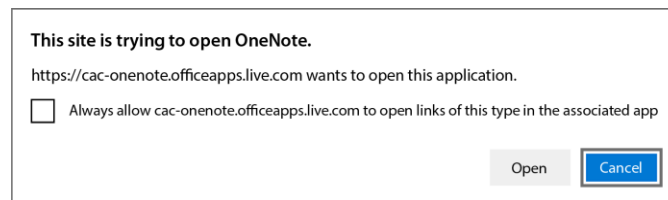


4. Inside the folder is a **Workbook** folder containing assignments and extension activities. You will add these files to the Class Notebook.

### Add TechnoKids Assignments

To keep students from looking too far ahead, insert TechnoKids assignments as pages into the *Teacher Only* section. This allows you to control the pacing of instruction as the content remains hidden from students until they are distributed. Please note, you can also place the TechnoKids assignments into the *Welcome* section. However, the pages will always be viewable by students.

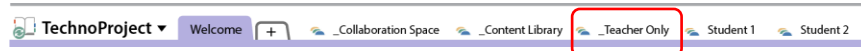
1. With your TechnoKids Notebook open in OneNote online, click *Open in Desktop app*.
2. Click *Open* to switch apps.




If you are not asked to Open OneNote, it is missing from your device.  
Refer to [Install Software and Download the TechnoKids Files](#).

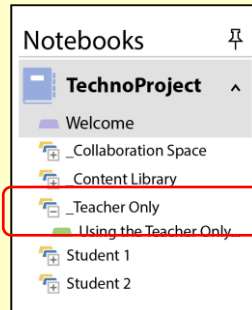
3. Have patience. The TechnoKids Notebook needs time to load.

4. Click the *\_Teacher Only* tab.

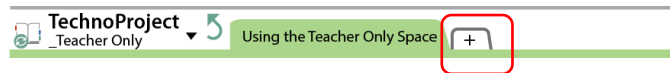


#### NOTEBOOK PANE

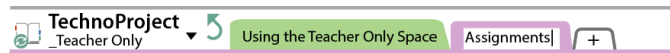
If you cannot see tabs at the top of the window, locate the *\_Teacher Only* section from the Notebook Pane, on the left side. You can switch views, by unpinning  the Notebook Pane.



5. Click *Create a New Section*.



6. Inside the section tab, type **Assignments**.



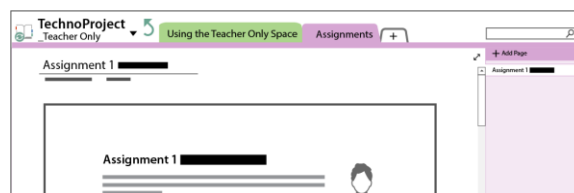
7. Click in the page below. From the Insert tab, click *File Printout*.



8. Locate the TechnoKids assignment. It will be in the *Workbook* folder. Refer to [Locate the TechnoKids Workbook Files](#) for assistance.

EXAMPLE: C:\Users\username\Documents\int-biography\Office 2019\Biography Resources\Biography\Workbook

9. Select the first assignment. **DO NOT SELECT MORE THAN ONE ASSIGNMENT AT A TIME!**
10. Click *Insert*. The file will open in Adobe Acrobat before displaying in the TechnoKids Notebook. If this step fails, refer to [Install Software and Download the TechnoKids Files](#) to install Adobe Acrobat and make it the default PDF reader.
11. At the top of the page, add or edit the assignment title.



12. To lock the assignment, right click on it. Choose *Set Picture as Background*.

#### TIPS

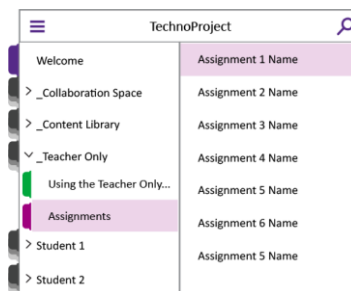
- You can *Set Picture as Background* for **all documents**. From the File tab, click Options > Advanced. In the Printouts section, enable *Automatically set inserted file printouts in the background*. Click *OK*.
- If an assignment contains a hyperlink, it will not be active. Add a text box and type the link for students.

13. To add another assignment, click *+ Add Page* in the Pages pane. Repeat until done.

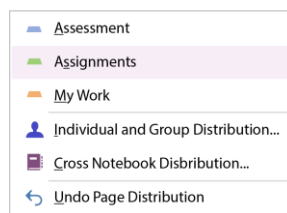
## Distribute an Assignment Page to Each Student's Notebook

When the class is ready to complete a TechnoKids assignment, you must distribute it. This will place a copy of the page into the **Assignments** section of each Student's notebook.

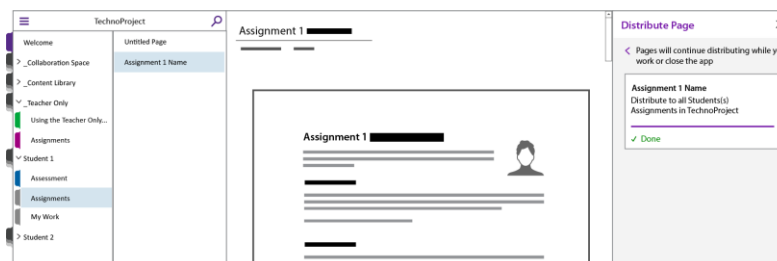
- Open the TechnoKids Notebook in OneNote online.
- Select the *\_Teacher Only* section. Click *Assignments*.
- Select the assignment you want to distribute.



- Click the *Class Notebook* tab.
- Click *Distribute Page*. From the menu, select *Assignments*. This sends the selection to the corresponding student section.



- To verify that the assignment appears in each student's notebook, select a student from the left pane. Click *Assignments* to see the page.



#### ABOUT STUDENT USE OF AN ASSIGNMENT

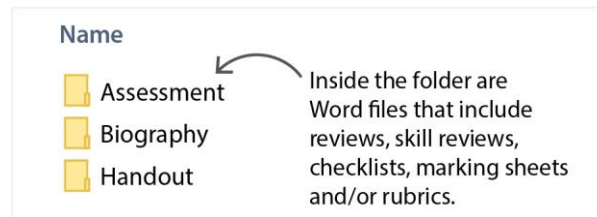
Students can type answers into worksheets. To learn more, refer to [Annotate an Assignment](#).

## Locate the Assessment Files

TechnoKids projects includes reviews, skill reviews, checklists, marking sheets, and/or rubrics to assess student knowledge. Word files in the TechnoKids *Assessment* folder will be transformed into OneNote pages. This will allow students to answer questions or complete tasks to demonstrate learning.

Prior to completing these steps, you must locate the Assessment files.

1. Open the TechnoKids project folder, such as INT-BIOGRAPHY.
2. Locate the *Resources* folder, such as *TechnoBiography Resources*.
3. Open the *Assessment* folder.



4. Inside the folder are Word files containing reviews, skill reviews, checklists, marking sheets, and/or rubrics. You can add these files to the Class Notebook.

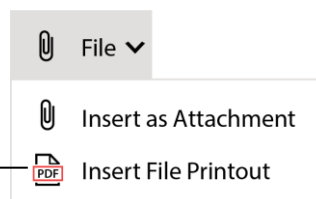
## Add Assessment Files

Assessment tools can be used by students to take quizzes, monitor learning, or view grading criteria. They are Word files. Follow the instructions to insert them as a File Printout using OneNote online.

1. With your TechnoKids Notebook open in OneNote online, select the *Teacher Only* section.
2. Select a section in *\_Teacher Only* such as *Using the Teacher Only Space*.
3. Click *Add Section*.
4. Type **Assessment**. Click *OK*.

5. Type a section title such as **Marking Sheet**.
6. Click in the page below. From the Insert tab, click *File*. Select *Insert File Printout*.

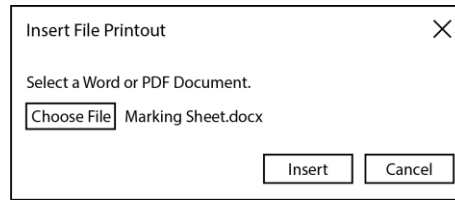
Select *Insert File Printout* if the **template** is Word. This will generate a preview of the file.



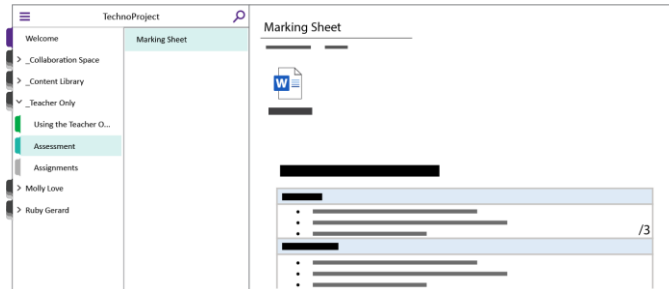
7. You may need to click *Choose File*.
8. Locate the TechnoKids assessment tool. It will be in the *Assessment* folder. Click *Open*. Refer to [Locate the Assessment Files](#) for assistance.

EXAMPLE: C:\Users\username\Documents\int-biography\Office 2019\Biography Resources\Assessment

9. You may need to click *Insert*.



10. An icon of the assessment tool appears on the page. A preview displays on the page.



11. Add a page title. Example: Marking Sheet, Quiz, Skill Summary.

#### DISTRIBUTE ASSESSMENT TOOLS

When the class is ready to take a quiz, complete a checklist, or view a marking sheet you must distribute it. Place a copy of the page into the **Assessment** section of each student's notebook. They can use the annotation tools in OneNote online to answer questions. Instructions are similar to [Distribute an Assignment Page to Each Student's Notebook](#):

1. Open the TechnoKids Notebook in OneNote online.
2. Select the *Assessment* section in *\_Teacher Only*.
3. Select the assessment page you want to distribute.
4. Click the *Class Notebook* tab.
5. Click *Distribute Page* and choose *Assessment* from the menu.
6. To verify that the assessment appears in each student's notebook, select a *Student*.
7. Click *Assessment* to see the page.

## Add Resources to the Content Library

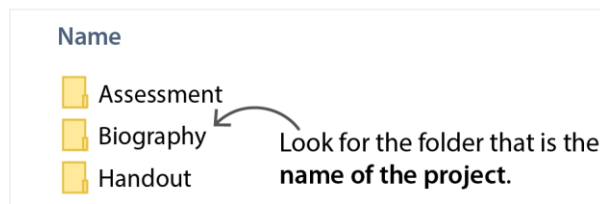
The Content Library is a section where teachers share TechnoKids resources such as templates and samples. The files are read-only. Students can view the content but cannot make any changes. To work with a file, they must make their own copy.

### Locate TechnoKids Templates and Samples

Some TechnoKids projects include template or samples. The files could be Word, Excel, PowerPoint, PNG, or PDFs.

Prior to completing these steps, locate the resource files.

1. Open the TechnoKids project folder on your device, such as INT-BIOGRAPHY.
2. Locate the *Resources* folder, such as *Biography Resources*.
3. Open the *project name* folder, such as *Biography*.



4. Samples and templates that students need to complete the activities will be listed. Refer to [Become Familiar with the TechnoKids Project](#) to learn about the resources required.

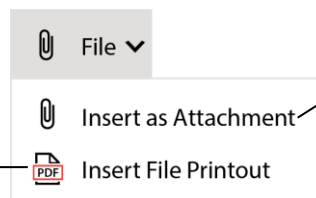
### Add a Template to the Content Library

Templates are files that are used by students to complete project activities. There are two ways to insert the resources using OneNote online – as an Attachment or as a File Printout. Select the option that best fits the file type. Files that are PowerPoint or Excel should be attached. They appear as icons on the page. Word or PDF files should be inserted as a File Printout as this will generate a preview of the document on the page.

1. With your TechnoKids Notebook open in OneNote online, select the *Content Library* section.
2. Select a section in Content Library such as *Using the Content Library*.
3. Click *Add Section*.
4. Type **Templates**. Click *OK*.

5. Type a page title such as **Project Templates**.
6. Click in the page below. From the Insert tab, click *File*. Make a choice from the options:

Select *Insert File Printout* if the **template** is Word or PDF. This will generate a preview of the file.



Select *Insert as Attachment* if the **template** is Excel, PowerPoint, or another file type.

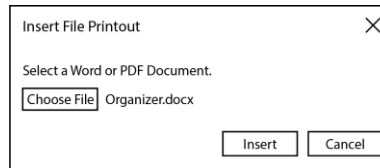
7. You may need to click *Choose File*.



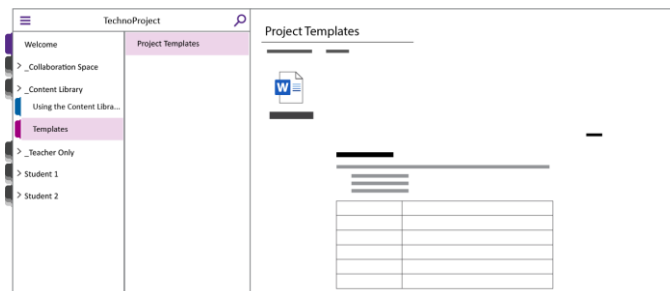
8. Locate the TechnoKids template. It will be in the *Project* folder. Click *Open*. Refer to [Locate TechnoKids Templates and Samples](#) for assistance.

EXAMPLE: C:\Users\username\Documents\int-biography\Office 2019\Biography Resources\Biography

9. You may need to click *Insert*.



10. An icon of the template appears on the page. If the file, is a Word document, a preview will also display:



11. Add a page name.
12. Repeat steps 6-11 to insert additional templates.

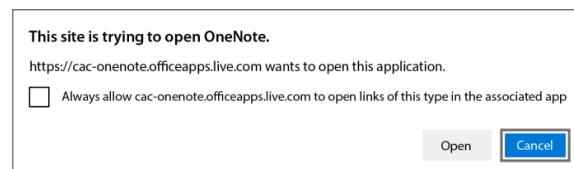
#### ABOUT STUDENT USE OF THE TEMPLATE

Templates are read-only. To make a copy of the file, students double click the icon on the page. They will need to download the file and save a copy to their OneDrive or another location. Refer to [Save a Copy of a Template](#).

### Add a Sample File to the Library

Samples are examples of a finished product. To add them into the Content Library, you can follow the same steps as inserting a template. However, if you want students to preview the sample from within the TechnoKids Notebook, follow these instructions. They require OneNote and Adobe Acrobat. Refer to [Install Software and Download the TechnoKids Files](#).

1. With your TechnoKids Notebook open in OneNote online, click *Open in Desktop app*.
2. Click *Open*.




If you are not asked to Open OneNote, it is missing from your device.  
Refer to [Install Software and Download the TechnoKids Files](#).

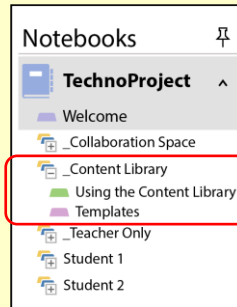
3. If you see a security notice, click *Yes* to continue.
4. Have patience. The TechnoKids Notebook needs time to load.

5. Click the *Content Library* tab.
6. Click *Create a New Section*.




#### NOTEBOOK PANE

If you cannot see tabs at the top of the window, locate the Content Library section from the Notebook Pane, on the left side. You can switch views, by unpinning  the Notebook Pane.



7. Inside the section tab, type **Samples**.



8. Click in the page below. From the Insert tab, click *File Printout*. 
9. Locate the TechnoKids sample. It will be in the *Project* folder. Click *Open*. Refer to [Locate TechnoKids Templates and Samples](#) for assistance.

EXAMPLE: C:\Users\username\Documents\int-map\Office 2019\Map Resources\Map

10. You may need to select the sample file and click *Insert*.
11. At the top of the page, add or edit the sample title.




#### ABOUT STUDENTS USE OF THE SAMPLE

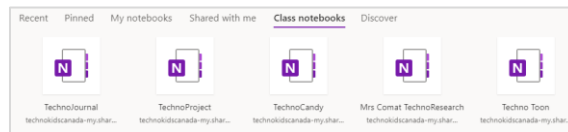
Depending on the file type students can preview the example directly in the Class Notebook. However, to play the resource in the source program, they must double click the icon. They may then need to download or open it in the source application.

# How Students Use the TechnoKids Notebook

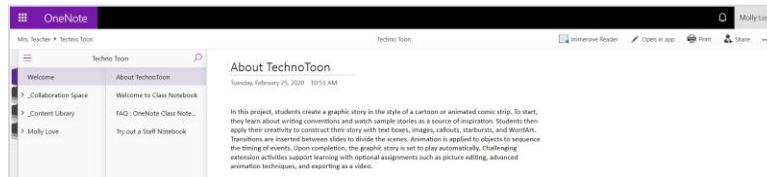
Follow the instructions to learn how to open a TechnoKids Notebook, annotate a worksheet, save a copy of a template, view a sample, and submit work.

## Open the TechnoKids Notebook

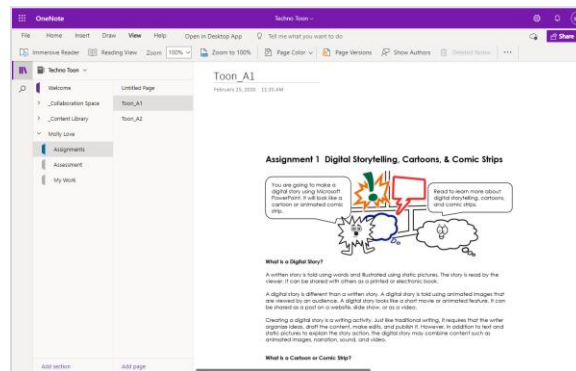
1. **As a student**, sign into an Office 365 account at <https://www.office.com/>.
2. Click the *App Launcher* , and choose *OneNote*.  
*You may be prompted to sign into your account again.*
3. Click *Class notebooks*.



4. Open the TechnoKids Notebook.

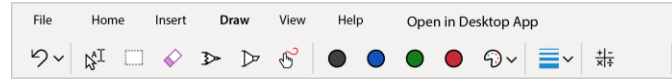


5. From the Student's notebook, click the *Assignments* section.
6. In the Pages pane, click to select an assignment:



## Annotate an Assignment

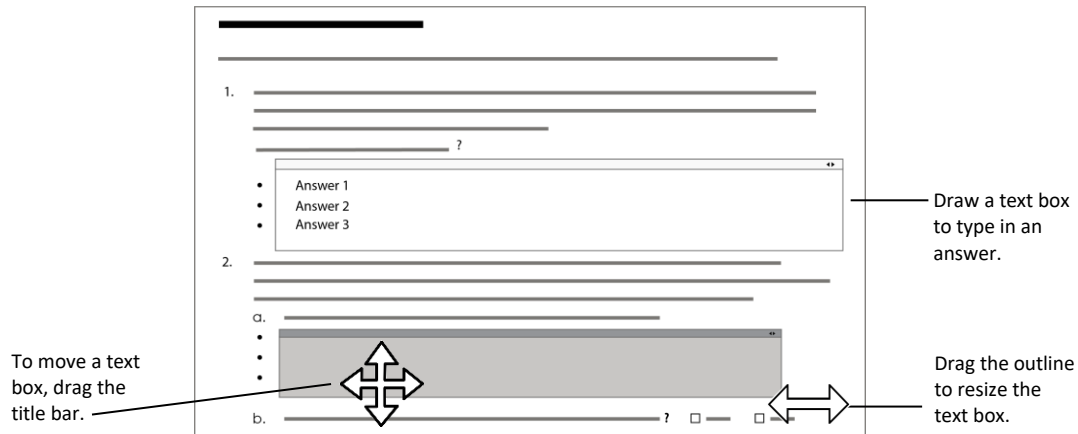
1. **As a student**, sign into an Office 365 account at [www.office.com](http://www.office.com).
2. Open the TechnoKids Notebook.
3. From the Student's notebook, click the *Assignments* section.
4. In the Pages pane, click to select an assignment.
5. Click the *Draw* tab.



6. To type an answer into a worksheet, select *Type*.
7. Click in the white space **beside** where you want to create a text box. *If you click directly on the worksheet, the text box will appear at the bottom of the page.*

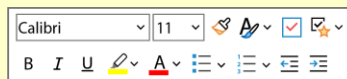


8. Drag the text box onto the worksheet. Type your answer:



### TEXT BOX TIPS

- To remove a text box, click on it. Press the DELETE key on the keyboard.
- To format the words, select text. Right click to show a mini toolbar. Use the commands to change the font, style, or font color.



9. To circle an answer, mark a checkbox, or draw a line to match options, select the *Pen*.
10. Pick an ink color (black, blue, green, red), such as *red*. Draw on the worksheet.



### PEN TIPS

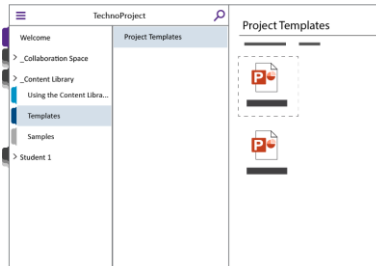
- To move a drawing, select it and then drag to a new location.
- To delete a drawing, select the Eraser and then click on the ink.

11. Changes are saved automatically.

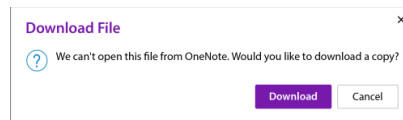
## Save a Copy of a Template

A template is a document used to complete a task. It might be a Word, PowerPoint, or Excel file. Resources are in the Content Library. To work with a template, students must make their own copy.

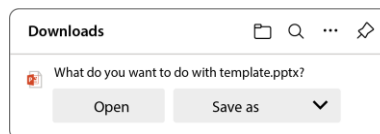
1. **As a student**, sign into an Office 365 account at [www.office.com](https://www.office.com).
2. Open the TechnoKids Notebook.
3. Select the *Templates* section in the Content Library.
4. Double click the template icon to open the file.  
**IF this does not work**, right click on the icon and select *Save as*.



5. You may need to click *Download*.



6. Look at the top of the browser window. Click *Save As*.



7. Pick a place to save your work such as OneDrive or the local device.
8. Click *Open file* or click *Show in folder* to go to the download location.



9. Once open, you may need to click *Enable Editing*.

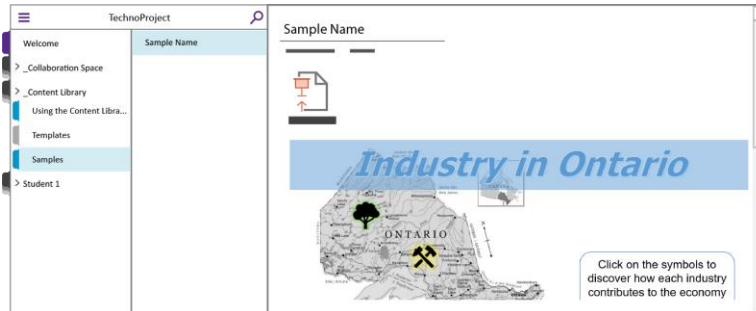
### USING THE TEMPLATE

The student will then use the template file to create their document. They will save the changes with a new name. Once complete, they will upload their work to the *My Work* folder in the TechnoKids Notebook. See [Submit Completed Work](#).

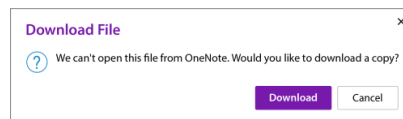
## View a Sample File

Samples are examples of a finished product. Use them to gain inspiration.

1. **As a student**, sign into an Office 365 account at [www.office.com](http://www.office.com).
2. Open the TechnoKids Notebook.
3. Select the *Samples* section in the Content Library.



4. Depending on the type of file, a preview may show. For example, you might be able to see slides from a PowerPoint presentation, pages in a Word document, or a worksheet from an Excel workbook.
5. IF YOU NEED TO PLAY THE FILE, double click the sample icon. Click *Download*.



**IF this does not work**, right click on the sample icon and select *Save as*.

6. Look at the top of the browser window. Click *Open file* or click *Show in folder*. If you have the source program on your device, it should play the file.



### UNABLE TO VIEW THE SAMPLE?

If you cannot view the sample, it is likely the source program is not on your device, or it is not opening automatically. To solve this problem:

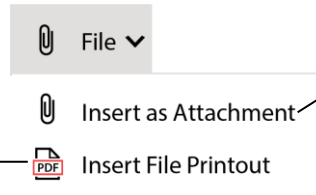
- Save the file to your device.
- Open the source program such as PowerPoint, media player, Word, or Excel.
- Open the file from the program.

## Submit Completed Work

The TechnoKids Notebook has a *My Work* section for students to upload any of their work. Use it to provide access to your completed project. It might be a PowerPoint slide show, Word report, or Excel budget sheet.

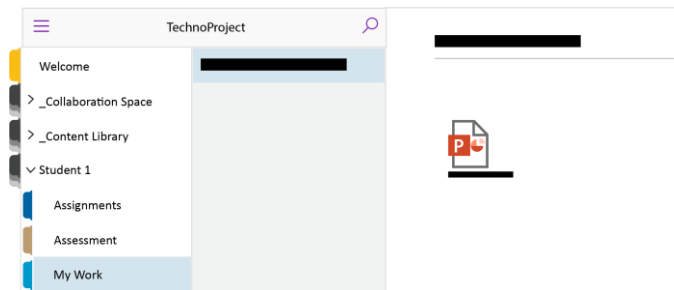
1. **As a student**, sign into an Office 365 account at [www.office.com](http://www.office.com).
2. Open the TechnoKids Notebook.
3. From the Student's notebook, click the *My Work* section.
4. At the top of the page, add a **Title**.
5. Click in the page area below. From the Insert tab, click *File*. Make a choice from the options:

Select *Insert File Printout* if the **work** is a Word document. This will generate a preview.



Select *Insert as Attachment* if the **work** is Excel, PowerPoint, or another file type.

6. Click *Choose File*.
7. Locate your completed work. Click *Open*.
8. An icon of the completed work appears on the page. If the file is a Word document, a preview will also display.

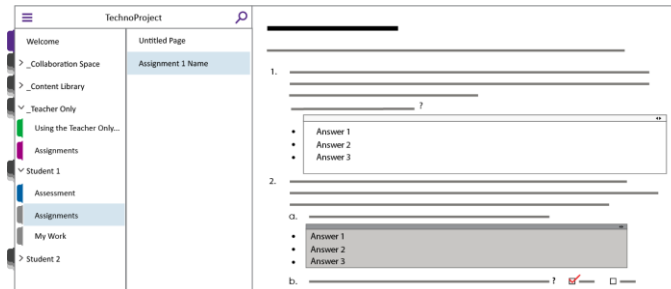


## How the Teacher Views Student Work

The teacher can view each student's notebook. Feedback such as stickers or comments can be added to pages.

### View an Assignment and Add Text

1. Open the TechnoKids Notebook in OneNote online.
2. Select a Student's notebook from the left pane.
3. Click *Assignments*. Select a page from the list.
4. View their answers on the worksheet.

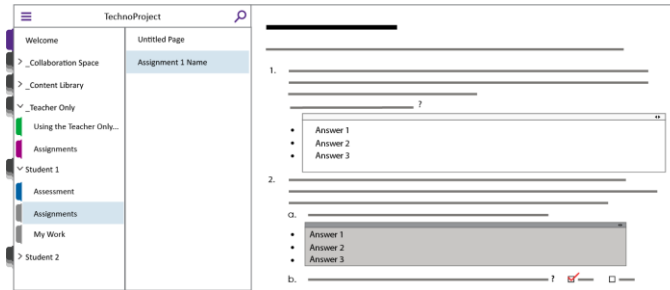


5. To provide feedback, click the *Draw* tab. Click the *Type* tool.
6. Click to add a text box to the page.
7. Use the keyboard to add your comments/feedback.
8. Select text and right click to produce the mini Text toolbar. Use the tools to change the font, size, color.
9. Select the text box title bar and drag to reposition the text.

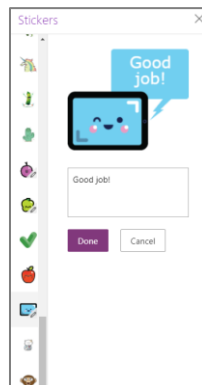


## View an Assignment and Insert Stickers

1. Open the TechnoKids Notebook in OneNote online.
2. Select a Student's notebook from the left pane.
3. Click *Assignments*. Select a page from the list.
4. View their answers on the worksheet.



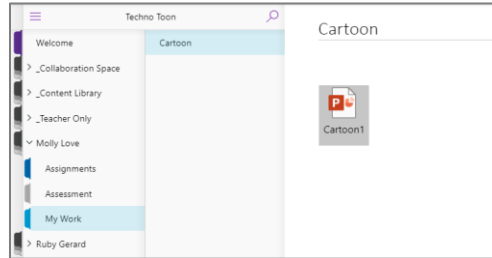
5. To provide feedback, click the *Insert* tab. Click *Stickers*.
6. Select a sticker pack. Pick one you like. If available, type in feedback and click *Done*.



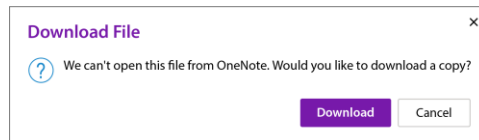
7. Position the sticker on the page.

## View Completed Work

1. Open the TechnoKids Notebook in OneNote online.
2. Select a Student's notebook from the left pane.
3. Click *My Work*. Select a page from the list.
4. To open the file, double click the icon.

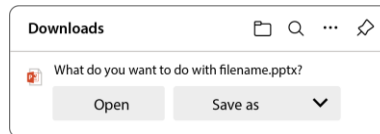


5. Click *Download*.



**IF this does not work**, right click on the icon and select *Save as*.

6. Look at the top of the browser window. Click *Open* or *Save as*.



7. When the download is complete, click *Open file*, or *Show in folder* to view the file.

## Tips for Using a Class Notebook

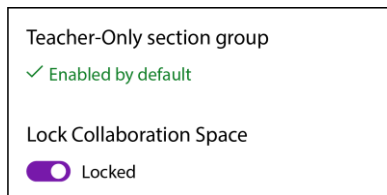
### Lock the Collaboration Space to Restrict Student Access

The *Collaboration Space* is a public section where everyone in your class can share and collaborate. The information in this space can be edited by any student. When working on a TechnoKids project you might want to use this section to brainstorm topic ideas or create a community forum for questions and answers. *It is important* for educators to moderate student contributions to this space. To restrict access sections can be locked.

1. With your TechnoKids Notebook open in OneNote online, click the *Class Notebook* tab.
2. Click *Manage Notebooks*.




3. Drag the slider under *Lock Collaboration Space* to the *Locked* position.

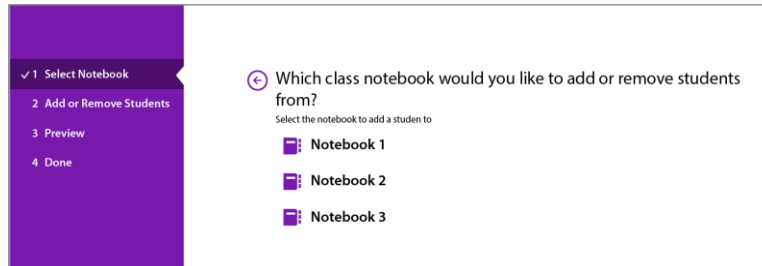


#### UNLOCK THE COLLABORATION SPACE

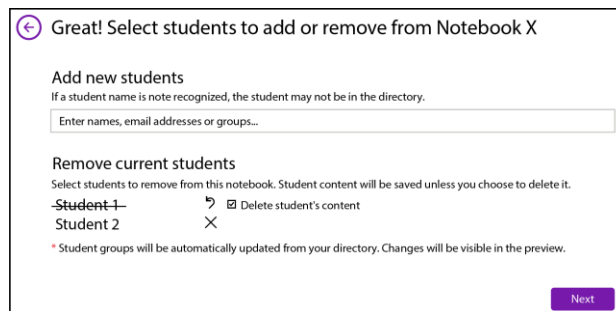
If you want to reactivate the collaboration space for students to access the area, drag the slider to unlock.

## Add or Remove Students

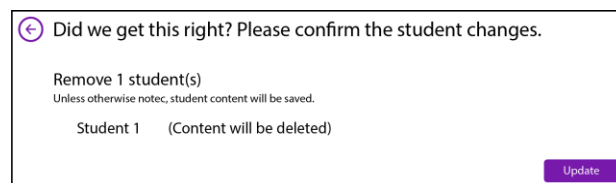
1. Open the TechnoKids Notebook in OneNote online.
2. Click the *Class Notebook* tab.
3. Click *Add/Remove Students*. 
4. Select a class notebook.



5. To add a new student, type their name separated by a semi colon into the name box.  
To remove a student, click the **X** beside the student name. Then check ☒ *Delete student's content*.




6. Click *Next*. Click *Update*.

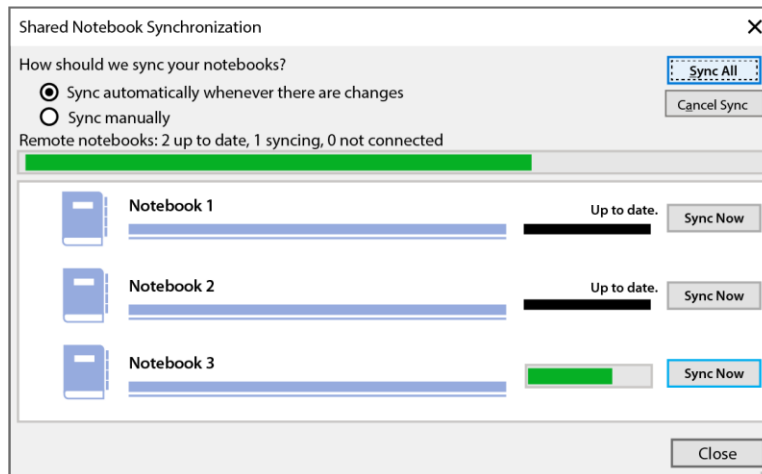


7. Close the notebook and reopen it to view the changes.

## Sync a Notebook to Post Instant Changes

Ideally, the content of a TechnoKids Notebook should be created several hours prior to instruction. A Class Notebook automatically syncs when pages are added online. However, if you add assignments using OneNote on your device and you want to instantly share it with your students, you may need to force synchronization.

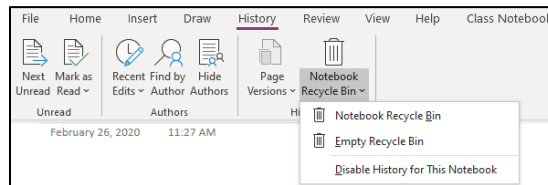
1. Open the TechnoKids Notebook in the OneNote Desktop App.
2. From the File menu, click *View Sync Status*. 
3. Find the TechnoKids Notebook in the list and click *Sync Now*.



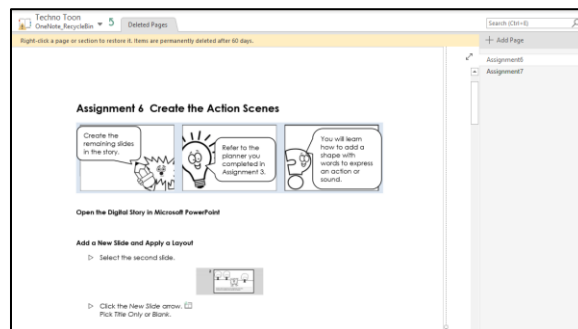
## Empty the Recycle Bin if the Notebook is Sluggish

If you notice a slow down in how your TechnoKids Notebook is responding, you may need to manually empty the recycle bin. The OneNote Desktop version stores deleted pages in a Recycle Bin. Please note, pages deleted using the online version, are permanently deleted, and **cannot be recovered**.

1. Open the TechnoKids Notebook in OneNote Desktop App.
2. Click the *History* tab.
3. To see what is in the bin, click the *Notebook Recycle Bin* arrow and choose *Notebook Recycle Bin*.



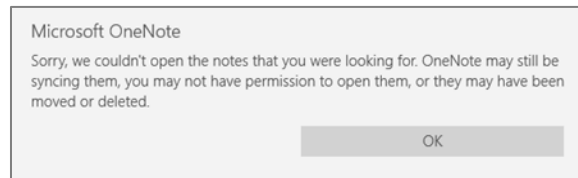
4. View any deleted pages by clicking the *Deleted Pages* tab.



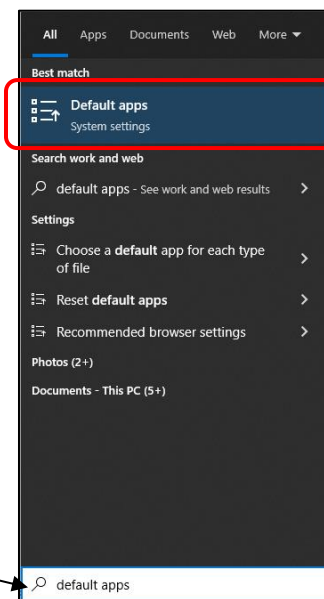
5. If you want to restore a page, right click on it and choose *Move or Copy...*
6. Once you have confirmed all the pages are unwanted, click the *Notebook Recycle Bin* arrow and choose *Empty Recycle Bin*.
7. Click *Delete*.

## Notebook Will Not Open in OneNote Desktop App

You may get a OneNote error when you are trying to switch between OneNote online and the OneNote Desktop App. It may look like the message below. Complete the following instructions to set OneNote as the default app.

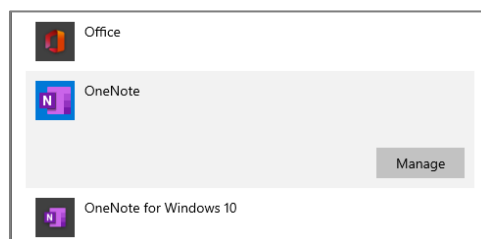


1. Close all applications.
2. On your Windows device, click *Search* from the windows taskbar and type **Default apps**.
3. Select *Default apps*.

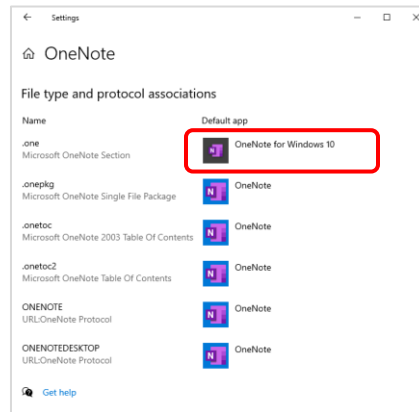


Type "default apps" into the Search box.

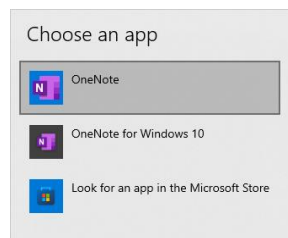
4. Select *Default apps* from the left pane of the Settings dialog box.
5. In the right pane, scroll to the bottom and click the *Set defaults by app* link.
6. Scroll down and click **OneNote**. Click *Manage*.



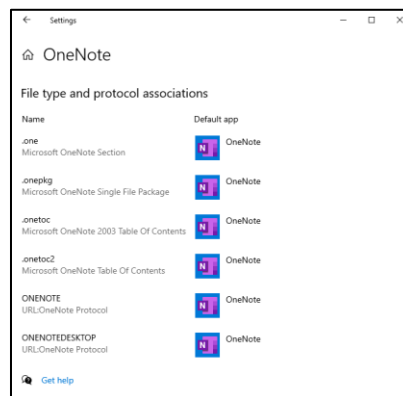
7. Look through the list of default apps associated with file types. Select any default app that is not set to **OneNote**.



8. Choose *OneNote* from the list.



9. All File type and protocol associations should now be set to **OneNote**.



#### NOTE

This should resolve any errors when switching between OneNote Online and the OneNote Desktop app.