

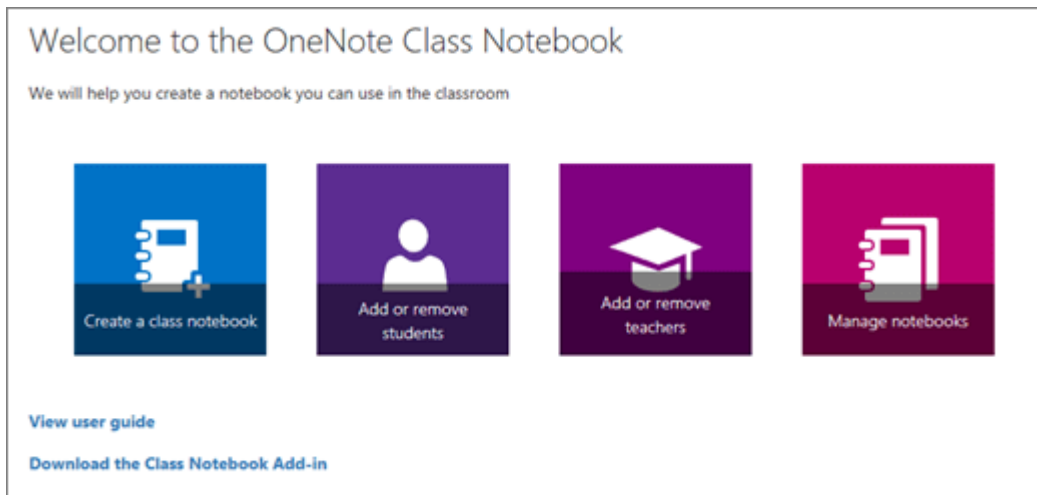


Add students (or 'teacher') to a OneNote Class notebook

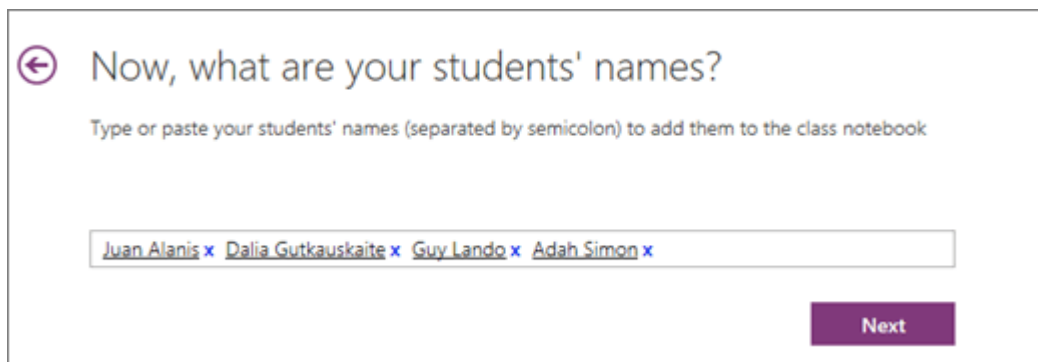
Each student in the Class Notebook shares access to the notebook's Content Library and Collaboration Space. Their notebook also contains a private workspace which is only shared with staff who have the 'teacher' role in the Class notebook.

This process can also be applied to the teacher role.

1. Sign in to the Class notebook management interface at onenote.com/classnotebook with your UoB log-in
2. Select **Add or remove students** in the Class Notebook Wizard.



3. Select the notebook you're adding students to.
4. Type in a student name, username or email address to add the medical student(s).



Tip: Separate a list of students with semi-colons.

5. Confirm the students with access to your Class Notebook.
6. Click Update.

The student(s) you added will receive an email with a link to their notebook.

Notes:

- When using a OneNote Class/Staff Notebook created via Microsoft Teams, you cannot add/remove Students or members using the Class Notebook Wizard online.
- Notebook members must be added/removed via Microsoft Teams.