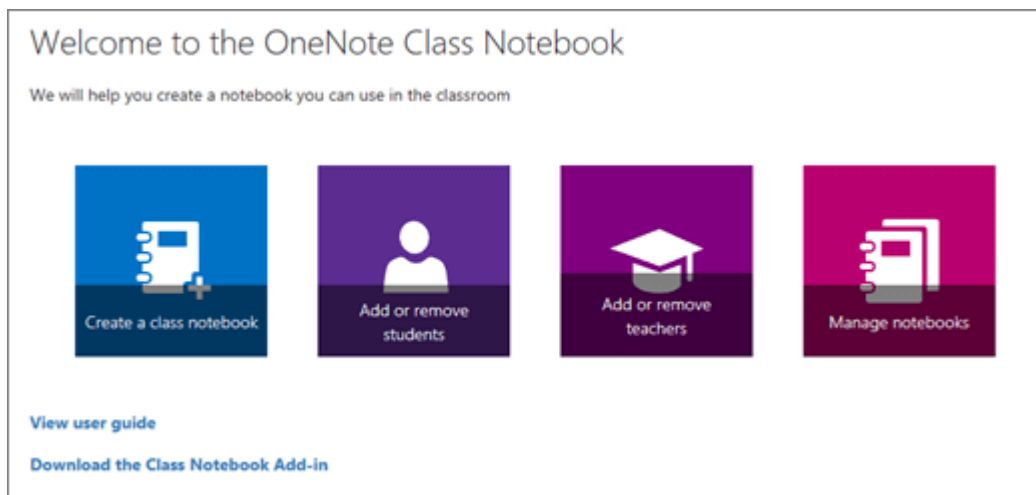




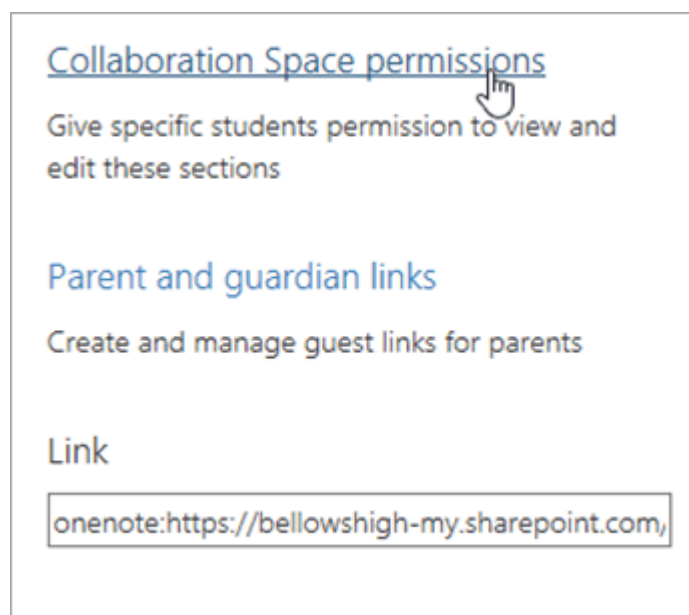
## Give student groups separate permissions in the Collaboration Space

Create sections in your Class Notebook Collaboration Space to facilitate student group work. Then, choose the students who can view and edit within that section. Grant read-only permissions to the whole class when you'd like everyone to see a section, but not be able to edit it.

1. Sign in to the Class notebook management interface at [onenote.com/classnotebook](https://onenote.com/classnotebook) with your UoB log-in
2. Select **Manage notebooks** in the Class Notebook Wizard.



3. Scroll to the notebook you'd like to modify and select **Collaboration Space permissions**.



4. Create a new section by selecting **Add Section**
5. Type a name for your new section and use the checkboxes to choose its student members. If appropriate, give read-only access to all students in the class by selecting the checkbox.

← Create section with permissions

Name the new section

Unit 1, Group 5

Choose students who can read and edit content

- Adah Simon
- Guy Lando
- Juan Alanis
- Dalia Gutkauskaitė

Create in \_Collaboration Space

Give read-only access to all students in the class, even if they're not in the group

Create

6. Select **Create**.

Return at any time to add more sections or edit the permissions on sections you've already created.