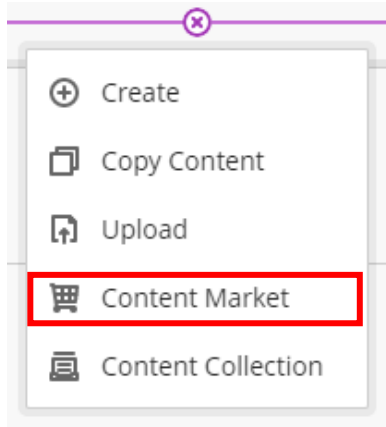


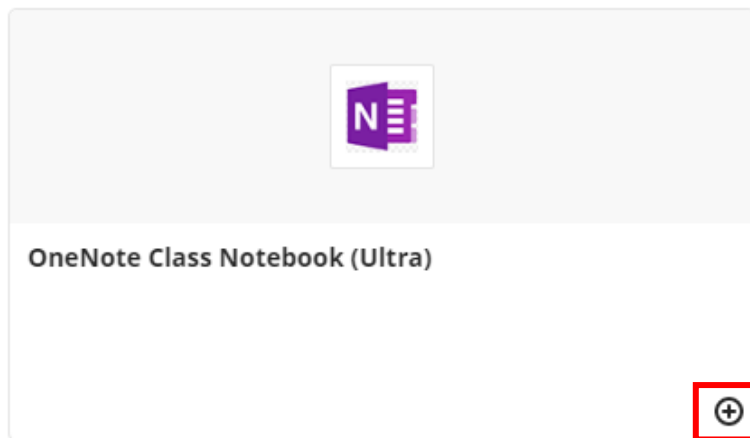
Setup a OneNote Class Notebook in Blackboard Ultra

To take advantage of the automatic enrollment, the class notebook must be set up using the built-in Notebook option in the Content Market section of your Blackboard Ultra course. Class Notebook spaces that have been set up outside of Blackboard will require students to be added manually by the instructor.

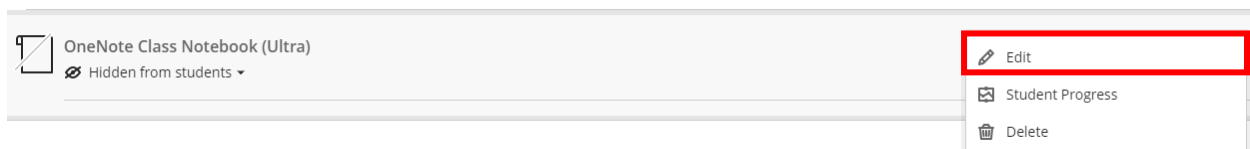
1. Navigate to your course Content page, click the **Add content** icon and select **Content Market**.



2. Select **OneNote Class Notebook (Ultra)** by clicking its **Add content** icon.



3. A OneNote Class Notebook content item should now be visible on the course Content page. Click the 3-dot menu on the right side of the item and select **Edit**.

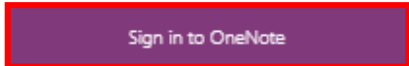


4. Change the name of the Notebook to something appropriate. Check the box to **Create gradebook entry for this item** if desired and set the grading options.

5. Click **Save** when finished.

6. Select the OneNote Class Notebook link that you just created and click the **Sign into OneNote** button with your university email address and password. You will be prompted to use DUO to access your account.

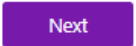
Sign in with your Office 365 account from your school to get started.



7. Enter a name for your class and click **Next**. This will be the name of your class notebook.

← What's the name of your class?

This will be the name of your class notebook



8. Here is what will be included with your Notebook. Click the **Next** button.

← Great! We'll create History 101 for you. Here's what will be inside:

These areas will be section groups of your class notebook

Collaboration Space

Students and teachers can work together

- 🔍 Teacher can edit the content
- 🔒 Student can edit the content

Content Library

Publish course materials to students

- 🔍 Teacher can edit the content
- 🔒 Student can only view the content

Teacher-Only Section

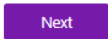
A private space for teachers

- 🔍 Teacher can edit the content
- 🔒 Student cannot view the content

Student Notebooks

A private space for each student

- 🔍 Teacher can edit the content
- 🔒 Student can edit his or her own content and can't view others' notebooks



9. If you are co-teaching the course with another instructor, type or paste that instructor's name (separate multiple instructor names using a semicolon) to add them to the class notebook. Click the **Next** button.

← (Optional) Give another teacher permission to use this class notebook?

Type or paste your teachers' names (separated by semicolon) to add them to the class notebook

Barbara Stevens ×

Next

10. Select the "Automatically add students from your LMS as they access this notebook" checkbox and click the **Next** button.

← Now, what are your students' names?

Type or paste your students' names (separated by semicolon) to add them to the class notebook

Automatically add students from your LMS as they access this notebook ⓘ

Type or paste your students' names (separated by semicolon) to add them to the class notebook

Next

11. Choose and/or add the sections that will be added to each student's private notebook and click the **Next** button.

← Almost there! What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

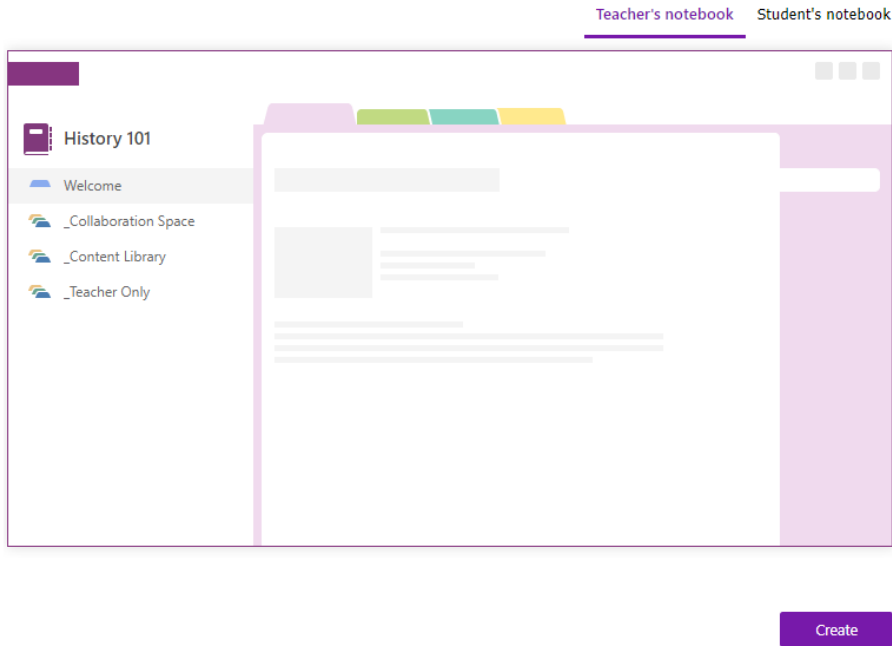
- Handouts ×
- Class Notes ×
- Homework ×
- Quizzes ×

+ Add section

Next

12. Confirm the setup of your Teacher's notebook and Student's notebook using the visual preview. Use the **Back** button to make any changes and then click the **Create** button.

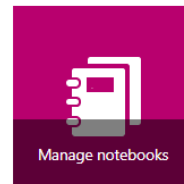
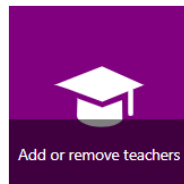
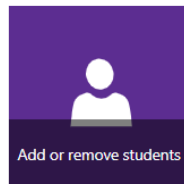
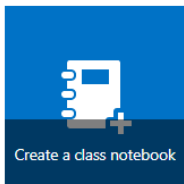
 Did we get this right? Please confirm with the visual preview



14. To view your class notebook, click the link that you created on your course content page and select **Open your Class Notebook**.

History 101

This is the notebook you created and linked to your course.



► LMS access settings

[Open your Class Notebook](#)

[View user guide](#)