



LIMESTONE DISTRICT SCHOOL BOARD

Our Students, Our Future

Teacher Instructions



Microsoft OnRamp for Education

End of the Year Procedures for Class Notebooks

Creating an effective Class Notebook takes many weeks of work, and teachers will want to use the content for the next year. It is not difficult to copy your content and private teacher area to a new Class Notebook.

1. First you should remove the former students access to the old class. To do this, open the Class Notebook App in O365, choose the class, and click on Add Remove Students. Follow the prompts.
2. The student(s) will now have no access to the old Notebook Class. Their folders, however, will stay in the old Class Notebook. If you do wish to remove their folders, open the OneNote Client and right click on the Tab with the student name, choosing either "Delete" or "Move". The Move option allows you to archive their folder in a OneNote Notebook that you have already opened on your PC.
3. Now create a new Class Notebook and add students.
4. Ensure that you have both the old and new Class Notebooks open in your OneNote Client.
5. Open the old Class Notebook. The sections in the Content Area are the ones you will want to copy, so open the Content Area.
6. Right click on the section tab for one of the sections. Choose "Move or Copy". A dialog box with all the available notebooks will pop up. Click on the plus sign beside the new Class Notebook to see the areas within it. Choose the Content Area and then click on the "Copy" button at the bottom of the dialog box. This will copy that section to the new Class Notebook. Repeat the steps to copy the remainder of the sections.
7. There is no specific reason you need to delete the old Class Notebook, but this can be done in OneDrive if you wish. The Class Notebooks are stored in a folder called "Class Notebooks" in your OneDrive.