

OneNote Class Notebook Integration with Brightspace

Table of Contents

Add a OneNote Class Notebook into Brightspace.....	2
How are students added to a Class Notebook that is integrated with Brightspace?	10
How to add / remove teachers (instructors, TAs) to a class notebook.....	10
How to manage a class notebook and how to edit the sections that every student sees for the class notebook.....	12
How to share a link with a student to the class notebook	13

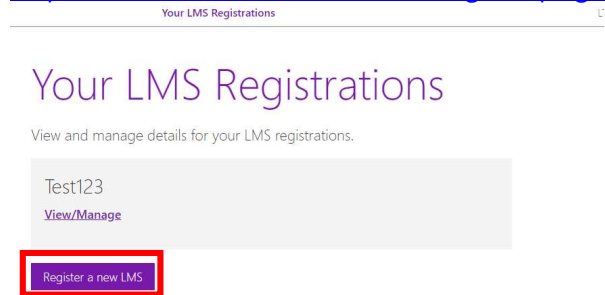
How to manually add / remove students from the class notebook.....	15
Instead of opening through Brightspace, how to open from OneNote Online or OneNote Desktop Application.....	16

Add a OneNote Class Notebook into Brightspace

Note: Each Brightspace course shell can only have **one** Class Workbook associated with them. For each subsequent course, a new workbook will be created.

1. Create a new Class Workbook; you may have to make a new OneNote LTI integration.

- To make a new OneNote LTI integration go to [Integrate OneNote Class Notebook with an LMS](#) and sign in with your SMU email address and password if prompted.
- Register a new LMS through this link:
<https://www.onenote.com/lti/registerpage>



- Give the LMS a name. I suggest the course name and/or course number. Then select the register button

Register your LMS

Create a unique name to describe your Learning Management System.

If you have more than one LMS, be sure to register each one separately, and "Contoso - Production LMS".



- Copy the **configuration details** from OneNote LTI to your Brightspace course. To select the screen to add the configuration details, go to **Course Tools > Edit Course > External Learning Tools**. Select **New Link** button. Give the Link a title (course name and/or course number). Copy the details from OneNote LTI into the appropriate fields below. Remember to select **Send LTI user ID and LTI role list to tool provider**. Then select **Save and Close**.

New Link

Properties

Title *

URL *

Description

Paragraph ▾ **B** *I* U ~~A~~

Visibility

Allow users to view this link

Key/Secret

Signature

Sign messages with key/secret with

Tool consumer key/secret

Link key/secret

Key

Secret

Custom Parameters

No items found.

+ Add custom parameters

Security Settings

- Use tool provider security settings
 Use link security settings

- Send tool consumer information to tool provider
- Send context information to tool provider
- Send course section information to tool provider
- Send LTI user ID and LTI role list to tool provider
- Send user name to tool provider
- Send user email to tool provider
- Send system username to tool provider
- Send link title to tool provider
- Send link description to tool provider

6. Navigate to the content module where you would like to add the link to the OneNote in. Select the grey button **Add Existing Activities**. Then **select External Learning Tools**. A new window will pop up, select the LTI link you just created.
7. Select the new link that was created in the module for OneNote. Note: It may require you to sign into your office 365 account, use your SMU email and password.
8. Now you will begin to create a new class notebook. Before completing step 1 'What's the name of your class?' make sure the name that you decide to call it, is not already a name stored in your Class Notebooks folder of your personal OneDrive

My files > Class Notebooks

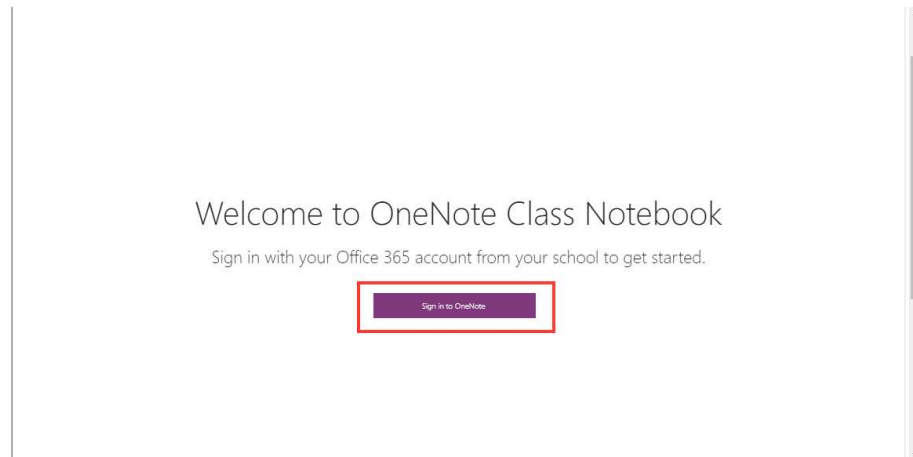
Name	Modified	Modified By
Justin Nagle	November 9, 2021	Justin Nagle
Office Training Program	A few seconds ago	Justin Nagle
Test class workbook	33 minutes ago	Justin Nagle

*Need to name the Class Workbook a different name than what I have in my Class Notebooks folder

9. Continue to follow through the 7 steps of creating a class notebook. Refresh the page or navigate back to the module to get to this page.

- I. First sign in to your OneNote using your SMU email and password

Test1234



- II. Click on **Create a class notebook** and give it a **name**. This will be your class notebook name.

Table of Contents > Module 3 > test1234

test1234 ▾

Saint Mary's University Class Notebook

Test workbook SAS

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

- Create a class notebook
- Add or remove students
- Add or remove teachers
- Manage notebooks

Activity Details Completion Summary

Visibility

1 ✓ 2 3 4 5 6 7

← What's the name of your class?

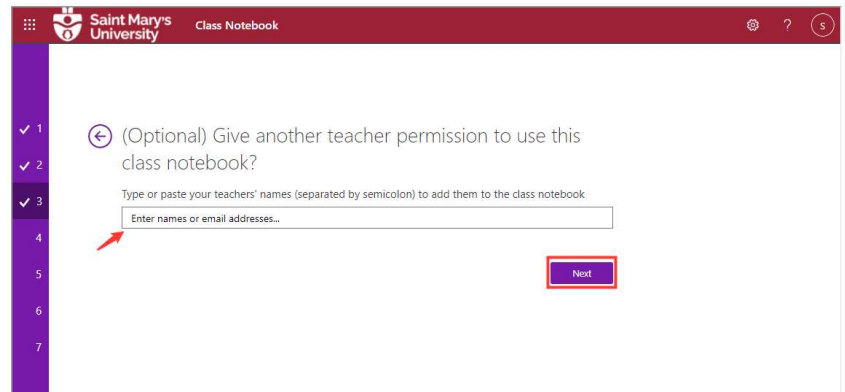
This will be the name of your class notebook

Class Notebook Test

Next

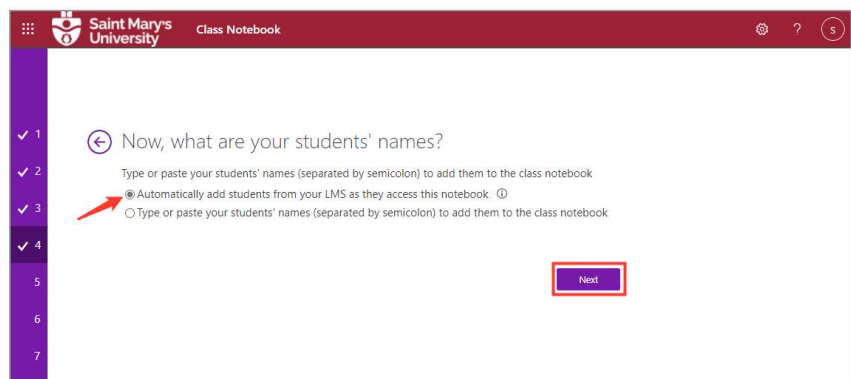
- III. After you click next, it will show you all the section groups your class notebook will contain.
- IV. (Optional) You can also give access to your notebook to another instructor or teaching assistant by providing their SMU email address.

Test1234 ▾



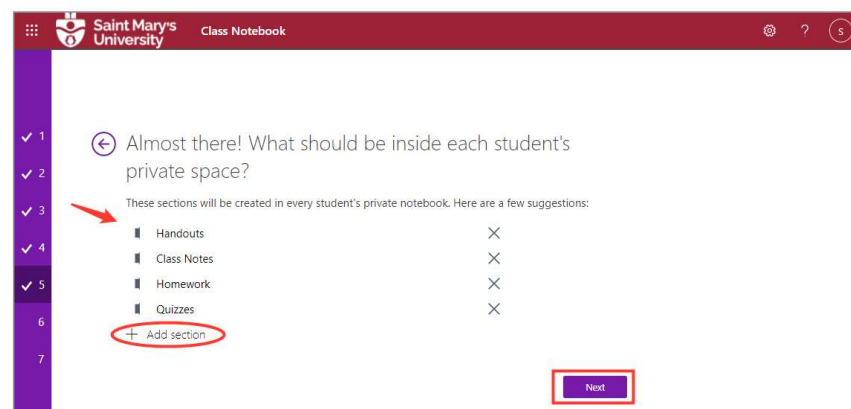
- V. Select **"Automatically add students from your LMS as they access this notebook"**

Test1234 ▾

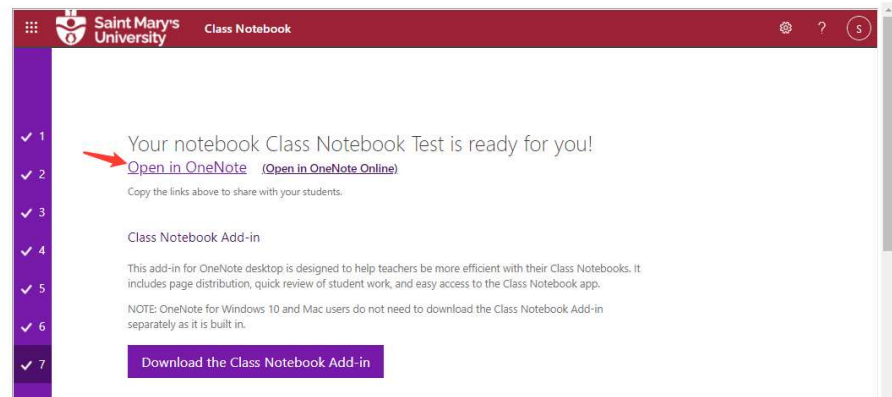
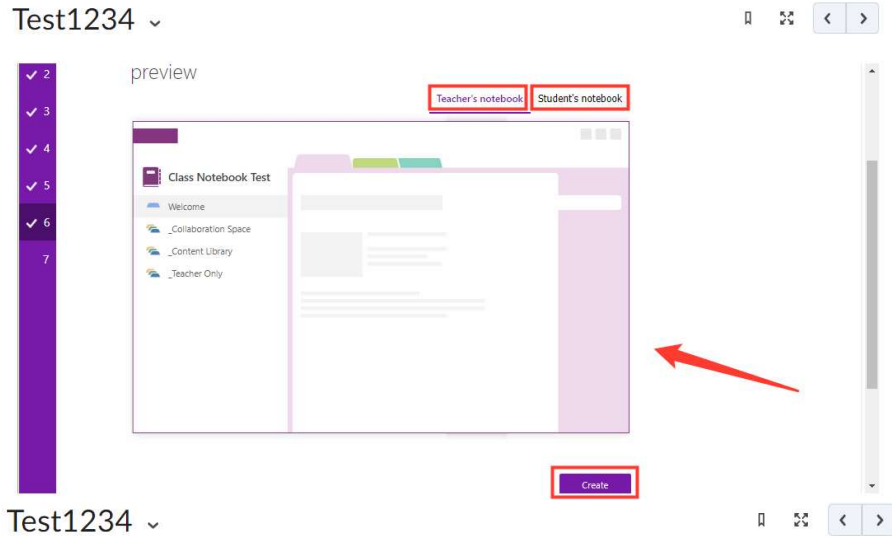


- VI. There are some default sections that will be created for each student. You can also add or remove them in this step

Test1234 ▾



VII. You can do a quick preview for **Teacher's notebook** or **Student's Notebook** and click **Create**



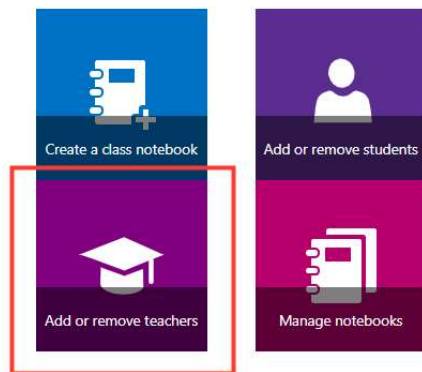
How are students added to a Class Notebook that is integrated with Brightspace?

Students are automatically added into the Class Notebook when they access the notebook for the first time from Brightspace.

It is not recommended to add students manually as issues can occur since they are automatically added.

How to add / remove teachers (instructors, TAs) to a class notebook

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



[View user guide](#)

[Download the Class Notebook Add-ins](#)

After clicking on the Add or remove teachers, select your class notebook where you would like to add the instructor. Then type in the name of the instructor you want to add, and it should show up on the box below. Select their name and once done, click **Next**.

← Great! Enter the names of the teachers to add to Test Class notebook

Teachers added will have the same permissions as you. Teachers removed will lose access to the notebook.

Aitezaz Ashowar Siddiqi
Showing 1 results

Existing teacher list
Tahira Tabassum (You)

Next

Then it will ask you to confirm the person you just added after which you can click on **Update**.

In the same way, if you would like to remove an instructor, go to the OneNote homepage and click on **Add or remove teachers**. Then select the class notebook. You will see a list of all the instructors that are present. You can click on the "X" next to the name and click **Next**.

← Great! Enter the names of the teachers to add to Test Class notebook

Teachers added will have the same permissions as you. Teachers removed will lose access to the notebook.

Existing teacher list

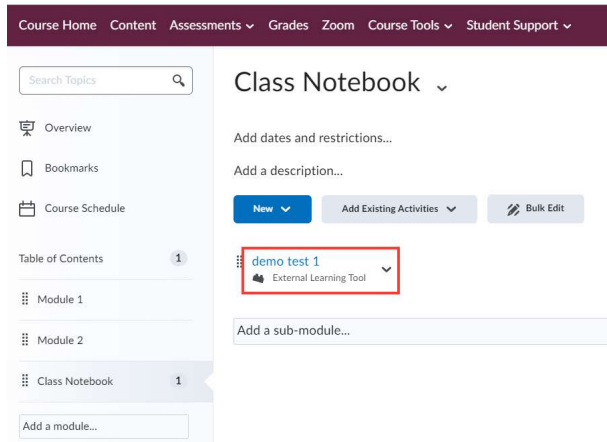
Tahira Tabassum (You)
Aitezaz Ashowar Siddiqi X

Next

Finally, it will ask you to confirm the changes you made and once done, click **Next** and then **Update**.

How to manage a class notebook and how to edit the sections that every student sees for the class notebook

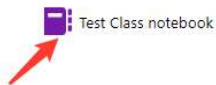
From your Brightspace OneNote homepage, select **Manage notebooks** and select your class notebook.



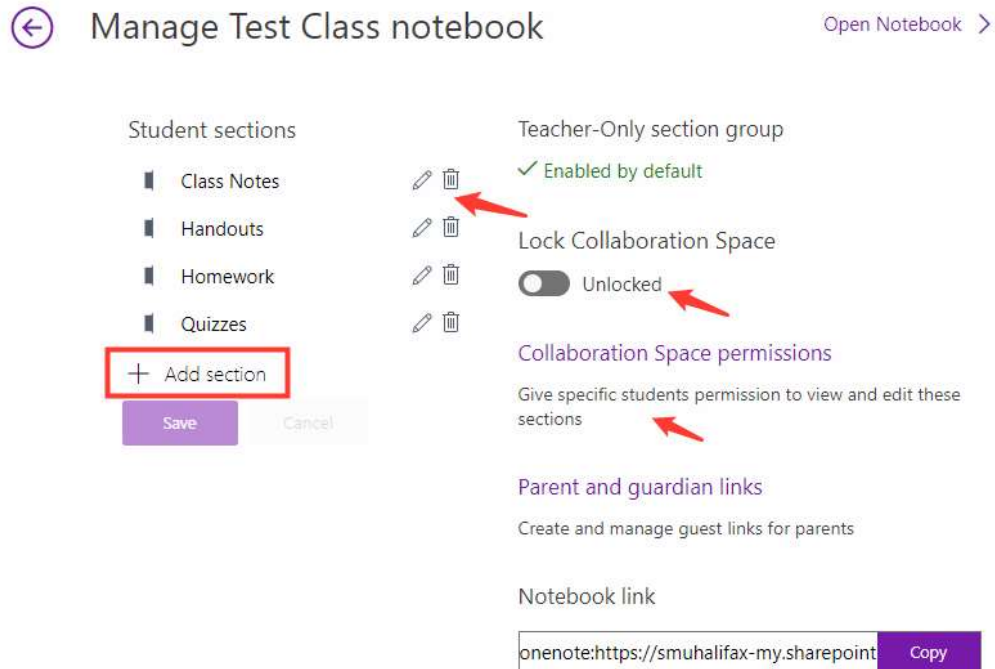
[View user guide](#)

[Download the Class Notebook Add-ins](#)

← Select a notebook to manage



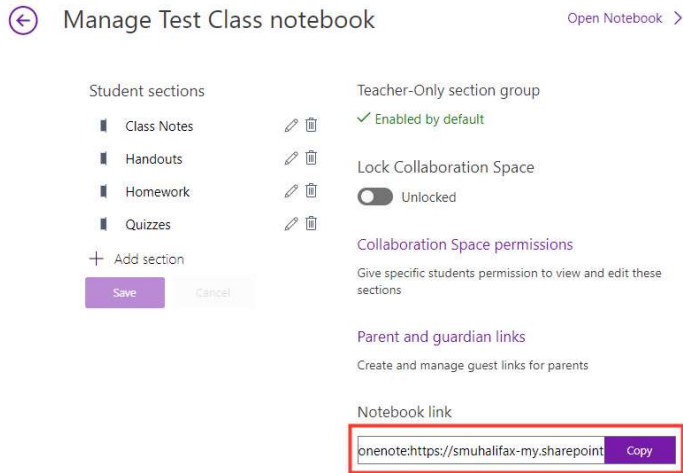
Once selected, now you can add different sections for e.g. homework, quizzes, etc. or change the names of your sections. Make sure to always keep the **Lock collaboration** option toggled off.



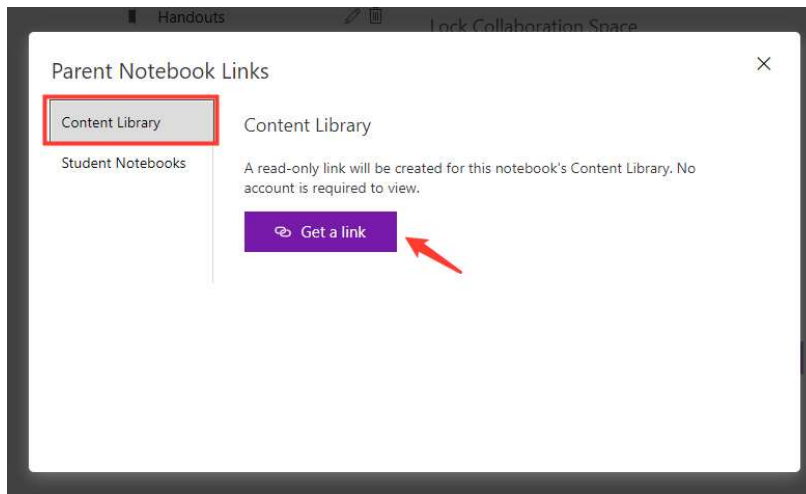
How to share a link with a student to the class notebook

From the Manage notebooks, select your class notebook that you want to share the link for and copy the link from here:

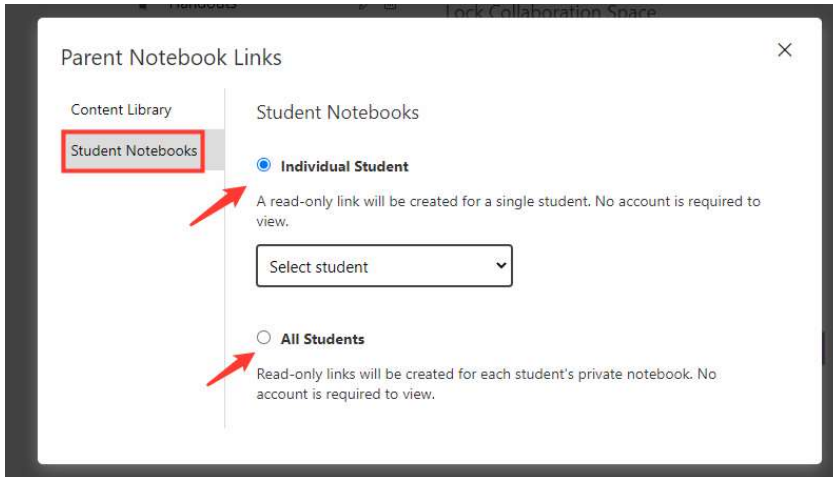
Note: Please make sure the students sign in and access the OneNote **Class Notebook through Brightspace**, so you do not have to enter their details manually.



You can get the link for parents and guardians or even for a guest by clicking on the **Parent Guardian links**. This is a read-only link which does not require any account.



Or you can also get it for all/specific students:

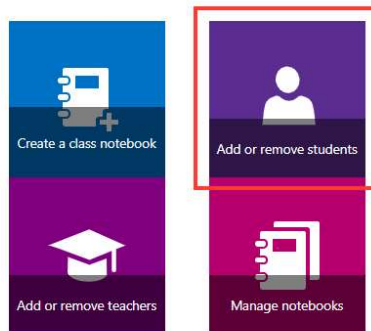


How to manually add / remove students from the class notebook

To add a new student, click on **Add or remove students** then select the class notebook where you would like to add the new student to and select the class notebook.

course

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

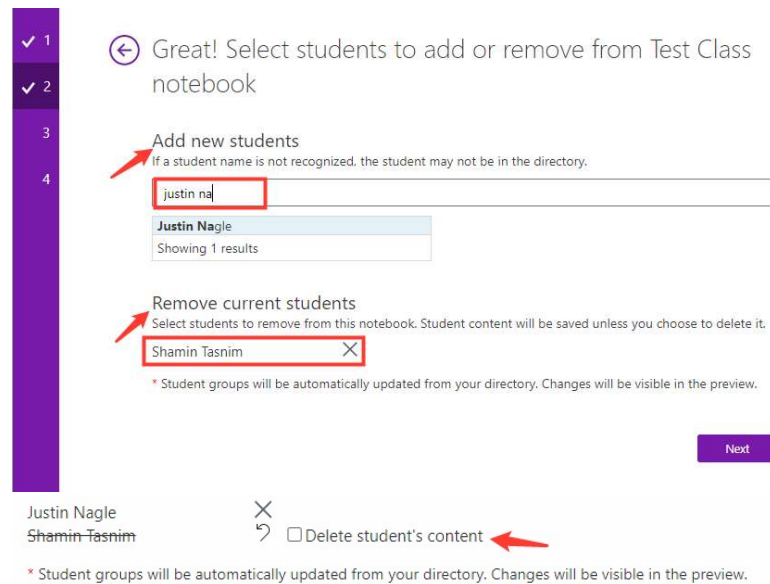


← Which class notebook would you like to add or remove students from?

Select the notebook to add a student to



After that, you can either type in their name(s) or their SMU email(s) under **Add new students** to add them then select update or click on the 'X' beside the name under **Remove current students** to remove them. Once you click on 'X' you also have the option to delete that student's content or keep it. Once you are done selecting, you can confirm and **Update**.



1 ✓

2 ✓

3

4

← Great! Select students to add or remove from Test Class notebook

Add new students
If a student name is not recognized, the student may not be in the directory.

justin na

Justin Nagle
Showing 1 results

Remove current students
Select students to remove from this notebook. Student content will be saved unless you choose to delete it.

Shamin Tasnim X

* Student groups will be automatically updated from your directory. Changes will be visible in the preview.

Next

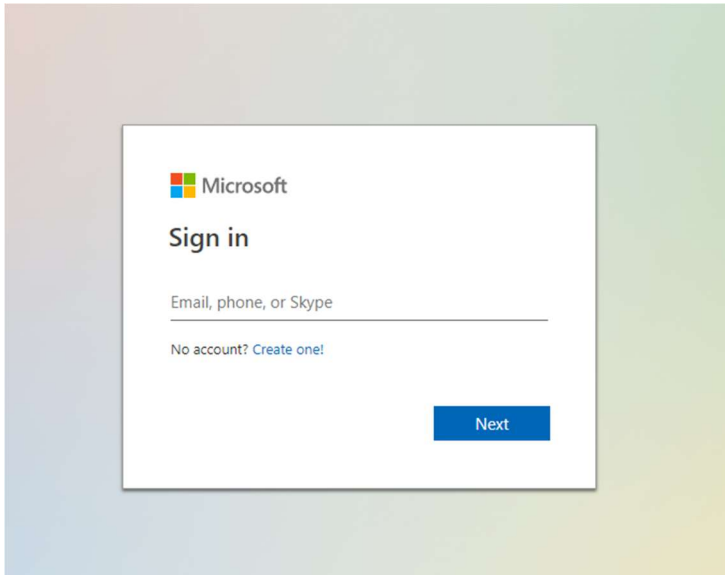
Justin Nagle X
Shamin Tasnim ↻ Delete student's content

* Student groups will be automatically updated from your directory. Changes will be visible in the preview.

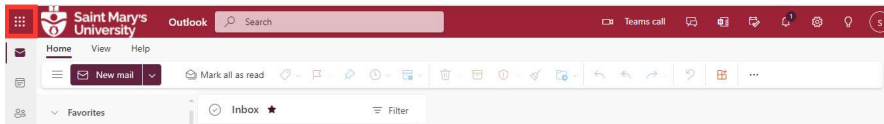
Instead of opening through Brightspace, how to open from OneNote Online or OneNote Desktop Application

To access OneNote from your browser, you can go to this link mentioned below and type your SMU email and password:

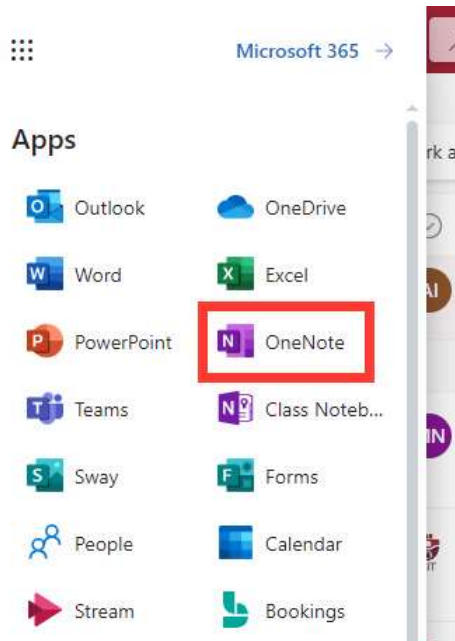
<https://www.onenote.com/hrd>



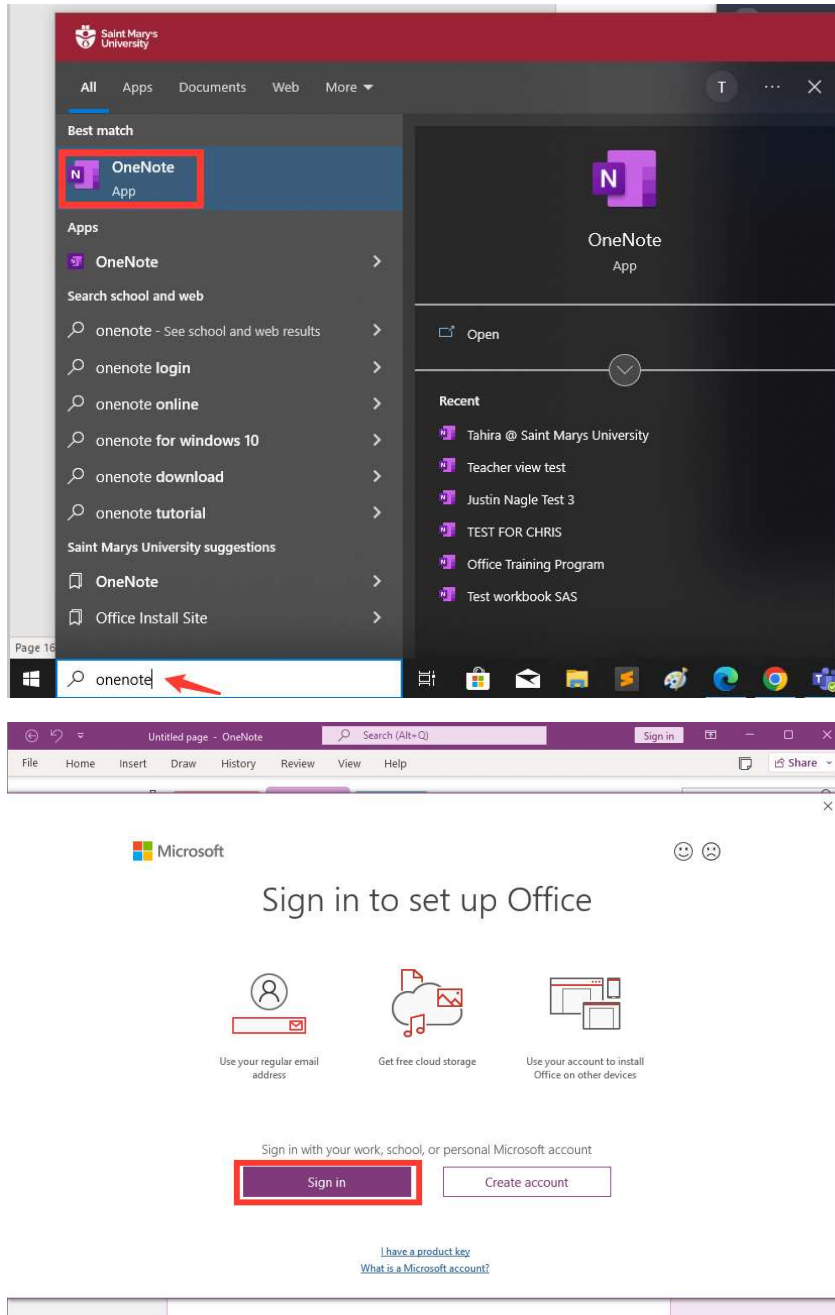
To access OneNote from your Outlook account, from the top nav bar, click on the waffle button on the top left corner.



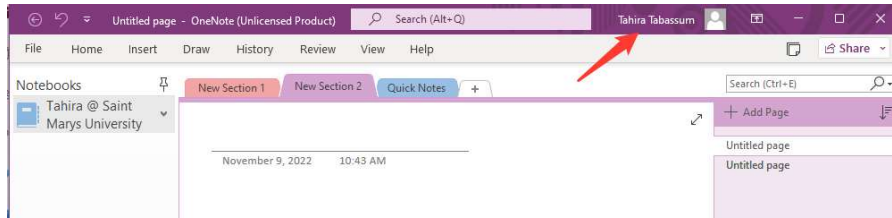
You will see a list of all the apps, and you can select OneNote from there and it will open in a new window.



To access OneNote from your desktop app, click on search box and type **OneNote**, and click on OneNote or Open and that will automatically open the OneNote account and will ask you to sign in if you are opening it for the first time.



After you have signed in, it will show you name on the top bar and you can start working on your class notebook.



Further Support

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at sas@smu.ca.

Regular hours: Monday – Friday, 9AM – 5PM.

Summer session hours: Monday – Friday, 9AM – 4:30PM.