

# CLASS KNOW-BOOK, USING MICROSOFT CLASS NOTEBOOK TO SUPPORT STUDENT SUCCESS - PD13919

## Project Description:

Although we may not know exactly what jobs will be available for our students when they graduate, study after study shows that our students' futures will require them to: solve problems, express themselves creatively, think critically, collaborate with a variety of people and communicate in a variety of ways. Technology integration is key to helping our students develop these skills and become independent life-long learners. In an effort to facilitate the innovative use of technology for the benefit of learners, WQSB has made Office 365 available to all Board staff and students. To ensure that all staff and students are equipped to use the tools to their fullest capacity, the Board has committed time, money and expertise. By working with a small group of teachers, we will be able to develop a group of experts who can help peers, colleagues with their competency in using technology to enhance teaching and learning. Together CQSB and WQSB will introduce Class Notebook to a small group of teachers and will collaborate between the boards throughout the PDIG and will venture on this O365 pathway together

## Synthesis of Journal Entries -

CQSB had 3 sessions and WQSB had 4 sessions. While each team met at their perspective Boards, we connected virtually to share and compare experiences.

Our first session was an introduction session in which we did the following:

- KWL to activate teachers' prior knowledge on O365 and OneNote
  - Explored the structure of a OneNote Notebook - Notebook, Sections/Section Groups/, Pages/Subpages
  - Teacher Basics - We used the Microsoft Educator Community for interactive videos on the following topics. (<https://education.microsoft.com/>)
    - Getting started with OneNote
    - Enhancing productivity with OneNote
    - Getting the most out of OneNote
    - OneNote vs ClassNote
  - After the interactive videos were completed, teachers were given time to create their own Notebook, explore the tools and begin to think how they could use the tool in their classroom for planning, teaching, student learning.
- We began our second session with a round table. Both teams shared what they had been working on since the first session.
- What they had tried and/or created, what went well and not so well, discoveries they had made.

While we explored ClassNote during the first session, we took time to look at it more in depth and discussed how it could be used with students as well as how to make it a more interactive tool. Once again, we used a resource from the Microsoft Educator Community - <https://www.onenoteforteachers.com> We also looked at an example on the Microsoft Education Blog -

<https://educationblog.microsoft.com/2017/08/onenote-class-notebook-examples-tips/> . The teachers were then given the remainder of the day to continue building their Notebooks. A few of the teachers created Class Notebooks but for the most part they created OneNote Planbook Notebooks.

Once again, we began our third session with a virtual round table. Teachers shared what they'd been working on and we discussed some of the technical issues that had come up. For the exploration part of this session we looked at Teams and reviewed the accessibility tools available in OneNote and some of the other O365 APPs. At the end of the session teachers expressed a strong desire to continue with the PDIG next year so they could explore other Office 365 and increase their expertise with OneNote and Class Note.

2. Project Goals Describe/show to what degree the goals of the approved project were met. If the goals were only partially met or not met at all, describe the reasons for this.

#### General Goals

- While implementing O365 within our organization, teachers are thrilled with the ease of sharing documents with students but they ask if there is an easier way? Class Notebook is that tool. It is a digital binder, structured by the teacher who assigns the sections or tabs for each students. The students will be able to see only their "binder" as well as two common spaces known as Collaboration Space (where the students can collaborate with other students) and the Content Library (where the teacher(s) post common resources for all students).
- Teachers were able to collaborate not only with their students but also with other teachers and colleagues
- This tool will allow for further integration of the Office 365 suite with a practical tool that not only supports teaching but learning as well. As Office 365 has many tools that overlap, our teachers explored different tools ensuring that the best tool met their needs.
- As a joint initiative with Central Quebec School Board, we will collaborate with each other and together we will be able to further develop networks for learning and PLCs. Our roundtable sessions had the teachers share their progress with the OneNote/Class Notebook as well as some of the challenges they have have experienced. It sparked great collaboration between our two boards.

#### Specific Goals

- Teachers developed knowledge and skills that allowed them to integrate Office 365 into their teaching practices, thus, allowing them to teach, manage classes and collaborate with their students. As our teachers created Class Notebooks, they invited their students to explore the tool. Our elementary teacher was able to ensure students accessed the teachers notebook but their individual tools as well. The high school teachers struggled with finding a way to ensure students logged into the tool. They soon realized that this was a great tool to use starting at the beginning of the year. If students realize they must use Class Notebook to access files/documents as well as organize their work, then I believe the teachers will have more success.

- Teachers explored ways which Office 365 can improve the organization and workflow for them as well as their students. Their biggest challenge was in having students access the documents and seeing the value in the tool. The teachers were very excited with the possibilities
- Teachers did examine the various platforms used by themselves, their colleagues and students, to manage their workflow. They explored the creation and workflow possibilities of Office 365 and evaluate the advantages of having a common platform. The tools available through Office 365 often have common features and tools. Our teachers explored some of them but realized there were many more to explore, thus the application for a new PDIG further exploring the tools.
- Teachers and students were able to share value of Class Notebook and to explore the tool more fully. As it is a more complex file management tool, our teachers didn't master all the features, but they certainly were exposed to them all and could easily extend their learning through various online resources
- The RECIT Consultants collaborated and shared the results of these projects (lessons learned, pitfalls) as well as all tools and resources. We each posted them in our own individual class notebook A common space (O365 group) will be created so have a common place to share and store resources. This group will be made available to all participants as well as CQSB.

### 3. Project Outcomes Describe/show the gains that the participating teachers achieved through this project.

- This project allowed teachers to explore the various pedagogical applications of Office 365.
- WQSB and CQSB collaborated on this project and our teachers connected through video conference. Each session began with a round table discussion where common concerns and successes were shared.
- Office 365 was used throughout the project to support participants face to face as well as through virtual tools. Teachers became more familiar with the OneNote, Class Note, Teams, Accessibility Tools and began to integrate these tools within their curriculum.
- Success of the project was visible through teachers use of Class Notebook within their class as well as by their students and/or using OneNote to help organize their teaching materials
- Teachers were encouraged to share resources in the O365 Group as well as populating their own class Notebook with appropriate material. As the teachers are sharing their successes with colleagues, it is our hope that Staff Notebooks will be created as a way for a school community can share resources
- Feedback forms will be created and shared with students, the results will be made available during the last session.

4. Reinvestment Clearly describe how the resources created and/or the learning achieved by the participants can be of benefit to the educational community at large. If applicable, comment on whether or not this project should be carried out by other teams and if so, how it could be improved.

- OneNote/Class Notebook can be a daunting tool to use.
- We presented the tool through a Class Notebook file where we had resources and support documents created

- As the Class Notebooks couldn't be shared outside our own organizations, we each create the tool and duplicated the resources
- Teachers accessed the tools/links on the first day and then explored them more fully on day two and three
- Day 4 had the teachers work on and create presentation tools as they were going to present Notebook/Class Notebook to their individual schools
- In terms of benefits for the community, as Notebook/Class Notebook is a great tools for file management, it tends to be a little complicated initially. Having worked with the team of teachers, we now have "experts" within our organization who can support others.
- The initiative the teachers took to present these tools to their school communities is a great first step
- Our Notebook/Class Notebook we created for our PDIG will be made available to everyone in our Board as a resource tool and support documents.

## Survey Results

### 1. What did you hope to learn/accomplish by participating in this PDIG?

3 Responses

ID ↑	Name	Responses
1	anonymous	I hope to learn how to effectively use Class Notebook with all of my classes.
2	Nadine Reason	How to use class notebook
3	Jamie Kallio	I hoped to learn how to organize my class notes, templates and links in one central spot in office 365 and have them available for students to access. I also hoped to learn about how students can collaborate on a group project.

### 2. Did this PDIG meet your expectations?

[More Details](#)

<input type="radio"/>	Yes, completely	0
<input checked="" type="radio"/>	Yes but I still feel like I want/n...	3
<input type="radio"/>	Somewhat	0
<input type="radio"/>	Not really	0
<input type="radio"/>	Not at all	0



### 3. On a scale of 1 to 5, how would you rate this experience

3 Responses

ID ↑	Name	Responses
1	anonymous	5
2	Nadine Reason	5
3	Jamie Kallio	5

### 4. If this PDIG were to continue next year, what would you want to focus on?

3 Responses

ID ↑	Name	Responses
1	anonymous	I would like to focus on having my class work on group assignments with ease.
2	Nadine Reason	To implement and use class notebook for all of my classes starting in September.
3	Jamie Kallio	I would want to focus on the collaboration and content library aspects of the class notebook.