Copying Class Notebook and Assignments to a New Team

Teachers will not have access to their Class Teams for the 20-21 school year until the end of July. If you would like to create a notebook and assignments prior to then, the recommendation is to setup a new Class Team that will serve as your “master team”. In here you can setup your notebook and assignments that can be copied over to your new class team for the 20-21 school year. Directions for copying the notebook and assignments are included below.

**Setup Class Notebook (from Existing Notebook)**

1. Click the **Class Notebook** tab to setup the notebook. At the bottom of the screen click **Setup a OneNote notebook.** Choose “**From existing notebook content**”.

2. Preview the section groups that will be included in your Class Notebook before selecting **Next**. These section groups include a Collaboration Space, Content Library, Teacher-Only Section, and a private space for each student in your class.
3. Choose the name of the Team that you are copying the notebook from. This could be last year’s Class Team or another OneNote notebook you have access to.

4. Select the sections you are copying to the Content Library. Then choose which sections you want to copy to the Teacher only section.

5. Click Next once you have selected the sections you want included in the Content Library and Teacher Only sections.
6. Review and make any edits to the sections that will appear in each student's private space in their Class Notebooks. There are default sections that you can remove or edit. Select + Add section to add additional sections. For example: Labs.

7. Click Create.

**Assignments (Setup from an Old Class)**

1. In your new Team, click the Assignments tab. Click Create and choose From Existing.
2. Choose the class where you originally created the assignment and select **Next**.

3. Select the first assignment that you want to copy. You can only copy one assignment at a time. Click **Next**.
4. In the **New Assignment** window, you can edit any of the assignment details. Then click the blue **Assign** button.