

How to Access Student Notebooks in Office 365.

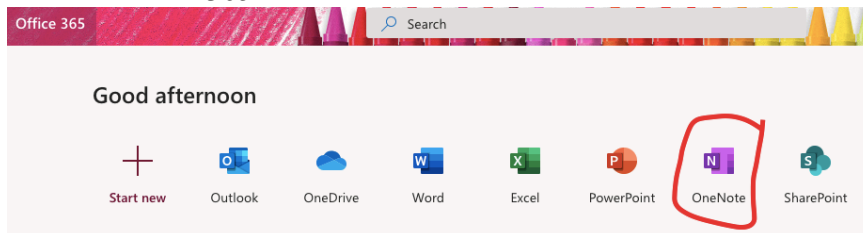
Dear Parents,

Notebooks for each student in reading interventions have been set up in Office 365. Accessing student notebooks will be easy because each student already has access to Office 365 through their Clever portal. Just follow the steps below to access the student notebooks.

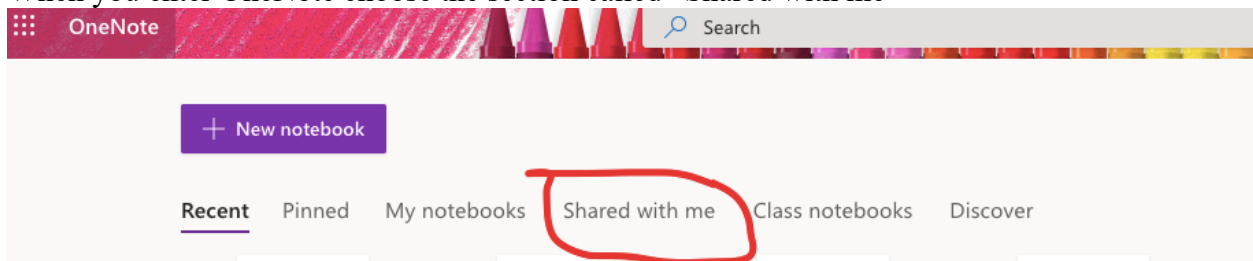
1. Have the student log into Clever.
2. Click on the Office 365 orange button.



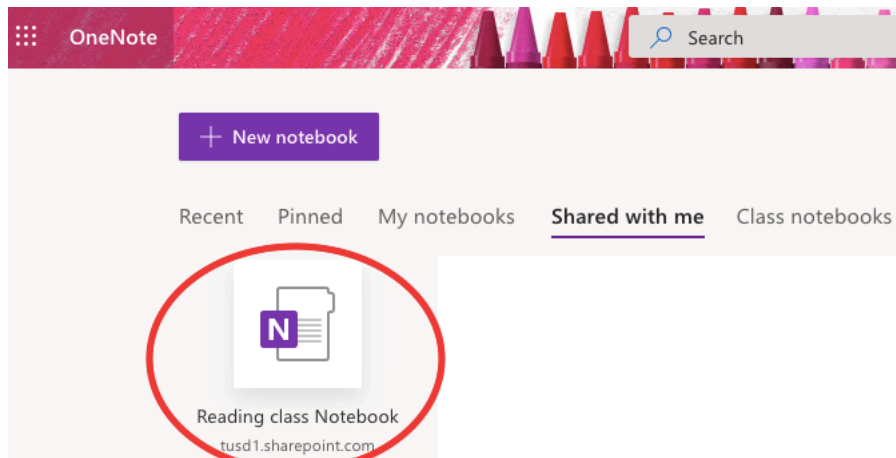
3. Once in Office 365 click on the OneNote button.



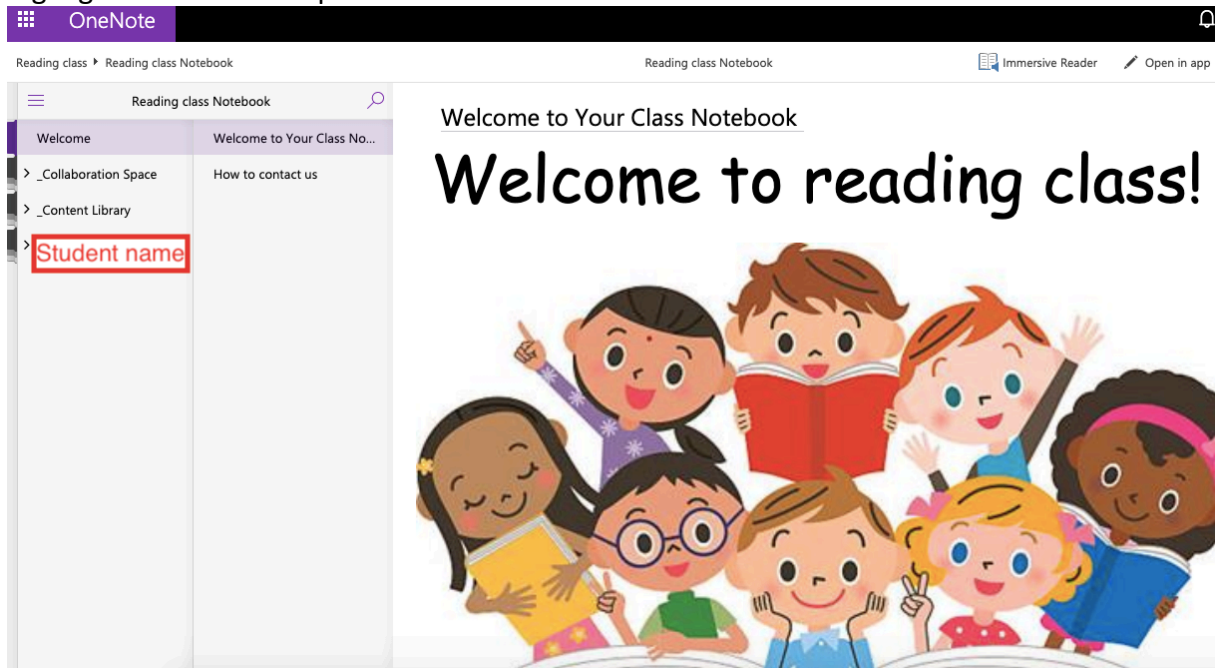
4. When you enter OneNote choose the section called "Shared with me"



5. Once you enter this area, you will see a notebook called Reading Class Notebook.
6. Click on the notebook.



7. Once you are in the notebook it will look like this and the student name will appear in the section I highlighted in this example.



8. Click on the student name and a drop-down menu will appear. This is where students will access the class materials specific to him or her. Students only have access to his or her own notebooks, and content in the notebook can only be shared with me. Each student has tabs for their Sight Words, Zoom meeting link, Logins for their Raz-plus account and a tab called Practice where they will find every week new fluency practice pages or other activities I have set up for them.

Reading interventions is daily. The kids will meet two times a week with me and they are to practice with the materials I set for them in their notebooks the other days of the week. I will be making changes and adding things to their notebooks often, so it is important they know how to access the notebook. If you have any questions or concerns, please email me for help. The first couple of times I meet with the kids, I will be reviewing how to find their notebook just in case they need a little practice. I will also always go over the notebook whenever I add new materials for them.

Best regards,
Mrs. Santana