

Using the Class Notebook in Teams for Formative Assessment and Feedback

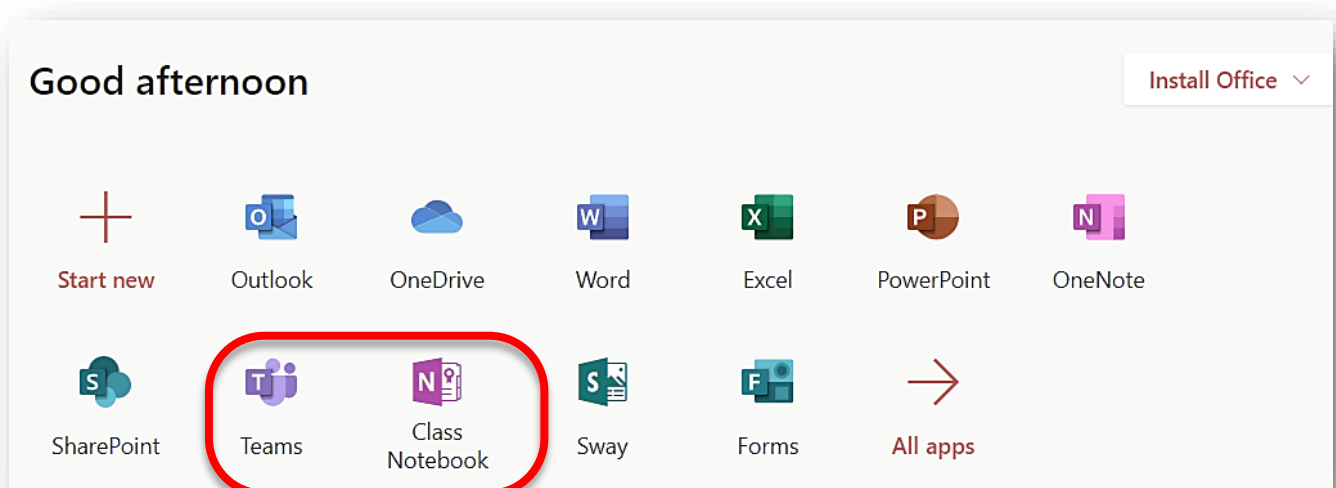
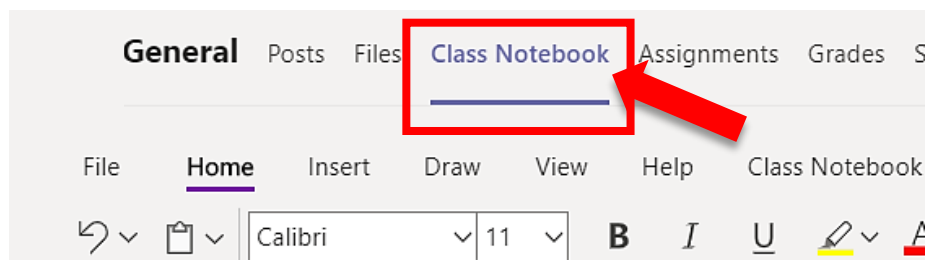


Table of Contents

Class Notebook	2
Collaboration Space	2
Private Student Spaces	3
Formative Assessment	4
Weekly Tasks	5
Tutor Feedback	5

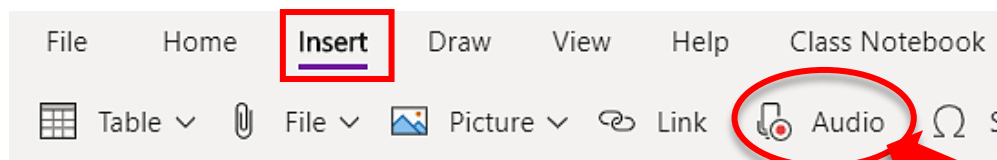
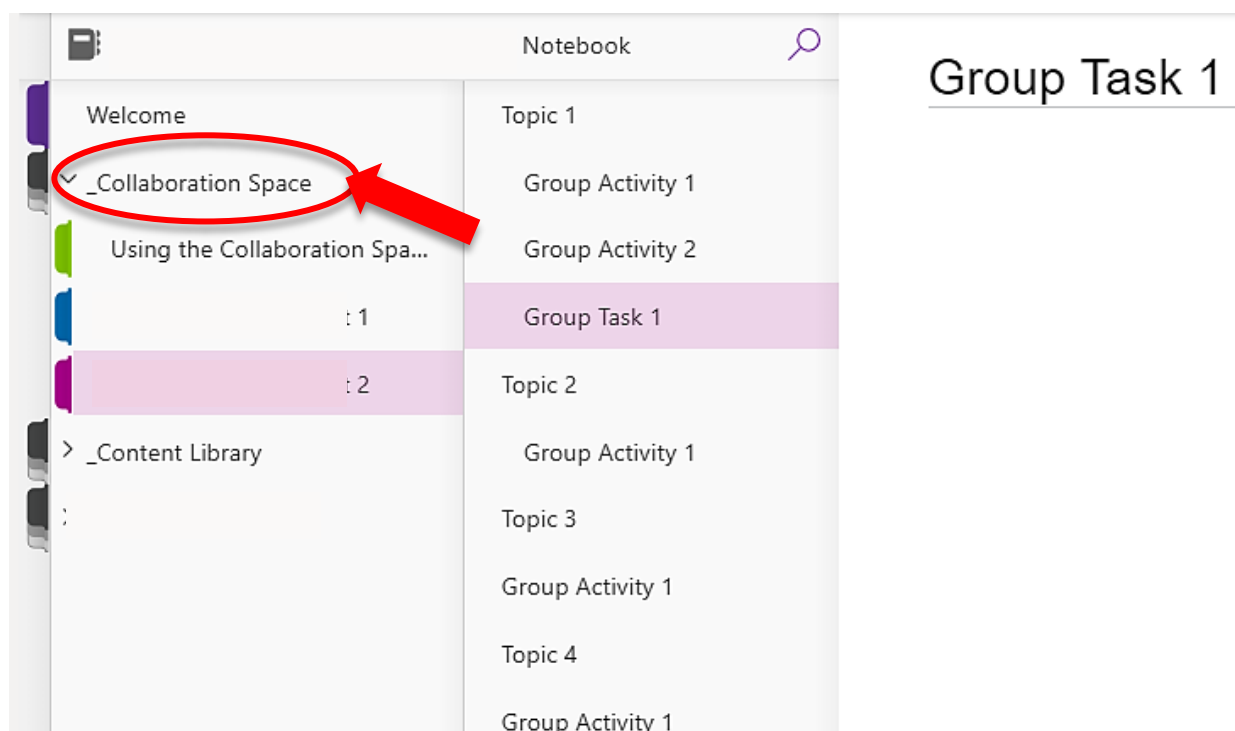
Class Notebook

The **Class Notebook** is accessed via the General channel in a Class Team site.



Collaboration Space

This area is open to all Team members to use for collaborative group activities as desired. Tutors may wish to create Group Tasks and/or Activities for all students in this section.



Task 1

Students can insert files/images, add links and make audio recordings to reflect on their experiences (either privately or in the collaboration space) and Tutors could also record simple audio instructions here too.

Private Student Spaces

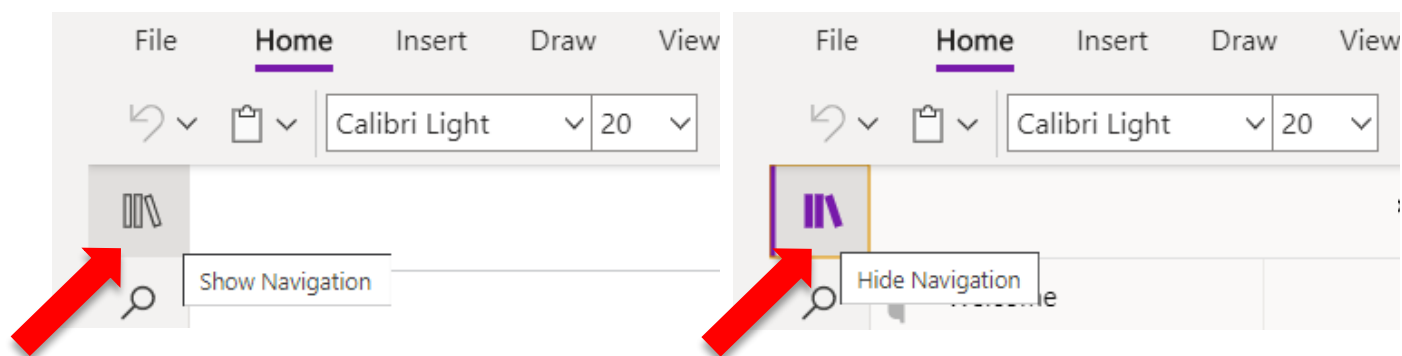
Sections in the Private Student Spaces can be created by Class Tutors for each module in a course to enable students to undertake relevant activities/weekly tasks etc.

A student's individual sections and any pages/materials created or uploaded inside these sections are **only visible to that student and the Class Teachers / Tutors** enrolled in the Class Team site.

Students can create pages within each section for weekly tasks and drafts for tutor feedback etc

Add page

You can Show and Hide the Navigation Panel as needed.



Formative Assessment

The Class Notebook is easily accessible to both staff and students, as it is located within their Class/Cohort/Group Team site which becomes their online Virtual Classroom throughout the Academic Year.

This area can thus be used as an effective platform on which to set Weekly Tasks as formative assessment during the module. Students can be given tasks and activities that are relevant to the final summative assessment of the module. Tutors can provide continuous feedback to ensure steady improvement week by week.

A Section for Notebook Usage Guides can also be added here for ease of access for new students who may be unfamiliar with using OneNote/Class Notebook.

The screenshot shows the OneNote interface. On the left is the Navigation Panel, which includes a search icon, a 'Welcome' section, a '_Collaboration Space' section, and a 'GUIDES' section. Below 'GUIDES' are several task lists: BMSK4005 TASKS, BMSK4007 TASKS, BMSK4008 TASKS, BMSK4002 TASKS, BMSK4006 TASKS, and BMSK4004 TASKS. The main content area on the right is titled 'Notebook' and contains three sections: 'Example of File Upload', 'Example of Insert Picture', and 'Getting started with the ...'.

Example of Insert Picture

Click on Insert

The screenshot shows the OneNote ribbon with the 'Insert' tab selected. The ribbon includes options for 'Table', 'File', 'Picture', and 'Link'.

Click on dropdown next to Picture

The screenshot shows the OneNote ribbon with the 'Picture' dropdown menu open. The dropdown menu includes options for 'Picture', 'Image', 'Video', and 'Audio'.

Weekly Tasks

Class Tutors can add Sections to the Collaboration space that match the ones in the Individual Student Sections and then add pages to each module section for Weekly Tasks.

The screenshot shows a Moodle interface. On the left is a sidebar with a search icon and a list of sections: Welcome, _Collaboration Space, GUIDES, BMSK4005 TASKS (highlighted), BMSK4007 TASKS, BMSK4008 TASKS, BMSK4002 TASKS, BMSK4006 TASKS, BMSK4004 TASKS, and _Content Library. Below the sidebar are buttons for 'Add section' and 'Add page'. The main area is titled 'BMSK4005 Week 3 Task: Barriers and Support' with a timestamp of '27 October 2020 19:19'. It contains a bulleted list of tasks: 'Identify Barriers to Learning', 'Explain how these barriers to learning can be overcome.', 'Identify development needs and decide upon 2 learning development options', 'Identify your support mechanisms', and 'Prepare your PDP personal development plan'. Below the list is a text prompt: 'Use the module resources on here in the Files sections and on Moodle to help you'. At the bottom is a section titled 'BMSK4005 Module Resources' with a tree view of folders: Assignment, Employment Process (containing CVs, Interviews, and Jobs), Go Mad, Learning Logs, Learning Styles, Personal Development Planning, and Reading List. Red arrows point from labels 'Section 3 Resources' and 'Section 1 and 2 Resources' to the 'Employment Process' and 'Go Mad' folders respectively.

Tutor Feedback

Students can then create a page for each Task in their own sections and upload or create their task content for Tutors to access and provide personal feedback to them. These Tasks are thus stored in an easily accessible place for students to revisit when writing their assignments. They can also upload drafts of their completed assignment for tutors to comment on prior to submission.

The screenshot shows a Moodle interface. On the left is a sidebar with a search icon and a list of sections: BMSK4005, Week 1 Tasks, Week 2 tasks, and Week 3 Tasks (highlighted). Below the sidebar are buttons for 'Add section' and 'Add page'. The main area is titled 'Week 3 Tasks'. It contains a section titled 'Identify potential barriers to learning.' followed by a bulleted list of student responses. The first response is: 'Childcare – I have a very supportive family that help look after my daughter also ask for help from my parents and they are more than happy to help out when needed. I make sure I plan well in advance for school holidays etc, and'.