

OneNote Best Practices – Let's Speed Things Up!

1. Close any Notebooks that are irrelevant to the current class if you are using the desktop OneNote app (ex. OneNote 2016). OneNote will try and sync ALL open Notebooks which can be detrimental to the overall experience.
2. Distribute handouts and assignments using Class Notebook's Distribute Page tool to streamline distributing content to individual students or groups of students.
3. Distribute materials to students after class ends or the morning of the class, so students can sync changes at home or just before class starts.
4. Distribute pages to students in groups.
5. Distribute only the necessary pages and PDFs you need for the next lesson from your Content Library to your students' section and collaboration space.
6. Force sync your Class Notebook after you add or distribute new materials to speed up the syncing process. Right-click the notebook name and select "Sync this Notebook Now (Shift+F9)" to force sync.
7. Encourage your students to do the same, force sync when they open their Class Notebook at home after finishing homework or are about to start class if using the desktop OneNote app.
8. Always double check the online version and sync status of the Class Notebook to ensure that your edits have been saved correspondingly.
9. If your students are using the iPad app, instruct them to turn off Auto Sync Attachments on the iPad by navigating to the Sync page in the OneNote settings. All text and ink content will still sync automatically, but OneNote pages with rich content like images and PDFs will wait to sync until you visit the page. After that, the page you visited will begin syncing automatically.
10. During class time, try to stick to the same tab where the Class Notebook is opened in the browser. If using the desktop OneNote app, close any other notebooks that are not relevant to the current class.