



# OneNote

## Parent Access Link



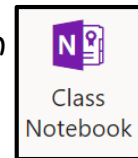
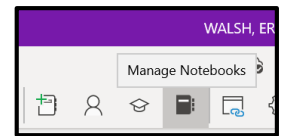
With Class Notebooks, only those added by the teacher can see the course's content. But with an Access Link, viewers are granted access to only that which is posted in the Content Library. The Parent Access Link does not permit viewers to see into individual student pages (but this option is possible).

### Manage Notebook

Manage Notebooks allows you to do many things, such as adding/editing Student Sections, locking the Collaboration Space and enabling the Teacher-Only Section. This is also where we will find the Parent Access Link.

1) There are two ways to access this feature:

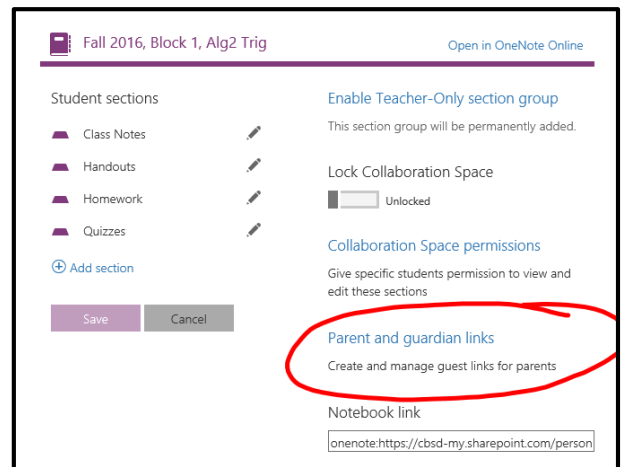
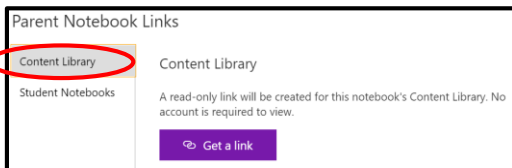
- If you are in the OneNote App, locate "Class Notebook" along the top, and then click the icon that says "Manage Notebooks".
- If you are not able to find this or are not in the app, then log onto Office 365 ([www.cbsd.org/365](http://www.cbsd.org/365)) and select "Class Notebooks" from the waffle.



2) Locate the Notebook you wish to get the link for.

3) You will see underneath the notebook the features I listed above, but we are looking for the "Parent and Guardian Links".

4) Click on that option, and you will then see another window. Make sure you select Content Library and then select "Get Link".



5) You can share this link with parents or post it on your Schoolwires site. It will open in Office 365 – OneNote Online and will be "read only". Those using the link will only see the Content Library. Anything posted outside of the Content Library will not be seen. You can decide to remove access at any point.

6) Notice that this is also how you can grant parent's access to their child's section of the Class Notebook. This is a great way to share student work with parents!