

# Stay Organised



## Organised and Connected

Use [OneNote](#) and [Teams](#) to empower planning and teaching, share policies, communicate best practices, and collaborate effectively.

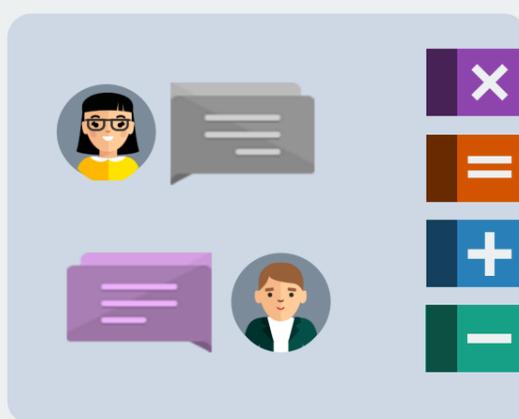


### Head of Learning Area

Maria, the Head of the Mathematics Department, creates a Maths Staff Team using Teams. She invites all of her maths teachers to the team.

The Staff Team helps Maria and her teachers create a single space to store and share learning resources, communicate, and collaborate around practice.

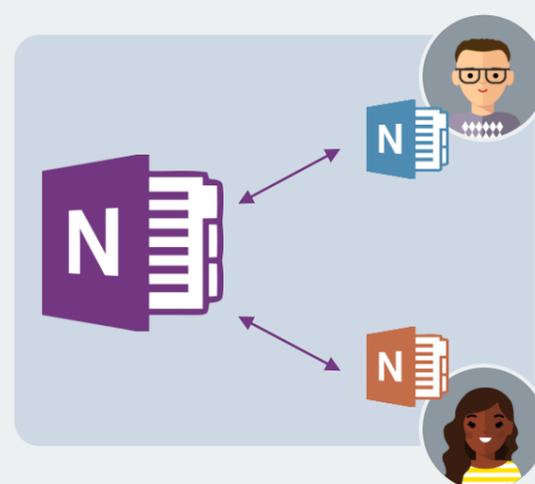
The team spends less time searching for emails and more time collaborating together.



### Experienced Teachers

Bill and Caitlin, two Year 7 Maths teachers, like to meet in person to lesson plan and continue their collaboration virtually. They use the staff Team OneNote to plan activities for each unit they will be teaching in their class.

Since Maria created a department-wide staff Team, all the other teachers in the department can use the activities Bill and Caitlin created and edit them to fit their class needs.



### First-Year Teachers

Haley and James, first-year teachers, love the content Bill and Caitlin created and decide to use it for their classes. They copy the content from the Maths Staff Team into their own Class Team Notebook and modify the content for their specific students. Since Haley and James use Teams with their students, they can easily distribute the content to each students' notebook.

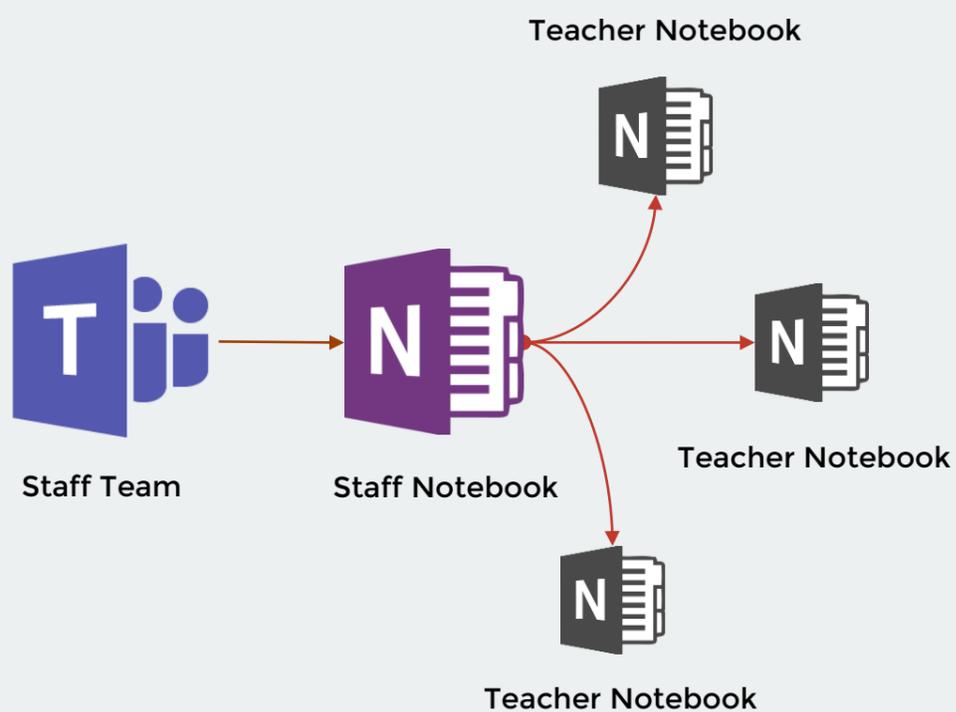
# Getting Started

First, create a Staff Team.

## Benefits of Staff Teams and Notebooks

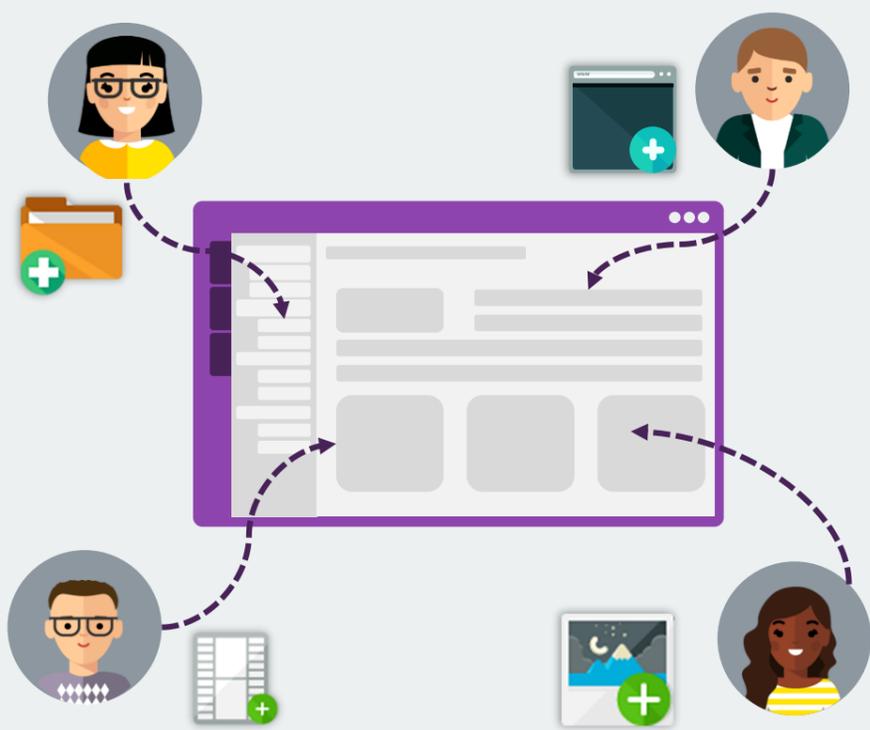
When you create a Staff Team, you can generate a Staff OneNote. These can be used together to:

- Promote curriculum consistency across and within teaching teams.
- Provide each teacher with a personalized notebook to document goals and professional development
- Provide feedback on the curriculum
- Setup curriculum initiatives across year levels or departments
- Keep all communication, content, and resources in one place



# Collaborate

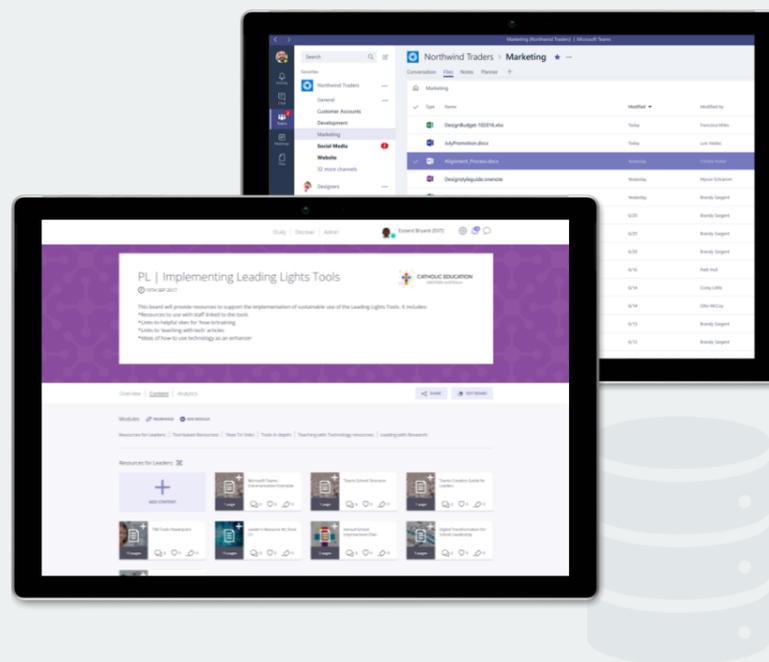
Once the Staff Team is created, team members can communicate and collaborate easily.



Collaborate and edit content for your specific curriculum or year needs.

# Store Large Resources

If you have large files and don't want to embed them in OneNote, you can store them in Claned or Teams and link to the resource from OneNote.



# CLANED®

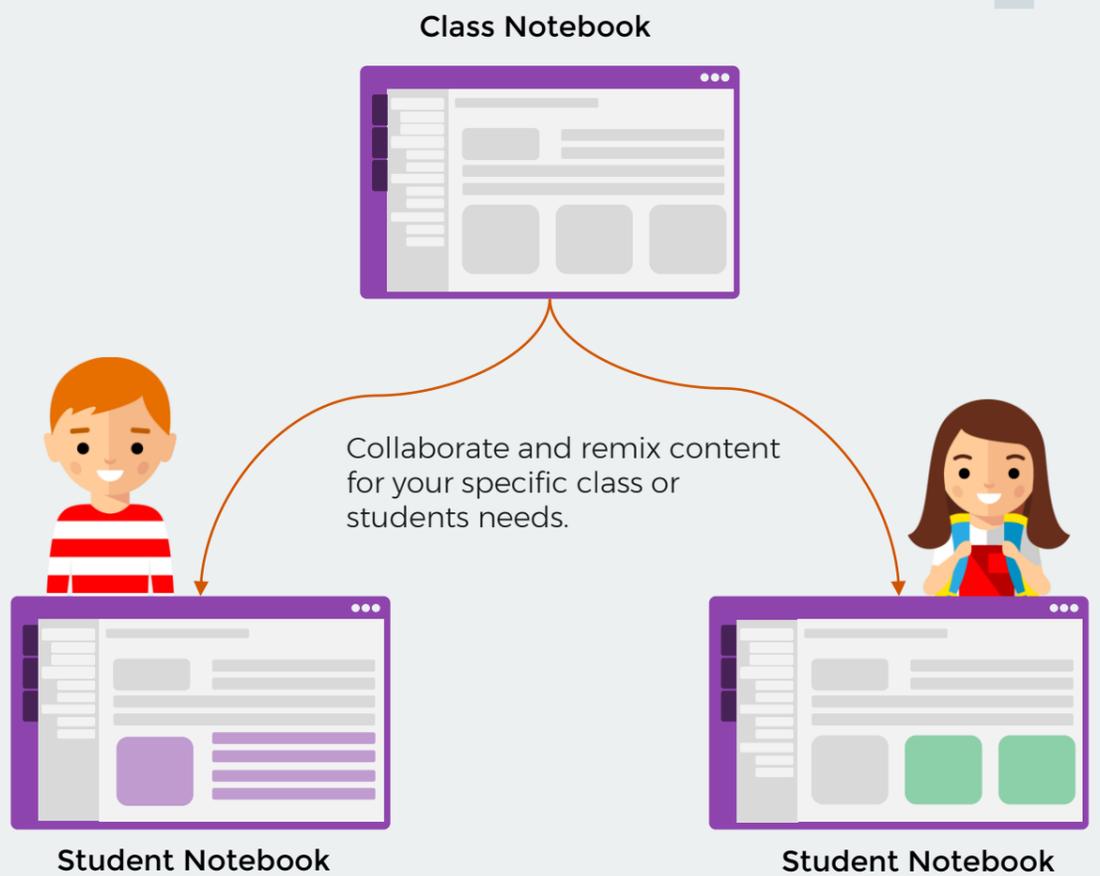


## Own & Remix the Content

Copy the content from the **Team Notebook** to your own **OneNote**.

You can personalize the content from the **Team Notebook** in your OneNote, then copy the content into your **Class Notebook**.

You can use the **Class Notebook** to distribute sections or pages into each student's notebook.



## Share with Students

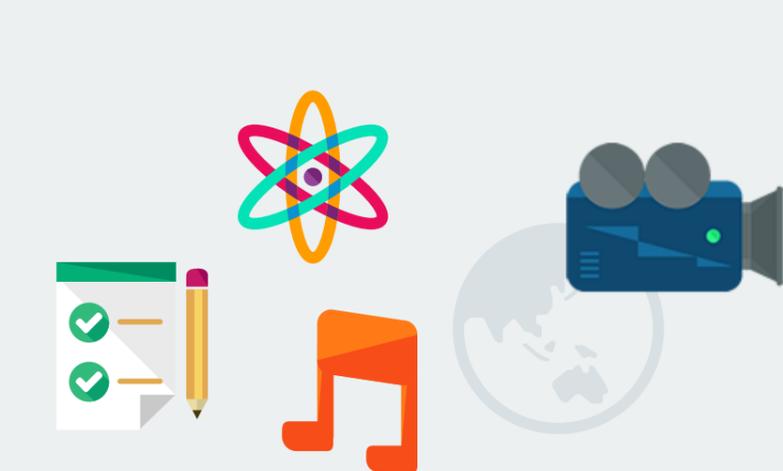
Leverage the **Content Library** and the **Collaboration Space** within your **Class Notebook** to help students engage with the content.

### Content Library

The Content Library of your **Class Notebook** is a space that allows you to share content with your students. It is read-only access, so you don't have to worry about students editing the pages you create for the class.

### Collaboration Space

The Collaboration section in your **Class Notebook** gives students read/write access. This is a great space for project work.



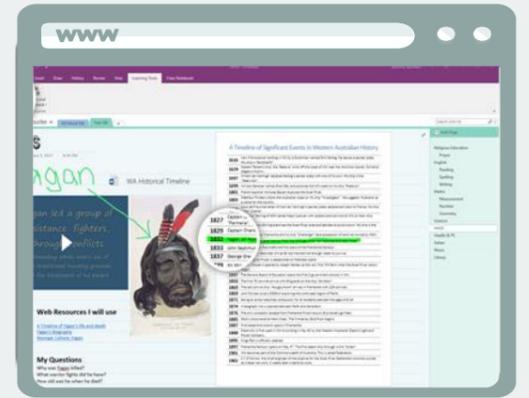
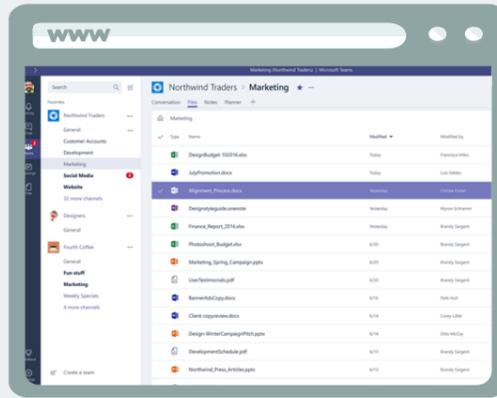
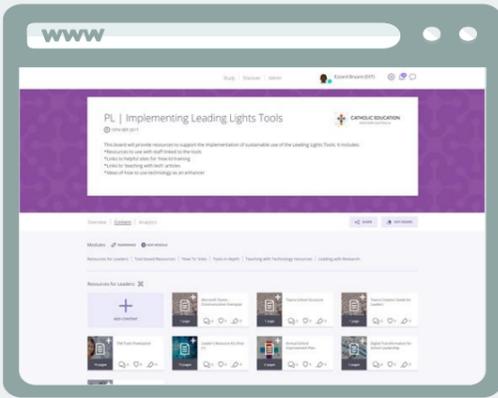
The Content Library is a great place to put class lesson plans and learning materials (e.g., documents, checklists, images, audio).



TIP: You can restore a prior version, save it separately, or copy the content.

# Collaborate and Work together across applications

Start with **Teams** and **OneNote** to begin your curriculum and team planning.



## CLANED®

Claned provides the opportunity to create learning paths to help you personalise activities for each of your students based on their differing motivation and abilities.



Teams is your central hub for communication, file storage, collaboration, and planning. With Teams, stay connected with colleagues and students from any device.



OneNote keeps you and your team organised. Create multiple notebooks for specific groups or content. Share policies, lesson plans, learning activities, and more.



To learn more about these tools, scan the QR code or visit:

<https://leadinglights.cewa.edu.au>



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