OneNote - Finding Your Class Notebook (Subjects, Submitting Work)

If your OneNote doesn't look right or you are having trouble viewing or navigating the app, please try this:

Windows

Click the **View menu** at the top, click **Tabs Layout**, and select **Vertical Tabs**.

If you can't see the View menu at the top, you may need to click the **Change Page View** (two arrows) button in the top right of OneNote near the X to exit.

After doing this, if you still can't see the class notebooks, click **File** in the top left of OneNote and select **Open**. Under *Open from other locations*, find the **SOTA (GRADE) 2024 Notebook** in the middle section and **double-click** it to open it. After doing this, click the **three horizontal lines button** in the top left of OneNote to expand the notebook view.