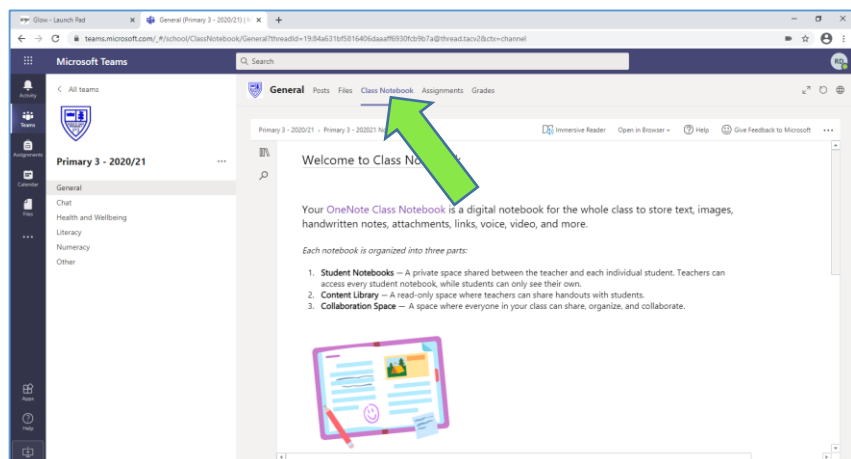


# How to use notebook and upload work for feedback.



## Image 1

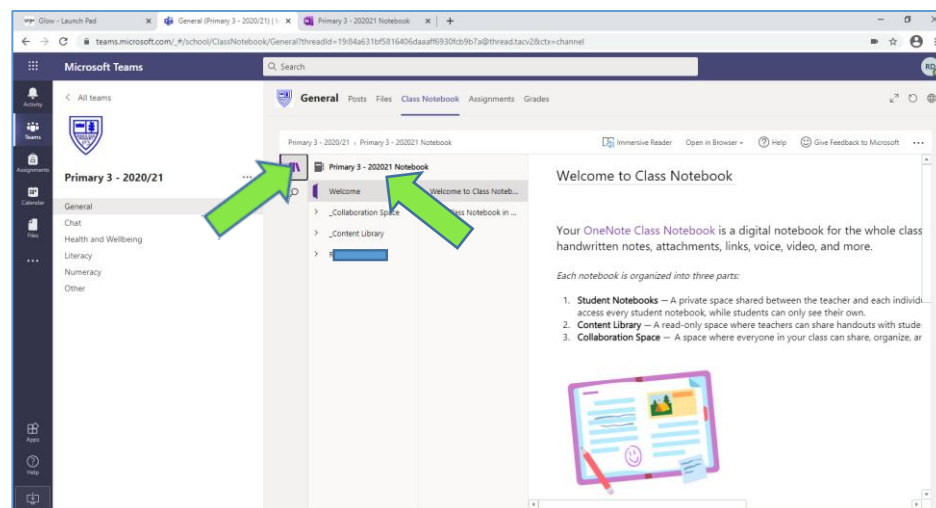


### Steps

When you have completed your work, it is recommended that you take a picture of it (normally using a phone or device) and send it to yourself via email. See 'Login and Using email' instructions.

1. In teams there is a menu bar along the top of the screen, click on the Class Notebook section.

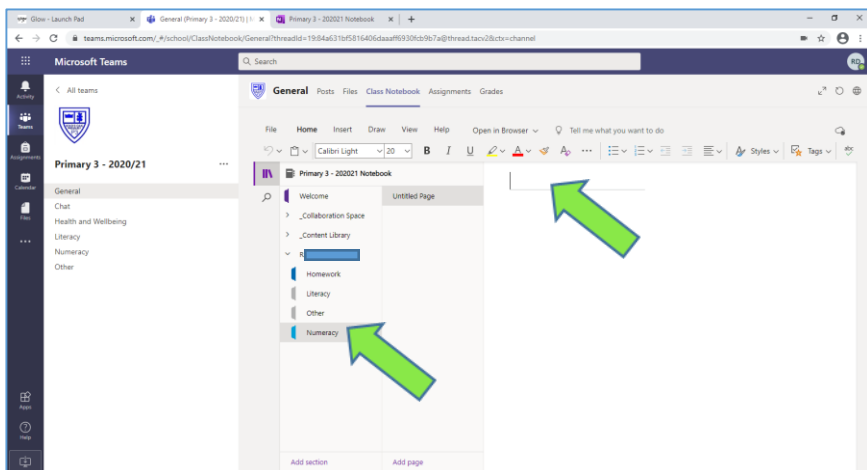
## Image 2



### Steps

2. It is best to think of Class Notebook as your own personal folder within Microsoft Teams. You will see an icon that has books on it, please click on this and it will open up your notebook (see [Image 2](#)). You will see your name, this should be thought of as your folder and within this this folder you have 'numeracy', 'literacy' etc. These should be thought of as jotters.

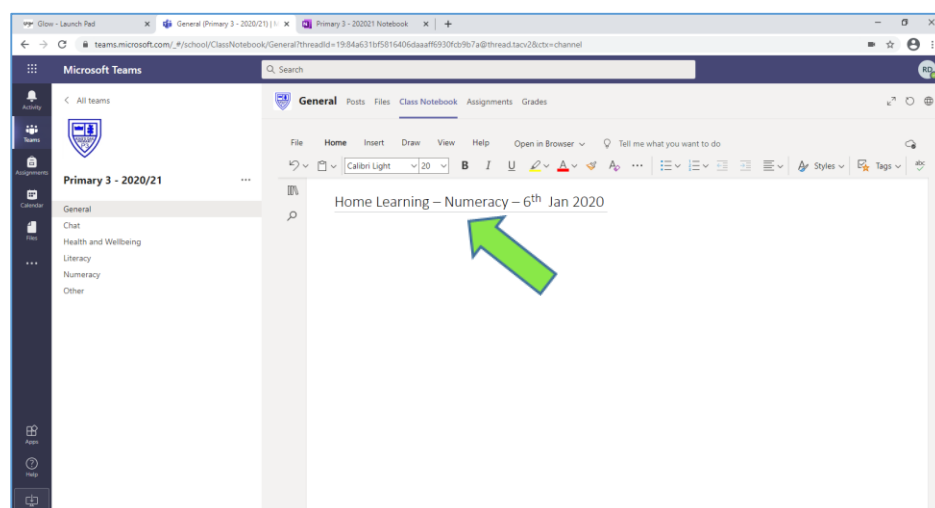
## Image 3



### Steps

3. To take a new page in one of the jotters, please click on it and you will see an Untitled page – Click the mouse/ cursor over the top of the page and you can type a title for the piece of work you are going to complete or upload. (See [Image 3](#)).

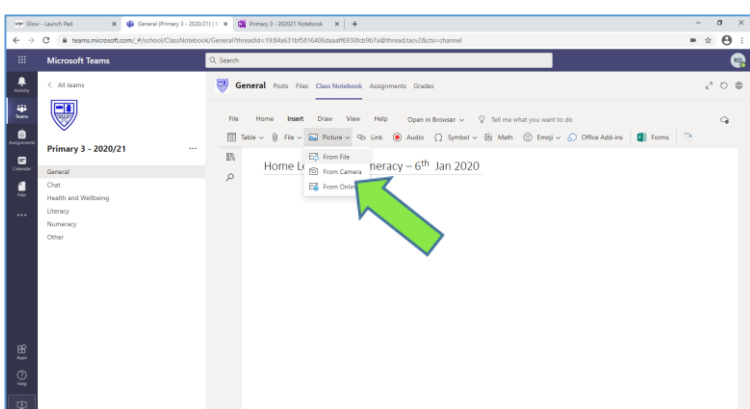
## Image 4



### Steps

4. As you will see from [Image 4](#) the title and date has been inserted and this will help the teacher locate the work submitted. It is always recommended that the date is put in the title of the page and it allows the teacher to find the work.

## Image 5



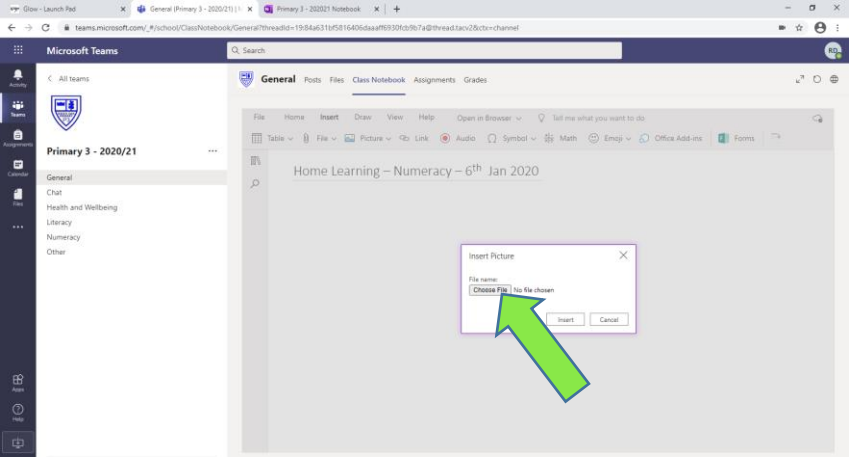
### Steps

5. You can type up work for the teacher to give feedback on, this is done similar to a Microsoft Word document where you would click the mouse/ cursor below the Title and key in the work.
6. However, if you have a picture or photograph of the work, Firstly, click the Mouse/ cursor below the title of the page so that it is flashing. Click on the **insert** tab at the top of the page and then click on **Picture**. (See [Image 5](#)).

# How to use notebook and upload work for feedback.



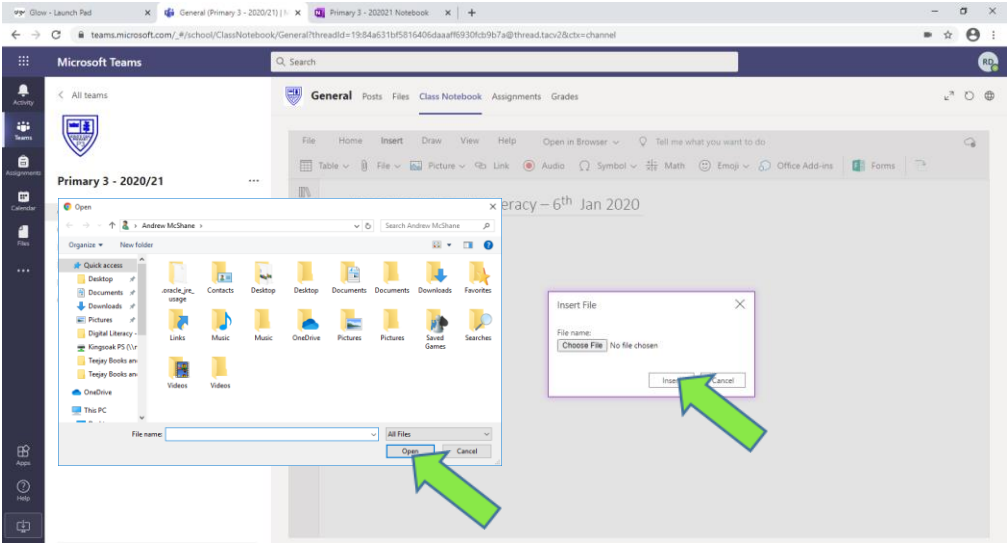
Image 6



## Steps

7. The computer will then prompt you to **Choose File**. Click on this. (See [Image 6](#)).

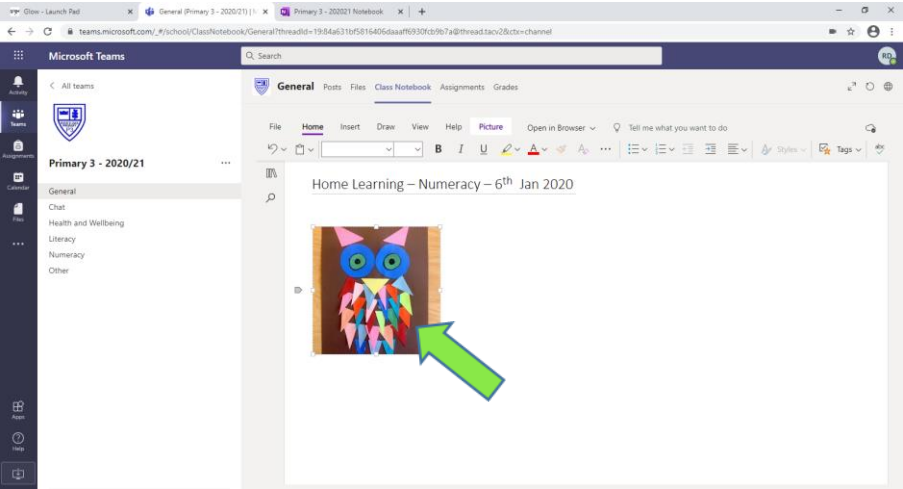
Image 7



## Steps

8. A window will open to allow you to locate the file. Once You have found the file click it once (Or double-click the file) and then click **Open**. On the small window now click **Insert**. (See [Image 7](#)).

Image 8



## Steps


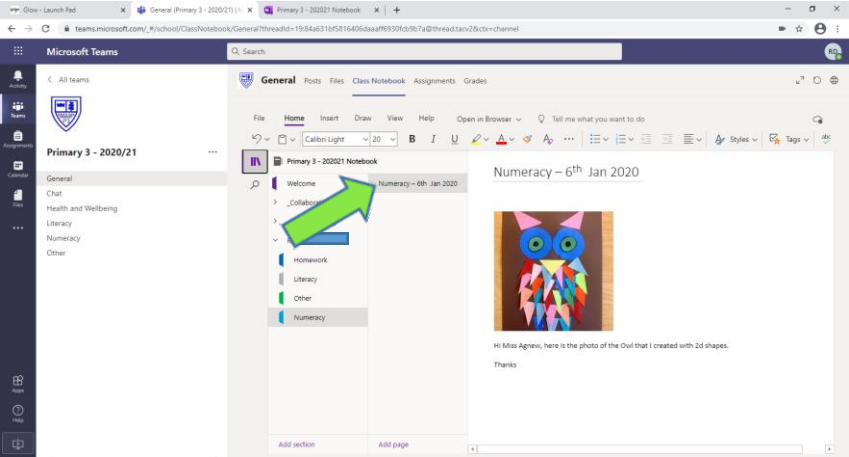
10. If you would like to insert some text below the picture, click the mouse/ cursor on the picture and then push the  arrow key. Alternatively the cursor may already be flashing to allow you to insert text. (see [Image 9](#)).

Image 10



## Steps

11. You will see now that the page name within the jotter has changed to the Title you have previously given it. (See [Image 10](#)).

Image 9

