

How to use Notebook and access Assignments on Teams.



Image 1



Steps

1. When using **Microsoft Teams** to receive work, it will be necessary for you initially to download the **OneNote** app and set it up as shown in [Image 1](#). If you do not download and set this app up prior to trying to access assignments, you will have great difficulty.

Image 2a

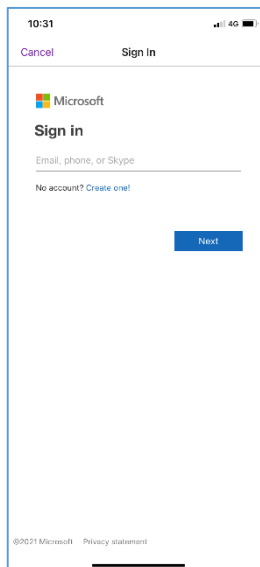
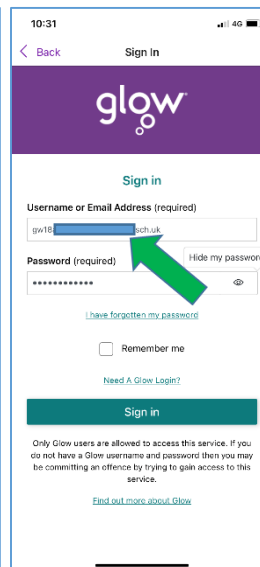


Image 2b



Steps

2. [Image 2a](#) shows the Initial login screen for Notebook. However, once you key in your email address you will automatically be redirected to the screen on [Image 2b](#). Please input your email address and password to login.

Image 3a



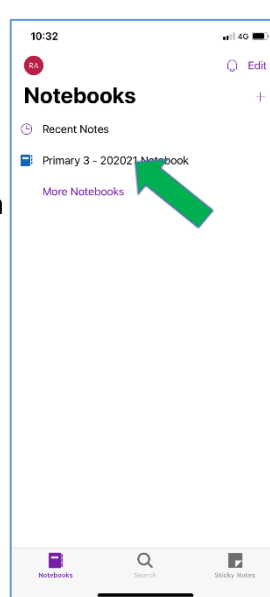
Image 3b



Steps

3. The next step is to click on **More Notebooks**, as shown in [Image 3a](#). From [Image 3b](#) you can then see the **Primary 3 Notebook**, click on this.

Image 4



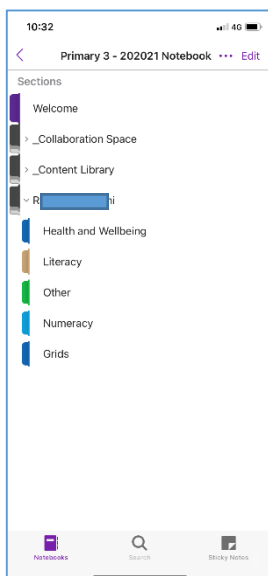
Steps

4. You can see from [Image 4](#) that the **Primary 3 Notebook** has now been added to my notebooks. If you click on this link.

Image 5a



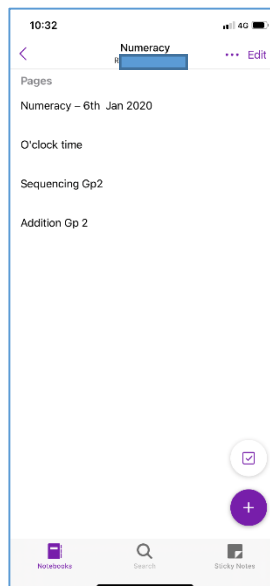
Image 5b



Steps

4. After clicking on the **Primary 3 Notebook** link you will see on [Image 5a](#) that there are several folders, the folder you will use mostly is the one with your name on it. Click on this and you will see ([Image 5b](#)) the different Jotters within your notebook. This is where the work that your teacher has sent will be stored.

Image 6



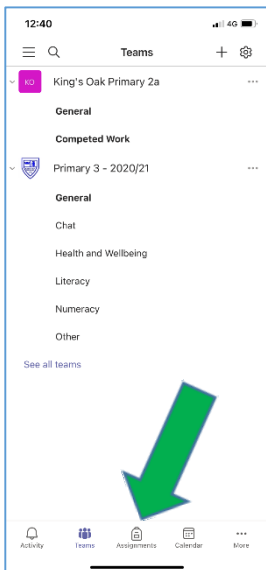
6. If you click on one of the jotters, eg. [Image 6](#) shows inside the **Numeracy Jotter**. You can see the different assignments that have been set by the class teacher.

These **assignments** will also be viewable in the **Teams** app. However, you will have to ensure that you follow the above steps in setting up your **OneNote** before trying to access the **assignment** files in **Teams**.

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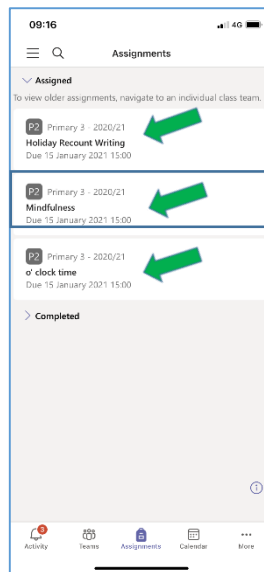
Image 1



Steps

1. **Image 1** shows the main Teams page and where you can access assignments from. Click on the Assignments tab to check the learning that your teacher has issued to you.

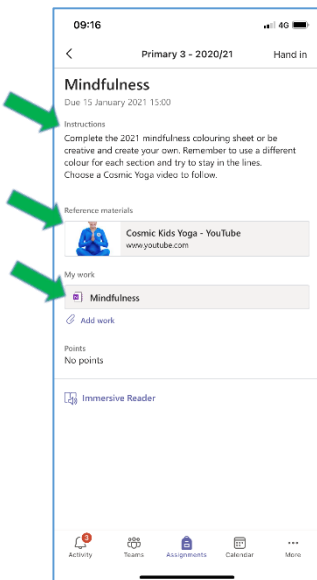
Image 2



Steps

2. After clicking the assignments tab you will see the learning that has been set by your teacher. On **Image 2** you will see that there are 3 outstanding assignments and they are due for submission on 15th January at 3pm. You can click on these assignments in whichever order you wish to.

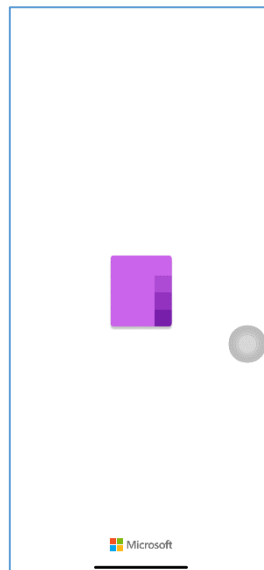
Image 3



Steps

3. As show in **Image 3**, the mindfulness activity has been selected. You will see on this page that there are instructions for the activity. Below this in the **Reference materials** you will se that there is a **Youtube** video link included to support the activity. Lastly in the **My work** section there is a document entitled **Mindfulness**.

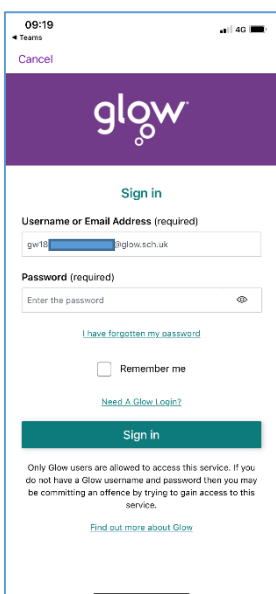
Image 4



Steps

4. When you click on an attachment/ document that has the '**Notebook**' icon, the file will automatically open in **OneNote** (this is why it is necessary to download **OneNote** prior to accessing **assignments**).

Image 5



Steps

5. **OneNote** will then prompt you to 'sign in with your Glow Username or Email Address'. Please enter your information to access the learning document(s). (See **Image 5**).