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PUPIL/PARENT GUIDE

Microsoft Teams – Class Notebook

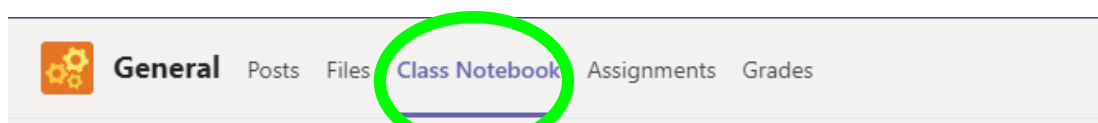
Class Notebook is a main feature in **Microsoft Teams**.

It is like a set of jotters and worksheets that your Teacher will organise into sections for you. You can work in the Class Notebook in the same way you would in your jotter, which you can then hand in and receive feedback from your teacher. This might be used for homework, remote learning, or virtual lessons.

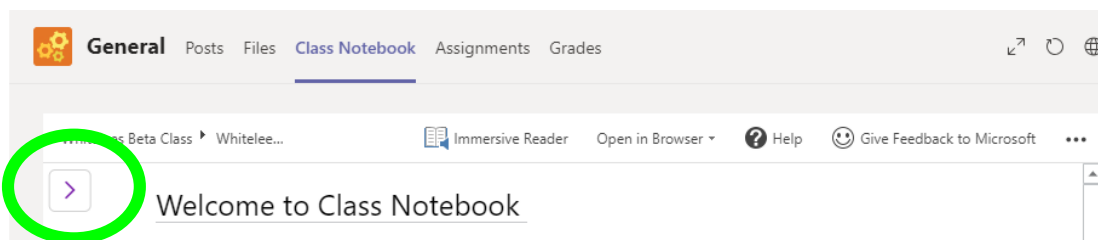
HOW TO ACCESS CLASS NOTEBOOK ON A LAPTOP

If you would like to watch a video of these instructions, click here: 

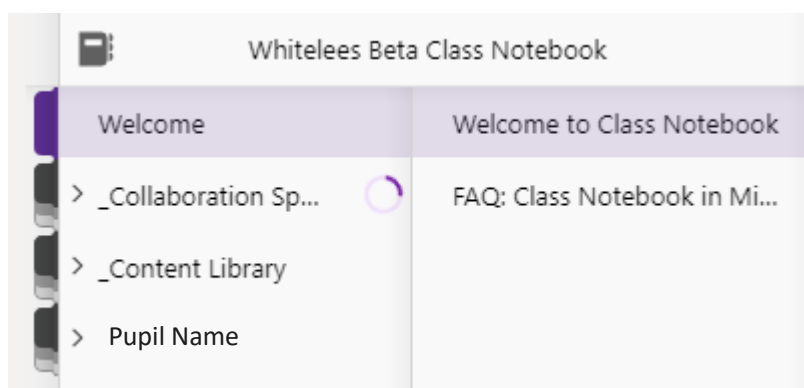
- Once you are logged into Microsoft Teams, open up your current class Team.
- Click on the tab along the top which says **Class Notebook**. This will take you to the welcome page of your class notebook.



- Next, click on the **small purple arrow** on the left hand side of the welcome page, to show the different sections of your Class Notebook.




- You will see three sections: the **Collaboration Space**, the **Content Library**, and **Your own name (Student Notebook)**.



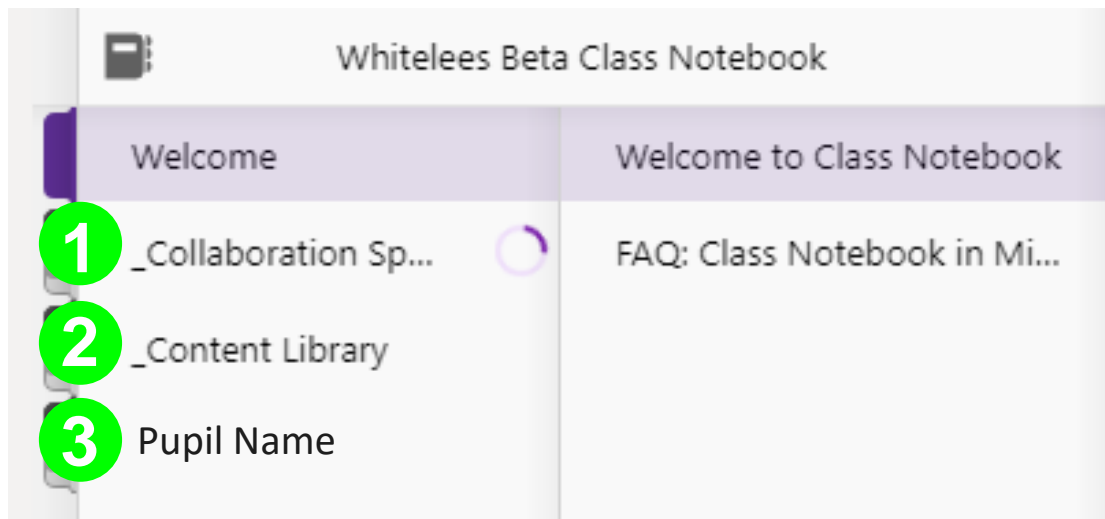
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HOW TO USE CLASS NOTEBOOK

If you would like to watch a video of these instructions, click here: 

There are three sections in the Class Notebook that students can access.




Click on the tabs to access each of the following sections:

- 1. Collaboration Space** – this is a shared space that both students *and* teachers can *edit*. It might be used for group projects or virtual lessons. If you can't see this, your teacher might not have turned this on.
- 2. Content Library** – this is a notebook that teachers can *edit* and students can *view*. You cannot edit anything in the Content Library. It might be used for sharing worksheets or learning tasks.
- 3. Student Notebook (Your Own Name)** – each student has their own private notebook that they can edit and share with their teacher. This is used like a jotter would be for completing work in. Students can only see their own Student Notebook and not other people's. The next page will tell you more about your Student Notebook.

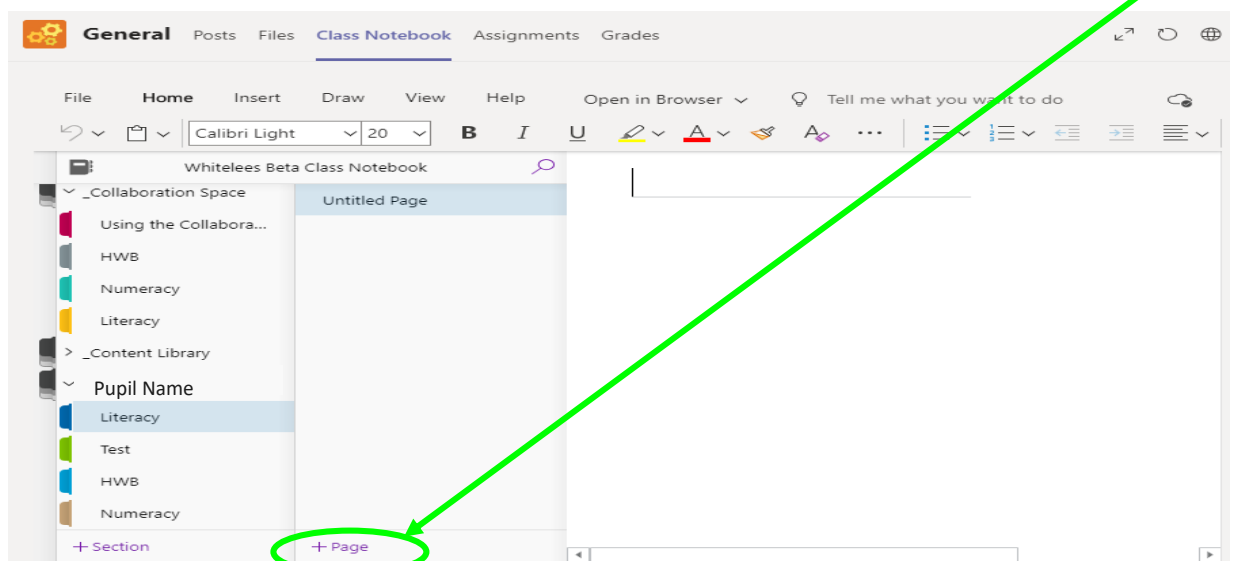
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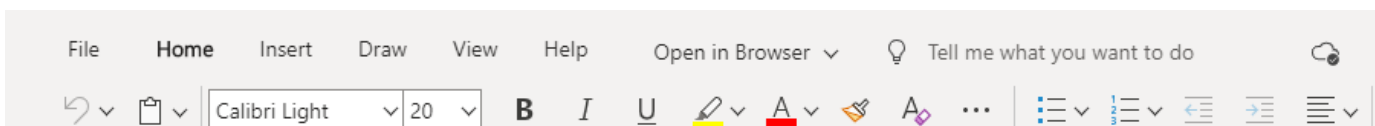
HOW TO USE YOUR STUDENT NOTEBOOK

If you would like to watch a video of these instructions, click here: 

- Think of your Student Notebook like a jotter you would use in class. Your teacher might have assigned sections for you to work in, such as Literacy, Numeracy and HWB. You can add a new page by clicking **+ Page**




- Your teacher may assign a worksheet for you to complete into your Student Notebook. Click on the page they would like you to work on. If they would like you to work on a task that they have set in the content library, you can add a new page, as above. Make sure you are in the correct section of your notebook eg. Literacy, Numeracy or HWB.
- You can type into your Student Notebook, starting with the title at the top of your page. Use the options under the **Home** tab to change the style of your typing, just like you would if you were using Microsoft Word:



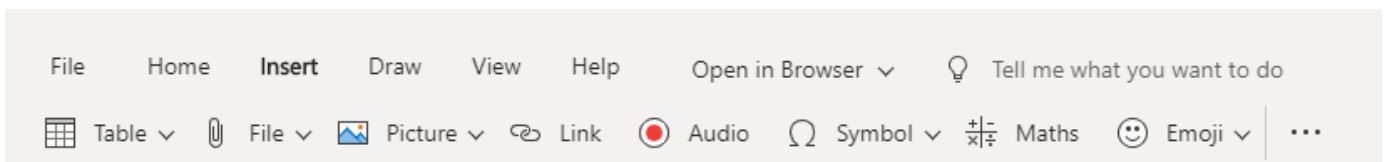
- You can type straight into the main section of your notebook, or if you click anywhere else, it automatically creates a text box for you to type in. This would be useful to type answers on top of a worksheet that your teacher might have set for you.

HOW TO USE YOUR STUDENT NOTEBOOK







If you would like to watch a video of these instructions, click here: 

INSERTING A PICTURE:

- You might need to insert a picture into your student notebook, for example if you have conducted a science experiment, or if you have been taking part in a PE activity. To do this, click on the **Insert** tab at the top bar.



MAKE SURE you are not typing into the title as you will not be able to insert a picture here.

- Click on  Picture and you will have three options:  From File  From Camera  From Online
- You can use the first two options to add your own picture, and you could use the online option to add some clipart to your work.
- Click  From File if you have already taken a picture that you would like to insert. Choose where you have saved your picture, and then click on the picture you want to use.
- Click on  From Camera if you want to take a picture right now and then insert it into your work.