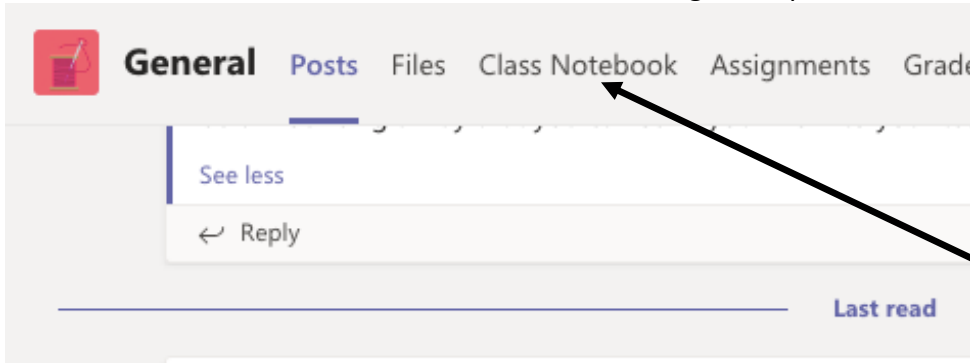
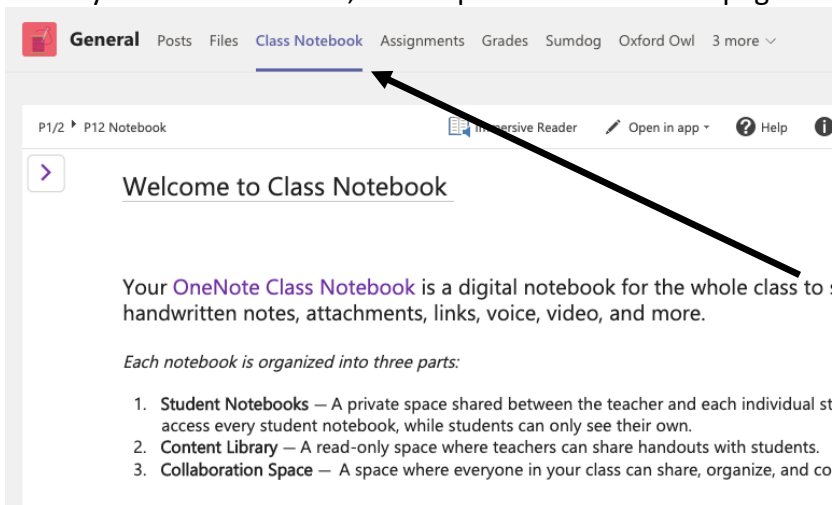


Using the Class Notebook

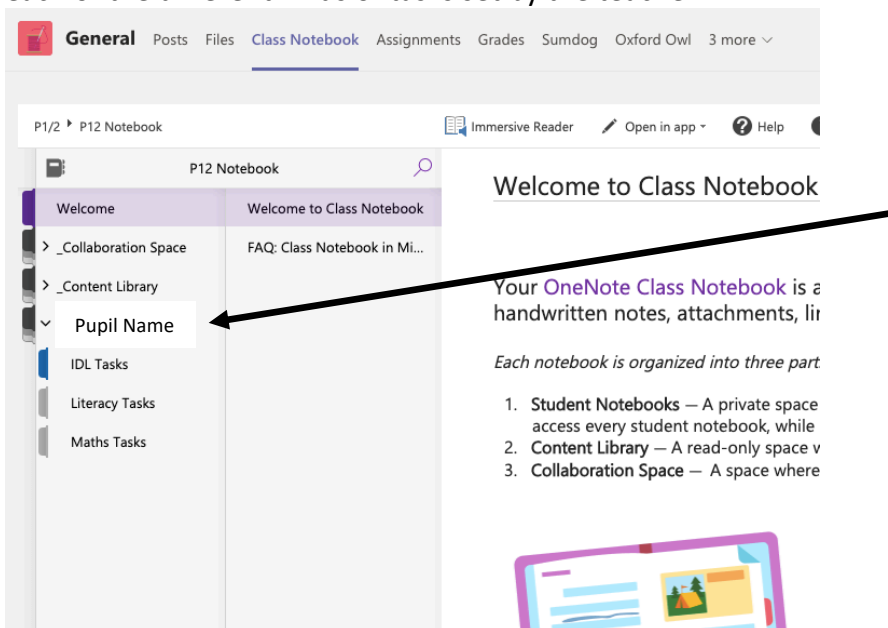
The Class Notebook can be found on in the tabs along the top of the class team.



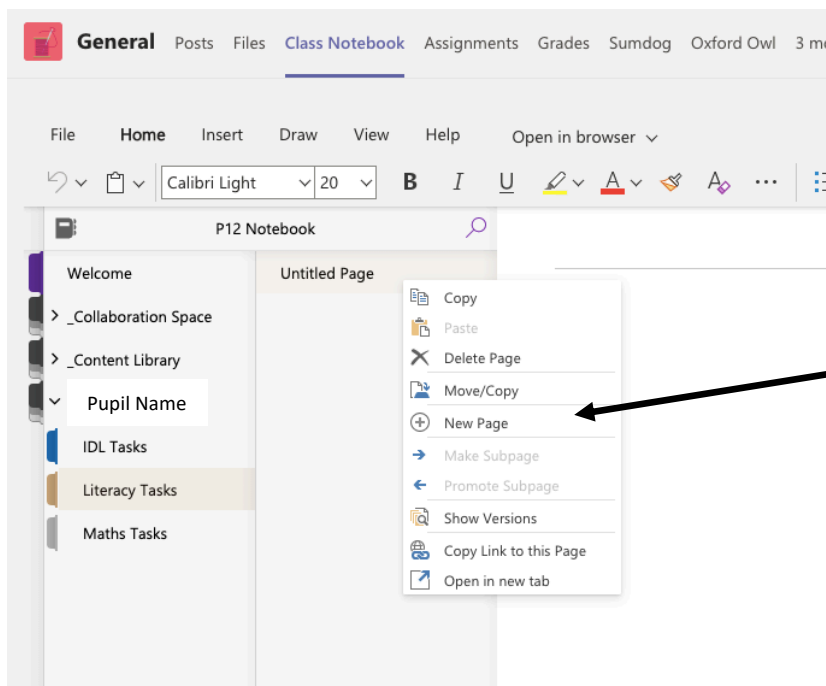
When you click on this tab, it will open an introduction page.



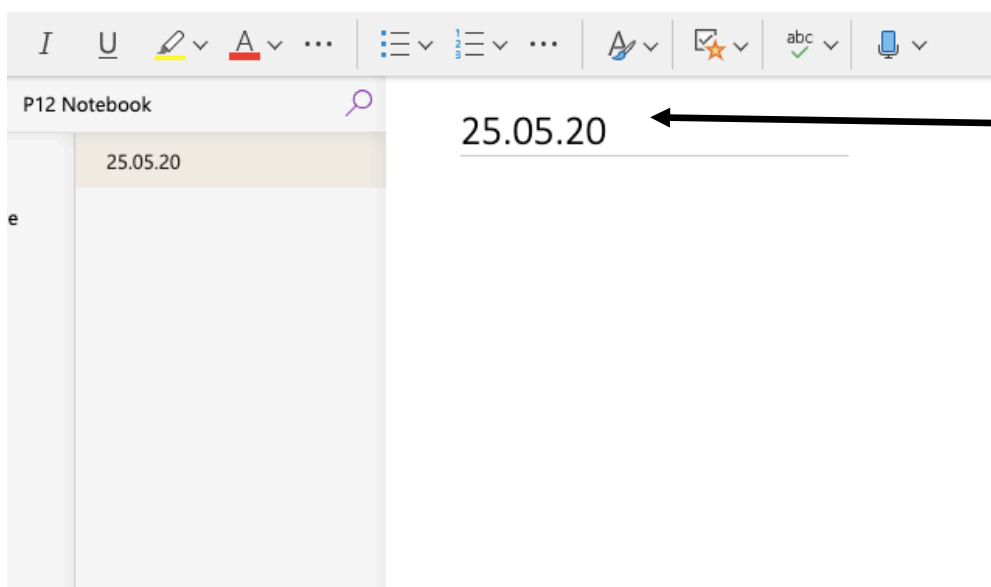
Clicking on your child's name will open the notebook that the teacher's can access. There are 3 sections for each of the different kinds of tasks set by the teacher.



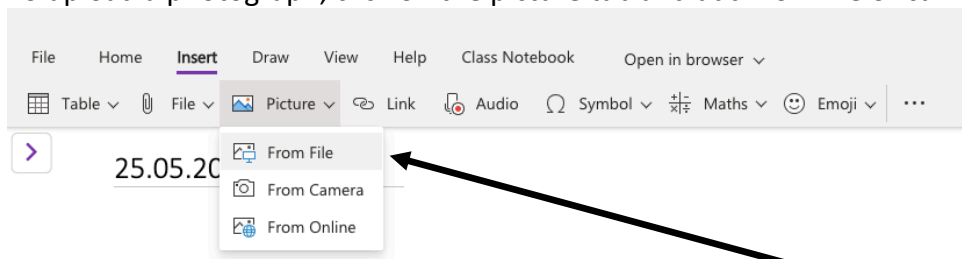
Clicking on one of the sections will open up an untitled page. Right clicking on this tab will allow you to add more pages.



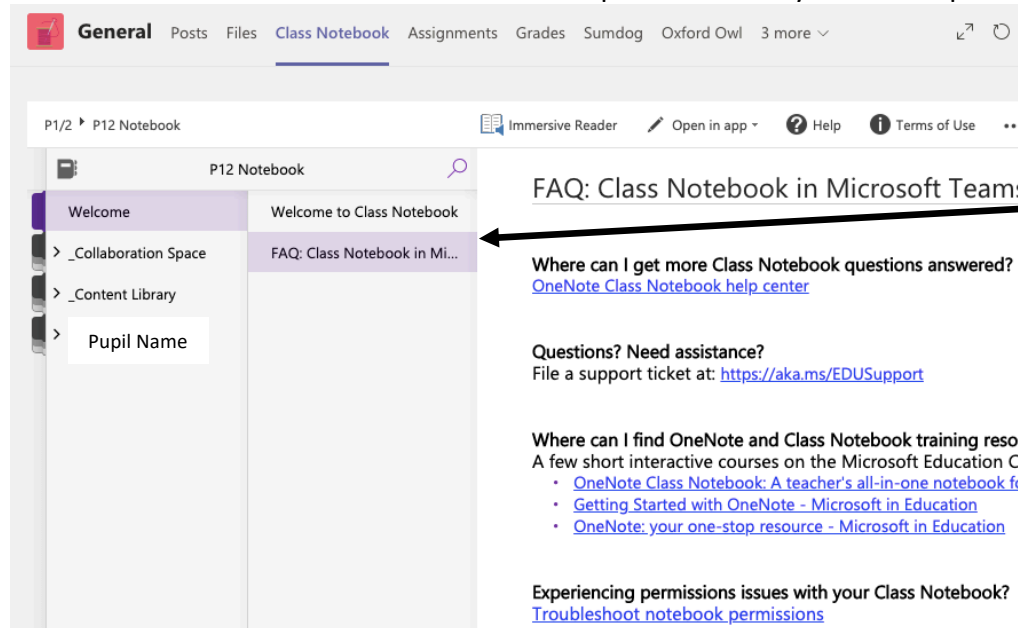
Typing on the line at the top of the page will rename that page. Can all pages be named with the date the work has been uploaded and a new page added for each new date please?
The space below the line is the notebook page. Tasks can be typed, or photographs uploaded here.



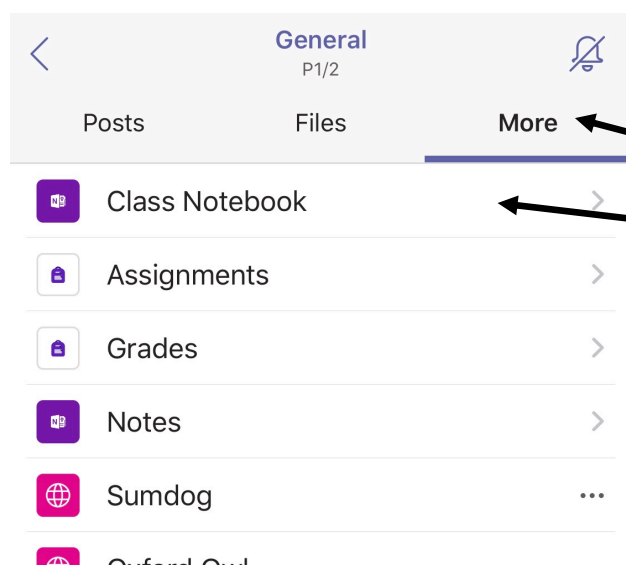
To upload a photograph, click on the picture tab and add from file or camera.



There is also an FAQ section which should help to answer any technical questions.



Uploading photographs from a phone or tablet can be done through the app. The Class Notebook is in the “More” section on the Team.



For those parents using the Teams app and have more than one child logged in, you should be able to access the pupil notebooks for all children logged in.