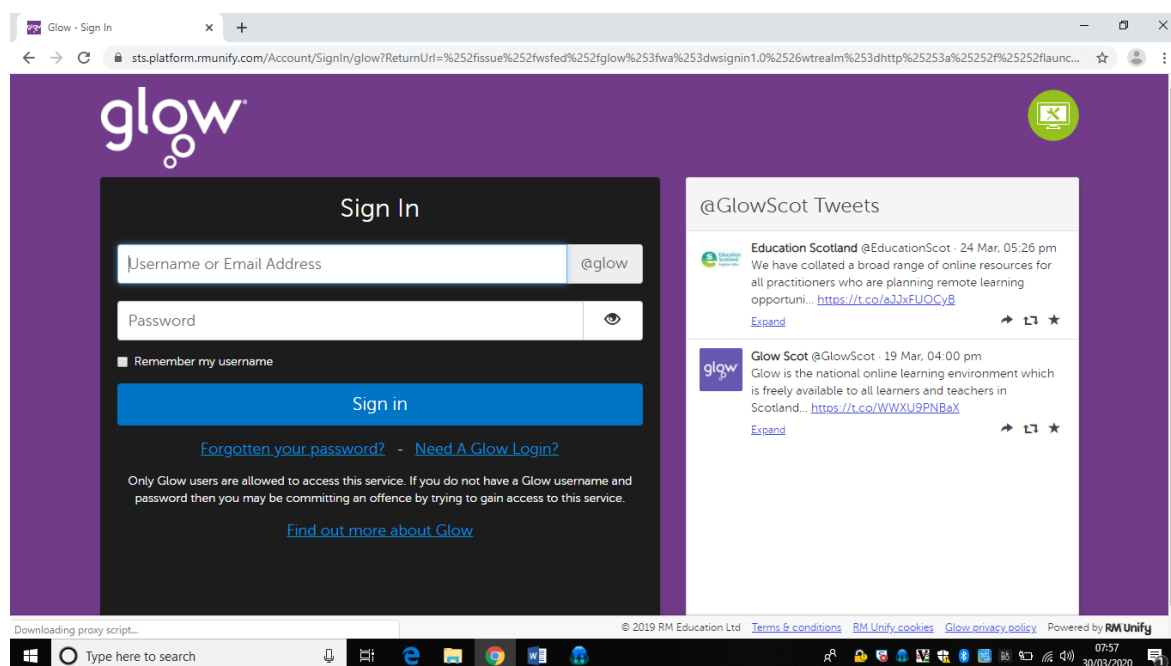NORTH
LANARKSHIRE

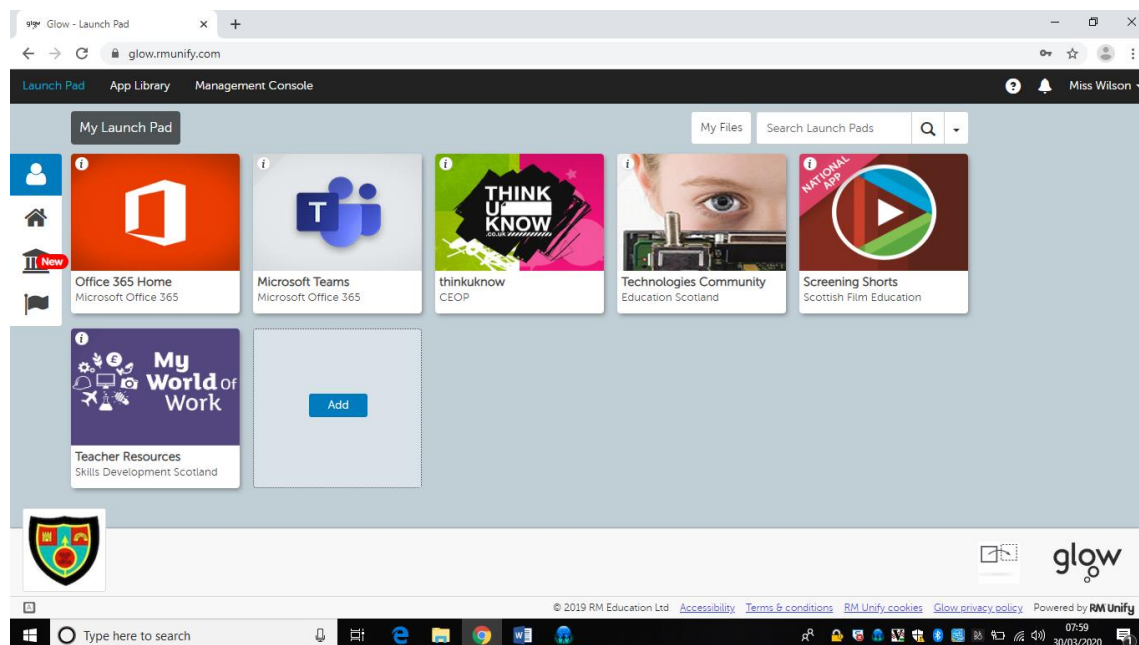# DIGITAL SCHOOL LEARN HERE

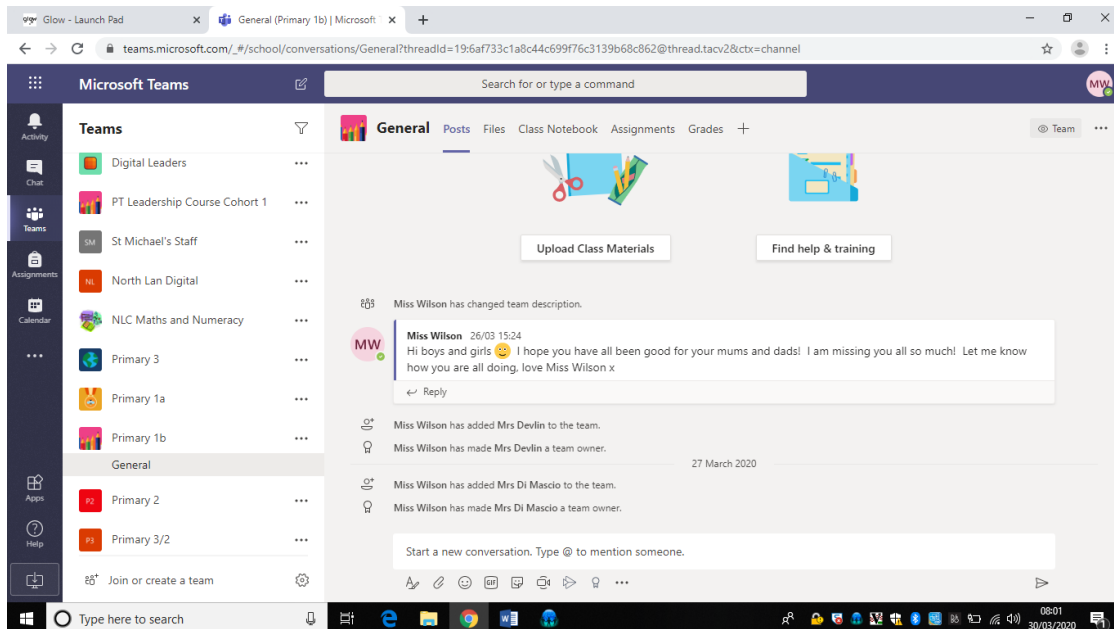How to Upload Files to Teams

A Teacher's Guide

LEARN HERE

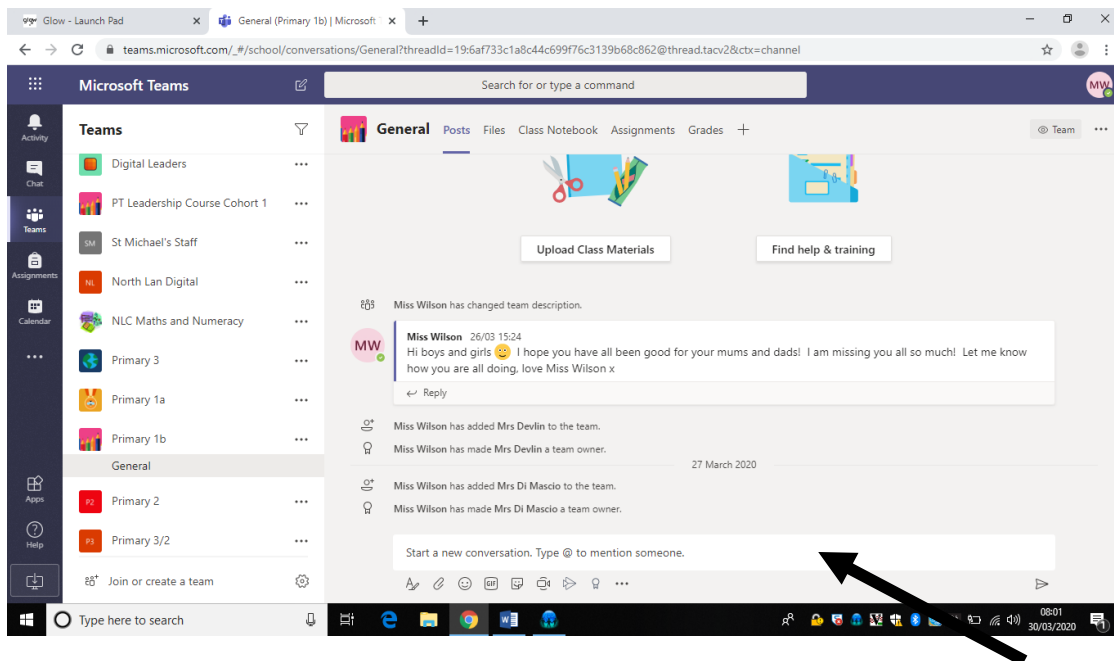1. Search for Glow in your internet browser and login with your username and password.



2. Select the TEAMS app tile from your 'my launch pad' on the left hand side of the screen (the wee person icon).
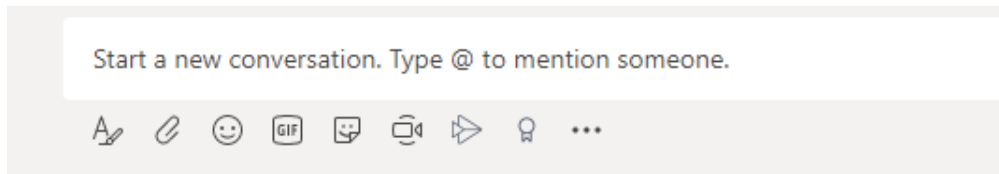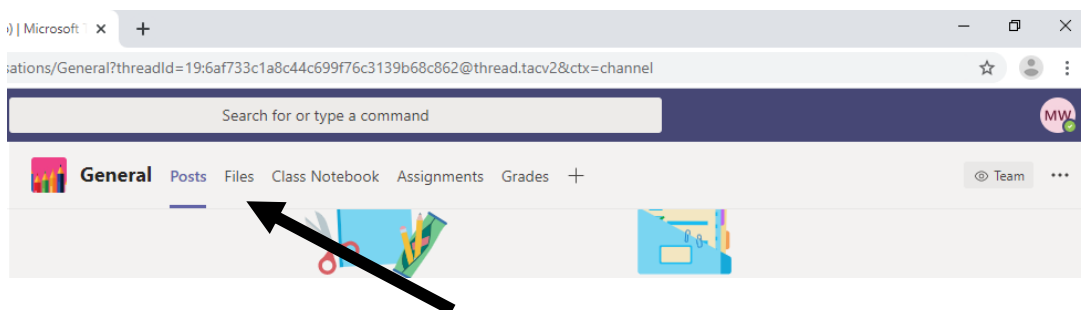
3. Select your TEAM.



4. You can add/reply to messages using the 'Start conversation' white ribbon at the bottom of the screen.
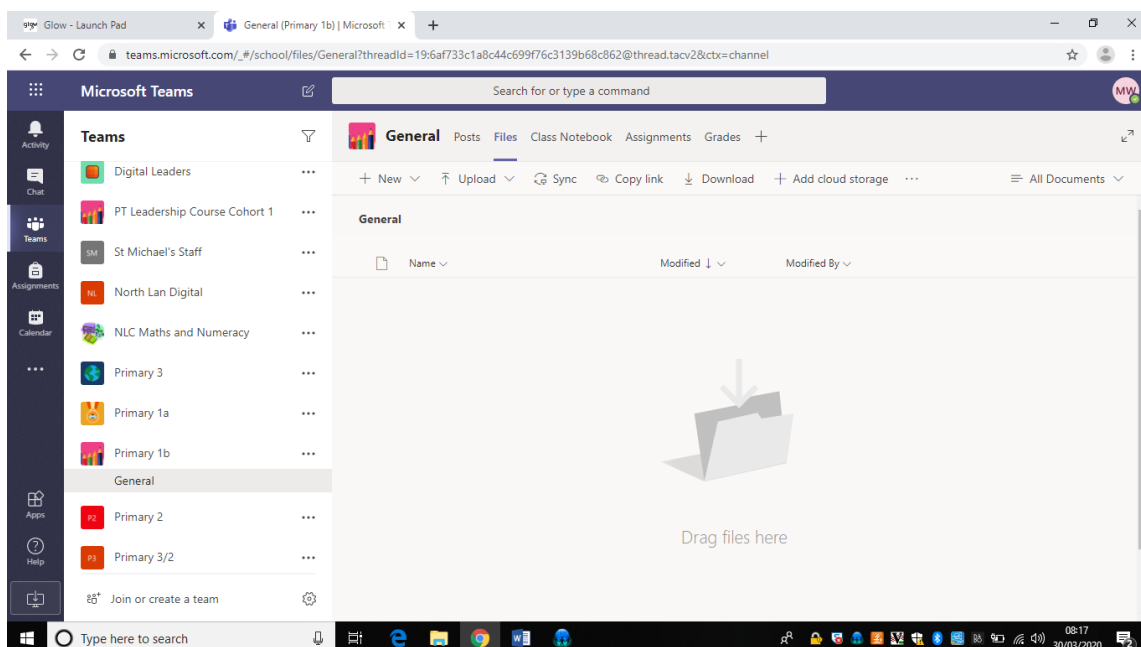
5. The icons at the bottom of the ribbon allow you to change your font size/type, attach a document, add an emoji/gif, sticker, create a video call etc



6. To 'add a file,' select the file button at the top of the screen.



7. Your screen should look like this.

8. You can use the 'upload' button to add files. You will be given the option to load a file or folder. I would store your files inside the **CLASS MATERIALS** folder. This is a read only folder, children can download or print them, but in this folder, they cannot change things you have put on. If you make a folder outwith of this, children can change the original if you do not change the settings in SharePoint.
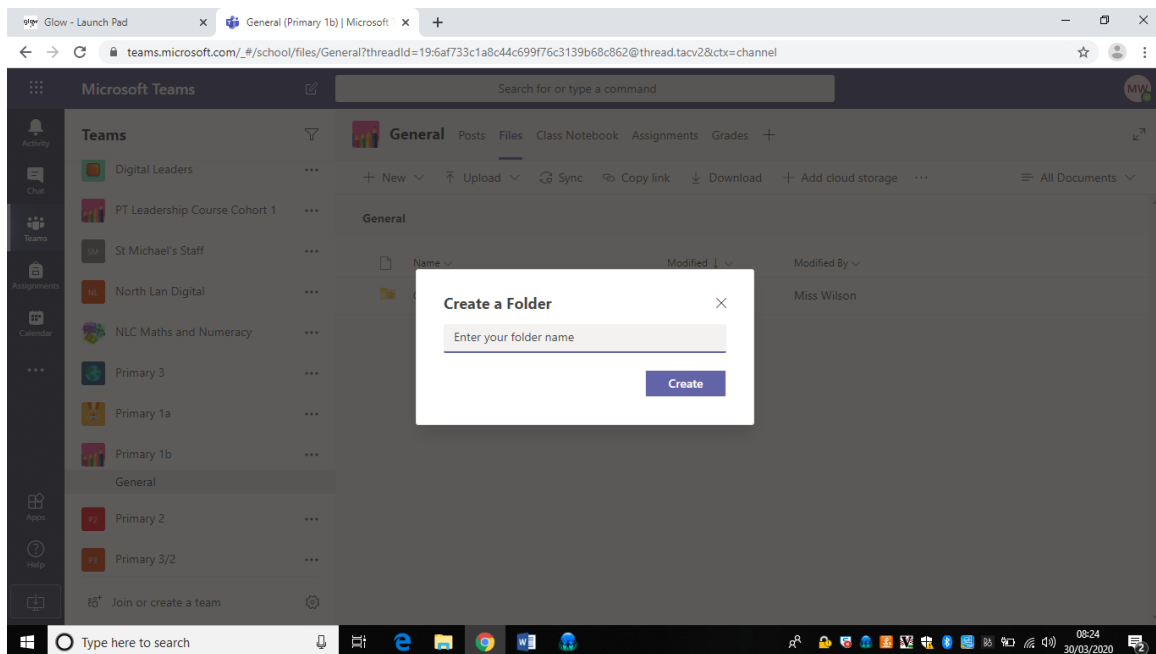
Select the file/folder you wish to upload from your computer from the location you saved it.
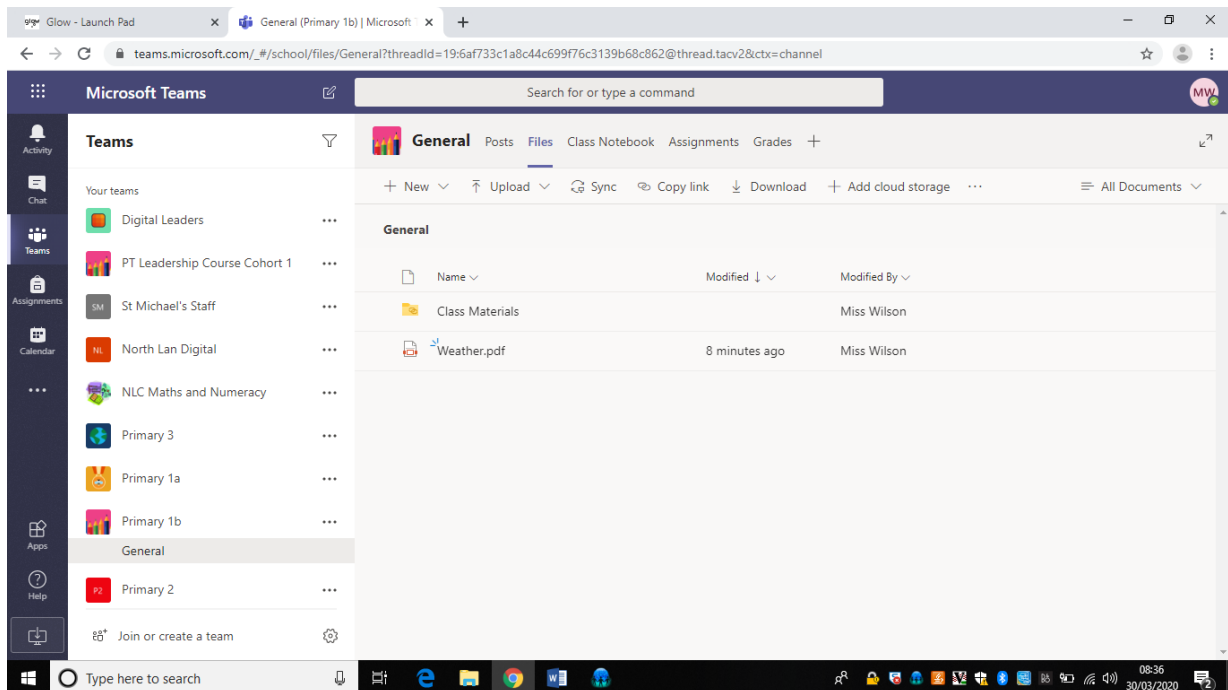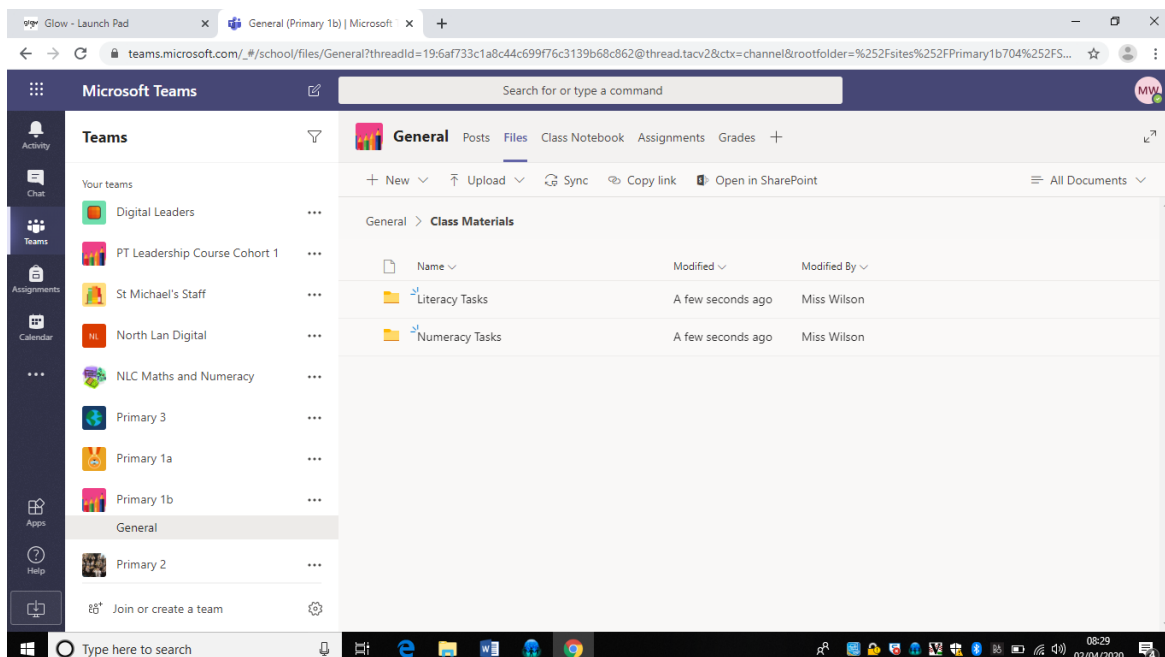


9. If you wanted to organise tasks into folders for groups, you could add a folder. You can add folders if you want, using the new button.
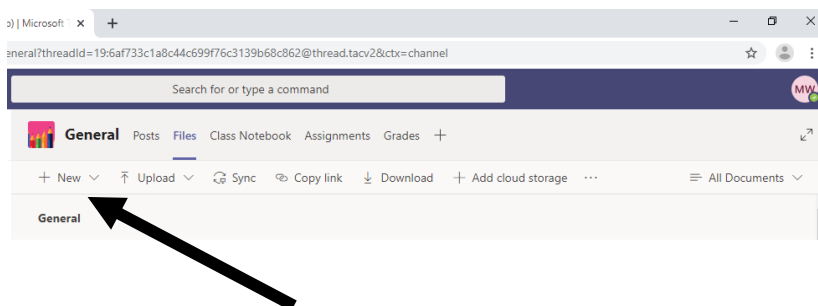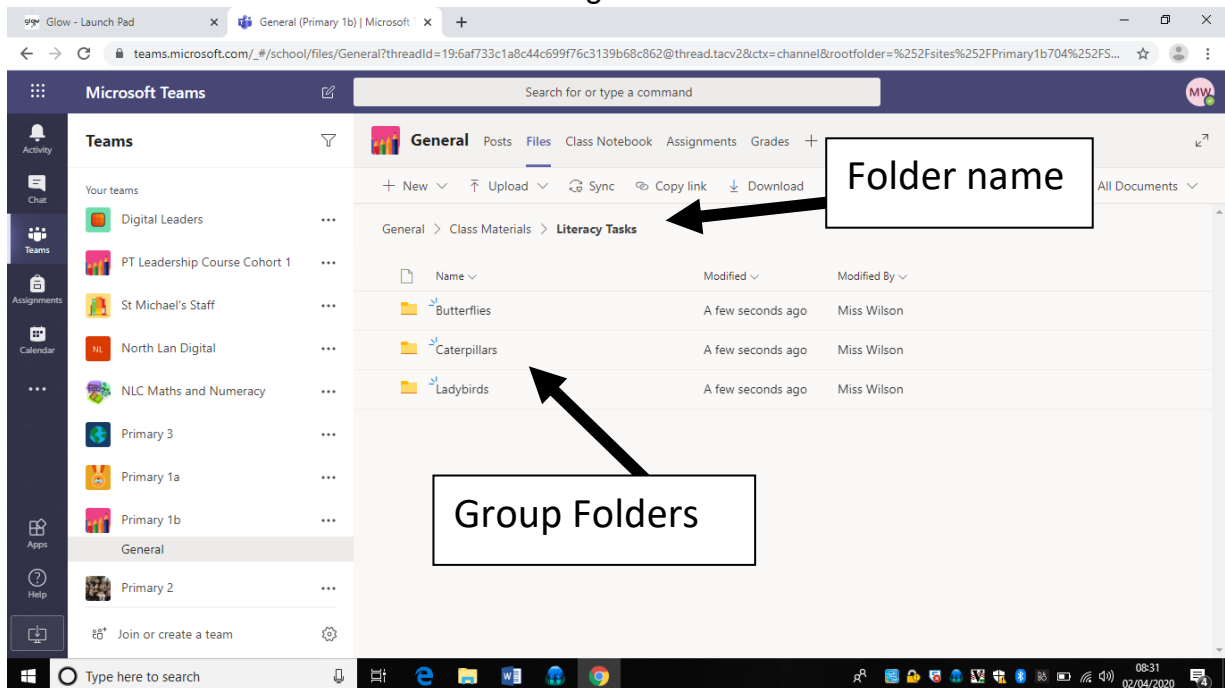
10. Name your folder.



11. Select your folder then add files in the same way.

12. You can make folders inside of folders e.g.



13. Click on the folder you want to upload files to, then use the upload button to add files to the folder.