DIGITAL SCHOOL LEARN HERE
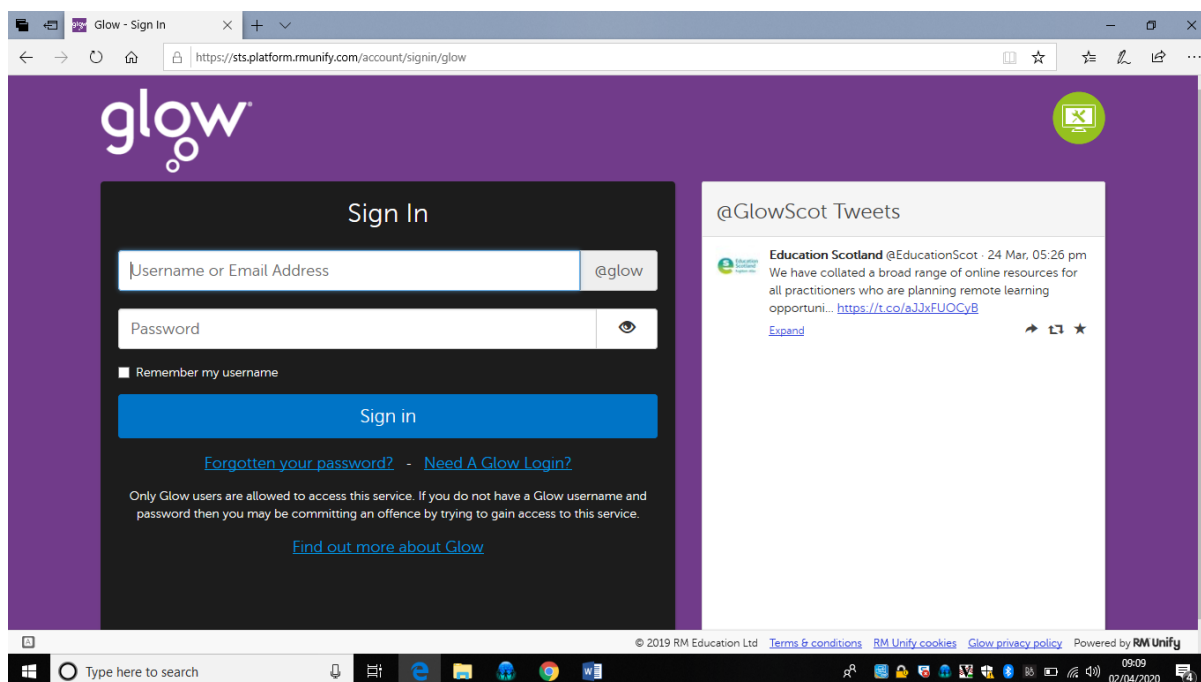
NORTH LANARKSHIRE

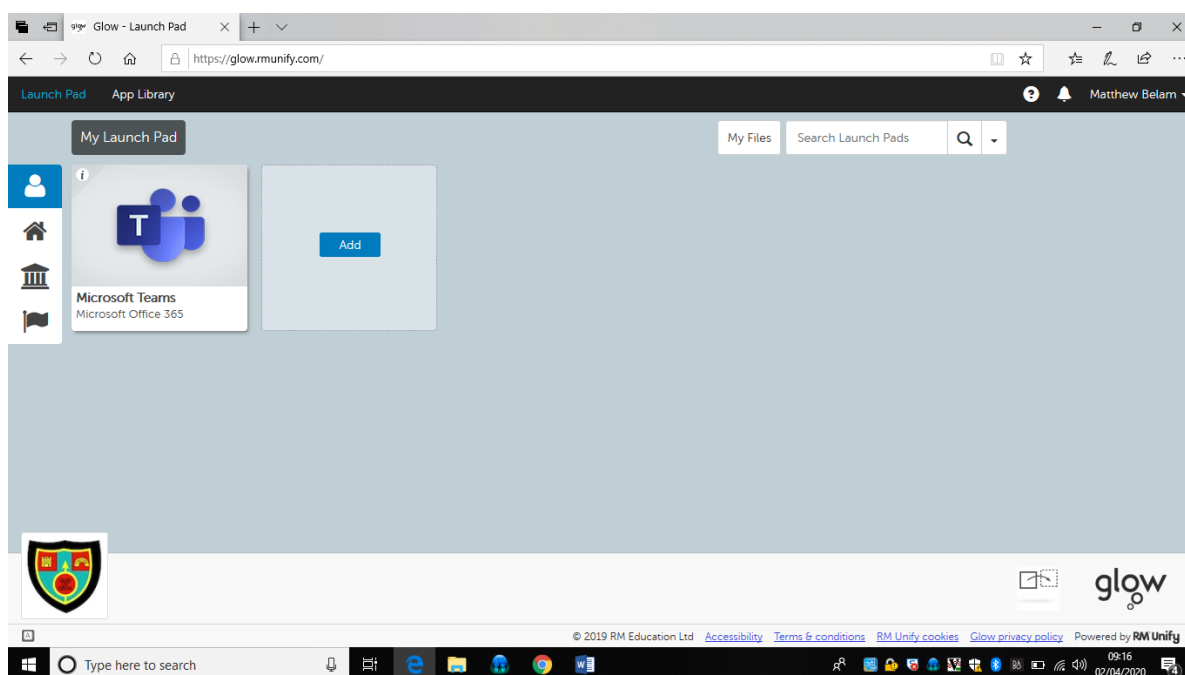Uploading Work to Class Notebook through Teams

A Pupil's Guide

LEARN HERE

Your teacher is the only person who can see your work and comment on it.

To access these through a computer/laptop, you can do this through Glow.
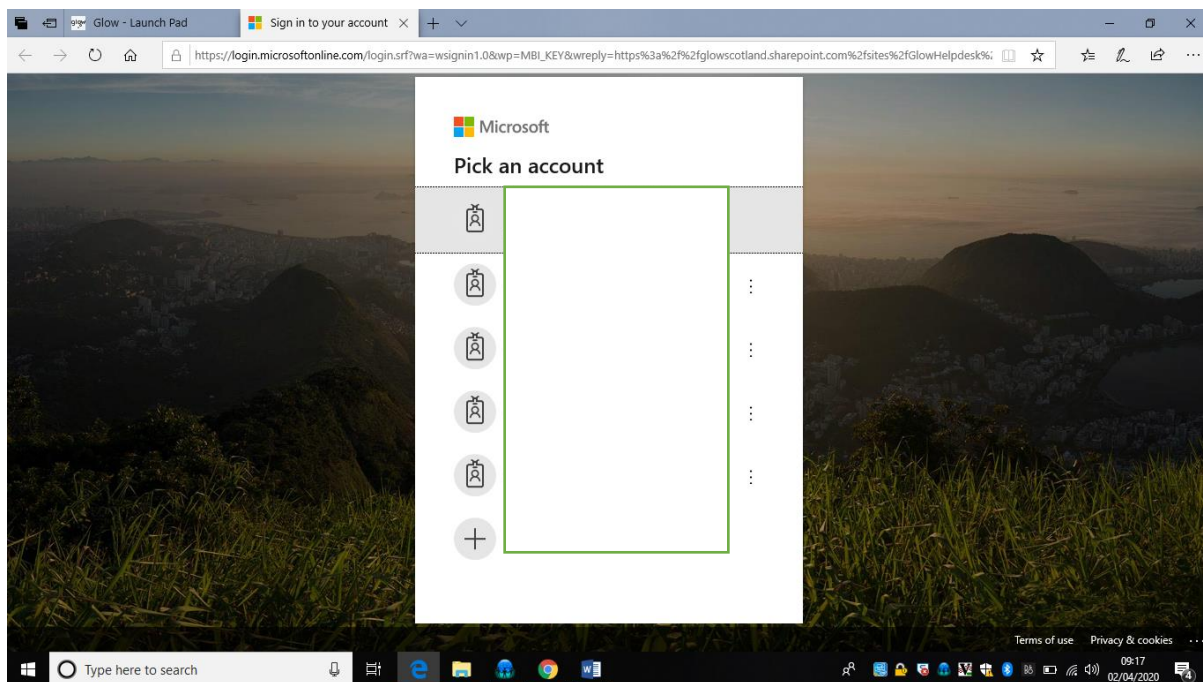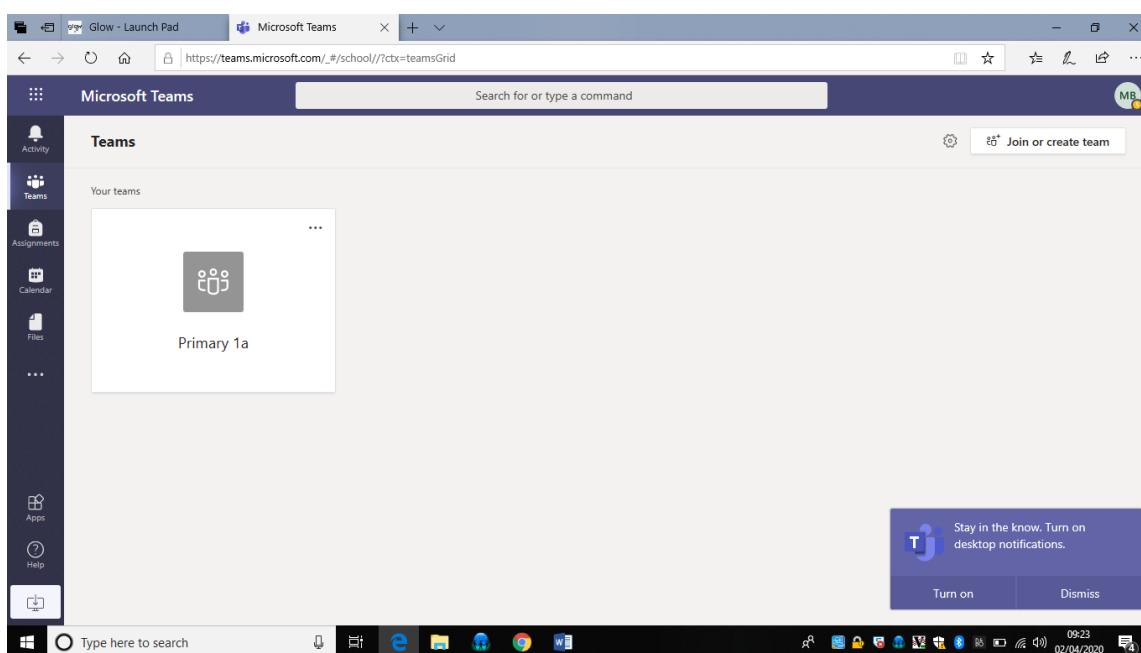
1. Google Glow and enter username and password.
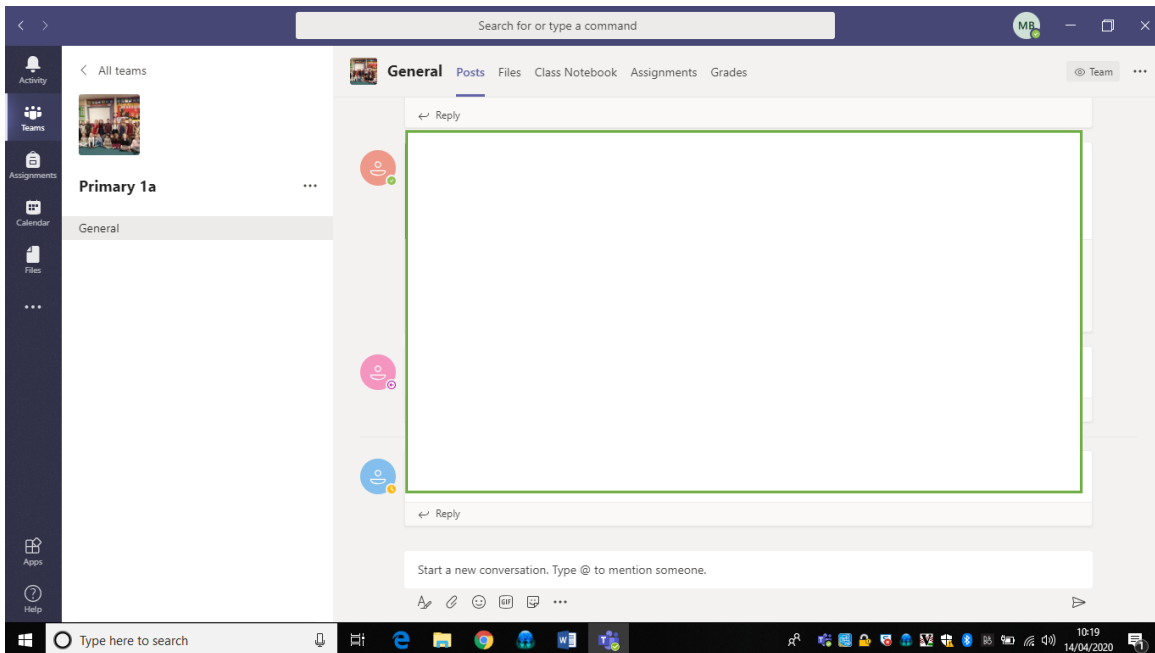

2. Select the TEAMS app

3. Depending on the web browser you are using, you may be asked to sign in again. If you do not appear on the list, use your full username e.g joebloggs@glow.sch.uk in the add another user.
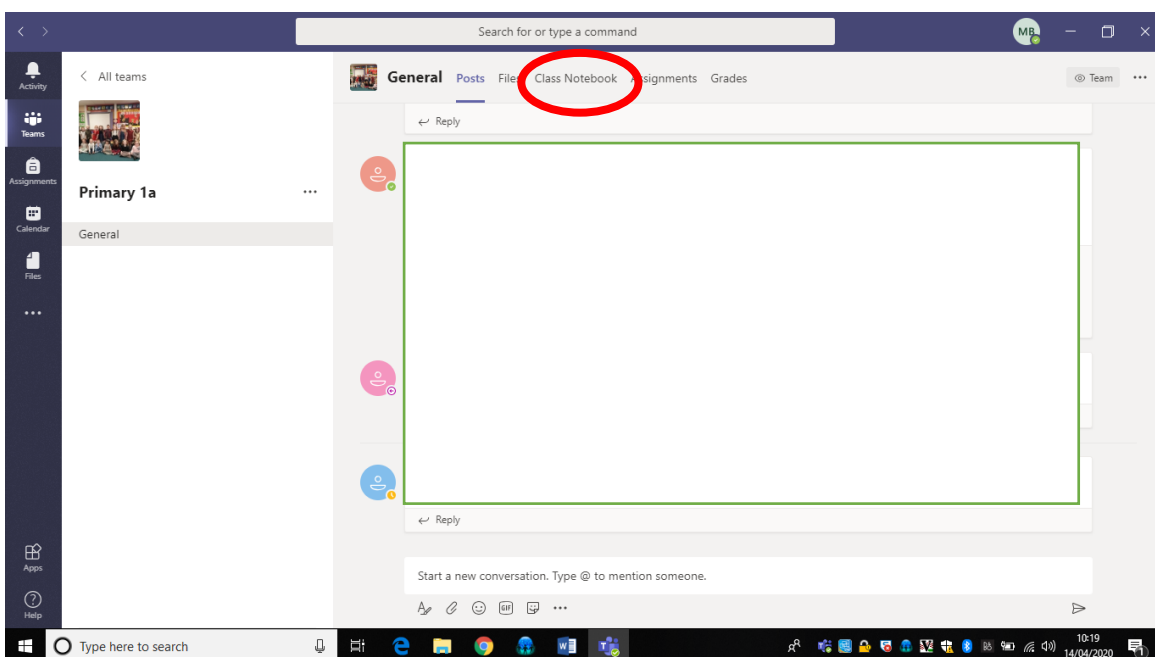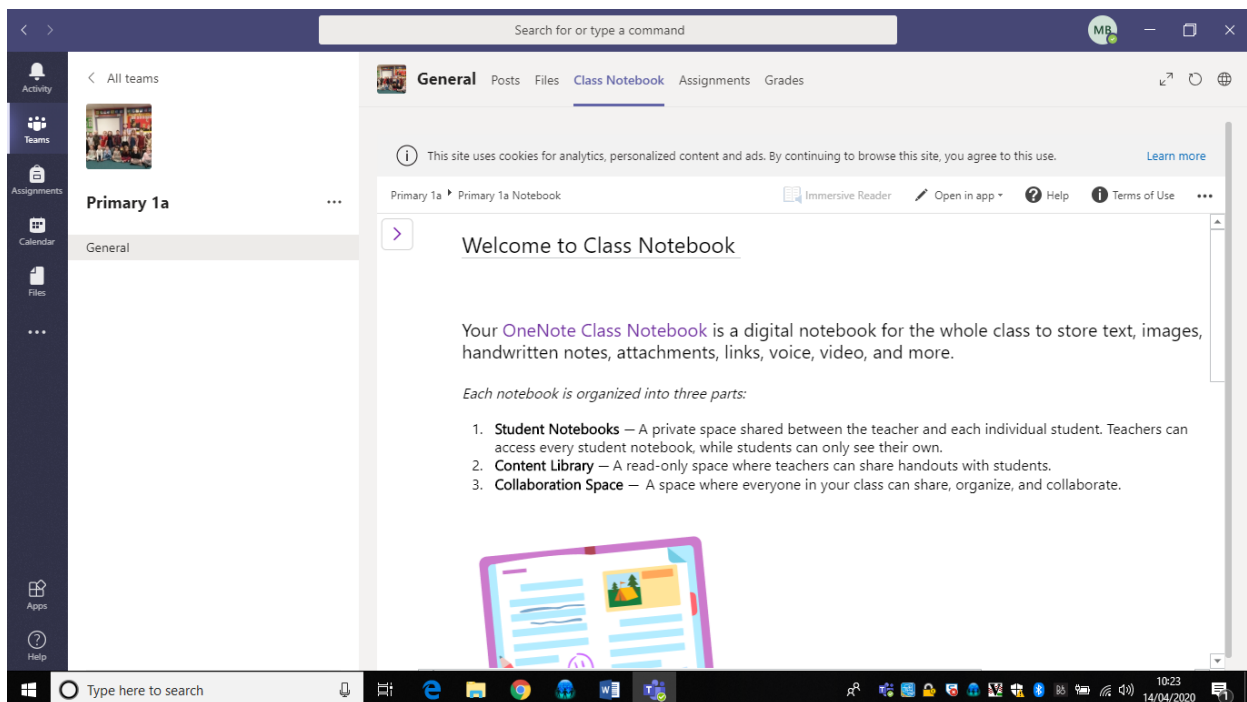

4. Your TEAM should then appear.

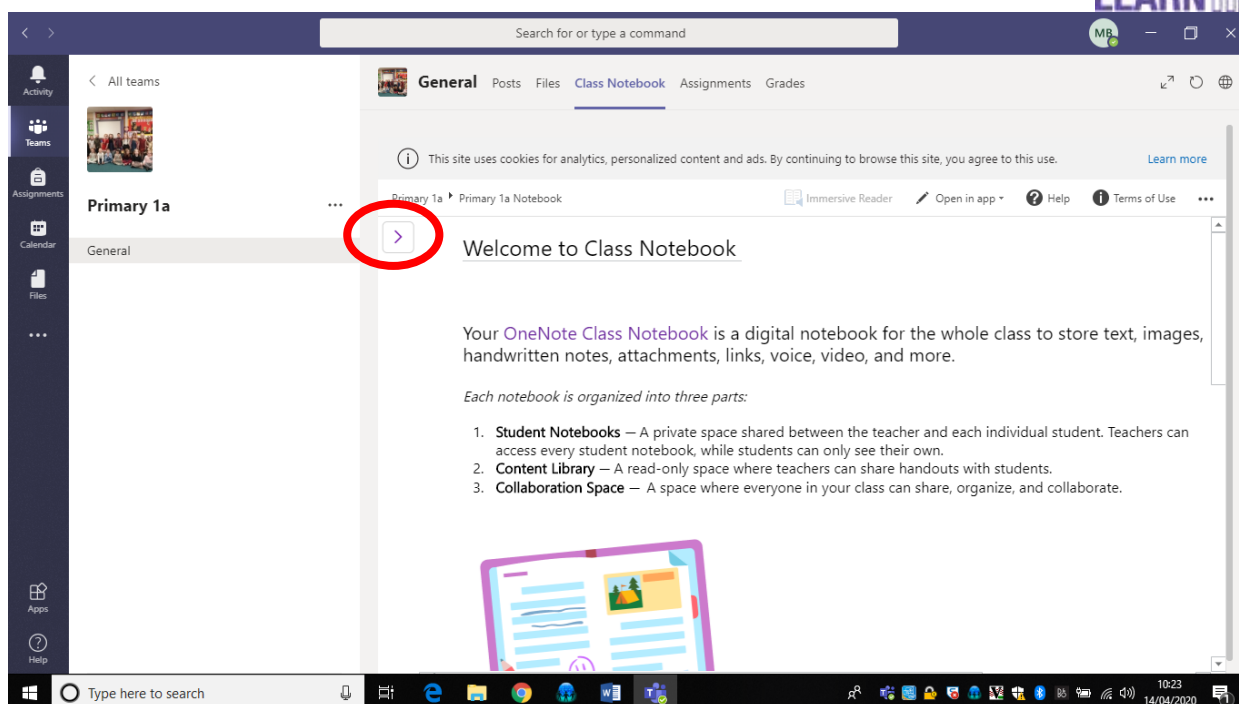5. Click on your team and you should see this.

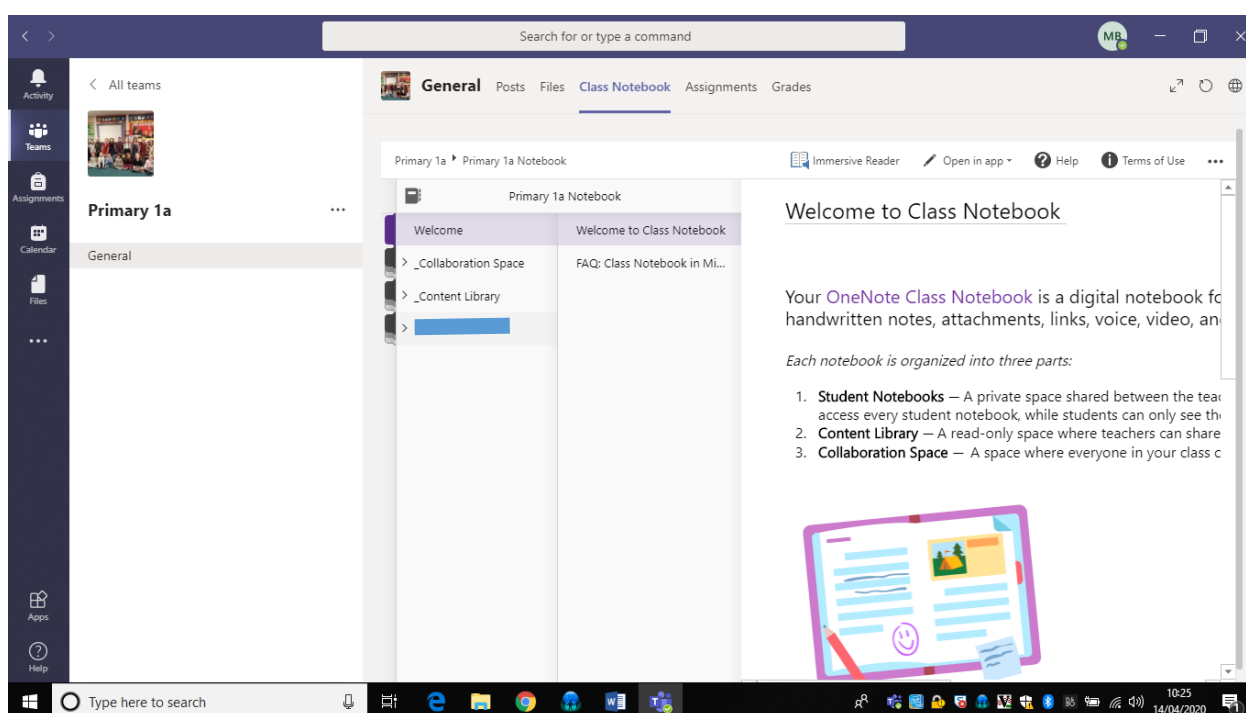6. Click on the 'CLASS NOTEBOOK' section. Here is where you can upload your work.

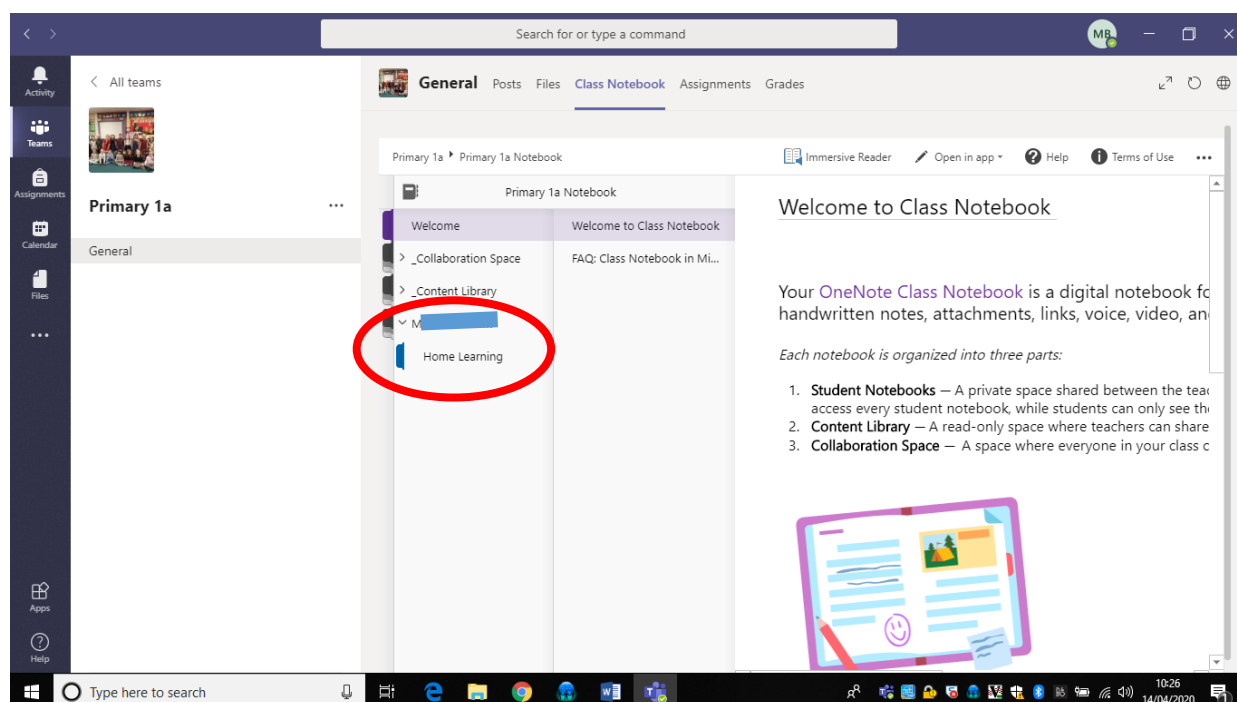7. Once your Class Notebook it opened, it should look like this:

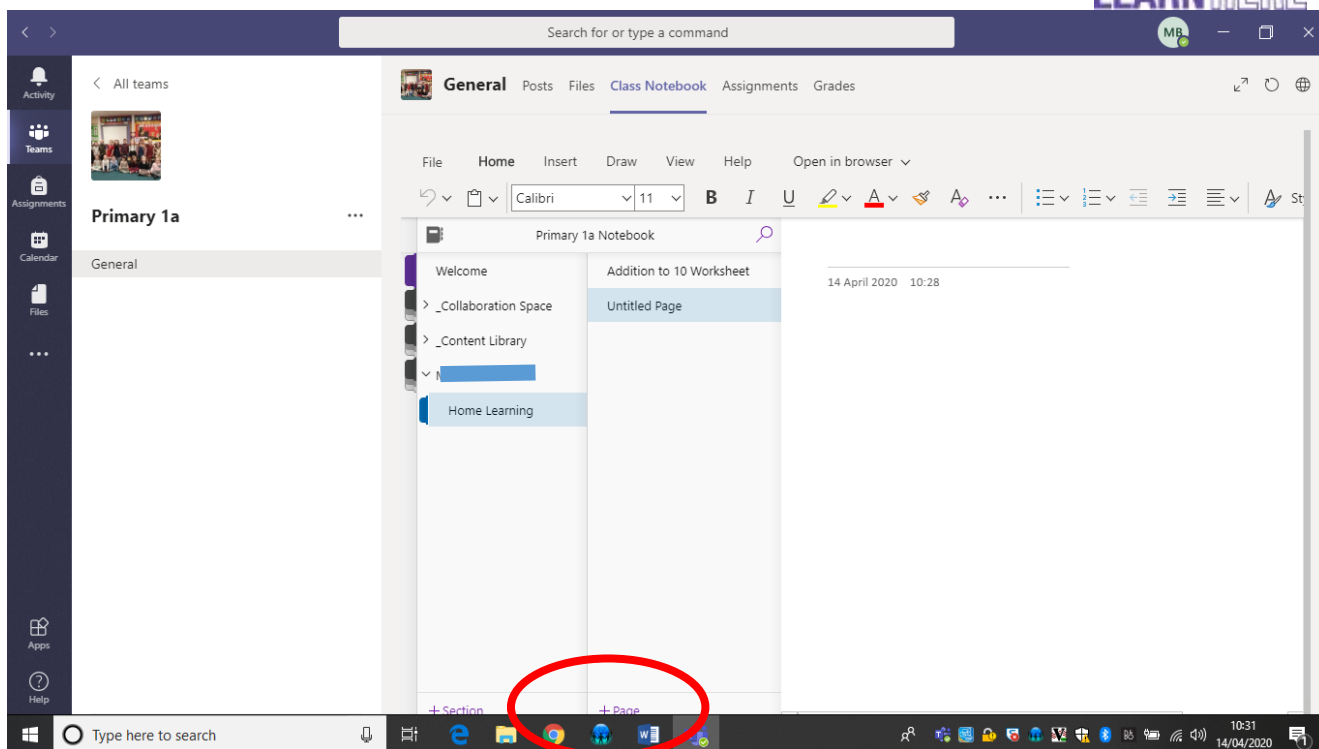8. Click on the > as shown by the red circle.
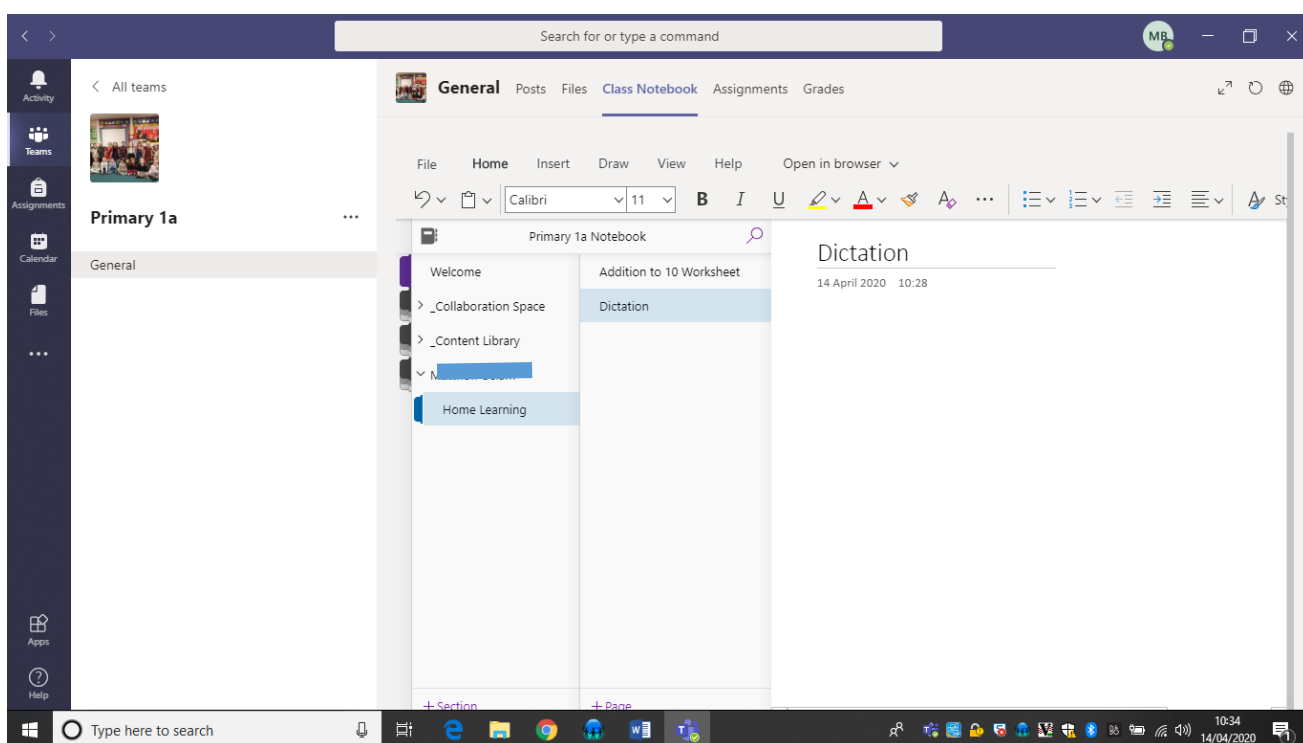
9. You should then see this:

10. Click on your name, then the folders your teacher has created for you should appear.
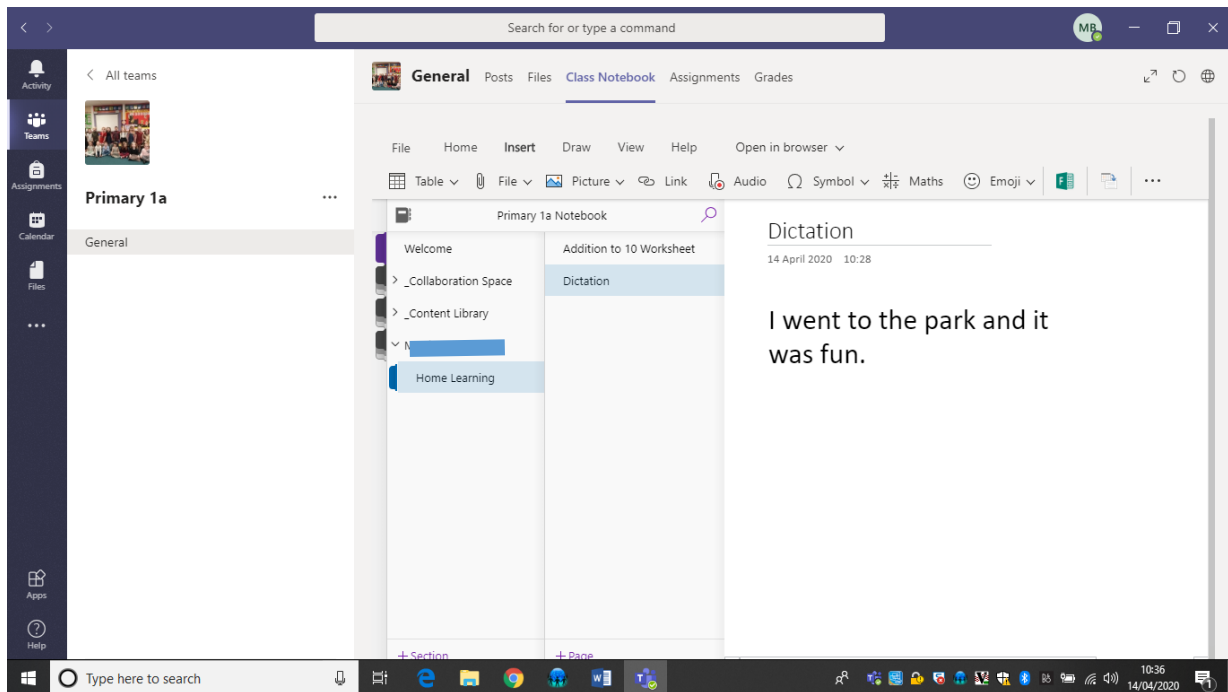

11. To add work, click add page.

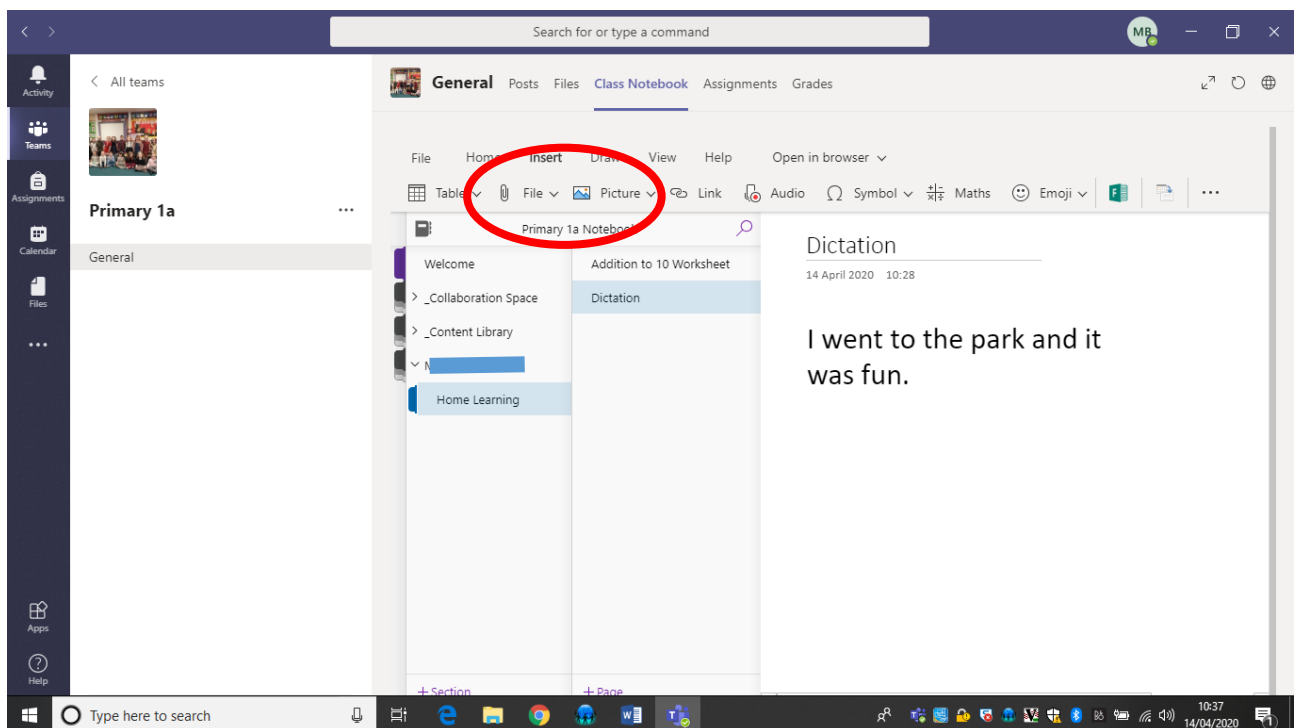12. Give your page a title and date e.g. Dictation 23.08.20

13. From here, you have a few options. You can either type on the blank page (you can use this like an ordinary word document, change the font, size etc)
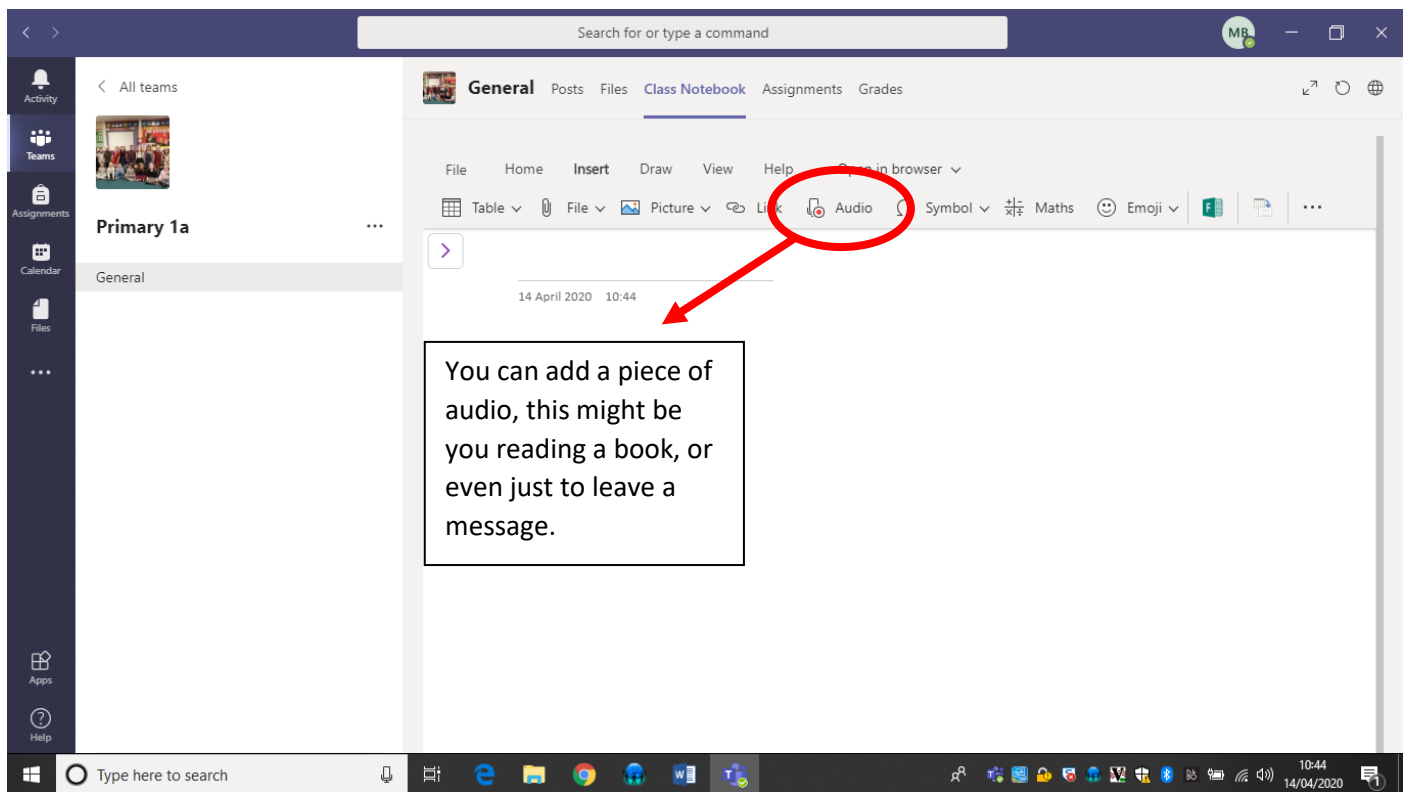

Or

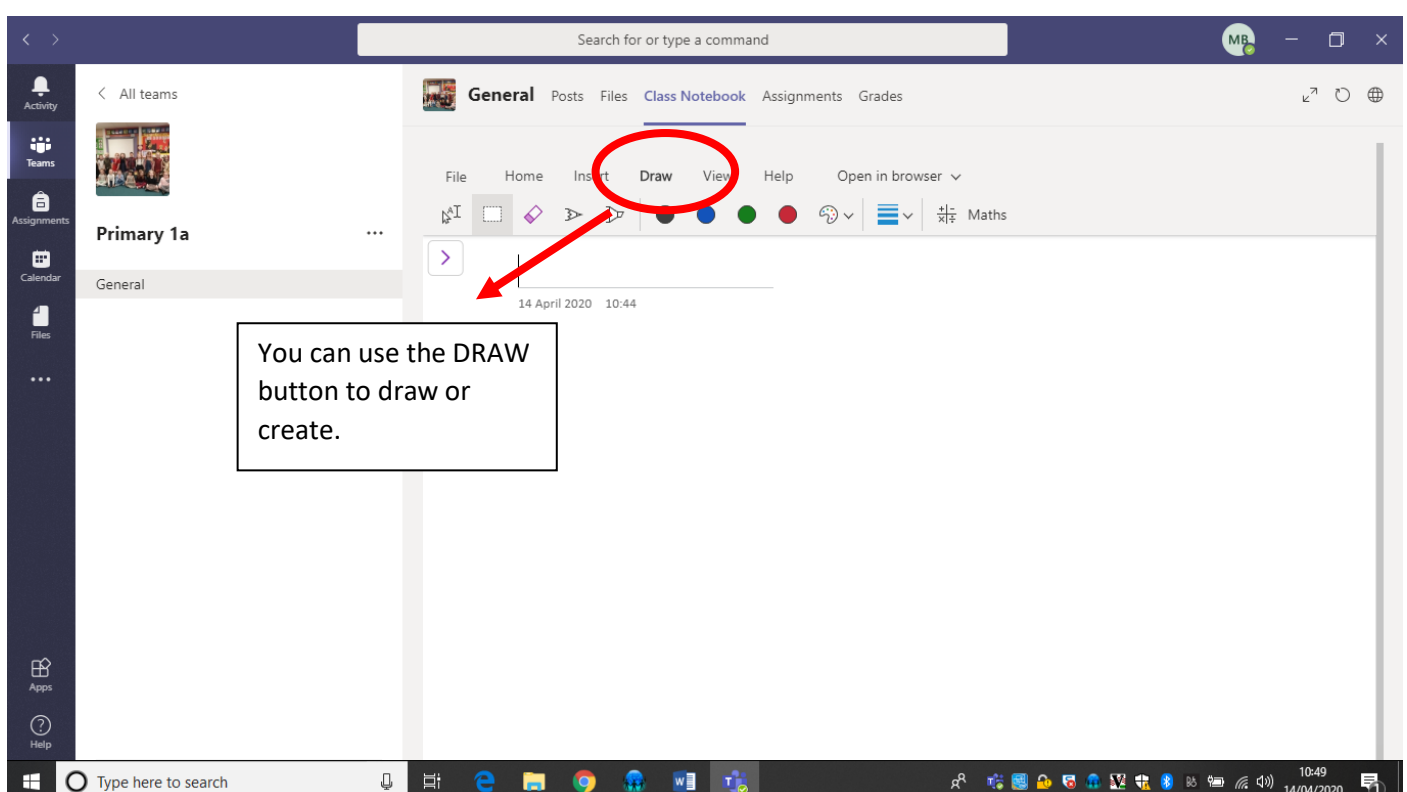Use insert to add a file or picture.

You can upload a file you have created, a picture of the work you have done on a piece of paper/in your jotter etc.

Other useful functions of the Notebook

You can add a piece of audio, this might be you reading a book, or even just to leave a message.

You can use the DRAW button to draw or create.