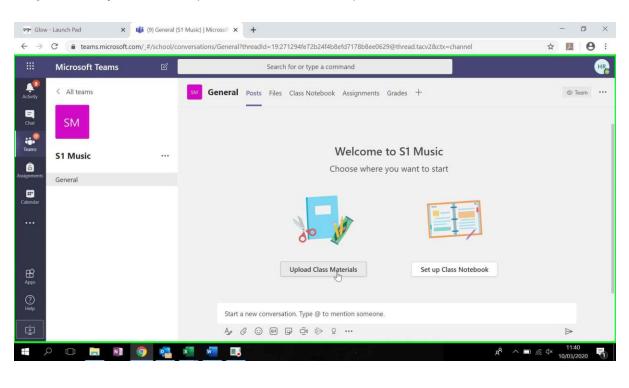
## Glow - Microsoft Teams

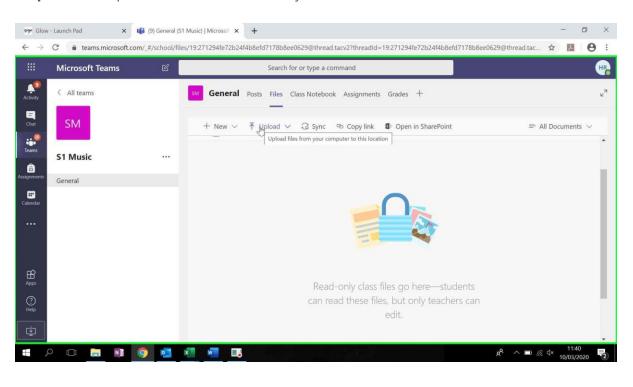
Uploading Files Quick Guide



**Step 1:** When you want to upload resources, click "upload class materials":

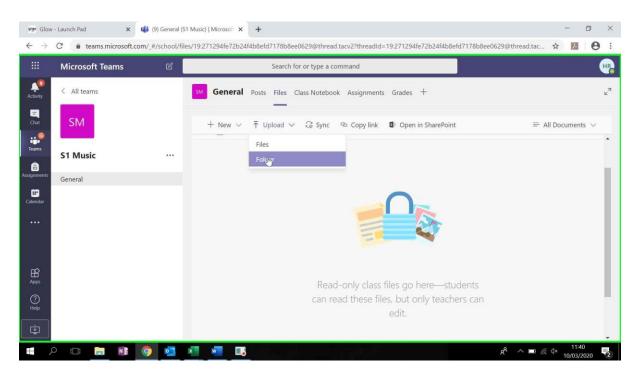
Step 2: A template folder is available called Class Materials. Click to enter this folder:

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**Step 3:** Click "Upload" to choose files from your PC:

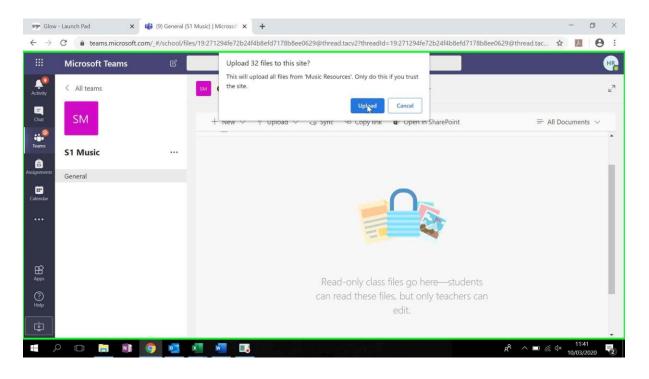
**Step 4:** You can upload individual files, or complete folders that are already on your PC/Shared Drive:



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**Step 5:** Select the folders you need from your PC drive and click "upload":

**Step 6:** A message will appear to confirm the volume of files you wish to upload – click "upload":



**Step 7:** You will now see a copy of your folder and a status wheel to indicate that your files are uploading:

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**Step 8:** Clicking on the status wheel will tell you how far along each upload is. Some files will upload quicker than others depending on their size:

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**Step 9:** When the upload is complete, a message will appear to confirm:

**Step 10:** Your resources can now be seen by anyone who has access to your classroom:

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