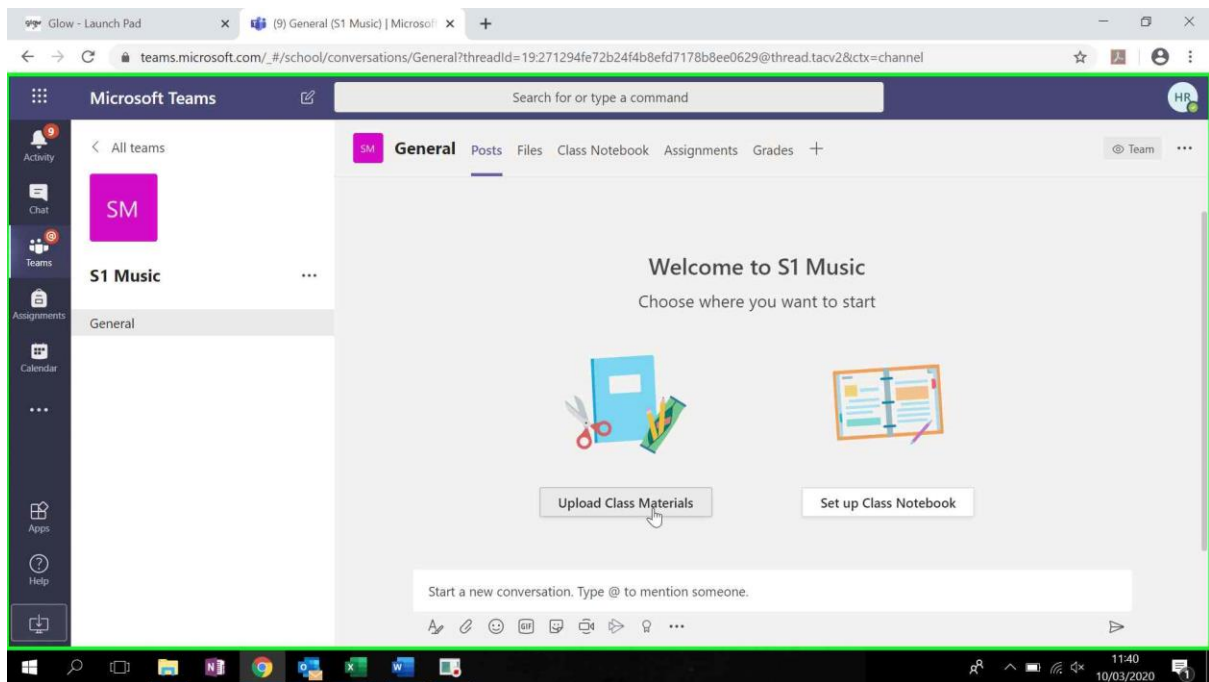


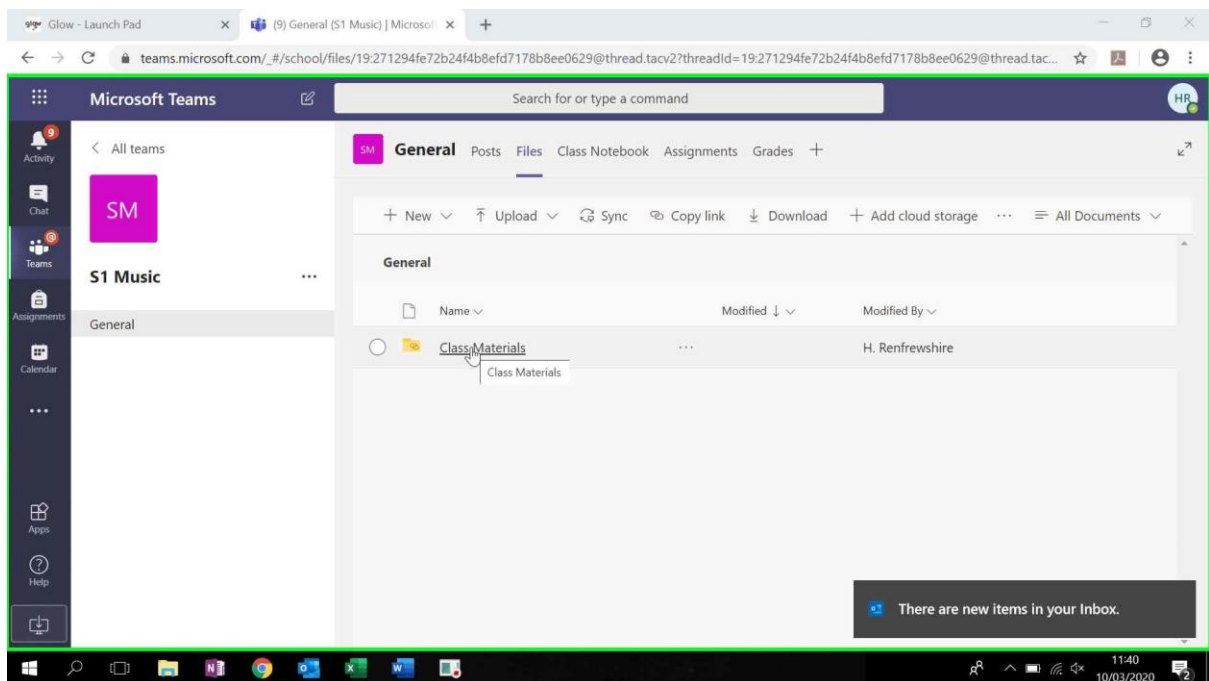
# Glow - Microsoft Teams

## Uploading Files Quick Guide

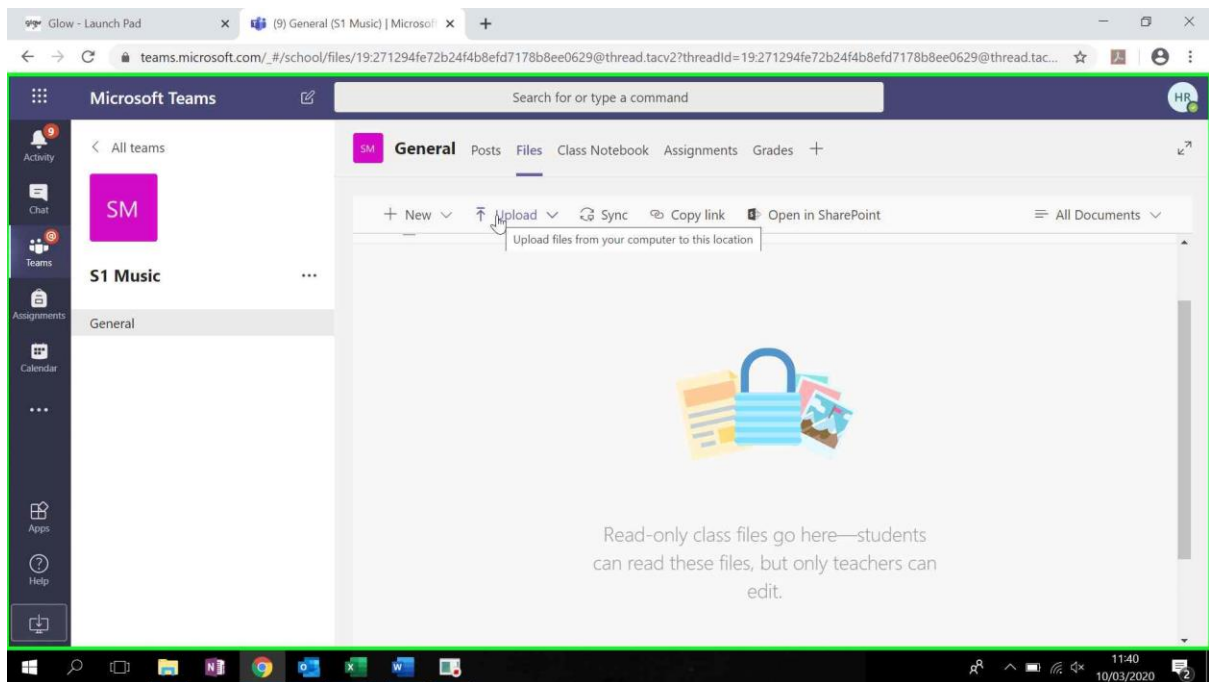
**Step 1:** When you want to upload resources, click “upload class materials”:



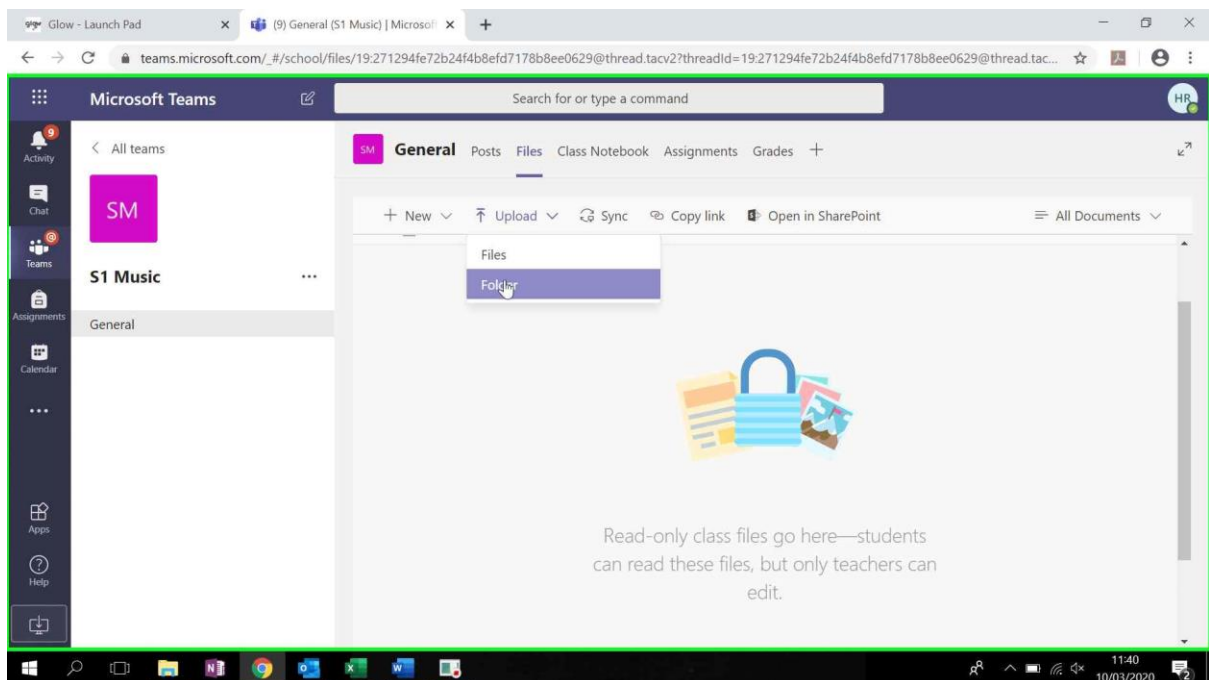
**Step 2:** A template folder is available called Class Materials. Click to enter this folder:



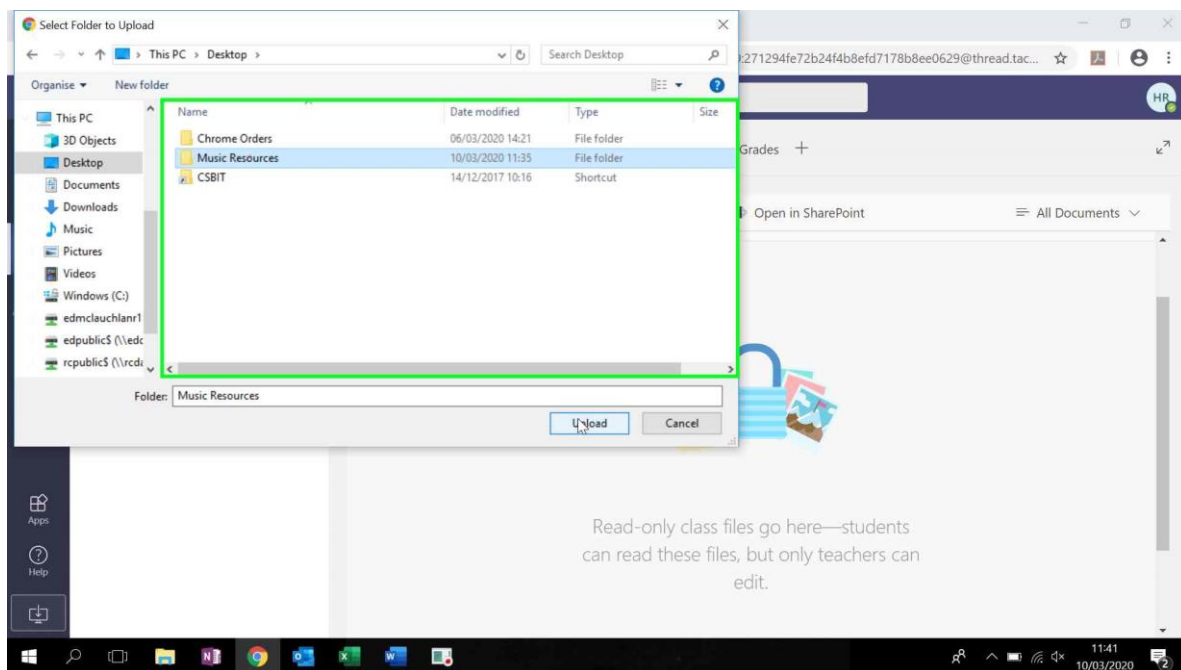
**Step 3:** Click "Upload" to choose files from your PC:



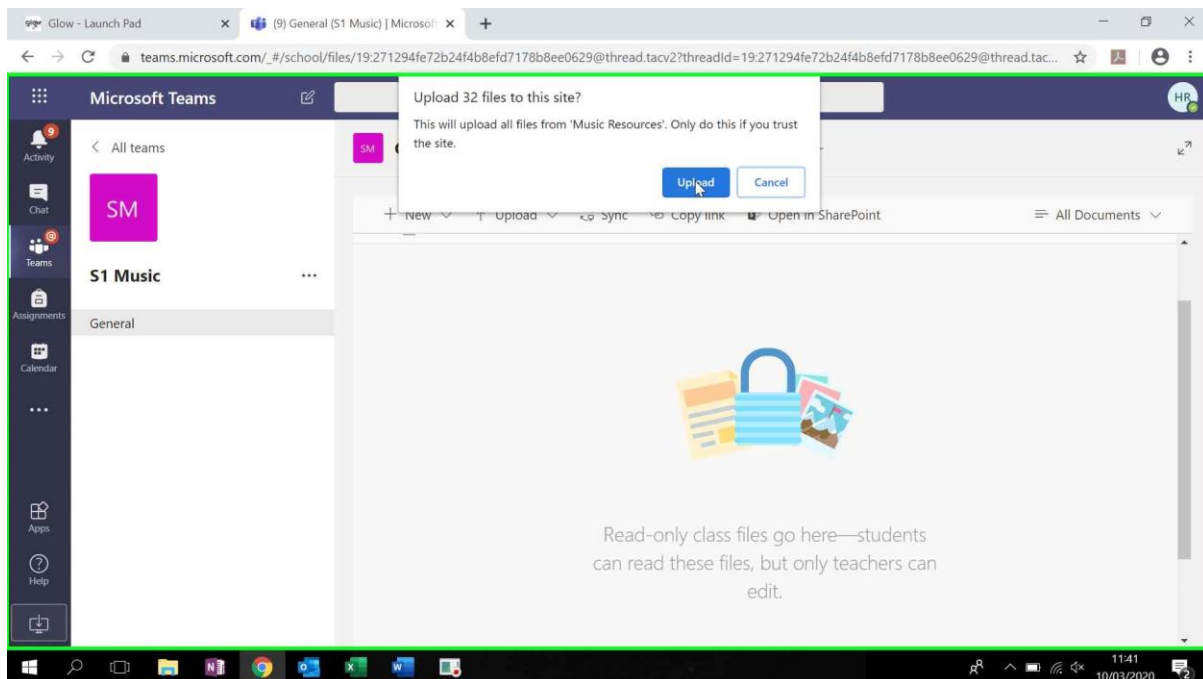
**Step 4:** You can upload individual files, or complete folders that are already on your PC/Shared Drive:



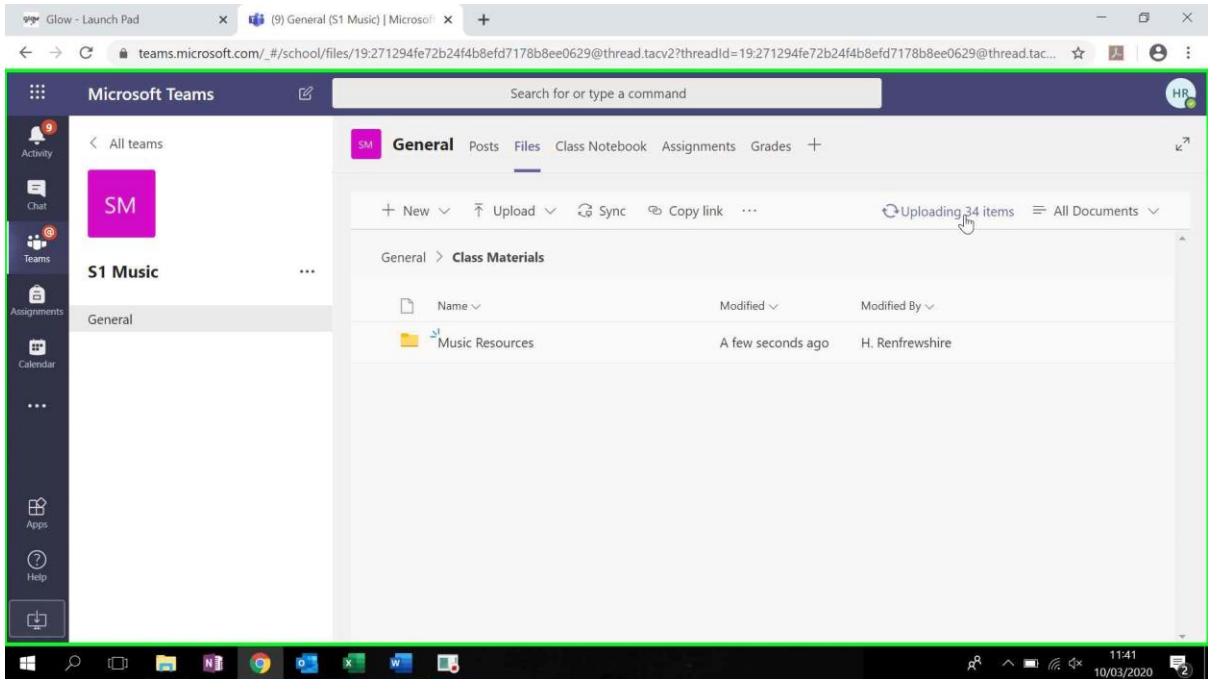
**Step 5:** Select the folders you need from your PC drive and click "upload":



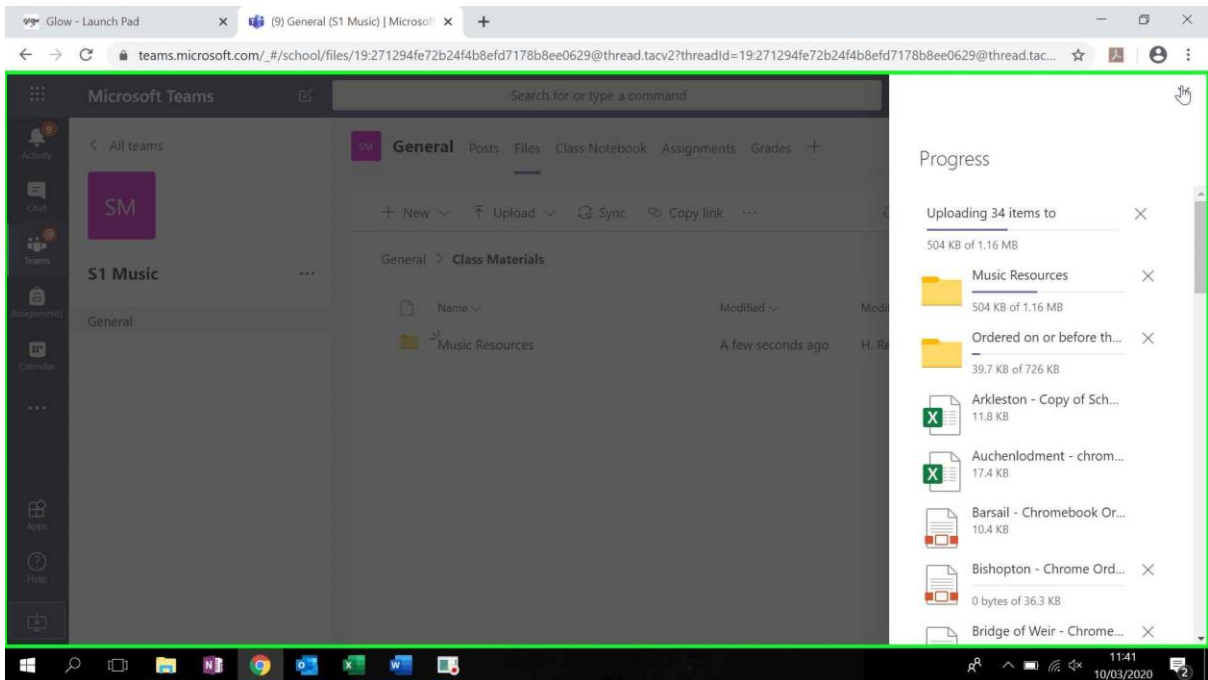
**Step 6:** A message will appear to confirm the volume of files you wish to upload – click "upload":



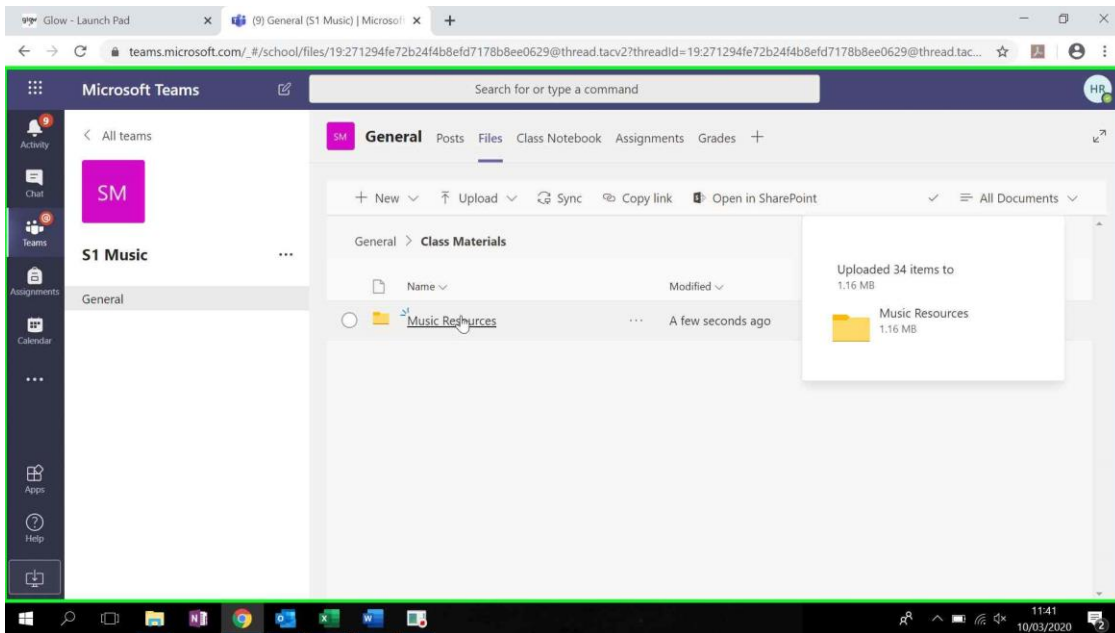
**Step 7:** You will now see a copy of your folder and a status wheel to indicate that your files are uploading:



**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:



**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:

