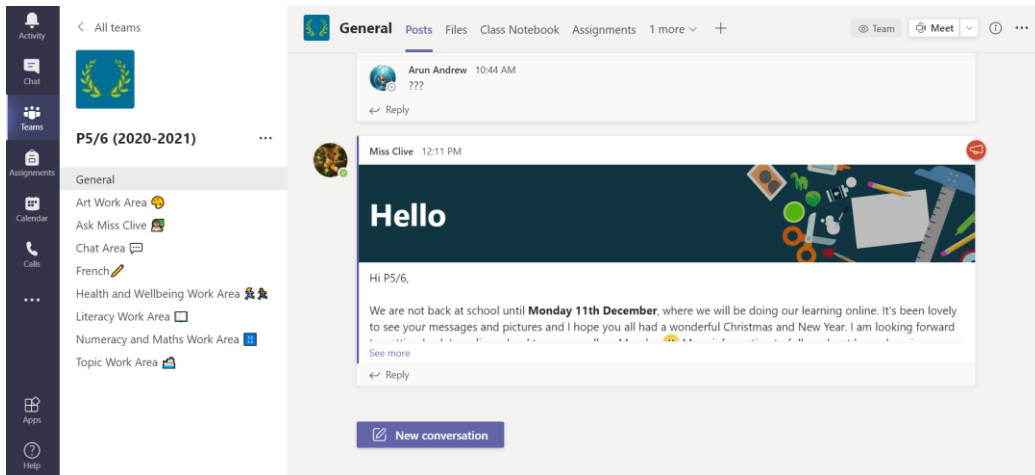


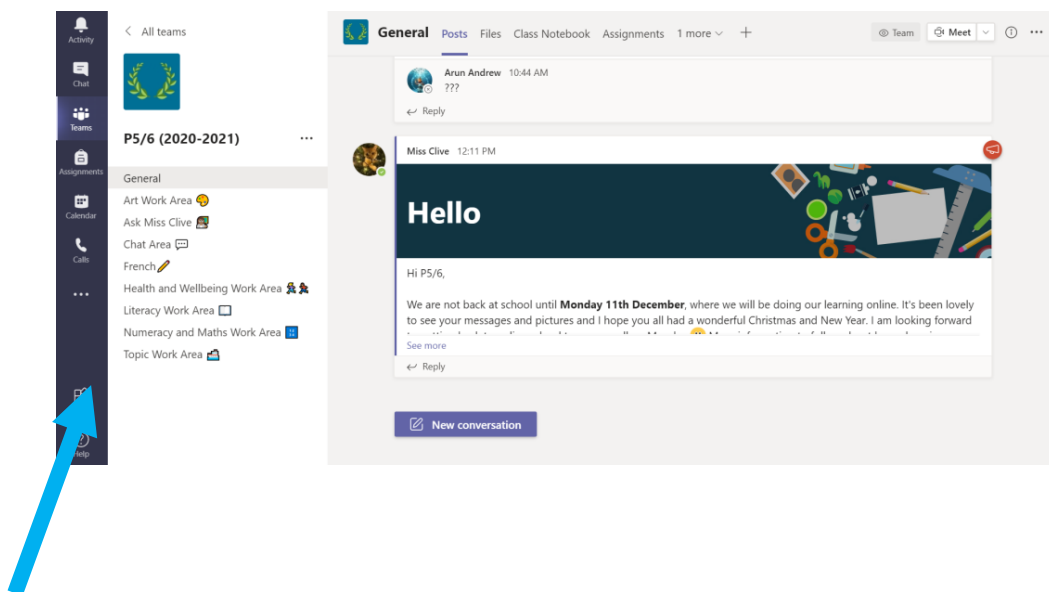
TEAMS Guide - Posting Work

Step 1

When you open up your teams page it should look like this. You will see the place 'General' where you have posted comments before. We now have different places to post our work so that our teams page stays organised and I can see all of your amazing work!



Step 2

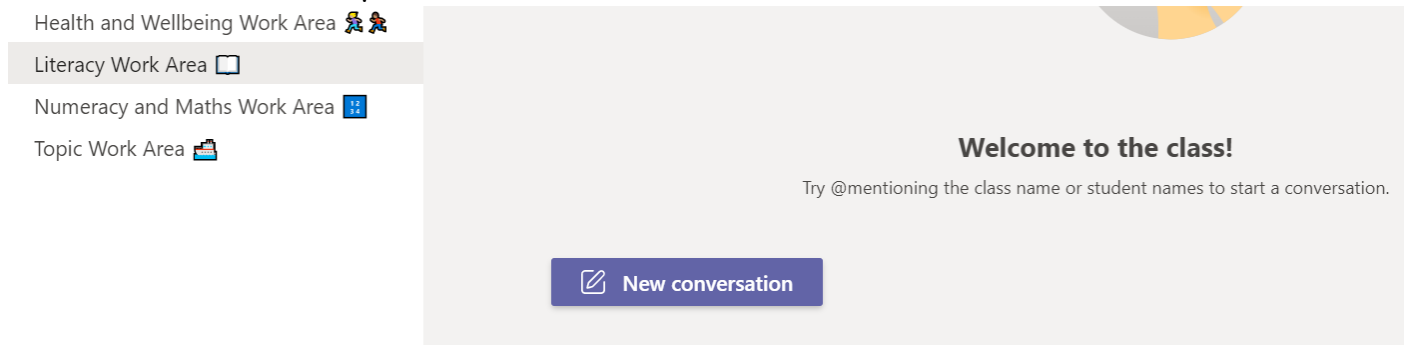


You will now see that there are new sections to our Teams page (as shown with the blue arrow). This is where you will post work that you have taken a picture of to upload. For each subject that we do e.g. Literacy, Maths, Art there is an area for you to upload it to.

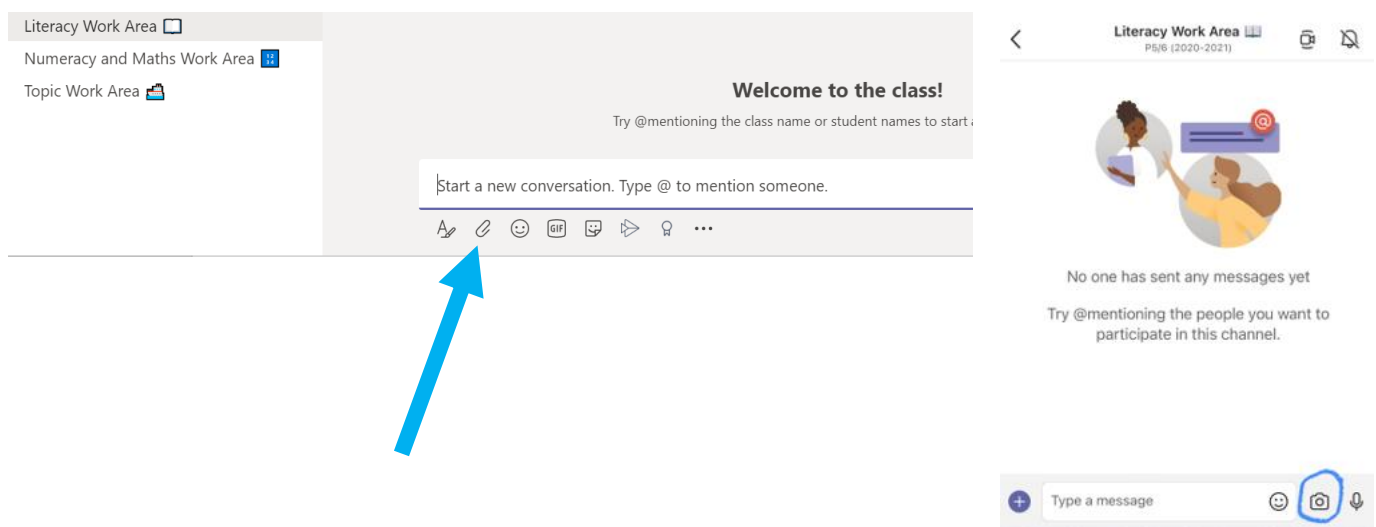
Step 3

Once you have completed a piece of work you would take a picture of it and look for the area that it should go in (just ask me if you are not sure and don't worry if you put it in the wrong one). The steps below will show you how to upload a picture.

1. Click on the area and press **new conversation**.



2. Click on the paperclip (**shown with the arrow**) if you are using a laptop or chromebook, or on the camera icon if you are using a phone or table (**shown with the blue circle in the second photo**). You will then be able to click upload from my device (if you are using a laptop or chromebook) or just select the photo from your iPhone or tablet that you wish to upload.



If you have any questions about how to upload pictures to teams then please do not hesitate to send a message through teams or phone the school and we will be able to help you 😊