

Microsoft Teams

Class Notebook

Guide for Pupils & Parents/Carers

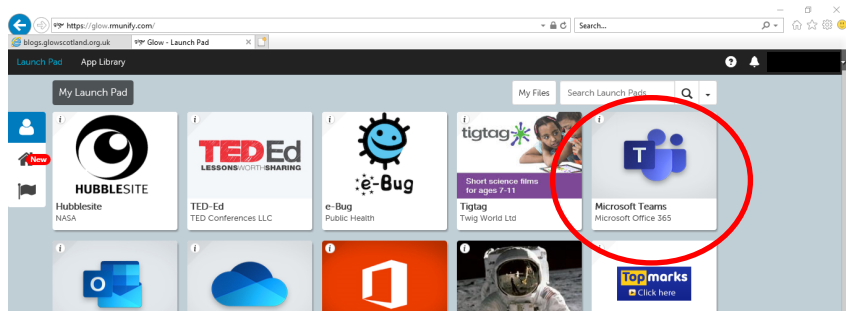
**A quick guide on how to use the
Class Notebook in Microsoft Teams**

What is the Class Notebook in Microsoft Teams and why are we using it?

- **Pupils can save work and upload photographs and documents in their own page - the class teacher can view it, but the rest of the class can't**
- **The Class Teacher can set specific tasks for each pupil in their own page**
- **It is an easier way to share learning than emailing**
- **Pupils can get feedback on their learning from their class teacher**

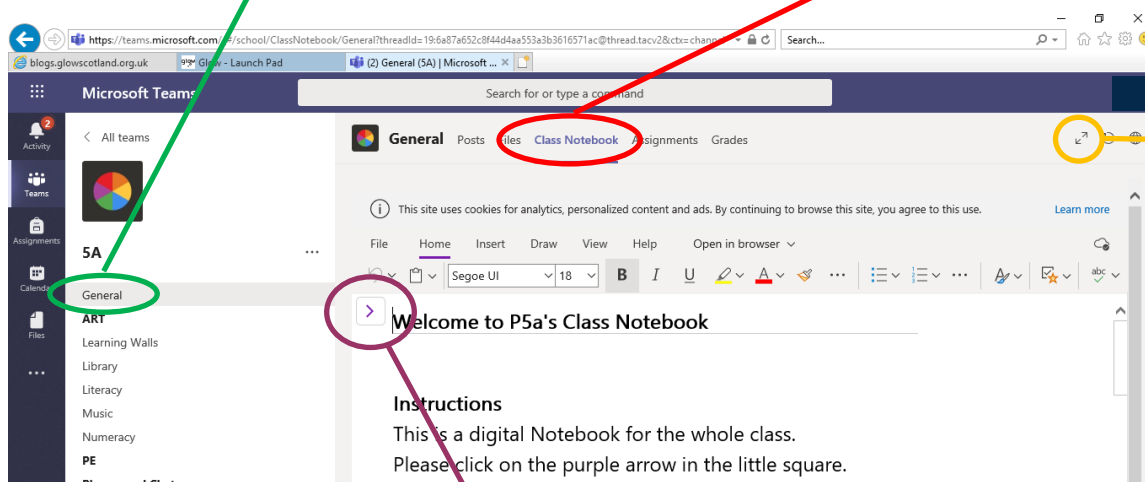
How to access the Class Notebook

Step 1 - Log into Glow and go on to Microsoft Teams.



Step 2 - Make sure you are on the 'General' channel.

Step 3 - Click on 'Class Notebook'.



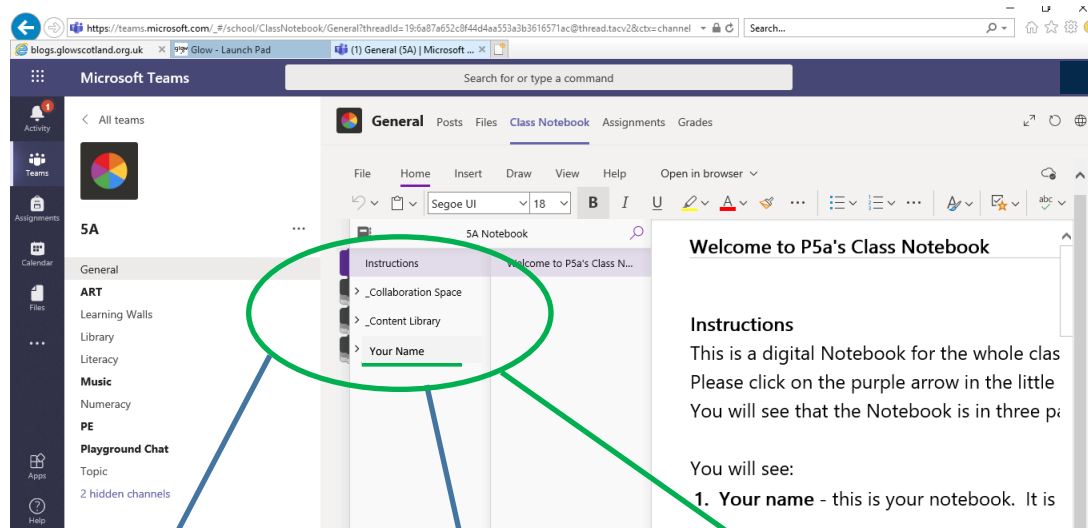
Step 4 - You will see a welcome message from the class teacher. Once you have read this, click on the **purple arrow, this is how you open the Class Notebook.**



Remember, the purple arrow is what to click on to navigate your way around the Class Notebook.

Please be patient when using the Class Notebook, it can sometimes be slow and things may take a moment to load.

Your Class Notebook will look like this:



'Collaboration Space'

This is a group space. Everyone in your Class Team can see what is posted here. This is where everyone can work together or in groups your teacher has set.

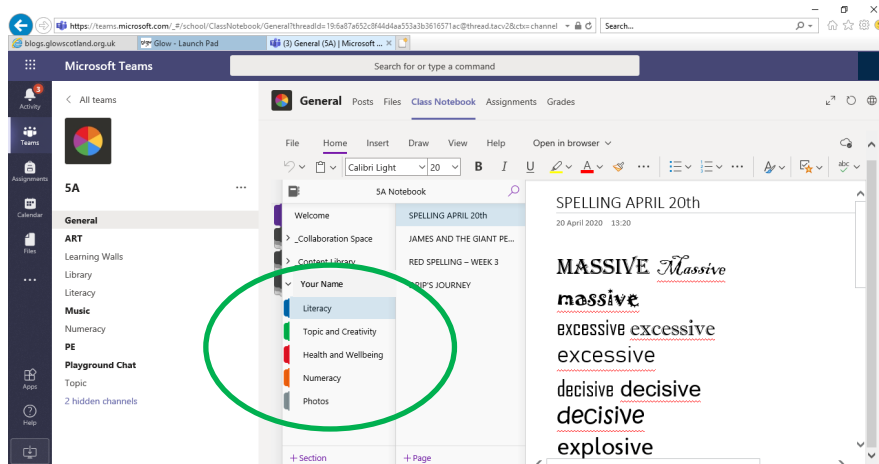
'Content Library'

This is a 'read only' space, the teacher may use this to save documents. Everyone can see what is saved here.

Step 5 - Click on 'Your Name'

The section which shows 'Your Name' is your personal notebook space. Only you and your teacher see what is here. **This is the part of the notebook you will use the most.**

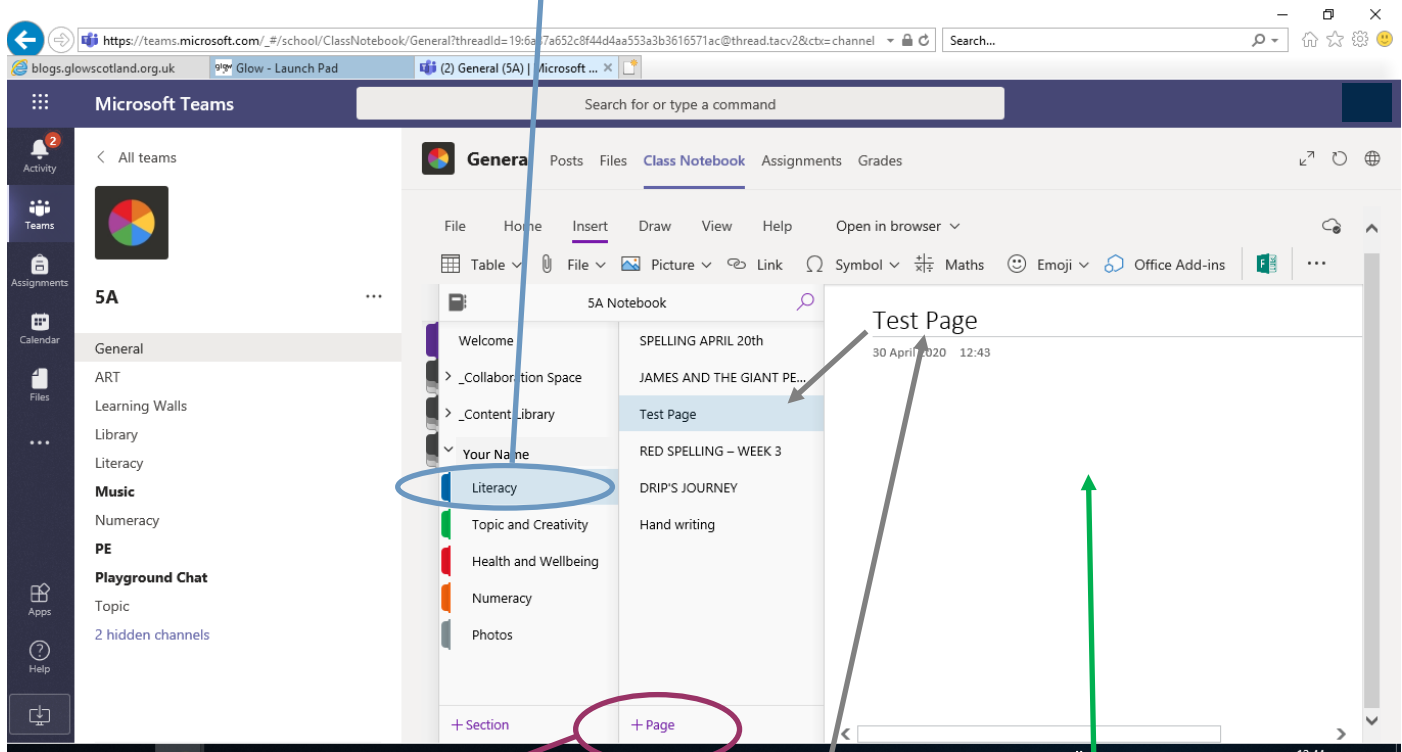
'Your Name' - Your Personal Notebook



- When you click on 'Your Name', sections will appear (for example Literacy, Numeracy etc.) These sections enable your learning to be stored in an orderly way.
- Your teacher may set tasks for you in your personal notebook page. Only you and your teacher can see these tasks.
- You can use this space to share your learning with your teacher by inserting documents or photos into a new page.
- As you work, everything saves automatically and your teacher will be able to leave you feedback.

I want to share learning with my teacher, how do I start a new page?

1. Choose the most appropriate section for your new page. Your teacher may suggest where they would like you to share your learning.



2. Then, click '+ Page' a new blank page will open.

3. Give your page a title - whatever you type in the top bar will be the title of your page.

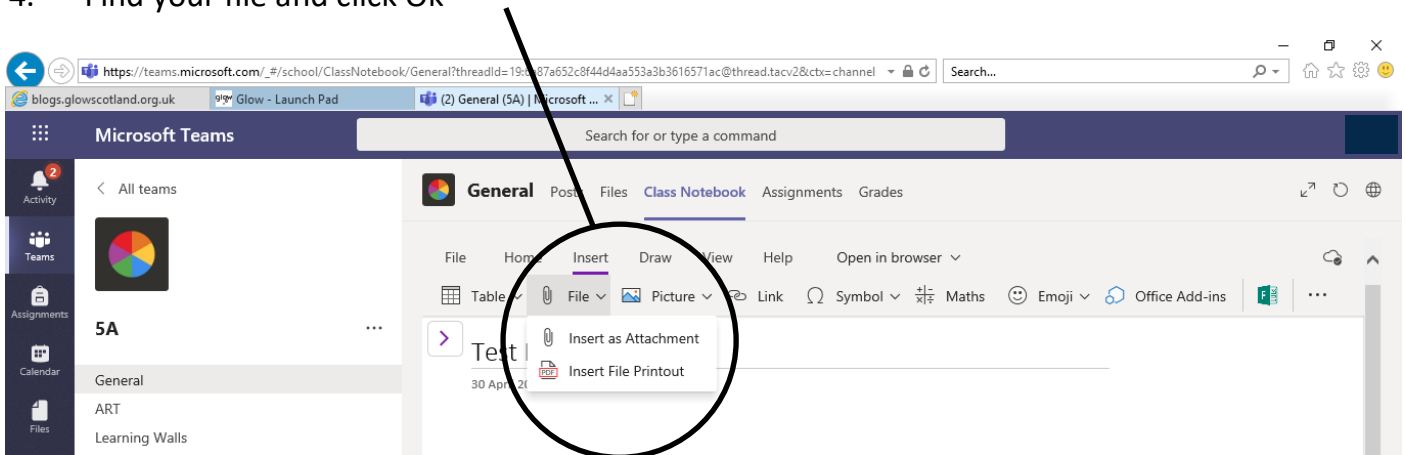
4. Click in the space below the title and you can start typing. You can also insert documents or photos. **Your teacher will be able to see this.**

Remember - Everything automatically saves as you go.

How do I insert a file or photo/picture to my page?

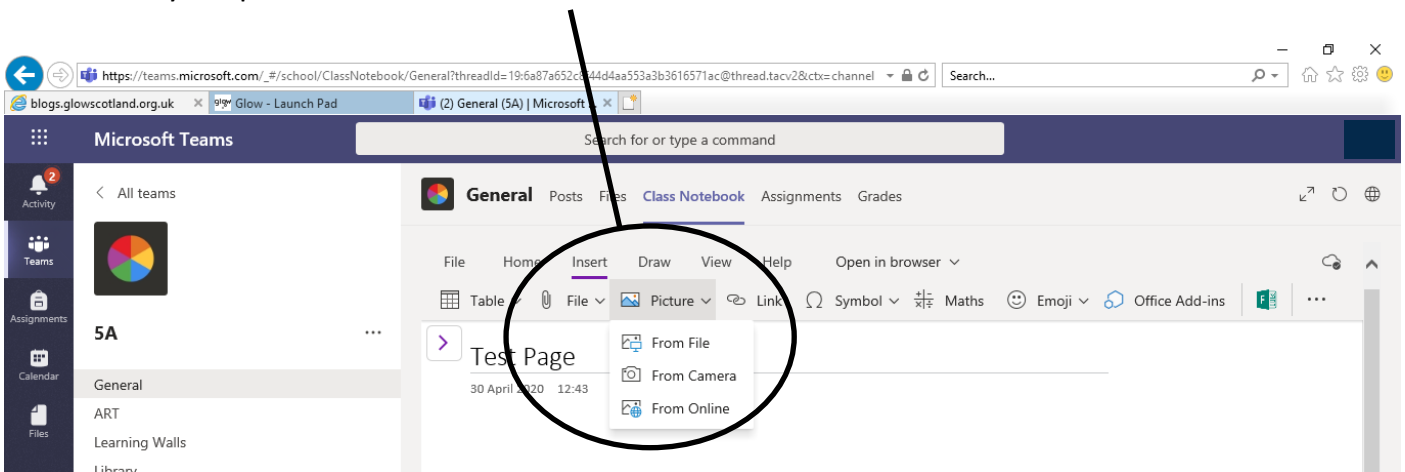
On the page you want to insert a file;

1. Click on the **Insert** tab at the top
2. Click File
3. Click **Insert as Attachment**
4. Find your file and click Ok



On the page you want to insert a photo or picture;

1. Click on the **Insert** tab at the top
2. Click **Picture**
3. Choose where you want to upload your picture from (from file, from camera, from online)
4. Find your picture and click Ok



If you need any help, you can send an email to PUPILglowsupportshetland@shetland.gov.uk

Alternatively, you can email your teacher using their Glow email address or contact the school by sending an email to sound@shetland.gov.uk