



Deans Primary School

Pupil Guide to Uploading Work to Teams

Before you start check:-

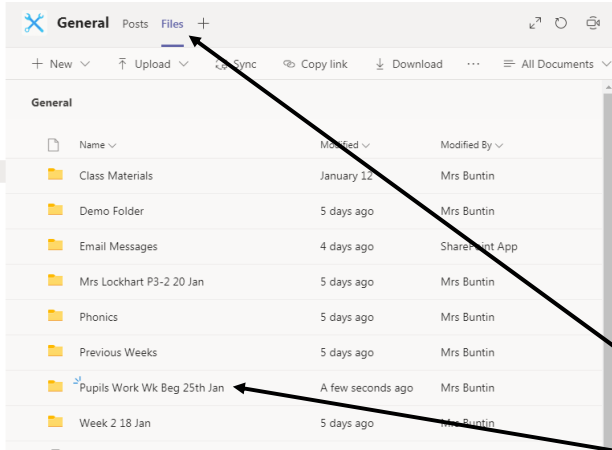
Is your work already saved?

Is the filename sensible and relevant?

(e.g. Mrs B Monday Writing Task)

Where does your class teacher want you to upload your work to? (Some classes use pupils own folders, some use a general folder.)

If you are not sure, ask.

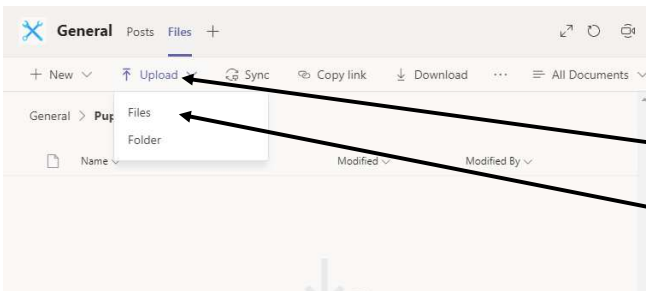


1. In your class team Click 'Files'

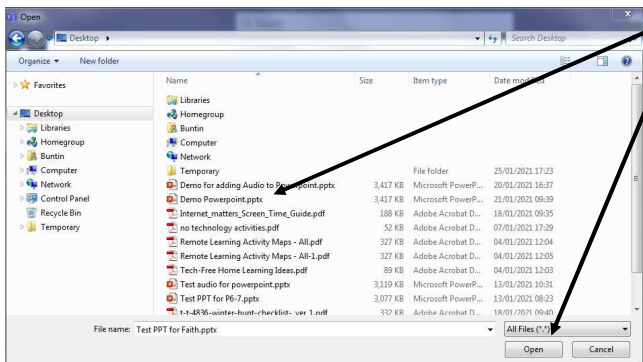
2. Click on the folder where you want to put your work into to open the folder.

3. Click 'Upload' then 'Files'

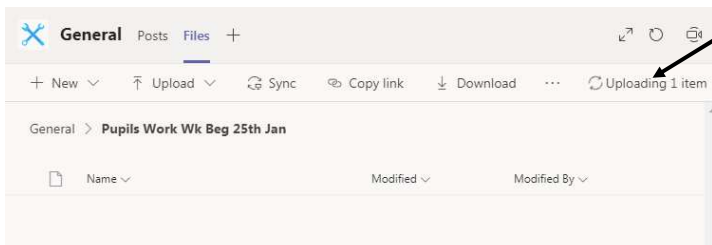
4. Click 'Files'



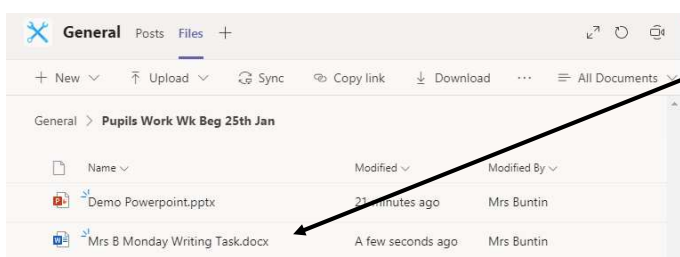
5. Go to where you saved your work, then click on the file name and click 'open'



6. Be patient while it uploads your work - this sometimes takes a while.



7. Once uploaded your work will appear in the folder.



The upload is done!