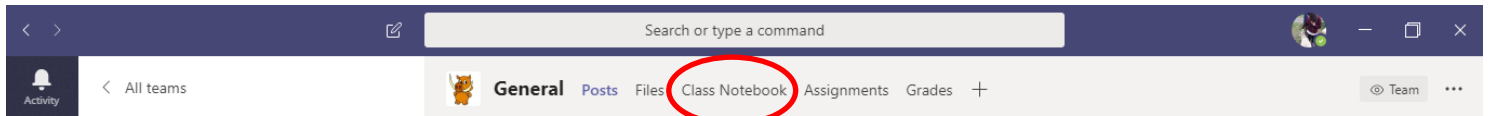


Uploading Work to Microsoft Teams

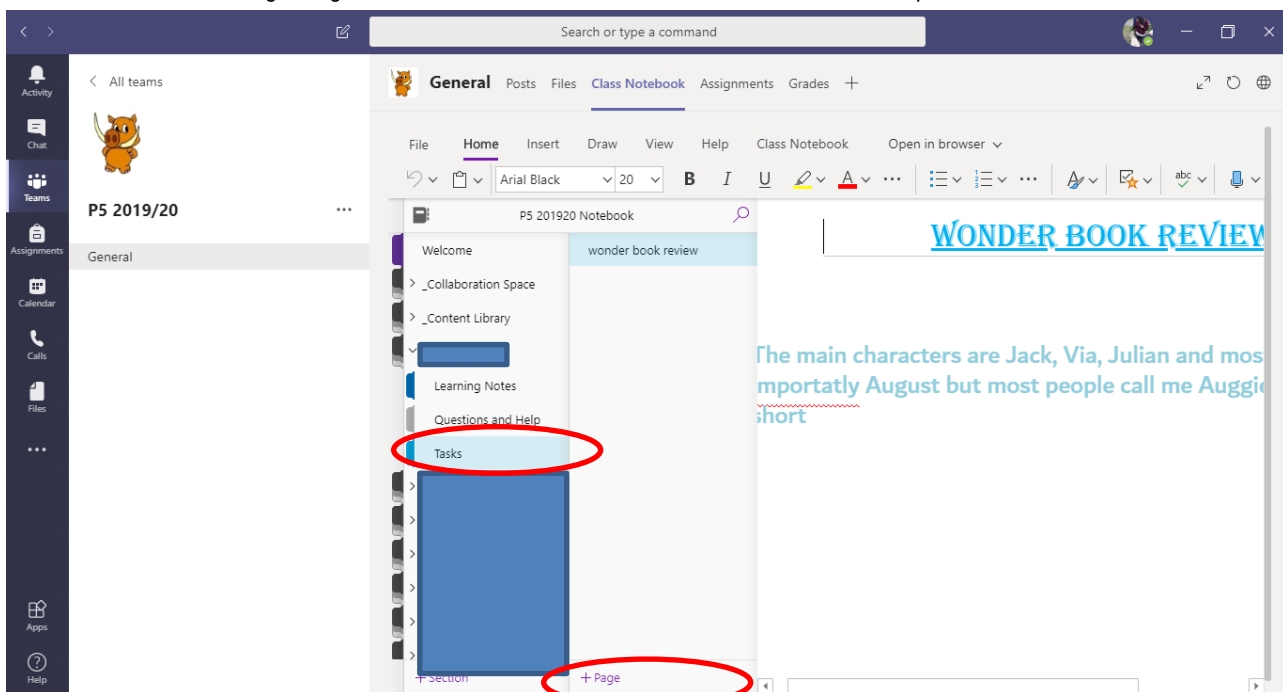
Using Class Notebook.

You can access your Notebook using the top tool bar on Teams

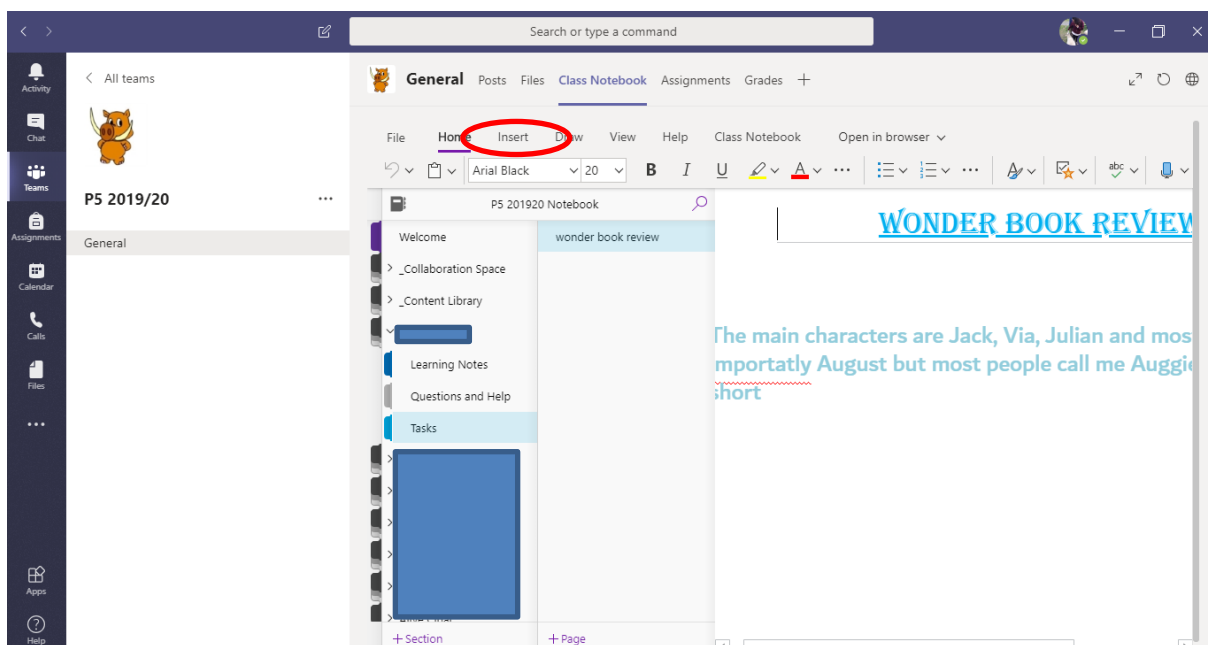


Your Notebook is private. Only you and your teachers can see the contents.

Please take a new page for each task, ensuring it has a clear title linked to the task. Your work will save automatically but you can check on the status of the document at the top.

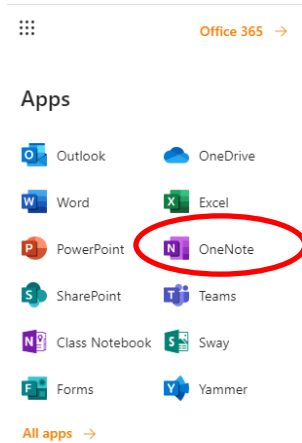


You can add files (word documents, PDFs and pictures) into your Class Notebook by clicking on the 'Insert' tab at the top. You can also copy across URL links (website links).



Uploading Work to Microsoft Teams

Different Ways to Access Class Notebook

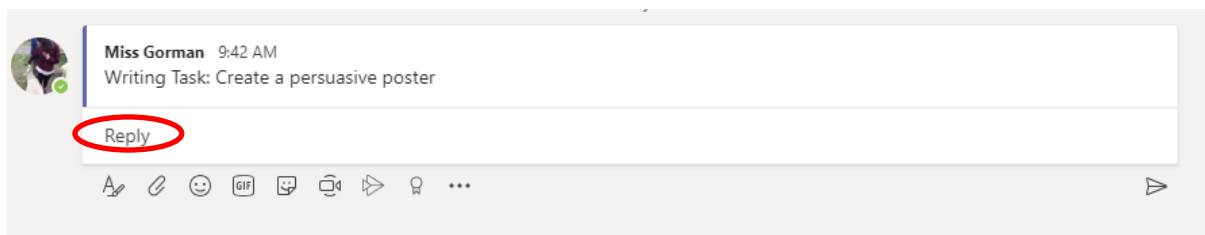


If you are having trouble accessing the class notebook through the Teams page then you can access it through your Glow account.

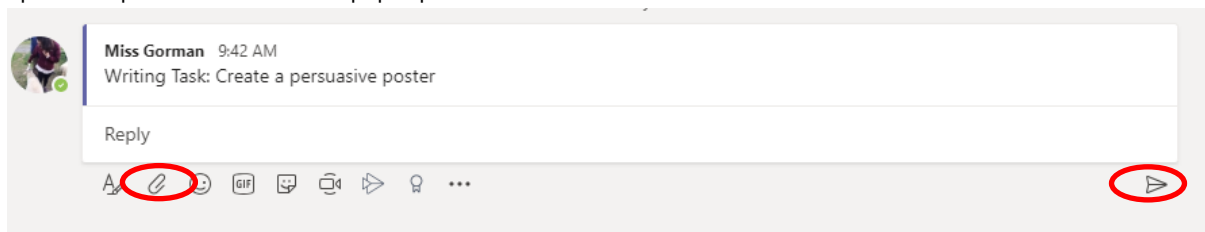
Remember you can also access your Teams page this way.

Adding to Existing Posts.

If you wish to upload photos or files to an existing post, you should press the 'reply' button on the post.



You can then add files (photos, word documents etc.) by pressing the paper clip icon. Once the file has been uploaded, press the 'send' icon (paper plane)



Any questions regarding tasks should be asked under the pre-existing post if possible.

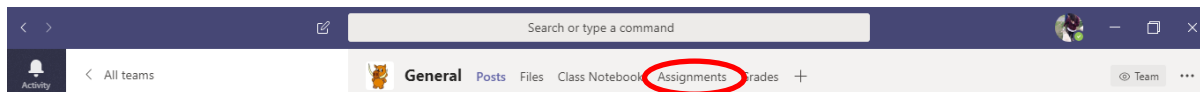
Uploading Work to Microsoft Teams

Assignments

Mrs Davies & I may set 'assignments'. You can access this through the tab at the top of the Teams page.

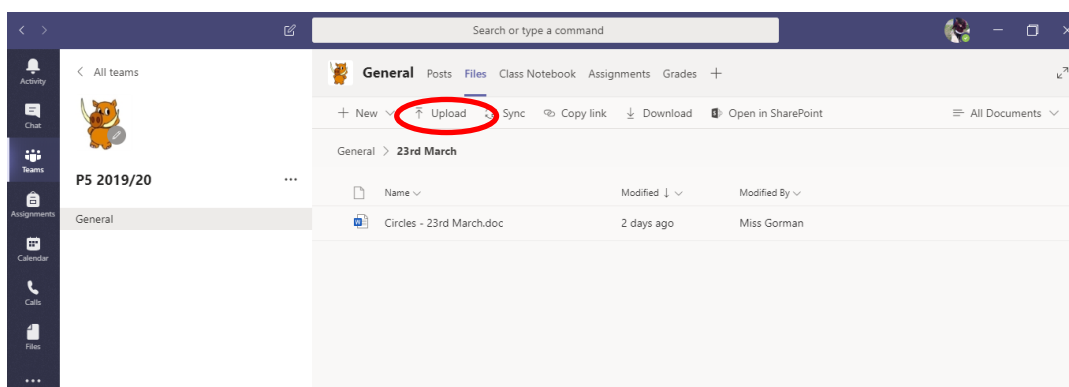
You can add word documents, PowerPoints and other files here.

We will be able to see who has submitted their assignment and even who has looked at it and who hasn't. We will be able to give you personalised feedback.

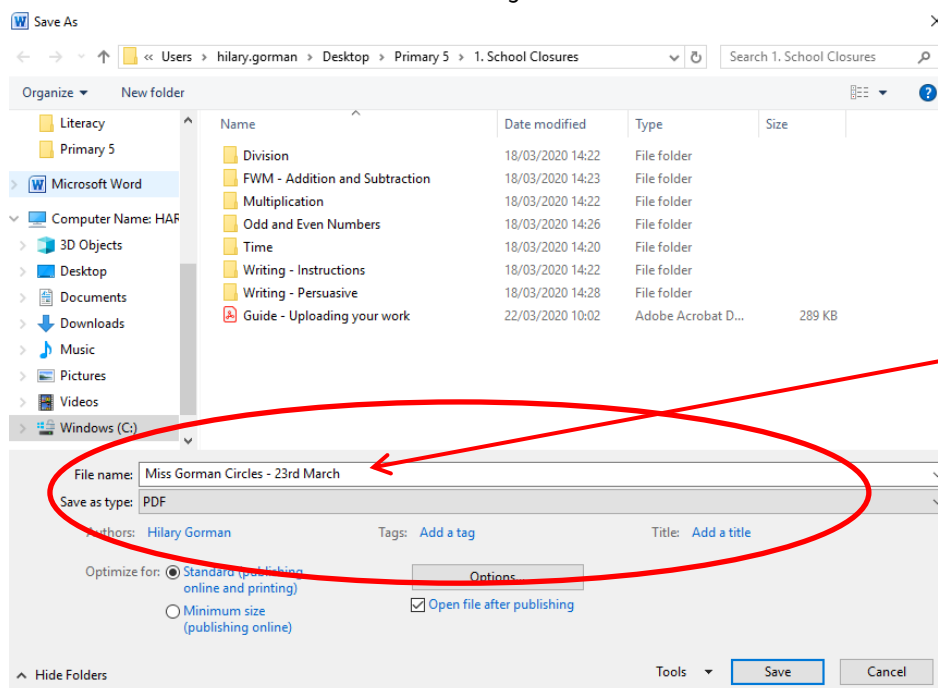


Uploading Files into Folders

You can also upload files under **pre-made** folders (DO NOT MAKE YOUR OWN FOLDERS). For example, for the first week we have created a folder under files called 23rd March. Any work that is completed for this week can be uploaded into this file.



If we have uploaded a word document, as you can see above for 'Circles – 23rd March' you will be able to open this and complete work on this. Please ensure when you've completed the work on the document, you save it with your name in the 'file name' box and upload your version. If you can save it as a PDF so that no one can alter your work.



Add your name into the document 'file name' so we know it's yours!

Drop down menu 'Save as type'. Change from word doc. To PDF