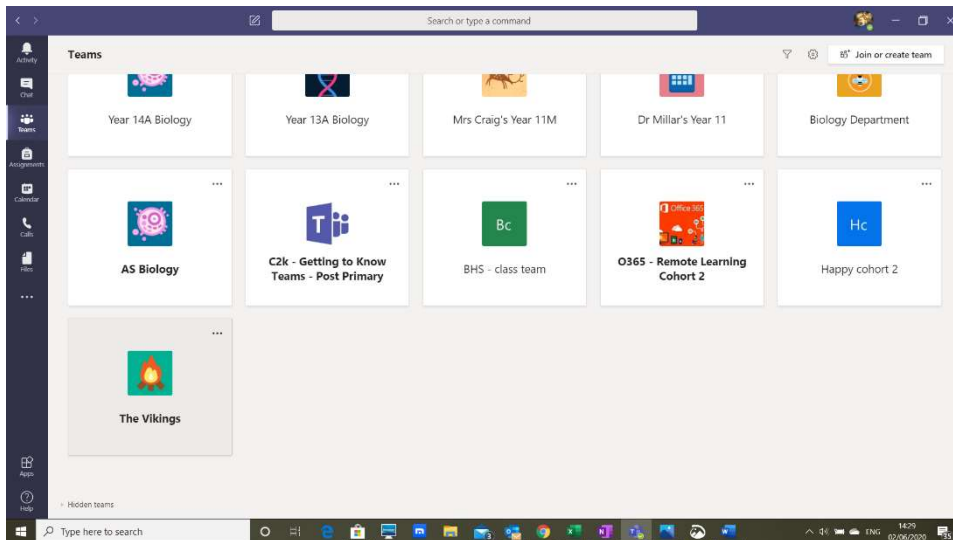


# MS Teams: How to...

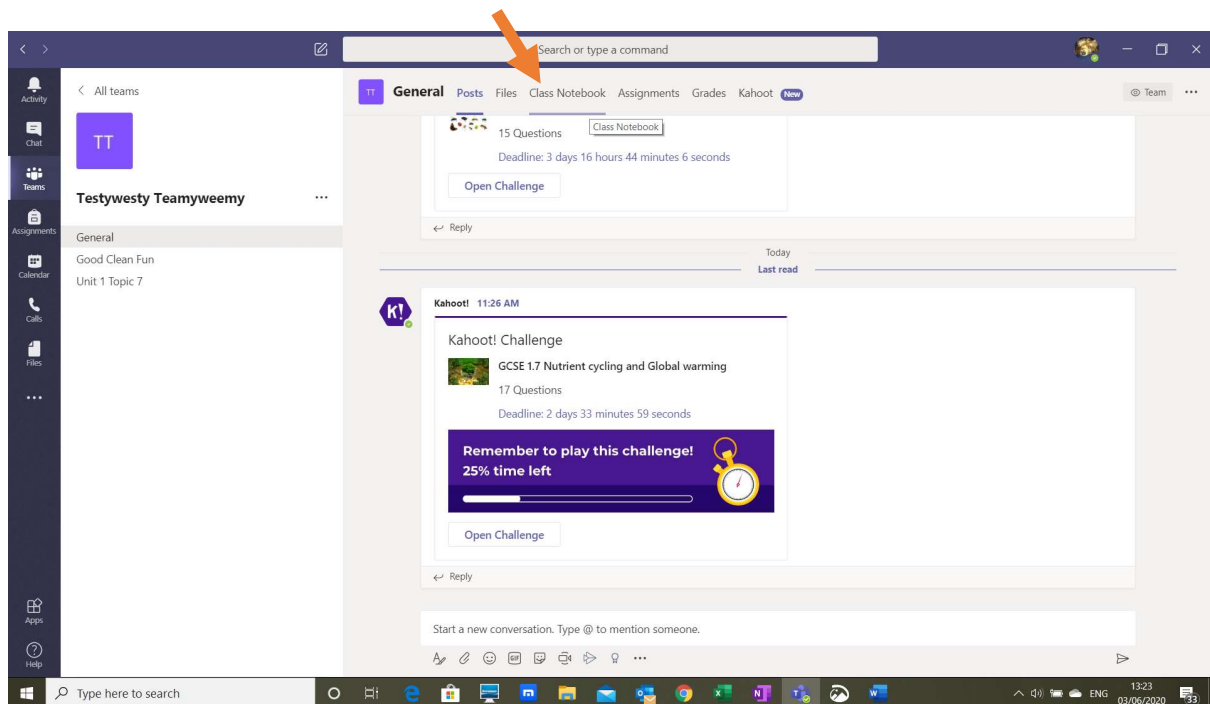
## Upload work to your class notebook

### Using a laptop/PC:



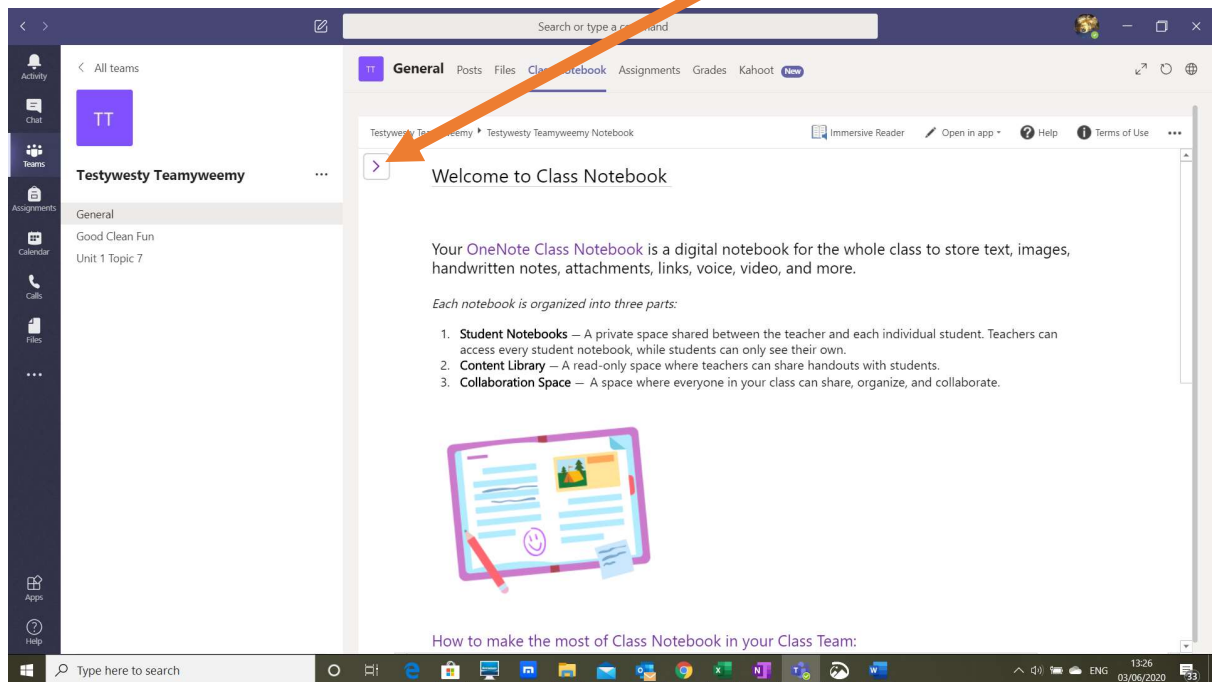
1. Select the relevant Team from your homepage

2. Select the class notebook tab

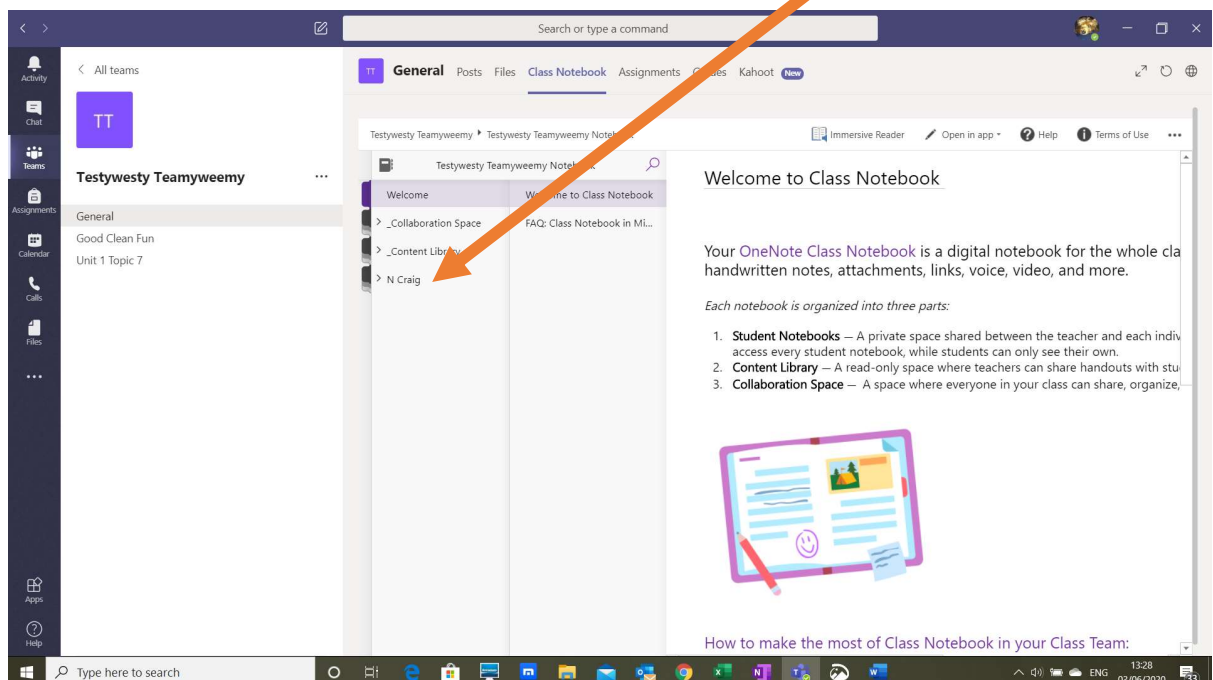


## MS Teams: How to...

3. You will automatically be brought to the welcome page (this may look different if your teacher has changed it!). Click on the > button to see more options.

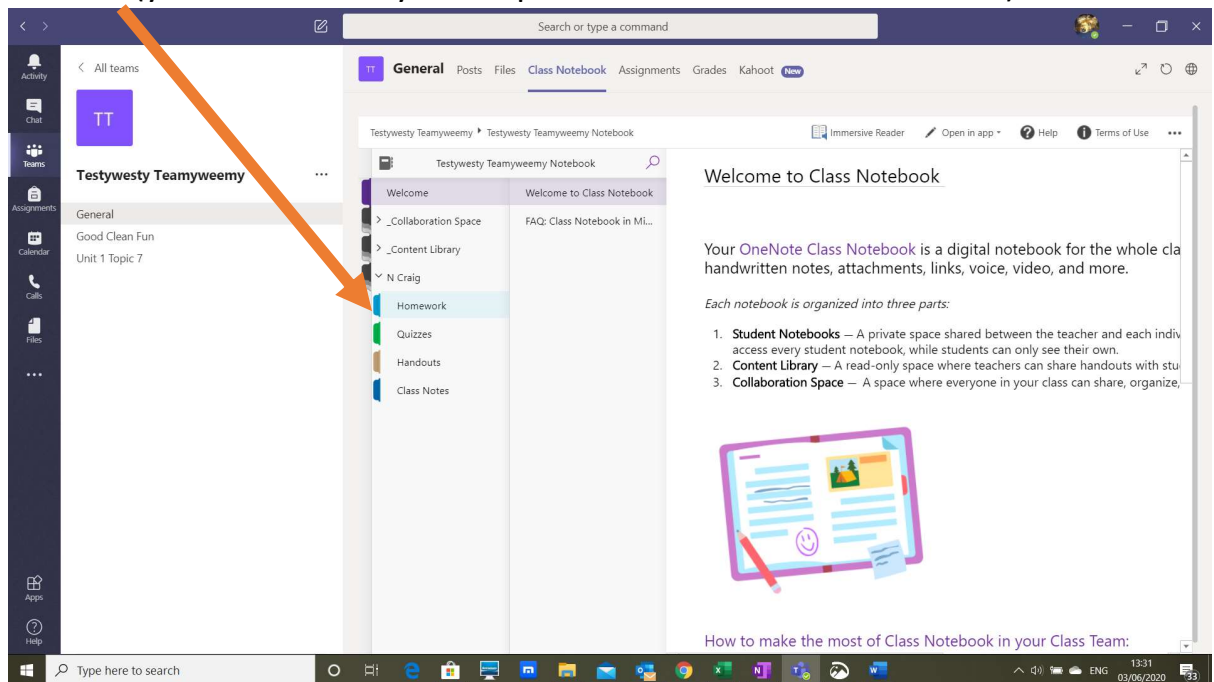


4. Explore the content library – your teacher may use this area to put up instructions, links to documents/websites etc (as read only). Click on your name to show the different sections of your notebook. Only you and your teacher can see this. The rest of your class cannot access your notebook.

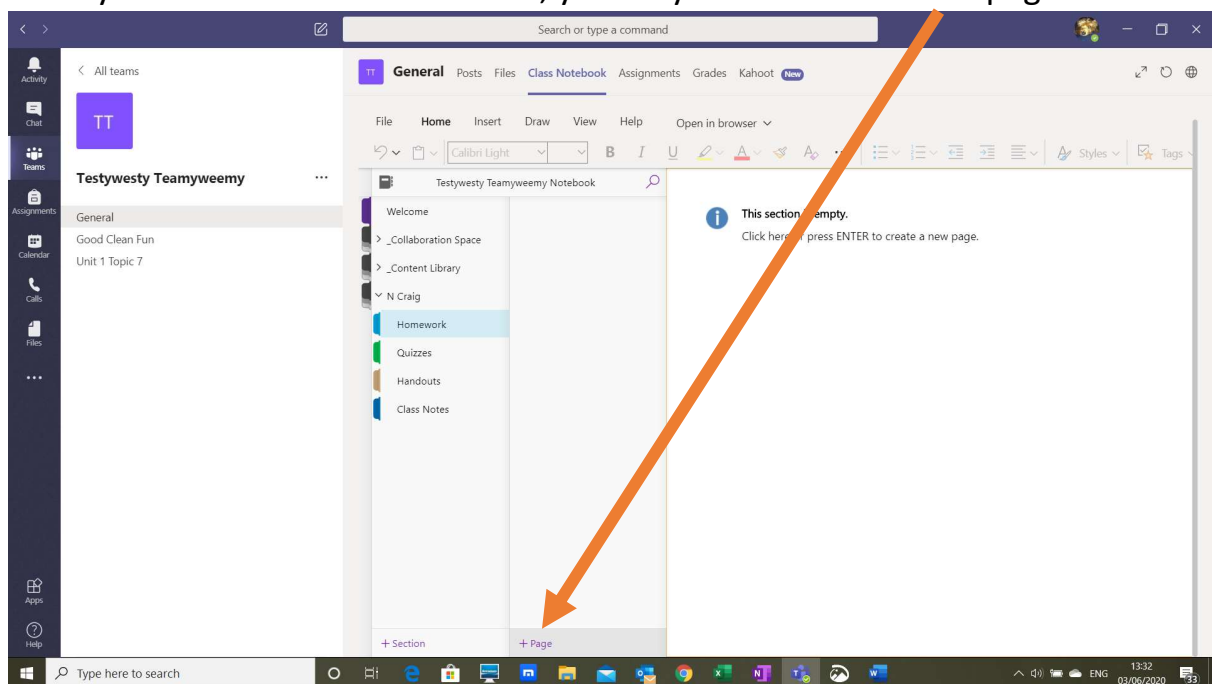


## MS Teams: How to...

5. If you want to upload work, choose the section you need to upload the work to (your teacher may have specified this in their instructions).

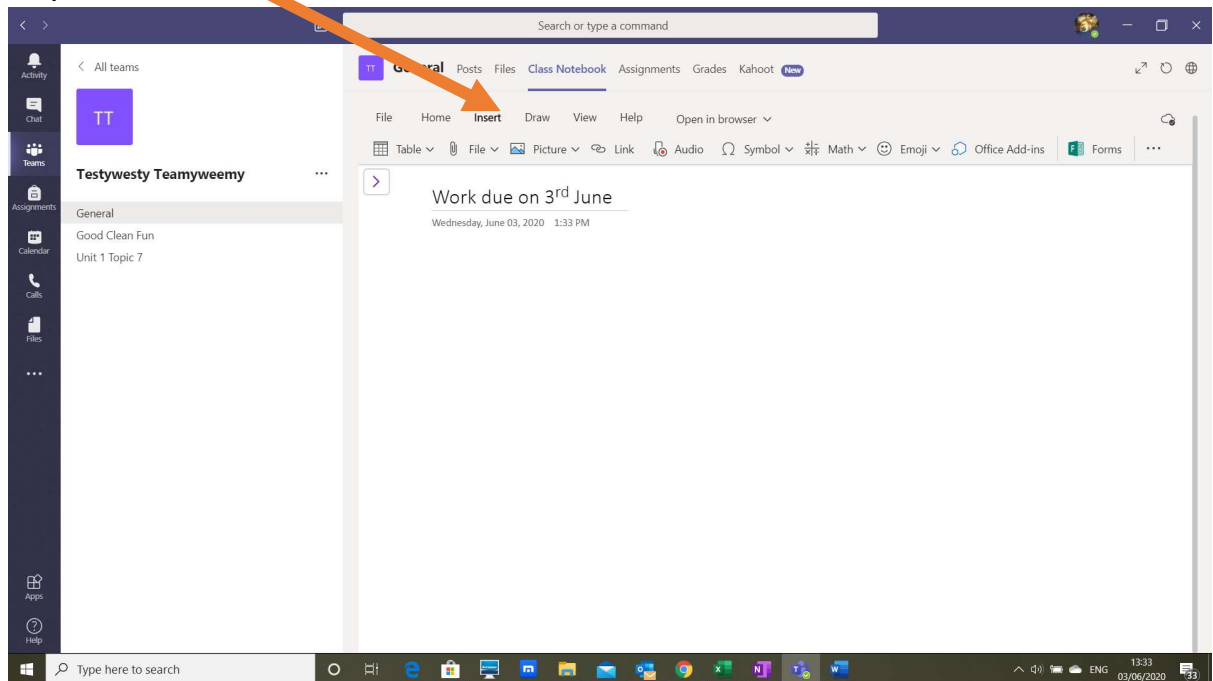


6. Once you are in the correct section, you may need to add a new page

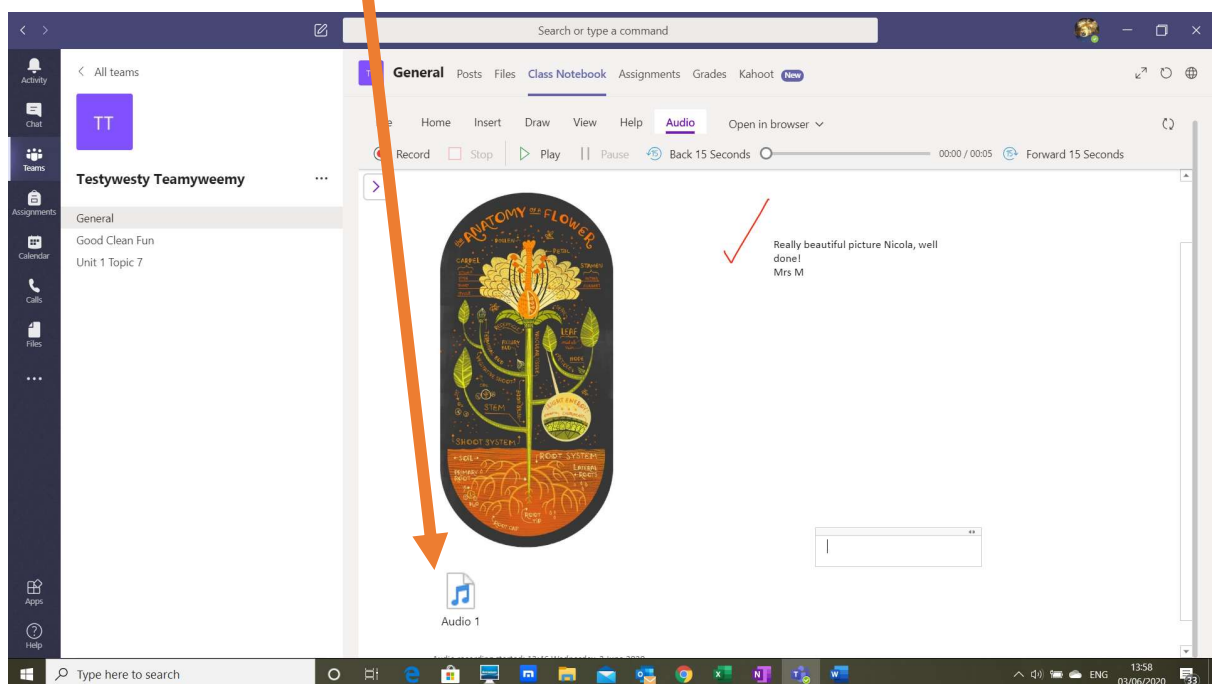


## MS Teams: How to...

7. Give your page a title and if you click on the main section of the page, you can type your work. If you go to 'insert' you can upload a file or photograph of your work.



8. Your work will save automatically after each keystroke and your teacher can see this without you having to click on any submit buttons. When they mark this/give feedback, you can access this by going back to your class notebook (you may need to close Teams and reopen to allow it to refresh). Your teacher may have left audio feedback – press play to hear it if you see this icon.

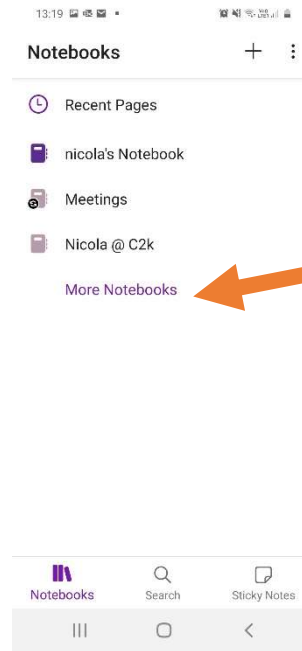


# MS Teams: How to...

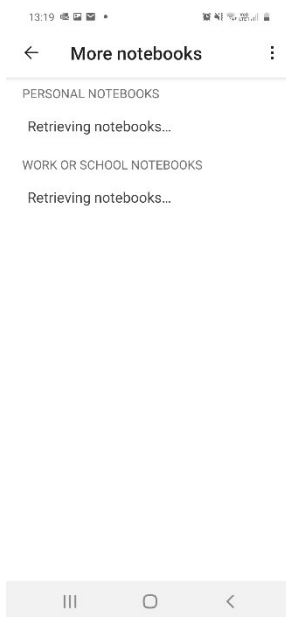
## Using a mobile phone:



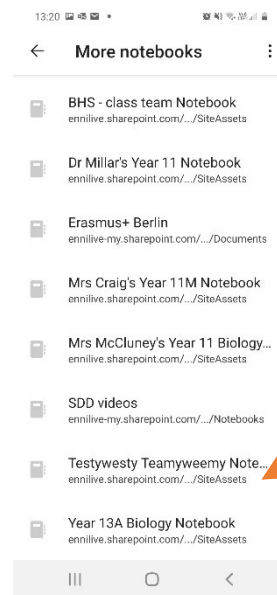
1. Open up the OneNote app  
Make sure you are logged in with your @c2ken.net account.



2. You may have to click on 'more notebooks' to access the correct one.

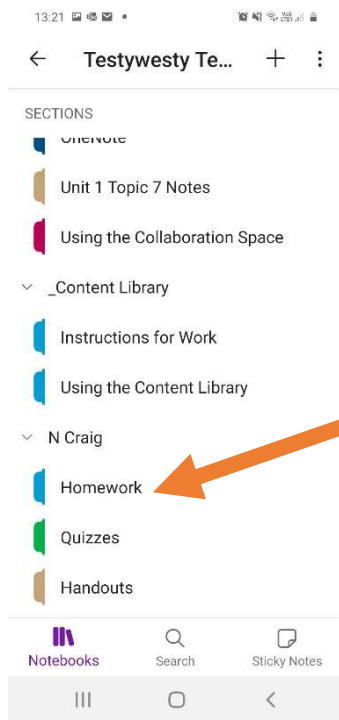


4. The first time you do this you may have to refresh the page/be patient while your notebooks load

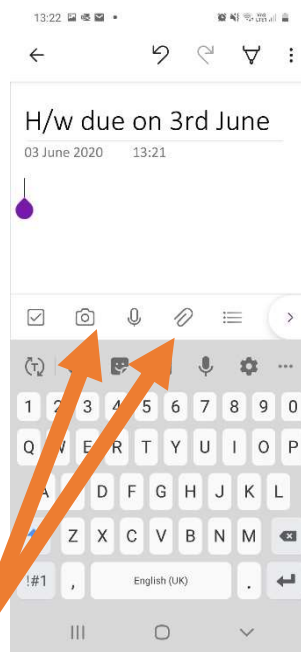


3. Once loaded, select the relevant notebook that you want to upload work to.

# MS Teams: How to...

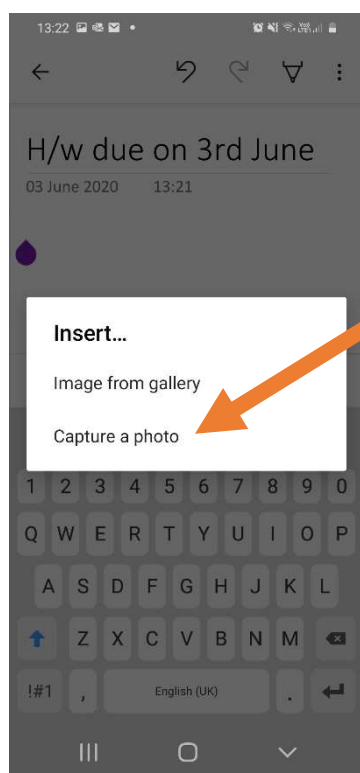


7. Go to the relevant tab in your notebook that you have been asked to upload work to.



5. You can add a new page using the + button at the bottom right side of the screen.

6. Add a title then you can type your answers



8. You can insert photos of your work or attach files using the icons on screen.



9. Your work will save automatically after each keystroke and your teacher can see this without you having to click on any submit buttons.

10. When they mark this/give feedback, you can access this by going back to your class notebook (you may need to close OneNote and reopen to allow it to refresh). Your teacher may have left audio feedback – press play to hear it if you see this icon.