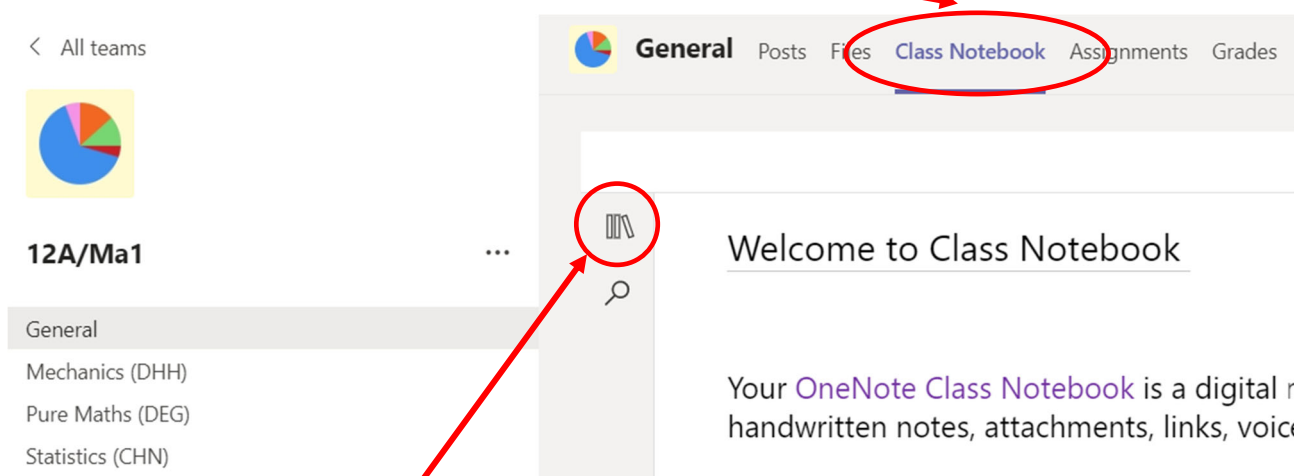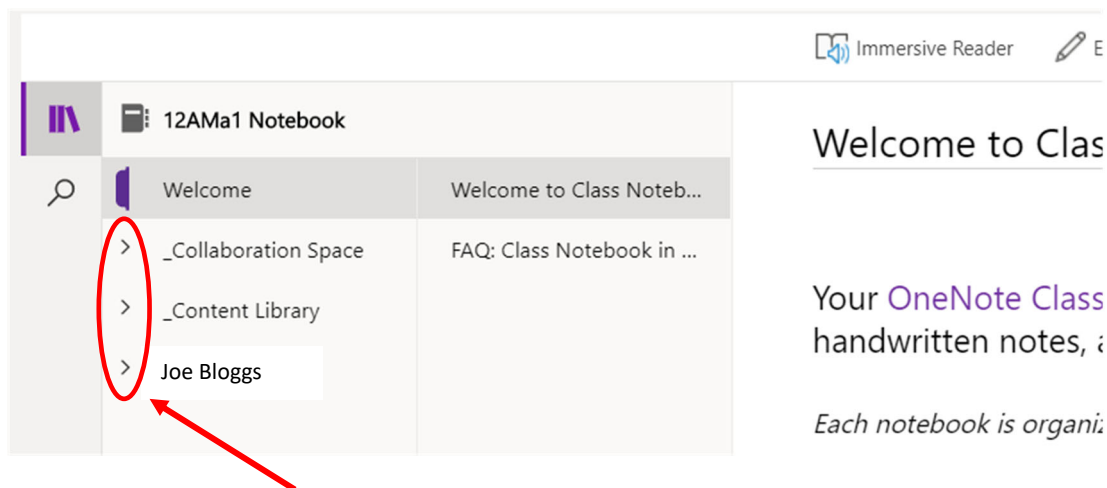# Students: Using Class Notebook and Uploading Work

Go into the correct class team and choose **Class Notebook** from the menu at the top of the team.
(*If you can't see Class Notebook then click the arrow where it says more and you should be able to see the other menu options to find it*).

Click on the little book icons to open up the notebook pages.
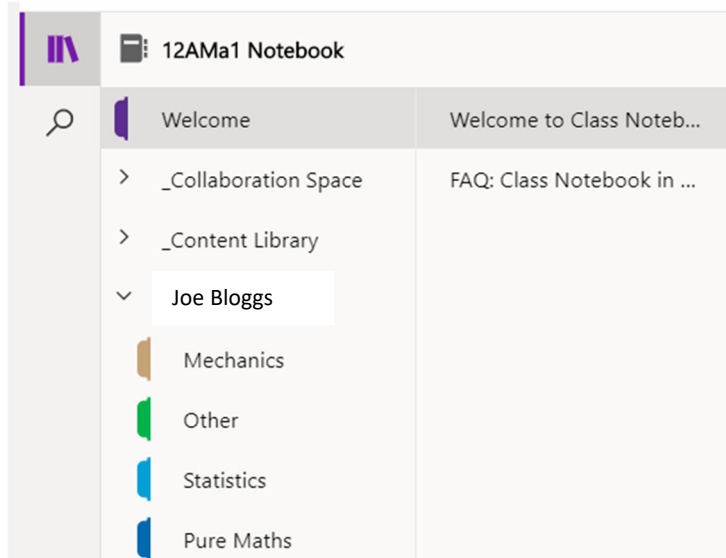

You can click on the arrows next to any section to expand and see all the pages.

The **Collaboration Space** is space where you and your classmates and teachers can work together editing the same document by adding comments for example. Everyone in the team can see these pages.
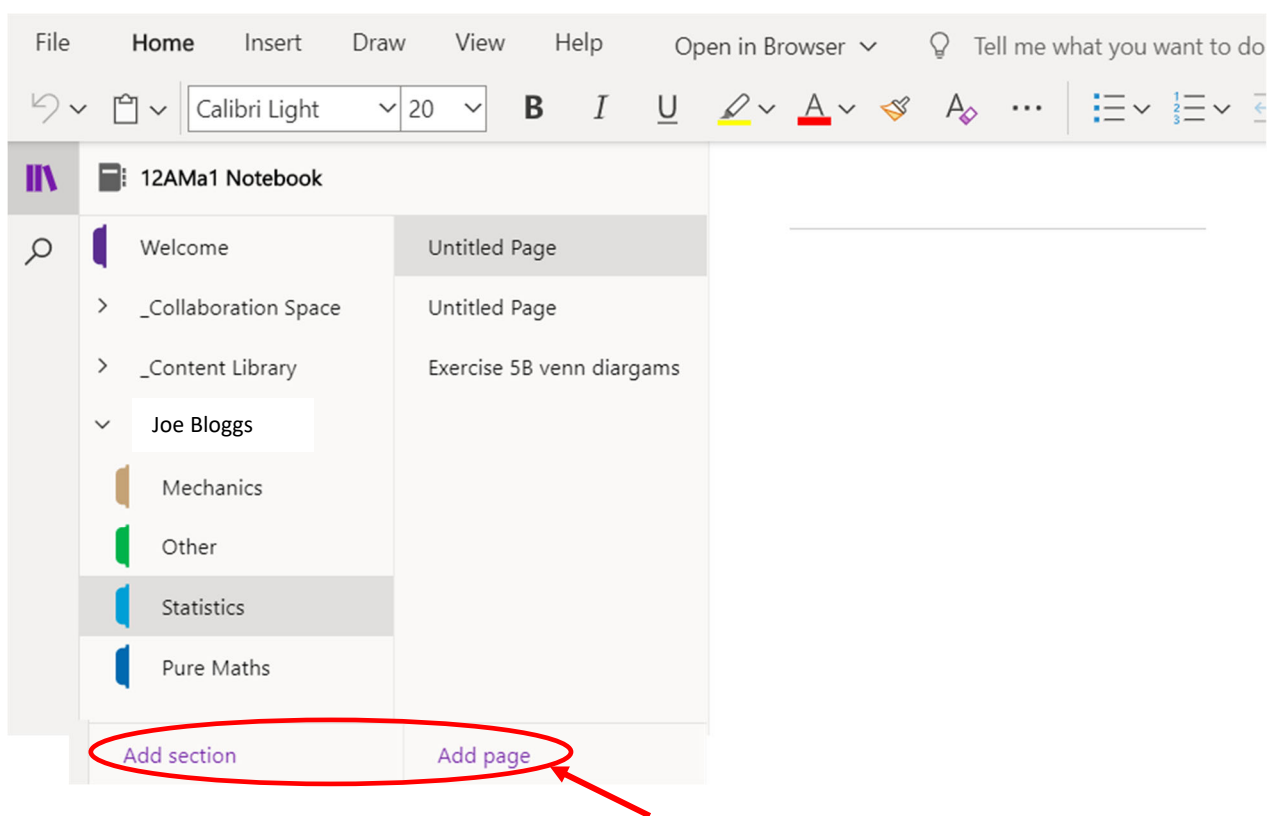
The **Content Library** is where your teacher might put information/work for you to read. You can see the content in this section but you cannot edit it or add to it yourself. Everyone in the team can see these pages.

The pages next to your name are for you to organise your work. You teacher might ask you to upload work to here, or they might add work here for you to complete for example. **Only you and your teacher can see these pages**.

Click on the arrow next to your name to see all your personal sections and pages. These might be named differently for different classes and from subject to subject.
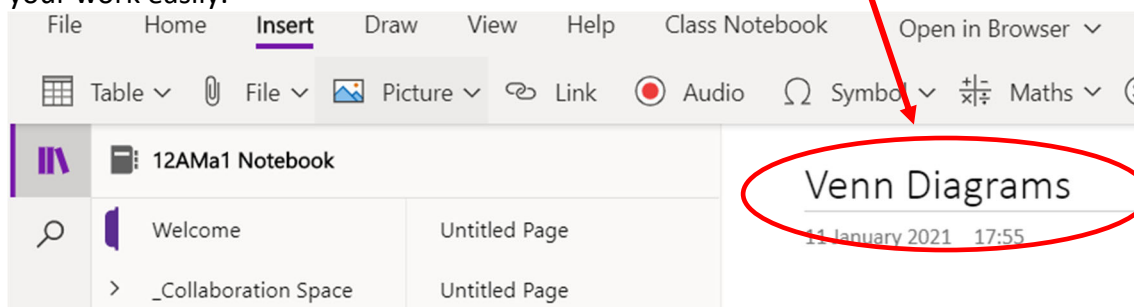

You can click on any section to expand that section and see all the pages.

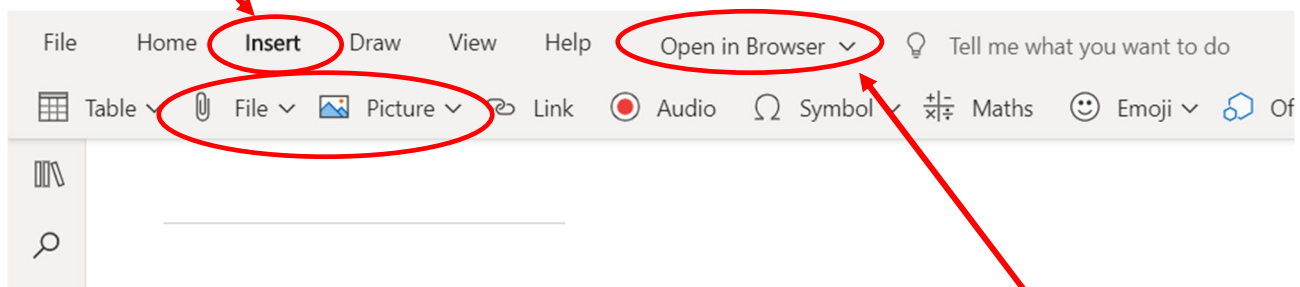You can add sections and pages by clicking at the bottom.

Give any page you use a sensible title by simply typing on the line. This will help you to organise and find your work easily.

You can now complete your work as instructed by your teacher. This might involve you typing directly into the page or inserting a picture or file.

If you are instructed to upload a picture of your written work we suggest you use **Adobe Scan** or **Office Lens** (*log in to this with your teams username and password*). Both of these are free apps you can download to your phone/tablet and use to take photo of your work that is then converted to a much clearer pdf that will take up less space than a photo.

Click on **Insert** from the menu. If you have used one of the scanning apps click on the paperclip icon to attached a file and upload your scanned work. If you choose to upload from pdf please choose **insert file printout** here, then select your pdf. If you need to upload a photograph then click where it says picture and upload your photo there. Your teacher will now be able to see what work you have done!

If you find that the notebook is small to work in, you can click where it says **Open in Browser** and chose whether to open in an internet browser window (*you will be required to log in with your Teams username and password*) or within the desktop all (*which you can download and again log in to*). You don't have to do this to use Class Notebook, but some people prefer it.

Read Me! To make sure that your work has saved successfully always make sure that you can see the cloud symbol at the top right of the page.

If you can see the spinning arrows **wait** until they stop and the cloud appears before moving to a different page.