

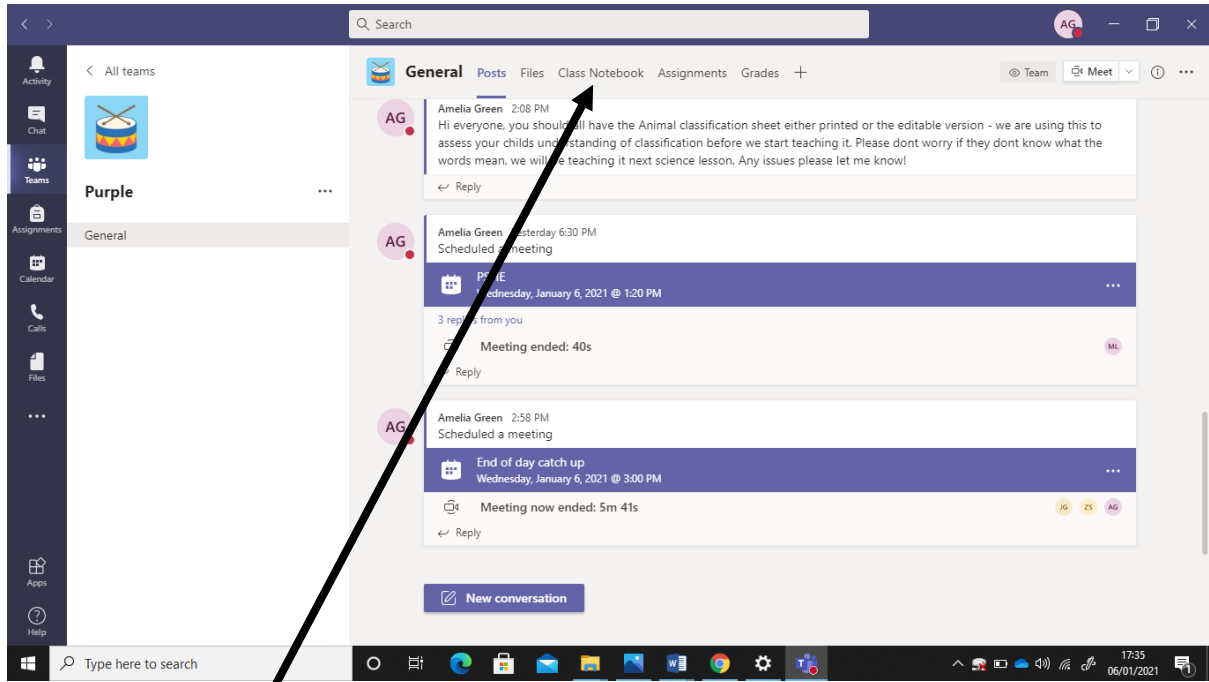
Accessing 'Class Notebook' on Teams

Hi everyone, the following instructions will explain how we will be sharing work with pupils moving forward so that everyone can complete it online to remove the need for printing, enables us to give feedback and have a copy of their work to put in their books.

When you are in your class/ tutor group Teams you should see this screen:

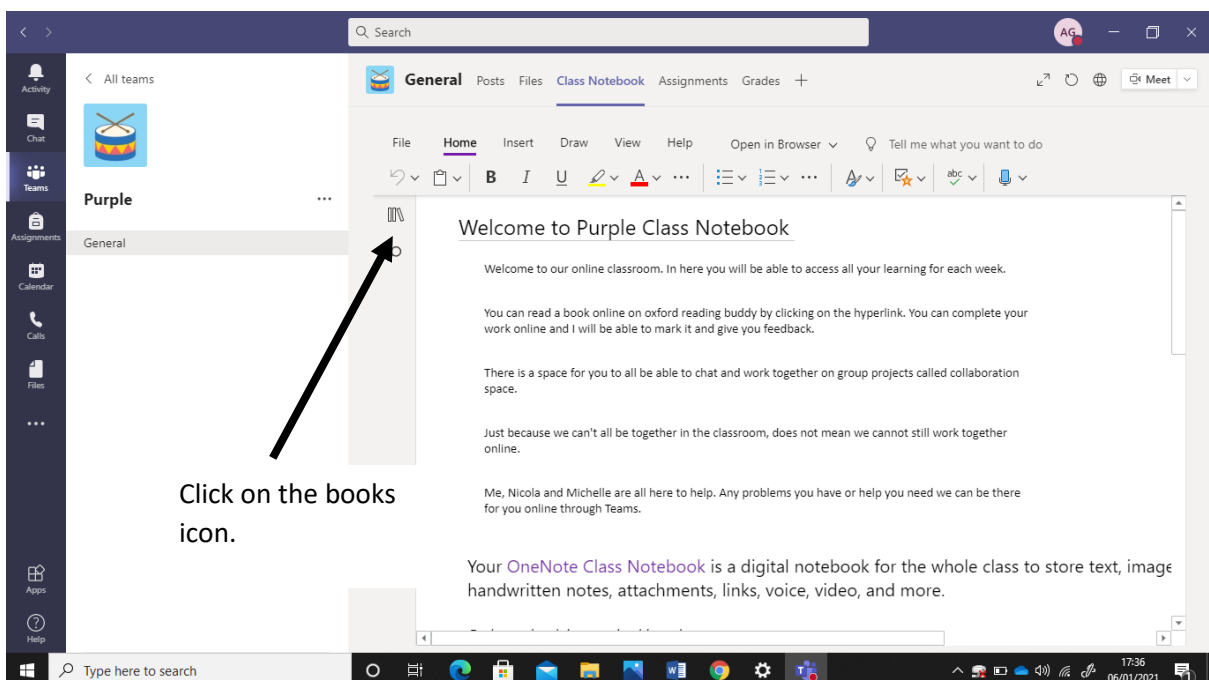
(We have used Purple Class as the example class)

Click on Class Notebook – as highlighted by the arrow.



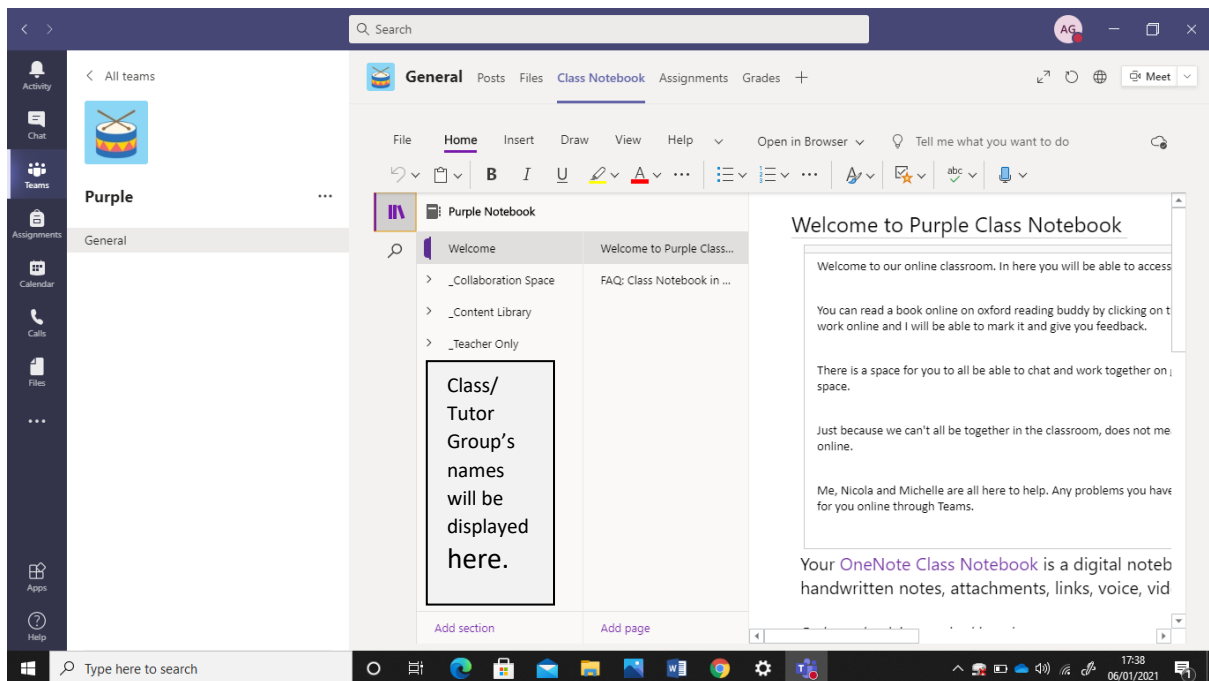
Class Notebook is here.

Once you click on it you should see this screen

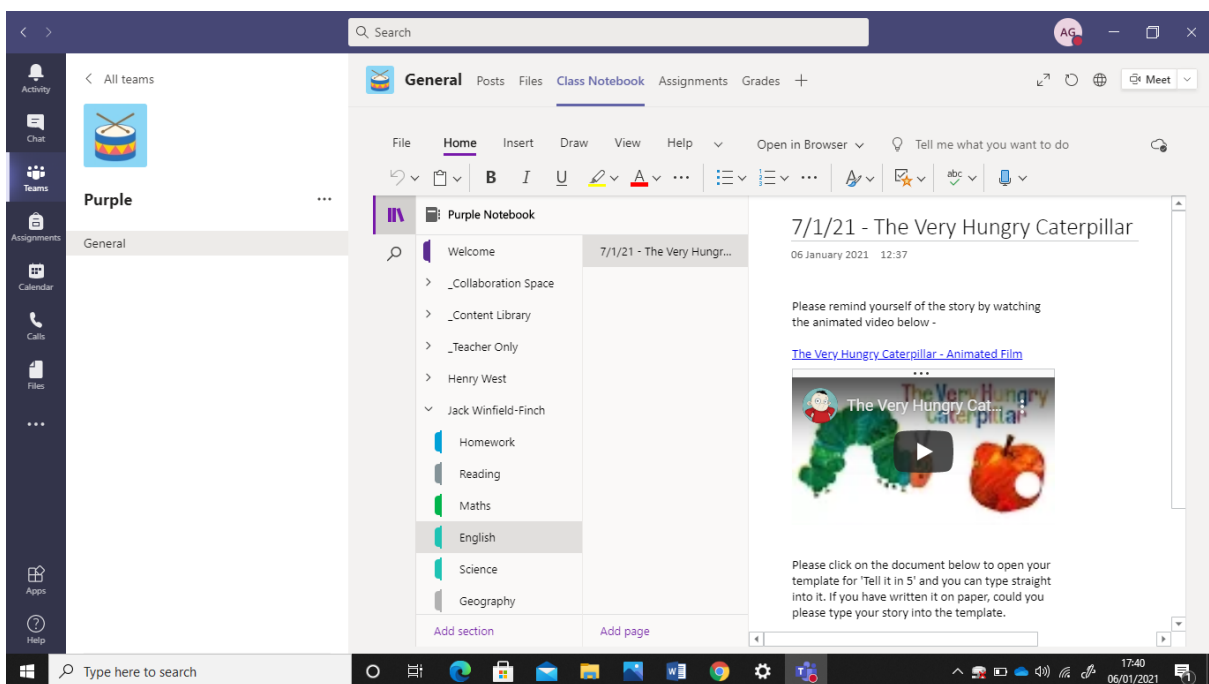


Click on the books icon.

Now you should see this screen:



When you select your child's name there will be a drop-down selection of different subjects e.g. English – if you click on English there will be another column that appears with dated work. When you click on the work it will appear on the right side.



If you double-click on the page with the work on, then it will make the screen bigger and the list of names with different subjects will disappear. This can be accessed again by clicking the little book icon again. Use the scroll bar to the right to move the page up and down to view the whole piece of work. Children can type directly onto the page and it will save automatically as they go!

Hopefully this will make it much easier for everyone so there is no need for printing or specific computer software