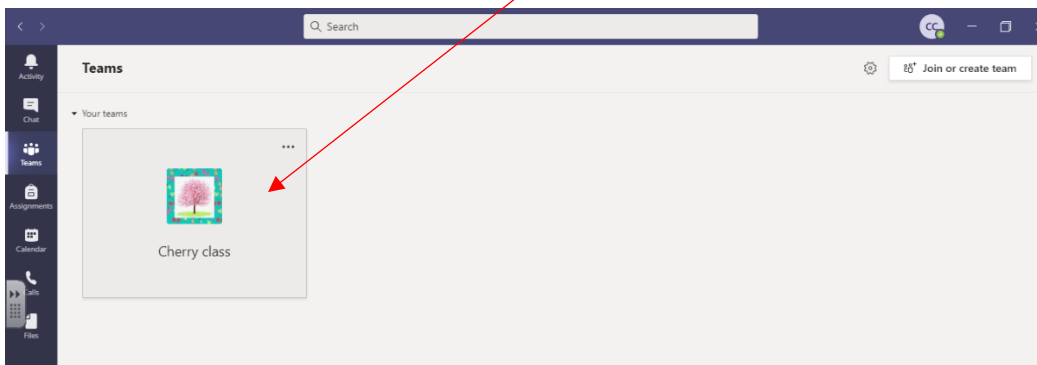
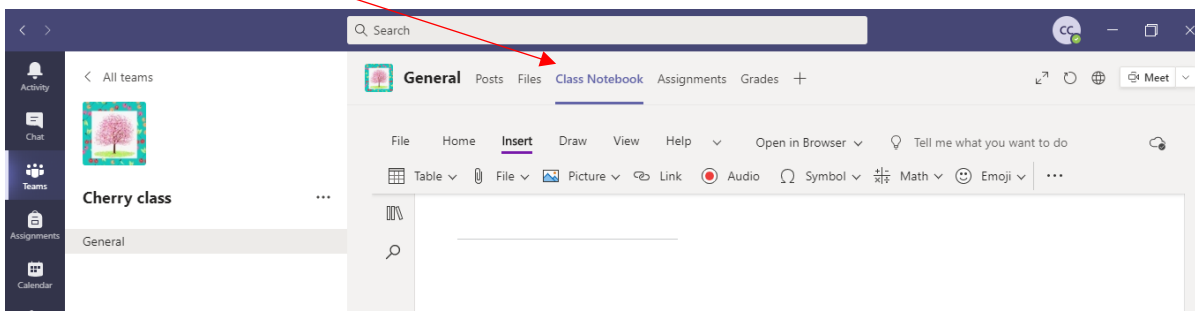


# How to upload your child's work to their Class Notebook on Microsoft Teams

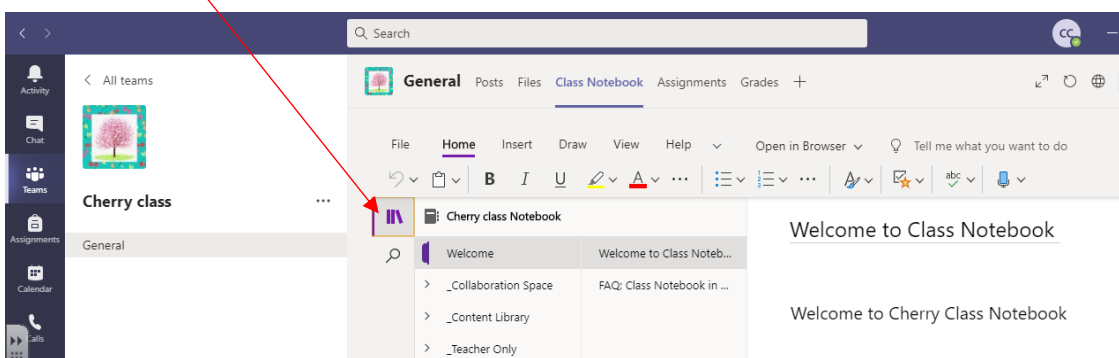
Log into your child's account on teams and click on their class team



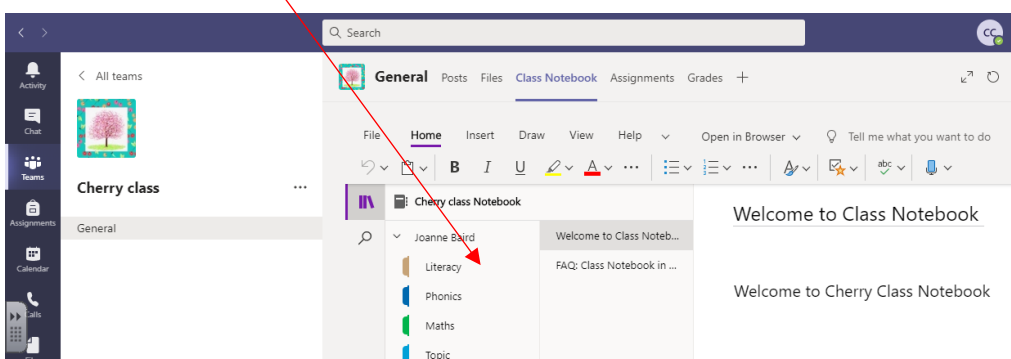
Click on the Class Notebook tab at the top of the page.



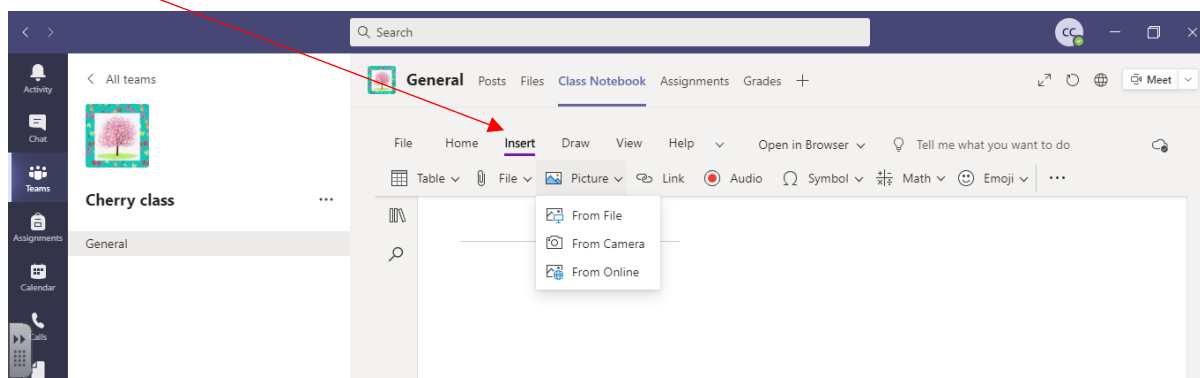
Click on the icon of three books this will show a list and your child's name will appear.



Click on your child's name and it will display the sections available in their part of the Class Notebook.



Choose the subject section you need. You can create a new page in the section for that day's work. Then click on insert picture and the device that the work is saved on. The picture will then be added to the notebook and the teachers can mark and comment on the children's work.



By putting photos of your work in your part of the Class Notebook we can give feedback to the children about their work – for example this piece of work that was pasted into the Class Notebook has had the WILF (What I'm Looking For) picture highlighted and even words or punctuation have been highlighted. The pink highlighting shows what the child has done well and the green highlighting shows what the child needs to improve. You can also see in the top left corner that the teacher has inserted an Audio Recording – this is where the teacher has recorded verbal feedback for the child to listen to about their work.



By sharing your child's work using Class Notebook on Microsoft Teams it saves you from sending multiple emails due to the file size of photos being too big and enables teachers to give effective feedback to help your child improve and develop their learning.