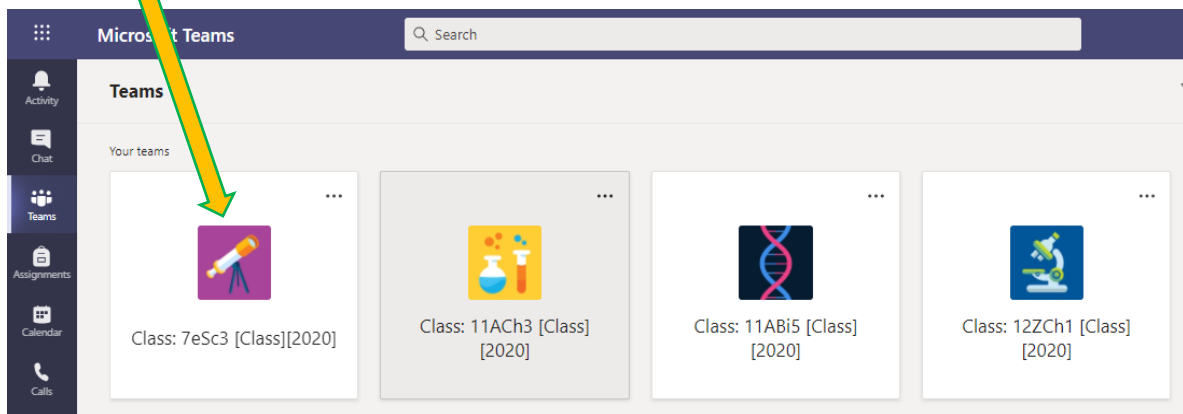


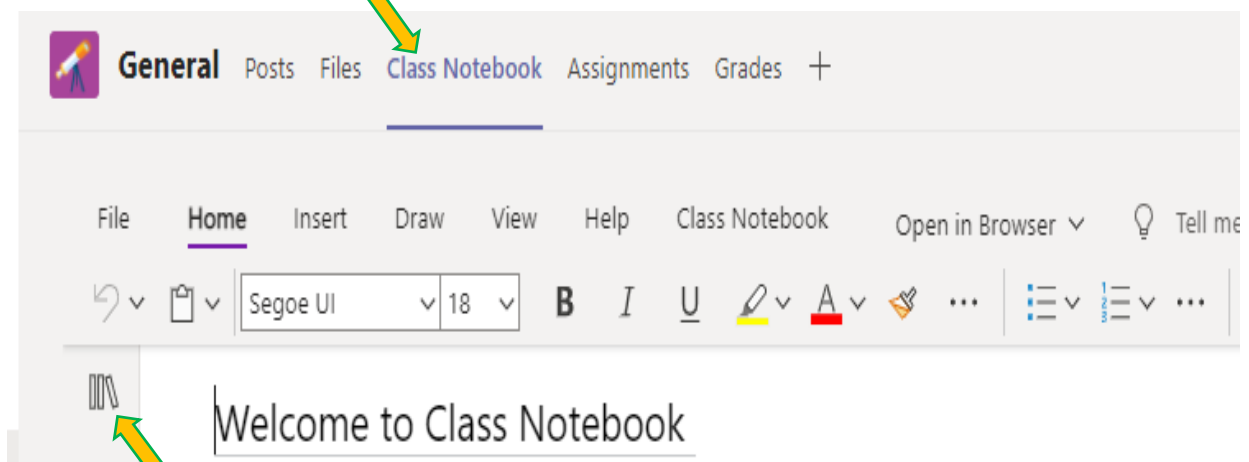
How to Submit Completed through Class Notebook

Class Notebook a space shared between you and your teacher. Teachers can see notebooks of all student, but students can only see their own. It allows you to keep record of all your completed work in one place.

To submit your completed work to your teacher through **Class Notebook**, find the **desired team (class)** on Teams.

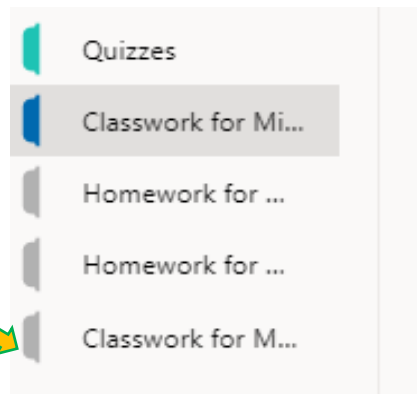


Select '**Class Notebook**' in the General channel of the class.



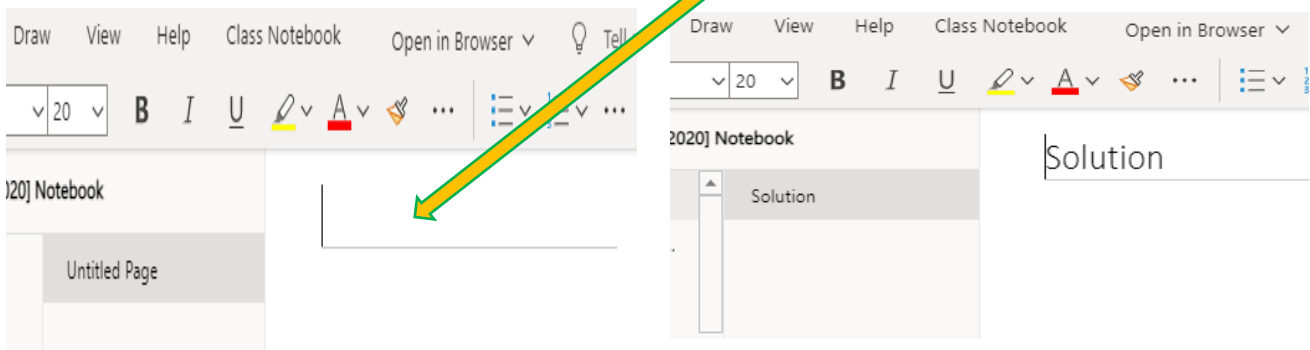
Click on the '**Show Navigation**' icon to reveal your Notebooks.

Select the folder to add your completed work. For example, **Classwork** for Mr Osei-Poku.

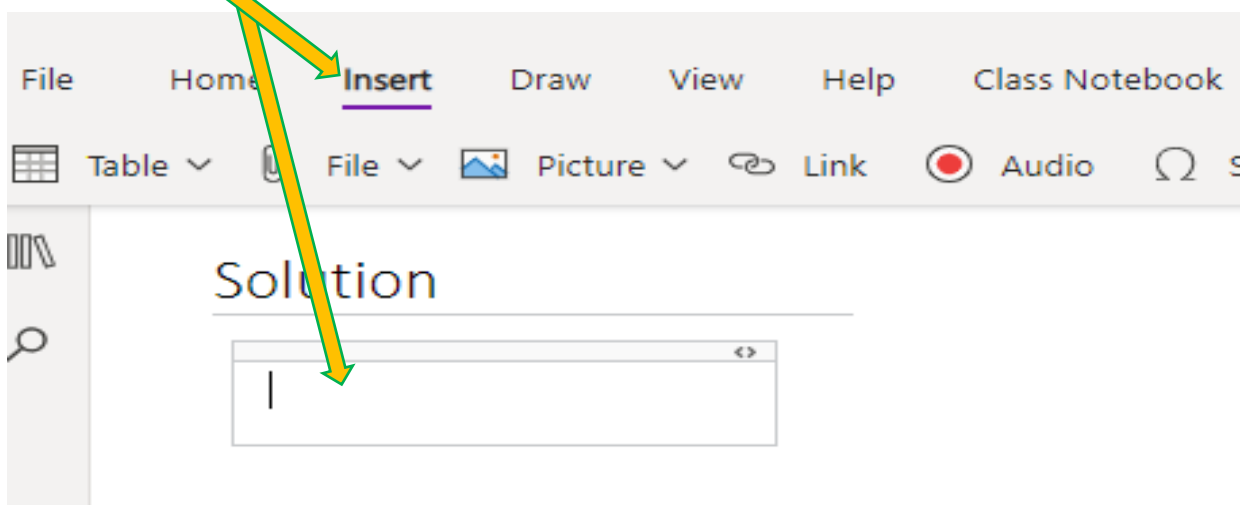


The title of the work you have been asked to complete in **title** bar of your Notebook to create a page to upload your work.

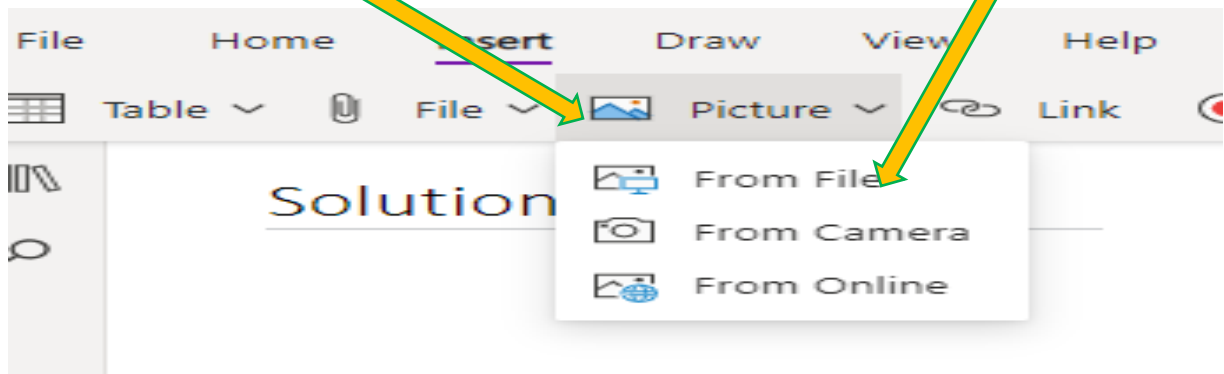
For example, 'Solution' as title, type 'Solution' in the title.



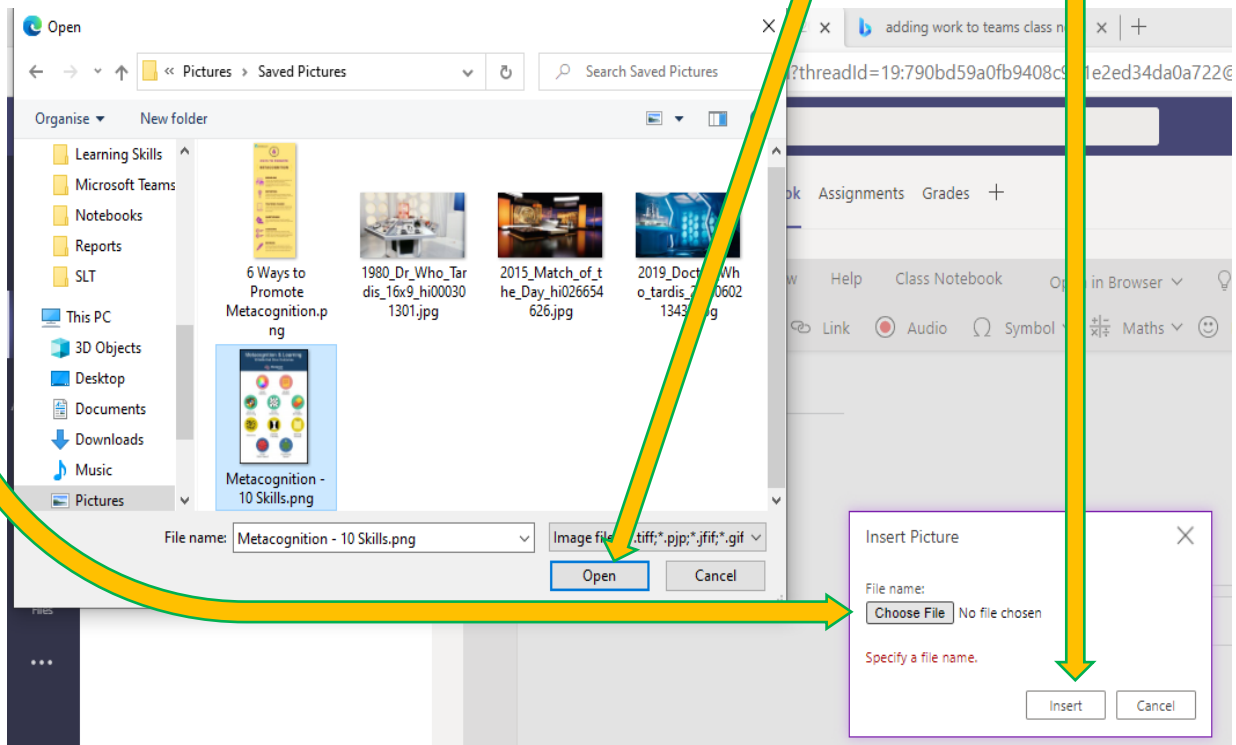
Click on **the page** to insert an image of your completed work or a file of it. Then, select 'Insert'



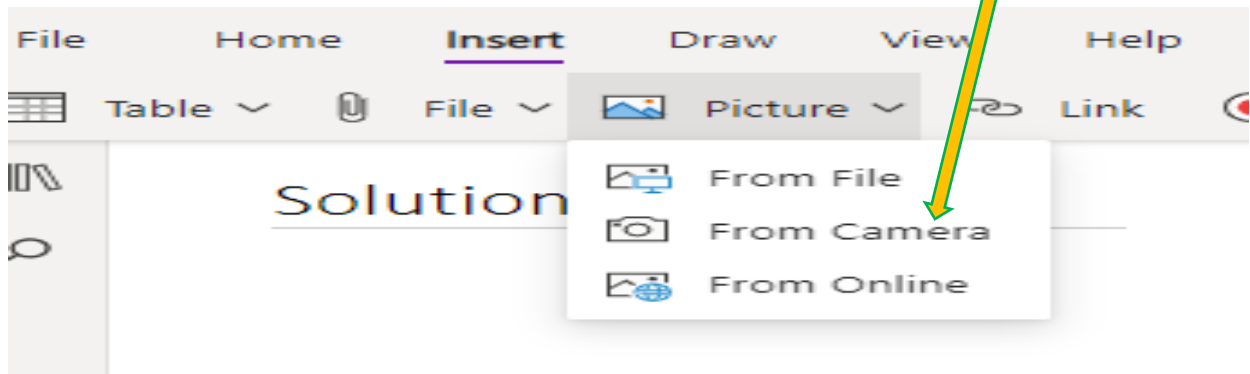
Click on **'Picture'**. To upload an already taken picture of your work, select **'From File'**.



Select **'Choose File'**. Choose the file to upload and click **'Open'**. Then, click **'Insert'** to add your work to the page.



To take a **picture** of your work using the camera (your device that you are using must have an **inbuilt camera**) and upload it directly onto the page, click '**From Camera**'.



Take a picture of your work by clicking the **camera icon**. Then, select '**Insert**' to add the image to the page.

