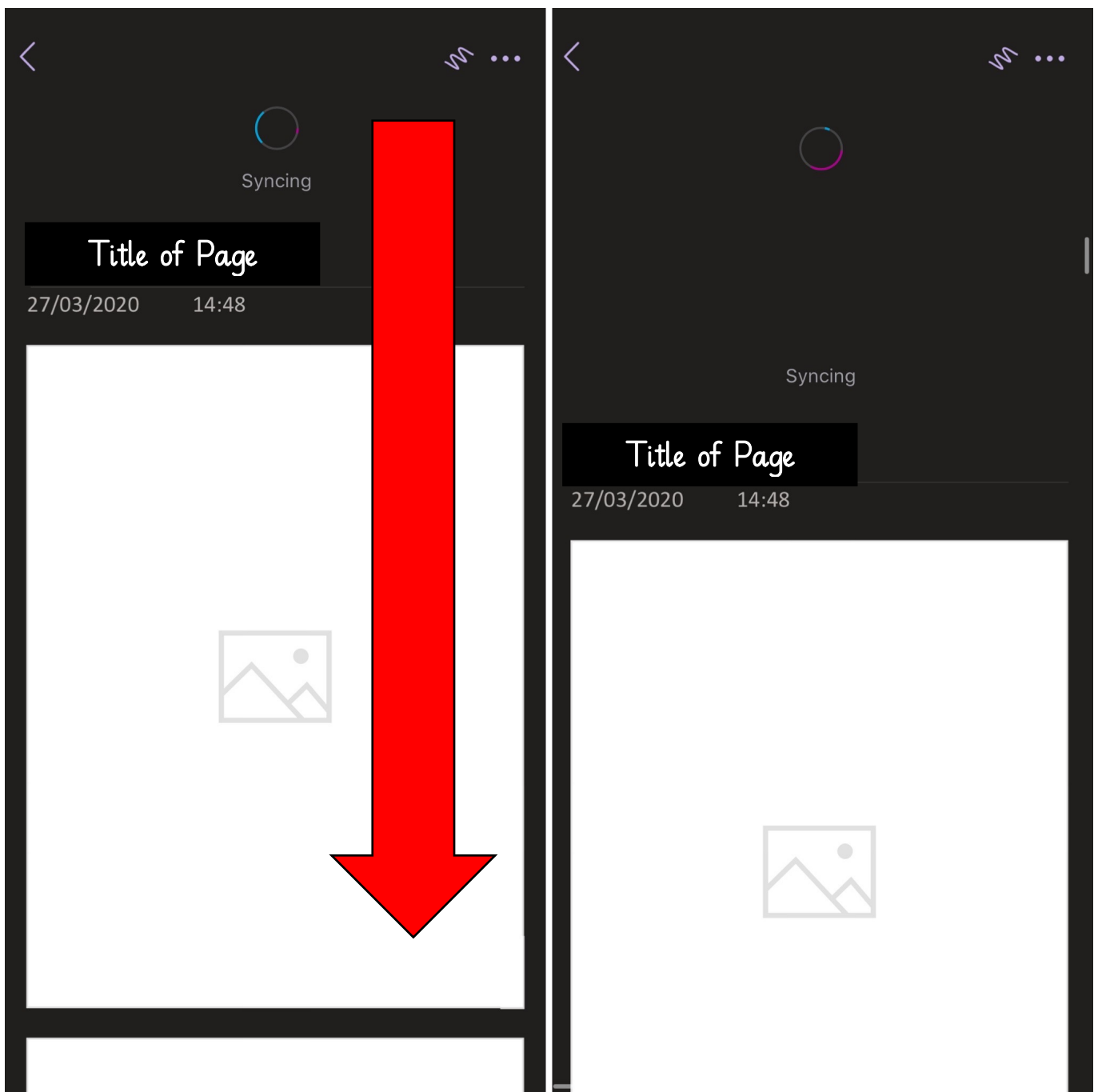




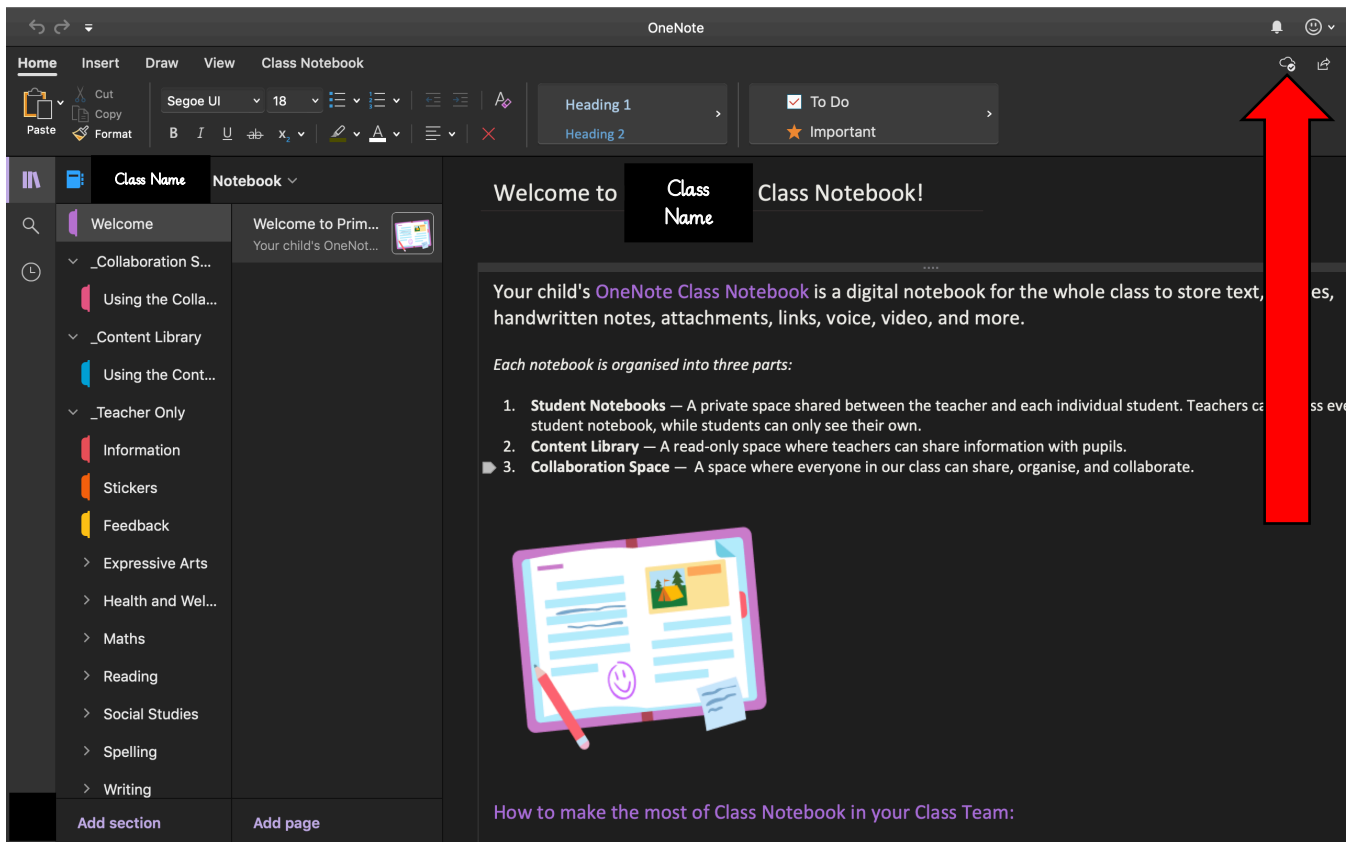
Dear Parents/Carers,

It has come to our attention that some of you may have had some difficulties saving your child's work on their Class Notebook. Here are some steps that may support you with this:

To do this on the app (on a touch screen device) use your finger to drag the title area downwards to the bottom of the screen, as seen below:



If you are using a different device, e.g. laptop or non-touchscreen, then there is a sync feature at the top right-hand corner, as shown below.



This may appear as a circle made of arrows, or a cloud. By pressing this icon, this will allow you to ensure the work you have uploaded/completed has been synchronised for your teacher to view and access.



The link below has several different sections to support whatever error message you are seeing (if you do see one). If you do not, and the work simply isn't saving, then it may help to manually sync your page:

<https://support.office.com/en-us/article/fix-issues-when-you-can-t-sync-onenote-2994-95ef-66d1-448f-90c1-b785a6968d45>

We hope this helps you to submit your child's work and resolve any issues with doing so.

Kind Regards,  
The Team at WCPS

