



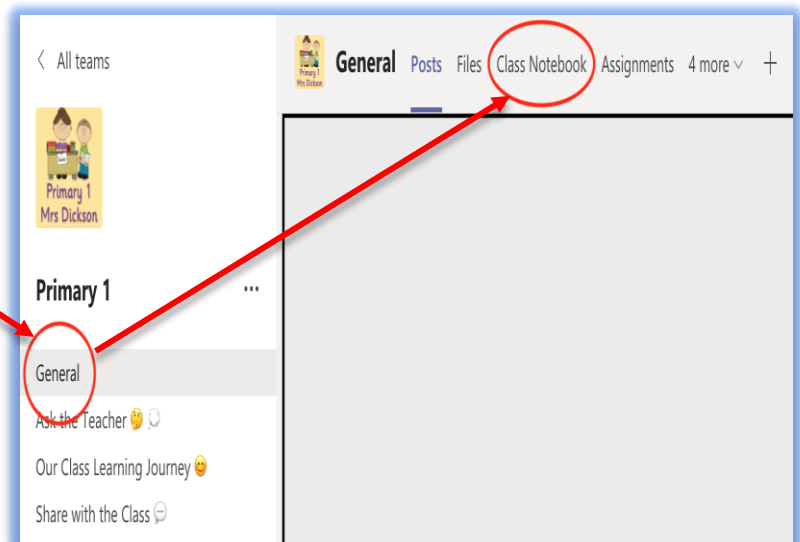
How to Access 'My Learning Update' in Class Notebook (Microsoft Teams)

1. Log in to **Microsoft Teams** using your **Glow** details. If you cannot gain access, please do get in touch with us.

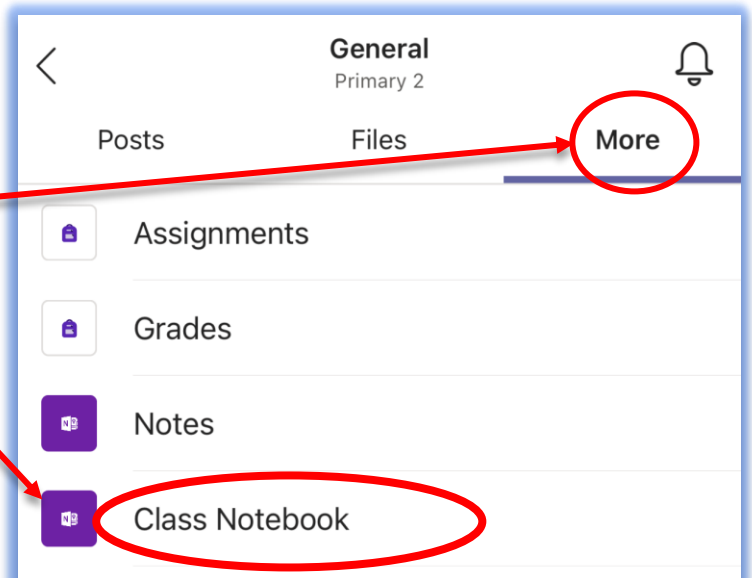


2. Select your class **icon**.

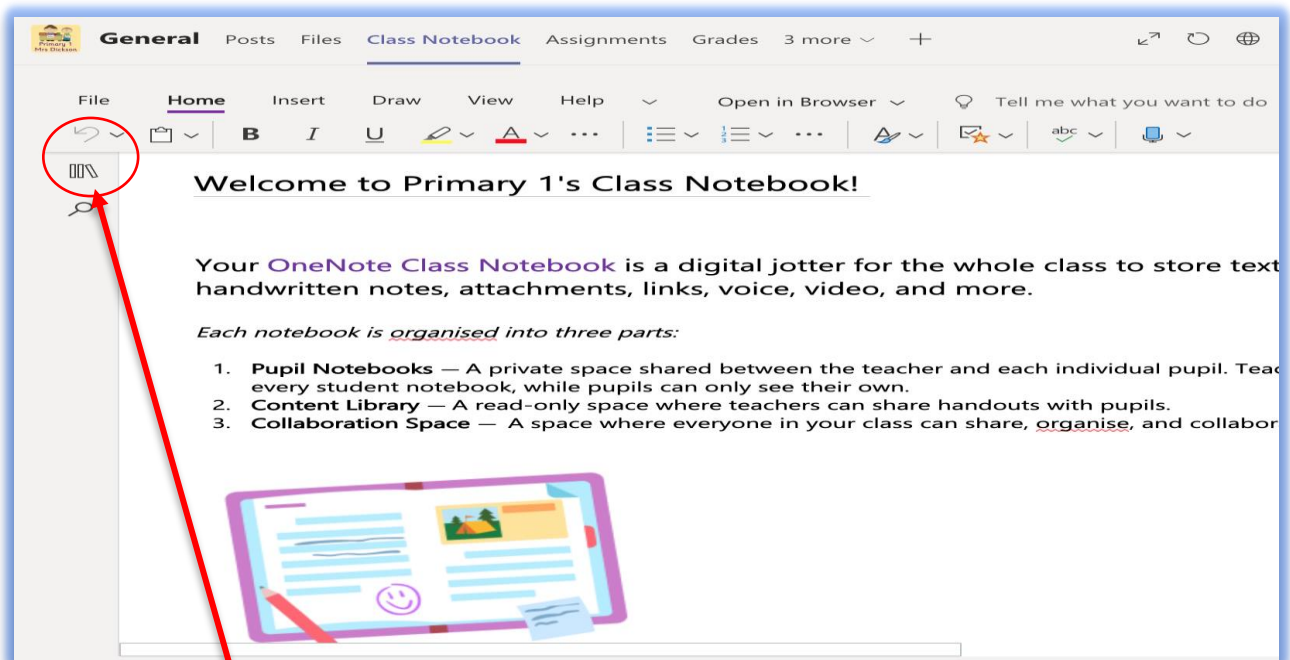
3. In the **General** channel, select the **Class Notebook** tab to be taken to the welcome page.



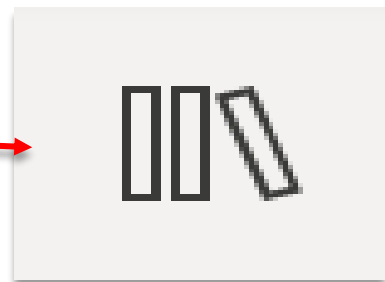
4. If you are using the mobile app, select **More** and then the option for **Class Notebook**.



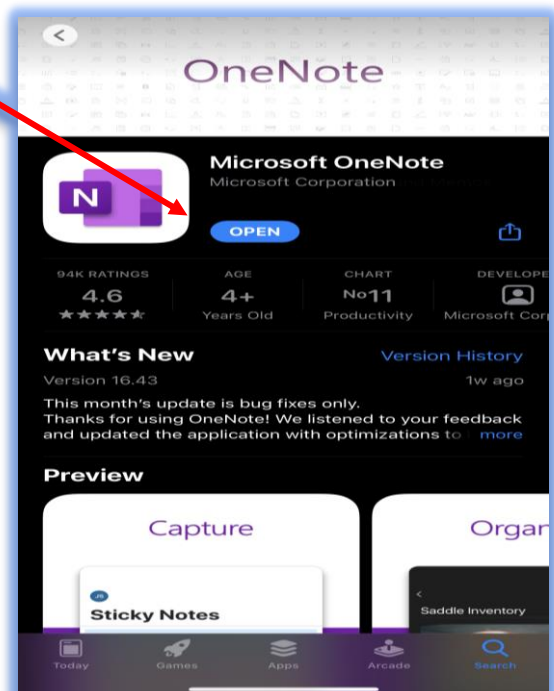
5. The **Class Notebook** screen will appear, as below.



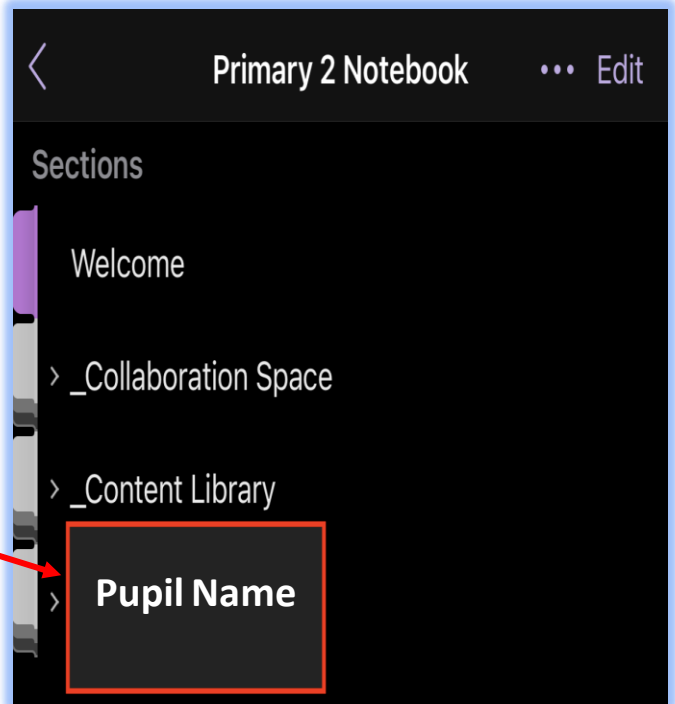
6. Select the icon you can see on the right, to see what sections you can access.



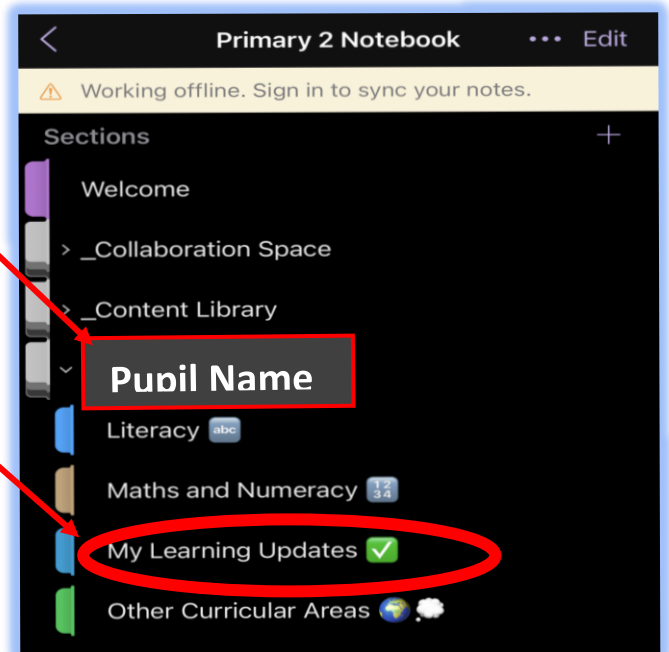
7. If you are using the mobile app, you may have to download the **Microsoft OneNote app** first from your app store. This is a free download. If you are using a laptop or desktop, you will not need to do this.



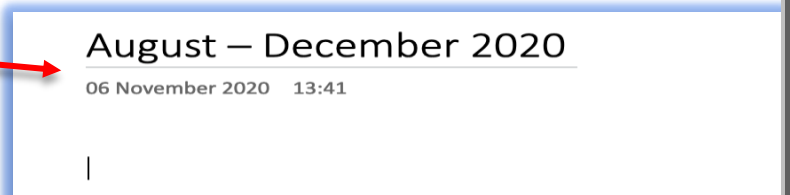
8. A menu will then open with chapters: Welcome, Collaboration Space, Content Library and **your name**. Select your name to access your personal **Class Notebook**.



9. Select your name and then the **'My Learning Updates'** section and then the **'August – December 2020'** page.



10. The page will then open and you can scroll through the updates, photos and text your teacher has included for you.



We hope you enjoy your child's update. If you require any support with accessing the Class Notebook/Microsoft Teams, please contact the school office via email at office@westercladdens.e-dunbarton.sch.uk.

WCPS Digital Team

