Teams and Class Notebook
Student Guide
Introducing Class Notebook
First the you will need go to: www.office.com and click on Outlook
Next open the team email and then click on Open Microsoft Teams button in the email
Your teacher will add you to your class group on teams and you will get a notification.
Click 'class notebook'
Click the arrow to move past the introduction page.
Click on the ‘collaboration space’ tab and you can see any notes your teacher writes.
You can use the homework tab to place work; only you and your teacher can see this.

You can add new pages to your homework notebook for different work/lessons.
A notification will come out that your teacher has created an assignment for you.

Click ‘view assignment’
Click ‘complete work’ or click ‘add work’ to upload a word document if you prefer.
Complete the task that has been set and then click ‘close’
Complete work on solving quadratic equations

Due March 25, 2020 12:00 AM
Closes March 25, 2020 12:00 AM

Instructions:
Quadratics

My work
- Complete work on solving quadratic equations

Click ‘turn in’
Once your work has been marked you will get a notification of ‘feedback’ from your teacher.

You can then go back into the document, make changes and re-submit (click ‘turn in again’) if needed.