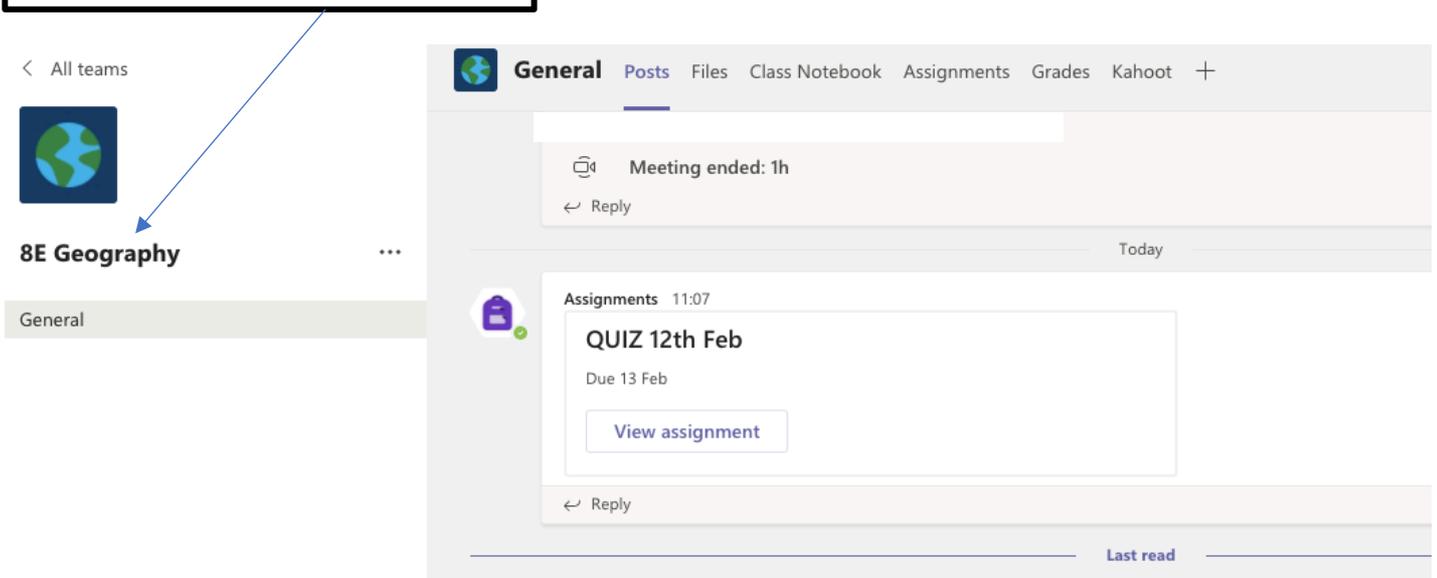


## How to access class notebook?

The geography department will be using 'Class notebook' on teams next half term, for Cycle C. All your child's lessons will be posted here and it is therefore important for us to know that your child is able to access their work.

Please can you go through the instructions below with them, to boost their confidence in using the software, and if you have any questions please send an email to [kwilliams@bolderacademy.co.uk](mailto:kwilliams@bolderacademy.co.uk)

**Choose the relevant class**  
(class name followed by geography)



The screenshot shows the Microsoft Teams interface. On the left, under 'All teams', the '8E Geography' team is selected, indicated by a blue arrow pointing from the instruction box above. The team's 'General' channel is active. The main chat area shows a 'Meeting ended: 1h' notification and an 'Assignments' section with a 'QUIZ 12th Feb' due on '13 Feb'. A 'View assignment' button is visible below the quiz title. The interface includes navigation tabs at the top: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Kahoot', and a plus sign for more options.

1) Click on class notebook

2) Click on the 'three books' (or on [class name] geography notebook)

The screenshot shows a digital notebook interface. At the top, there is a navigation bar with tabs: General, Posts, Files, Class Notebook, Assignments, Grades, Kahoot, and a plus sign. Below this is a ribbon menu with tabs: File, Home, Insert, Draw, View, Help, and Audio. The Home tab is active, showing a font face of 'Calibri Light' and size '20'. Below the ribbon is a sidebar with a search icon and a list of items: Welcome, \_Collaboration Space, \_Content Library, and \_Teacher Only. Under \_Content Library, there are three cycles: Cycle D, Cycle B, and Cycle C. A red box highlights the text 'Your child's name' next to the cycles. To the right of the sidebar is a main content area with a title 'Lesson 1' and a date '09 February 2021 18:02'. Below the title is a PDF icon and the text 'Lesson 1'. At the bottom of the main content area, there is a black header 'Lesson 1' and a blue header 'Quiz It'. Blue arrows point from the callout boxes to the 'Class Notebook' tab, the 'three books' area, the 'Your child's name' text, the 'Cycle C' item, and the 'Lesson 1' PDF icon.

3) Click on your child's name

4) Click on Cycle C

5) Click on Lesson 1

Once you are on the lesson, you can edit the document by double clicking anywhere on the page.