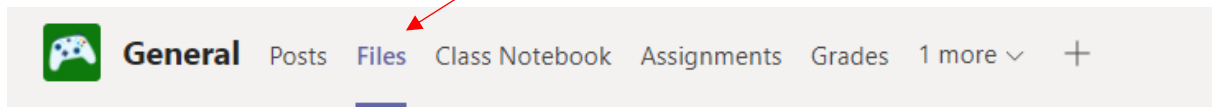
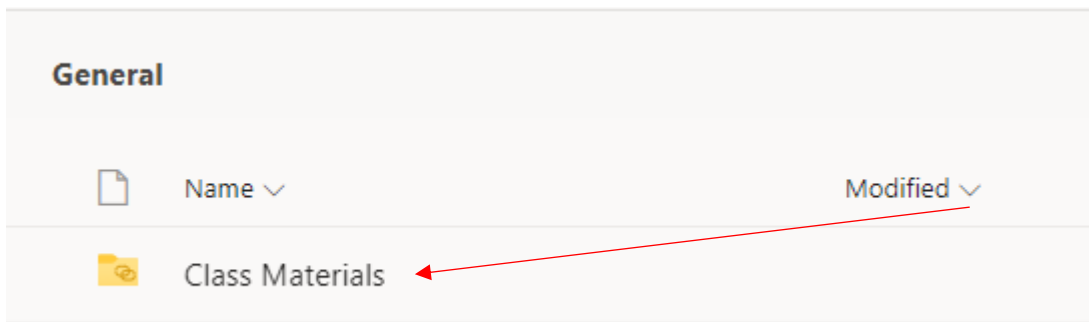


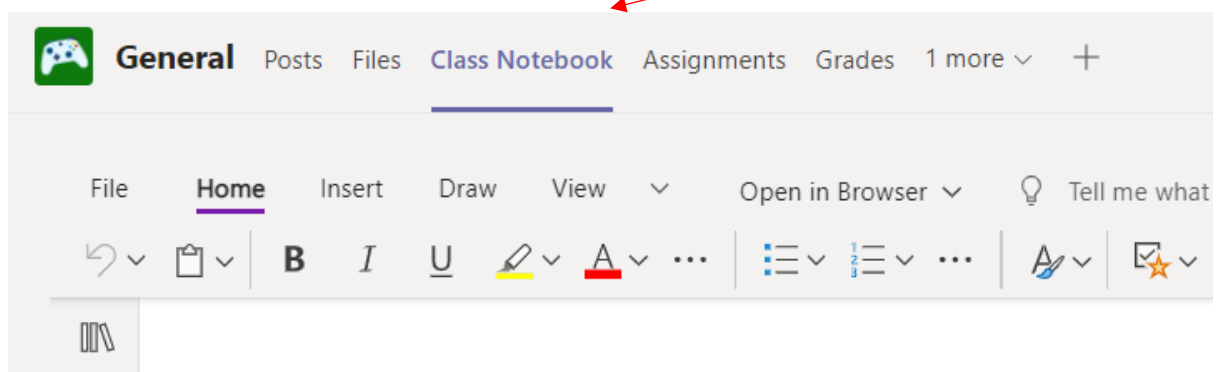
1. Select 'Files' along the top.



2. Then click on 'Class Materials'. Inside of this you will have access to the daily tasks. I would suggest that you click on the PowerPoints as these will explain your tasks for the day.



3. You can either write your work in your book that you have collected from School where you can upload a picture of this onto Teams, or you can type inside your own class Notebook. Inside your Notebook I will add in each date where you can upload work for that day. This is where you will find your own Notebook.



4. Then select the symbol that looks like a stack of books. Inside here will be your notebook (it will have your name) and inside of that I will date it.

