

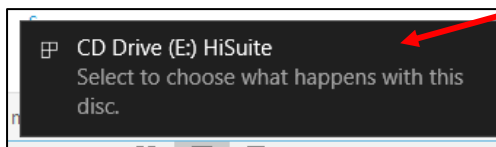


Remote Learning – Transferring photos to a laptop

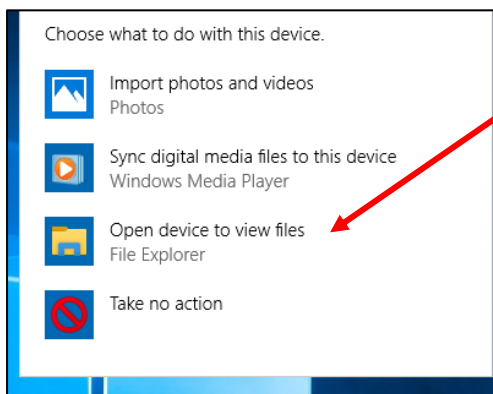
When accessing your class work through Microsoft Teams, you will need to take pictures of the work you have completed and upload them so your teacher can look at your work and provide feedback.

This guide takes you through the steps you need to follow in order to transfer the photo(s) from your phone/tablet to your laptop. You will then be able to hand in your work to Teams using this laptop.

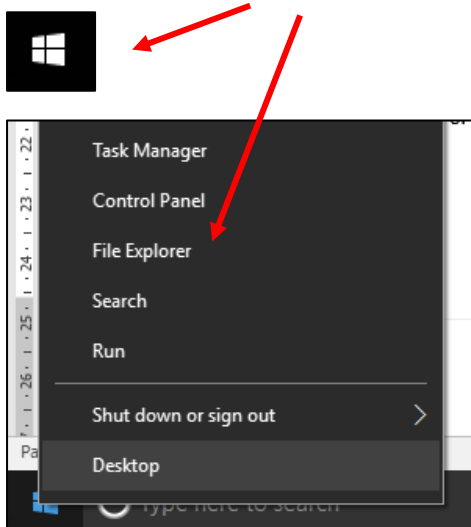
1. Connect your phone/tablet to the laptop using a USB cable
2. The prompt below will appear. Click on this message:



3. The prompt below will appear. Click on 'Open device to view files':

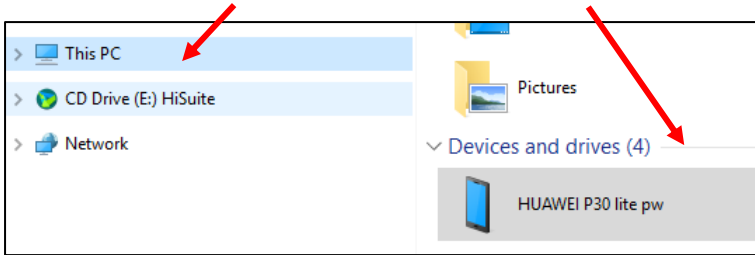


4. Check on your phone/tablet. If there is a notification asking for permission or what you wish to do click on 'allow'.
5. Right click on the windows logo (This is in the bottom left corner of your screen) and choose 'File Explorer':

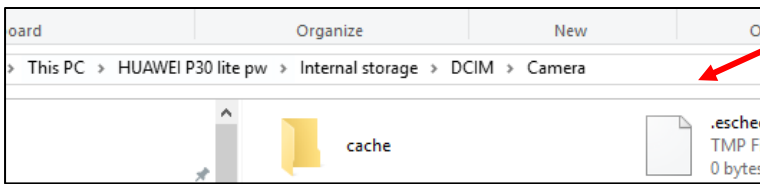




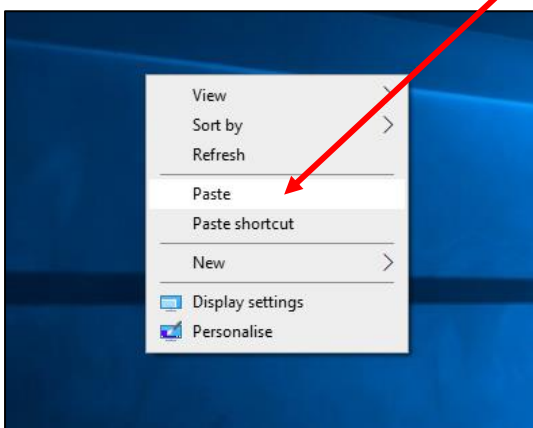
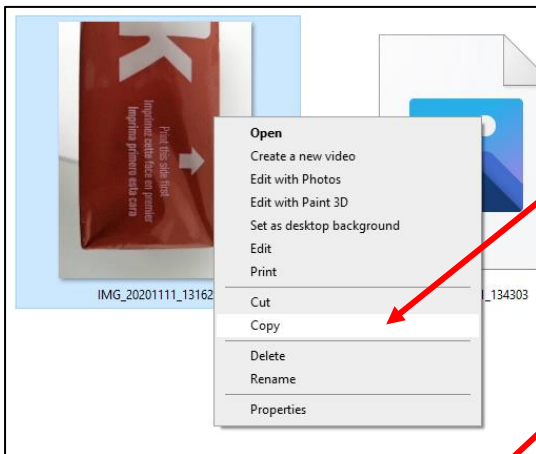
6. Click on 'This PC'. You will then see your connected phone/tablet:



7. Double click on your connected phone/tablet and find the photo(s) that you took of your work (Usually these are stored in the DCIM folder on your device).



8. Once you have found the photo(s) click on them and choose 'copy' then paste them onto your desktop:



9. The files are now on the laptop ready for you to hand in using teams. Follow the guide called 'Remote Learning – Microsoft Teams Pupil Guide' pages 16 – 21.