



Accessing Notebook for Home Learning

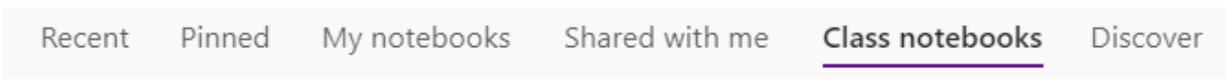
1. Go to www.office.com on any internet browser
2. Sign in with the pupil log in details you have been given. A child's email address will be the first initial of their first name followed by their surname and the year in which they will leave school in Y6.

e.g. John Smith would be: jsmith2021@blessedsacrament.lancs.sch.uk

3. Once logged in click on the following icon to open Notebook:



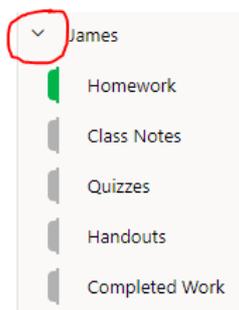
4. Select the tab Class Notebook from the list:



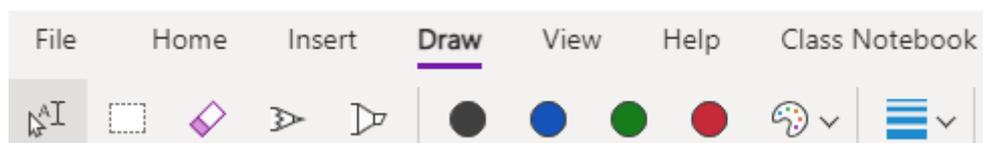
5. You will then be able to click on your Class Notebook (It will look something like this):



6. Click on the arrow next to your name to show your folders, your work should be under the Class Notes section – but check with the class teacher if you can't see it:



7. To type into a Notebook file just double click and a text box will appear or if you are using a touch screen device you can select the 'Draw' menu and use the pens on there to write with.



8. You do not need to save or submit your work once completed as the teacher can see any alterations you have made straight away.