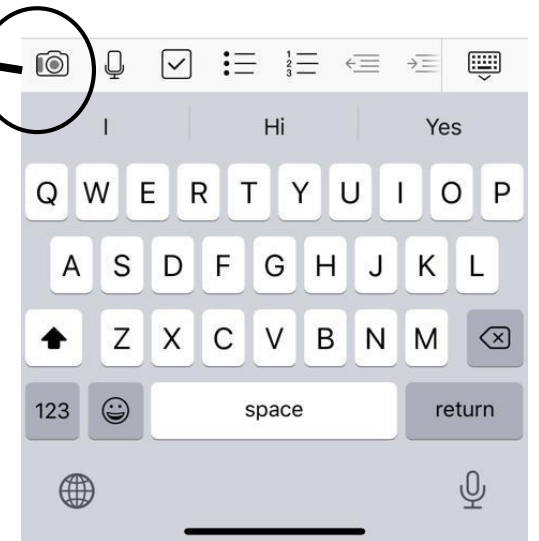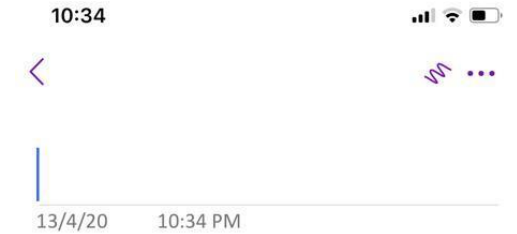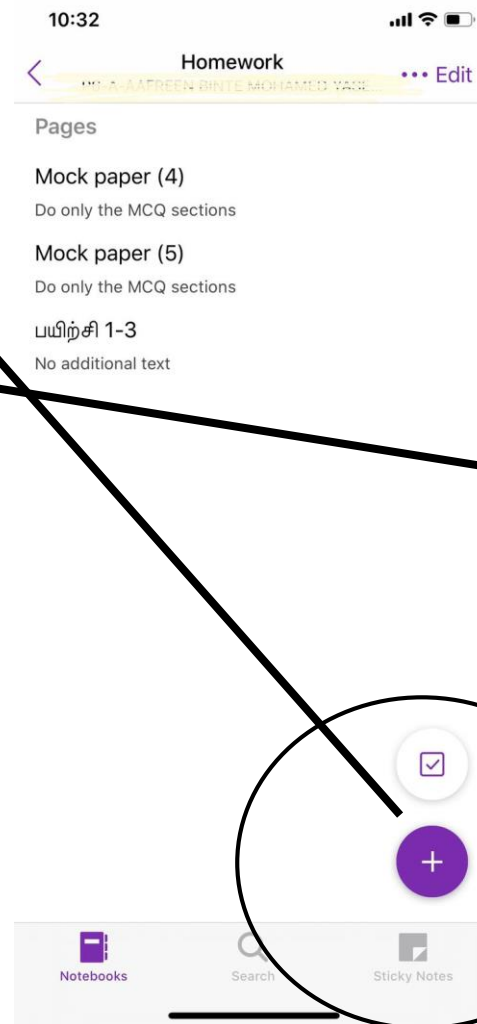# How to upload work on OneNote?

## - A Detailed Guide for Pupils
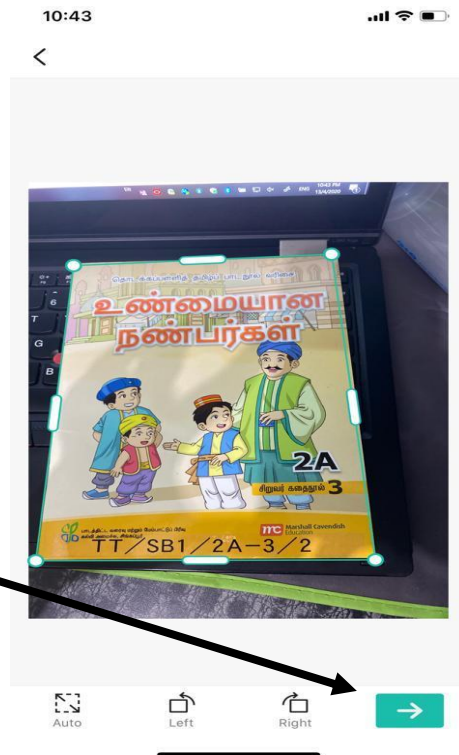
# Method 1 - From App on Phone

1. Click on Class Notebook
2. Click on your Name
3. Click on Homework
4. Click on + sign
5. A new page will appear.
   Title the page.
   Click on the camera logo
6. Insert picture,
   by either taking picture
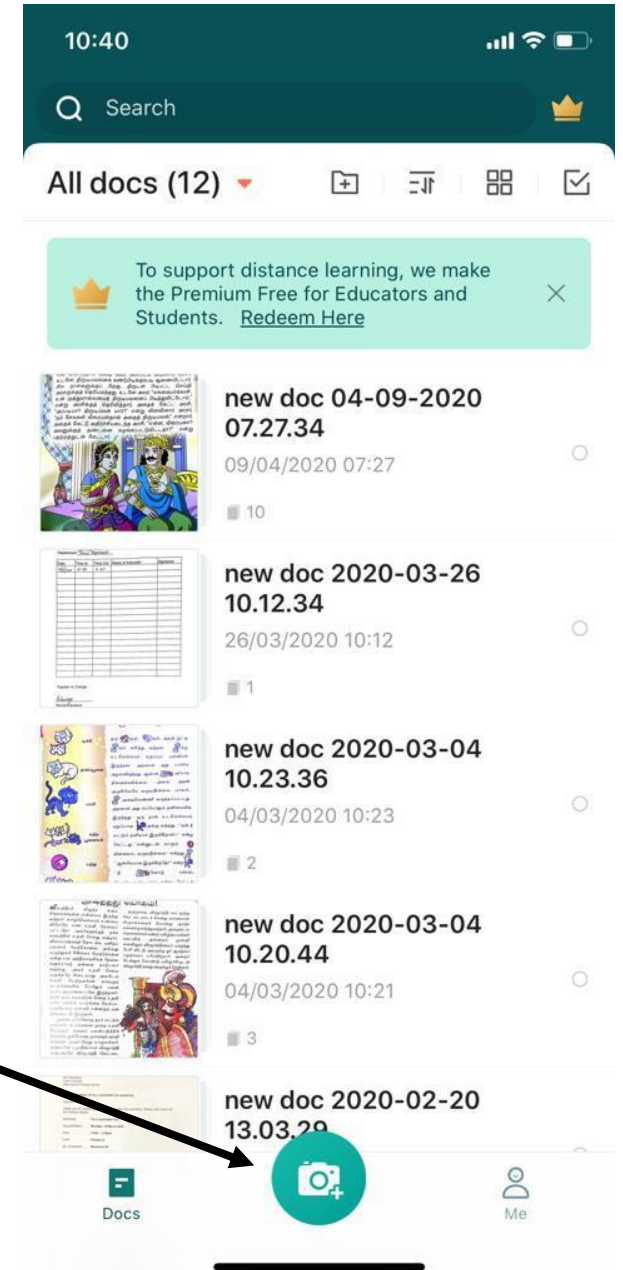   or from library

# Method 2 –
Download CamScanner in Phone and change it to a PDF File and insert in onenote desktop browser or app (version)

2. Crop and click the next arrow
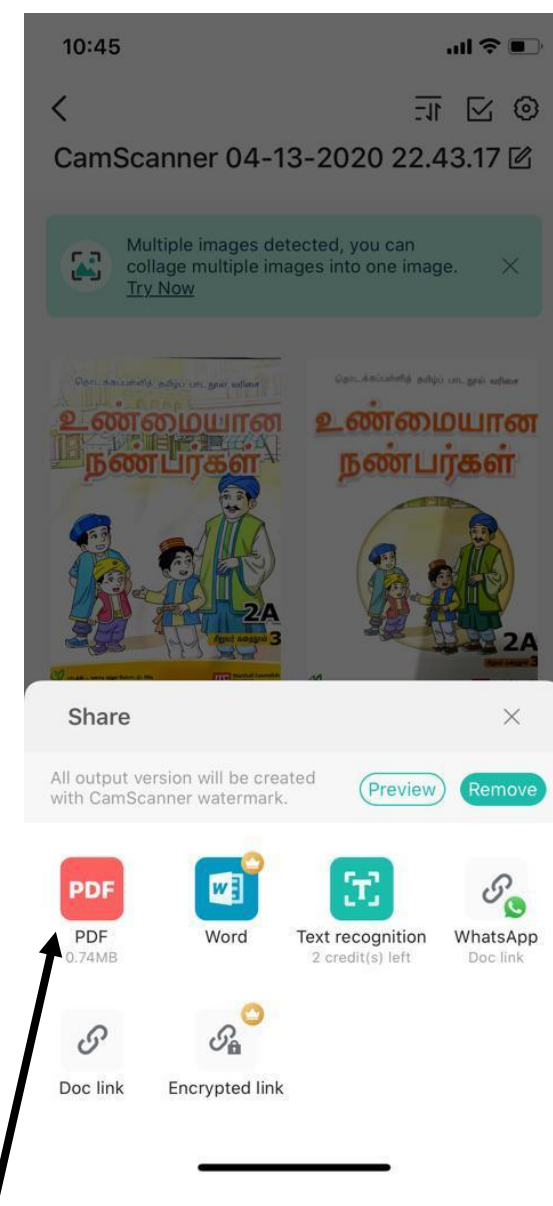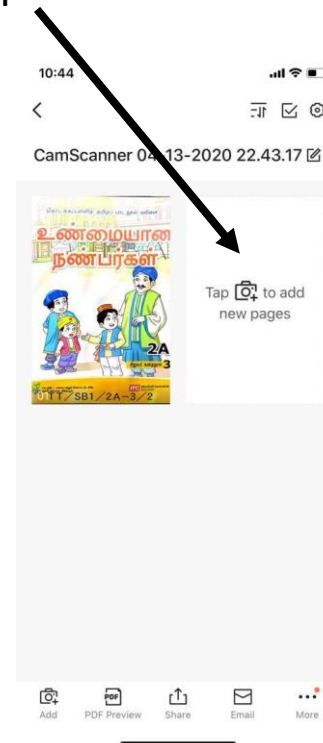
1. Click on the camera

# Method 2

3. Once you like the image click on the tick symbol

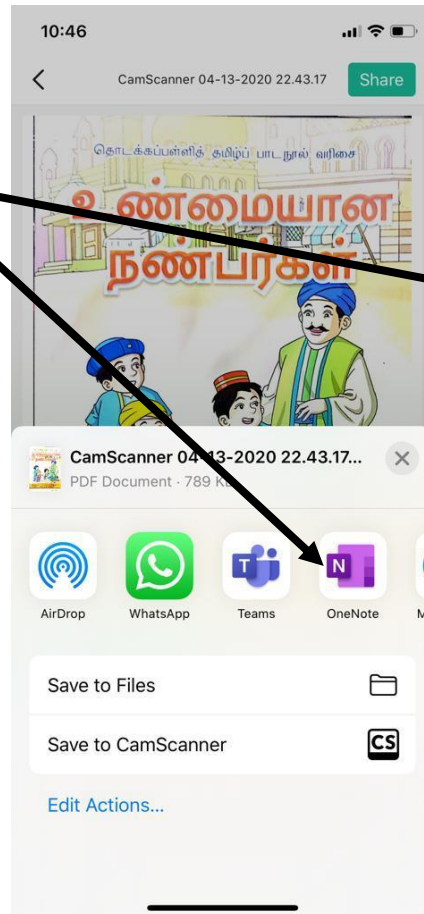4. Add more pages by clicking on the camera button

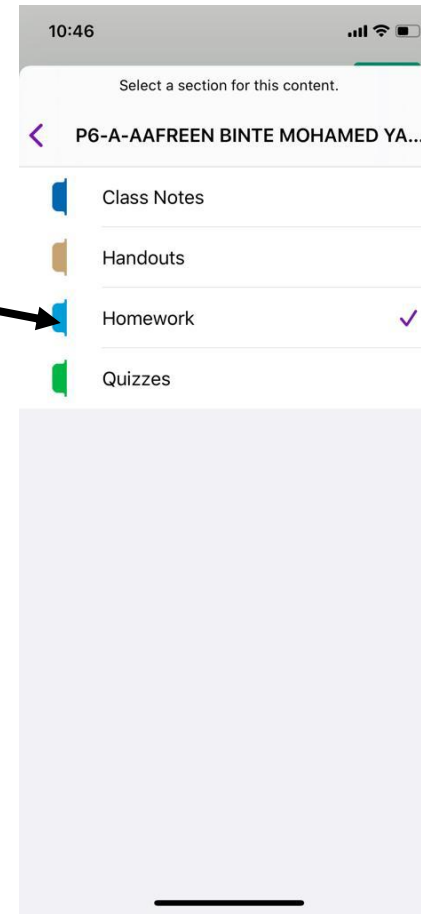5. Transfer file into PDF by sharing it as a PDF

# Method 2

7. Click on Homework

6. If you have the phone app OneNote downloaded, click on OneNote and follow instructions 7 & 8.

If not save the file to files and extract file from phone to computer and follow steps 9 and 10.

8. A new page will open, give it a title and click share/save. The PDF file will be uploaded to a new page in Homework.

# Method 3 - Files printed directly to page from laptop

9. After saving the PDF file in Phone and Transferring file to Laptop, open OneNote, Go to the homework tab and add page

10. Click on File printout

And insert the document