How to upload work on OneNote?

- A Detailed Guide for Pupils

Method 1 - From App on Phone





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



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Method 2







Method 2

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.



7. Click on Homework

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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

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