



TEAMS - ADDING PHOTOS TO YOUR ASSIGNMENT WITH A LAPTOP CAMERA

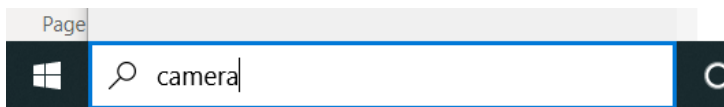
If like many households you are sharing a laptop for home learning this may help free it up. This may not be possible for all assignments but for assignments that have asked you to write something this may be helpful.

Open your assignment and note down what you have been asked to do. copy any questions it has asked you.

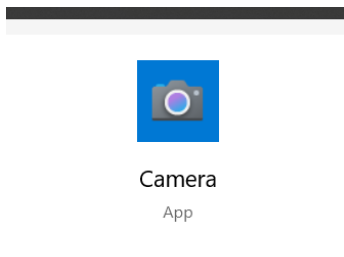
Your sibling can now use the laptop, and whilst they are on the laptop you are able to complete you work on paper. Once you have completed the work and you are back on the laptop you can now add your work to your assignment.

TAKING THE PHOTO WITH THE LAPTOP CAMERA

In the search bar next to the window Start icon type in Camera



The following options will appear in the box above



Click the icon to open the camera and hold your work up. Try and fill the camera area with your work. This may be tricky but after a few attempts you will get used to doing this. Get as clear a picture as you can.

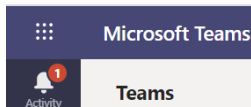
(YES, YOUR WRITING WILL BE BACK TO FRONT BUT DO NOT WORRY)

Click the camera button on the screen to take the photo.

NOW TO ADD THE IMAGE TO YOUR ASSIGNMENT AND SUBMIT

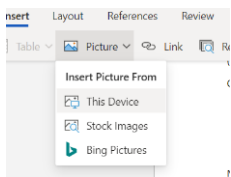
Once complete log onto TEAMS as normal.

Click on the 9 dots top left of your page.



Open the appropriate Assignment

From the menu across the top choose "INSERT" "PICTURE" "FROM THIS DEVICE"



From the left hand choose the Picture folder

Then choose the Camera Roll folder

You will then see the image you have just taken

Click on the image to insert the picture. It will now show the correct way around.



Submit the assignment like normal. Your teacher can then mark the assignment online and if needed you can make the updates on your paper copy and re-send the up-to-date image.

WANT TO DO THE SAME WITH AN ANDROID PHONE/TABLET or iPHONE/iPAD

Log into TEAMS as normal on your android phone or tablet

Go to the assignment and open it. It will be in read mode so now click on the word icon to open it in word.

Click on the pencil at the top to put the document in edit mode.

Click on the up arrow next to the text options

Where it says Home, tap here and choose "INSERT" "PICTURES"

Choose Camera, take photo and agree and it will appear on the document.

Now write any notes and submit your assignment as normal.