Guide to uploading a picture straight to your Laptop / Computer.
(Must have a camera / webcam on the device)

Step 1 – Type 'camera' into the search bar.
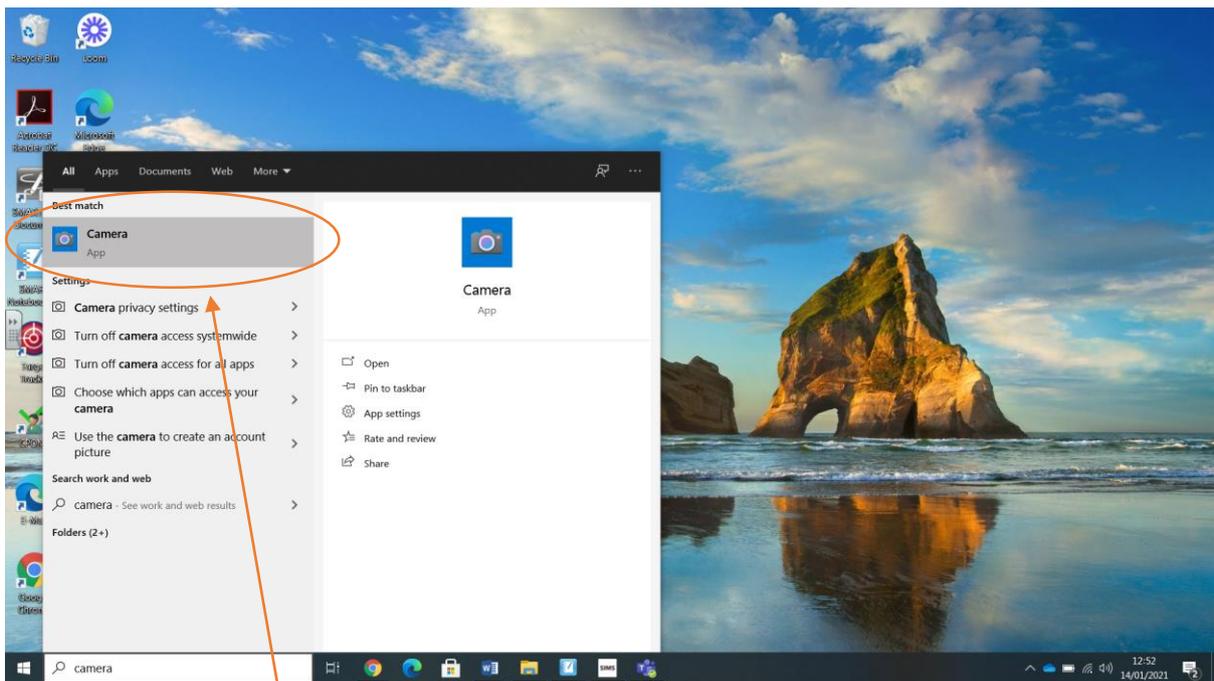
Step 2 – Choose the camera app

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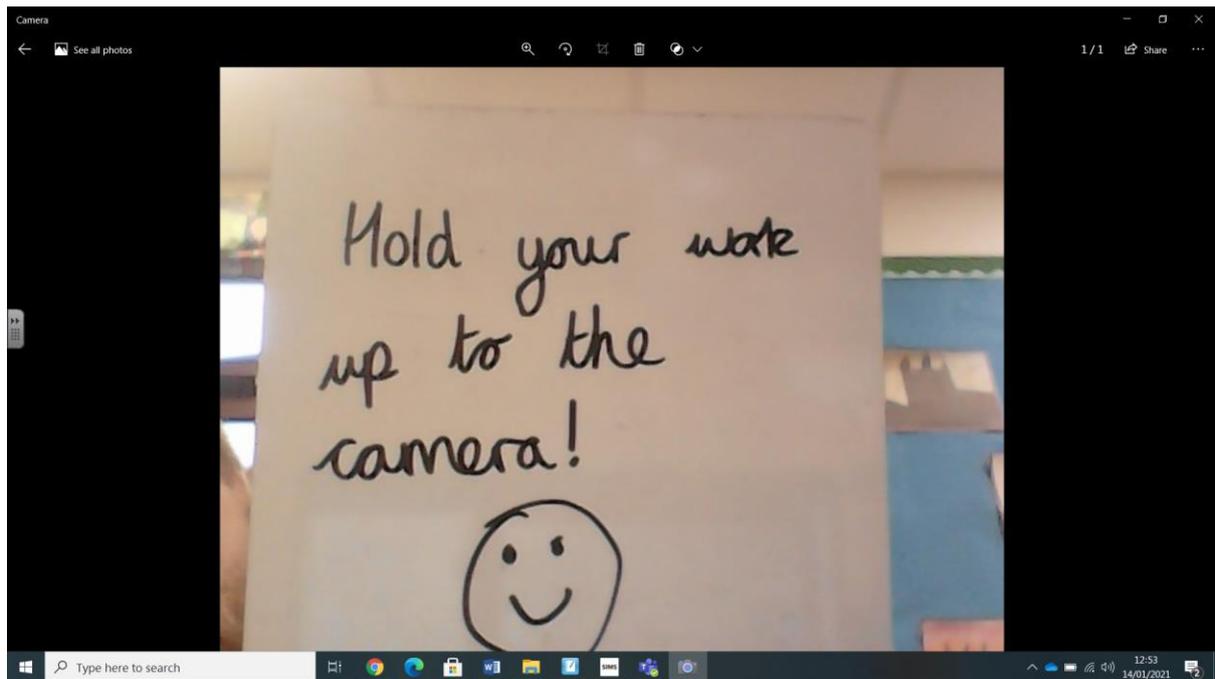
Step 3 – Hold your work up to the camera and take the picture. (The words may appear backwards but will flip round when the picture is taken).
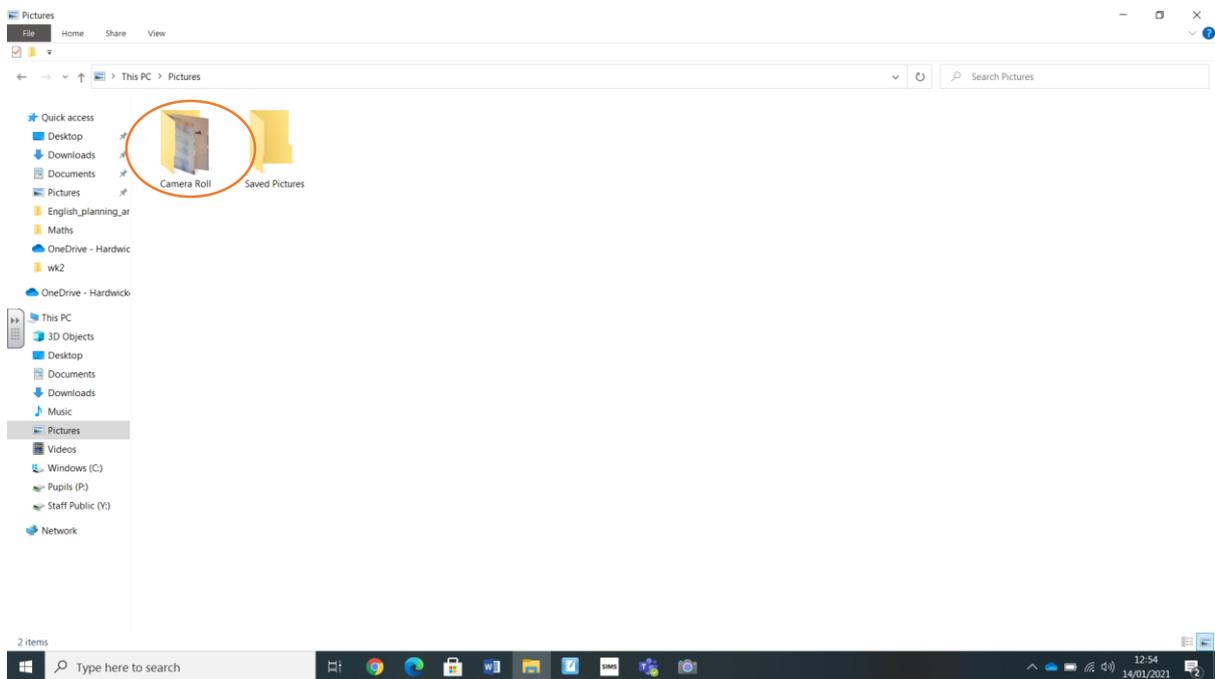
Step 4 – Taken pictures will appear in the file explorer. They will be in 'Pictures' and then look for the folder named 'Camera Roll'

Step 5 – These pictures can be uploaded onto TEAMS in your child's assignments. Click on the lesson you want to upload and click 'Add work'

(Note – When you hand/turn-in work, you won't be able to upload new documents. To upload new documents after hand-in, undo your hand-in by pressing the hand in button before.