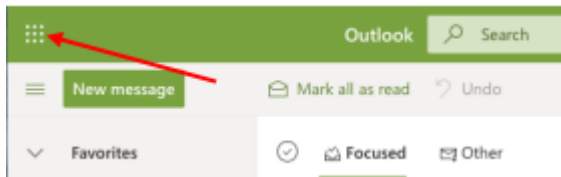


Student Year End

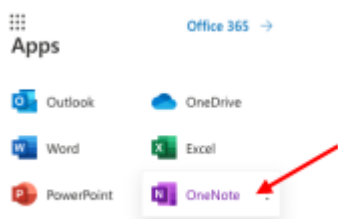
Accessing your Class Notebook & Downloading Files

1. Class Notebook - If you used Class Notebook, you will still have access to it even though your teacher may have archived the class Team. There should be no need to save or download any work contained within the notebook.

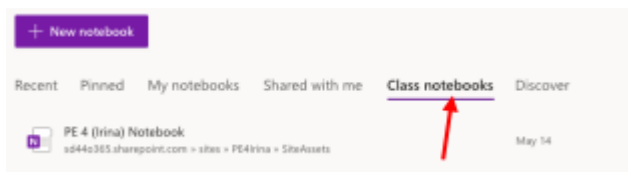
The simplest way to access the class notebook after a class Team is archived is to go to your school mail and click on the 3x3 dot (waffle) grid on the upper left of the screen.



Click OneNote. (If OneNote does not appear please see Step 3)

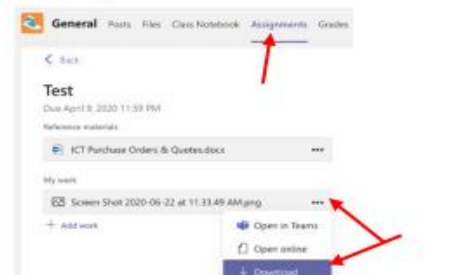
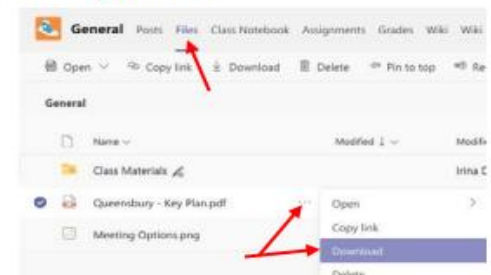


Within OneNote, click the Class notebooks tab and choose the class notebook.

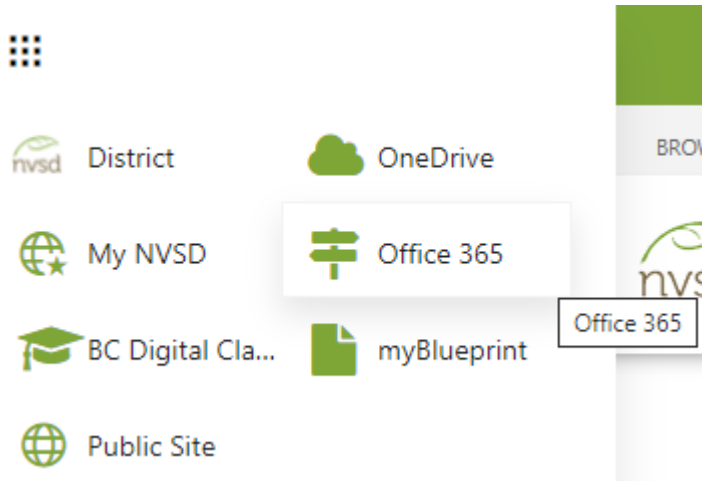


2. Downloading Files

Any files you wish to retain beyond those contained within your Class Notebook can be downloaded and saved to an alternative location. This may include submitted & returned assignments and/or files shared within a class team.

<p>Submitted and returned assignments are stored in the <i>Assignments</i> tab. To download, open the individual assignment > click the ellipsis (...) next to the file name > choose <i>Download</i> from the dropdown list.</p> 	<p>Files shared within the team will appear in the <i>Files</i> tab of each channel of the team. To download any files from this location, go the <i>Files</i> tab > click the ellipsis (...) next to the file name > choose <i>Download</i> from the dropdown list.</p> 
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3. If OneNote does not appear in your list – click on the Office 365 icon



This will open all the applications available. Select OneNote from the list – once it is used it should show up in your list.

