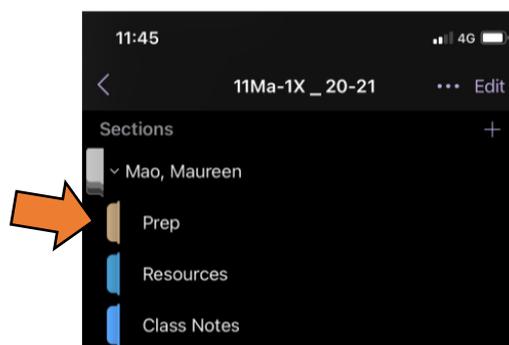
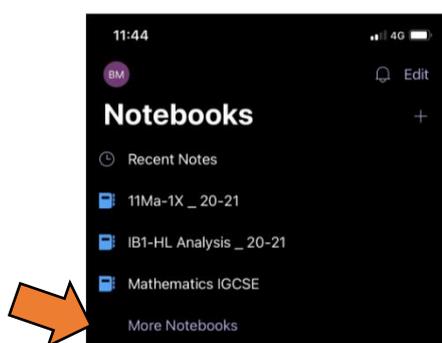
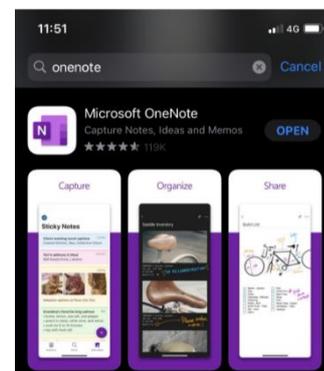


Uploading Handwritten Prep Direct to OneNote

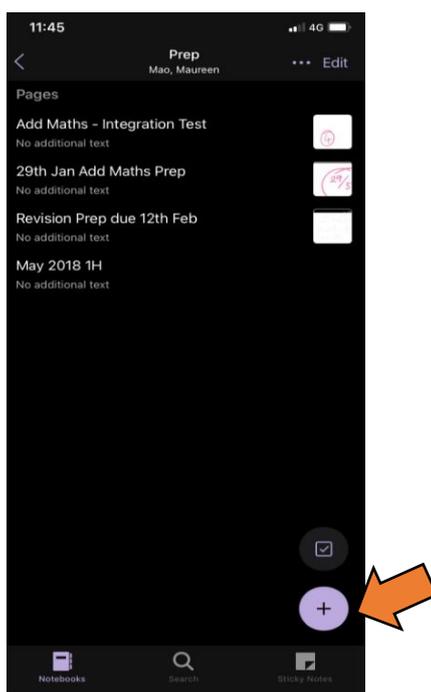


For those preps which are written by hand on paper, the easiest way to upload them to OneNote is to use your smart phone.

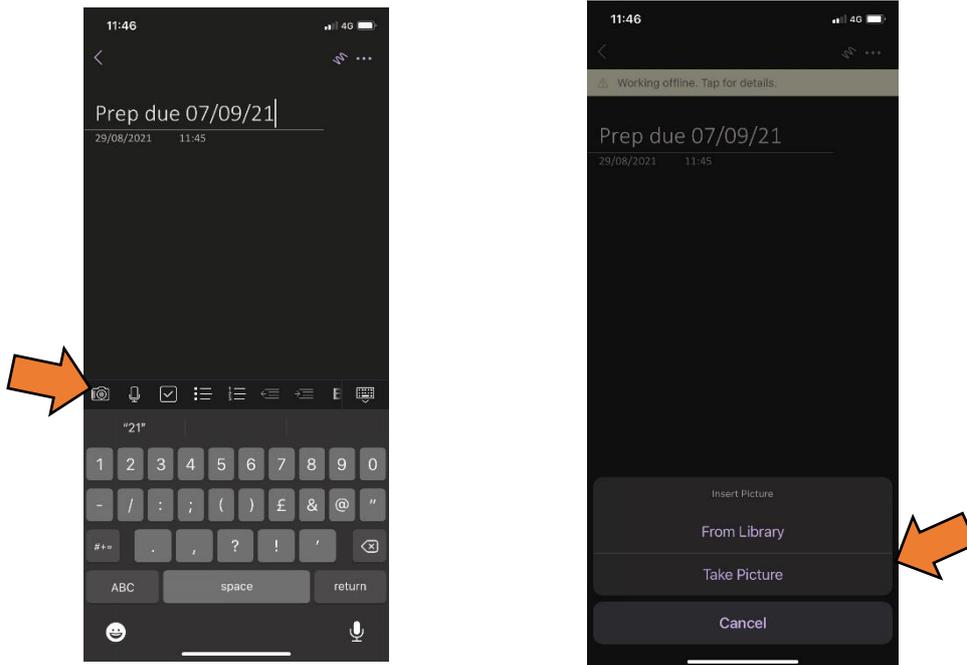
1. Download the Microsoft OneNote App from your app store.
2. Open the App and sign in with your Bromsgrove School email address and password. This will automatically load the OneNotes to which you have access.
3. Select the appropriate Notebook and navigate to your individual Prep section.
(Click More Notebooks if you cannot find the one you need).



4. Use the + button to add a new page for your prep.



5. Give the page an appropriate title and then use the camera icon to take a photo of your prep, or choose from your photo library. Click done.



6. If you have multiple pictures to upload, just tap below the first and click the camera icon again.

7. To be sure that your prep has uploaded, click the three dots in the top right corner and select "Sync Now". Your teacher will then be able to view your prep and mark it on screen. Check back for feedback once it has been marked.

