

# OneNote & Teams – Submitting Work to Teacher

This guide will show you how to submit work to OneNote and videos to Teams via your iPad and student laptop(s).

If you have more than one student, please also see page 3 of this guide for steps on how to switch between multiple student EdPass email accounts quickly and efficiently in the OneNote and Teams iPad apps.

## iPad – Submitting Work in OneNote

1. Download the **OneNote app** from the app store, open it, and sign in using a **student EdPass email account**
  - a. Student EdPass email accounts look like this: *firstname.lastname###@schools.sa.edu.au*
  - b. If you don't know your login details, please contact SOTA
2. Tap the **More Notebooks** button in the top left
  - a. If you can't see *More Notebooks*, press the **back button** < near the *top left*
  - b. You B72 1 (o)-9.2CID 210 and Week 4 to the Subject wish to submit work, e.g., *English, Week 4*
6. Tap anywhere inside the **free white space** under the **Subject Name Week #** to enable the *menus at the top*
7. Tap **Insert** at the *top* to begin submitting work
8. Tap **Camera** to take and upload photos using the iPad camera
  - a. Tap **Allow** and **Allow Full Access** if prompted (E-0) DT 0 Tw 0.007c 0.003 Tw 0.228 T Suran



## Switching Student Accounts on iPad

Only one EdPass