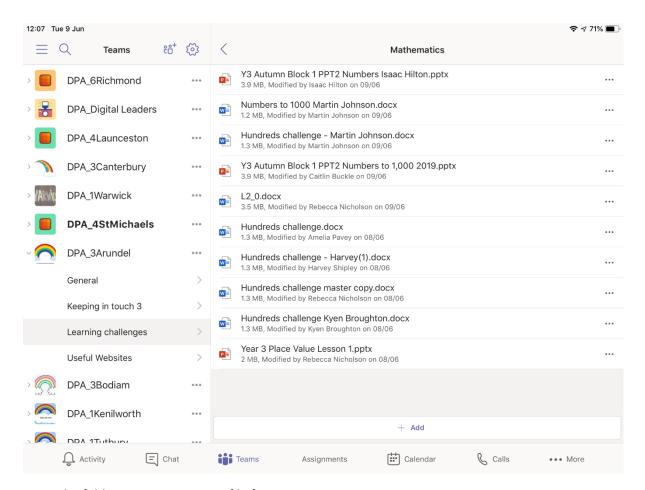
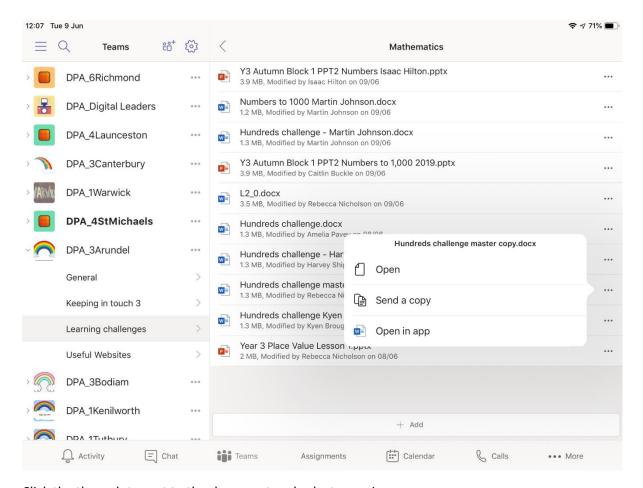


Before you start make sure you have Word downloaded to your IPAD – each student in school has a free licence to download this to their own devices.

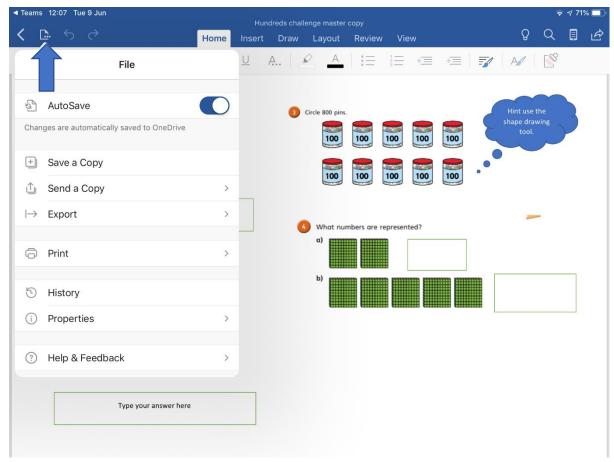
First open the Learning Challenges channel and go to files!



Open the folder you want to get a file from.



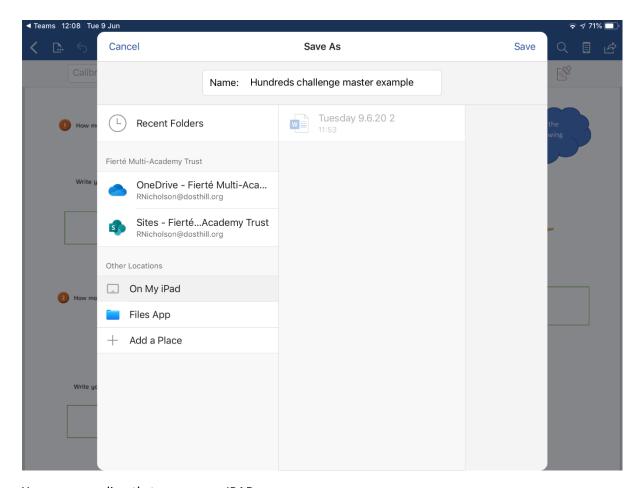
Click the three dots next to the document and select open in app.



As soon as the document opens click the symbol that the arrow is pointing to.

Turn off autosave and then click save a copy. If you do not turn off autosave it will overwrite the master document.

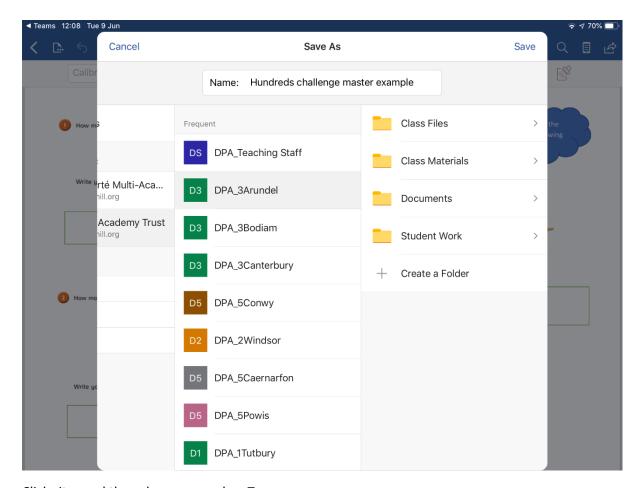
You will have two options



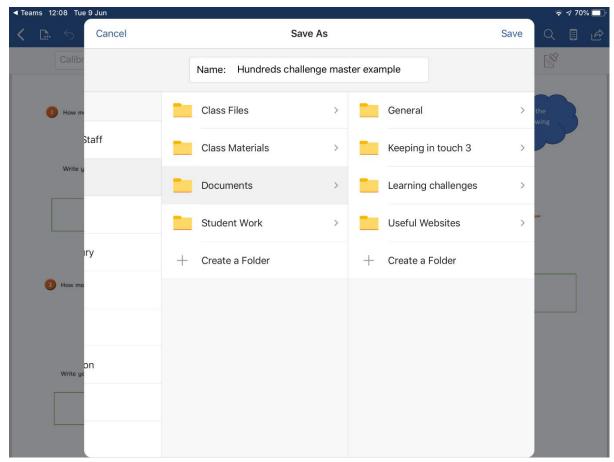
You can save directly to your own IPAD.

Or if you are signed into Teams Sites may be an option.

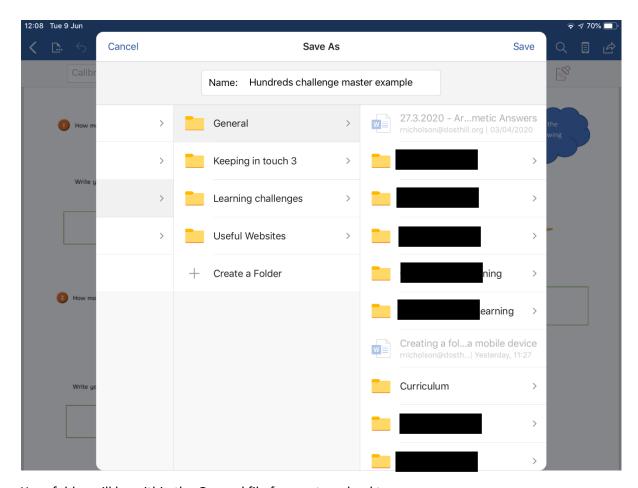
To upload to sites these are the following instructions;



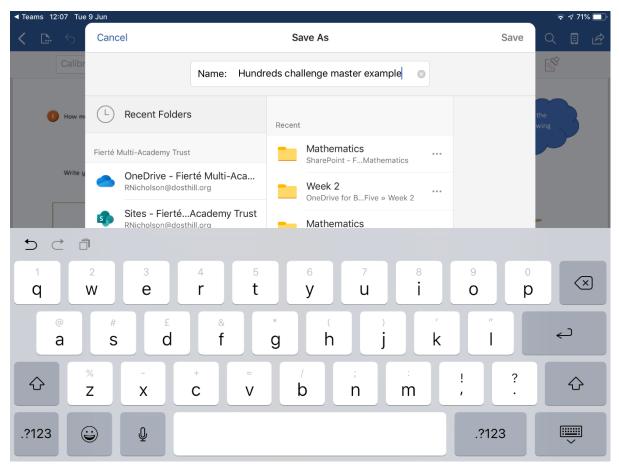
Click sites and then choose your class Team.



Select documents then General file

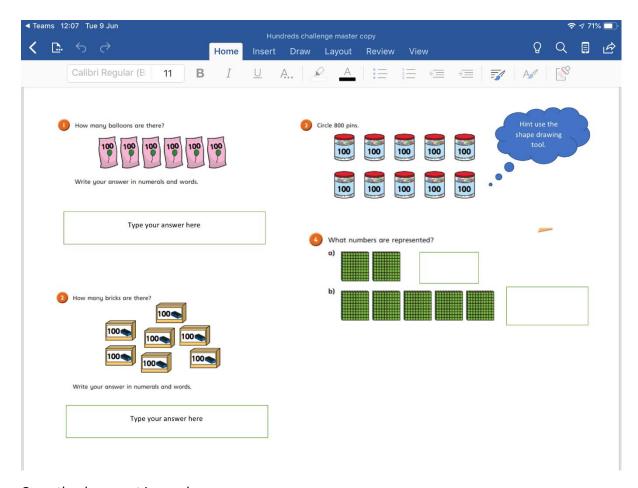


Your folder will be within the General file for you to upload to.



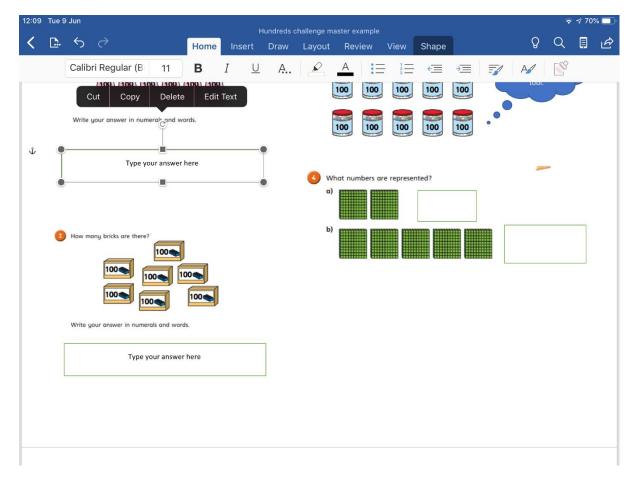
Rename the document at the top of the box that is open then press save when you are ready.

To edit the document



Open the document in word

Click the text box



Click edit text.

To insert your own text box or draw use the top menu.