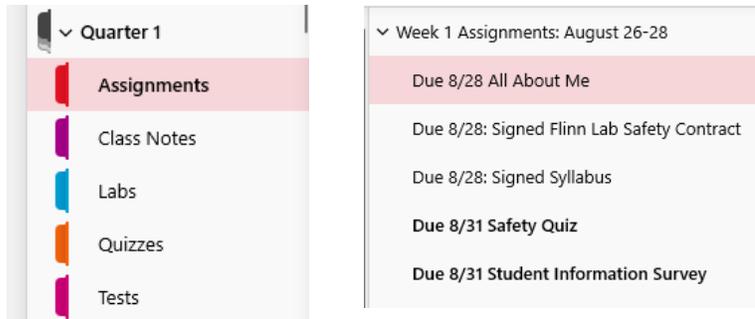


How to insert a photo into your class notebook

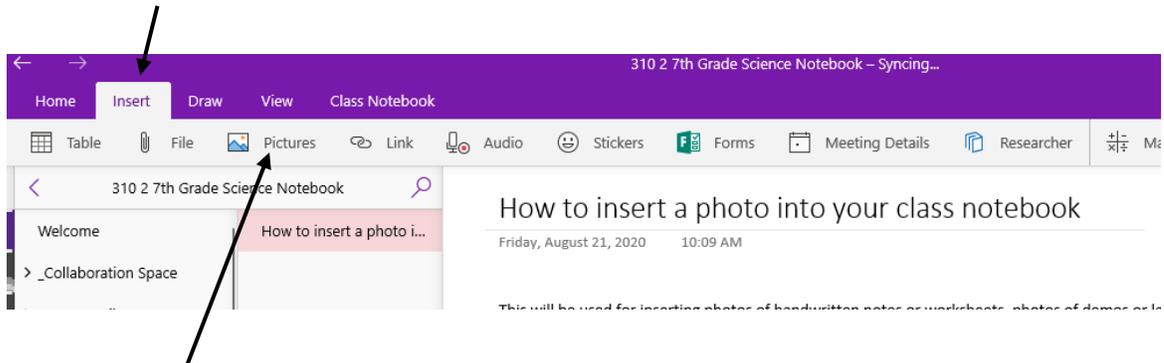
This process will be used for inserting photos of handwritten notes or worksheets, photos of demos or labs at home, and other photos for specific assignments.

MAKE SURE THE PHOTO YOU WANT TO INSERT IS SAVED ON YOUR DESKTOP

1. Open the specific class notebook page where you want to insert a photo.
For example: Under Quarter 1--Assignments--"Due 8/28 All about me"



2. Click on **Insert** in the top menu bar

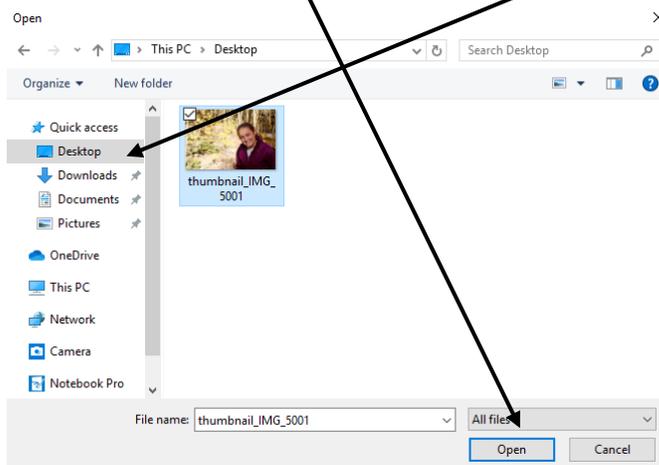


3. Click on **Pictures** in the sub menu bar
4. When you click on **Pictures**, you will see three options: **from file**, from camera or from online

****Note.** If you are doing these steps on a phone (and not a computer), you can click **from camera** to use the phone camera to capture an image of the page you would like to upload.

5. Choose **from file**.

6. You will see the window below. Make sure **desktop** is highlighted on the left side. Then select your photo. Click **Open**.



Note. If your photo does not appear here, your photo is likely not on your desktop and is saved elsewhere on your computer.

7. Your photo will appear in your Class Notebook page. You can drag the photo around to move the location of the photo. If you click on the image, you will have the ability to change the size of the image in the corners of the selected image border.