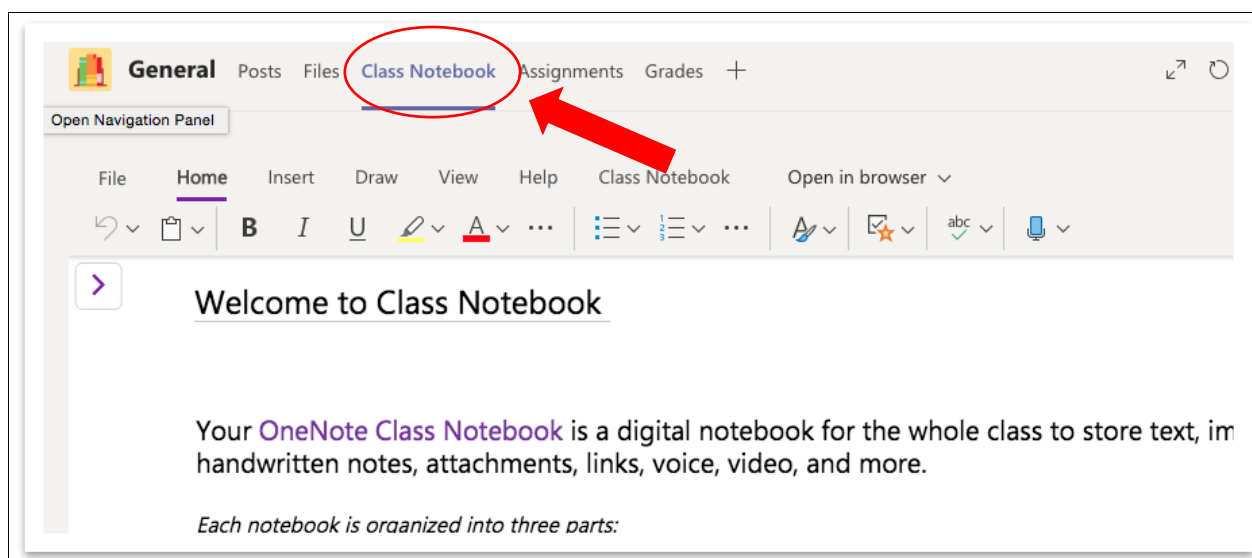


# Submitting Poetry Responses in Microsoft Teams

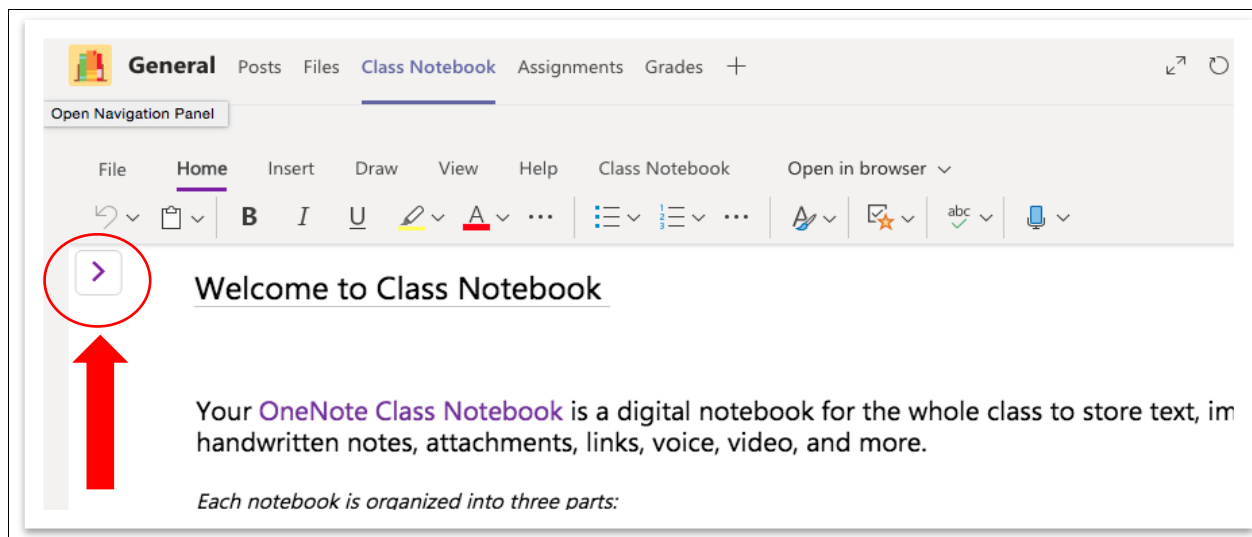
We are using the Class Notebook feature in Microsoft Teams to submit homework responses during our poetry unit. Follow the steps below for help accessing the Class Notebook and for information on submitting homework responses.

## Viewing Homework Instructions

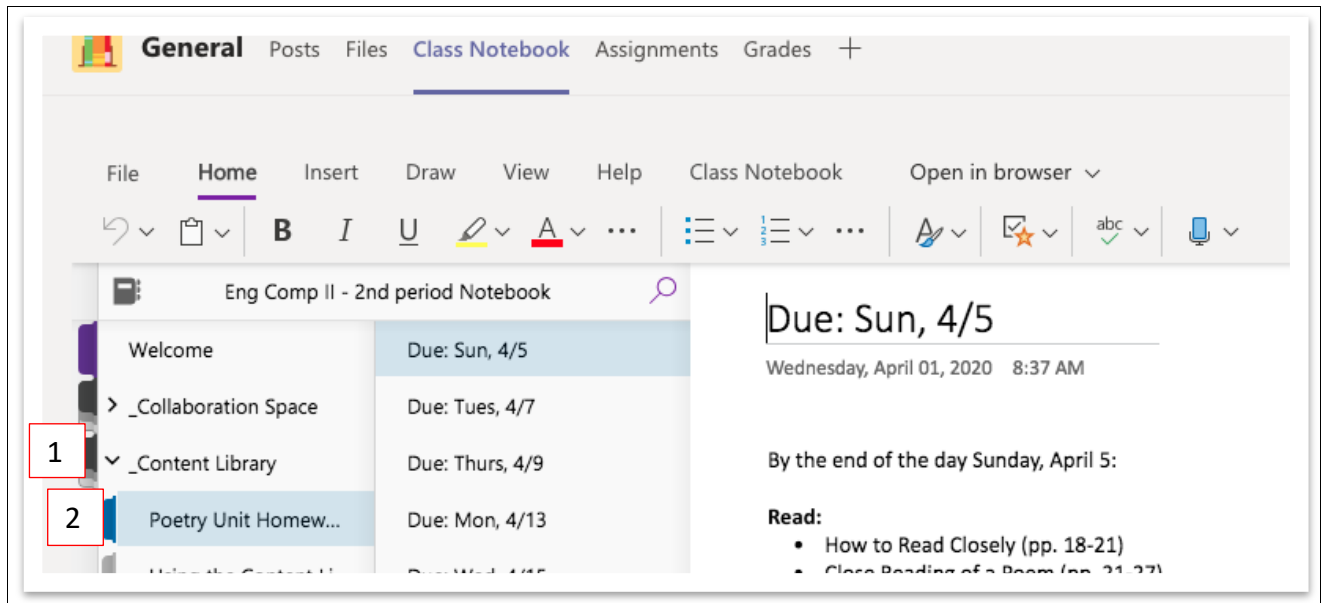
1. Select the Teams page for your class.
2. Click on the **Class Notebook** link in the toolbar at the top of the Team page.
  - The Class Notebook will display a welcome screen.



3. Click the symbol (>) to the left of the welcome screen message. This button will open the menu for the Class Notebook.

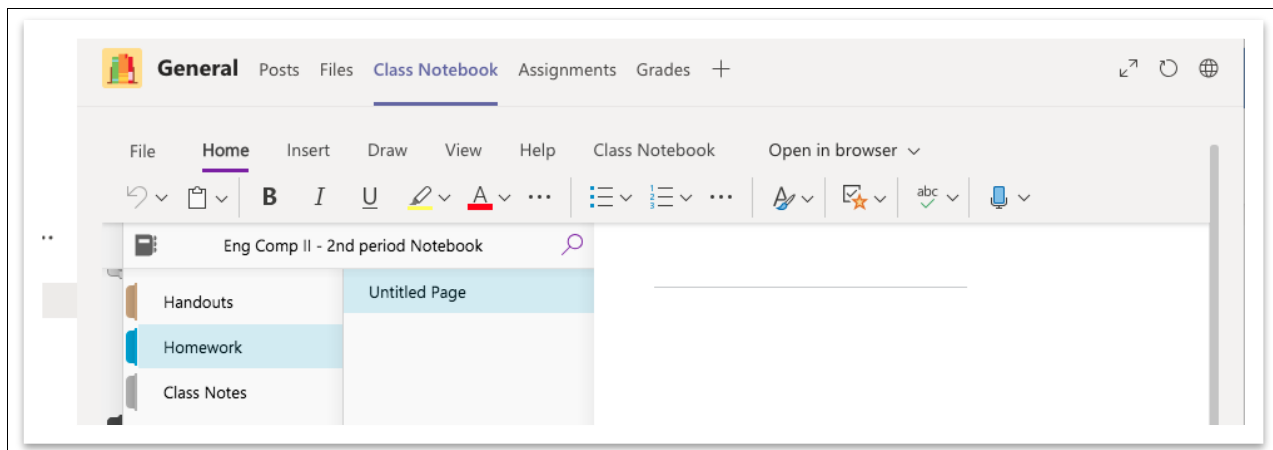


4. Click on (1) **Content Library**, then (2) **Poetry Unit Homework** to view pages that contain instructions for what poems to read and what questions to answer.
  - The page numbers refer to your textbook *Making Literature Matter*. I have scanned these pages in the order they appear in the homework. You can find the poems under **Files → Class Materials → Comp2\_poetrypages.pdf**.



## Submitting Homework Responses

1. Go into your **Student Notebook**, located under the Content Library on the left-hand menu of your screen.
2. Click on the **Homework** section. An Untitled Page will appear in the center column.



3. Title your page based on the due date of the homework. (For example, "Work for April 5.")
4. Click in the open space below the title and type your responses to the questions.

