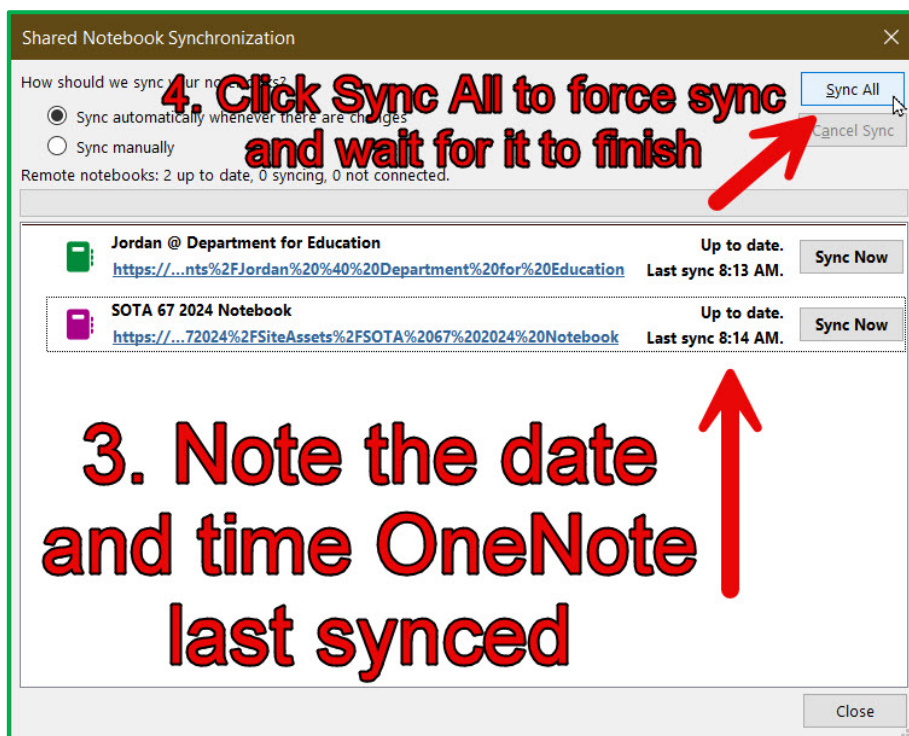
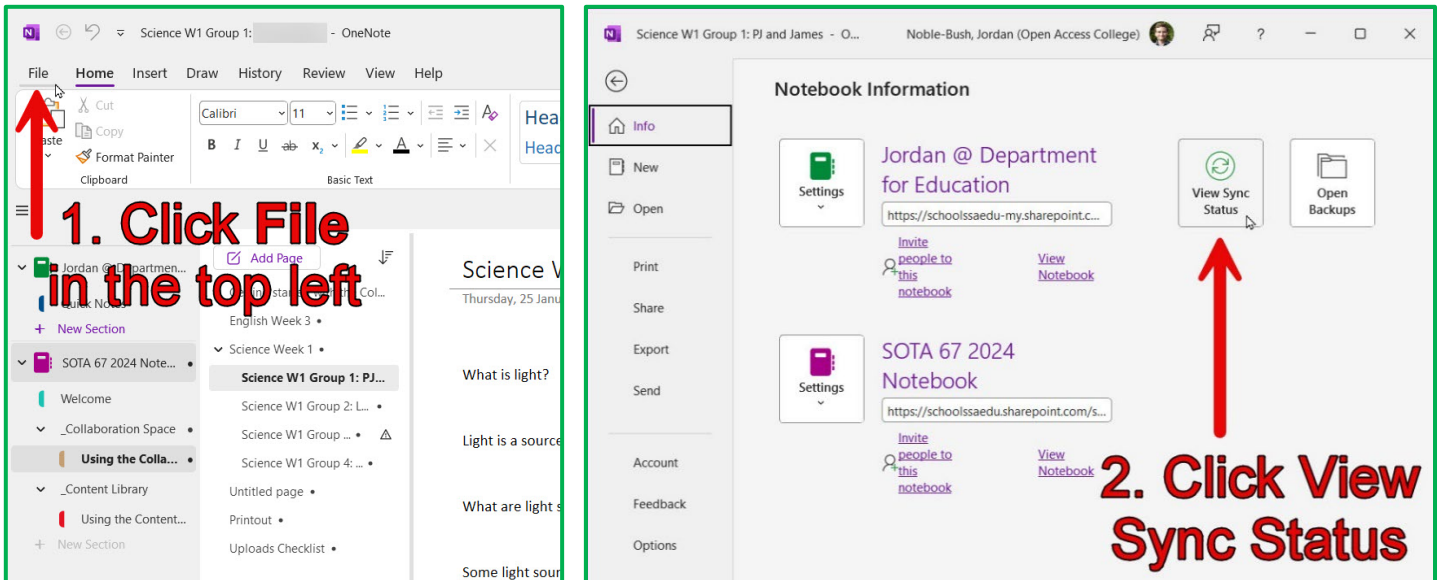


OneNote – Send Work to Teacher (Teacher Can't See Work)

In OneNote, teachers won't be able to see your submitted work or any changes you have made in the OneNote app on your device unless OneNote is given sufficient time to fully synchronise with the cloud.

OneNote synchronisation generally occurs in the background automatically, but the sync process can be interrupted if you close your laptop, sleep or turn off your device, lose connection to the internet, or move out of your home wireless connection range while your device is syncing.

If your teacher can't see your submitted work or if you are experiencing other issues in OneNote, such as loss of files or progress, please ensure you're connected to the internet, follow the guide below to check if OneNote is syncing correctly, and, if necessary, manually force OneNote to sync your work to the cloud.



To sync OneNote on an iPad:

1. **Swipe down** on the **subjects list** under your name on the **left side** of OneNote
2. A loading circle will appear near the top of the subjects list and start spinning
 - a. If the loading circle doesn't spin, please perform a longer swipe down
3. When the loading circle disappears, OneNote has successfully synced!

Video showing how to sync OneNote on an iPad: <https://www.youtube.com/watch?v=ANKEcyZM9qc>