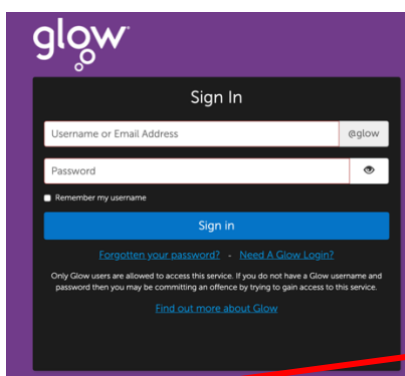# A Parents and Students Guide to Microsoft Teams

What does it do and why use it?
- Teachers will use it to set work
- Students can get feedback on the work they submit
- Teachers can store files so the pupils can access them easily
- There is free access to all Microsoft educational software for pupils through Glow
- Pupils can discuss and collaborate on class projects
- It will encourage our students to be more digitally literate. Many places of work, colleges and universities are working with Microsoft Teams or similar products.

Accessing Microsoft Teams
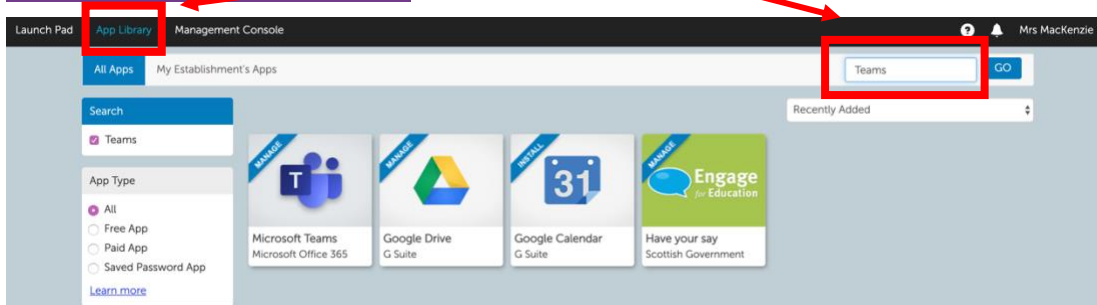There are a number of ways to access Microsoft Teams

1. Downloading the app for phone or tablet through your device's app store
2. Visiting the Microsoft website https://teams.microsoft.com/downloads
3. Students can access Teams on a web browser by logging into Glow

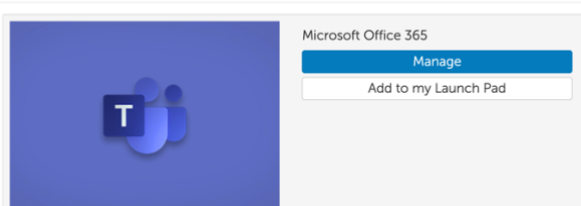

Search for Glow Scotland in your Web browser

If your child has forgotten their glow login details you can email gw20kemnaystaff1@glow.sch.uk and someone will get back to you.
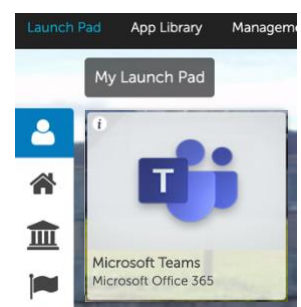
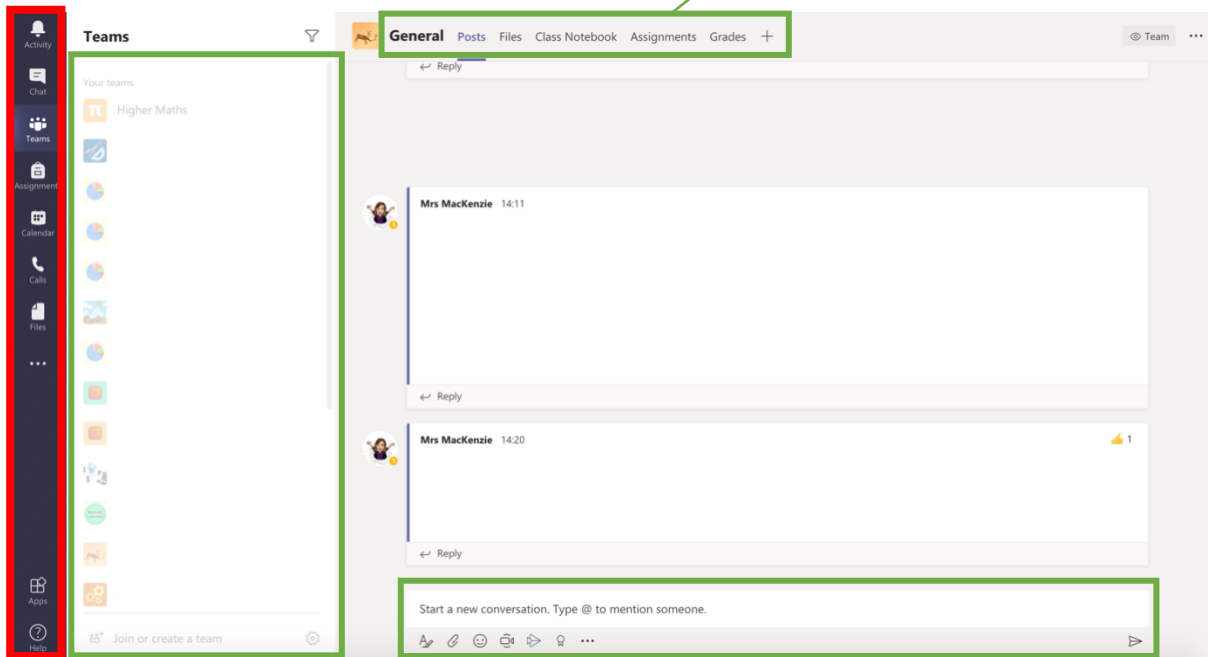Once they log in they should go to the 'App Library' and search for Teams

Microsoft Teams

Then click 'Add to my Launch Pad'
The app will now appear on the students Launch Pad

The Microsoft Teams Interface

Here you can navigate between different tools

Here you will see all the Teams you are part of

This is where you can start a conversation and all recent conversations will appear in this panel.

This menu will let you see any recent notifications in the 'Activity' sections

It will also let you see all your upcoming deadlines and task set by clicking on the 'Assignments' section.

So that you don't miss out on any posts on the team, make sure you turn on notifications for your teams.