**Microsoft Teams – Remote Learning**

**Guidance for Parents**

**What does it do? Why use it?**

• Teachers can use it to set remote learning tasks for pupils e.g. Homework or School Closure tasks.

• Students can get support and feedback for tasks.

• Teachers can store files and upload websites or video clips so that pupils can access them to complete learning tasks.

• Access to all Microsoft educational software (PowerPoint, excel, sway, forms, word etc.)

• Pupils can discuss classwork / collaborate on class projects.

• It will encourage our students to gain valuable skills for life, learning and work and become more digitally literate.

The following pages give you a QUICK guide through the basics.

**Students need to be able to log on to GLOW.**

**Search GLOW SCOTLAND** [**https://sts.platform.rmunify.com/account/signin/glow**](https://sts.platform.rmunify.com/account/signin/glow)**and you will find the following page:**

Pupils will need to remember their log in details and keep them safe and secure.

Staff are able to access information in the event that log in details are lost or forgotten. 

A screenshot of a computer

Description automatically generatedOnce signed in pupils can access the Launch Pad.

Microsoft Teams can be accessed from the tile indicated by the arrow above.

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Step 2 – Using TEAMS

Home Screen When you click on your teams ICON, you will see a page like this. Click on the TEAMS ICON on the extreme left and you SHOULD see all your classes on the lefthand side.

A screenshot of a video game

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You can click on the class you wish to work in.

You have FIVE tabs running across the top of each class:

A screenshot of a social media post

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Posts (Conversations), Files, Class Notebook, Assignments, Grades and a + sign.

**Posts** (Conversations)

This tab allows everyone in the class team to chat. You can upload files, pictures, documents into your chat.

A screenshot of a cell phone

Description automatically generated

Write your message where it says “start a new conversation” and click on the send icon to send.

**Files**

If you click on the FILE tab at the top of your class page (beside conversations), students can find any files teacher has uploaded.

**Assignments & Grades**

This is where homework is set and you can receive feedback and results from any tasks or quizzes.

**The + sign**

Staff can use it to add quick access to websites which are frequently used with classes.

Staff can also add PowerPoints and other files which are frequently used.

**Phones/ Mobile devices**

There is also an APP which students can use – it is free and has almost full functionality.

Asked for an email address and password during set up?

Use your GLOW sign in: gw08bloggsjoe and put @glow.sch.uk on the end – gw08bloggsjoe@glow.sch.uk

You won’t need a password.