How to get started with Microsoft Teams
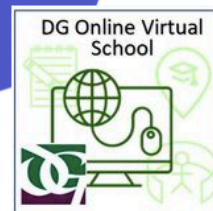
DG Online Virtual School

Visit Glow sign in screen: https://glow.rmunify.com/

Enter your username and password in the boxes shown (Clicking the eye icon lets you see your password as you type it in) then click 'Sign In'.
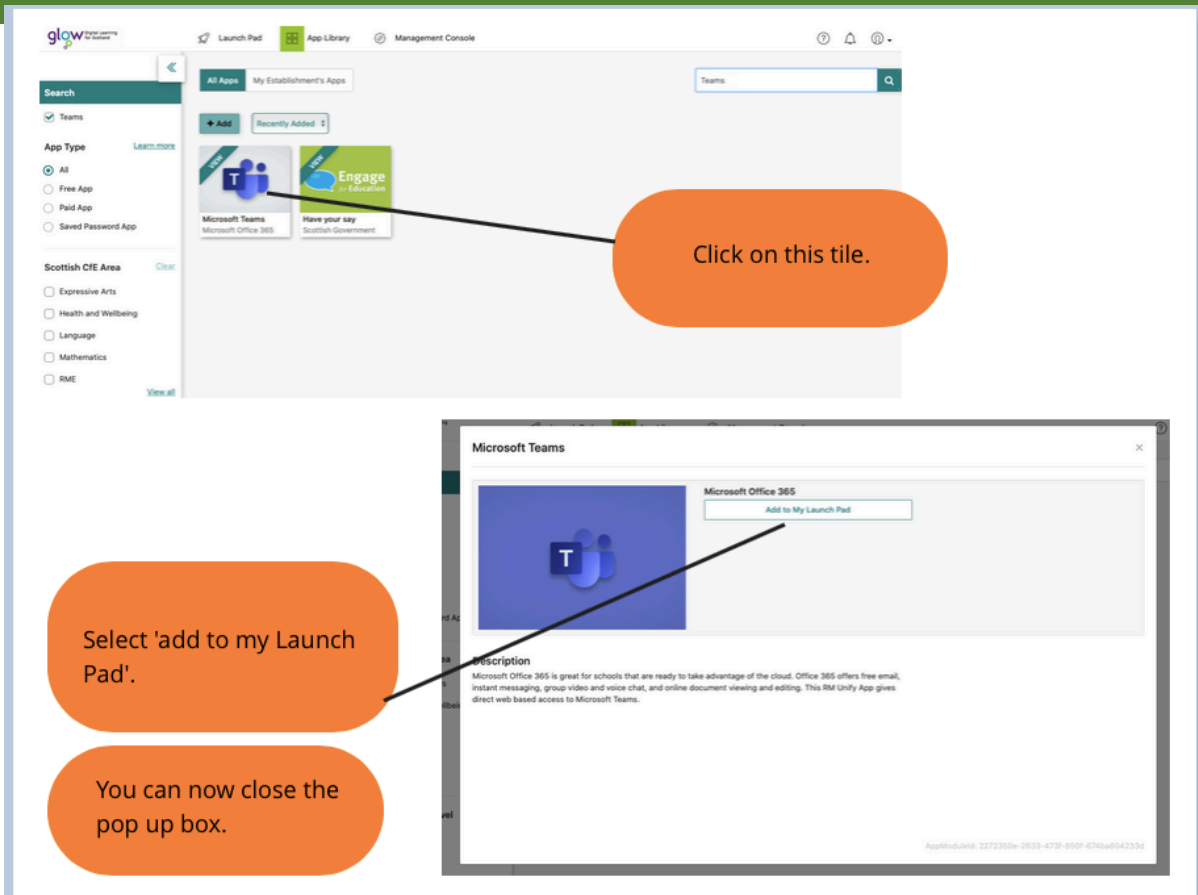
You can switch between the Launch Pads by clicking on the icons on the left side of the screen. Click the top icon to select 'My Launch Pad'.
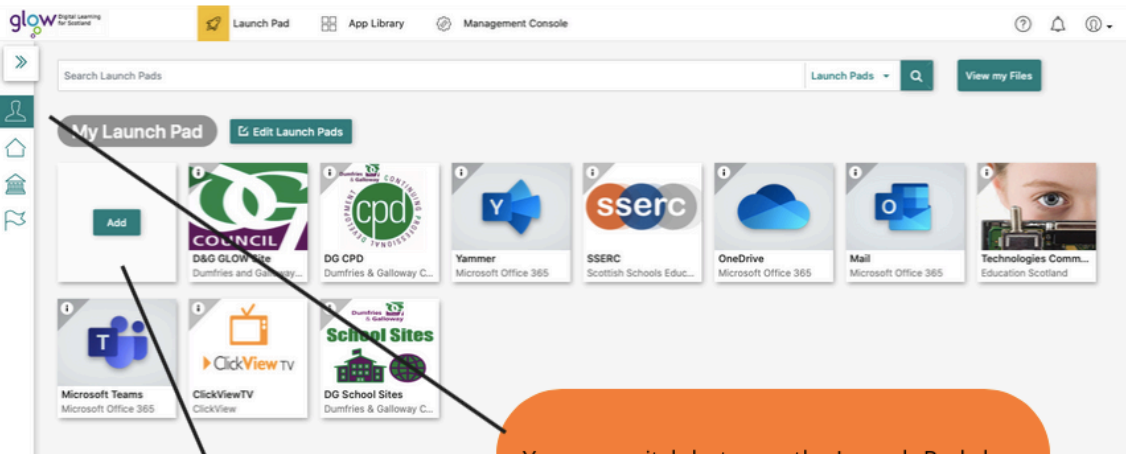
By clicking onto the small 'Add' icon, we are able to add apps tour personalised Launch Pad.

Once you click on the small 'Add' button, you will be presented with two options: 'Personal Tile' or 'App from Library'. For this task please select 'App from Library'.

You will now be in the national App Store for GLOW containing a mixture of free and paid apps to support a range of curricular areas.
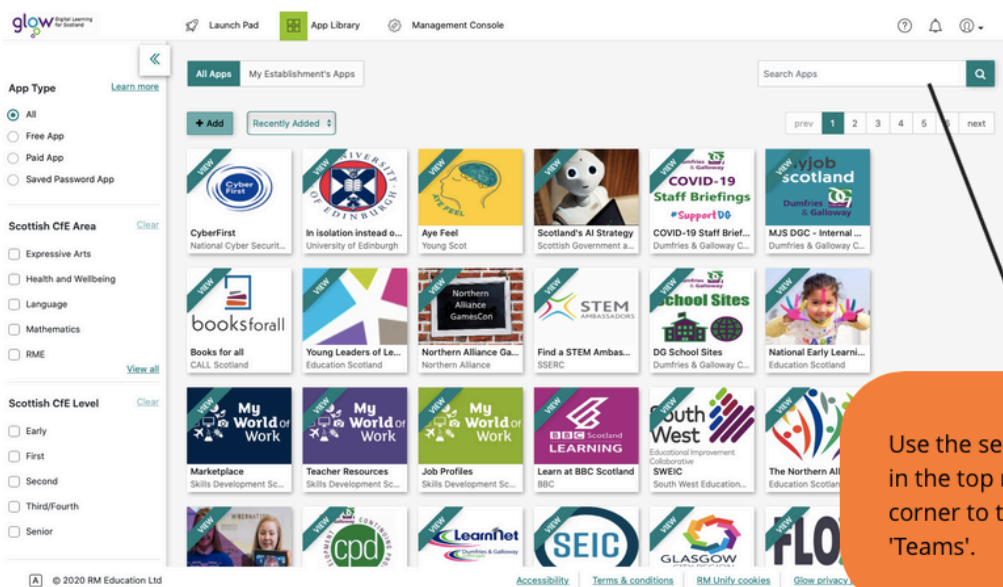
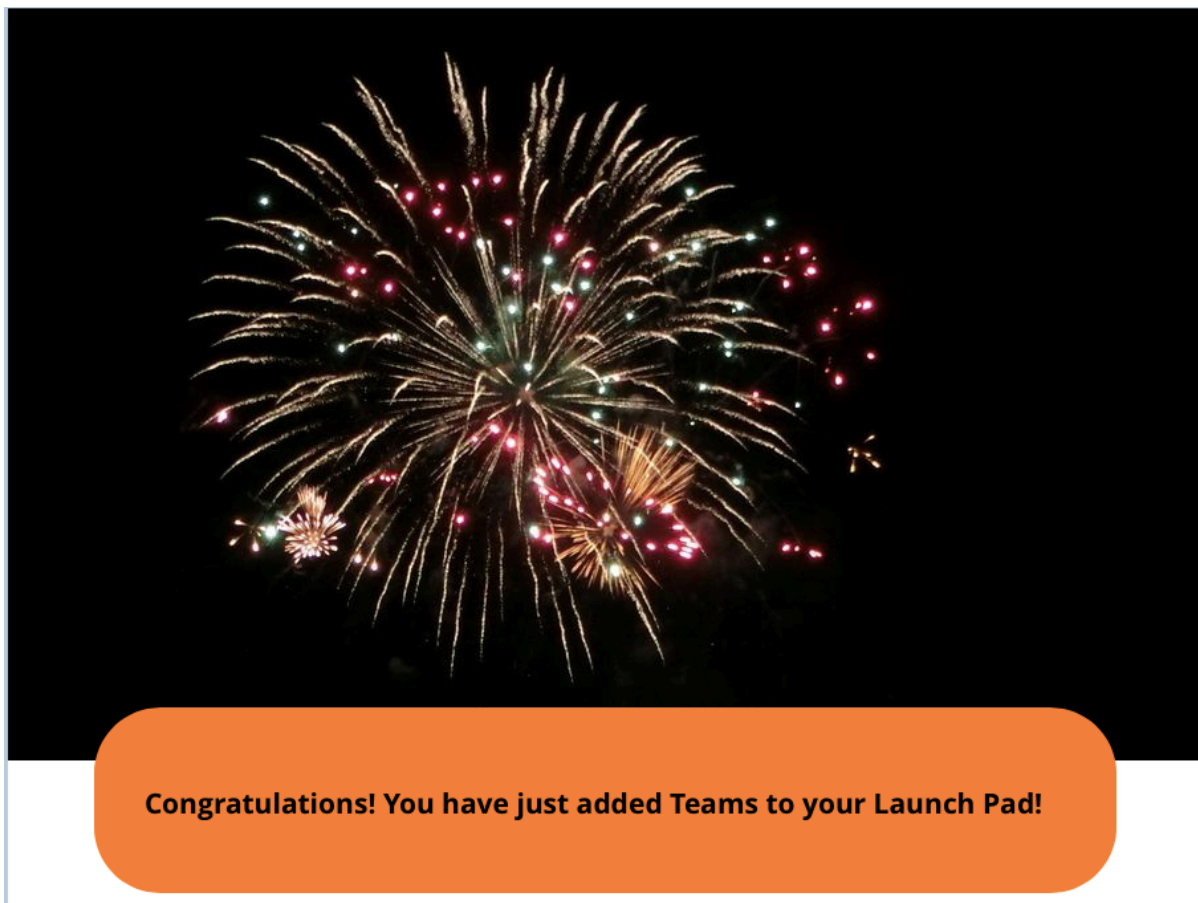Use the search bar in the top right corner to type 'Teams'.

Click on this tile.

Select 'add to my Launch Pad'.

You can now close the pop up box.

Congratulations! You have just added Teams to your Launch Pad!

DG ONLINE VIRTUAL SCHOOL

Within Teams your child may be part of a number of different Teams. Each team has its own dedicated space for collaborating and sharing resources. Find the Team which is most likely to be for your child's class. You may be given a name of the Team in advance.
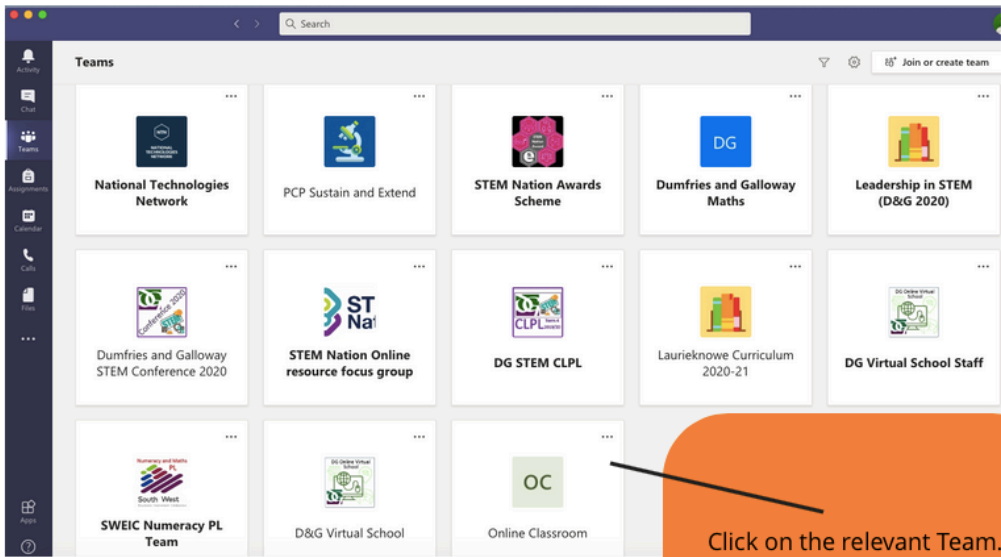
Click on the relevant Team.

Once you've clicked on your class Teams page you will be able to see about 5 tabs at the top of the screen. The first of these which we will focus on is 'Posts'. The posts section will allow pupils and teachers to communicate with each other on a secure page.
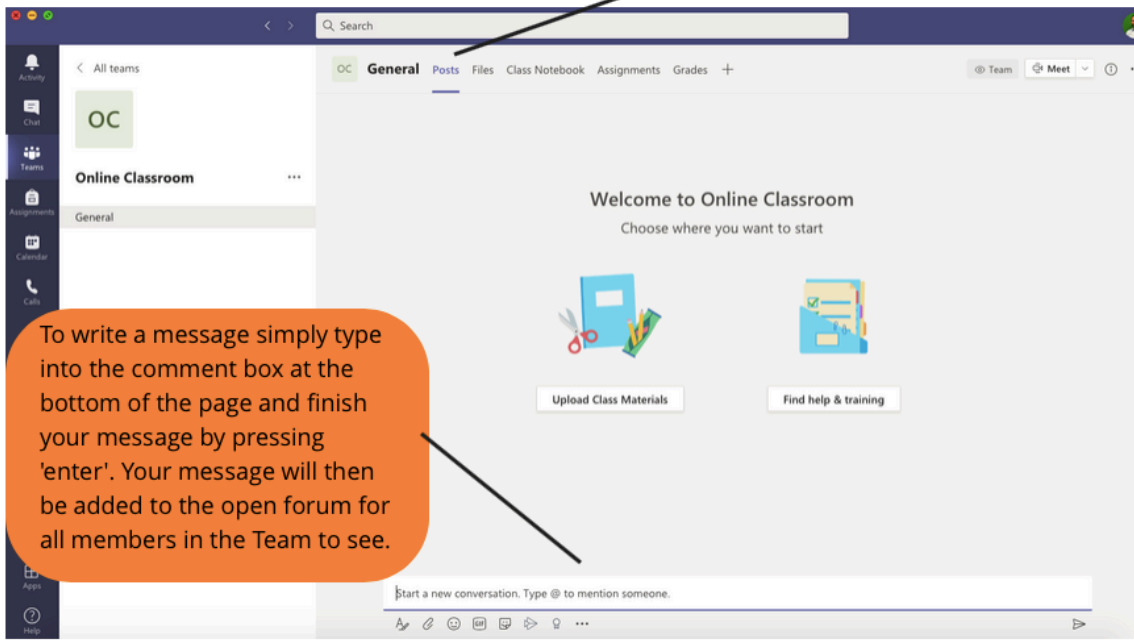
To write a message simply type into the comment box at the bottom of the page and finish your message by pressing 'enter'. Your message will then be added to the open forum for all members in the Team to see.

For home learning it is important that the class teacher has a secure place to share all necessary files with the class. These can be accessed by clicking on the second tab along the top of the page, titled 'Files'.
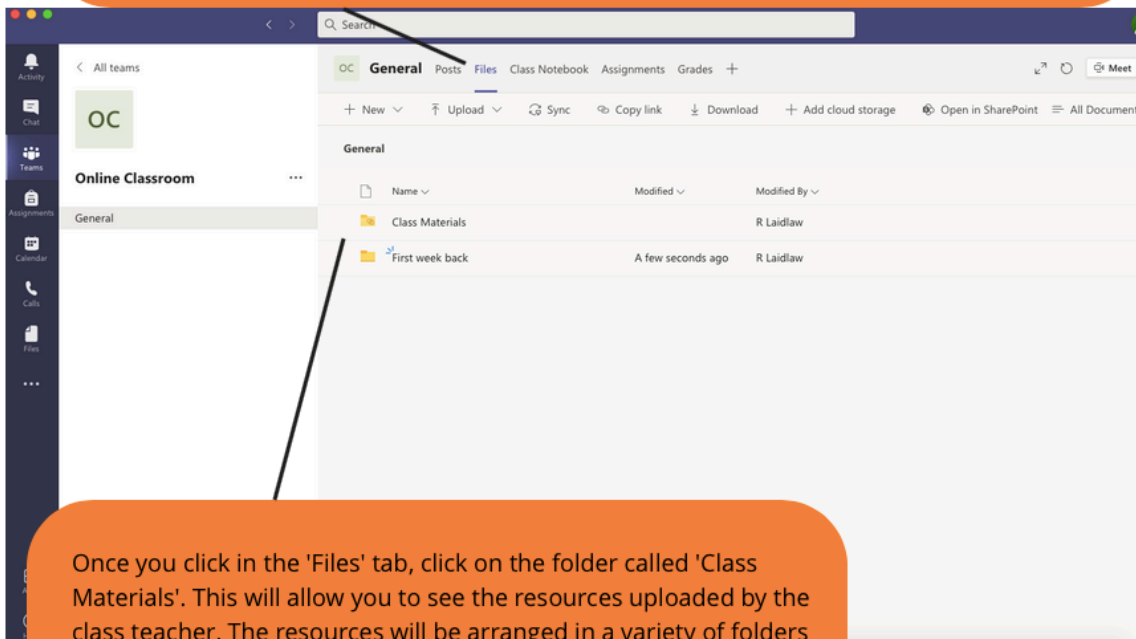
Once you click in the 'Files' tab, click on the folder called 'Class Materials'. This will allow you to see the resources uploaded by the class teacher. The resources will be arranged in a variety of folders so that they can be easily organised and found by the children.

To download resources from the 'Files' section, hover the pointer over the file you would like to download. You will then see a small circle appear at the left hand side of the document.
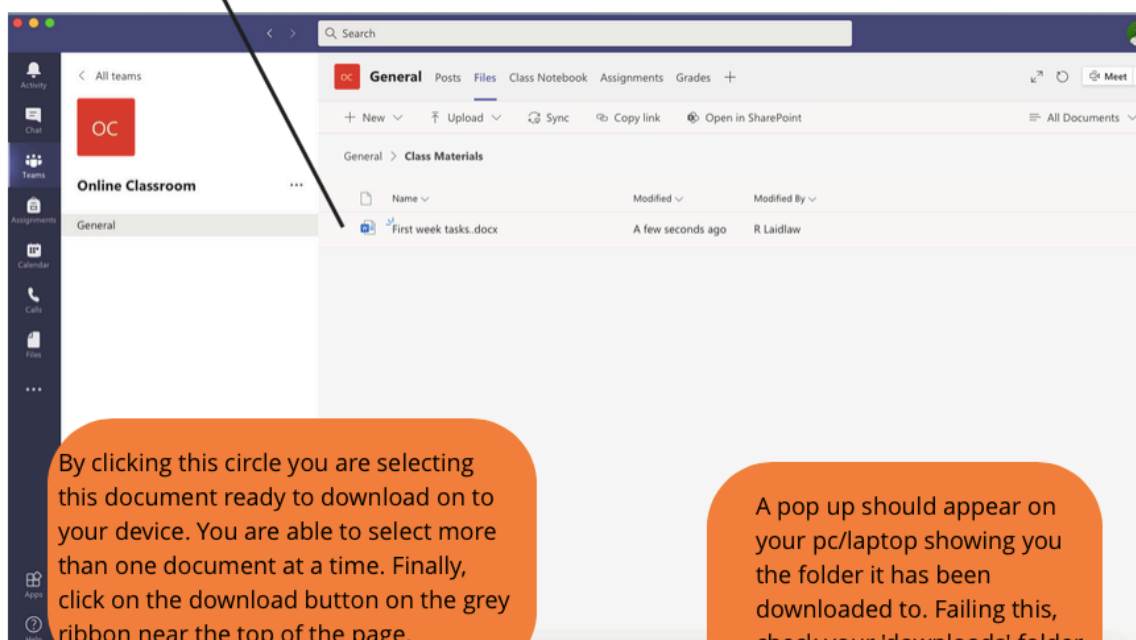
By clicking this circle you are selecting this document ready to download on to your device. You are able to select more than one document at a time. Finally, click on the download button on the grey ribbon near the top of the page.

A pop up should appear on your pc/laptop showing you the folder it has been downloaded to. Failing this, check your 'downloads' folder on your computer.