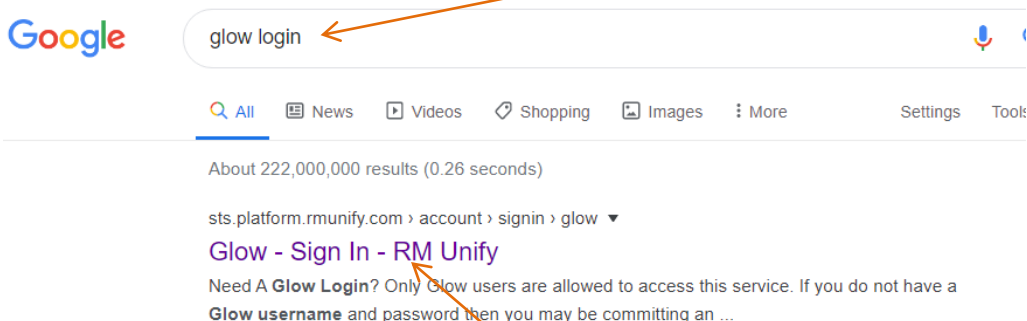


Loanhead Primary School Accessing Glow, and Teams through your school laptop



Step 1 To access the Glow login page you can search for it by launching your internet server and type in the words 'glow login' in the search function.

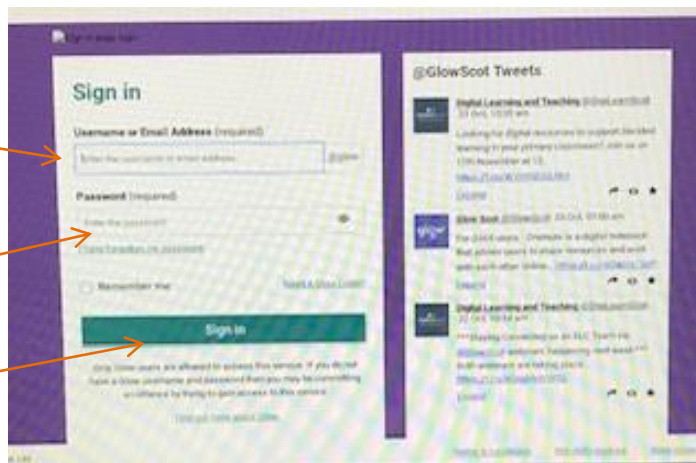


Step 2 Now click here to get to the login page.

Step 3 Type in your user name – this will have been given to you by your school (see grab bag for your user name if you are unsure of it).

Then type in your password.

Click on Sign in.

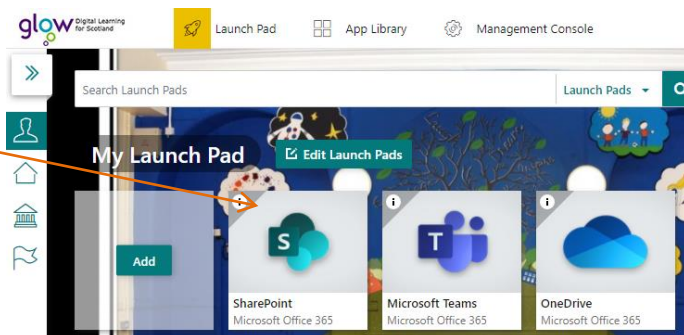


If you are unable to find your login details or password then please email Mrs Milne at: amanda.milne@east-ayrshire.gov.uk

Step 4 Once logged in you will see your My Launch Pad. Each box you can see is called a tile.

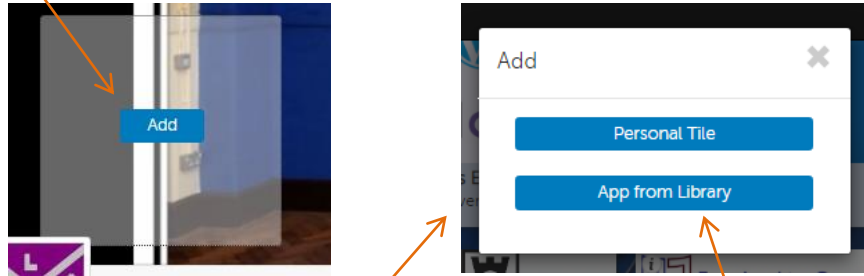
If you don't have any tiles on your launch pad then go to step 5.

If you have a Teams tile set up already then go to step 6.



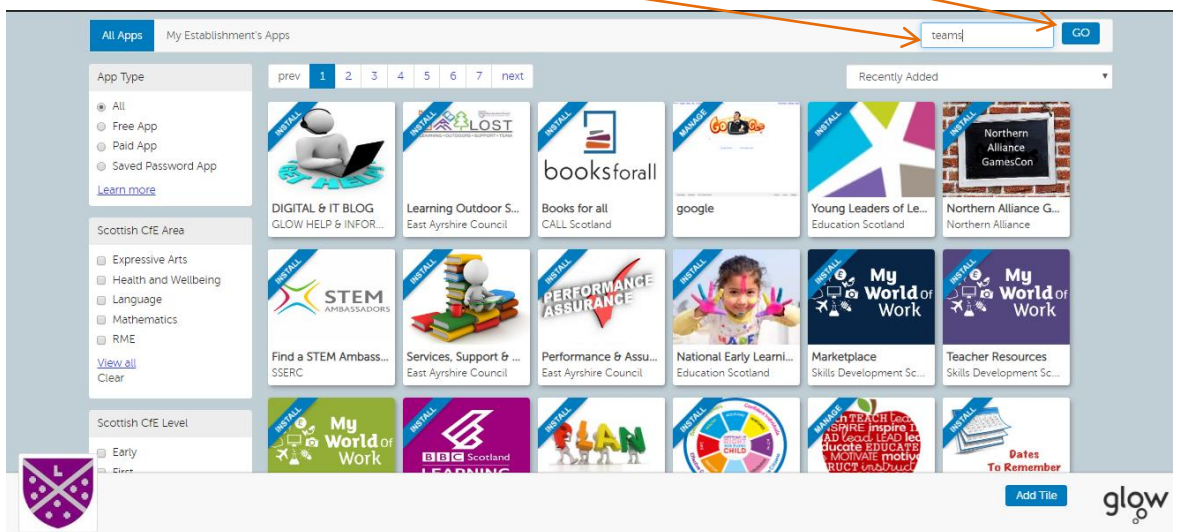
Step 5

To add a new tile to your launch pad you need to click on the tile with the Add button. Your button might look a little different from this one as it is a clear button and the image behind it will be part of the picture that on your launch pad.

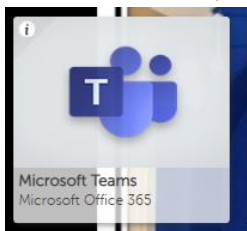


You will now see this pop up box. Click on App from Library.

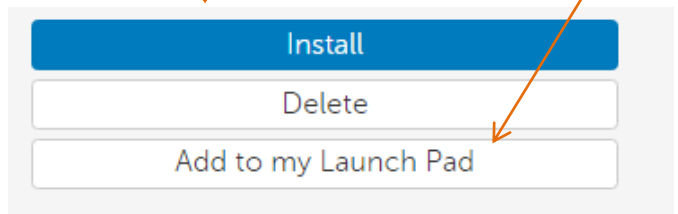
There is a large selection of tiles for you to pick from. You can search for Teams by typing Teams here and then clicking go here.



This is what the Teams tile looks like.



Click on this tile and you will now have a pop up box that looks like this. Click on 'Add to my Launch Pad'.



You will now see the Teams tile on your My Launch Pad. Click on the tile to open your Teams. Remember... you can visit this 'Add to my Launch Pad' function at any time so you could also add your glow mail and the school blog as well as any other tiles for things that you are interested in.

Step 6

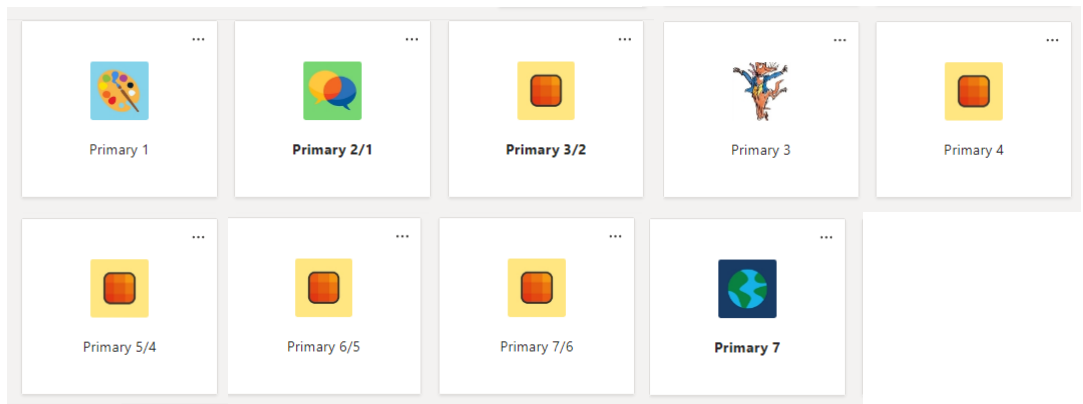
Now you will see the Teams that you are part of. Check that you can see your Class Team, Loanhead Social Time Team and Celebrate Team.

If you do not have access to these three teams then please email Mrs Milne at: amanda.milne@east-ayrshire.gov.uk

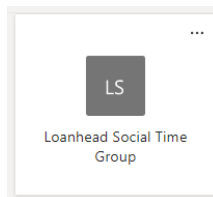
How do we use our Loanhead PS Teams?

Class Teams

Teachers will use the Class Teams to post instructions, activities and assignments to pupils. You can converse online with your teacher and peers in your class about the work you are doing. Assignments and pictures of your work can be uploaded and shared here. Here are our current class team tiles:



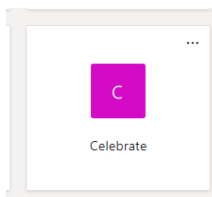
Loanhead Social Time Group



Its important that we all keep in touch during this time of change for us all so lets keep the chat going! This team is all about having fun, playing bingo games, swapping stories about your day, sending fun gifs, saying hi in the morning and night night as you wind your time down and get ready for bed time.

By having our keep in touch chat here it also lets our whole school community keep in touch with each other and it frees up the Class Teams to focus on the tasks that your teacher has set for you each day.

Celebrate



At Loanhead we do like to a reason to celebrate! So if you have a birthday, want to share some super duper work or perhaps you have managed to do something that you have had to practise very hard at then this Team is the right place for a big shout out!

So make sure you put all your successes and birthdays here and let everyone congratulate and share the happy times with you!