

GRANGE ACADEMY DIGISUPPORT 1

Setting Up Your Glow LaunchPad

1 - Once you've logged in to Glow and reach the home screen – this is known as your launchpad and you have access to four different LaunchPads (you can select the different launchpads at the left hand side of your screen)



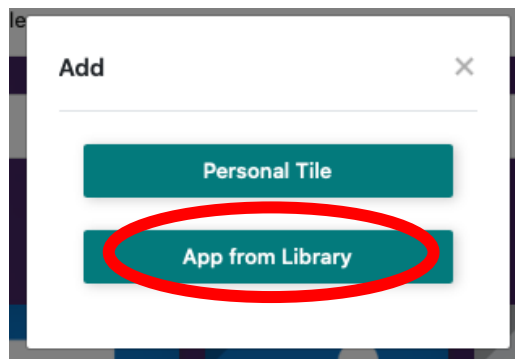
MyLaunchPad – full controlled by you

Establishment LaunchPad (Grange) – controlled by School Glow Coordinators

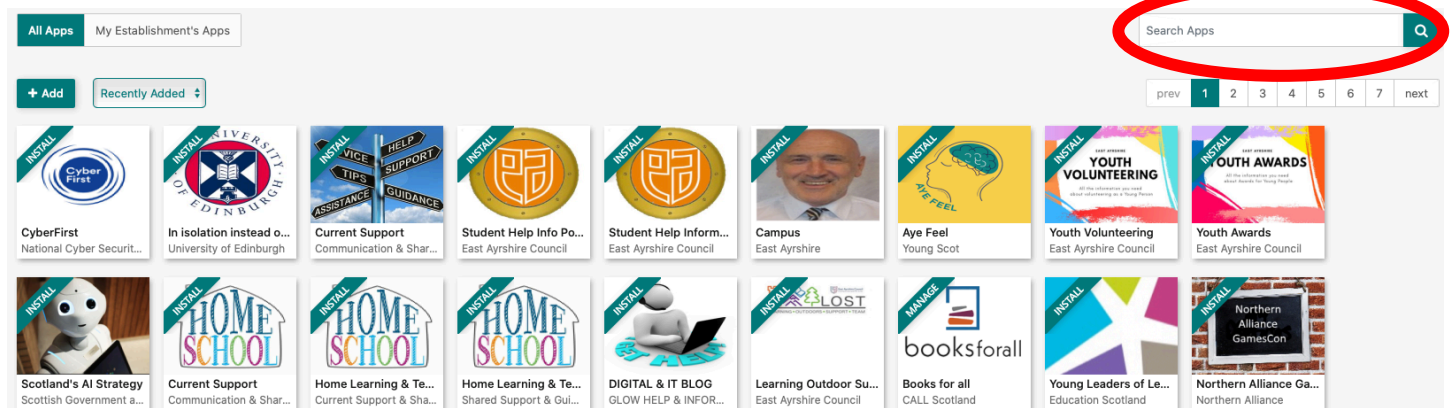
Local Authority LaunchPad – controlled by EAC Digital Team

National LaunchPad – controlled by Education Scotland

2 – To add a new tile to your own LaunchPas – select the 'Add' icon and then choose 'App from Library'



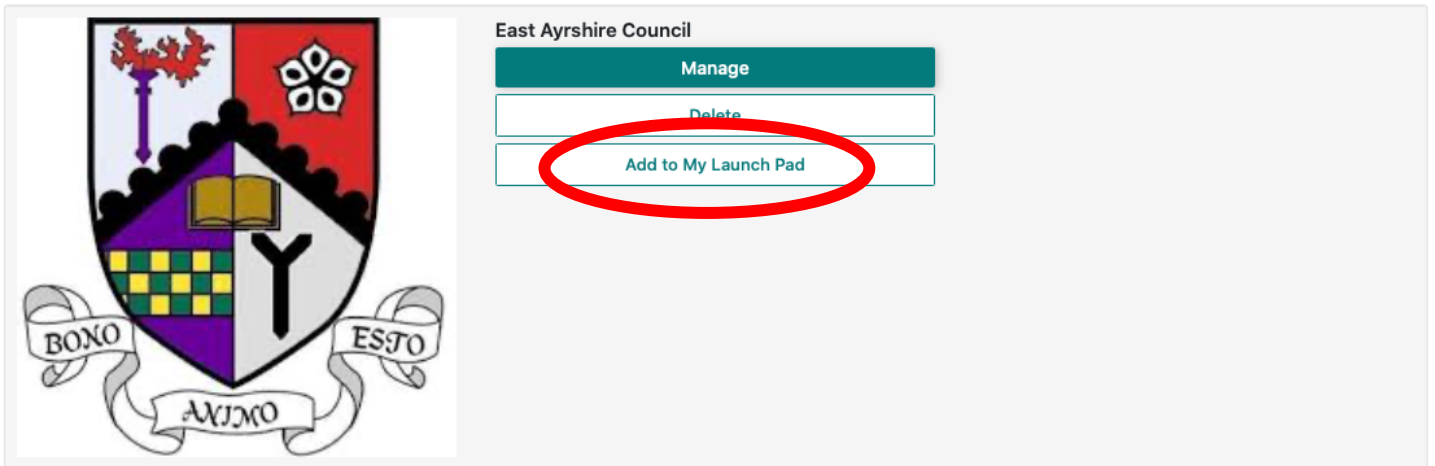
3 – You will enter a gallery of all the available apps. Use the Search Apps function to find the apps you are looking for:



4 – When you find the app you would like to add click on the icon. A new window will appear and you should click 'Add to My Launchpad'


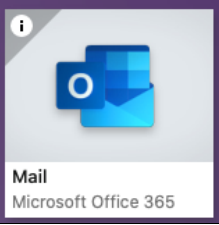



Grange Academy



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5 – You can then close this window and search for other apps you wish to add.

RECOMMENDED APPS

 <p>Grange Academy East Ayrshire Council</p>	Grange Academy Staff and Pupil Resources Area
 <p>Mail Microsoft Office 365</p>	Mail Access Your Glow Mail
 <p>OneDrive Microsoft Office 365</p>	OneDrive Personal Cloud Storage
 <p>Office 365 Home Microsoft Office 365</p>	Office 365 Home Access to the full range of Office 365 products
 <p>Calendar Microsoft Office 365</p>	Calendar For scheduled meetings and tasks

 <p>Microsoft Teams Microsoft Office 365</p>	<p>Microsoft Teams For class and staff collaboration</p>
 <p>Satchel One Satchel</p>	<p>Satchel One Direct Access to Show My Homework</p>