### **LOUDOUN ACADEMY**

## Remote Learning - IT Update

Teams is the preferred platform and all pupils should be a member of a Team for each subject they study. An email should be sent to the class teacher using Glow Mail to be added if there are any issues with Team membership. We strongly recommend the use of the Teams App which is free to download. A reoccurring issue is that pupils put their username (e.g. gw09bloggsjoe) for glow into the Teams set up page. It must be their full glow email (e.g. gw09bloggsjoe@glow.sch.uk) they will then be taken to the glow logon page to enter their password.

Microsoft Office is available to download free by each pupil for use on up to 5 devices. Again make sure it is the glow email address that is used to verify the setup.

If pupils are using Scottish Government supplied iPads or Chromebooks to verify a proxy setting message it should be the Loudac2Obloggs; type username and password that is entered. If this is incorrectly entered it will not show a failure but no web pages will load and the Teams app will not allow sign in.

To maintain a log of device or password issues I would ask that device & connection issues as well as password reset requests are logged using this form.

https://forms.office.com/Pages/ResponsePage.aspx?id=oyzTzM4Wj0KVQTctawUZKYcCTy95soVPmBq57RAUW7lUN0tKTERLTUc2RVdMUjg4Vkg5NVVVWFpJTCQlQCN0PWcu



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# Remote Learning — Useful Links

This link is useful to remind pupils how to upload assignments and complete coursework.

https://www.loom.com/share/26be1f875f094ec5812710166d212644

### **Parent and Pupil Guidance**

 $\frac{https://blogs.glowscotland.org.uk/ea/loudounacademy 2016/2021/01/17/online-learning-pupil-and-parent-guidance/$ 

#### **Glow for parents**

https://glowconnect.org.uk/about-glow/glow-for-parents/

### Teams Help Video - Uploading work to Assignment

https://blogs.glowscotland.org.uk/ea/loudounacademy2016/2021/01/17/assignments-in-teams/

