Microsoft Teams Pupil Guide
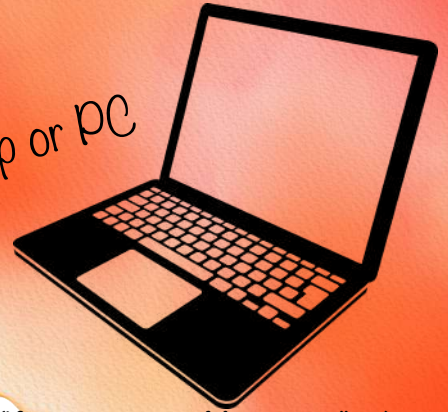
St Andrew's Primary
2020

https://glow.rmunify.com

ACCESSING

You can access Microsoft Teams on...

Laptop or PC

*If you are using a Mac, you will either need to download the Teams app or use the Chrome browser

Smartphone or Tablet

You'll need the Teams and OneNote app to use Teams on your phone or tablet

XBox or PS4
(using the Edge or Internet browser)

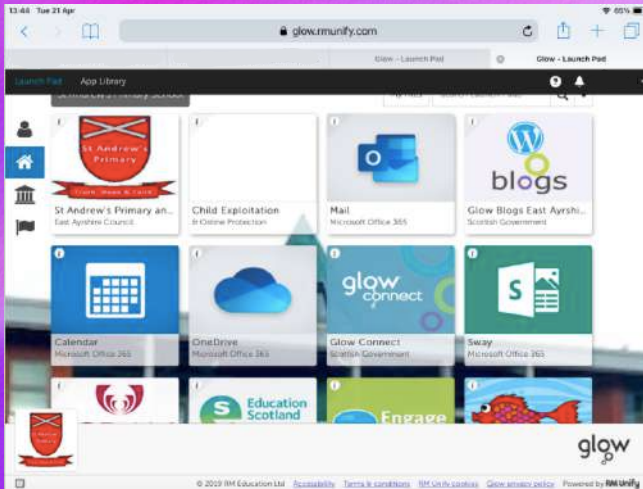You'll need your Glow Username and Password to log in using any device.
Your Username is the part **before** @glow.sch.uk

For logging in through the Teams or OneNote app, you'll need to use your email address, which is your Username **with** the @glow.sch.uk ending.
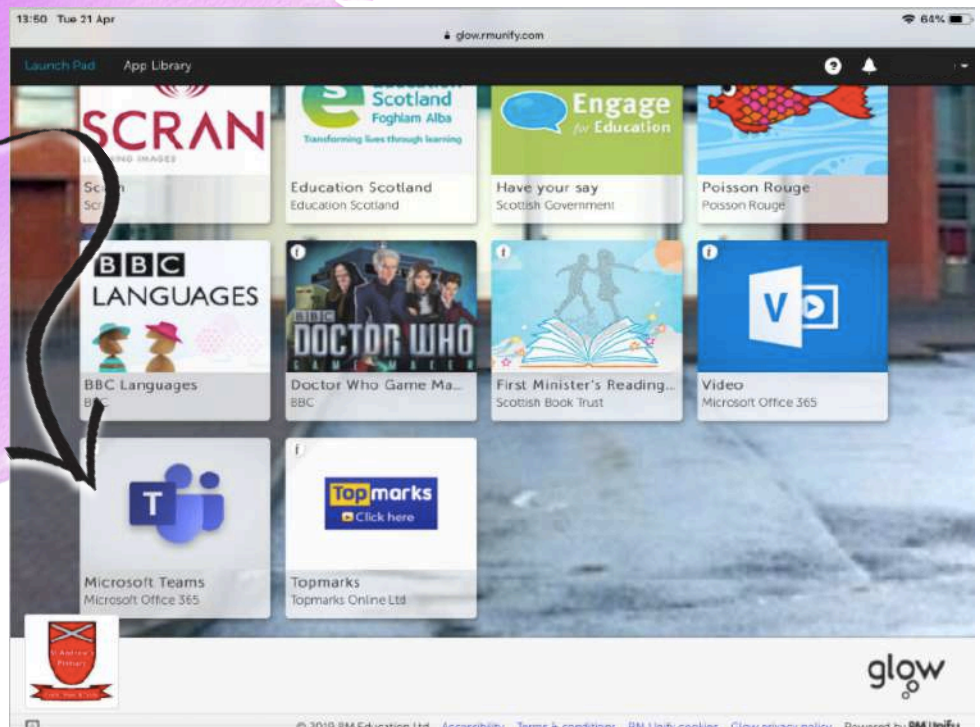
Launch Pad

When you log in to Glow, you'll see your Launch Pad.

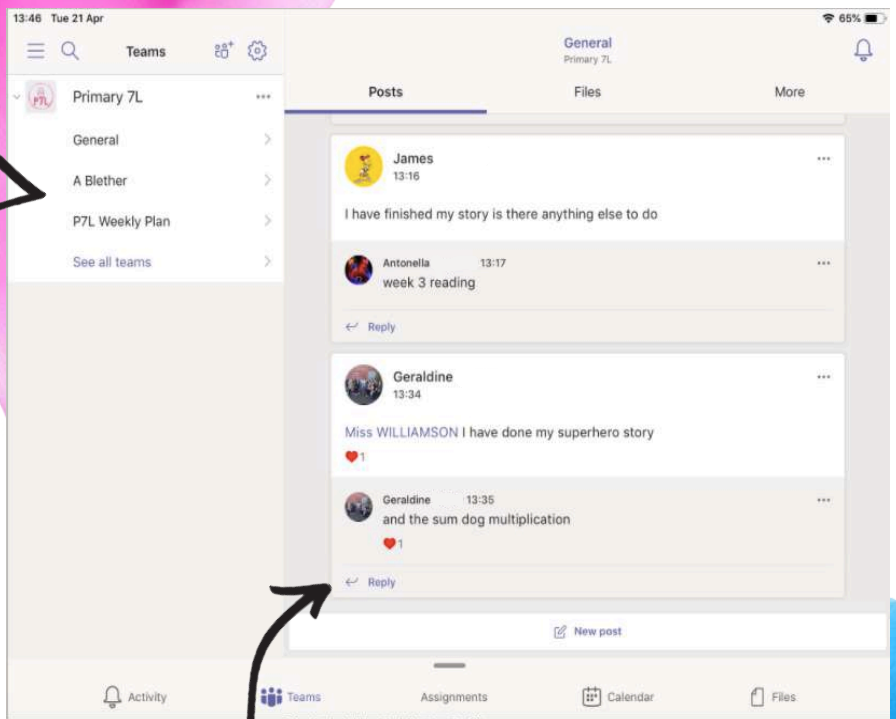You have lots of apps in your library, have a look around!

Scroll down to find the Teams app

When you click this Tile, you will see your own Class Team. Click on it!

POSTS

13:46 Tue 21 Apr

Teams

Primary 7L

- General
- A Blether
- P7L Weekly Plan
- See all teams

General
Primary 7L

Posts | Files | More

James 13:16
I have finished my story is there anything else to do

Antonella 13:17
week 3 reading
↵ Reply

Geraldine 13:34
Miss WILLIAMSON I have done my superhero story
♥ 1

Geraldine 13:35
and the sum dog multiplication
♥ 1
↵ Reply

New post

Activity | Teams | Assignments | Calendar | Files

These are called <u>Channels.</u>

You can post messages here to your classmates here. Your teacher might make different channels for different things.

It's important to keep checking here for updates from your teacher.

This is like a chatroom that helps you stay in touch with your classmates. You can also ask your teachers questions about your school work!

Make sure to click <u>reply</u> to respond to a thread, rather than starting a new post!
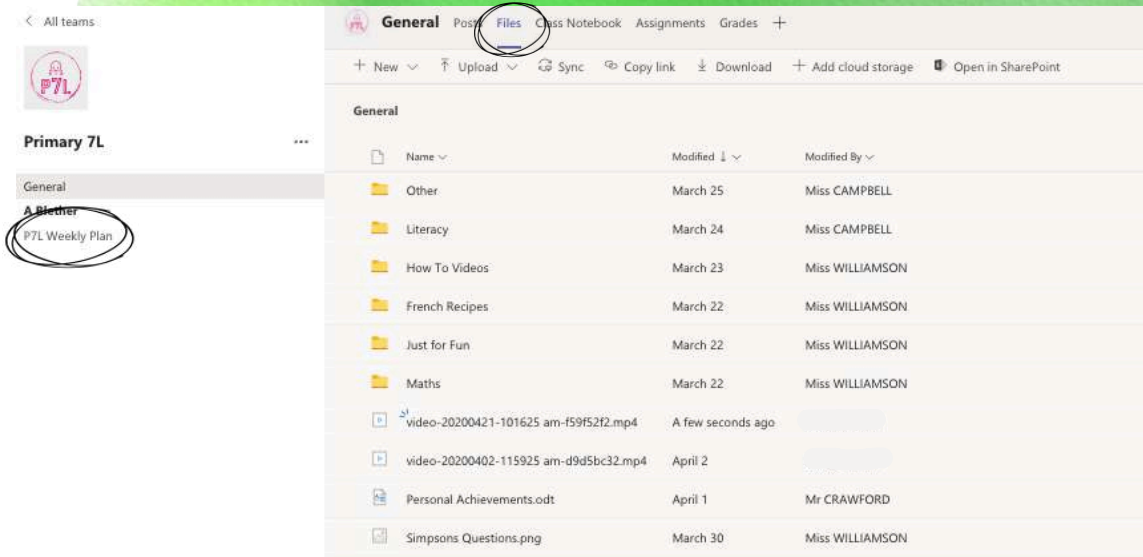
Remember this is still school – if you wouldn't say it in front of a teacher or parent then don't post it!

Teachers are monitoring all chats and interactions

FILES

The Files section is an online shared drive. Your teacher will upload documents here for you to see. This might include worksheets, Power Points or videos.

Everyone in the Team can edit this section, so you have to be careful not to undo all of your teacher's hard work.

You can open and view the Files while using the Teams app or website.

If you want to download the Files to use offline later **do not** click and drag onto your own computer. You **must** click the 3 dots and choose the 'download' option. You will then find the File on your computers download folder.

Some helpful Hints

I like to resize my browser window so I can see my digital jotter and use the internet for research at the same time!

I usually Copy and Paste the teacher's questions into my own notebook so I can see them as I work!

Before I start working, I scroll back in the posts to see if anyone has asked a question that I might find helpful!