

Downloading Google Classroom and Microsoft Team Apps

It is possible to access your schoolwork via dedicated Teams and Google Classroom Apps. It is very important that you follow these instructions carefully. The major advantages in using the Apps is that once you have signed in once, you do not need to continually sign in to get to your work, and the apps will send notifications regularly.

Google Classroom on mobiles and tablets

You can download the Google Classroom App from the app store for your operating system. Once you install the app and are asked to sign in, you must enter details as follows:

Please note, the suffix (part after the @ is slightly different at this stage)

Username: yourglowusername@ea.glow.scot

Sometimes it will not ask for a password at this stage and will move to the next stage automatically after you enter your username. If you are asked, enter your glow password.

Password: yourglowpassword

The app should then redirect you to either Glow or a page called RM Unify. When you get to this page, you sign in again, **but this time with the Glow suffix (@glow.sch.uk) you normally use.**

Username: yourglowusername@glow.sch.uk

Password: yourglowpassword

The app will then realise that google classroom and glow should link together and should now allow you to see all google classrooms that you have been accessing via Glow. ***Please note, a recurring issue we are aware of is the need to follow this process twice, but numerous staff and pupils have reported access on the second try. We think this is because of other Google accounts e.g. the one linked to android on the device. If it does not work first time, please try again.***

If you want to join a class, you enter the code sent to you by your class teacher.

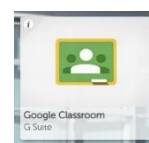
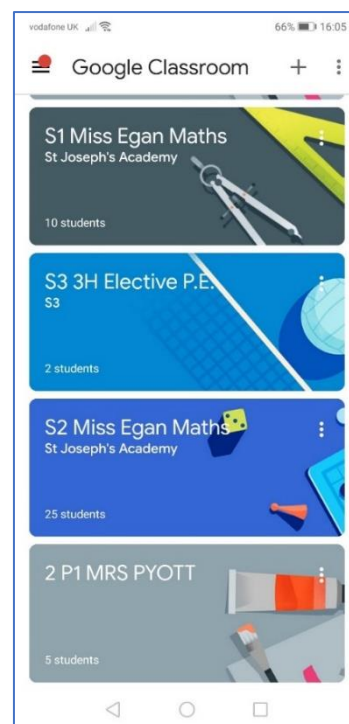
Google Classroom on Chromebook

If you use a chromebook to access the internet, sign in to Google Chrome using the first address shown above with @ea.glow.scot and then sign in to Glow as normal. You should now have access to google classroom from your chromebook but only when the browser is signed into your glow google address (the one that ends ea.glow.scot).

Google Classroom via a Desktop, School iPad or Laptop

Google classroom does not allow you to download a version onto your desktop, school iPad or laptop but it should allow you to sign in to Glow via your browser, and to open Google Classroom from there by clicking on the Google Classroom tile. Instructions can be found here:

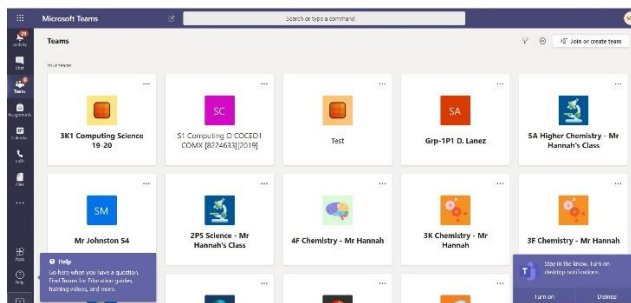
<https://blogs.glowscotland.org.uk/ea/public/stjosephsacademy/uploads/sites/2043/2020/04/21194735/Accessing-Google-Classroom1.pdf>



Microsoft Teams on your PC or Laptop

If you are using a PC or laptop, you can sign into Teams via Glow as you have been doing. However, we strongly recommend that you download and install Teams onto your PC or Laptop. To do this open Teams from within Glow by clicking on the Teams tile.

When in Teams, your screen should look similar to the one shown below.



In the bottom left hand corner, select the download icon at the very bottom underneath 'Help':



You should now be able to download Teams to your PC or laptop. When you install the software and open it for the first time, sign in using your glow email address and password which is:

`yourusername@glow.sch.uk`

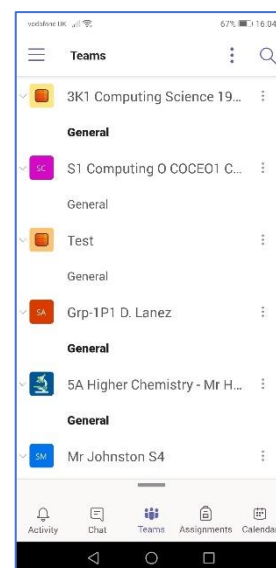
`yourglowpassword`

Microsoft Teams on phones and tablets

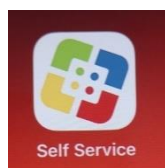
You can download Microsoft Teams from the app store on your mobile device. Once you download the app, you sign in using your glow username and password:

Username: yourglowusername@glow.sch.uk

Password: `yourglowpassword`



Teams on school iPads



You can download the Teams app on the school iPad by going to the Self-Service app and selecting 'Install' under Teams. You then log into Teams using your Glow username and password as shown above. You can also still access Teams after signing into Glow via your browser.

Advice on tackling common school iPad access issues which may impact upon other aspects of Glow can be found here:

<https://blogs.glowscotland.org.uk/ea/public/stjosephsacademy/uploads/sites/2043/2020/03/20182231/Pupil-Glow-Guide-ipad.pdf>