A picture containing drawing, clock

Description automatically generated**Pupil Planner for Online Learning – S5/S6 Pupils**

This template is designed to assist pupils and parents/carers in accessing work shared online. It is anticipated that as we settle into this school closure period, finding material will become less of an issue as pupils get used to where they will find content for each subject.

**My online learning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teacher | Subject | Platform (Groups, Teams, SMHW or Google Classroom) | Team Code (if using Teams) | Classroom Code (if using Google Classroom) |
|  | RE |  |  |  |
|  | PSE |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I will find Groups by logging into Glow Mail and scrolling down to Groups (underneath Inbox).

I will find Teams by either logging into Glow and selecting the Teams tile, or by accessing the app I have downloaded.

I will find Google Classrooms by either logging into Glow and selecting the Google Classrooms tile or by accessing the app I have downloaded.

I will find ShowMyHomework by logging into Glow and clicking on the ShowMyHomework tile.

I only need to enter codes for Teams or Google Classroom ***the first time*** I access work.

If I need help with a technical issue, I should check the guides on this page first:

<https://blogs.glowscotland.org.uk/ea/stjosephsacademy/2020/04/21/it-issues-guides-to-help/>

If I still need help, I should either email my teacher, or send a message to the school using the Contact Us page on the school website.

<https://blogs.glowscotland.org.uk/ea/stjosephsacademy/contact-us/>

My parents/carers can check the school app, website, and social media to find out about any known IT issues.