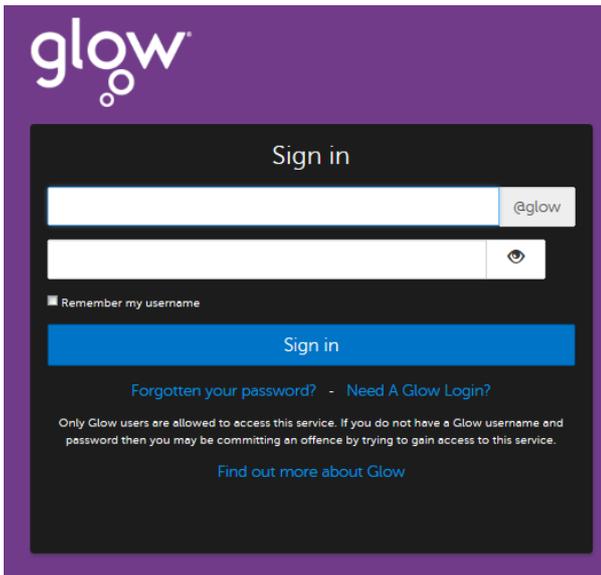


## How to access Glow resources from home

Open a web browser to access the Glow login page: <https://sts.platform.rmunity.com/account/signin/glow>  
Please note on Windows devices, Glow functions better on Chrome than Edge.

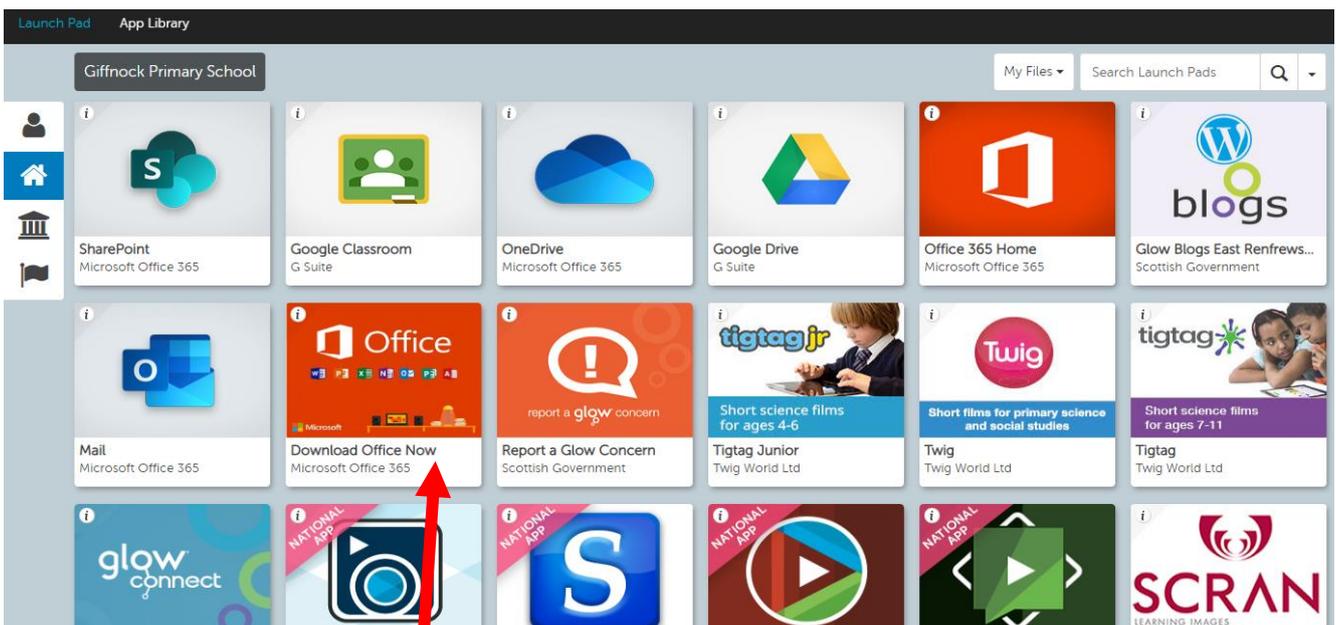


Your child should enter their Glow username and password. Usernames always follow the same format:

**gw00**surname**firstname**

The numbers in the username will vary depending on the child's year of registration on the Glow system.

Once signed in, you see the **Glow Launch Pad**. This is the area where you can access the tools the children use most regularly. For the children in Giffnock, it should look like this:



### **Download Microsoft Office365**

Office 365 Pro Plus allows all Glow users to download the latest version of the Microsoft Office Suite on to a total of 15 home machines and personal devices, free of charge. This includes Word, Excel, PowerPoint, Access, OneNote and Sway.

To download it, click the tile indicated above on the Launch Pad.

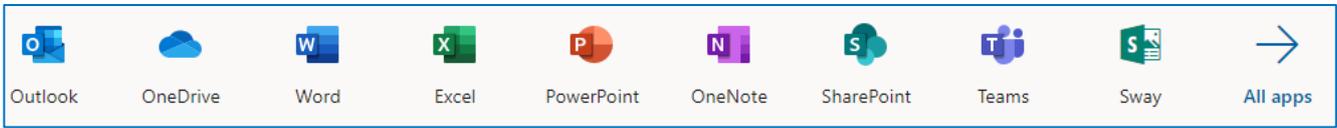
For more specific instructions for downloading on a PC or Mac, or and iPad or iPhone, please visit this link: <https://glowconnect.org.uk/help-with-glow/microsoft-office-365/office-365-proplus/>



## Microsoft Office

The Office tools can also be accessed with the online version through the other Office 365 Home tile on the Launch Pad.

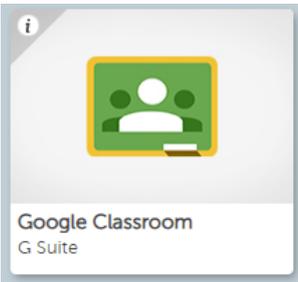
This gives children access to the full suite of Microsoft Office.



Any work that the children complete using Microsoft Office online, will automatically save in their personal **OneDrive**. This can be accessed at any point from the Glow Launch Pad.



## Google Classroom



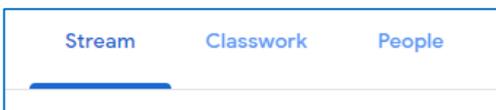
Every class in Giffnock Primary has access to a Google Classroom. This is a collaborative online space, where staff and pupils can share information, resources and assignments.

P3 to P7 children are familiar with this space, with our P6 and P7 children using this space to set homework this year.

Your child should already have access to their own Classroom, with some children being part of additional Classrooms related to their Pupil Group.

The first time you access the Google Classroom from home, you are likely to see this warning. Please check the username is correct, and click CONTINUE.

Once in their Classroom, you will see 3 main aspects of Google Classroom .

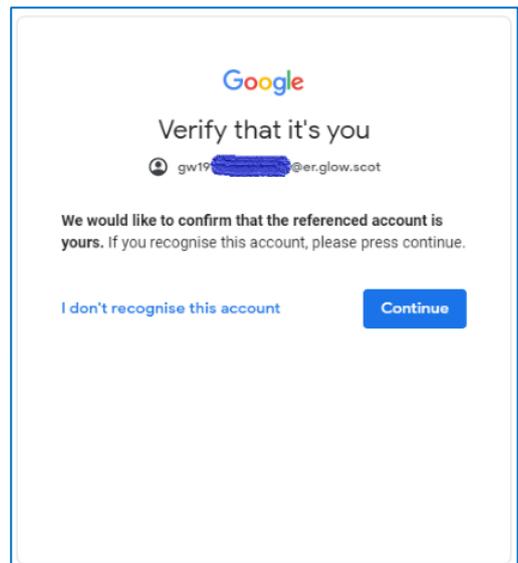
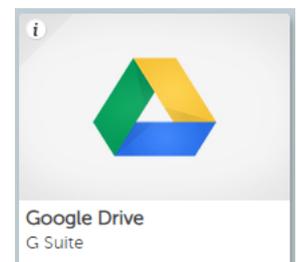


**Stream** – this is a chronological news feed, showing the most up to date posts at the top of the screen. Any messages from the teacher or any tasks/assignments will be shown here.

**Classwork** – if the class have been sent any specific tasks/activities, you can access them through the Classwork tab. These may be categorised into different subject areas to allow ease of access.

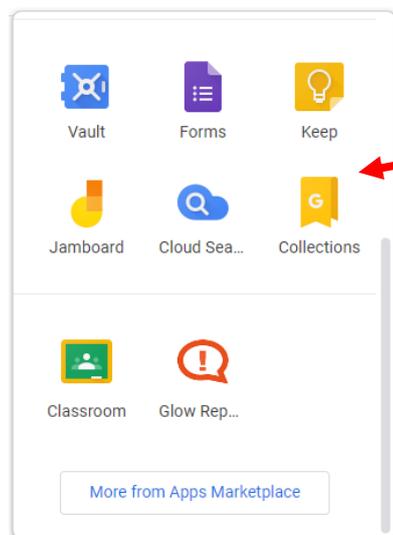
**People** – this shows the staff members and pupils that are part of the classroom.

Everything the children do in Google Classroom is automatically saved into their personal **Google Drive**. This can be easily accessed at any time from the Glow Launch Pad.



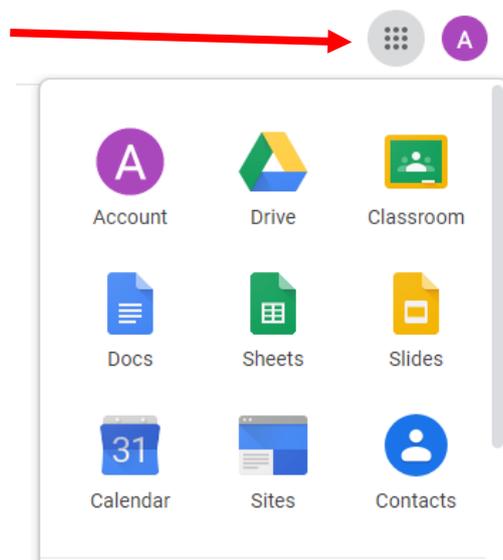
When you are using any of the Google services, you can access a variety of Google tools by clicking the “waffle” on the top right of the screen.

From here you can access Google Docs, Sheets, Slides and Jamboard.



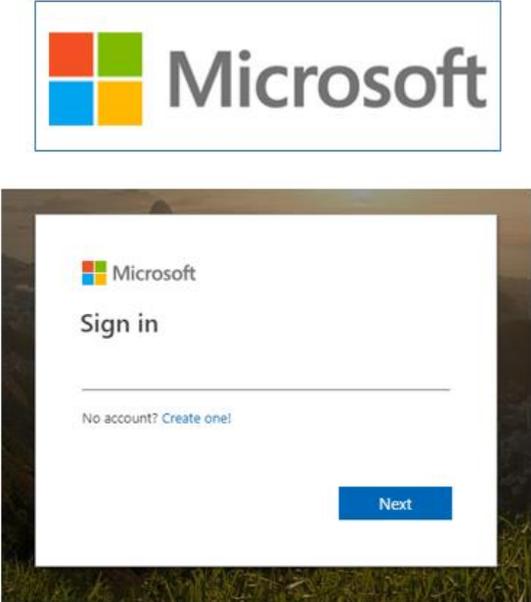
If you scroll down, you will see more available tools.

Again, any work completed using these tools, automatically saves in the child’s personal Google Drive.

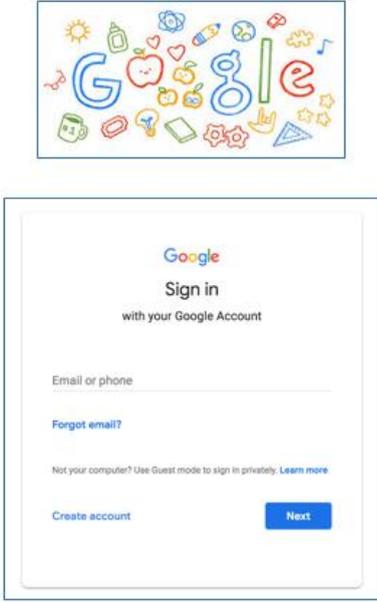


### Sign-in Credentials

If at any point when using the Microsoft or Google tools through Glow, it is important to realise there are 2 different username credentials linked to each child. Remember, the glow username is always in the standard format of **gw00surnamefirstname**, and then you would follow it with **@glow.sch.uk** for Microsoft services, or **@er.glow.scot** for Google services. The password remains the same as the original password the child logged in with for Glow.



glowusername@glow.sch.uk

The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it, the text "Microsoft Sign in" is displayed. There is a text input field for the email address, a link for "No account? Create one!", and a blue "Next" button at the bottom right. Below the screenshot, the email format "glowusername@glow.sch.uk" is written in black text.

glowusername@er.glow.scot

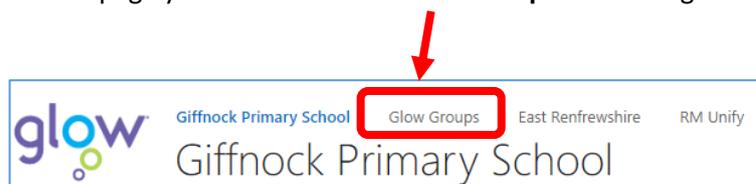
The image shows the Google sign-in page. At the top is the Google logo. Below it, the text "Google Sign in with your Google Account" is displayed. There is a text input field for "Email or phone", a link for "Forgot email?", a link for "Not your computer? Use Guest mode to sign in privately. Learn more", a link for "Create account", and a blue "Next" button at the bottom right. Below the screenshot, the email format "glowusername@er.glow.scot" is written in black text.

## School Site



By clicking the SharePoint tile your child can access the Giffnock Primary pupil site.

On this page you want to access **Glow Groups** from along the top ribbon.



This takes you to a list of classes and your child can access their own class Glow Group. This is a space where the teacher may have posted web links or discussion questions for the children at different times. Every class may use this space in different ways.

If you get this warning, please click request access and a staff member will respond as soon as possible to allow access.



## Sign Out

We encourage our children to ensure they sign out of Glow to protect their account.

To sign out from the **Launch Pad**, click the top right of the screen where the child's name should be visible. Choose the option to SIGN OUT.

Similar steps should be taken from Microsoft or Google pages.

In **Microsoft**, you will see the child's initials at the top right of the page. Click on the initials then choose SIGN OUT.

In **Google**, again at the top right you will see your child's first initial. Click on that and select SIGN OUT.

