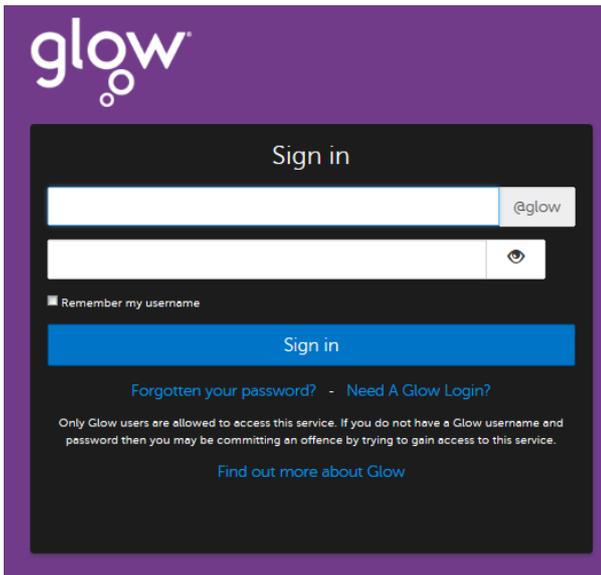


How to access Glow resources from home

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.



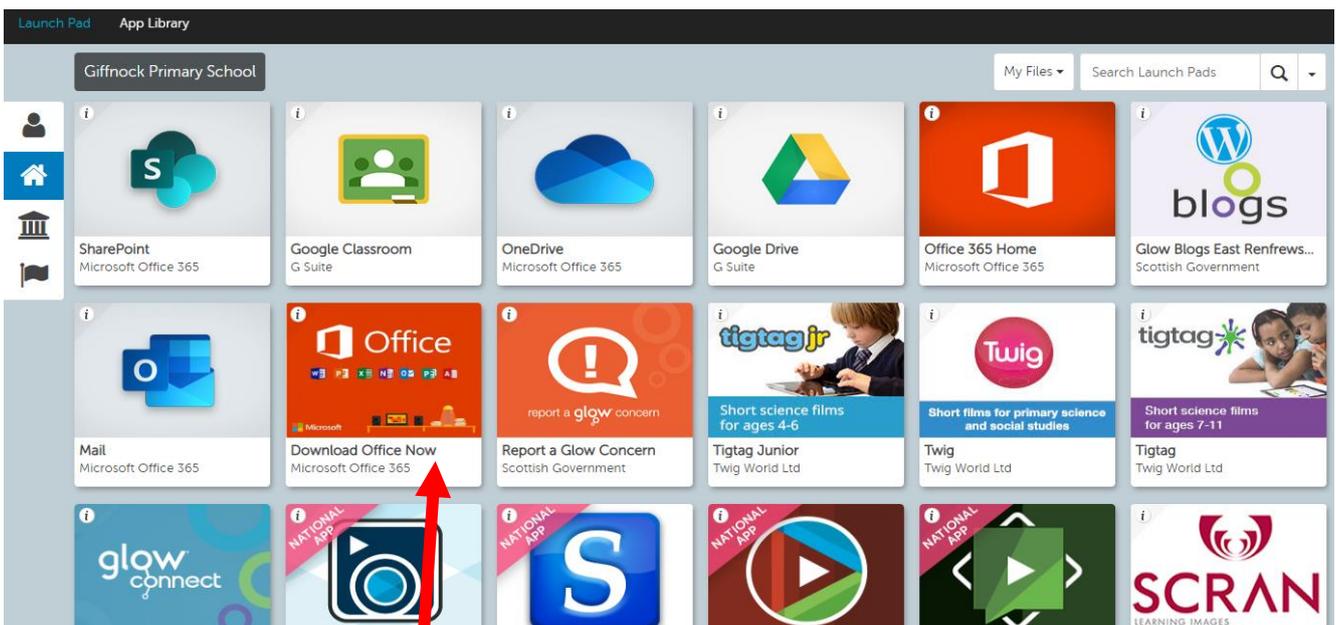
Your child should enter their Glow username and password. Usernames always follow the same format:

gw00surname**firstname**

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

If your child has forgotten their password, the child can ask their class teacher the next day to remind them of their password or reset it where required.

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:



**** REMINDER ** Download Microsoft Office365**

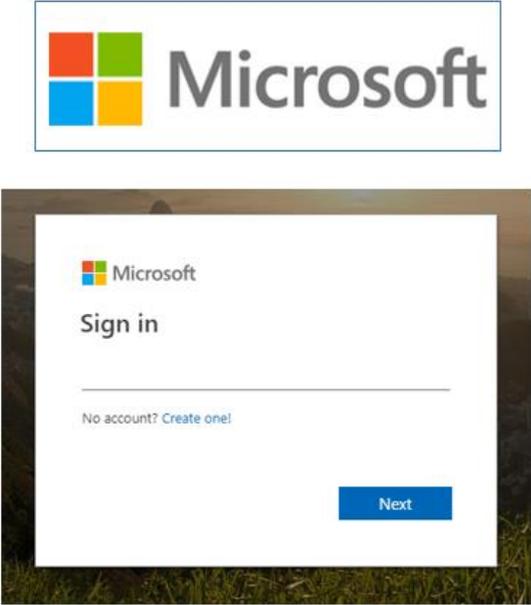
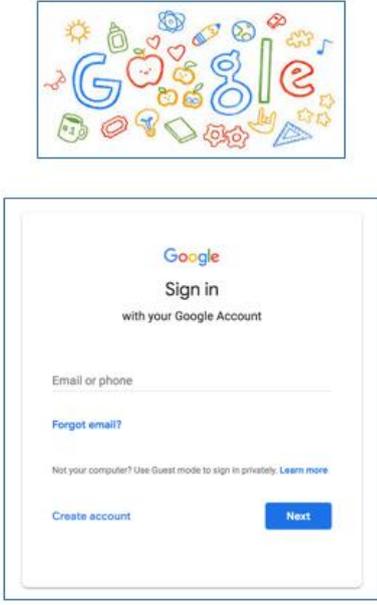
Office 365 Pro Plus allows all Glow users to download the latest version of the Microsoft Office Suite on to a total of 15 home machines and personal devices, free of charge. This includes Word, Excel, PowerPoint, Access, OneNote and Sway.

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/>

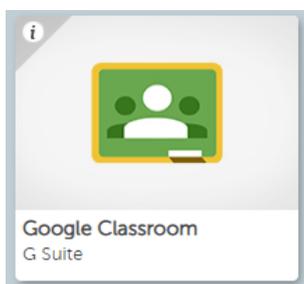
Sign-in Credentials

If at any point when using the Microsoft or Google tools through Glow (outlined below), 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.

 <p>Microsoft Sign in</p> <p>No account? Create one!</p> <p>Next</p> <p>glowusername@glow.sch.uk</p>	 <p>Google Sign in with your Google Account</p> <p>Email or phone</p> <p>Forgot email?</p> <p>Not your computer? Use Guest mode to sign in privately. Learn more</p> <p>Create account Next</p> <p>glowusername@er.glow.scot</p>
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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.

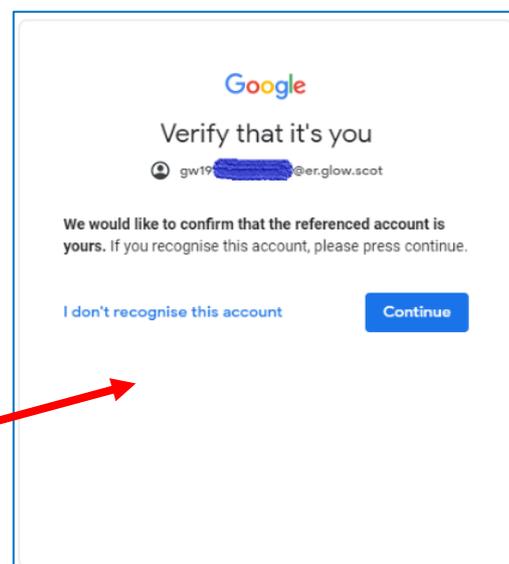


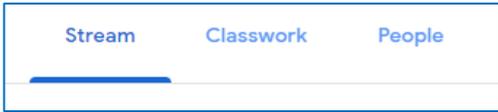
During school closures in early 2020, our children from primary 1 right through to primary 7 were familiar with this platform.

This year, our aim is for all classes to use Google Classroom as a platform for their homework.

Your child should already have access to their own Classroom.

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.





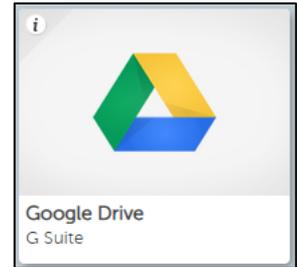
Once in their Classroom, you will see 3 main aspects of Google Classroom .

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. This will be regularly cleared of previous tasks to keep the stream tidy and user friendly.

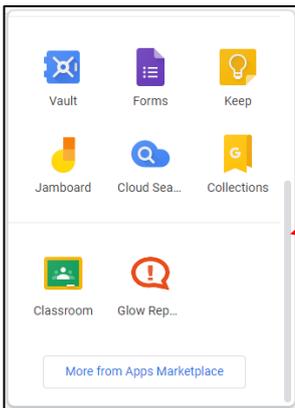
Classwork – if the class have been sent any specific tasks/activities to be “handed in” on Google Classroom, you can access them through the Classwork tab. These may be categorised into different subject areas to allow ease of access. This is how class work was organised during our school closure time.

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.



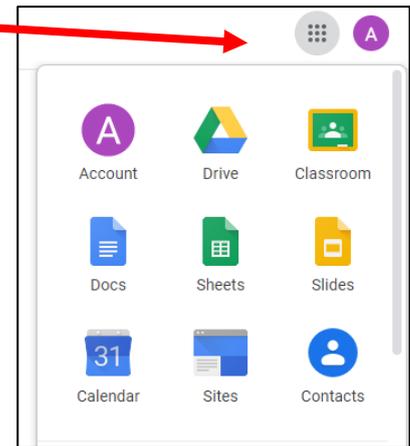
When you are using any of the Google services, you can access a variety of Google tools by clicking the “waffle” on the top right of the screen.



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

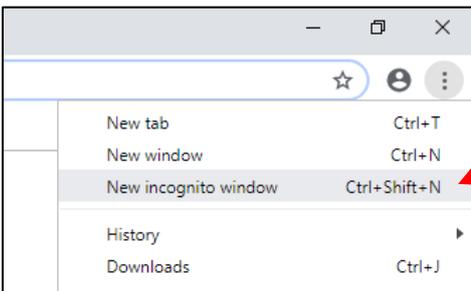
If you scroll down, you will see more available tools.

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



Multiple children using the same device

If you have more than one child using the same device to access their Google Classroom, it can be helpful to use the Incognito Function on the browser. This will help you switch from one username to another much easier.



Access the settings on your browser and select **New incognito window**. The image here shows what it looks like on the Chrome browser.

To switch user, log out of Glow and close the browser tab. Open a new incognito window for the next child to login.



Mobile Devices

Please note there is a Google Classroom app available on iOS and Android. This can be used to access the child's Google Classroom.

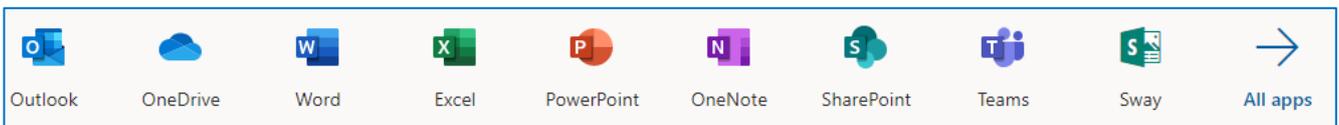
If you are prompted to sign in, use the child's glowusername@er.glow.scot details.



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.



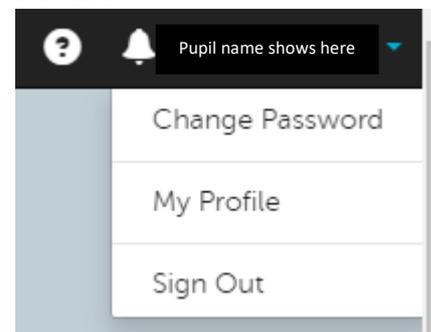
Sign Out

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.