

St. Ninian's High School

Remote Learning Guidance





St. Ninian's High school Remote Learning Guidance



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Introduction

St. Ninian's High School utilises Glow, which is Scotland's nationally available digital learning network. This learning environment provides teachers and pupils access to a wide set of innovative digital services and resources designed to enhance learning and teaching across the whole curriculum.

St. Ninian's High School uses two main apps to deliver remote learning and teaching, Microsoft Teams and Google Classroom. Microsoft Teams and Google Classroom are online learning platforms that provide a user-friendly way for pupils and teachers to access and manage classroom materials such as recorded lessons, PowerPoint slides, printed notes and instructional videos. They also allow pupils to complete and submit assignments to their class teacher to be marked. Pupils can also review returned assignment to receive feedback on their work. Finally, these online learning platforms allow 'live' interactions between pupils and teachers via the posting of messages, voice notes/ recordings and through live check-in meetings.

Pupils are encouraged to follow their normal school timetable period by period, to support them in the management of their work and time. Some pupils may wish to use their homework diary to help track and monitor their progress throughout the week.

If you have any question regarding online learning then please email the school office:

SchoolMail@st-ninians.e-renfrew.sch.uk

Glow

Glow is restricted to learners and educators to ensure that it is a safe online environment. Your child will have a unique Glow username and password in order to access Glow. Your Glow username is the same one that pupils used at primary school. All Glow usernames follow the same format:

gw14username@glow.sch.uk

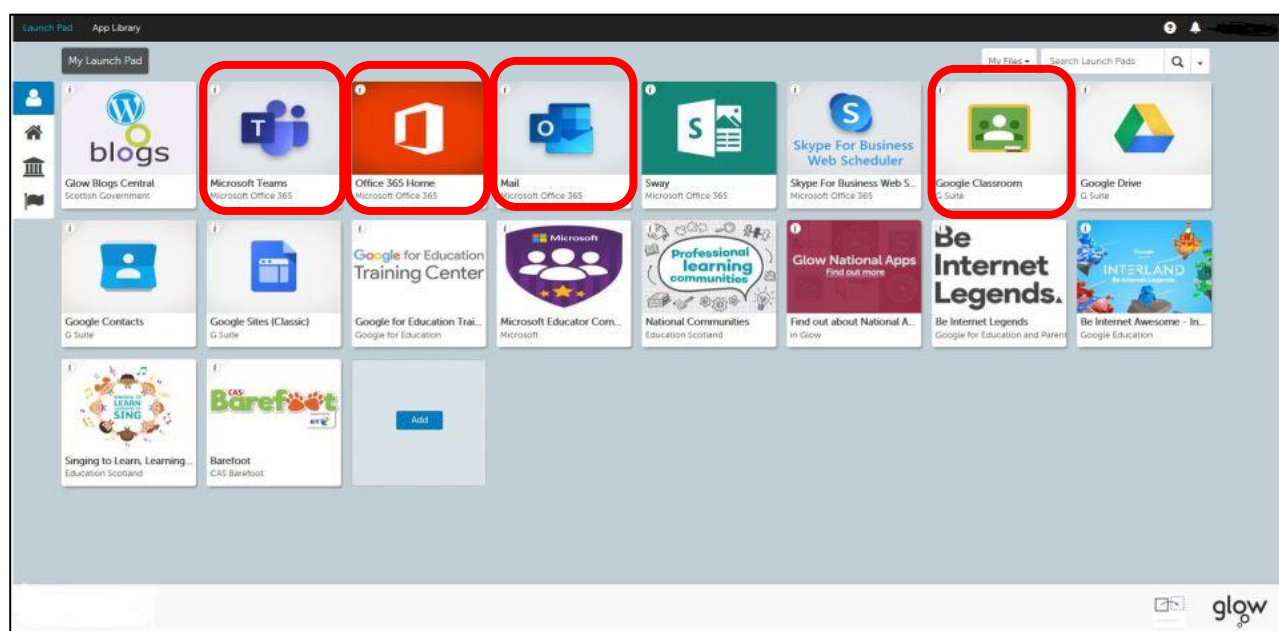
All pupils should know their Glow username and password, but they can contact the school office if they require any help with this.

When logging onto Glow, pupils should open a web browser and search for Glow Login or type in the following address: <https://glow.rmunify.com/>

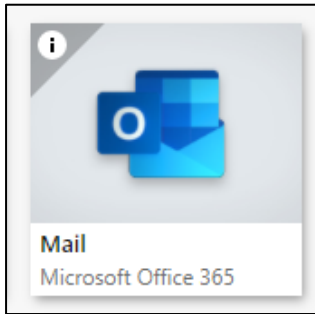
Pupils should then login using their Glow username and password.

After logging in, they will be taken to the screen shown below. This is referred to as the Glow Launch Pad. Four applications (tiles) have been highlighted below:

1. Mail
2. Office 365 Home
3. Microsoft Teams
4. Google Classroom



Mail



By clicking on the Mail tile, pupils have access to their school email.

If pupils wish to communicate with their class teacher, Pastoral teacher or Year Group Head Teacher but do not want to post a message that other pupils can read, they may wish to send an email, which only the recipient can read.

Office 365 Home



By clicking on the Office 365 Home tile, pupils have web access to PowerPoint, Word, Excel and OneNote with no requirement for additional software.



If pupils click on the 'Office 365 Download Office Now' tile, this 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**. These 15 downloads can be used as follows: 5 PCs or Macs, 5 tablets and 5 phones.

If pupils are downloading to an iPad or iPhone, they will need to download the apps from the App Store then log in using their Glow username.

When logging in, pupils will be asked to enter their username – this is their Glow username plus the domain e.g. gw15username@glow.sch.uk. They will then be transferred to the Glow login screen.

Once pupils have entered their login details, the registration will be complete. The Glow username will only activate the software for as long as that account is active in Glow.

Logging into Devices

If logging into devices at home you may be prompted to enter your email address. Depending on which programme you are using this will be your glow log in with either of the following endings:

To access **Microsoft tools** you need:

@glow.sch.uk

To access **Google tools** you need:

@er.glow.scot

Accessing Glow on Gaming Consoles

ICT access can be challenging when everyone is working from home, but in addition to laptops, tablets and mobile phones, you can also access Glow on Gaming Consoles.

The instructions below are for pupils who use the Xbox or PlayStation.

Xbox



1. Turn on Xbox One and launch Edge*
2. Enter the URL <https://glow.rmunify.com>
3. You should your username (ending in @glow.sch.uk) and Password.

*if your console does not have the Edge browser, it can be downloaded in your Store.

PlayStation








1. Turn on PS4 and launch the internet browser (select library, then applications).
2. Enter the URL <https://glow.rmunify.com>
3. Once loaded you should enter your username (ending in @glow.sch.uk) and password.

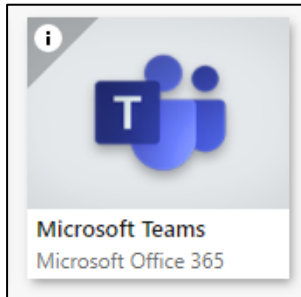
Immersive Reader within Word

Immersive Reader can improve reading comprehension and increase fluency for pupils. It can also help to build confidence for readers.

To access the immersive reader follow the steps below:

1. Log into glow
2. Click on the house icon at the left hand side of the screen. 
3. Select Office 365 Home tile
4. Select the Word icon. 
5. Then select 'New blank document'. A new word document will open up.
6. Copy and paste any text you wish to read into your word document. This may be text from a word document, a PowerPoint or a website.
7. To copy text, you need to highlight the text and use 'Ctrl + C' on the keyboard.
To paste into the Word document you need to use 'Ctrl + V' on the keyboard.
8. Then, click View from the menu bar.
9. Select 'Immersive Reader'. 
10. Selecting the 'Settings' icon at the bottom of the page,  will allow you to choose a male or female voice and will also allow you to control the speed of the reader.
11. Finally, click on the 'Play' icon, to read the text aloud. 

Microsoft Teams



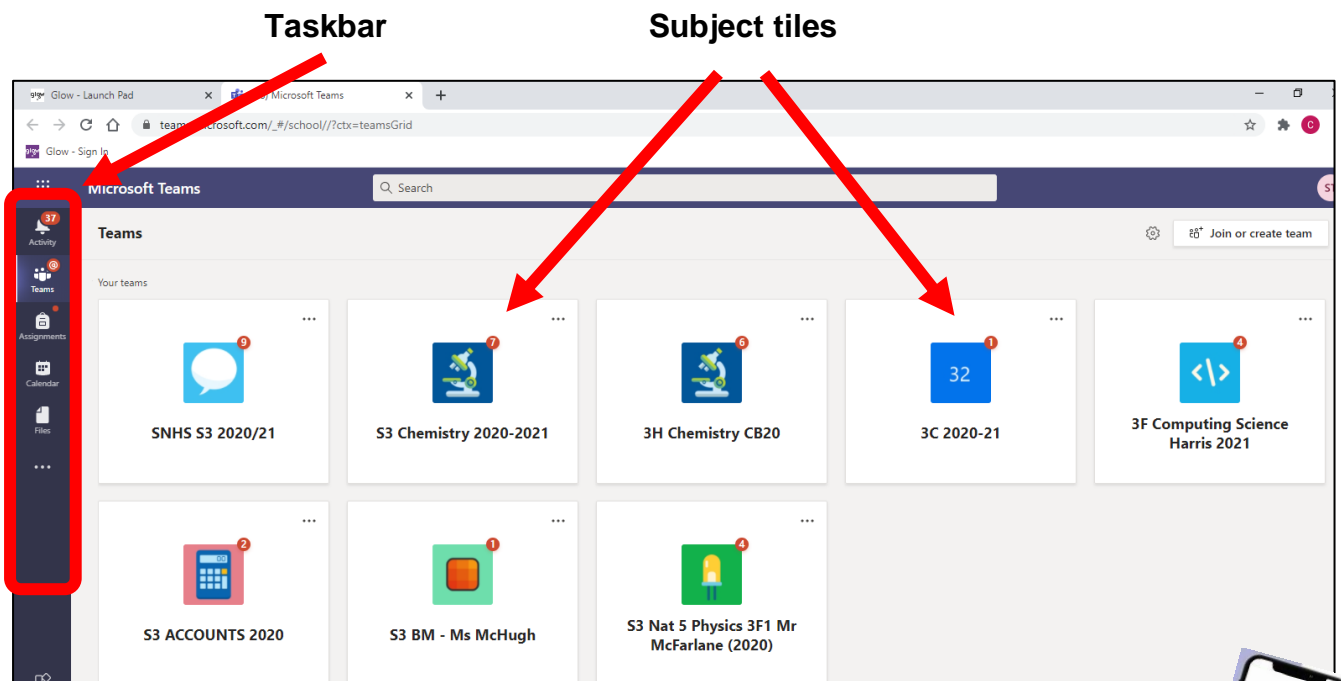
Microsoft Teams provides a safe online space to allow teachers to distribute tasks and resources to pupils. Pupils can then update and return these materials or upload other evidence of learning to share with their teacher or fellow pupils. Teachers can then provide formative feedback from a single point.

Class Teams provide a Conversations area to allow pupils and teachers to post questions, answers and comments.

Teams Dashboard

From the Glow Launch Pad, if pupils click on the Microsoft Teams tile it will open their Teams dashboard. Below is a screenshot of a pupil's Microsoft Team dashboard. Each subject has its own tile. The dashboard is where pupils can access the work for their individual subjects by clicking on the relevant subject tiles.

There is also a taskbar on the left hand side of the dashboard.

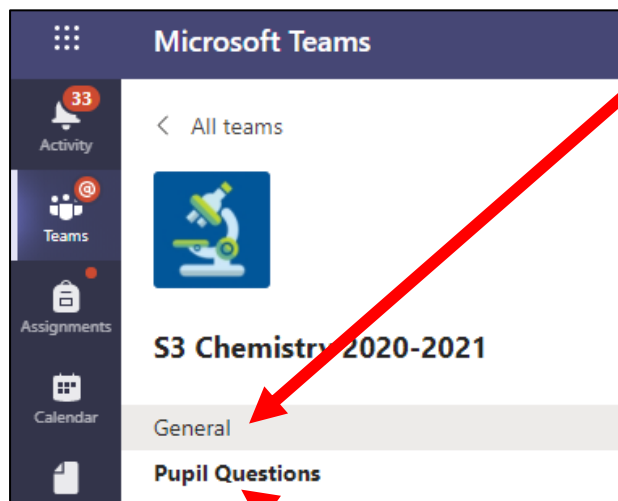
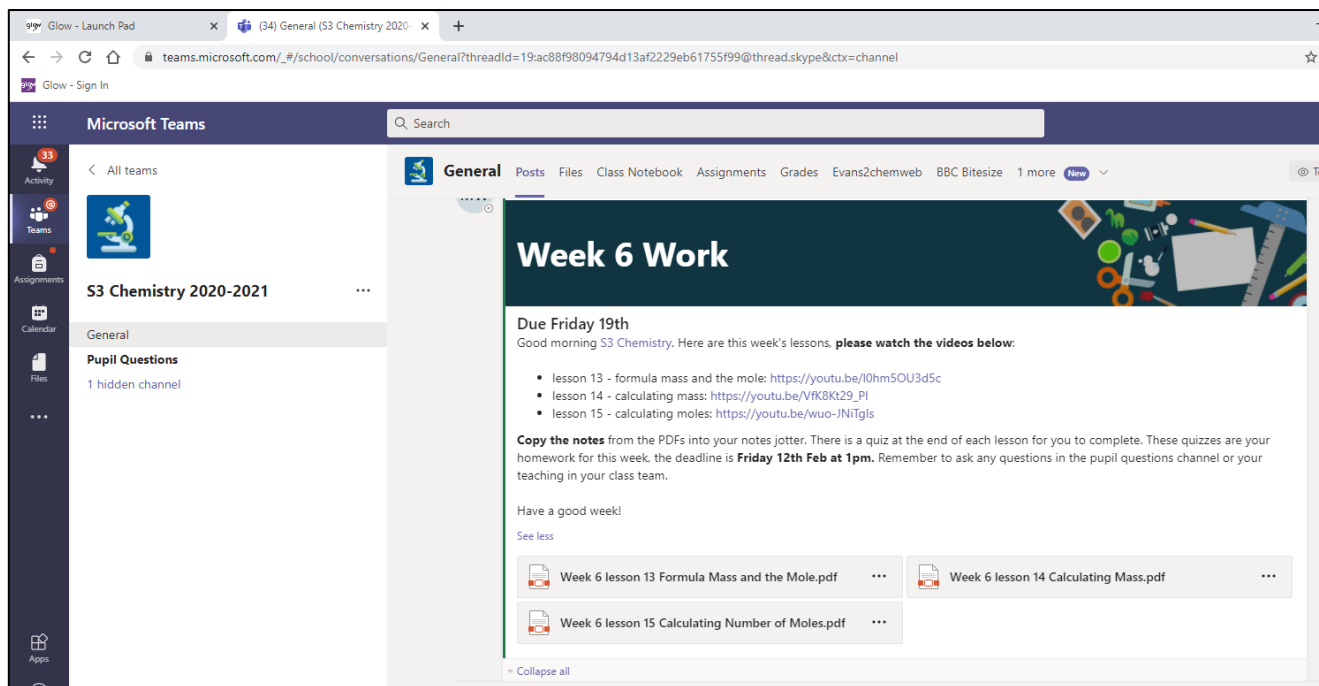


Microsoft Teams also has an app for both Android and iOS that you can download to your smartphone or tablet.



Subject Teams

The snapshot below shows a typical Microsoft Team stream where pupils can interact with their teacher (via posts) and access their work for the week ahead.



The General Channel

Every Team has a 'General channel'. This is where teachers will post work for the week ahead, other important information and notices. All assignments and work to be completed will be posted via the General channel.

The Pupil Questions Channel

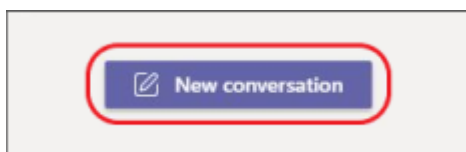
Every Team in St. Ninian's High School has a specific channel for pupil questions. This is where pupils can ask for specific help and any questions that they may have. This prevents work and questions being mixed up in the General channel stream.

Posting comments

Creating a post, question or comment

If pupils wish to communicate with their teacher they can ask (post) a question/ comment by following steps 1-4 below.

1. Click on the 'Pupil Questions' channel.
2. Click on the 'Start conversation' button.



3. Begin typing the question. Pupils can type '@' followed by their teacher's name at the start of the question to send their teacher a notification.
4. When the question is finished, the pupils should select 'send' ➤ or hit 'Return' on the keyboard.

Your teacher will respond to you as quickly as they can. Please be mindful that some teachers have over 180 pupils between S1-S6 and so might not be able to reply immediately.

Replying to a post

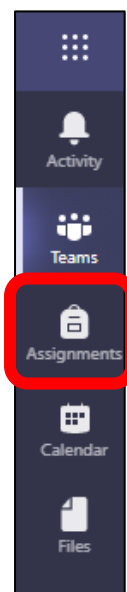
Channel posts are organised by date on the class stream. If pupils wish to reply to a post from a teacher or one of their peers they should follow steps 1-4 below.

1. Find the post that they want to reply to.
2. Click Reply.
3. Type their answer/ comment/ question/ thoughts.
4. Click Send. ➤

Assignments

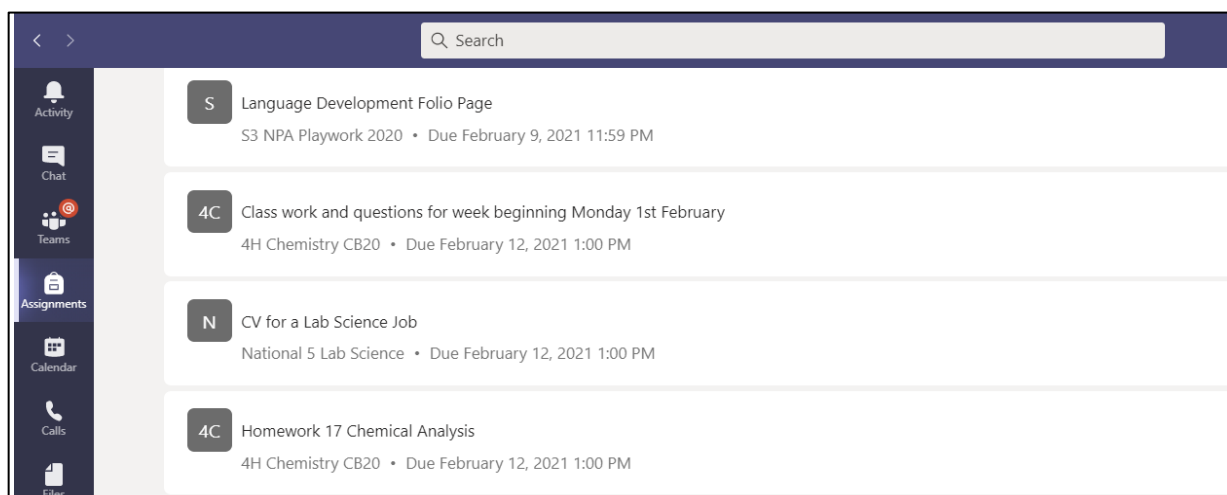
The Assignments tool is the main method for submitting work to teachers, to receive feedback. Any assignments that are set by a teacher will automatically be posted on the General channel.

The task bar on the left hand side of the Microsoft Team contains key tools for managing pupil work.



Managing work via Assignments

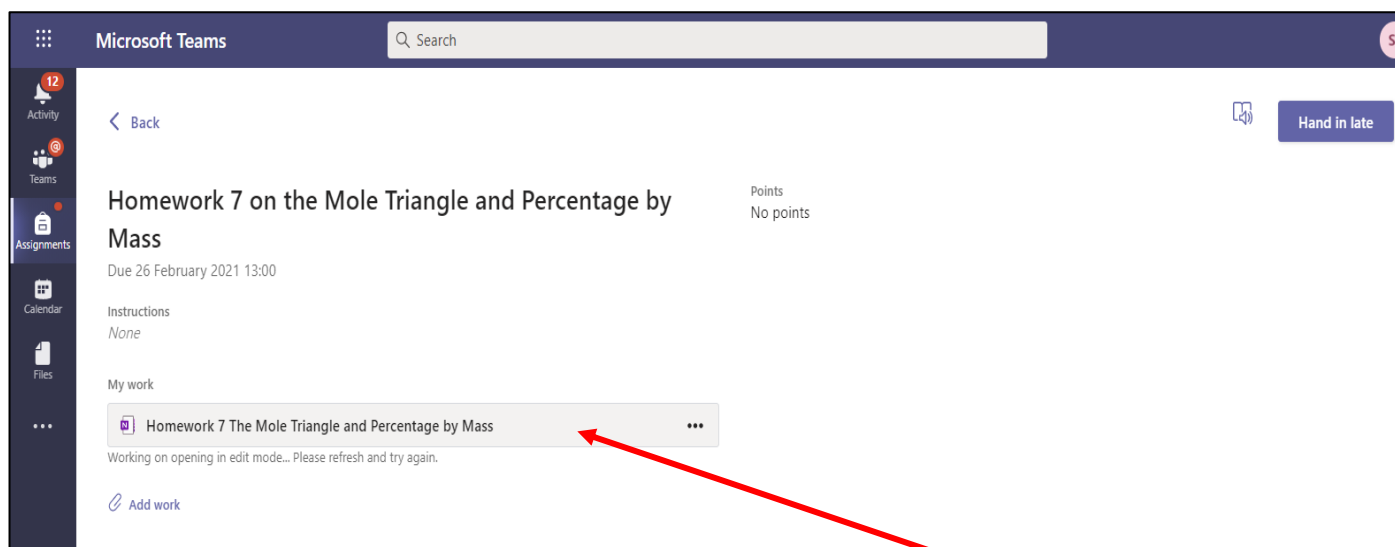
Clicking on the assignment tab gives an overview of all upcoming assignments, in order of due dates and deadline times. Pupils should treat this as their 'To do' list i.e. all of the work they have to complete, and submit to their teachers. This can also be used to access previously submitted assignments, to review feedback from teachers.



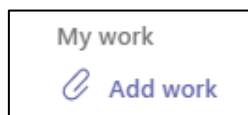
Submitting work via Assignments

To upload work for an assignment that has been set, pupils should follow the steps outlined below:

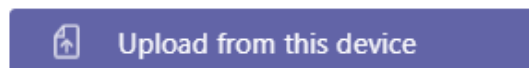
1. Click on the assignment that the pupils wishes to submit work for. This will open up an Assignment window. An example is shown below:



2. If the teacher is using Class Notebook, then the completed work can be copied and pasted into the file that is shown under 'My work'.
3. If Class Notebook is not being used, then the pupil should simply click on the paper clip sign that says 'Add work'.



4. Select 'Upload from this device'

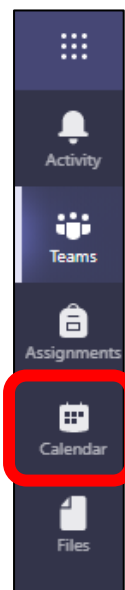


5. Select the file to be uploaded.
6. For both methods, pupils MUST ensure that they select the 'Hand in' or 'Turn in' button to confirm that the work has been submitted to their teacher.



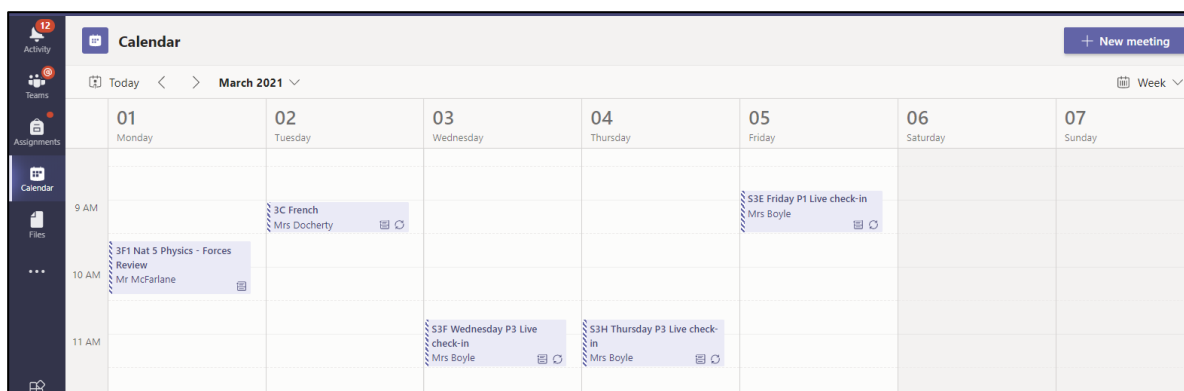
Live Meetings in Teams

Using the Calendar to Manage Live Meetings



Calendar

Clicking on the Calendar tab gives an overview of all scheduled live sessions offered by subjects. This can be viewed on a weekly or daily basis. Live sessions can be joined from this screen by clicking on the meeting.



Joining a Teams Meeting

There are two ways to join a meeting, from the Team or from the Calendar.

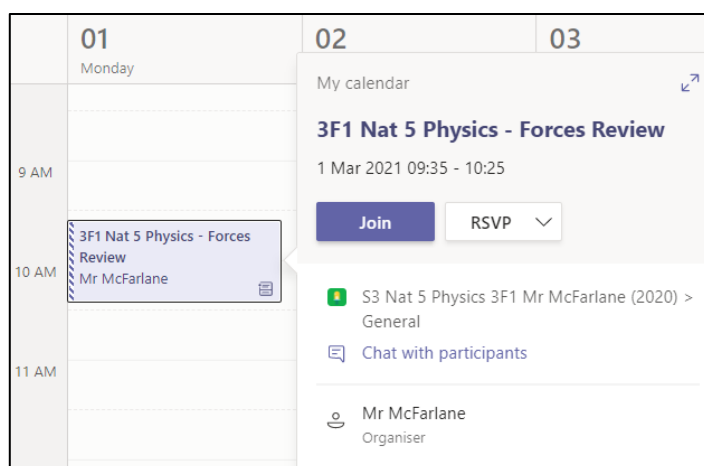
1. Join a Meeting from a Team

If a meeting takes place in a channel, you will see an invitation to join, within the Stream. Just click on the post for the meeting and then select Join.

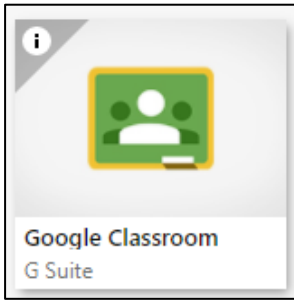
2. Join a Meeting from the Calendar

From the calendar, go to the date and time the meeting is due to take place and click on the Meeting Invite.

Another box will open up, and you can click 'Join' to attend the meeting.



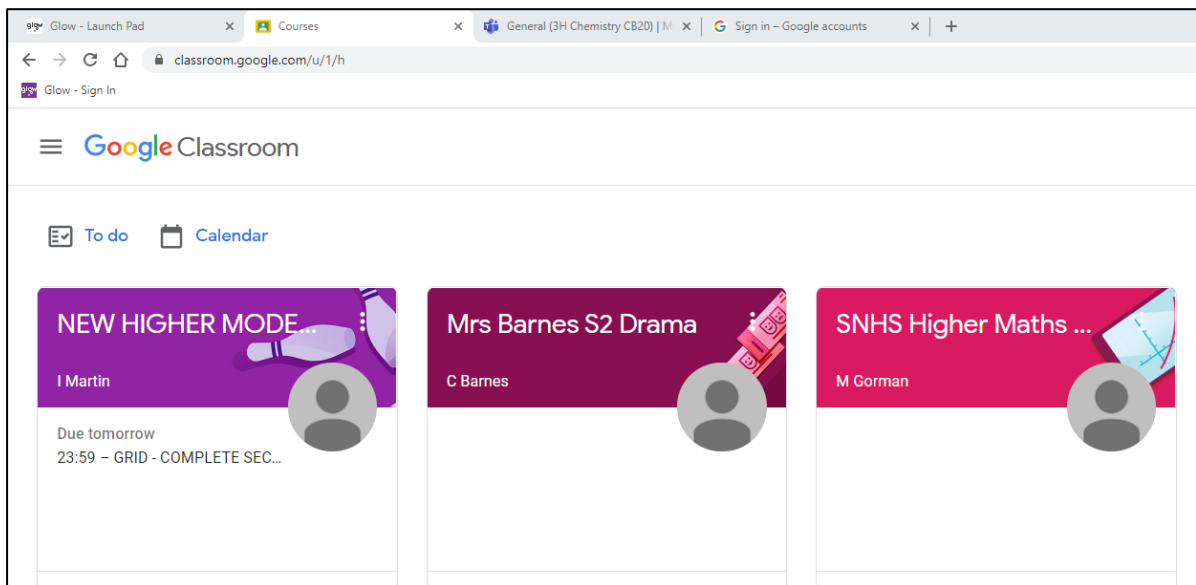
Google Classrooms



Google Classroom is another safe online space which allows members of a team (pupils from a class and their teacher) to communicate and share resources with one another. Pupils can complete assignments and communicate with their teacher and peers using this secure platform.

Google Classroom Dashboard

Below is a snapshot of a Google Classroom dashboard. This displays all of the Classrooms of which the pupil is a member. The dashboard is where pupils can access the work for their individual subject by clicking on the relevant subject tiles.

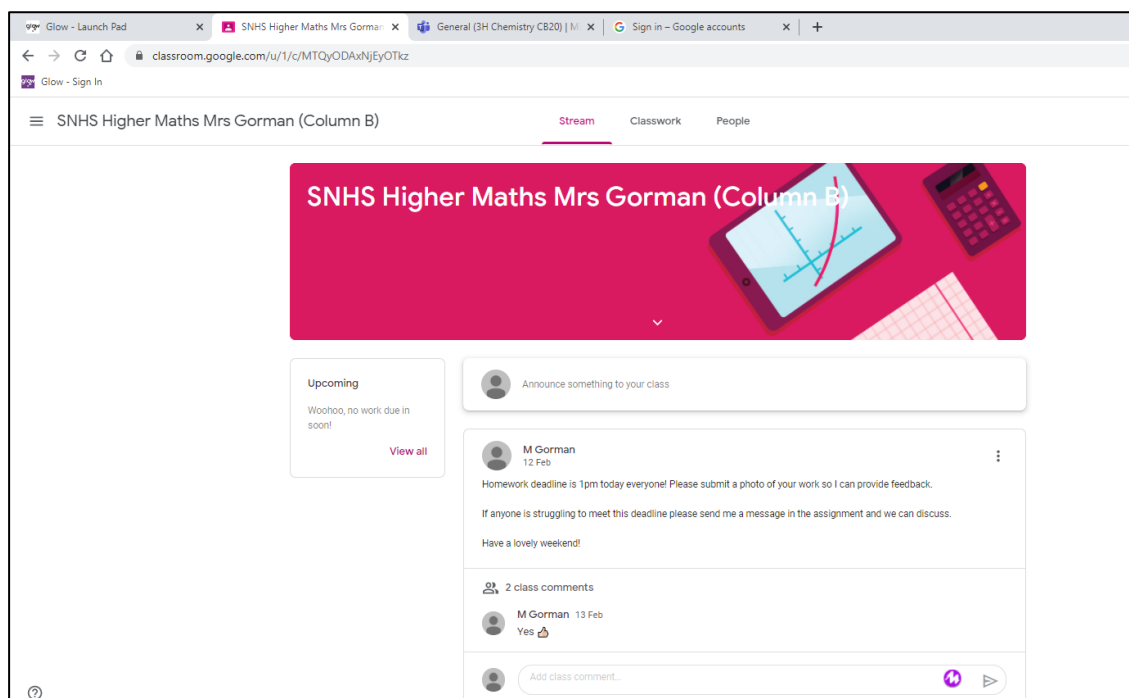


Google classroom also has an app for both Android and iOS that you can download to your smartphone or tablet.



Subject Classrooms

The snapshot below shows a typical subject Classroom where pupils can interact with their teacher (via posts) and access their work for the week ahead. The stream section within Google Classroom will allow pupils and teachers to communicate with one another within a secure page.



Posting Comments

The stream section within Google Classroom will allow pupils and teachers to communicate with one another within a secure page.

Creating a post, question or comment

1. Click on the chosen subject classroom.
2. On the Stream page, and click 'Announce something to your class'.



3. Pupils should then enter what they want to say and click 'Post'.

Replying to a post

When you reply to a comment, the person you reply to is automatically mentioned. You can reply only to comments, not posts.

1. Go to your subject class.
2. Point to the comment and click 'Reply'.
3. Enter your reply and click 'Post'.

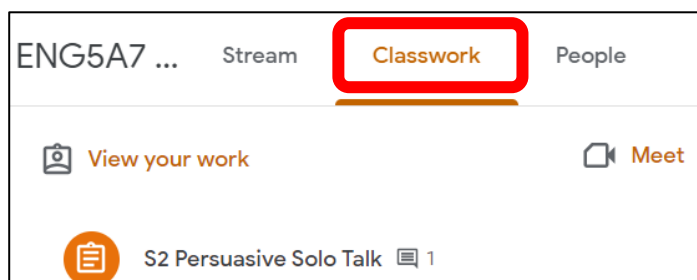
Send a private comment to your teacher

Unlike Microsoft Teams, Google Classroom allows you to send private messages to your teacher. This means that only your teacher can see your assignment or question. You can see your teacher's response when you open the assignment or question. If you delete a private comment, your teacher can still see it.

1. Click on the class you wish to engage with.
2. Choose an option:
 1. On the Stream page, click the assignment or question.
 2. On the Classwork page, click the assignment or question. 'View assignment' or 'View question'.
3. Click 'Add private comment'.
4. Enter the comment and then click 'Post'.

Classwork Tab

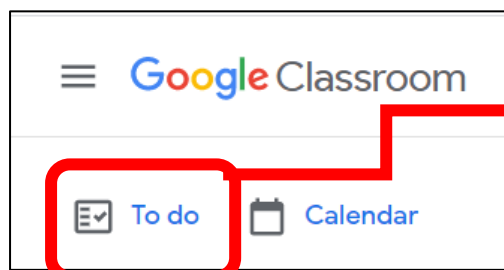
Any files that are needed for a particular class will be stored by the teacher in the 'Classwork' tab at the top of the page. Once you click on the Classwork Tab, you should be able to see the assignments, materials and topics posted and uploaded by the teacher. Using the Classwork tab, means that you do not need to worry about searching for work in the class stream.



Assignments

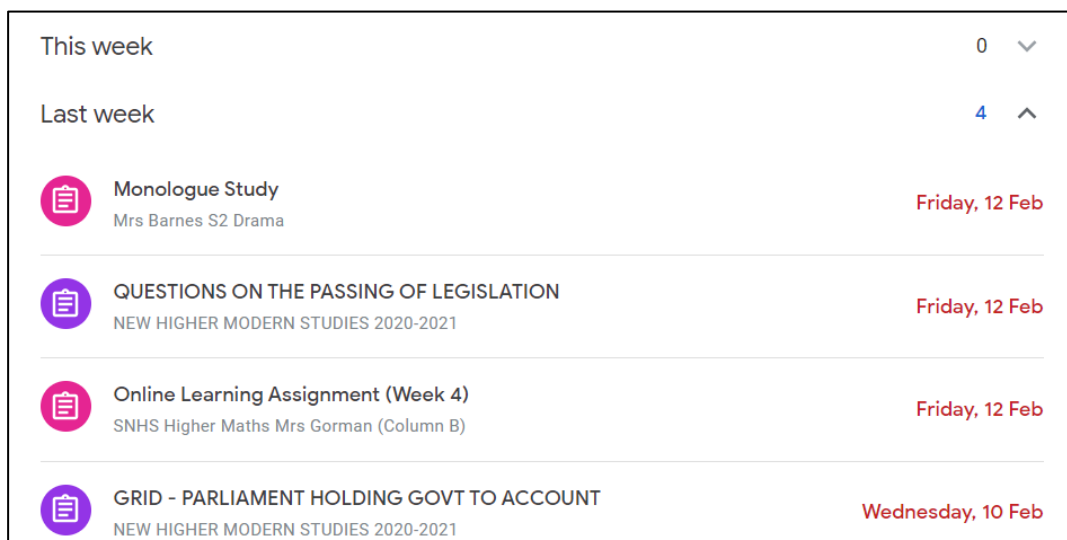
Again, the Assignments tool is the main method for submitting work to teachers, to receive feedback.

Managing work via Assignments



The 'To do' list

The 'To do' button can be accessed via the main Classroom page. It provides you with a list of all of the assignments that have been allocated to a pupil.



Clicking on the 'To do' tab provides you with the following options:

- To see work assigned by the teacher, click 'Assigned'.
- To see work that was not turned in, click 'Missing'.
- To see work that has been graded or returned by the teacher, click 'Done'.

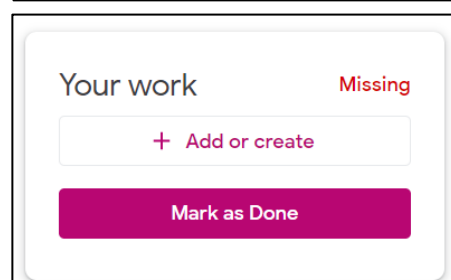
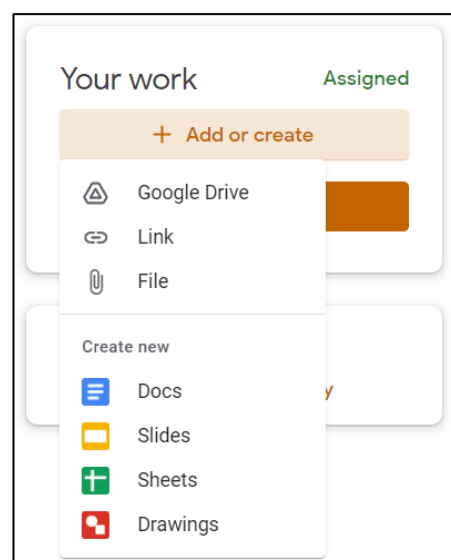
Clicking on a task name takes you to the assignment that has to be submitted.

Submitting work via Assignments

To submit an assignment, pupils should follow the steps below:

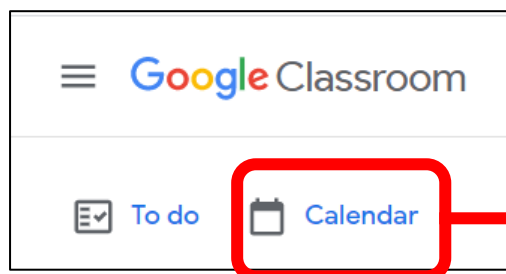
1. Click on the subject class and then select 'Classwork'.
2. Click on the assignment that you wish to submit work for.
3. To attach an item:
 - a) Under 'Your work', click 'Add or create'
 - b) Then select the location you wish to upload your work from by clicking on 'Google Drive', 'Link' or 'File'.
 - c) Select the attachment or enter the URL for a link and click 'Add'.
4. To add a private comment to your teacher, under Private comments, enter your comment and click 'Post'.
5. Finally, click 'Hand in', 'Turn In' or 'Mark as done' and confirm. The status of the assignment changes to 'Handed in', 'Turned in' or 'Done'.

(This depends on whether the language setting of your computer is set to United Kingdom or American English).



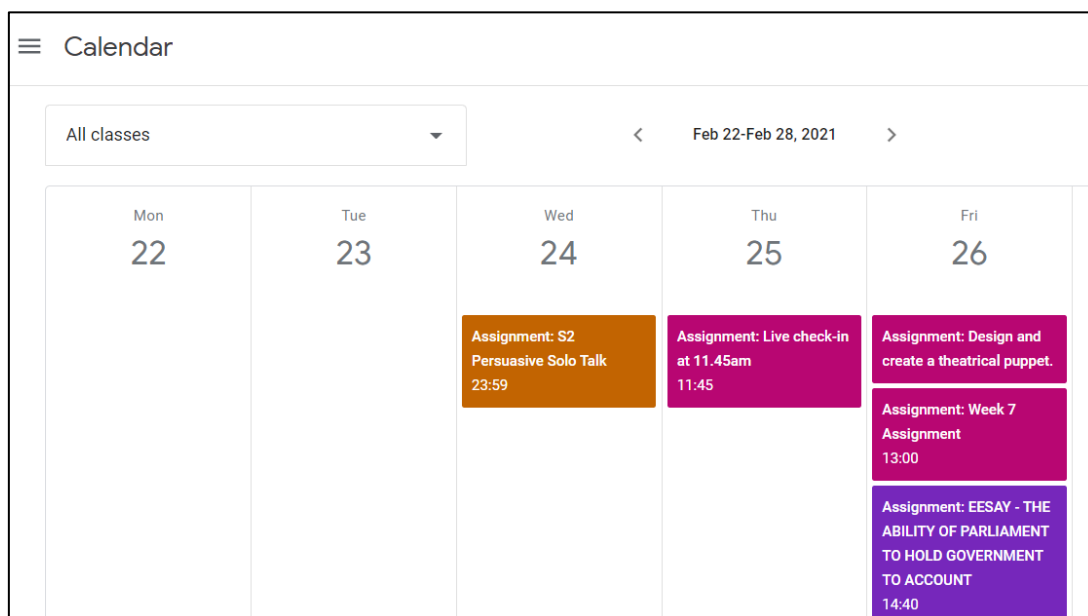
Live Google Meets

Using the Calendar to Manage Google Meets



Calendar

Clicking on the Calendar allows you to view any upcoming work that is due. It also allows you to view any live sessions that have been scheduled by subjects. Clicking on a task takes you to the assignment/ link for the live session.



Joining a Google Meet

If a teacher has invited pupils to join a live session during a particular period they should follow the steps below:

1. Click on the subject class.
2. On the top of the Stream page, at the top, click the Meet link.

Meet link <https://meet.google.com/lookup/cdelqndc5s> 

3. To allow Meet to use your camera and microphone, click 'Allow'.
4. To join the class video meeting, click 'Join now'.

How to Stay Safe Online

1. Remember, posting is permanent

Many people think that deleting something online means removing it from the internet forever. Sadly, that is not true. After posting something online, anyone can save, download and re-use it! Think twice before posting something you may regret later – remember employers often check social profiles when hiring.

2. Create strong passwords

Keeping your accounts safe online starts with choosing secure passwords with a mix of symbols, numbers and capital letters. Never share your passwords with anyone, even friends.

3. Never reveal personal information

Anyone that knows you well, will *never* need to ask for personal information like your address or school name, online. Never give out this information and be wary of who is asking for it –always tell a parent or teacher.

4. Be respectful to others

Remember, when posting messages, that there is a real person at the other side of the screen, so be respectful and polite to others online.

5. Recognise when it's time to log off

Finally, using the internet safely is not just about what you do online, it is about how much time you are spending doing it. The internet is a great tool for learning, keeping in touch with friends and being creative, but being online for **excessive amounts of time can have a negative impact on other areas of life**, such as school and **sleep**. It is important to know when it is **time to unplug** and spend some time away from screens, especially our smartphones.

More Online safety Guidance

- All pupils, parents and carers should read the **Video Conferencing guidance** that has been produced by East Renfrewshire Council before any pupils join a live session. This document can be accessed by clicking [here](#).
- Police Scotland has produced Online Safety Guidance for Pupils and Parents. It can be accessed by clicking [here](#).
- The Think u Know website has provided excellent resources including short videos and activities for a variety of age groups.

www.thinkuknow.co.uk/parents/Support-tools/home-activity-worksheets