

St. Ninian's High School

Digital Learning and Teaching



Guidance for Pupils



St. Ninian's High school Digital Learning and Teaching

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Glow Launch Pad

Glow is a safe online environment. You will have a unique Glow username and password that you should use to access Glow. Your Glow username is the same one that you used at primary school. All Glow usernames follow the same format:

gw14username@glow.sch.uk

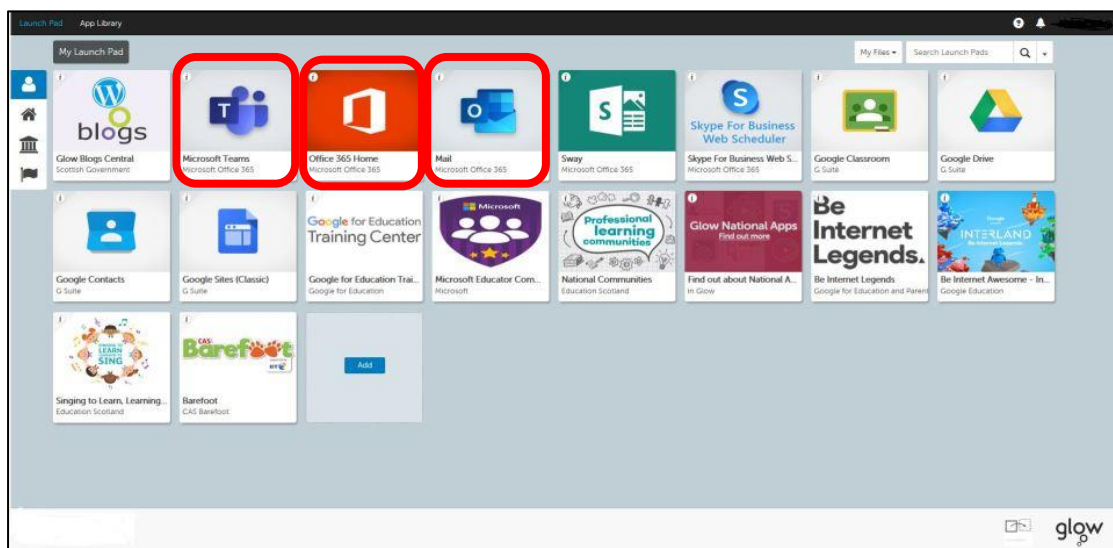
You should know your Glow username and password, but you can contact the school office if you require any help with this.

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

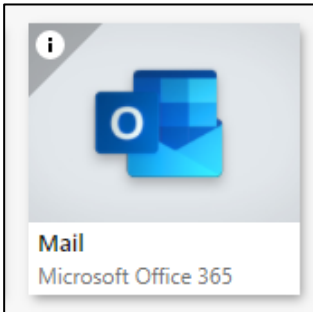
You should then login using your Glow username and password.

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

1. Mail
2. Office 365 Home
3. Microsoft Teams



Mail

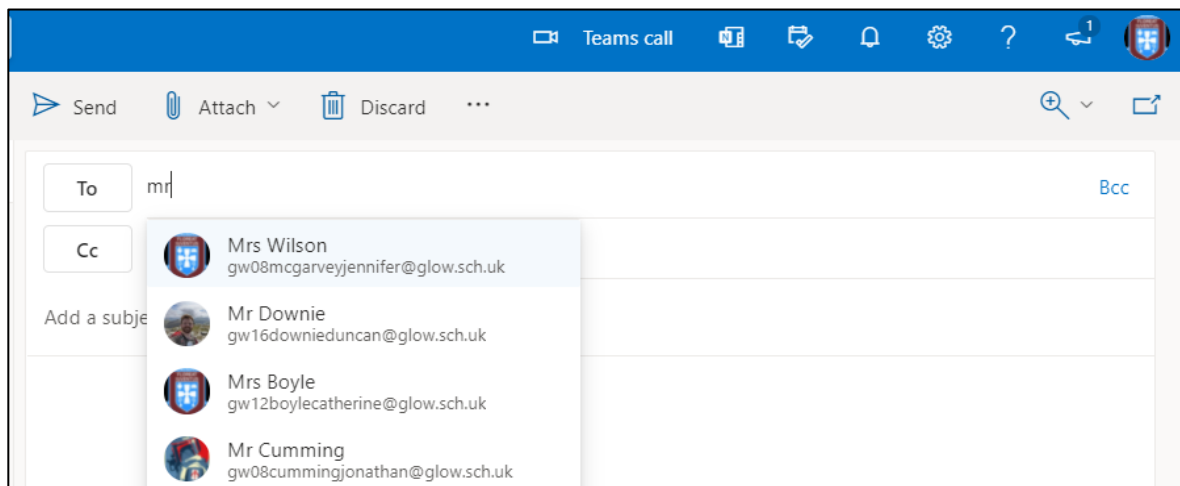


By clicking on the Mail tile, you will have access to your school email.

Please use this function if you wish to contact your Class Teacher, Pastoral Teacher or Year Group Head Teacher but do not want to post a message on a Team that other pupils can read.

To send an email to your teacher, follow the steps below

1. Click on the 'Mail' tile on your launch pad (shown above).
2. Next to the 'To' box click the cursor and begin to type your teacher's name. You will see a selection of names appear. Click on the name you think is your teacher and it will be added into the 'To' bar.



3. To check that you have selected the correct teacher, click on the name and a window will appear. Check that it says 'St. Ninian's High School' next to your teacher's name e.g.



Mrs Boyle

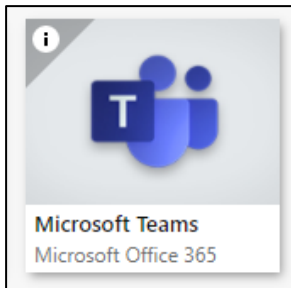
Teaching Staff · St Ninian's High School

Office 365 Home



By clicking on the Office 365 Home tile, you have web access to PowerPoint, Word, Excel and OneNote.

Microsoft Teams



At St. Ninian's High School we use **Microsoft Teams** to access class resources, lessons and homework exercises. Using Microsoft Teams you can upload work for your teacher to correct.

Microsoft Teams also provides an online place for where pupils and teachers can post questions, answers and comments.

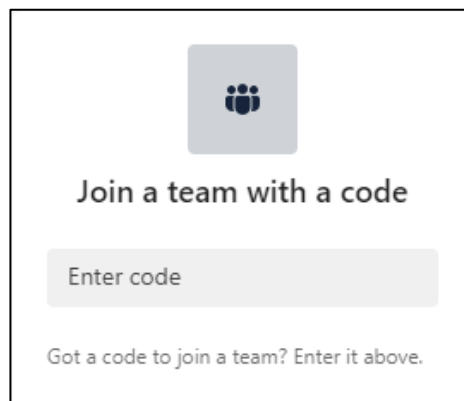
Joining a Microsoft Team

You might find that a teacher has added you to a team automatically, or you can join a team by using a special code given to you by your teacher.

Look for the following box on your screen, this will probably be on the bottom left of your screen or the top right.



You should then enter the Team Code into the following box:

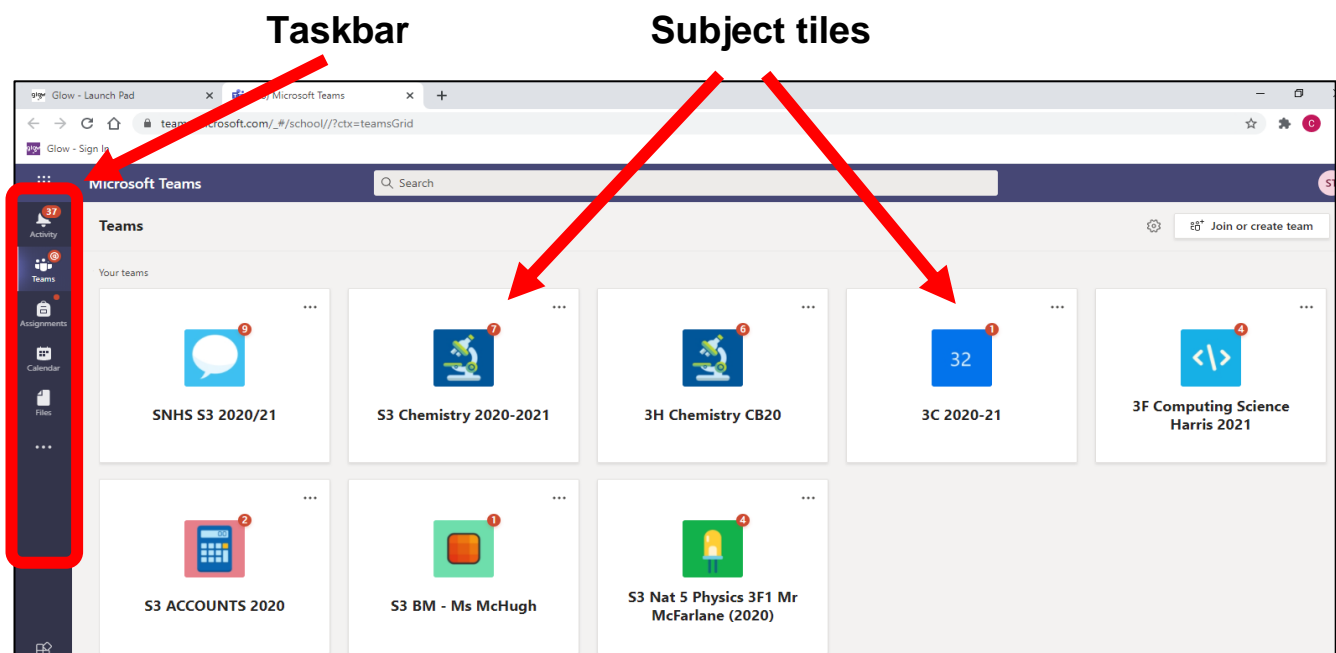


You will then become a member of that Team.

Teams Dashboard

From the Glow Launch Pad, if you click on the Microsoft Teams tile it will open your Teams dashboard. Below is an example screenshot of a pupil's Microsoft Team dashboard. Each subject has its own tile. The dashboard is where you can access the work for your 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.

If you have a phone, it is handy to download the Microsoft Teams app so that you can keep on top of notifications for each of your Teams.



Year Group Team

The Year Group Team provides a platform for the Year Group Head and other members of staff, to communicate regularly with all pupils in your year group. Important information, announcements and opportunities will be shared via this platform. You should try to engage with the Year Group Team as much as possible.

The screenshot displays a digital communication interface for a Year Group Team. It features three distinct posts, each with a header, a main text area, and a reply button. The first post, titled 'Ardeche Trip', is from Mr Gallagher on 09/06 09:33 and includes a 'See more' link. The second post, titled 'Careers appointments', is from Ms Kennedy on 10/06 07:54 and includes a 'See more' link and a link to 'forms.office.com'. The third post, titled 'Lockers', is from Mrs Gourlay on 10/06 09:23. Each post also shows engagement metrics like likes and replies.

Mr Gallagher 09/06 09:33

Ardeche Trip

Good Morning S2

Parents of those pupils who are attending the Ardeche Trip received an e-mail with an update yesterday.

Please ensure that you read it and we will update further...

[See more](#)

Eilidh McGowan 09/06 18:54

Mr Gallagher can you post a reminder about the life group bake sale tomorrow?

Reply

10 June 2022

Ms Kennedy 10/06 07:54 Edited

Careers appointments

Morning all,

A reminder that if you want to meet with our careers advisors you can self refer at any time using the link below. They are here to support you with careers, pathways, options and more.

[See more](#)

Fill | Careers Appointment Requests 21/22

The information you supply on this form will be used by East Renfrewshire Council as pupil administrative information. We will use your information to verify your identity where required, contact y...

forms.office.com

Reply

Today

Mrs Gourlay 10/06 09:23

Lockers

All S2-S6 locker holders should ensure their locker is emptied with the door left open and the padlock secured on the door.

The dead line for this is **Friday 24th June**.

Subject Teams

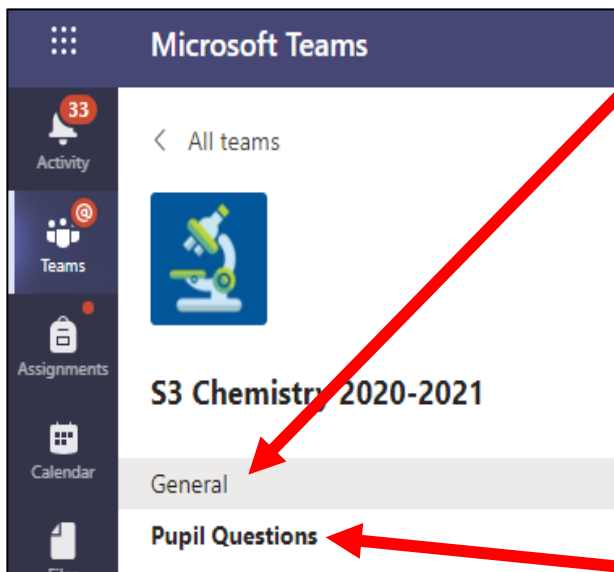
The snapshot below shows a typical Microsoft Team stream where pupils can interact with their teacher (via posts) and access resources that their teacher/ the department uses.

The screenshot shows a Microsoft Teams chat interface. On the left is a navigation pane with a search bar and a list of channels including 'Curriculum', 'Leadership', 'NHS', 'School Teaching S...', '2022', '2021', 'Programme 2021-2...', 'Sports & Digital Le...', 'Sup Meetings', '2021', 'Groups', '21-2022', and '2022'. The main chat area is titled 'General' and shows three posts from 'Mrs Boyle'.

Post 1: Dated 17 December 2021. Title: **Friday 17th December**. Content: **IMPORTANT! Work covered in class** (5C Chemistry CB21). Text: 'Today in class we covered National 5 revision of Alkanes, Alkenes and Cycloalkanes. We also discussed Isomers and Addition reactions. The pupils completed questions 2.1.' Includes a 'See more' link and a 'Reply' button.

Post 2: Dated 02 February 2022. Title: **Work covered Friday 28th Jan- Wed 2nd Feb**. Content: **Higher Chemistry Unit 2** (Ishrat Fatima). Text: **Homework 2 is due for Wednesday 9th February.** Includes a 'See more' link and a 'Reply' button. A file attachment is visible: 'Teams copy Key area Alcohols, carboxylic acids and ... personal > gw12boylecatherine_glow_sch_uk'.

Post 3: Dated 16 February 2022. Title: **Fats and Oils Notes for Homework**. Content: **IMPORTANT! To help with homework** (5C Chemistry CB21).



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

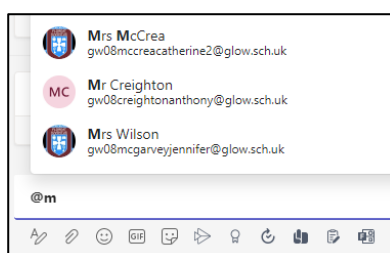
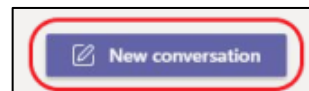
Every Team in St. Ninian's High School has a specific channel for pupil questions. This is where you can ask for specific help and any questions that you may have. This prevents work and questions being mixed up in the General channel stream.

Posting comments on a Team

Creating a post, question or comment

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

1. Click on the 'Pupil Questions' channel.
2. Click on the 'New conversation' button.
3. Begin typing the question. If you type '@' followed by your teacher's name at the start of the question it will send your teacher a notification e.g.



4. When the question is finished, 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 will not be able to reply immediately.

Replying to a post

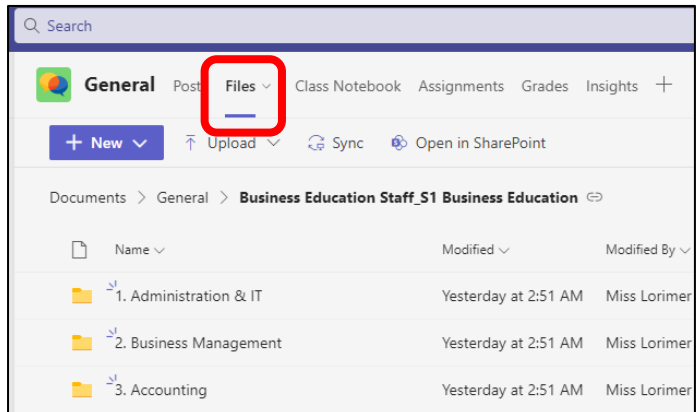
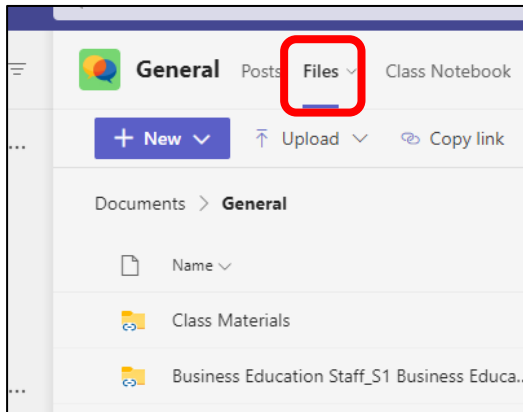
Channel posts are organised by date on the class stream. If you wish to reply to a post from a teacher or one of your peers you should follow steps 1-4 below.

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

Remember that all comments should be polite and relevant to the topic of conversation. Any pupils who misuse/ abuse this facility will be removed from the Team.

Accessing Resources and Finding Files

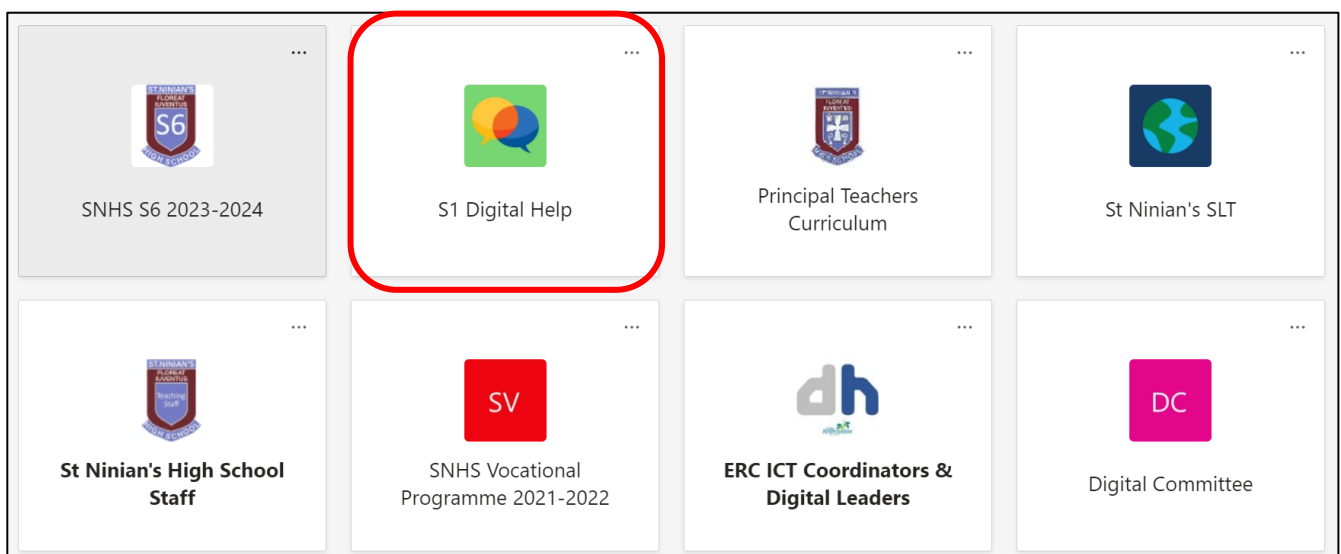
When you click on the General Channel, you will notice that there are a number of menus at the top of the screen. You will find all of your class materials and resources by clicking on the Files tab. If you click on 'Files' you will be able to see the folders that your teachers have shared with you e.g.



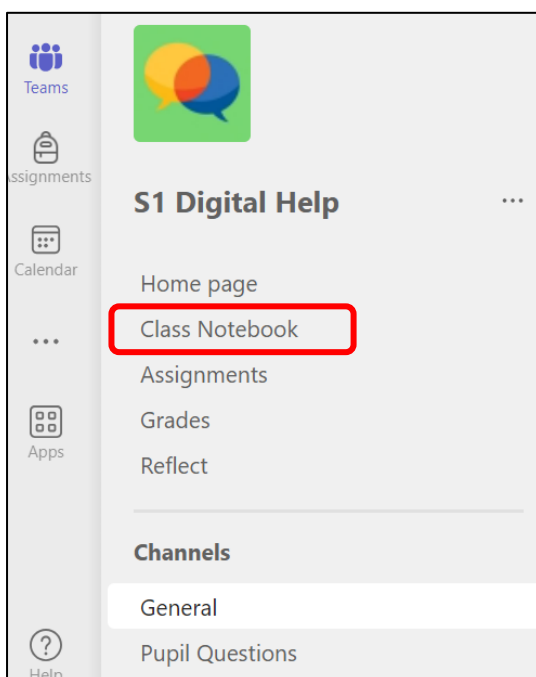
Class Notebook in Microsoft Teams

Within Microsoft Teams, there are a number of digital tools that you can use to help you with your learning, in class and at home. You should use Class Notebook within Teams to support your digital learning.


1. From the dashboard, click on your subject Team tile e.g. S1 Digital Help:

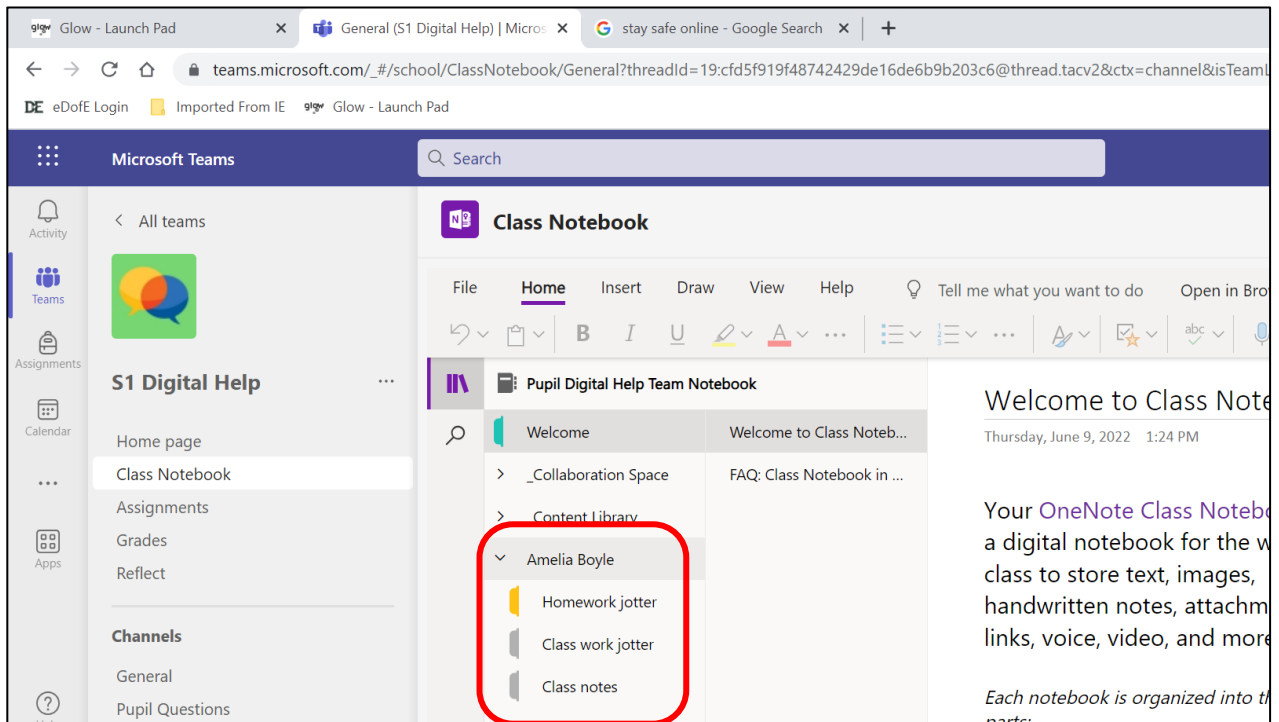
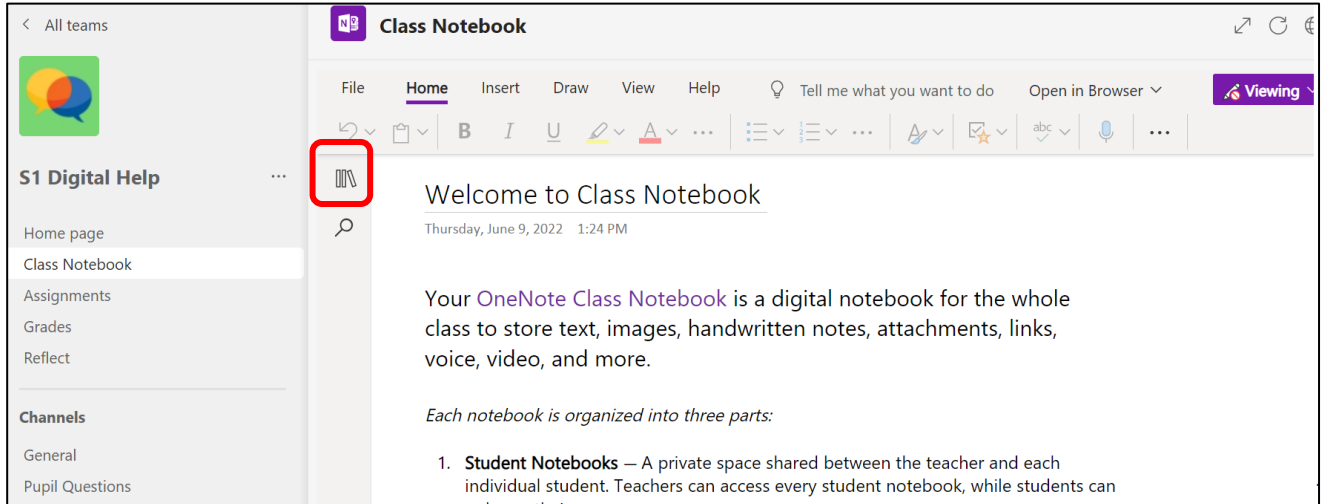


2. The following menu will be shown on the left hand side of your screen

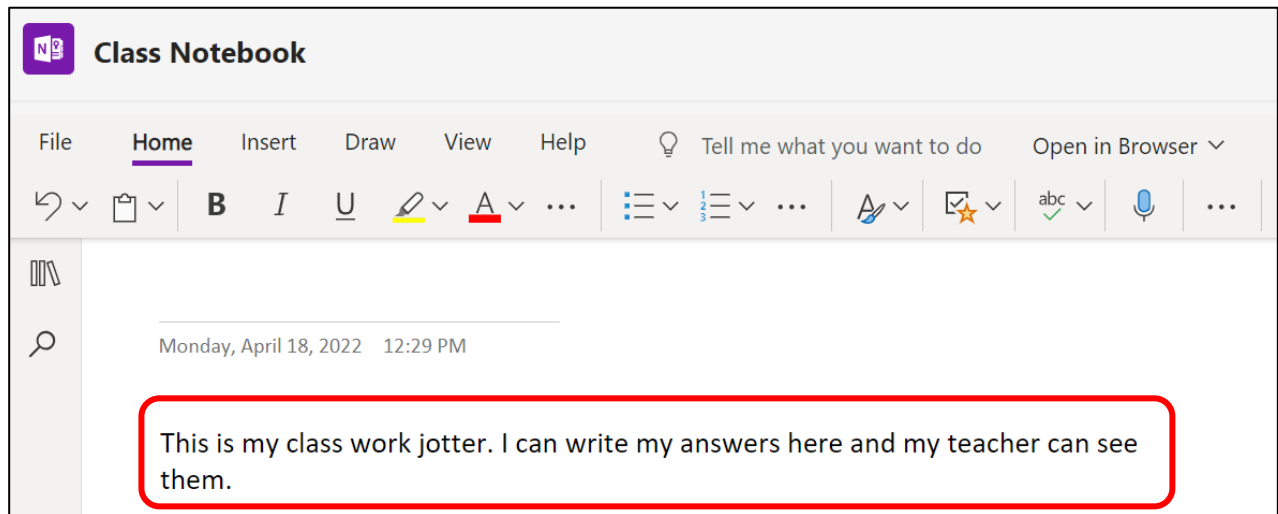


Click on the Class Notebook to access your classroom resources.

3. The following screen will be displayed. Click on the books icon  to access your 'online jotters' e.g. Homework jotter, Class work jotter and class notes.



4. Clicking on your class work jotter, for example, will allow you to type any notes or answers to questions.



All work entered into your Class Notebook is automatically saved. This means that you can access your online class jotters from any computer when you log into Microsoft Teams.

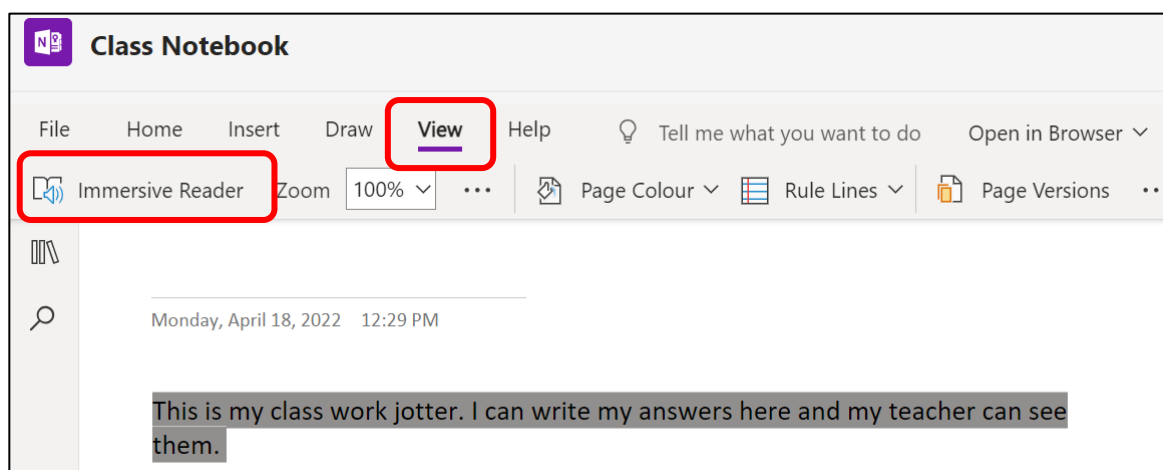
Digital Help Tools within Class Notebook


There are a number of tools which will help you with your learning in class.

Immersive reader


Immersive Reader is a software tool that reads a text passage out loud. It can help to improve your understanding when reading a passage. It can also help improve your confidence with reading.

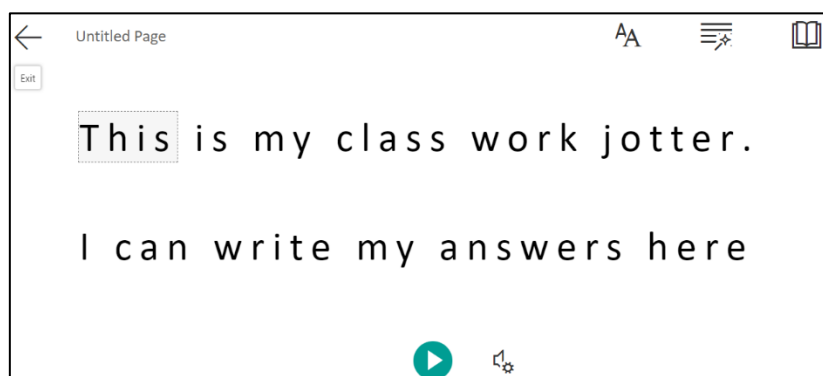
1. Highlight your text within class notebook (that you have either typed in or copied and pasted in) and click on 'View'.



Then click the 'Immersive Reader' icon  Immersive Reader and the computer will read your text out loud to you.

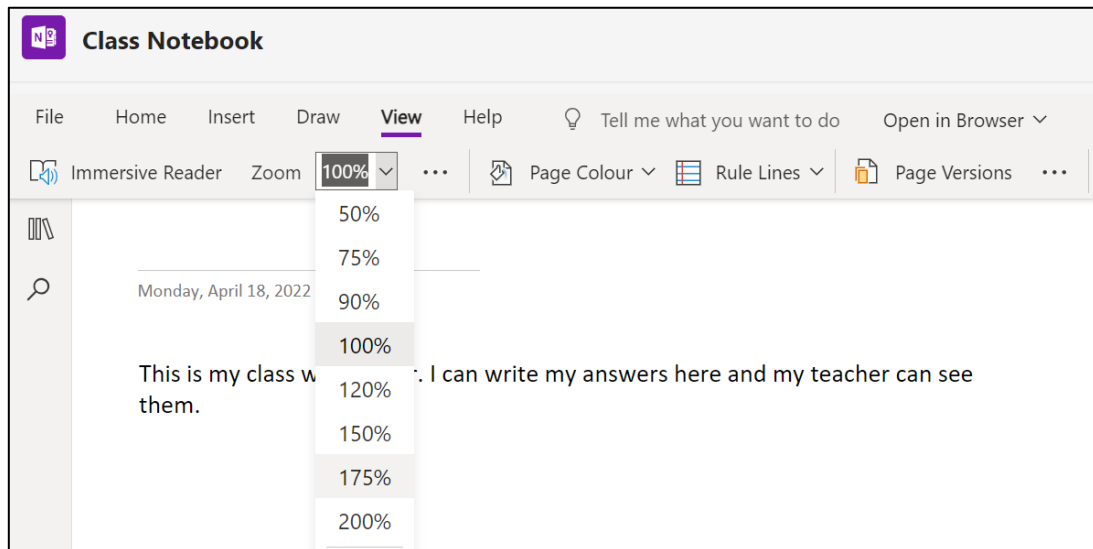
You should plug-in your head phones if using this tool.

2. The following screen will appear. Click on the green 'play' button  so that your text will be read out loud.



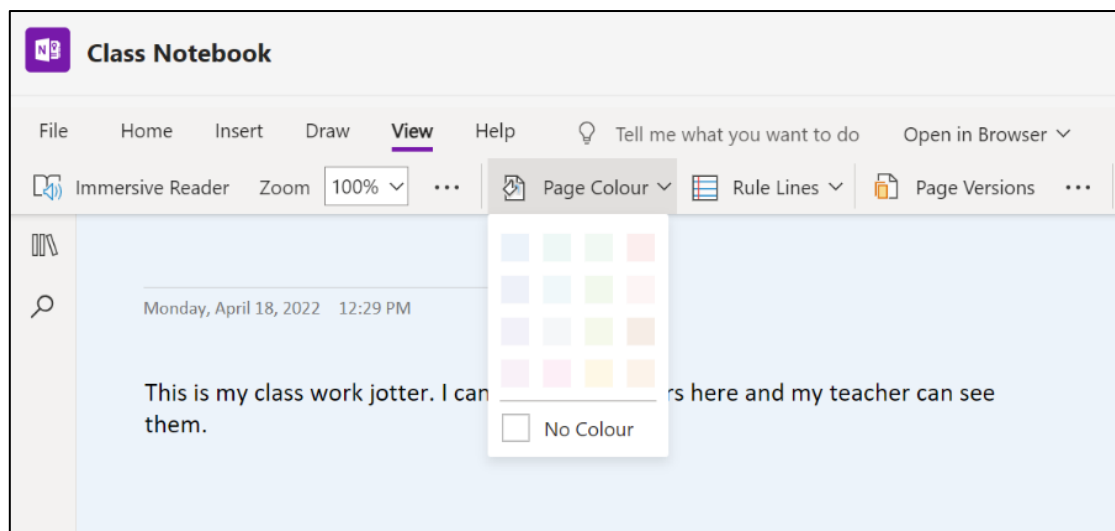
Zoom Tool

Click on the percentages next to the 'Zoom' menu to increase/ decrease the size of the text on your page. This will make it easier to read the words.



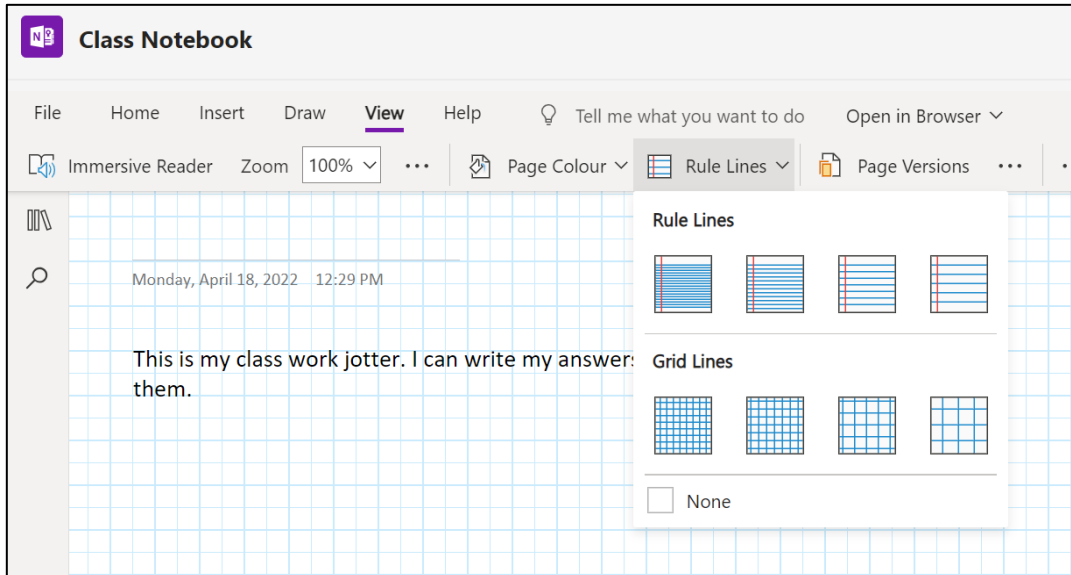
Screen Colour

Click on to 'Page Colour' menu to change the colour of your screen from white to a colour of your choosing e.g. blue, pink etc.



Page Lines and Squares

Click on the 'Rule Lines' menu to add lines or squares to your page. This is particularly helpful when completing maths work.



Video on Class Notebook



Please click on the link below to watch a video on some of the digital help tools within Microsoft OneNote Class Notebook:

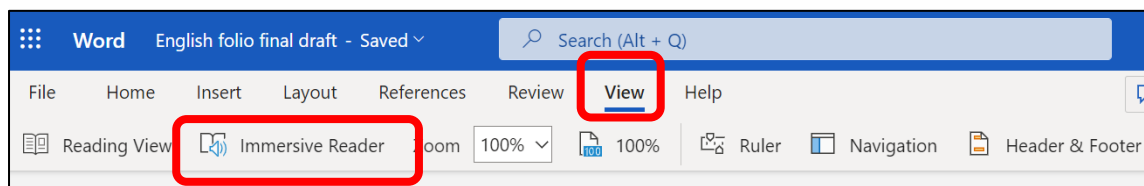
https://www.youtube.com/watch?v=MGb9IMF_TPk




Immersive Reader within Microsoft Office e.g. Word, PowerPoint etc.

In addition to Microsoft Teams, the Immersive Reader tool is also available in Word, Microsoft Edge web browser, Office Lens app, Thinglink and Microsoft Forms.

To access the immersive reader follow the steps below:

1. Plug in your earphones and check the volume
2. Log into glow
3. Click on the house icon at the left hand side of the screen. 
4. Select Office 365 Home tile
5. Select the Word icon. 
6. Then select 'New blank document'. A new word document will open up.
7. 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.
8. 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.

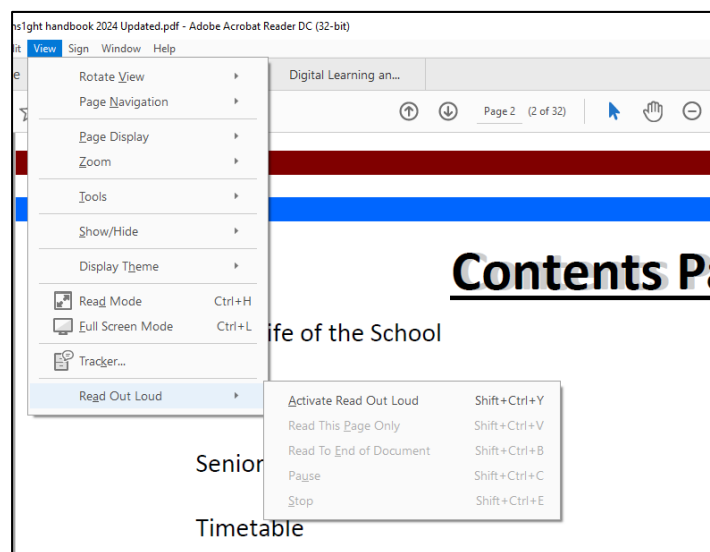


9. Then, click **View** from the menu bar.
10. Click on '**Immersive Reader**'. 
11. Clicking on the 'Settings' icon at the bottom of the page,  will allow you to choose a male or female voice and will also allow you to control the speed of the reader.
12. Finally, click on the 'Play' icon, to read the text aloud. 

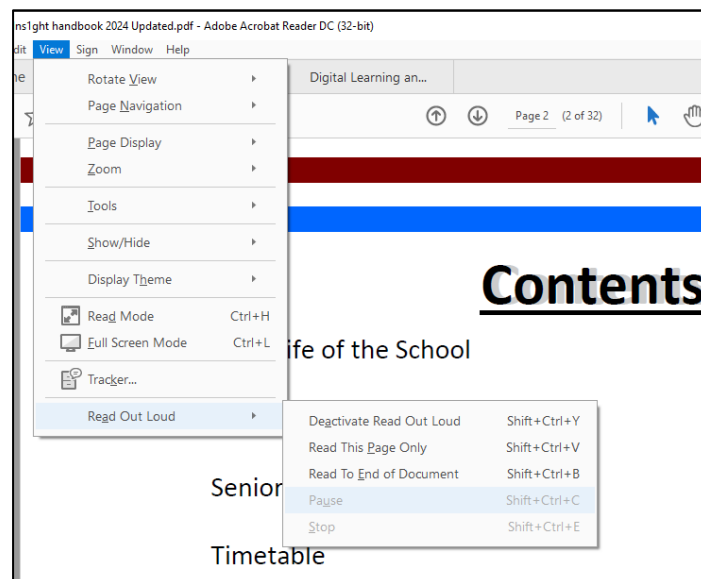
Read Out Loud Function in Adobe Acrobat Reader (PDF)

PDFs have a 'read out loud' function. To access this, follow the steps below:

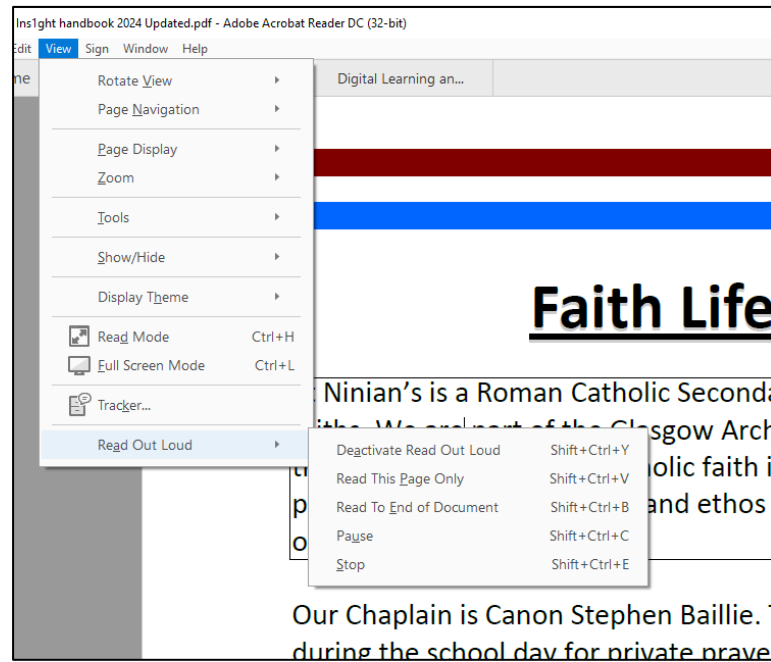
1. Open up the PDF
2. Plug in your earphones and check the volume
3. Click on the 'View' menu, then 'Read Out Loud' and then 'Activate Read Out Loud'.



4. You can then click to either 'Read this page only' or 'Read to the end of the document'.



5. To pause or stop the reading click on 'Pause' or 'Stop'.



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

- Police Scotland has produced Online Safety Guidance for Pupils and Parents. It can be accessed by clicking [here](#).
- The mygovscot website provides excellent advice for protecting young people online <https://www.mygov.scot/staying-safe-online/children-and-teenagers>
- Digilearnscot has a number of resources on Cyber Resilience including resources to encourage Critical Thinking Online <https://blogs.glowscotland.org.uk/glowblogs/digilearn/cyber-resilience-and-internet-safety/>