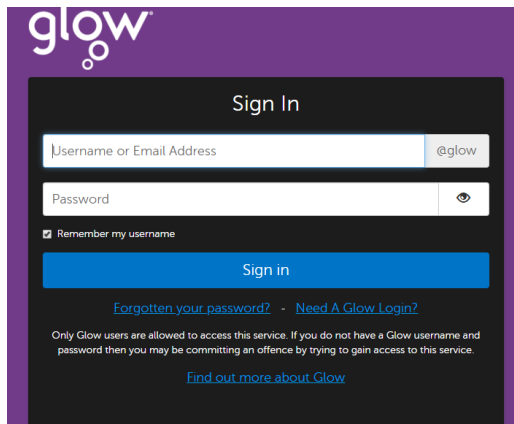


How to access Glow resources from home

Open a web browser to access the Glow login page:

<https://sts.platform.rmunify.com/account/signin/glow>

Please note on Windows devices, Glow functions better on Chrome than Edge.

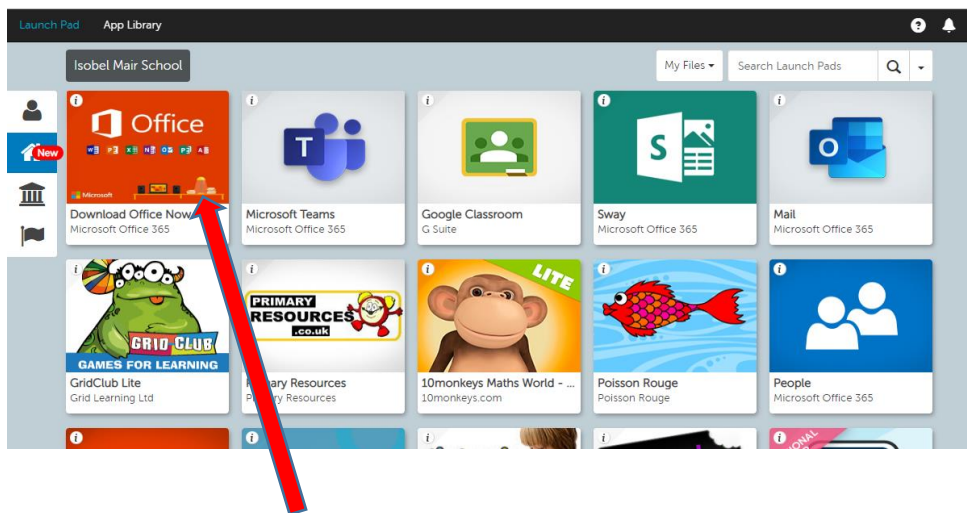


Your child should enter their Glow username and password. Usernames always follow the same format:

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 Isobel Mair, it should look like this:

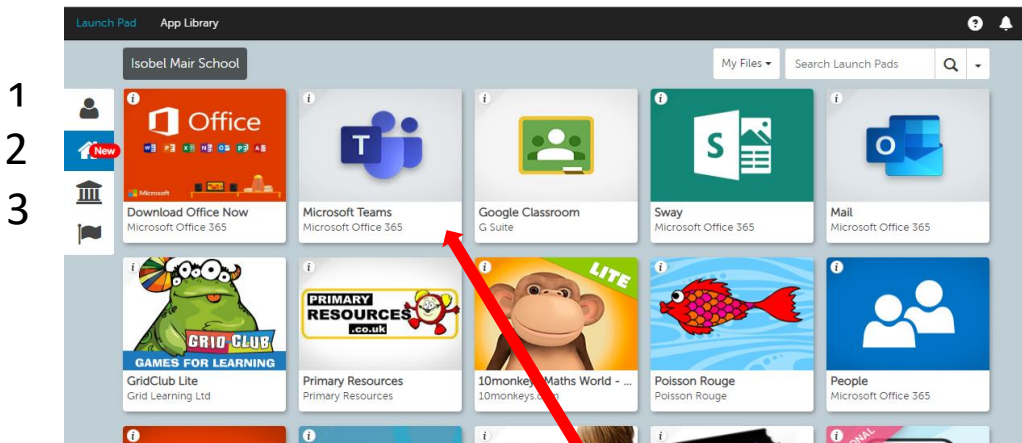


Download Microsoft Office365

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/>

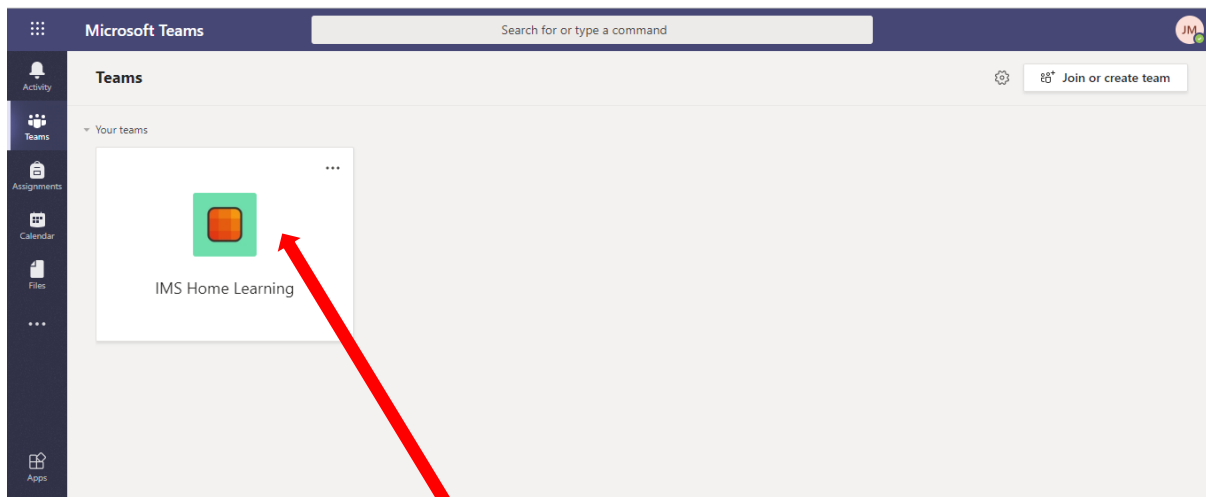


On the portal you can see:

1. Personal tab – you can add your own favourite websites here for easy access, just add the URL. Continue to add more tiles for your favourite and frequently used websites.
2. Isobel Mair School tab
3. East Renfrewshire tab

Your child can access his/her work on Teams or Google Classroom

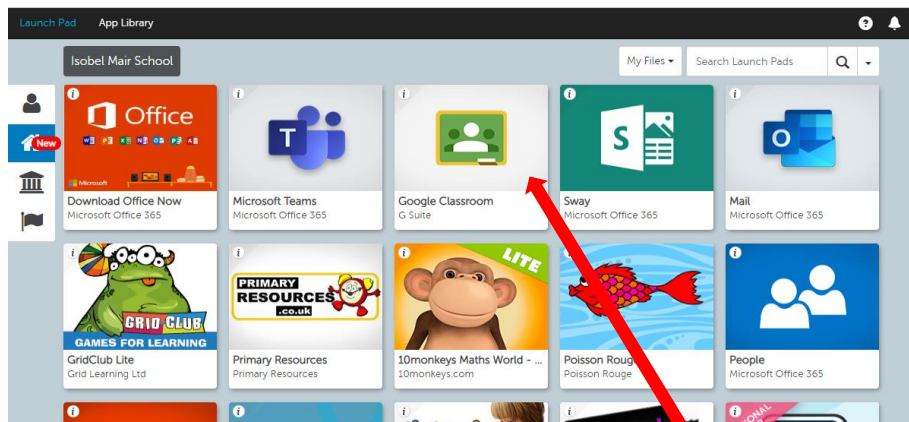
Click on Teams and this will take you to their landing page.



Your screen will look something like this. Some of the pupils might have more than one tab as they work with different teachers.

Click on the IMS Home Learning tab or any other tab available to access your class work.

If you are using Google Classroom, click on the tab.

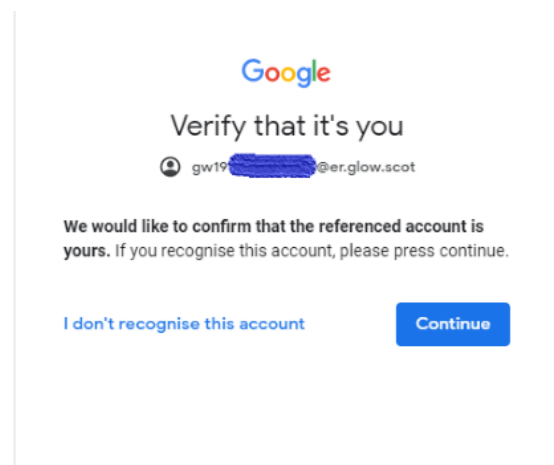
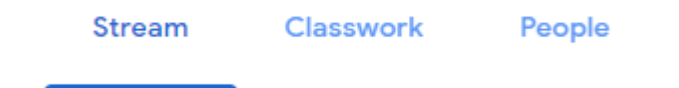


Some of the children have recently been introduced to a Google Classroom. This is a collaborative online space, where staff and pupils can share information, resources and assignments.

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.

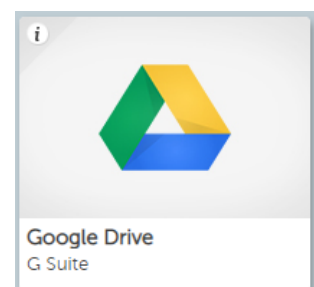


Stream – this is a chronological news feed, showing the most up to date posts at the top of the screen. Any messages from the teacher or any tasks/assignments will be shown here.

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.

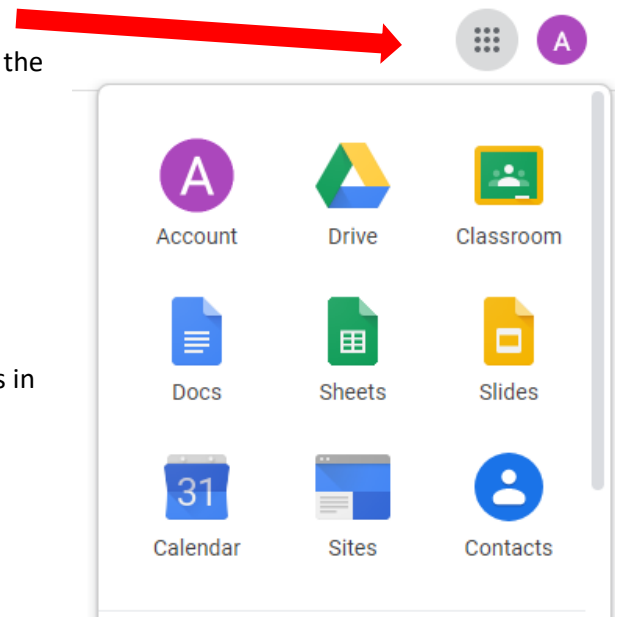


Everything the children do in Google Classroom is automatically saved into their personal **Google Drive**. This can be easily accessed at any time from the Glow Launch Pad.

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 your Google Drive storage.

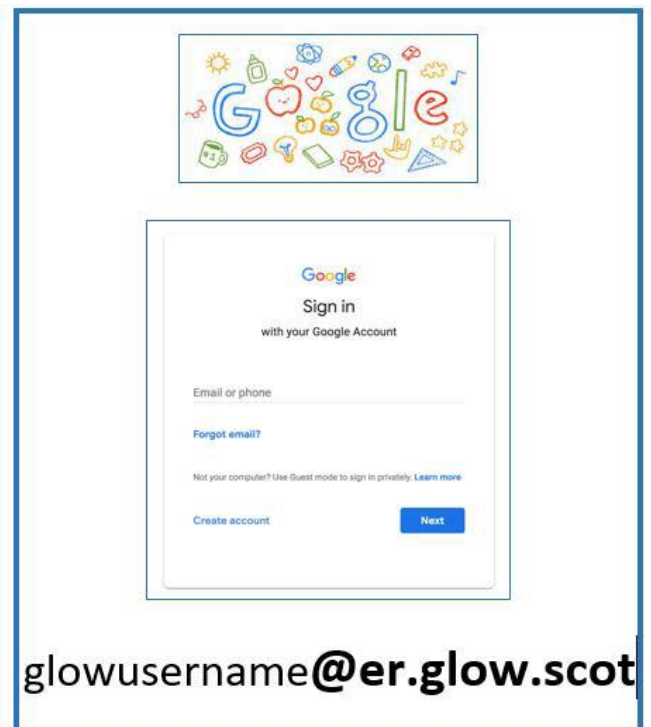
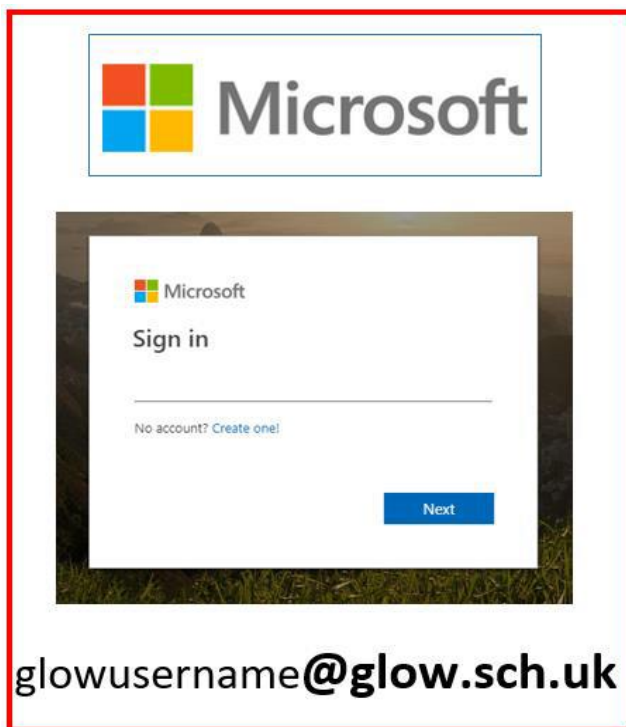
Any work completed using these tools, automatically saves in the child’s personal Google Drive.



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