

Digital Skills Guide



Kirkcaldy High School

2020-2021

WHAT WILL WE COVER?

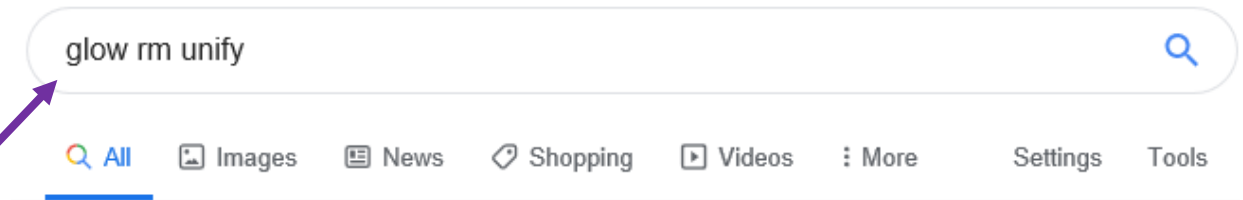
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GLOW

FINDING & LOGGING INTO GLOW

1. When accessing Glow from home, go to Google and type in **Glow RM Unify**



The glow we use is usually the first option you can click on in the search results.

About 109,000 results (0.39 seconds)

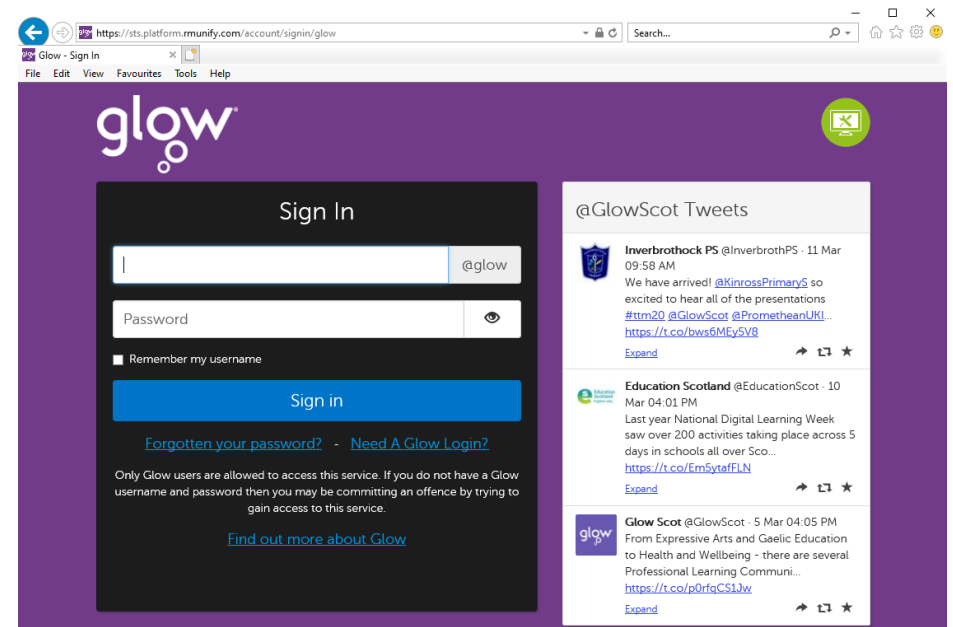
sts.platform.rmunify.com › account › signin › glow ▾

Glow - Sign In - RM Unify

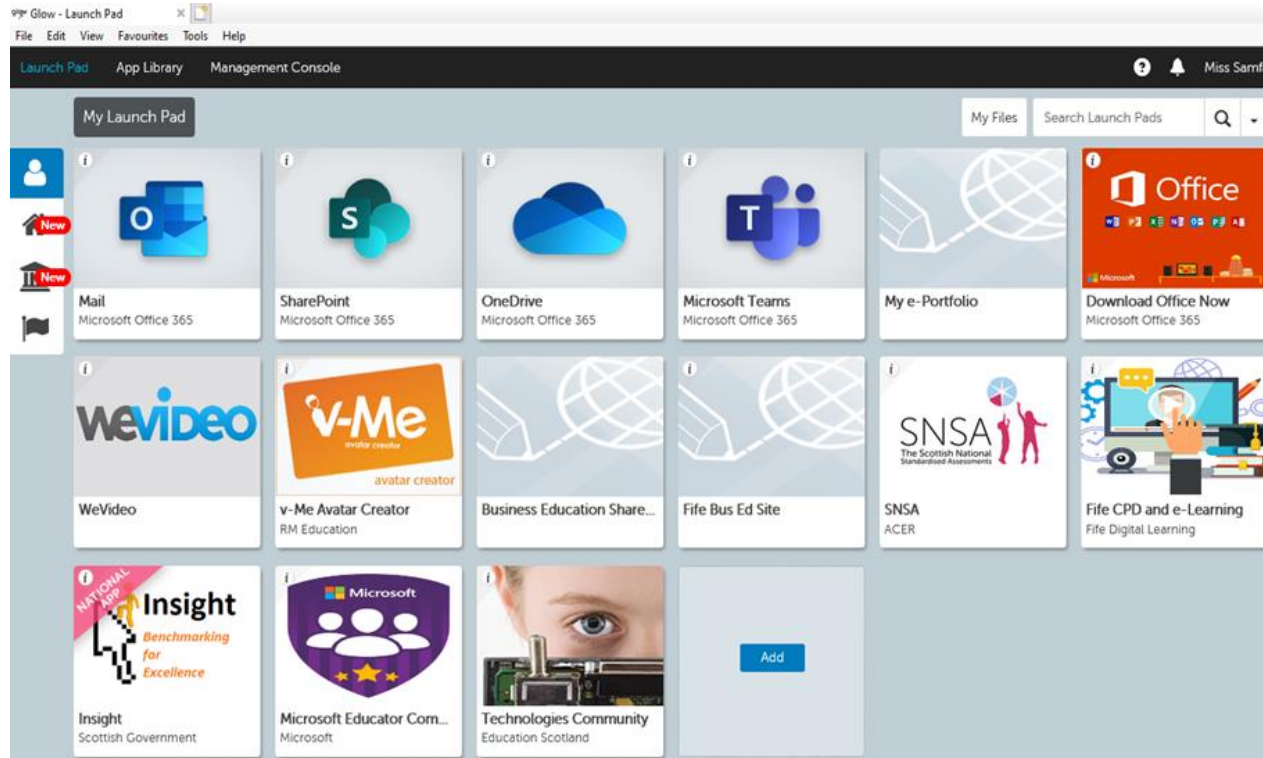
RM Unify is your Launch Pad to the Cloud - a single sign-on system, application library and management console designed specifically for education.

2. When you click on the link you will be taken to the familiar login page for Glow. Sign in with your usual username and password as you always do.

If you can't sign in to Glow e.g. you've forgotten your username or password, e-mail me at gw14samfataline@glow.sch.uk and I will reset it for you.



SETTING UP YOUR GLOW LAUNCH PAD



When you get logged into Glow, you will see your Glow Launch Pad

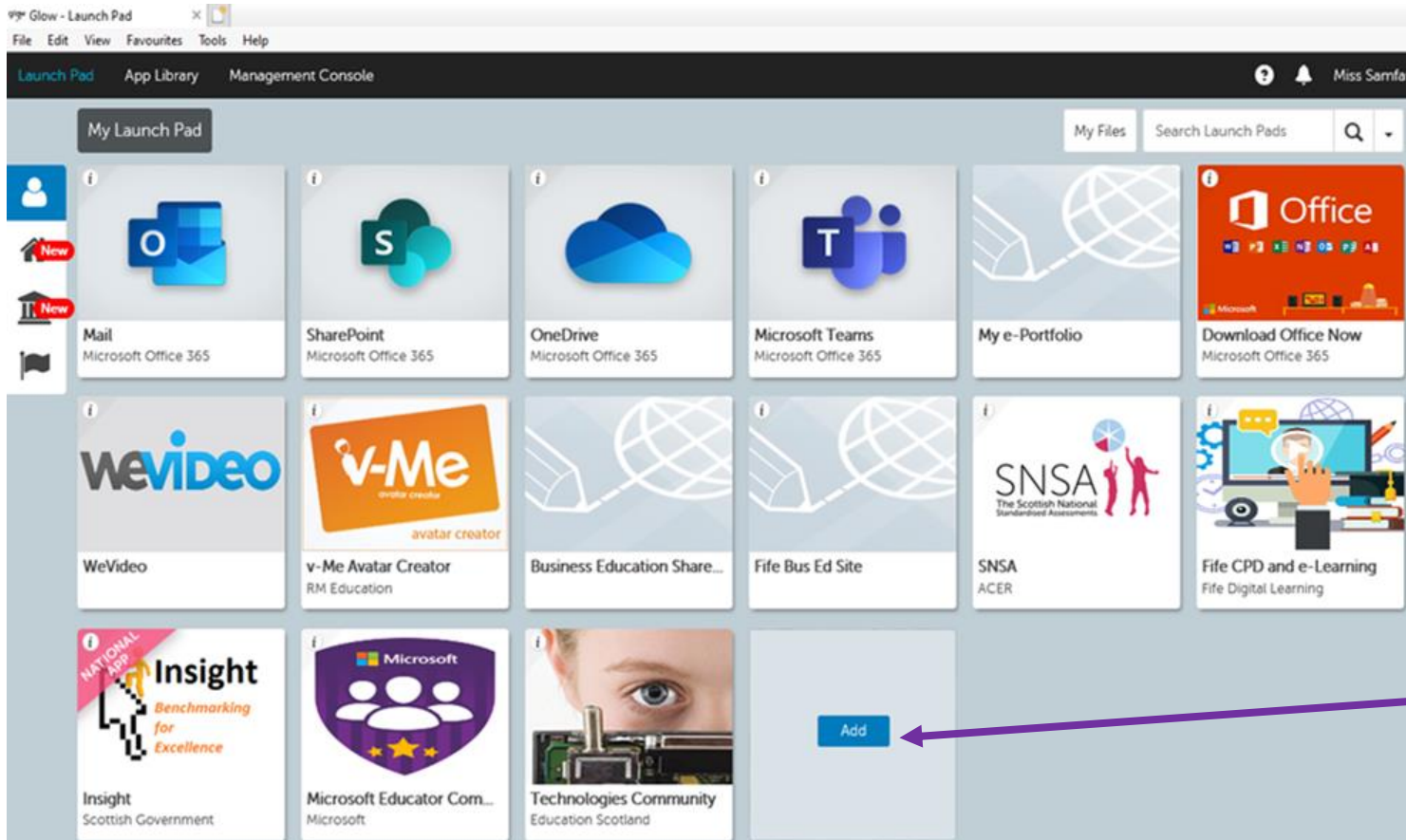
In addition to any other tiles you have, you should have tiles for:

- **Mail** (your e-mails)
- **OneDrive** (your online folder area where you can save files)
- **Download Office Now** (where you can download the full Microsoft Office computer programs for free)
 - **Microsoft Teams** (where you will be accessing all the work your teachers will assign you)
 - **SNSA** (something you will use in S3)
 - **Scholar** (something you may use in S4-6)

If you don't have some/all of these tiles, you will have to add them from the App Library in Glow

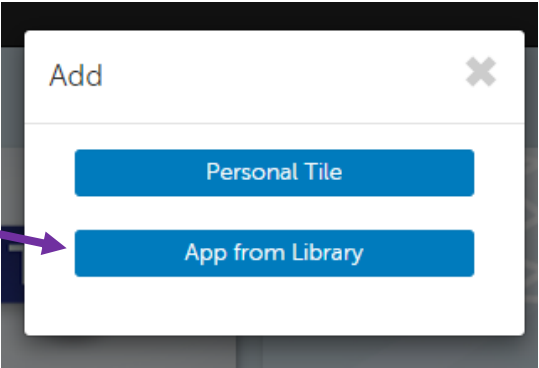
Follow the instructions on the next few pages that show you how to do this

ADDING TILES TO YOUR LAUNCH PAD

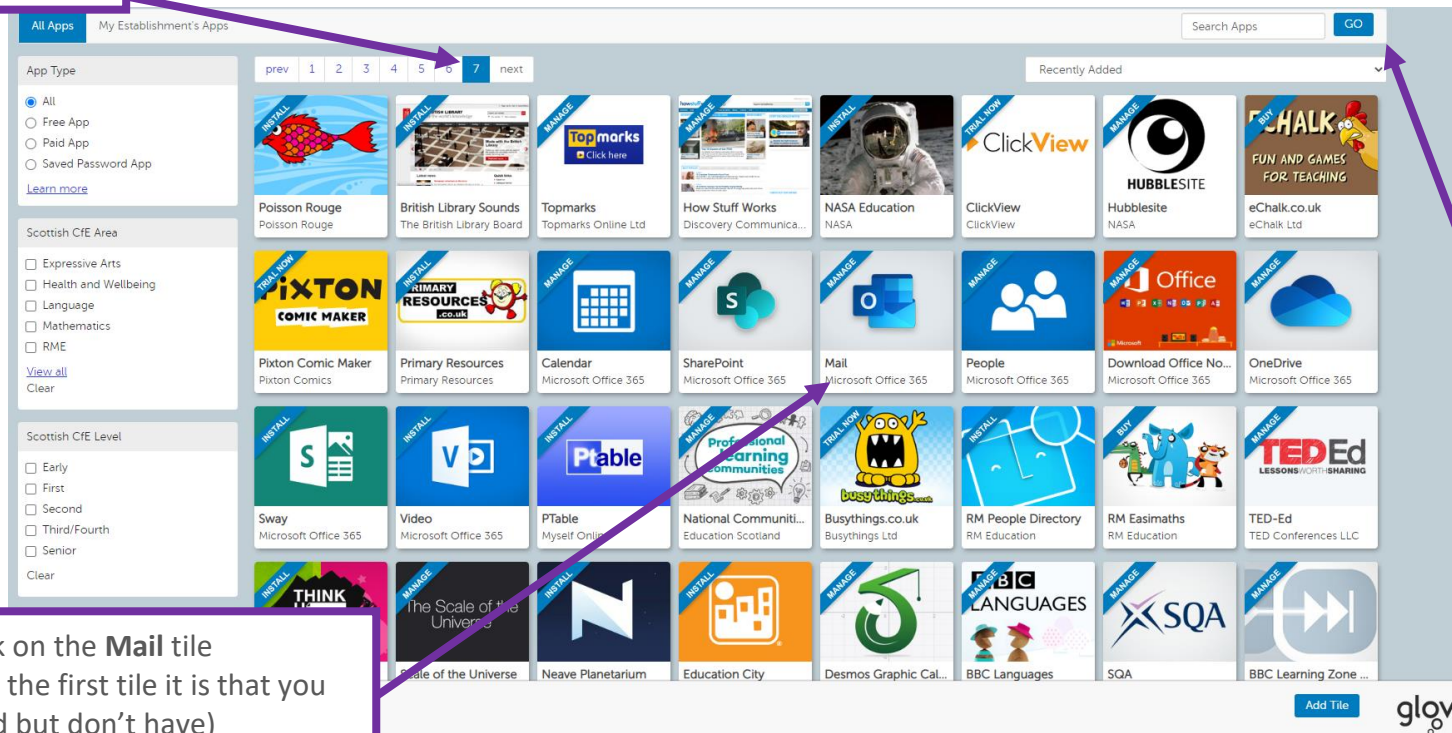


On your launch pad, click on the **Add** tile

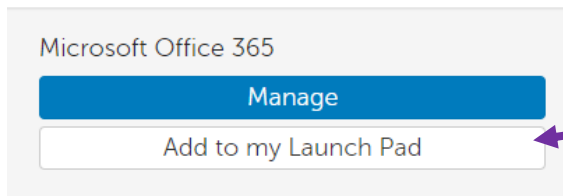
Two options will appear, click on **App from Library**



Click on **Page 7**



Click on the **Mail** tile
(or whatever the first tile it is that you need but don't have)



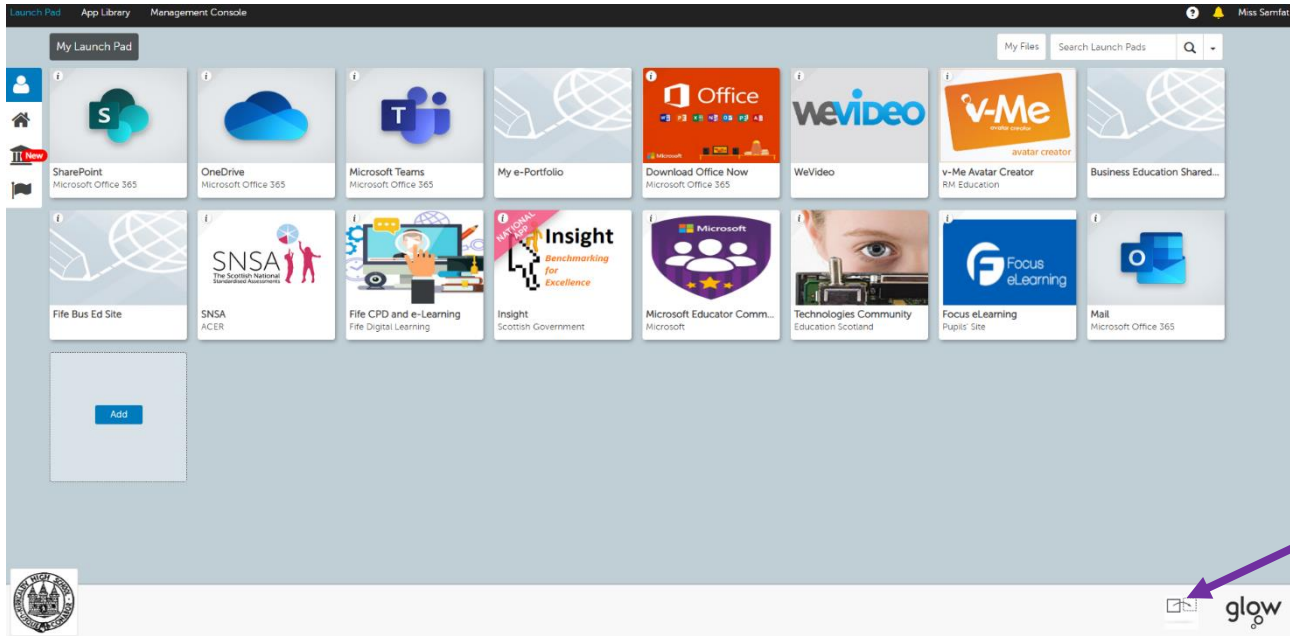
A window will open. Click on **Add to my Launch Pad**
Close the window that opened and follow the same process to add the tiles for: **OneDrive** and **Download Office Now**

The final tiles you have to add are for **Teams**, **SNSA** and **Scholar**

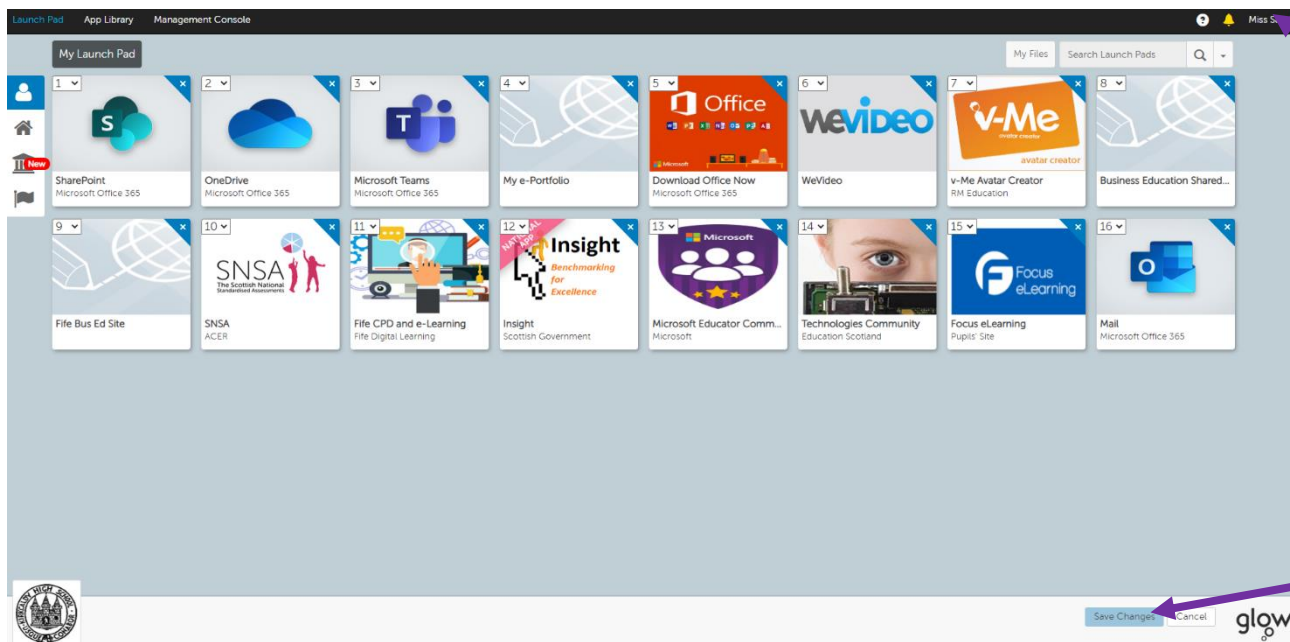
To find those tiles, type either **Teams/SNSA/Scholar** into the **Search Apps** box at the top and hit **Enter**. Follow the same process as above to add the tiles to your launch pad

When you have finished click at the top left of the screen where it says **Launch Pad**, to take you back to your personal launch pad.

REMOVING TILES FROM YOUR LAUNCH PAD



Click on this icon



The screen will change slightly and you will see each tile now had a number of the order it appears on the launch pad and an X at the top right hand corner.

Click the X on the tiles you don't want to keep.

When you're happy click **Save Changes**.

EMAIL

ACCESSING OUR EMAIL

Our Email accounts are automatically created for us when we start school.

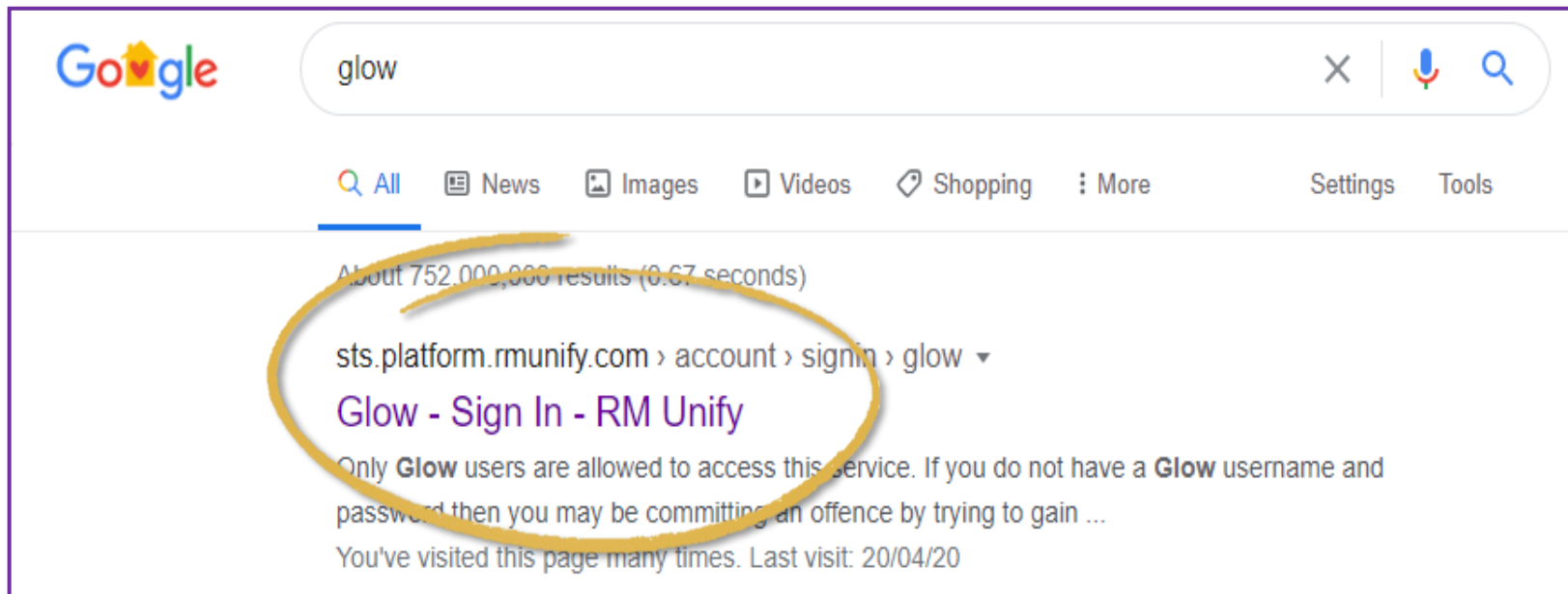
They're set up through software called Microsoft Outlook.

Email allows us to contact our teachers, friends and anyone else with an email address very easily.

To access our email account, we need to use Glow.

To do this we need to:

1. Open a new Google page & search for **Glow**
2. Then click on the result "**Glow – Sign In – RM Unify**"



The link will take you straight to the Glow homepage.

If you're unsure and haven't completed the how to Glow guide yet, head back to page 4.

The Glow homepage looks just like this.

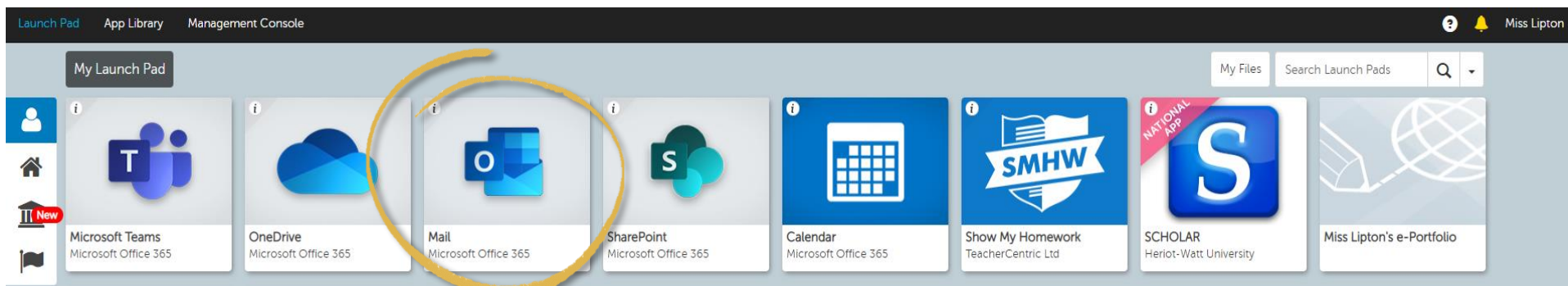
Here you need to enter your Glow email address & password which you should already have.

Your email is your username followed by **@glow.sch.uk**.



Once signed into Glow – we need to find our Mail icon – this should already be on your launchpad but if not, add this now.

Click on the Mail icon to access your email account.



GETTING TO KNOW OUTLOOK

This is the Microsoft Outlook homepage. Here you can read, create, send & organise all your personal emails.

The screenshot shows the Outlook interface with several annotations:

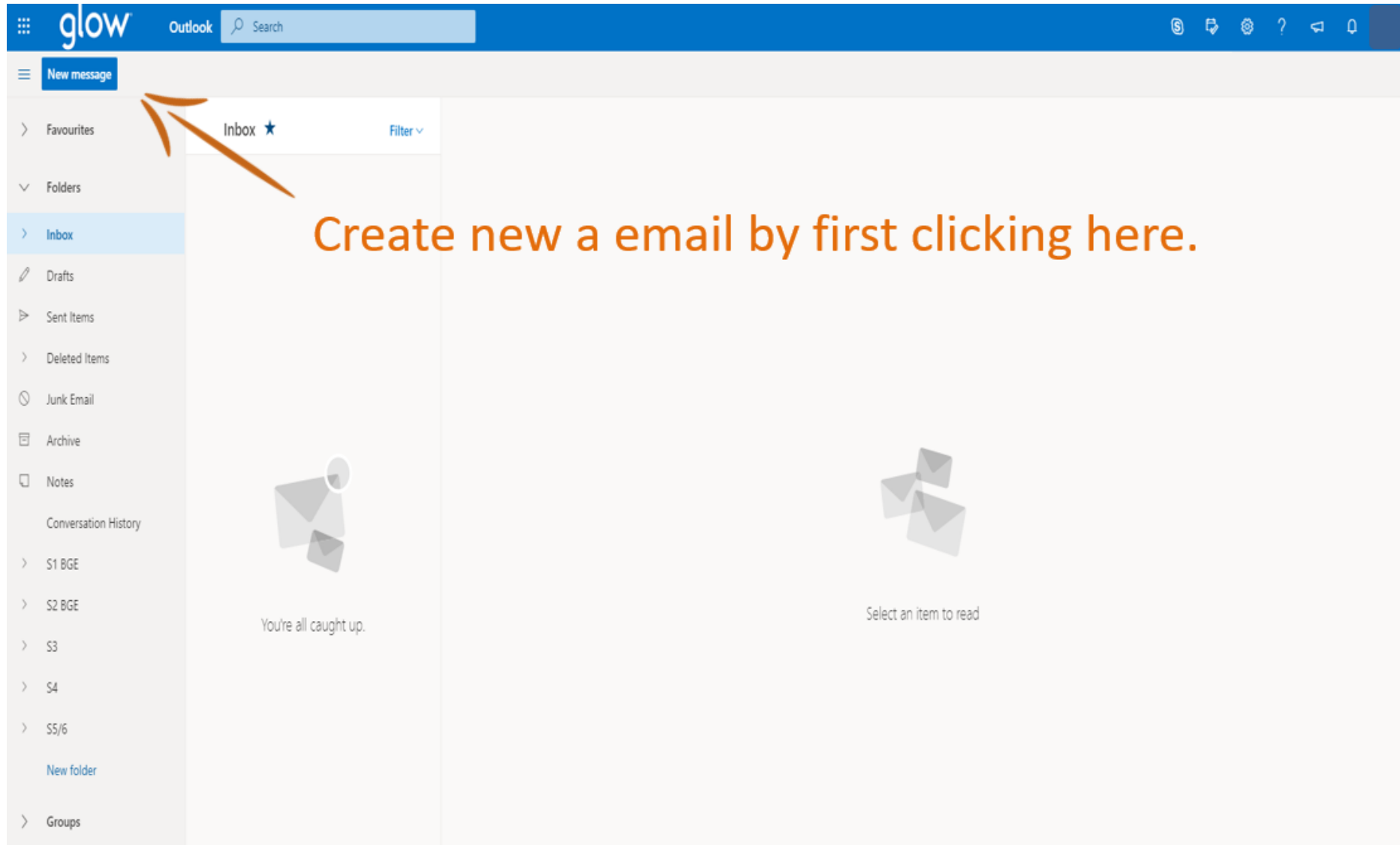
- Search bar:** A blue arrow points to the search bar with the text "Search for emails here."
- New message button:** An orange arrow points to the "New message" button with the text "Create new emails by clicking here."
- Inbox folder:** A green arrow points to the "Inbox" folder in the left sidebar with the text "All incoming emails are stored here."
- Sent Items folder:** A blue arrow points to the "Sent Items" folder in the left sidebar with the text "All outgoing emails are stored here."
- Settings icon:** A red arrow points to the cog icon in the top right corner with the text "Select the cog icon to access the email settings."
- Folder creation:** A purple arrow points to the "New folder" link in the left sidebar with the text "Create folders for organisation here."

The interface includes a top navigation bar with the "glow" logo, "Outlook" text, a search bar, and utility icons. The left sidebar lists folders: Favourites, Folders, Inbox (selected), Drafts, Sent Items, Deleted Items, Junk Email, Archive, Notes, Conversation History, S1 BGE, S2 BGE, S3, S4, S5/6, New folder, and Groups. The main content area shows a "You're all caught up" message and a "Select an item to read" prompt.

CREATING A NEW EMAIL

If you needed to send someone an email then we would have to create this using the 'New Message' function.

You can find the blue button in the top left-hand corner just underneath the Glow logo.



After you click on the 'New Message' button, this box will appear.

This is the basis for your new email & the arrows show some of the boxes you need to complete & features you can use.

The image shows a screenshot of an email composition window with several annotations. At the top, there is a grey bar with 'Send', 'Attach', and 'Discard' buttons, and a black arrow pointing to the right with the text 'Send, add attachments or delete your email here.'. Below this are three rows: 'To' with an orange arrow pointing to the text 'Type the recipients email here..', 'Cc' with a blue arrow pointing to the text 'Cc stands for Carbon Copy. If you want to send a copy then the persons email should go here.', and 'Add a subject' with a green arrow pointing to the text 'The subject goes here – this should give the recipient a brief idea of what the email is about.'. Below these is a large text area with a purple arrow pointing to the text 'Type your email here & ALWAYS remember your netiquette!'. At the bottom of the text area is a red arrow pointing down to the text 'This is your formatting toolbar – change font, font size, alignment etc here.'. Below the text area is a formatting toolbar with various icons. At the bottom, there is another grey bar with 'Send' and 'Discard' buttons, and a black arrow pointing to the right with the text 'Send, add attachments or delete your email here.'. The 'Send' button is circled in yellow.

These are the basics of creating a new email – have a play about with some of the other buttons to see what they do!

NETIQUETTE

Here are our “rules” for sending a great email!

1. When sending emails, you should always be professional.

This means no:

- × Emojis
- × Kisses
- × Slang
- × Text Language
- × & try to avoid the use of all CAPS

2. Your email should always include a subject line. This should be unique & give the recipient a brief idea of what the email is about. The subject line should convince the recipient that the email is genuine & can be trusted.



The ‘recipient’ is the person you are sending the email to.

3. You should always begin your email with:

- ✓ **Good Morning**, before 12pm
- ✓ **Good Afternoon**, after 12pm
- ✓ **Good Evening**, after 5pm

Choose one greeting depending on what time of the day it is.
Don’t use all 3 at once & always include the comma.



4. The main body of your email should be typed in a clear & precise manner.

It should also reflect the subject heading & any attachments.

(we'll look at attachments soon!)

5. You should always close your email with a pleasantry:

- ✓ Kind regards,
- ✓ Regards,
- ✓ Yours sincerely,

Followed by your full name.

When you're happy with your email, you're sure you've followed the rules, spell checked & included everything you need to include, you can then click on '**Send**' to send the email.

If you want to check that the email has definitely sent – check the sent box!

REPLYING TO EMAILS


When you receive an email, it is only polite to acknowledge that you've seen this by responding to the sender.

Rather than creating a new email, we can do this **'replying'** to the email – this will then create a conversation which you can easily track for future reference.

Hover over the icons in the top right-hand corner of any email to see what they're for!

- To reply to **only** the sender, select Reply.
- To reply to the original sender and all other recipients on the To and Cc lines, select Reply All.

Summer Holidays

 **KHS Star Student** <khsbused@hotmail.com>
Sun 26/04/2020 10:14
Miss Lipton

Good Morning Miss Lipton,


I am emailing you today to let you know all about my summer holidays.

We couldn't go far due because of the Coronavirus but it meant I got to spend lots of time with my family. We visited the beach, went on lots of walks and done some decorating around the house. My bedroom had a makeover and I absolutely love it!

I hope you had a nice holiday.

Kind regards,

Star Student



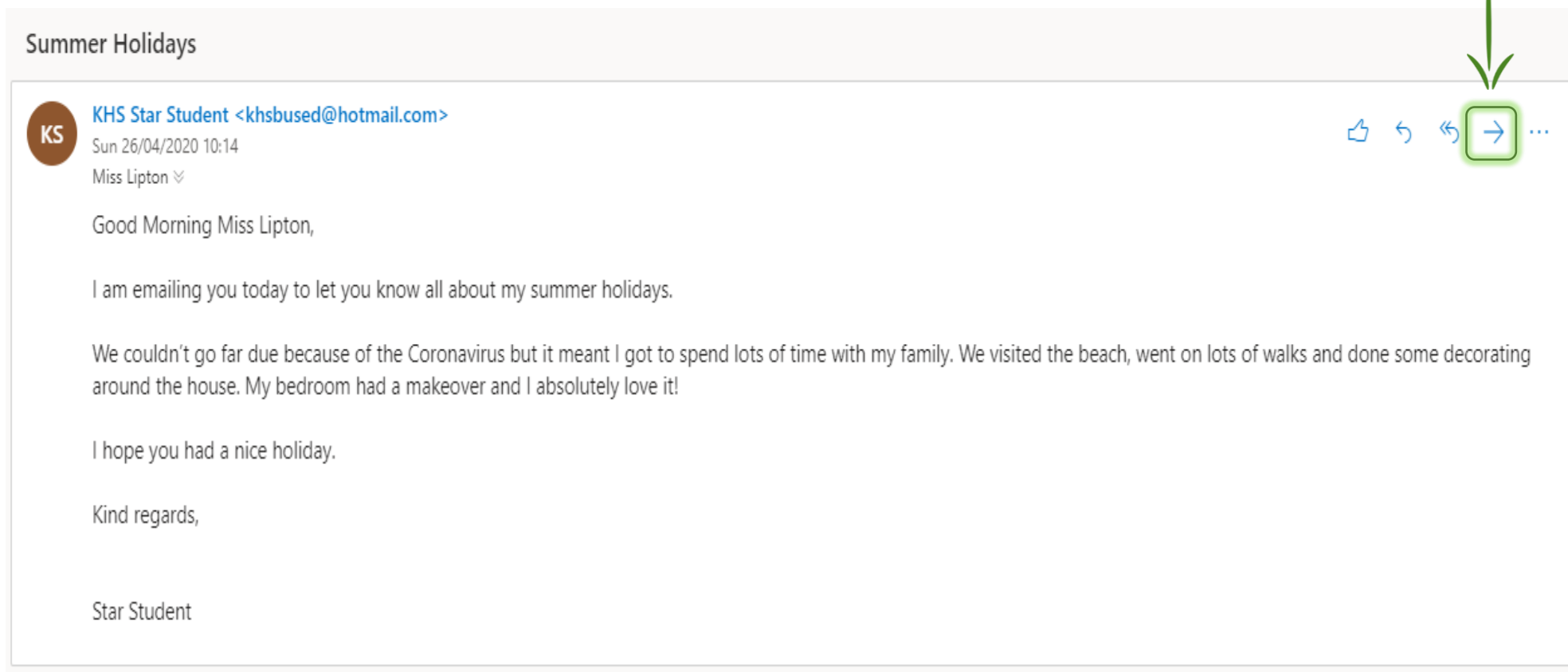
FORWARDING AN EMAIL

Sometimes we might need to send an email on to a completely different person.

This is where we can use the **'forward'** function.

This allows us to **'forward'** the email to a different set of recipients.

The forward function can be found in the top right-hand corner of any email next to the reply functions.



ATTACHMENTS

An attachment is a file which you can send along with your email.

Depending on the size of the file, you can usually attach & send more than one file.

This will be handy for attaching your work to your email for your teacher.

There's lots of different files we can attached to an email:

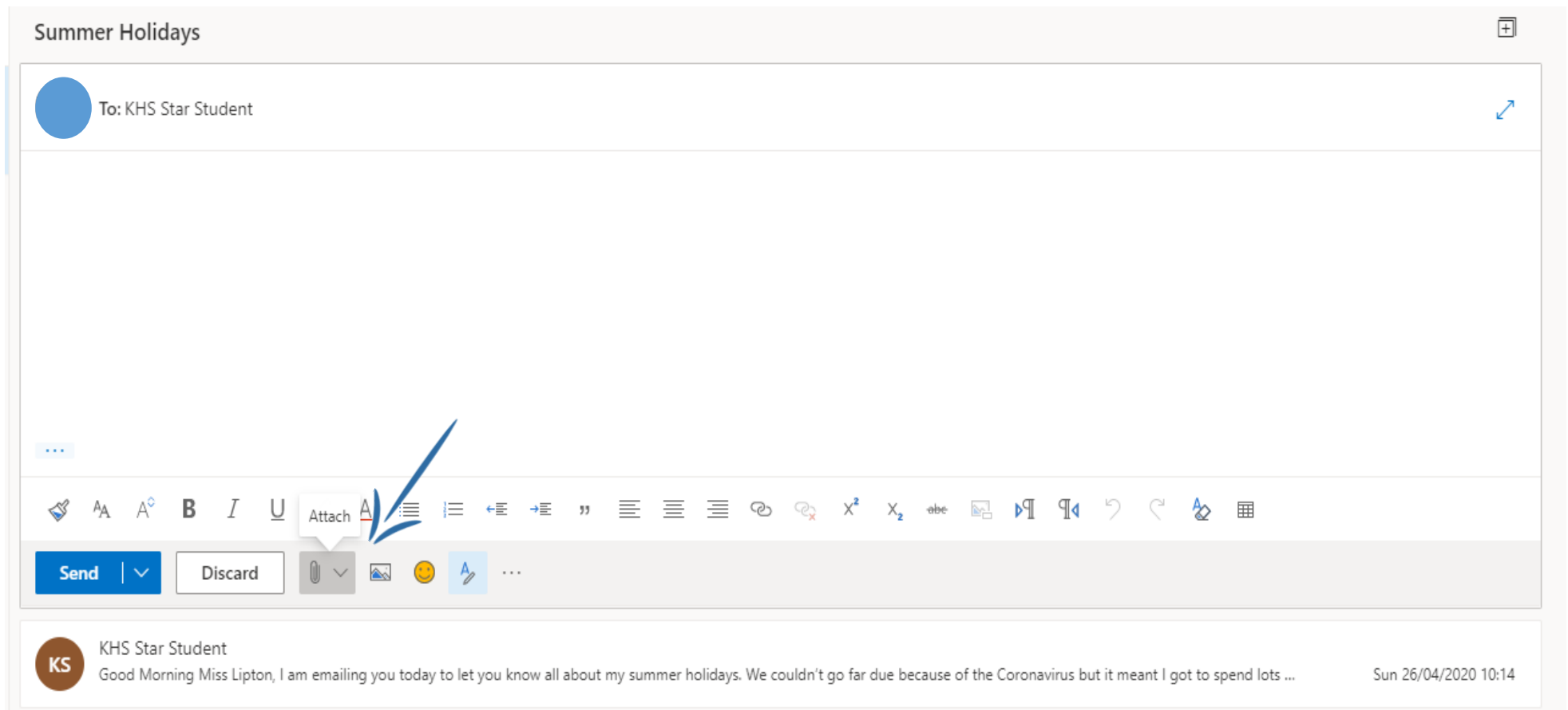
- ✓ Pictures
- ✓ Documents
- ✓ PDF Files
- ✓ Videos
- ✓ Music



We can attach any of our files to our email using the paperclip function within the email.

We can attach files stored both on our device & any saved in our cloud locations like OneDrive.

Once you select the correct file/files to attach, choose **'attach as a copy'** to ensure your teacher can access & download these files properly.



MICROSOFT TEAMS

Your teachers will be using Microsoft Teams to give you access to files and to issue you with work.
You can access this work on PC's/Laptops, but also on Mobile phones/Tablets

DOWNLOADING THE APPS



It would a good idea at this point to install the **MICROSOFT TEAMS** app and the **OFFICE** app onto your phone or mobile device if you have one. Should any work be assigned to you, you will receive a notification on your device (provided you turn notifications for the Teams app on).

Once you install the apps choose the **SIGN IN** option and put in your Glow e-mail address and normal Glow password.

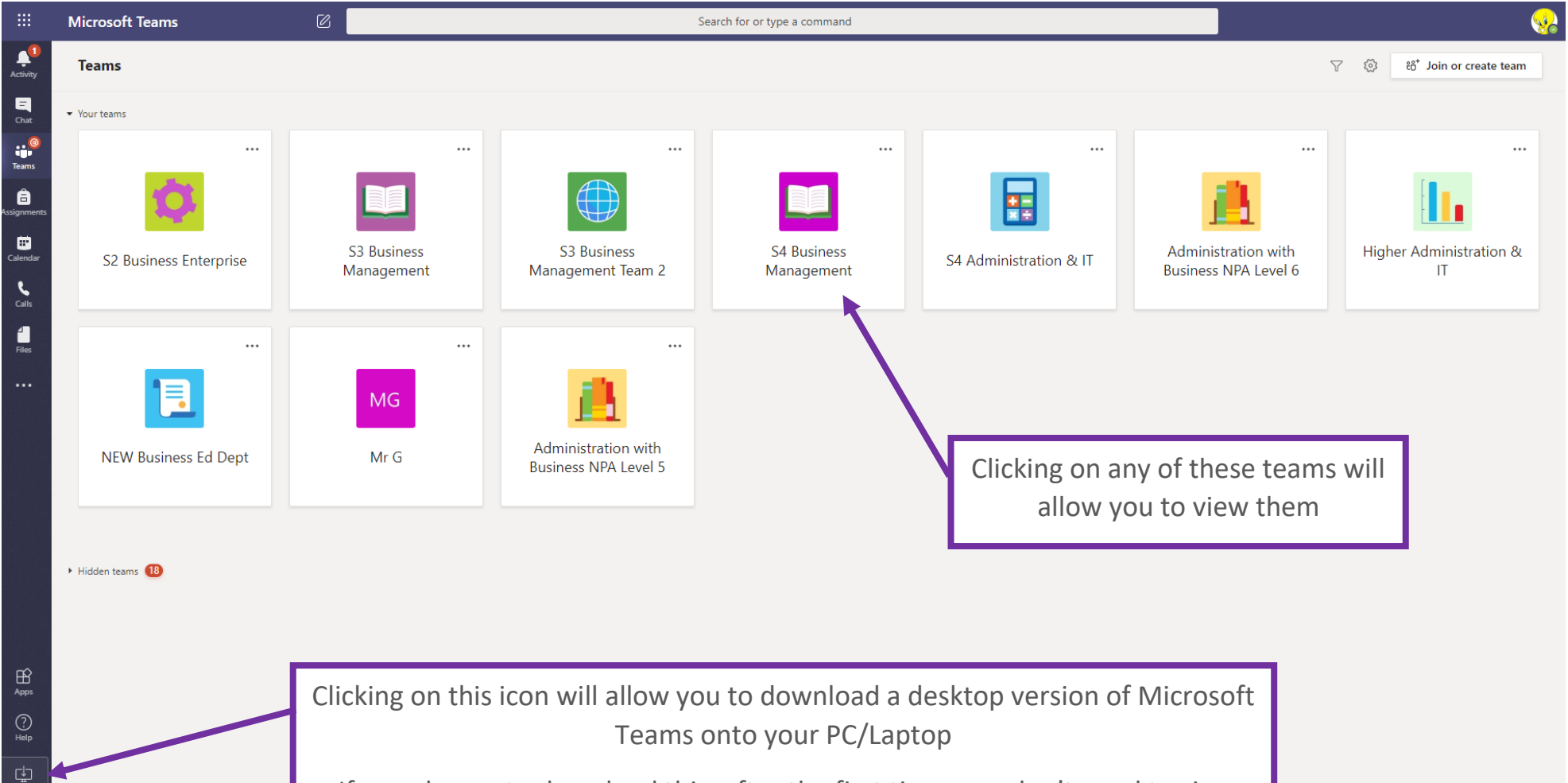
Your Glow e-mail address is just your usual Glow username with **@glow.sch.uk** at the end of it

e.g. gw10bloggsjoe@glow.sch.uk

REMEMBER TO TURN ON NOTIFICATIONS FOR THE TEAMS APP

ACCESSING MICROSOFT TEAMS ON A PC/LAPTOP

When you click on the **MICROSOFT TEAMS** tile you will see all the teams you have been added to.



The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the text "Search for or type a command". Below this, the "Teams" section is visible, showing a grid of team tiles. The tiles are arranged in two rows. The first row contains seven tiles: "S2 Business Enterprise", "S3 Business Management", "S3 Business Management Team 2", "S4 Business Management", "S4 Administration & IT", "Administration with Business NPA Level 6", and "Higher Administration & IT". The second row contains three tiles: "NEW Business Ed Dept", "Mr G", and "Administration with Business NPA Level 5". A purple arrow points from a text box to the "S4 Business Management" tile. On the left side, there is a vertical navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. A purple arrow points from a text box to the "Apps" icon at the bottom of the sidebar.

Clicking on any of these teams will allow you to view them

Clicking on this icon will allow you to download a desktop version of Microsoft Teams onto your PC/Laptop

If you choose to download this, after the first time, you don't need to sign into Glow every time you want to do some work in teams. It will also only ask you for your Glow details every few months or so

NAVIGATING THE TEAM SCREEN

Once you have chosen the team you will see a screen similar to the one below

The screenshot shows the Microsoft Teams interface for a team named "Demonstration Team". The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, and Files. The main area shows the "General" tab with a search bar at the top. Below the search bar are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "General" tab displays a welcome message and two buttons: "Upload Class Materials" and "Set up Class Notebook". Below this, there are messages from "Miss Samfat" and an assignment titled "Types of Goods" due on March 18th. The assignment has a "View assignment" button. The bottom of the screen shows a chat input area with various icons for actions like adding attachments, emojis, and mentions.

You can navigate to all your different teams at any time by clicking on **Teams** here.

You can view any files your teacher has uploaded by clicking on the **Files** tab.

If your teacher has set up a OneNote notebook you can access it by clicking on the **Class Notebook** tab.

You can see all the work you have been set for all your classes (not just this one) by clicking on **Assignments**.

If your teacher assigns you work, in addition to notifying you on your phone (if you've installed the Teams app and signed in to it), it will also appear here in the main Posts page.

If you click to **View Assignment** it will take you to the work you've been set where you can view the task and the resources attached. You will then be able to complete it and electronically **Hand It in** to your teacher all through Teams. Once you click the **Hand In** button your teacher can access the work and provide you with feedback.

Your teacher may leave the team messages here. Alternatively you can leave a message here if you need any help with the work you have been set.

Keep in mind though that everybody that is a member of this group can see the message. Please keep the messages work related or you may be muted (blocked from commenting) by your teacher and your messages deleted.

TO JOIN A TEAM USING A CODE (NOT ALWAYS REQUIRED)

Once you have clicked on the Teams tile on your launch pad you should see a similar window to this.

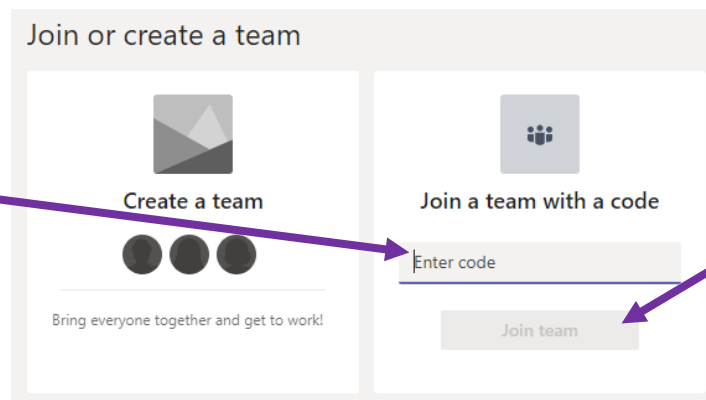
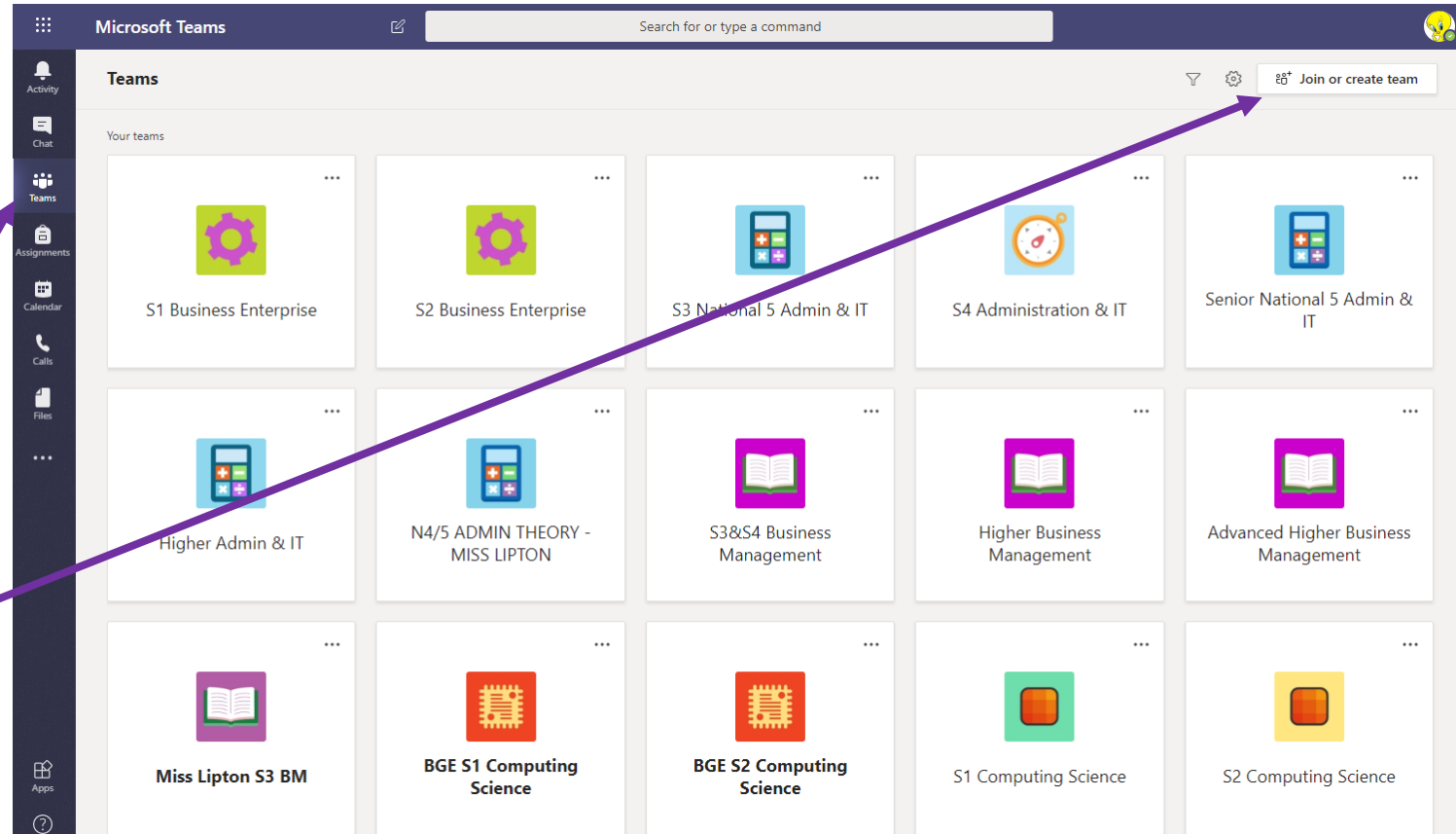
If you click the **Teams** tile and you're automatically taken into a team, click on the Teams icon at the left hand side to take you back to a screen similar to this.

To join a Team with a code, click on the **Join or create team** button at the top right of the window.

The screen will change and you will be taken to a screen with these options.

Click **Join a team with a code** and **put in the code** you have been given by your teacher

Finally, click **Join team**.
You will be taken into the teams



HOW TO VIEW AN ASSIGNMENT & UNDERSTANDING THE ASSIGNMENT SCREEN

Once you've signed into Glow and clicked on the Team you want to view, click on the **Assignment** tab up at the top of the team.

You will then see all the assignments that have been issued for that team.

Click on the assignment you wish to view.

You will see a screen that looks similar to the one shown to the right hand side.

The screenshot shows the 'Assigned (2)' section of a team page. Two assignments are listed: 'Admin Research Task' due 28 June 2020 23:59 and 'Home Learning Documentary' due 5 July 2020 23:59. The 'Admin Research Task' is selected, showing a detailed view for 'Types of Goods' due 30 April 2020 15:30. The detailed view includes a 'Hand in' button, a back arrow, the title 'Types of Goods', the due date and time, instructions to complete a worksheet, a section for 'My work' with an attached file 'UB Homework 02 - Types of Goods.docx', an 'Add work' button, and a 'Points' section indicating '10 points possible'.

Clicking on this button (Immersive Reader) will read you the task instructions

You need to come back here and click this once you've done all the work to submit it to your teacher for feedback

The due date and time of the assignment will be shown here

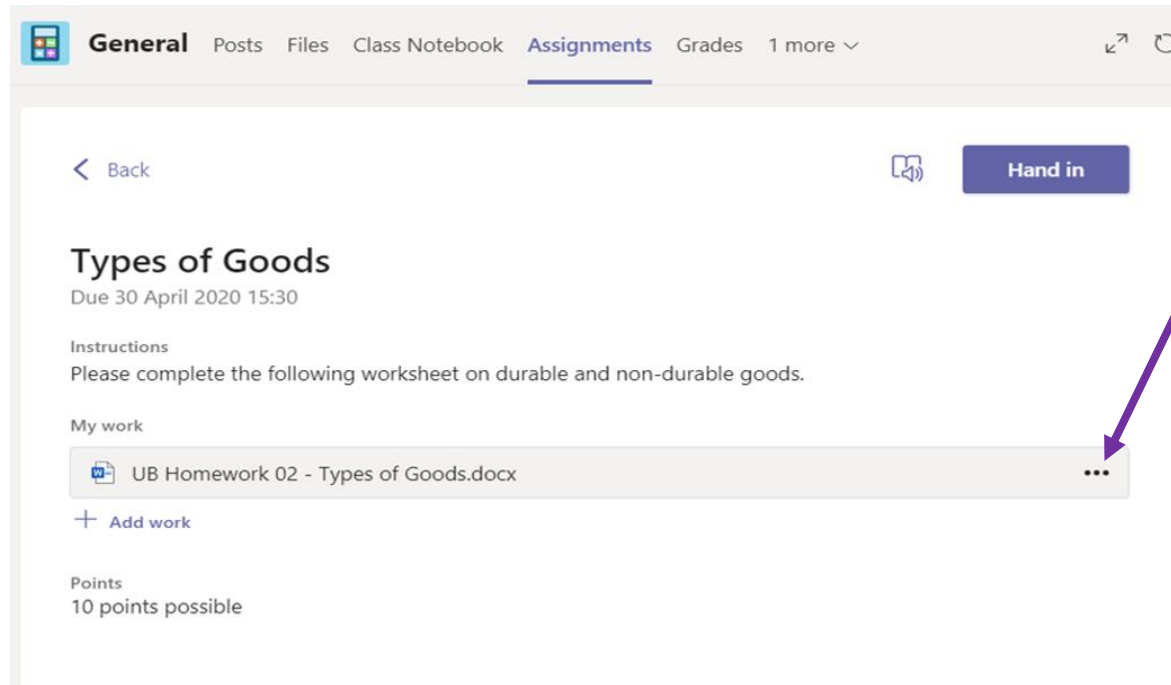
The task instructions will be shown here

The files your teacher attaches for you to read or complete will be here

The number of marks the task is out of will be shown here

If you want to upload additional files to the assignment for your teacher to see, click the **Add Work** option.

COMPLETING AN ASSIGNMENT



General Posts Files Class Notebook **Assignments** Grades 1 more ▾

< Back Hand in

Types of Goods

Due 30 April 2020 15:30

Instructions
Please complete the following worksheet on durable and non-durable goods.

My work

UB Homework 02 - Types of Goods.docx ...

+ Add work

Points
10 points possible

To complete an assignment on Teams, **go to the assignment** you wish to complete and **click the three dots** to the right-hand side of the resources your teacher has attached.

You will get 4 options. You can:

- Open In Teams
- Open in Word/PowerPoint/Excel (**this option only works if you have that program installed on your computer**)
- Open in Word/PowerPoint/Excel Online
 - Download

The easiest option is to complete it by clicking the option **Open in Word/Excel/PowerPoint Online**. As you type your answers, it auto-saves. If you choose the **Download** option you will be completing the task outside of the team. You would have to then add the completed work back into the assignment when you have finished (more on that later).

When you open certain documents, you might find that you can't type in them. This will be because your teacher has made it read only and doesn't want you to be able to change anything.

If your teacher asks you to complete an attached worksheet etc though, they will have made one or more of the documents editable. This means you will be able to type in it/them.

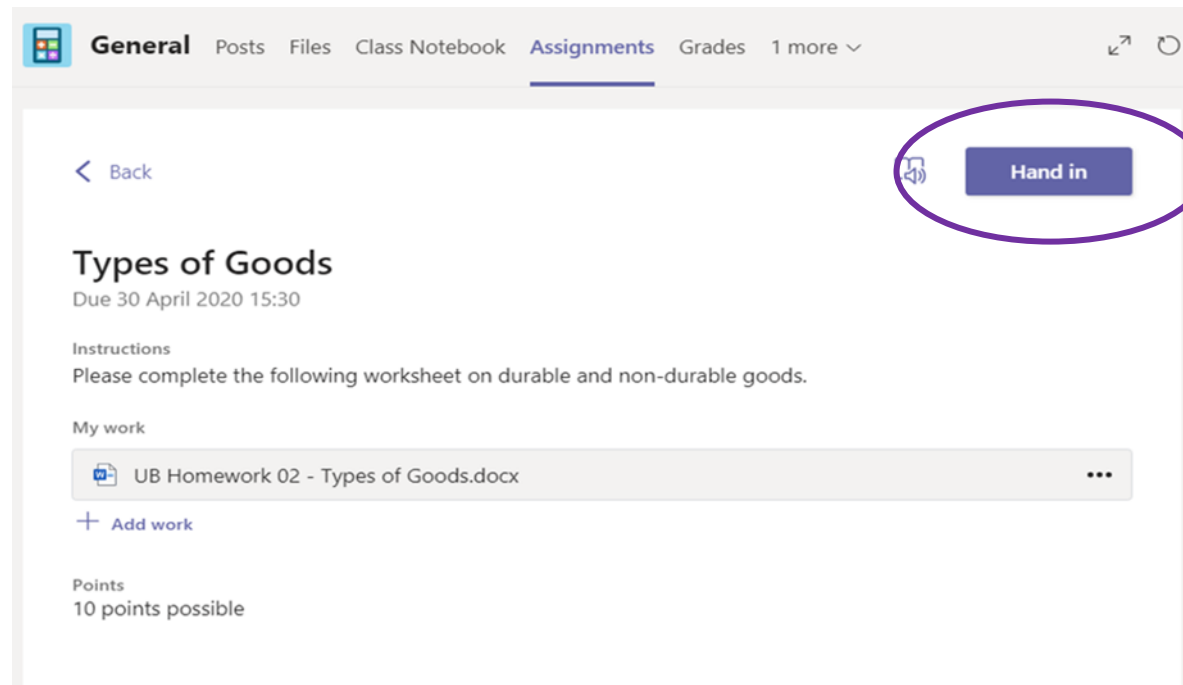
If none of the documents are able to be typed on, but you have questions to answer, you should just type your answers into a blank Word document or even write your answers on a piece of paper. It depends on what your teacher has asked you to do in the instructions.

HANDING IN YOUR WORK TO BE MARKED

When you're finished and you wish to hand your work in for your teacher to mark, you do one of the following:

If you've completed the document by choosing the **Open in Word/PowerPoint/Excel Online option**, go back to the main assignment page (the one that has your task instruction on it) and click the **Hand In** button up at the top right hand side.

Your teacher will then be sent your work and will return it to you later via Teams with feedback.



If you chose to download the document and complete it outside of the Team, or if you completed your work on paper or want to attach additional files, you need to follow the steps on the next page.

COMPLETING DOCUMENTS OUTWITH THE TEAM

The screenshot shows a Teams assignment page for 'Types of Goods' with a due date of 30 April 2020 at 15:30. The assignment instructions are to complete a worksheet on durable and non-durable goods. A file named 'UB Homework 02 - Types of Goods.docx' is already attached. The 'Add work' button is highlighted with a purple arrow pointing to a callout box. The file upload menu is open, showing options for 'OneDrive' and 'Upload from this device'. The 'OneDrive' menu is open, showing a list of folders. The 'Upload from this device' option is highlighted with a purple arrow pointing to another callout box. The 'Attach' button is highlighted with a purple arrow pointing to a third callout box.

General Posts Files Class Notebook **Assignments** Grades 1 more

Back Hand in

Types of Goods

Due 30 April 2020 15:30

Instructions
Please complete the following worksheet on durable and non-durable goods.

My work

UB Homework 02 - Types of Goods.docx

+ Add work

Points
10 points possible

OneDrive

- + New file
- Link
- Teams
- Upload from this device

| Name | Modified |
|-----------------|-------------|
| Attachments | 26 May 2017 |
| Class Notebooks | 21 Jun 2018 |
| Covid 19 tasks | 26 Mar 2020 |
| Higher 17-18 | 26 Sep 2017 |
| Notebooks | 26 Sep 2017 |
| PfPs 2020 | 31 Mar 2020 |
| Work | 26 Mar 2020 |

Cancel Attach

If you want to upload files to the assignment before you hand it in, click the **Add Work** option inside the assignment you are completing.

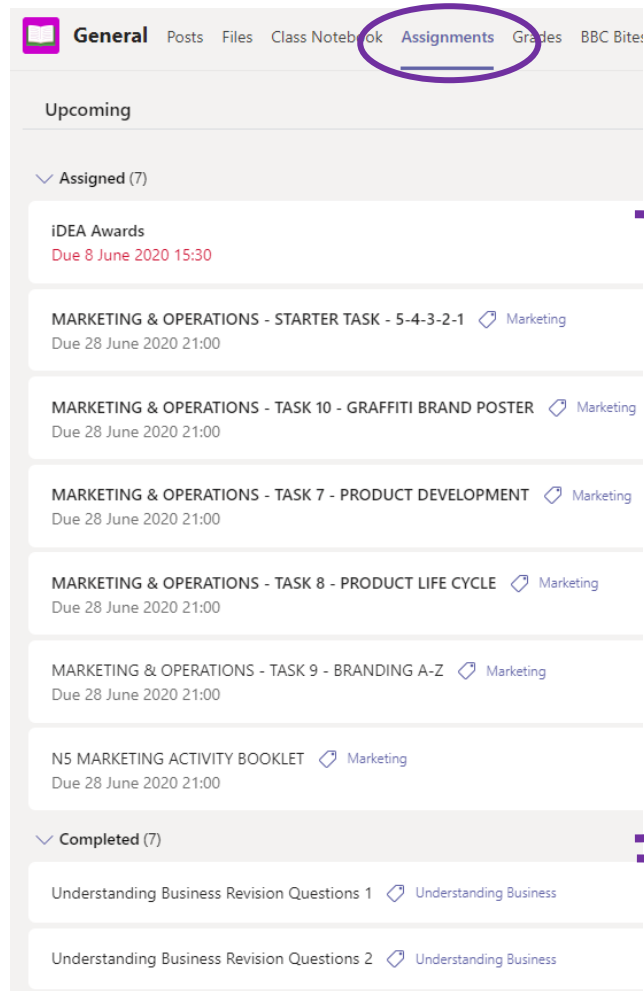
A window similar to the one on the right will appear.
If you saved the file in your OneDrive look there, or if you just saved it somewhere on your computer, click **Upload from this device** and then find where you saved the file.

Once you have found the file click **Attach**.
Your work will then be added to the assignment.
Once you've attached all the documents/pictures with your work, click the **Hand In** button up at the top right hand side of the window as shown on the previous page.

RECEIVING TEACHER FEEDBACK ON YOUR WORK

If you have downloaded the **Microsoft Teams** app for your phone/tablet and enabled notifications, you will receive an alert when your teacher sends you feedback on the work you have submitted.

To read the feedback they have written, **go into the Team** e.g. S4 Business Management etc, and click on the **Assignments tab** at the top of the team page.



You will see a list of the assignments that still have to be completed under **Upcoming**

You will see a list of the assignments you have already completed under **Completed** (you may have to click the arrow to the side of the Completed heading to drop the list down)

Click on the completed assignment you want to read the feedback for

RECEIVING TEACHER FEEDBACK ON YOUR WORK

You will see a screen similar to this, with all the assignment instructions etc but you will also see the feedback your teacher has given you at the right-hand side of the page.

[← Back](#)

Understanding Business Revision Questions 2

[Understanding Business](#)

Due 7 April 2020 15:30 • Closes 7 April 2020 15:30

Instructions

Answer the next set of revision questions on the Understanding Business topic by typing your answers into the correct spaces on the attached sheet.

Make sure you read the questions carefully and answer them, in sentences, in the correct way depending on the command word used in the question e.g.

If the questions says '**Describe**', for example, you must give a **full** description in sentences.

A typical exam question might be:

Describe what a Sole Trader is.

A typical answer would be:

A Sole Trader is a person who owns their own business.

If the question says '**Explain**' for example, you must give a full description and then say how the business is affected by it.

A typical exam question might be:

Explain the impact of bad customer service.

A typical answer would be:

Bad customer service will mean that customers will not choose to return to the business. This means that the businesses profits will reduce.



Returned Tue, 23 Jun, 14:22 ←

Feedback

Could you please complete this assignment and then return it to me once you have. Thank you.

Points

0 / 17

ACCESSING TEAMS ON A PHONE/TABLET

Make sure you have downloaded Microsoft Teams app and the Office app from your App Store/Play Store and have signed into them using your full Glow E-Mail address and Glow Password

Click on the **Teams** app to open it.

You will see a screen similar to this with a list of all of the Teams you are a member of.

Along the bottom of the screen you will see various icons:

ACTIVITY

(this one will probably be highlighted as this is the section it takes you into when you first sign into the app. This gives you the highlights of everything that has been mentioned in all the teams you're part of)

CHAT

(you may or may not see this one)

TEAMS

(this one shows you a list of all the teams you are a member of)

ASSIGNMENTS

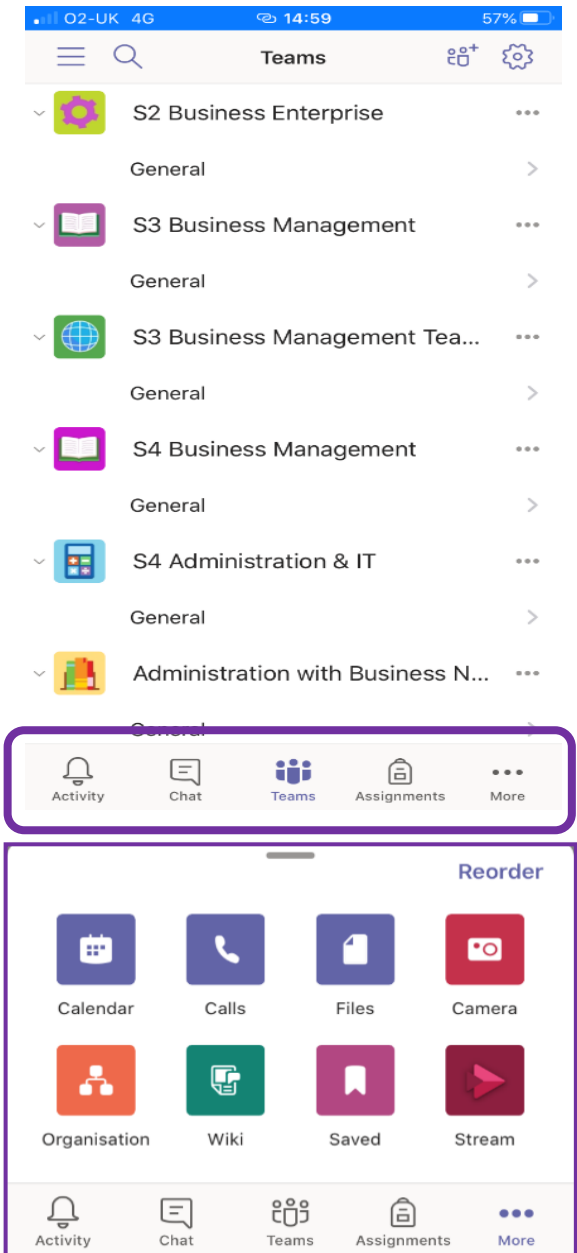
(shows you all the assignments that are due to be completed for every team you are a member of)

MORE

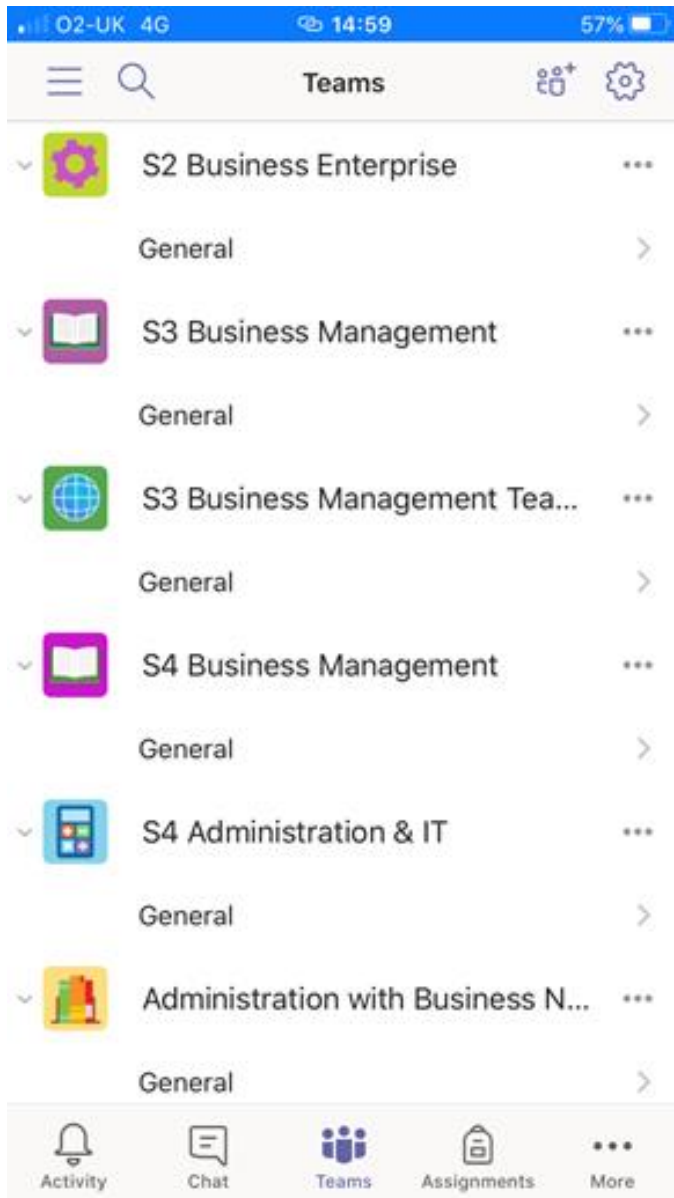
(gives you more options that didn't fit on the main screen)

Clicking on **More** gives you additional options to choose from.

You may/may not use these.



VIEWING A TEAM



To view one of your Teams:
click on the **Teams icon** at the bottom of the screen and then click **General**, just under its name of the team you wish to view in your Teams list.

Once you've clicked on a team you will be taken to its main **Posts** page.

This is where pupils can write/reply to posts if they need to know something/can answer something for someone else.

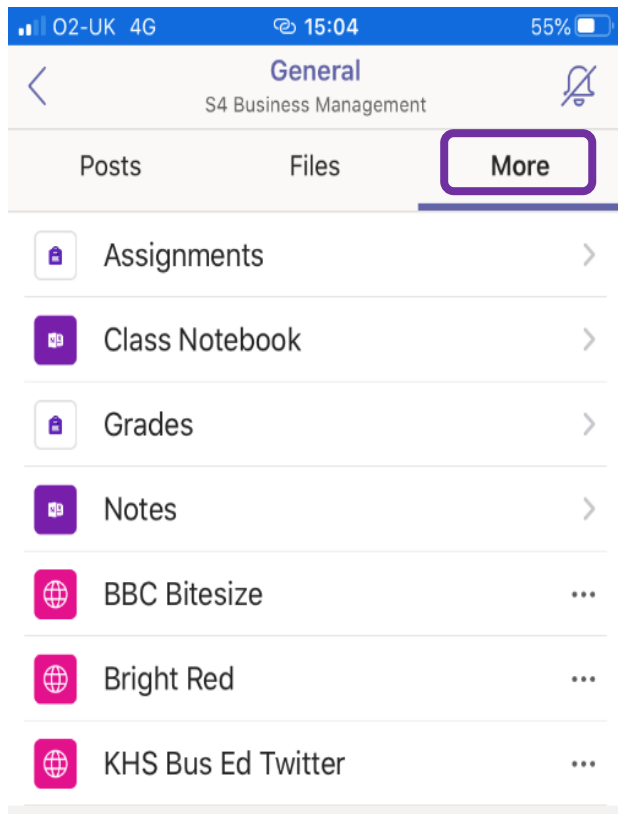
All members of the team can view these posts (staff and students)



NAVIGATING A TEAM

You will notice that along the top of the screen you will see other options you can click on:

- **Posts** (this is highlighted currently as this is the one you are viewing. It shows you everything that has been happening in the team since it was created)
- **Files** (these are the resources your teacher has put into the teams file area e.g. PowerPoints, Word documents etc)
 - **More** (gives you more options that don't fit on the main screen)



Clicking on **More** gives you the following options:

Assignments

(all the work your teacher has assigned you to do)

Class Notebook

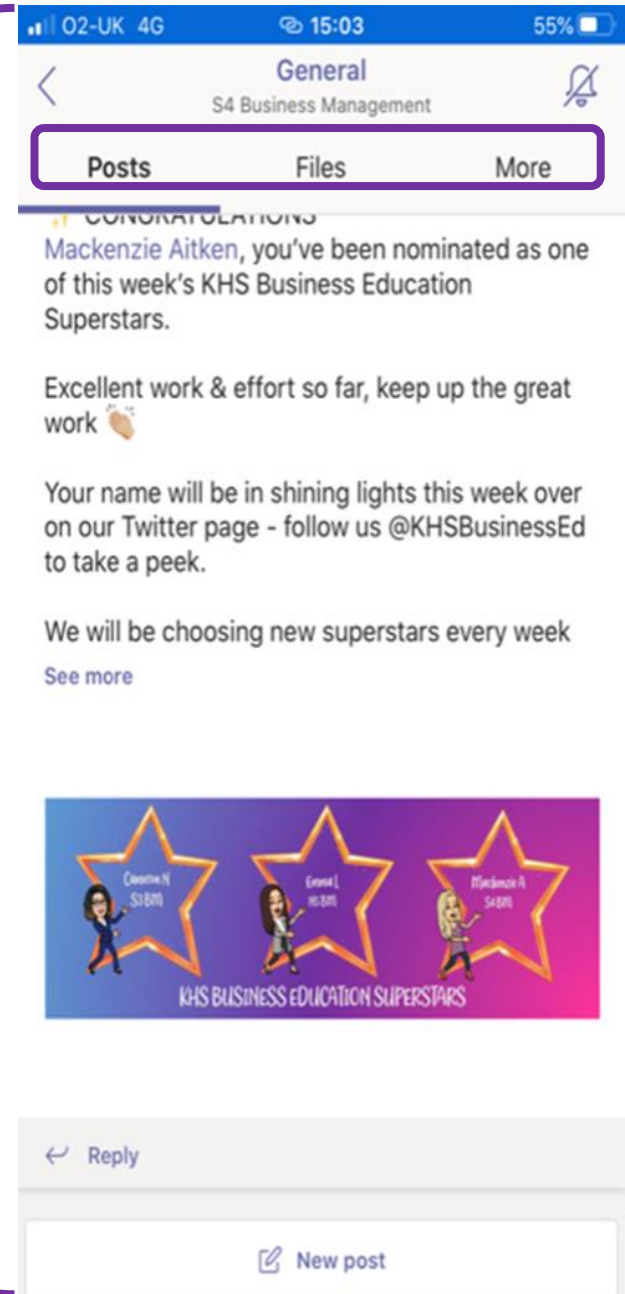
(your teacher may have created a class notebook full of notes etc for you to use)

Grades

(shows the marks you have been getting in the work you have submitted)

Notes

Any web links your teacher has added



VIEWING AN ASSIGNMENT IN TEAMS

There are 3 ways to view an assignment the class have been issued in Teams.

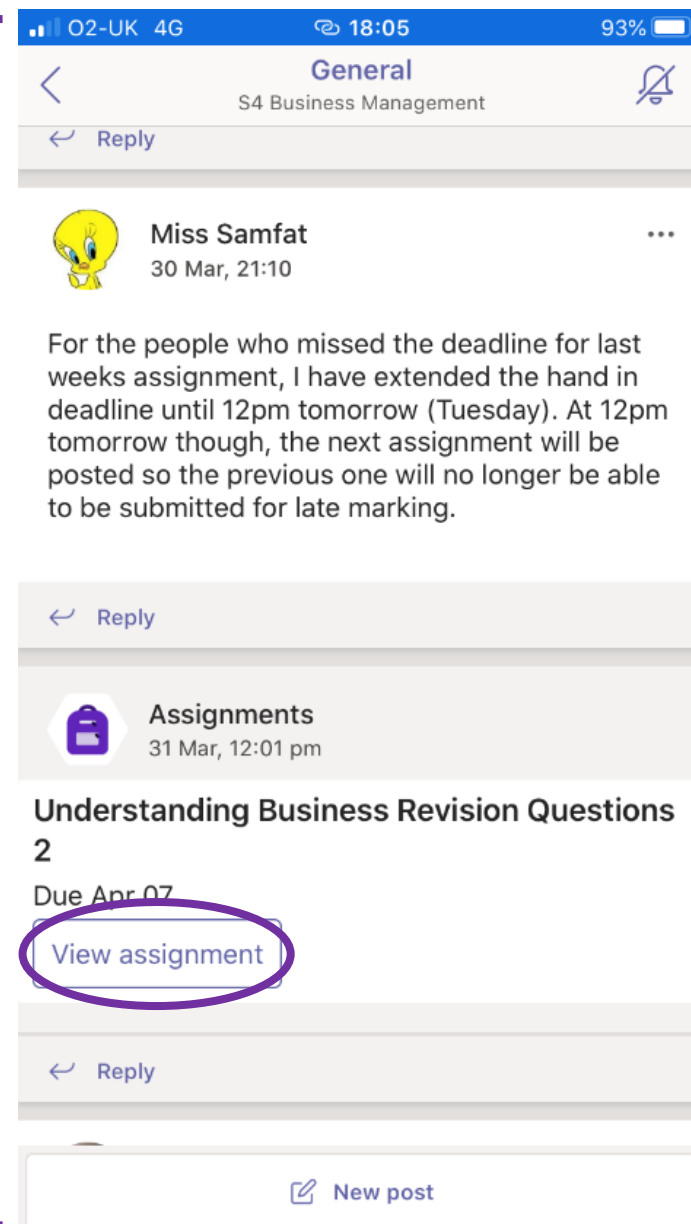
METHOD 1

When your teacher posts an assignment for the class to do, you will receive a notification for it on your phone/tablet.

To view the assignment, open up the Teams app on your phone/tablet.

A link to the Assignment will appear as a post on the main **POSTS** page for the team (you may have to scroll backwards through the posts to find the assignment link).

You can click on **VIEW ASSIGNMENT** there and be taken right into the instructions for the assignment you have to complete.



METHOD 2

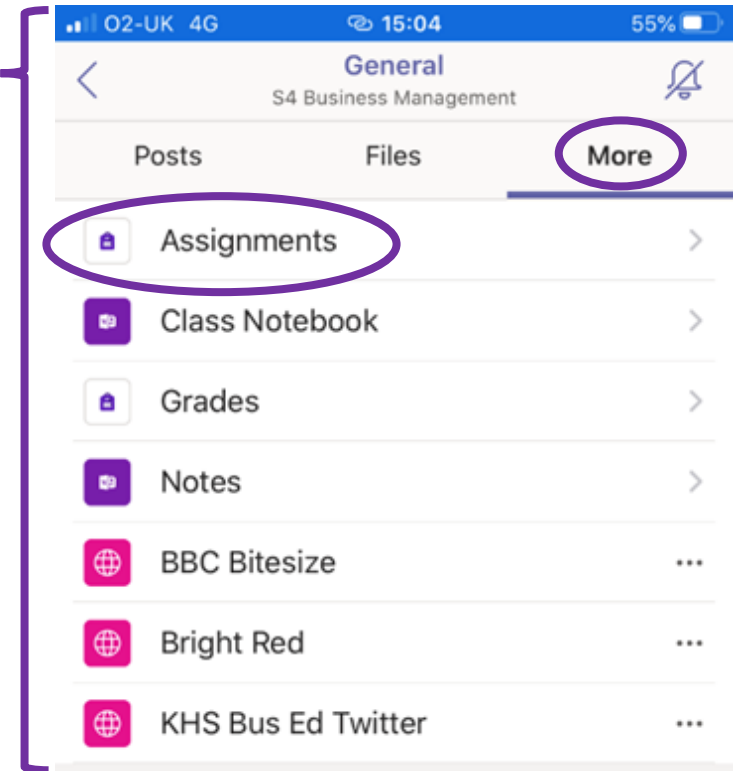
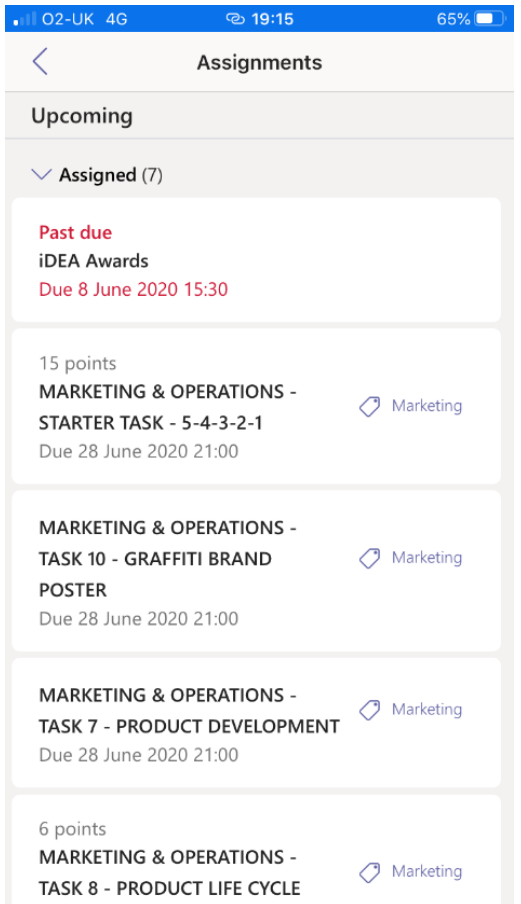
When your teacher posts an assignment for the class to do, you will receive a notification for it on your phone/tablet.

To view the assignment, open up the Teams app on your phone/tablet.

On the Teams list, click on the team you wish to view.

Click **MORE** at the top of your screen.

Click **ASSIGNMENTS**.



You will then see a list of the assignments you have been issued along with their due dates.

CLICK ON THE ASSIGNMENT YOU WISH TO VIEW.

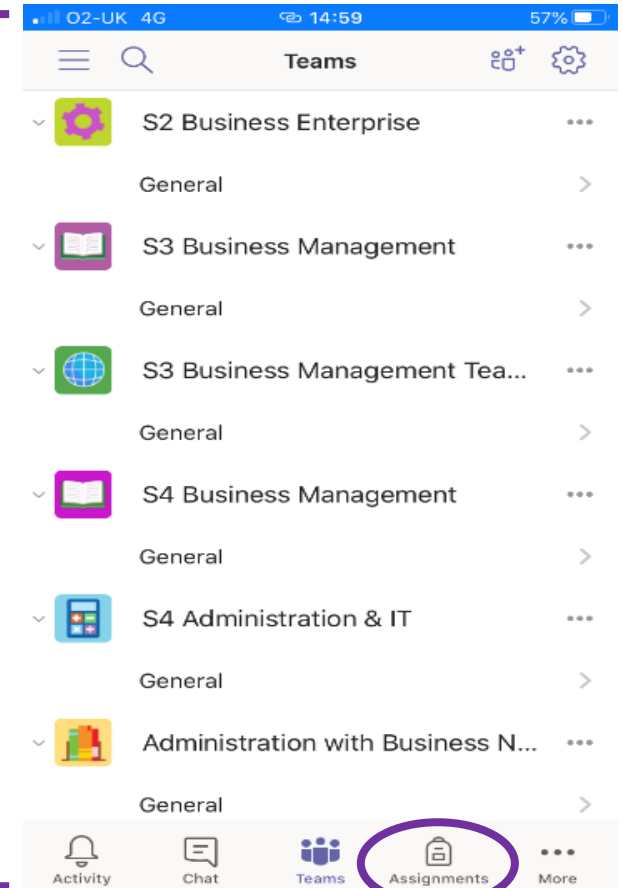
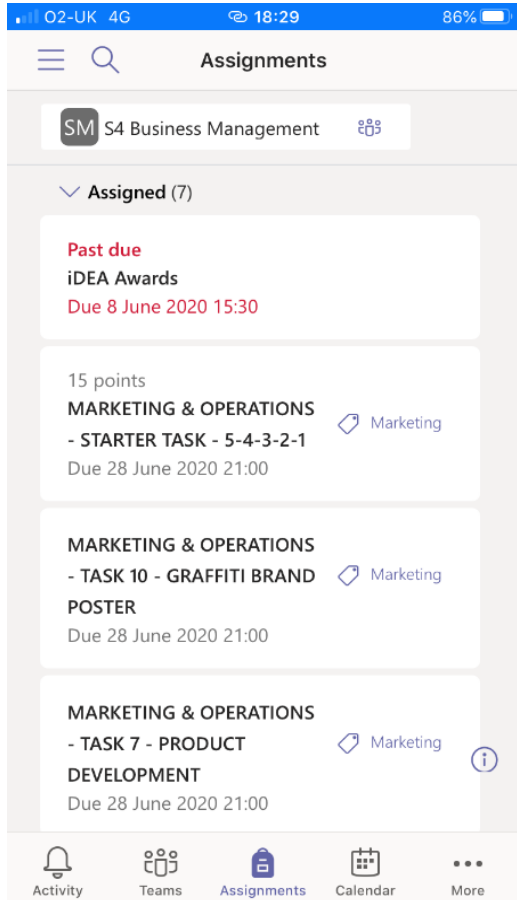
You will then be taken right into the instructions for the assignment you have to complete.

METHOD 3

When your teacher posts an assignment for the class to do you will receive a notification for it on your phone.

To view the assignment, open up the Teams app on your phone/tablet.

Click on the **ASSIGNMENTS** icon at the bottom of your screen.



Select the **CORRECT TEAM** from the list whose assignment you wish to view and click **NEXT**.

You will then see a list of the assignments you have been issued along with their due dates.

CLICK ON THE ASSIGNMENT YOU WISH TO VIEW.

You will then be taken right into the instructions for the assignment you have to complete.

COMPLETING AN ASSIGNMENT IN THE TEAMS APP

Once you are in the assignment instructions in your chosen Team make sure you carefully read what it is your teacher wants you to do.

You will also notice that at the top it tells you the date and time the assignment is due to be submitted back to the teacher.

The screenshot shows the top of the Teams app interface. At the top, the status bar displays '02-UK 4G', '18:05', and '93%' battery. Below this is a header for 'S4 Business Management' with a back arrow. The main title is 'Understanding Business' followed by 'Revision Questions 2'. A link icon and 'Understanding Business' are visible. A purple box highlights the due date: 'Due 7 April 2020 15:30 • Closes 7 April 2020 15:30'. Under 'Instructions', it says: 'Answer the next set of revision questions on the Understanding Business topic by typing your answers into the correct spaces on the attached sheet.' At the bottom, it says: 'Make sure you read the questions carefully and answer them, in sentences, in the correct way depending on the command word used in the question or...

This screenshot shows the assignment instructions. The header is 'S4 Business Management'. The text reads: 'I've attached a link to the BBC bitesize revision page as well as a copy of the course notes. Please use them. There should attempt all questions and do not copy and paste your answers from Google.' It continues: 'Also keep in mind that I can see who views these assignments and that I am well aware who looked at the last assignment and then chose not to do it. Good luck and be safe.' Below this is a 'Reference materials' section with two items: 'N5 Understanding Business Course Notes 20...' and 'BBC Bitesize Understanding Business Revisio...'. A 'My work' section contains 'Understanding Business Revisions Questions ...'. A 'Feedback' section says: 'Could you please complete this assignment and then return it to me once you have. Thank you.' At the bottom, it shows 'Points 0 / 17' and an 'Immersive Reader' icon.

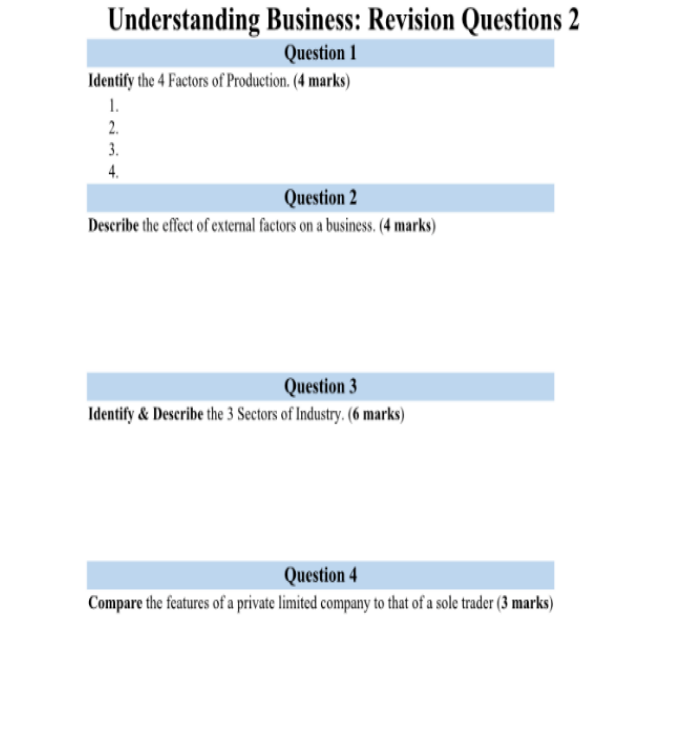
If you scroll to the bottom of the instructions you will see a list of resources your teacher wants you to use along with any work you have to submit.

At the bottom of the screen you will also see the **IMMERSIVE READER** icon. Clicking this will read you the task instructions.

Read any reference materials your teacher may/may not have attached to the assignment. When you are ready, click on the document underneath the **MY WORK** heading to begin completing the task.

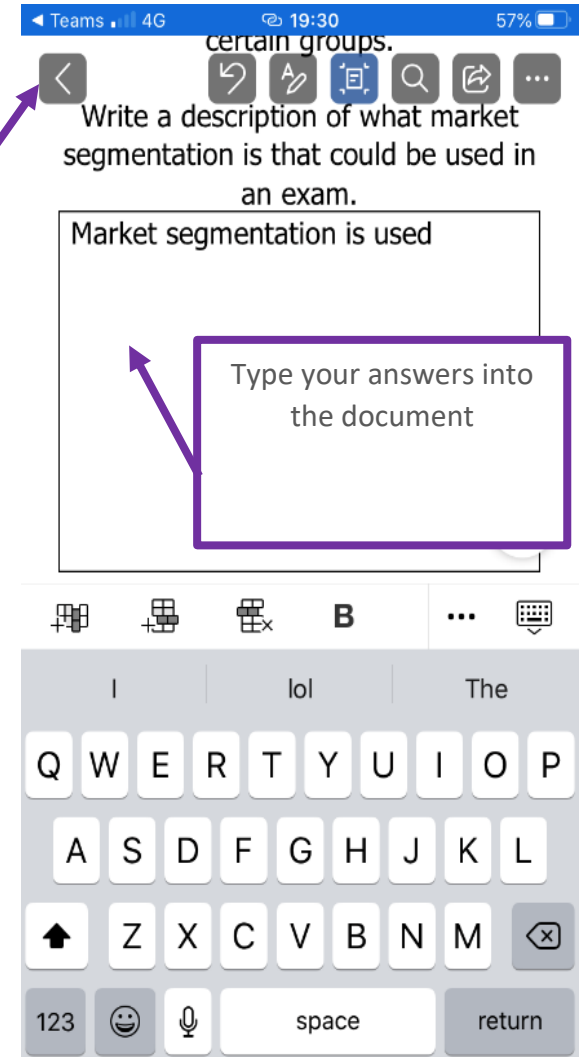


Once you have clicked the document under the My Work heading, the document will load on your screen.
Click this icon to edit the document



When you have finished, click the arrow (don't worry, since you signed in it auto saves your work)

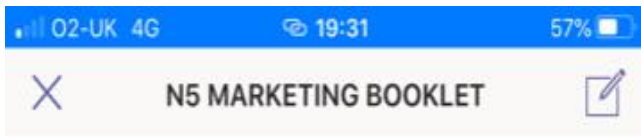
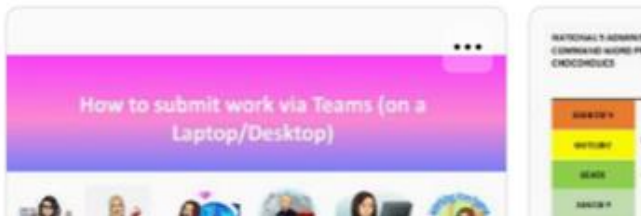
The Office app you installed earlier will open the document on your phone/tablet
If you haven't already done so, sign into the app with your Glow e-mail address and Glow Password (there will probably be a banner along the top of the screen telling you to do this). If you don't the thing will probably not work.



Write a description of what market segmentation is that could be used in an exam.
Market segmentation is used
Type your answers into the document



Recommended



NATIONAL 5 BUSINESS MANAGEMENT
MARKETING ACTIVITY BOOKLET

ACTIVITY 1
BUYERS & SELLERS



You will then be taken to this screen
(inside the Office app you were using to complete your work)

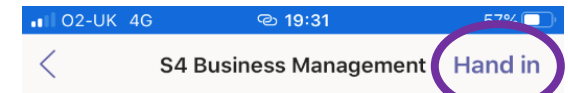
Just click to go back to Teams/close the Office app and go back into Teams yourself (it will still be open)

Click the **X** on the document you completed to close it
(don't worry if you can't see your answers here) & you will be taken back to the assignment screen you started on.

If you're happy and you have completed all your work on the assignment, click the **Hand In** button at the top right of the screen.

If you wish to add in any additional documents you might have saved in your OneDrive/pictures etc, before you hand anything in, you can click the **Add Work** button and add them there.

Once you're happy, then click the **Hand In** button at the top right of the screen.



We will be working through this booklet to complete each of the tasks.

Answers should be completed in the booklet although some tasks may require different softwares to complete which will need to be done & attached separately. You may want to save your own copy of this booklet incase of any technical errors.

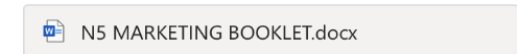
TO DO:

- Complete all Tasks 1-15.

DO NOT HAND IN ON THIS ASSIGNMENT UNTIL ALL 15 TASKS ARE COMPLETE - YOU HAVE 2 WEEKS.

If anyone needs any help, please get in touch.

My work



+ Add work

Points

No points

Immersive Reader

RECEIVING TEACHER FEEDBACK ON YOUR WORK

You will receive an alert when your teacher sends you feedback on work you have submitted (provided you turned notifications for the app on.

Go into the Team and navigate your way to the list of assignments (e.g. click **More** and then choose **Assignments** from the list) that have been issued for that class.

Click on the assignment you wish to view the feedback for.

At the bottom of the screen you will see what your teacher has written along with the number of marks (points) you received for the work.

The screenshot shows a mobile app interface for 'S4 Business Management'. At the top, the status bar displays '02-UK 4G', '18:05', and '93%' battery. The app title is 'S4 Business Management'. The main content area contains a message from a teacher: 'I've attached a link to the BBC bitesize revision page as well as a copy of the course notes. Please use them. There should attempt all questions and do not copy and paste your answers from Google. Also keep in mind that I can see who views these assignments and that I am well aware who looked at the last assignment and then chose not to do it. Good luck and be safe.' Below the message are two reference materials: 'N5 Understanding Business Course Notes 20...' and 'BBC Bitesize Understanding Business Revisio...'. Under 'My work', there is a document titled 'Understanding Business Revisions Questions ...'. At the bottom, a 'Feedback' section is highlighted with a purple border, containing the text: 'Could you please complete this assignment and then return it to me once you have. Thank you.' Below the feedback, it shows 'Points 0 / 17'. At the very bottom, there is an 'Immersive Reader' icon.

SCHOLAR

Heriot Watt University provide access to learning materials for a wide range of SQA courses online.
The platform they use to do this is called **SCHOLAR**.

You will be automatically enrolled in Scholar courses based on your most up to date timetable & this allows your Teacher to see your progress & results on the Scholar assessments.

WHAT COURSES ARE COVERED?

| Science and Mathematics | | | | Languages | | | | Business | | | |
|-------------------------|----|---|----|-----------|----|---|----|---------------------|----|---|----|
| | N5 | H | AH | | N5 | H | AH | | N5 | H | AH |
| Biology | ✓ | ✓ | ✓ | English | ✓ | ✓ | ✓ | Accounting | | ✓ | ✓ |
| Chemistry | ✓ | ✓ | ✓ | ESOL | ✓ | ✓ | ** | Art and Design | | ✓ | |
| Computing Science | ✓ | ✓ | ✓ | French | * | ✓ | ✓ | Business Management | | ✓ | ✓ |
| Human Biology | ** | ✓ | ** | Gaelic | * | ✓ | | Economics | | ✓ | ✓ |
| Mathematics | ✓ | ✓ | ✓ | German | * | ✓ | ✓ | Psychology | | ✓ | ** |
| Physics | ✓ | ✓ | ✓ | Mandarin | ✓ | | | | | | |
| | | | | Spanish | * | ✓ | ✓ | | | | |

* Please note: these National 5 courses are support materials only.

** Please note: SQA do not provide a qualification for this subject at this level.

ACCESSING SCHOLAR

You have 3 options for accessing Scholar:

1. Go directly to the webpage: www.scholar.hw.ac.uk
2. Google **Scholar HW** & select the first result.
3. Go to the Scholar Tile on your Glow Launch Pad

(see the next page if you do not have the Scholar tile on your Launch Pad).

ADDING THE SCHOLAR TILE (VIA A LAPTOP/DESKTOP)

STEP 1

Type **Scholar** into the Search Launch Pad box in the top right of the screen & then select **Go/Press Enter**.

STEP 2

Click on the **i** on the tile & select Add to my Launch Pad.

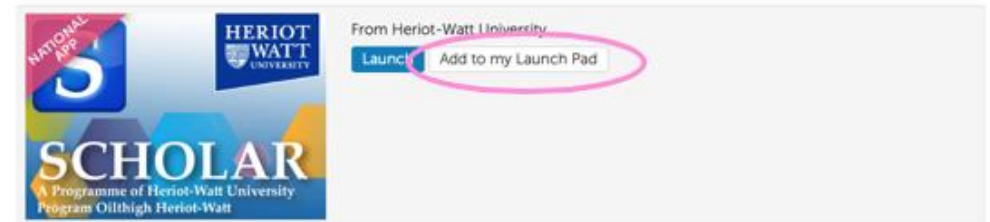
1. Type Scholar into the Search Launch Pad box in the top right of the screen.



2. Select Go/Press Enter.

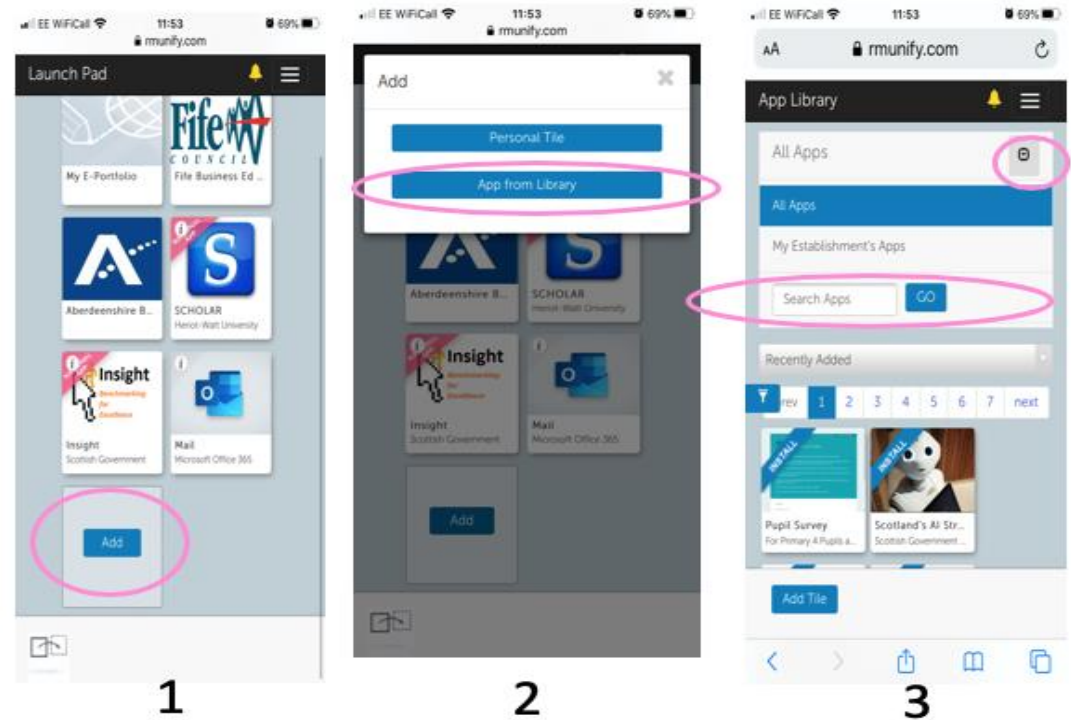


3. Click the **i** on the Tile and then Add to my Launch Pad then return to your Launch Pad.



ADDING THE SCHOLAR TILE (VIA A PHONE/TABLET)

1. Scroll to the bottom of the screen and click the tile that says 'Add'.
2. Choose 'App from Library'.
3. Click the drop down and select 'All Apps'. Enter Scholar in the Search Apps box and click Go.



LOGGING IN TO SCHOLAR

You received a letter at the start of the school closure with your Scholar Username and Password.

If you do not remember your Scholar password, email Miss Nessel via gw18nesselyvonne@glow.sch.uk and she can give you this information.



You can also use your Glow log in details by clicking here.

NAVIGATING SCHOLAR

Study Guides: These are Course Note booklets in PDF format for each unit in the course.

The screenshot shows the 'My SCHOLAR' dashboard for Yvonne Nessel of Kirkcaldy High School. On the left, there is a navigation menu with 'Revision Today' (None), 'Information' (Online Tutor Sessions, Technical Requirements, Be Safe on the Internet, 'Using SCHOLAR' Videos), and 'SCHOLAR News' (5/5). The main area displays the user's name, school, and last activity. Below this, it lists 'You are currently enrolled on the following 2 courses: Higher Business Management' and 'Advanced Higher Business Management'. To the right of the course list, there is a 'Resources' section with icons for a snowflake and a book. At the bottom right, there is a toggle switch for 'Display other courses' which is currently turned off.

All the courses you are taking that are supported by Scholar are shown here.

Resources: This is a list of all the activities for the course.

HOW TO REGISTER FOR COURSES

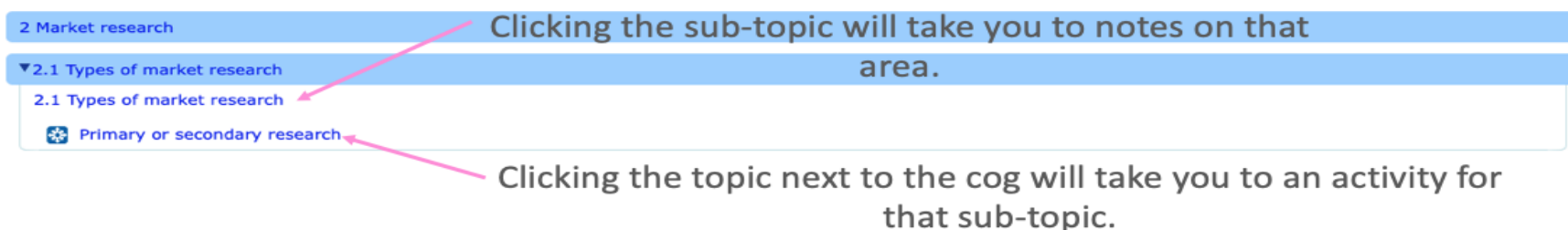
This screenshot is identical to the one above, but the 'Display other courses' toggle switch at the bottom right is circled in pink, indicating it should be clicked.

Click Display other courses.

This will launch the full list of Scholar courses available. You can then click on any course to view its content and complete activities.

ACCESSING A TASK IN SCHOLAR

1. Click on the course name.
2. You will see a list of units in the course. Choose the appropriate unit.
3. You will then see a list of topics in that unit. Choose the appropriate topic.
4. The topic is then further broken down into sub-topics for you to select from.



The screenshot shows a navigation menu with three levels of items:

- Level 1: "2 Market research" (highlighted in blue)
- Level 2: "▼ 2.1 Types of market research" (highlighted in blue)
- Level 3: "2.1 Types of market research" (with a cog icon) and "Primary or secondary research" (with a cog icon)

Annotations with pink arrows point to the following elements:

- An arrow points from the text "Clicking the sub-topic will take you to notes on that area." to the "2.1 Types of market research" item at Level 2.
- An arrow points from the text "Clicking the topic next to the cog will take you to an activity for that sub-topic." to the "Primary or secondary research" item at Level 3.

ONLINE TUTORIALS

Throughout the year Scholar will stream a live tutorial for a particular subject/level.

These are also recorded for later viewing.

Find the upcoming sessions here:

<https://scholar.hw.ac.uk/sessions.html>

Find the recorded sessions here:

<https://scholar.hw.ac.uk/sessionsArchive.html>