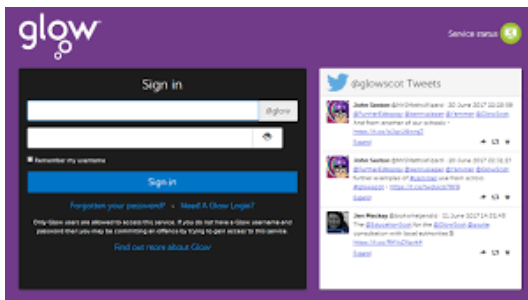## Getting on to Glow

Below is a quick guide to getting on to Glow which will be our main source of learning activities should the school close. Glow is a platform used all over Scotland and not a Fife or school run website.

To access all of the features the school has set up, your device will need to be able to download Microsoft Office 365 which is free from Glow. Most tablets or computers bought after 2016 should work.
Please don't worry if you cannot gain full access to 'Teams' on Glow as information will be given in many ways including the school website.

To access the sign in page for Glow - type 'Glow login' into a search engine e.g. Google.

This works best on a tablet or laptop/netbook but will work on smartphones too. There are a few problems downloading Microsoft 365 on Kindle Fire devices unfortunately.

Click on the result of the search that fits best which is usually the first option.
This screen should appear –

Box 1 – for the username e.g. gw13craigstonalan
(You could also use gw13craigstonalan@glow.sch.uk)

Box 2 – 1234

This is your child's own tiles (apps).

Step 1 – If you do not have Microsoft Office 365, you will need to download it from here free by clicking the 2nd tile and following the prompts.

This may take some time and/or require a few different tries.

This screen shows all of the tiles for the school.

To access your child's tile click on the corresponding room number.

Linked to each tile are files and activities for your child to complete.
Troubleshooting - If you click on the room tile and nothing happens it's because your operating system needs updated which can be done free of charge.

Trouble shooting - If you can get into GLOW but not the team part it's possibly because it's getting the parent's Office365 email confused.

Option 1: Use an incognito or private tab on your internet browser every time.

Option 2: Option on MS Word or other office program form the start menu on your laptop. Go to the top right and click on your name and wee logo/picture. Select add new user then add your gw10surnamename@glow.sch.uk after.

This should work for everyone on any device.