

The Waid Academy

How to access and use Glow for home learning?

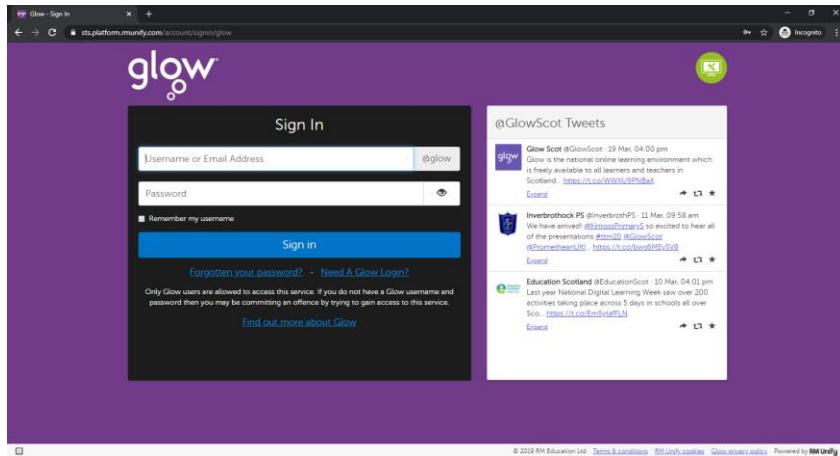
How to log in?

Logging in Options

1. Search for “Glow Scotland” on any internet browser
2. Use <https://glow.rmunify.com/> in the address bar

Once you have the home page you can log in using your glow username and password.

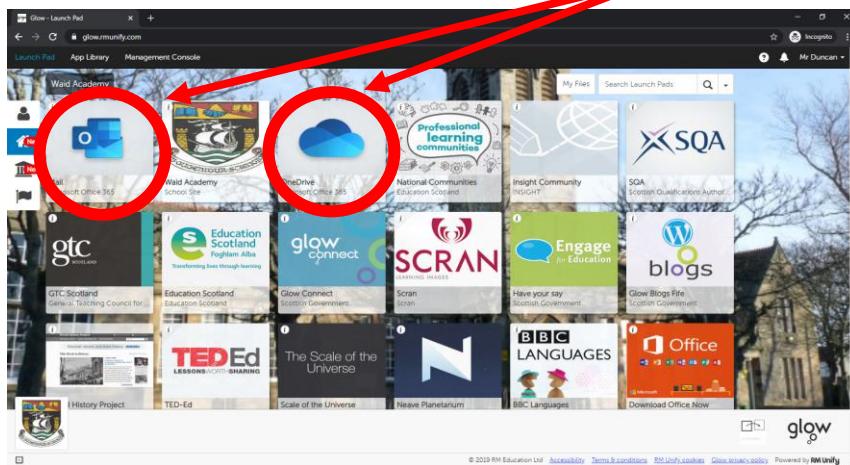
Glow Log In Page



Once you have logged in you will be taken to a Launch Pad page.

The Launch Pad contains tiles.

It is important that you click on either of these two tiles first.



By clicking on either of these two tiles first you are authenticating your access to all subsequent sites within Glow and you will not need to log in each time.

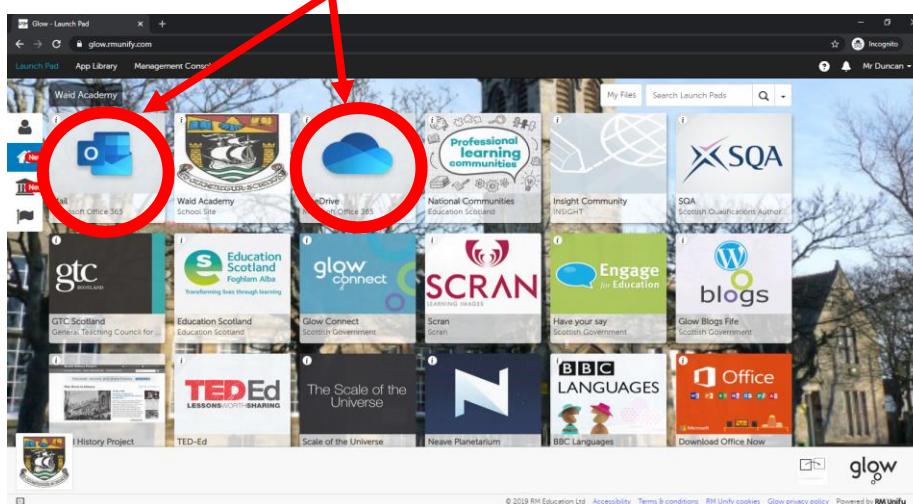
Tiles on the Launch Pad are links to websites or software that you can use free of charge through Glow.

It is through the Launch Pad that your child will be able to access Teams.

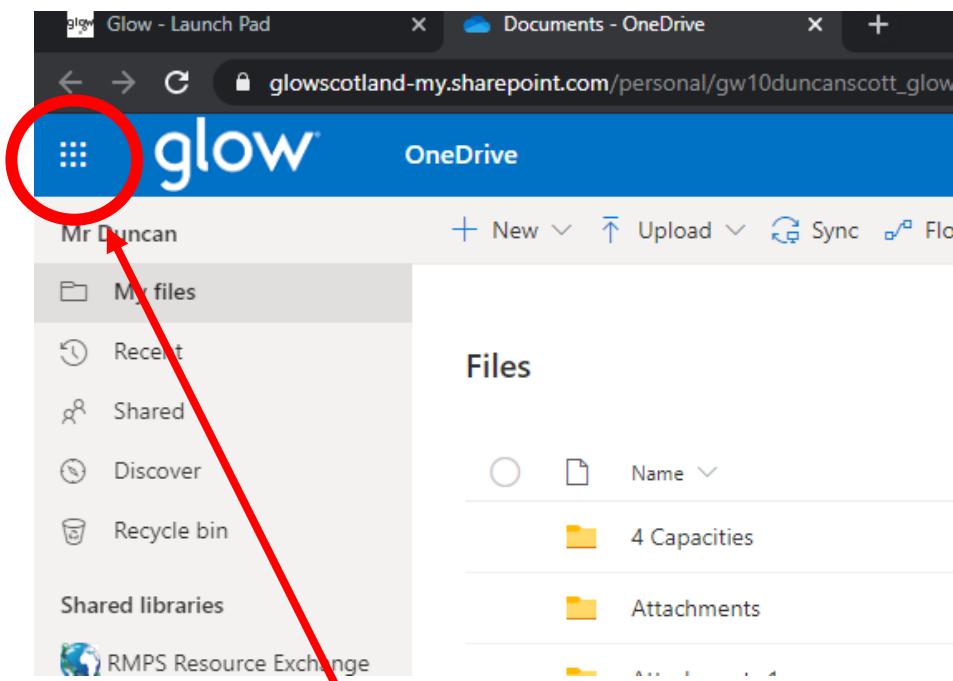
Microsoft Teams is a tool where sites have been created for each class. Here work will be posted and assignments can be set.

How to access Microsoft Teams?

Click on either of these tiles:



The page for One Drive for example will look like this:



Click on the waffle icon in the top left hand corner.

This will give you access to the full suite of resources in Office 365 like Word and Excel. This will also give you access to Microsoft Teams.

The following list should appear:

The screenshot shows the Microsoft Launch Pad interface. At the top, there's a header bar with the title 'Glow - Launch Pad' and a 'Documents' icon. Below this is a browser-like address bar with the URL 'glowscotland-my.sharepoint.com'. The main content area is titled 'Office 365 →'. It contains two sections: 'Apps' and 'Documents'. The 'Apps' section lists various Microsoft services with their icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. Below this is a link 'All apps →'. A red arrow points from the text 'So for Teams – click on the Teams icon.' to the 'Teams' icon in the 'Apps' section. The 'Documents' section is partially visible below.

To access any programme in Office 365 click on the relevant icon. So for Teams – click on the Teams icon.

This will take you to the Microsoft Teams home page where there will be a list of Teams that you are a member of.

The screenshot shows the Microsoft Teams home page. At the top, there's a header bar with the title 'Glow - Launch Pad' and a tab for 'Microsoft Teams'. Below this is a browser-like address bar with the URL 'teams.microsoft.com/_#/school//?ctx=teamsGrid'. The main content area is titled 'Microsoft Teams'. On the left, there's a sidebar with icons for Activity (12 notifications), Chat, Teams (selected), Assignments, Calendar, and Calls. The main area is titled 'Teams' and 'Your teams'. It displays four team cards: 'Tracking, Results Analysis & Monitoring', 'The Waid Academy Staff Team', 'ICT Group', and 'Higher N5 Philosophy'. Each card has a three-dot menu icon. A red arrow points from the text 'So for Higher and N5 Philosophy – click on the icon.' to the 'Higher N5 Philosophy' team card.

To click on a class Team just scroll through the list and find the class icon. Then click on it. So for Higher and N5 Philosophy – click on the icon.

Within each Team you will find the following:



The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with 'Activity' and a notification count of 12. The main header says 'Microsoft Teams'. Below it, a button for 'All teams' is visible. The main area shows a 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. A message at the bottom right says 'Jamie McSharry joined the team.'

The General Tab is to allow for conversations to take place much like a Facebook post. Remember this is a school resource so be careful what you post. Here you can ask questions about tasks and learning.

The Files Tab is where files will be stored that you can access to help your home learning.

The Class Notebook Tab is where some teachers may have set up a One Note file for all your learning.

The Assignments Tab is where you can find assignments that have been set and upload them. If a teacher does decide to set you an assignment through Glow then it will be emailed to your Glow email.

Where else can I access Microsoft Teams?

You can also access Microsoft Teams through your phone:



For more help with signing into Glow go to the Glow Connect website:

<https://glowconnect.org.uk/help-with-glow/glow-launchpad/accounts-and-passwords/logging-into-glow/>