

Accessing Glow

A Parent's Guide for S1 Students

During our child's first year of 'blended education' they will be using a platform called Glow to access course resources and tasks. This can be accessed by typing "Glow login" on Google search.

We understand that each student's previous experience of using Glow will be different and want to assure you that we will do whatever we can to make ensure there is equity of access.



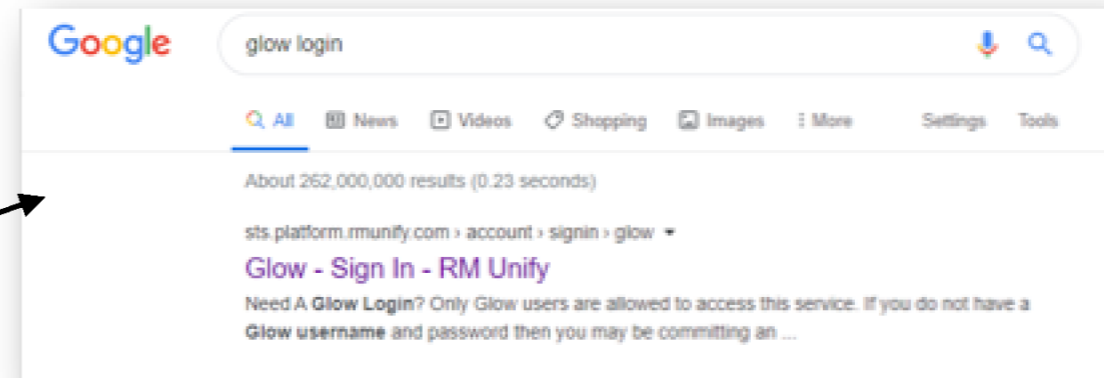
Section 01

Logging In

Logging in - A Step by Step Guide

Step 1

Type in “glow login” into the Google search bar. Click on the result “[Glow - Sign In - RM Unify](#)” as shown in the graphic here.



Step 2

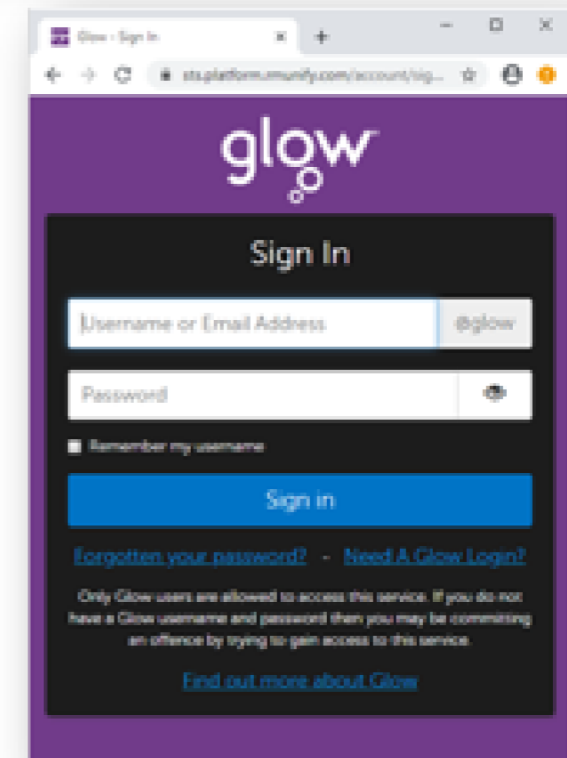
Once on the login page, as shown, your child will need to enter their username and details. The username is unique to your child. They should know their username and password, however, if they have forgotten their details then please get in contact with the school and a member of staff will be able to advise.

Top tip

Save the login page to your “favourites” bookmark in your web browser for quicker access

Step 3

Your child is now logged in and will be able to access their Glow email account, Teams page and all necessary Microsoft Office apps from their “launchpad”.



Section 2

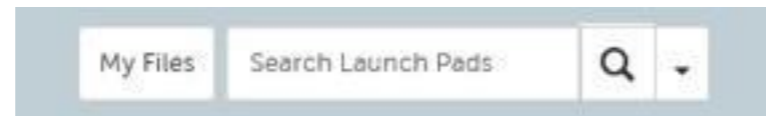
Microsoft Teams

Accessing Microsoft Teams

The application “Teams” is where you will find work set by your child’s class teacher.

The teams tile on Glow looks like this

and will likely already be saved on your child’s Glow launchpad. If it isn’t, type teams into the search bar on Glow and add it for ease of access.



Downloading the Teams App

Accessing Teams via the Glow webpage should work well but like any internet site, it can become overloaded if there are too many people trying to access it at once. We would recommend that you download the “Teams” Desktop or Mobile App which should make the experience much faster and more reliable.

Step 1

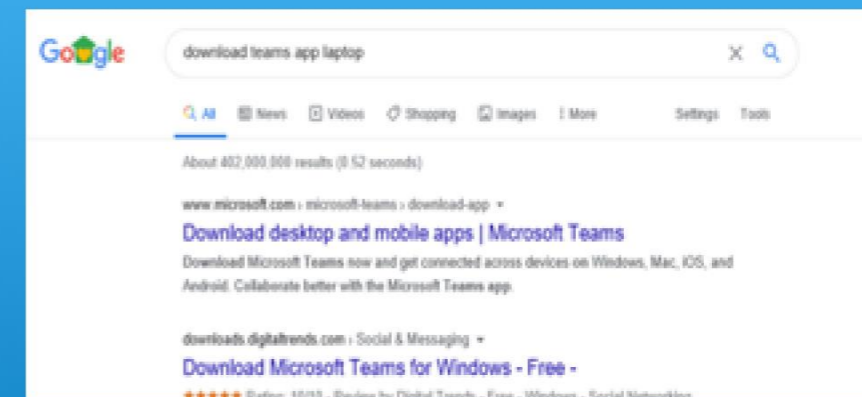
In your Google search bar, type in “download Teams app” and you should see this:

Step 2

Choose to download the app and sign in using the same Glow email address and password as before.

Steps for Mobiles or Tablets

Search for Microsoft Teams in your App Store and click to download. This is free and will use the same Glow login details as normal but you will only have to enter these once. The app icon will look like this image to the right.



Accessing Teams Through A Games Console

Glow can also be accessed from a games console which may free-up home laptops and other devices for use elsewhere in the family home.

It may not be available on all console formats but this guide will help Xbox and Playstation users.

For Playstation users:

1. Turn on PS4 and launch Internet Browser (Select Library, then Applications)
2. Enter the URL <https://glow.rmunify.com>
3. Once loaded enter your child's username, this will be the part before @glow.sch.uk
4. Enter the password
5. Follow this link for a useful video tutorial:
<https://www.youtube.com/watch?v=mHTHaXhccDE>



For Xbox One users:

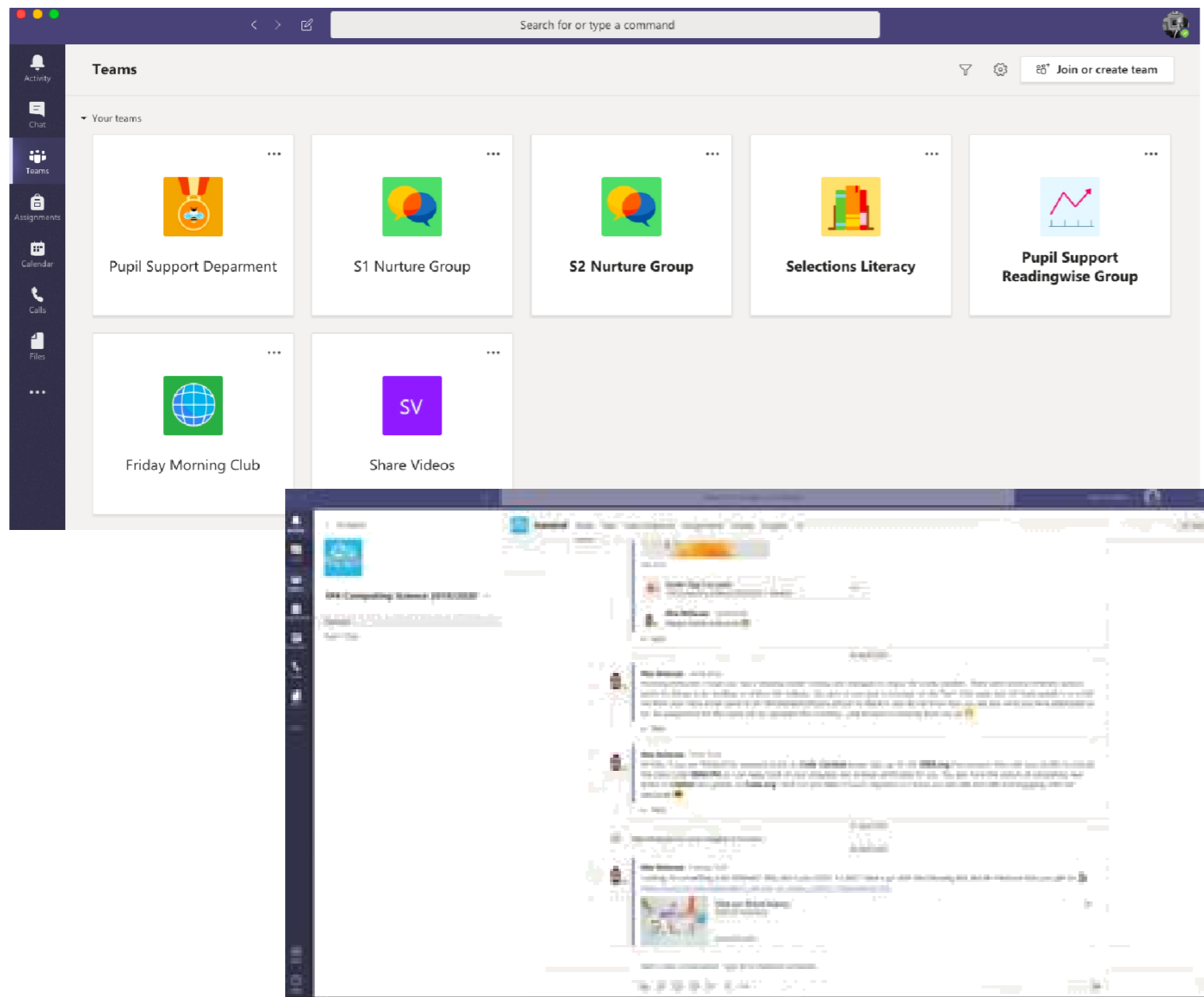
1. Turn on Xbox One and launch Edge*
2. Enter the URL <https://glow.rmunify.com>
3. Once loaded enter your child's username, this will be the part before @glow.sch.uk
4. Enter the password (Optional: You can choose to save the password on the browser for easier access next time)
5. Follow this link for a useful video tutorial:
<https://www.youtube.com/watch?v=rWTwAfLKbkU>



*if your console doesn't have the Edge browser, it can be downloaded in your Store.

Using Teams

Most departments at Clydeview are using Teams to support learning. Once logged in, your child will see their Teams launchpad which will have an icon for each team they are part of. It will look similar to the screenshot below.

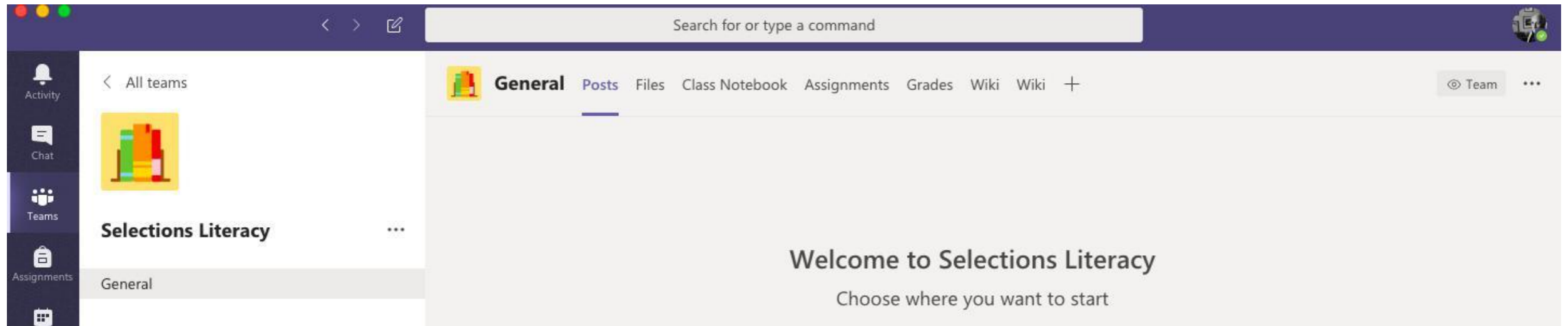


Steps from here and top tips

- Click on the Team you want to access:
 - As you can see in the screenshot here, some of the Teams have the team name in bold. If you see this then it means there is an update to check on. You might want to click into that team first.
- You will now see a Team feed with posts from your teacher detailing tasks that have been set. It should look something like the bottom image on this page.
- Read through any of the posts you might have missed from your teacher since you last logged on and click on the tasks set.

Using Teams

In each Team there will be various sections similar to the ones shown below. Clicking on the relevant tile will take you to different sections of the Team page.



Explaining the sections

Posts

Contains posts and tasks from the teacher on the general information tab.

Files

Contains any files that have been added to the Team by the teacher.

Assignments

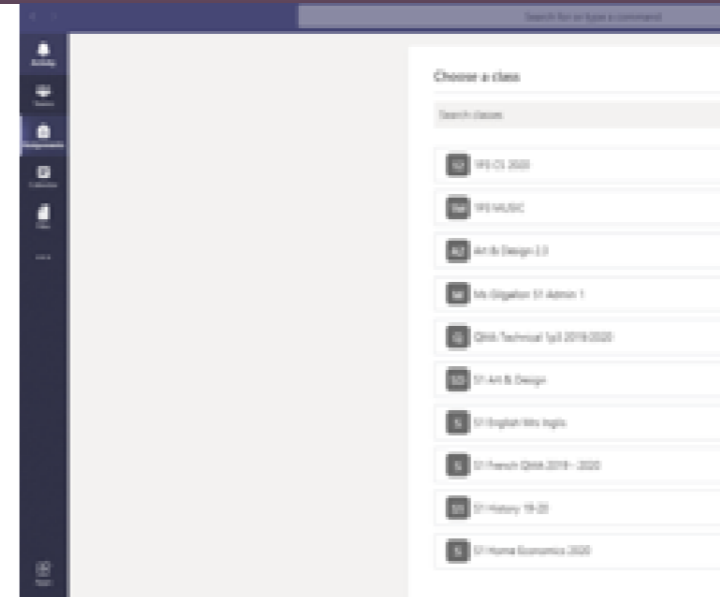
Contains any assignments (tasks) that the teacher has set, along with the date they are due.

Section 3

Teams Assignments

Opening up Teams will show you all the class Teams that your child has access to.

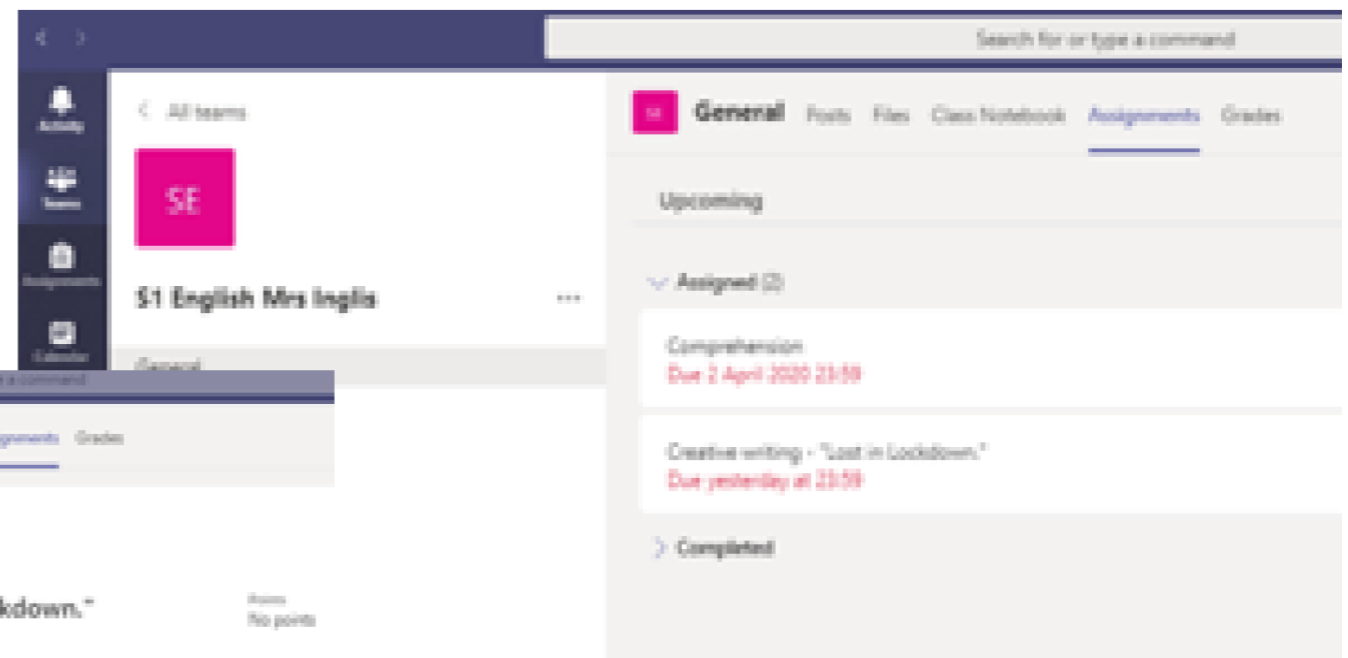
You can click on each class tile to see what the teacher has posted and what assignments have been set. If you want a list of the assignments for all subjects then you can choose the **Assignments** tab on the left panel and this will list them for you.



All the assignments set for your child will be shown in a list, detailing which subject they are for. You can click on each one to see what the assignment includes, when it is due and if it has been completed yet.

If an assignment is overdue it will show the date in red.

Once your child has completed the assignment set, they can upload the file using the 'Add work' section of the assignment.



Making Use of Microsoft Office

In order to complete some tasks, your child will need to have access to Microsoft packages like Word, Excel or Powerpoint.

These are accessible, free of charge, to all young people through Microsoft 365 with their Glow Logins.



Type “download” into the search bar and click to download Office 365 as shown below.

Follow the download instructions for you device and then login with your child’s Glow details.



Once downloaded, this will give you Powerpoint, Word, Excel, Outlook, One Drive and Access. Your child will be able to use these applications for any appropriate task, even after they return to school.

The Outlook app (also available from the Glow launchpad) will give access to your child’s Glow email.

If you need any additional help or advice, or encounter any issues with Glow then please do not hesitate to get in touch and a member of staff will be happy to help!