Clydeview Academy

Remote Learning
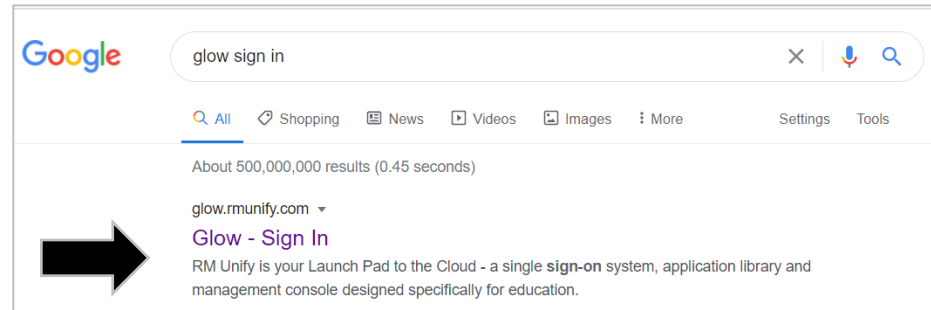

Microsoft Teams
Microsoft Office 365

Using Microsoft Teams

Contents

Glow Login

Search for **Glow Sign In** using Google.

On the Glow Sign In screen:

- Enter your *username* and *password*.

- Click **Sign In**.

What if I have forgotten my username or password?

Contact the school to get your password reset.

Launch Pad

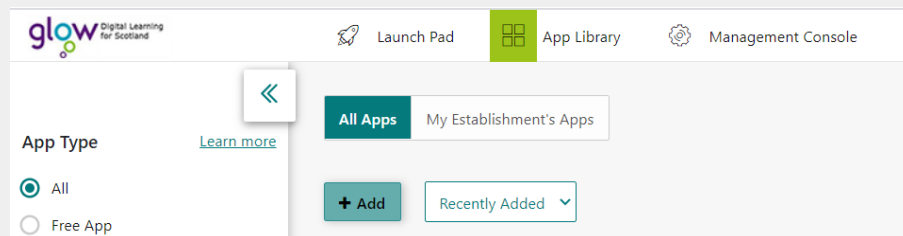Find the **Teams** tile on your Launch Pad.
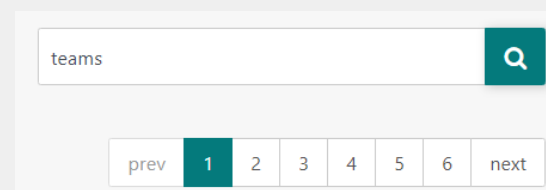
Click on the tile to start Teams.

Microsoft Teams
Microsoft Office 365

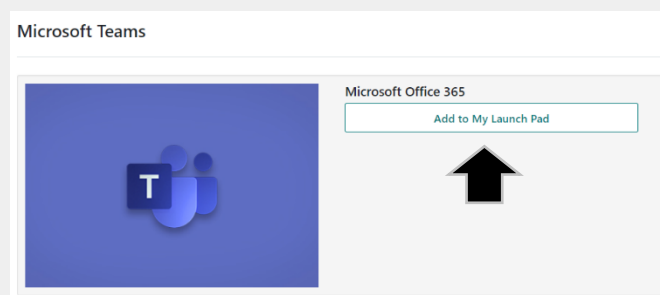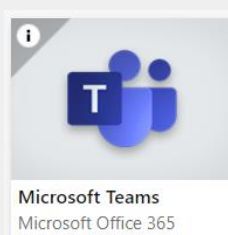**If Teams is not on your Launch Pad:**

- Click on **App Library** at the top of the screen
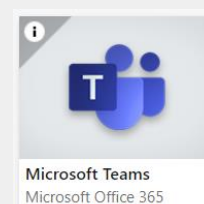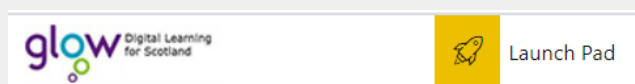

- Type "Teams" into the search box
  (then click the magnifying glass)

- Click on the Teams tile then click "Add to My Launch Pad"

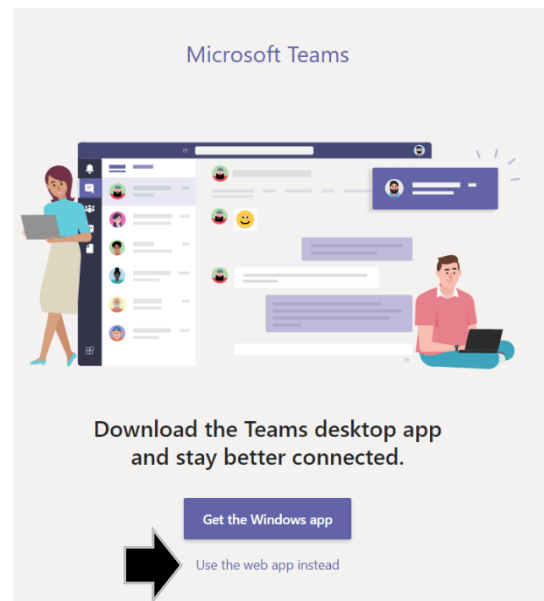- Return to the **Launch Pad** and click on **Teams**

Finding Class Teams

Before Teams starts, you might be asked to download the app.

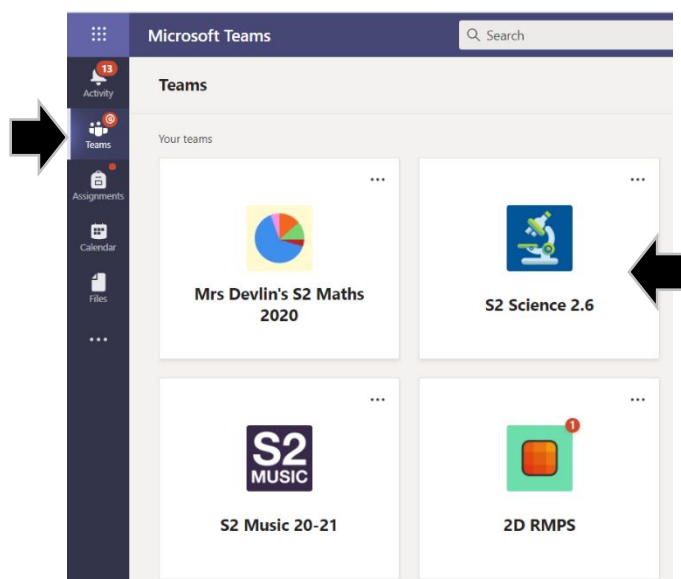- Either download the app using the button (you will have to use the app if you are using a tablet device).

Or

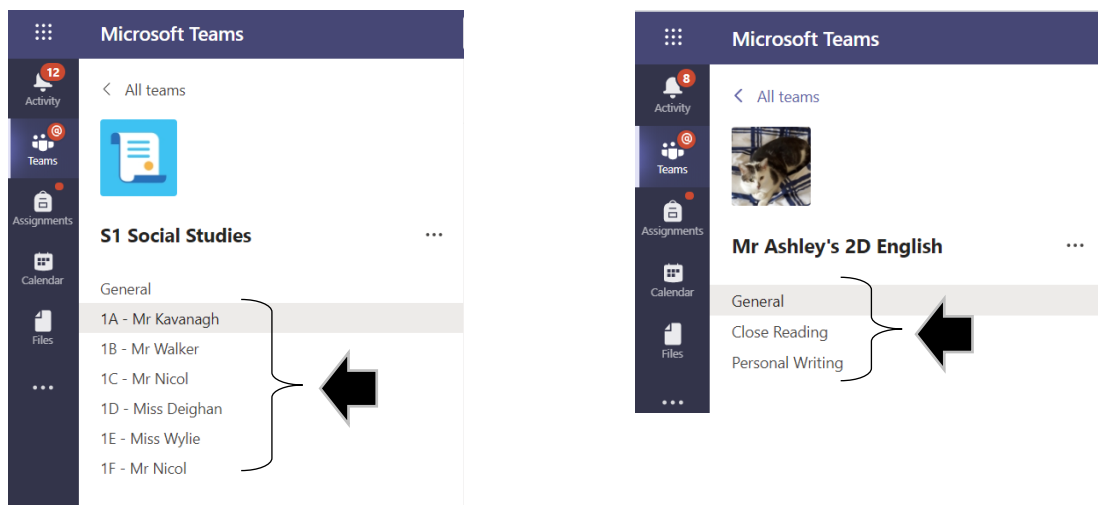- Keep using the browser by clicking **Use the web app instead**.

When Teams starts:

- On the left, click the **Teams** icon.

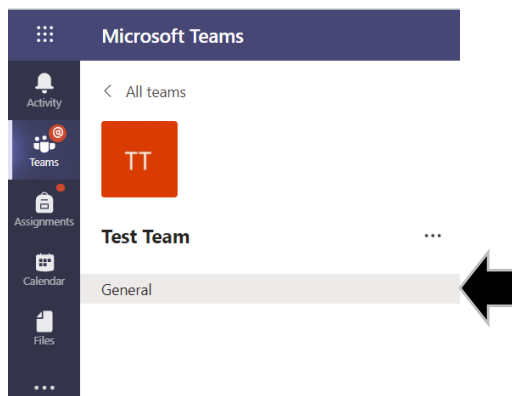- Click on the tile for class team you want to view.

Teams: Channels

Each subject may have set up a channel for different teachers or different topics.

To switch between channels, just click on the one you want to look at.

If there are no new channels set up, you will find everything in the **General** channel.
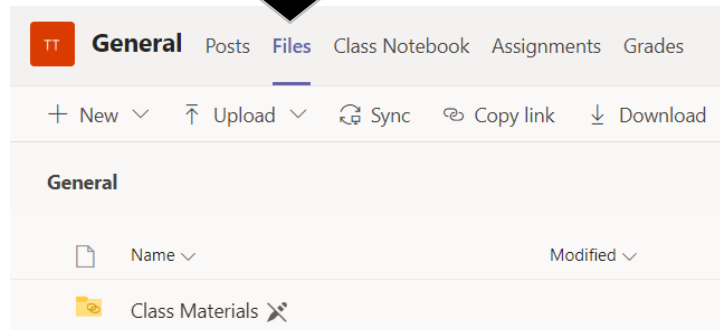
Teams: Lessons and Worksheets

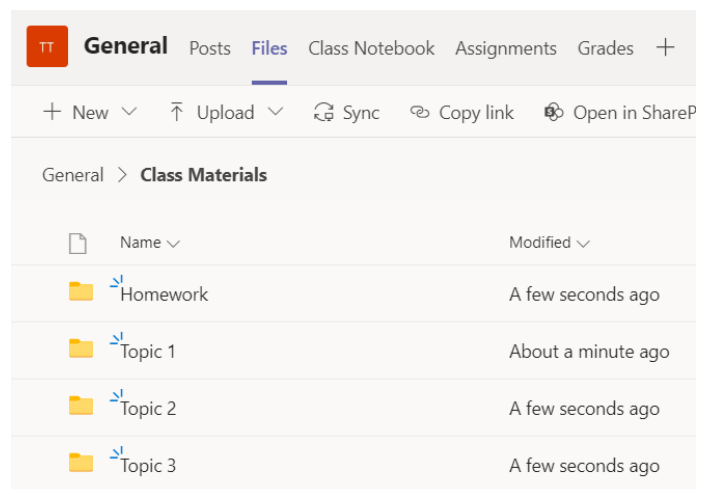Click on the **Files** tab at the top of the screen.
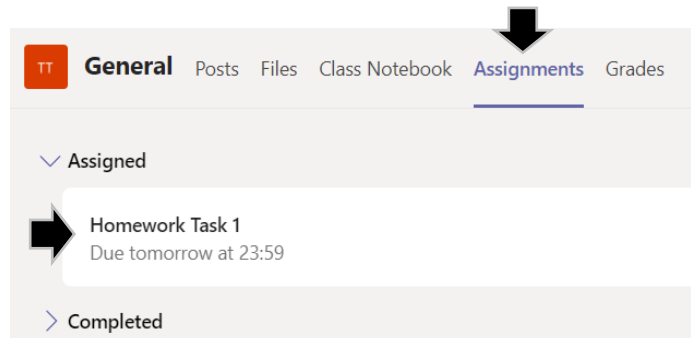

Click on the **Class Materials** folder.

You will find any lesson materials that your teacher has uploaded here.

- There may be folders like the layout shown here.

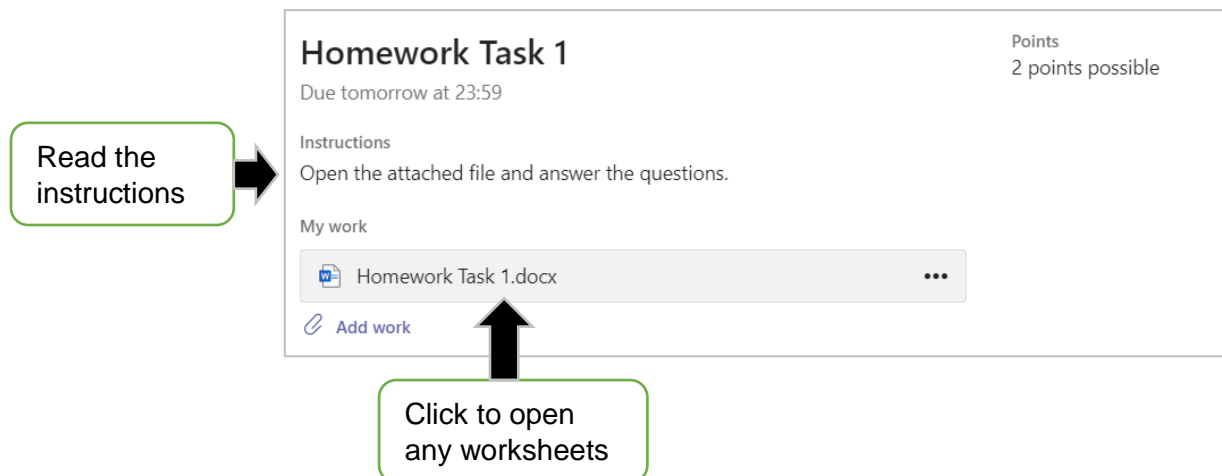- Click on them to see what lessons or tasks your teacher has provided.

Teams: Assignments
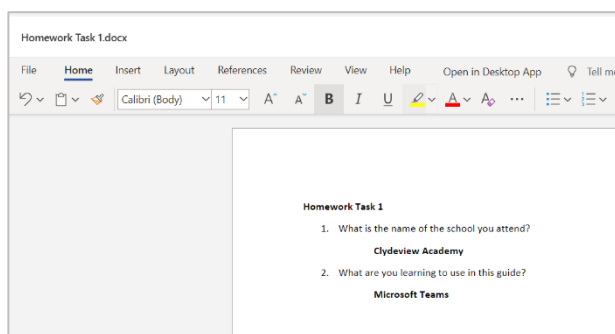
Click on the **Assignments** tab at the top of the screen.

Look for the assignment you have been set and check the **due date**.

Click on the assignment to open it.

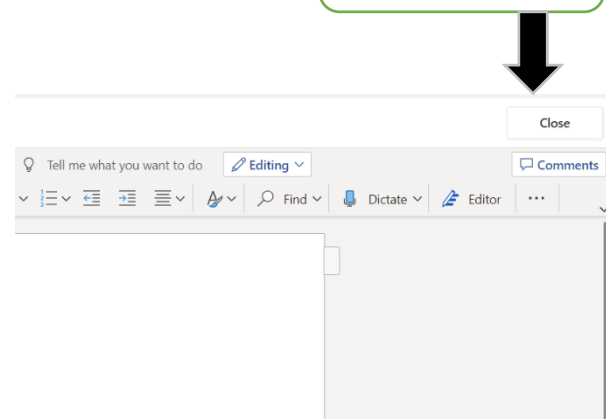Read the instructions

Click to open any worksheets

Type your answers to the questions in the attached worksheet.
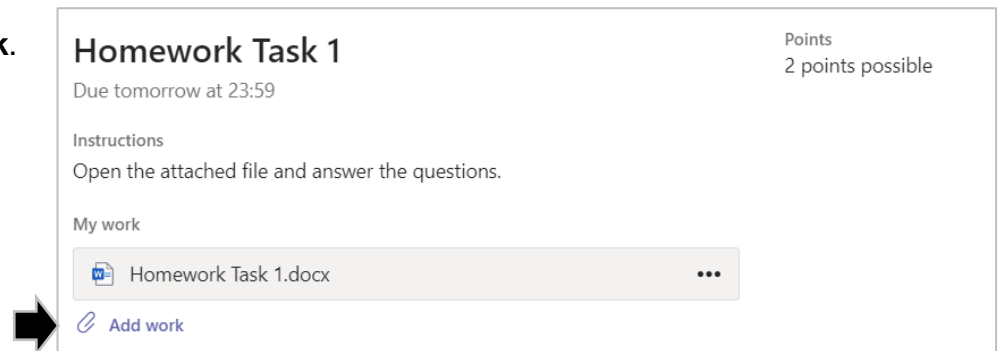

Click **Close** when you are finished.

Your changes will be saved when you click close.

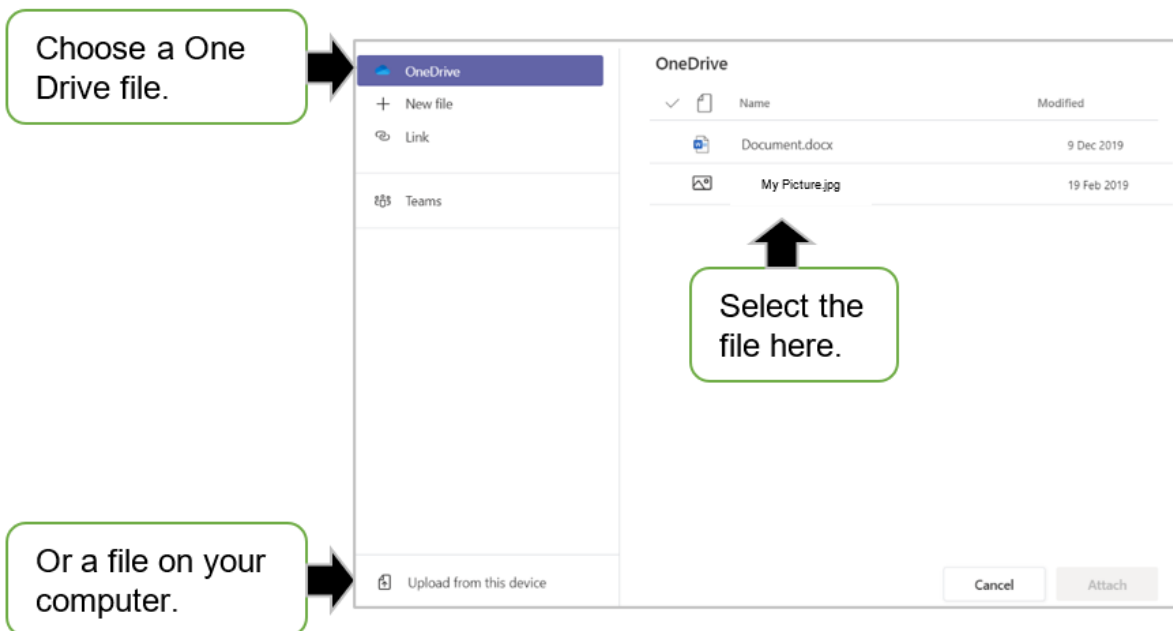You can complete your assignment over several sessions.

If you need to attach a photo or document:

- Click **Add Work**.

Homework Task 1

Due tomorrow at 23:59

Points
2 points possible

Instructions
Open the attached file and answer the questions.

My work

Homework Task 1.docx   ...

Add work

Choose a One Drive file.

Select the file here.

Or a file on your computer.

IMPORTANT:
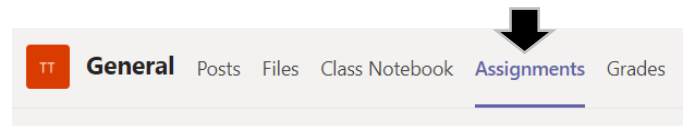When you have completed all the work for your assignment:

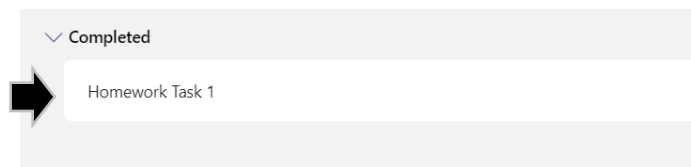- Click **Hand in**.

Hand in

Teams: Assignment Feedback

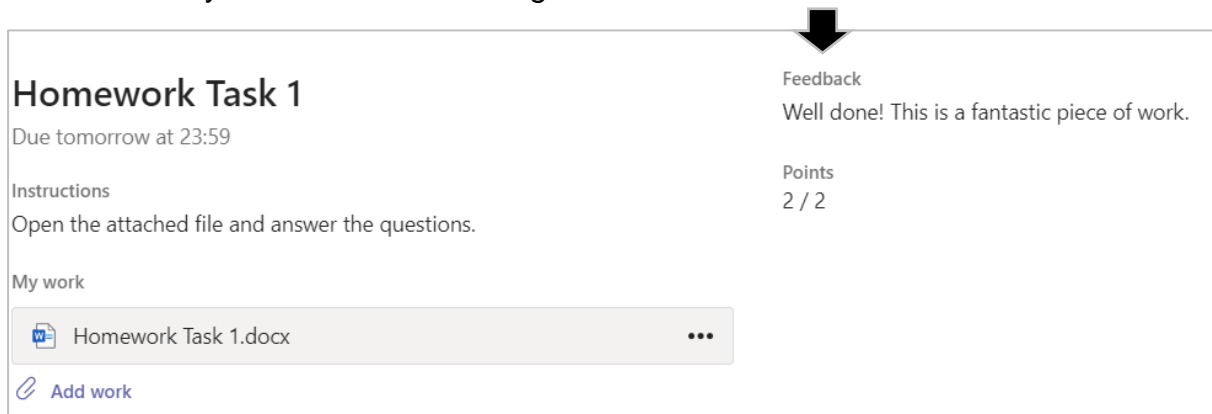When your teacher has marked your work you can check for any feedback by going back into the assignments section.

Click on **Assignments**.

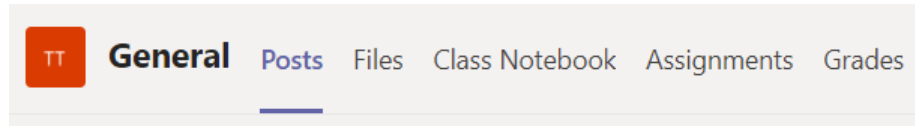In the **Completed** section, click on the task you handed in.

You can read your feedback on the right.

Teams: Posts (asking for help)

You can ask for help by sending a message to your teacher.

Click on the **Posts** tab

At the bottom of the screen, click in the conversation box.
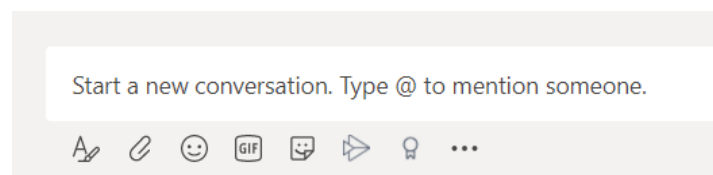
Type @ followed by your teacher's name then click on their name.

Type a message then press **Enter** to send it.

> **REMEMBER:**
>
> The posts area is for getting help. You must not abuse it by treating it as a chat room with your friends. You teacher can see all the posts that your write.

Teams: Class Notebook

Some of your teachers might have set up a Class Notebook for you.

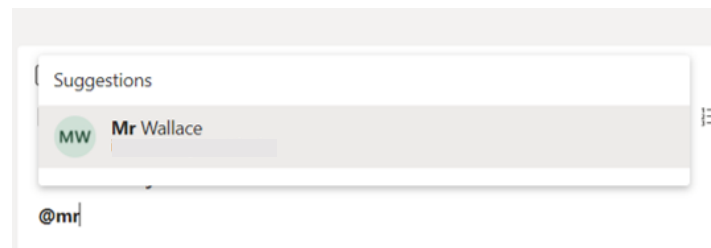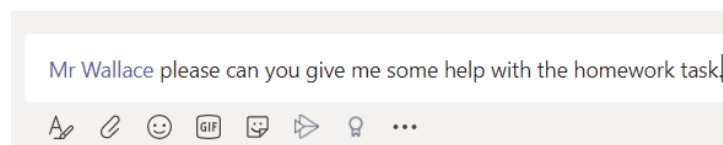- Class notebook is like an electronic jotter.
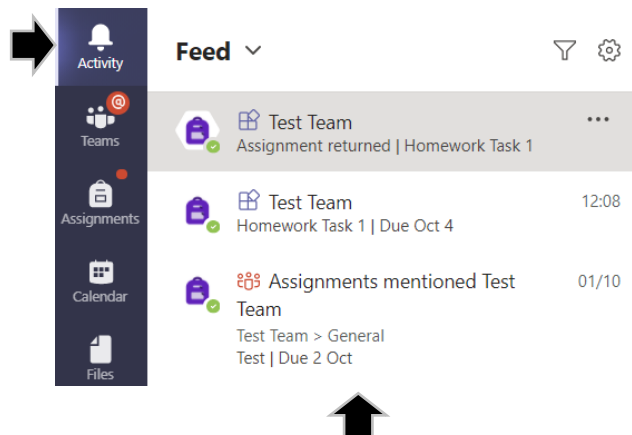
- Your teacher can see anything you type in your class notebook.
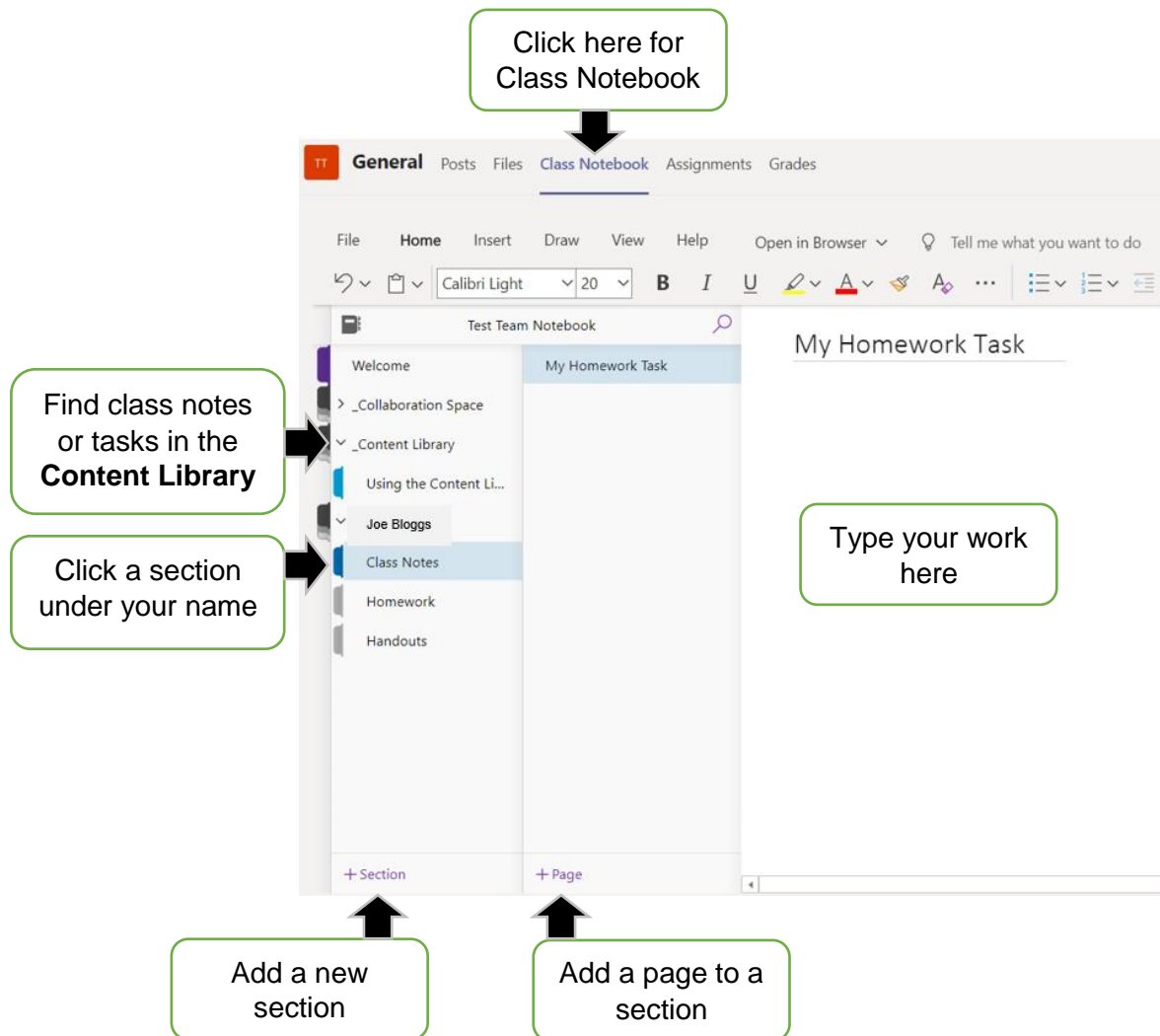
Your teachers will provide you with instructions if they want you to use Class Notebook.

Teams: Activity

Keep an eye on the **Activity** section.

Notifications of any assignments of instructions from your teacher will appear here.
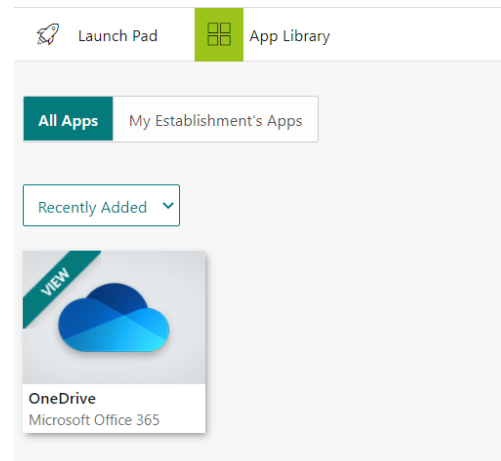
Click on any notification to be taken to the team that posted it.

OneDrive

OneDrive is a great place to store all your work so that you can access it in school and at home.

Add OneDrive to your Launch Pad:

- Click on the **App Library**.

- In the search box type OneDrive (all one word).
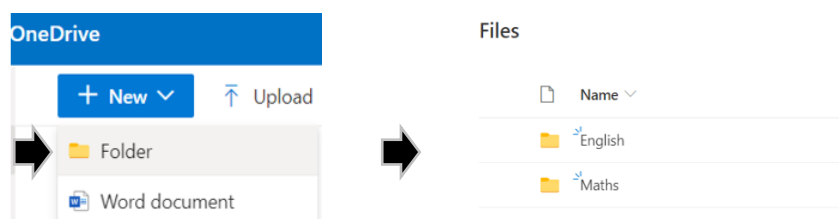
- Click on OneDrive to add it to your Launch Pad.

Open OneDrive from your Launch Pad.

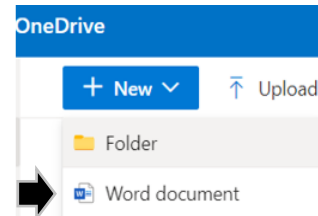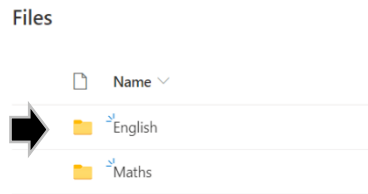Create folders for each of your subjects.

- Click New

- Select Folder

Note: You can add other folders inside your subject folders to organise your work.
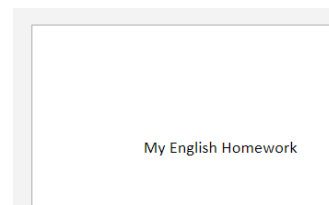
To create a OneDrive document:

- Click on the subject folder you want to create a document in.
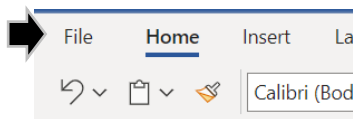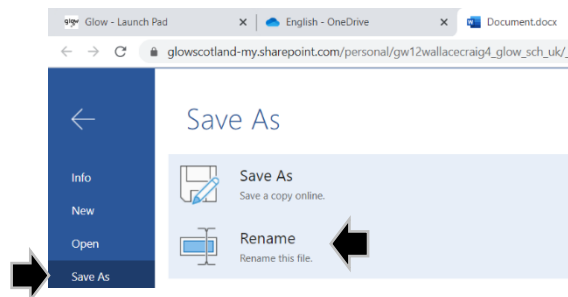

- Click **New** – **Word Document**

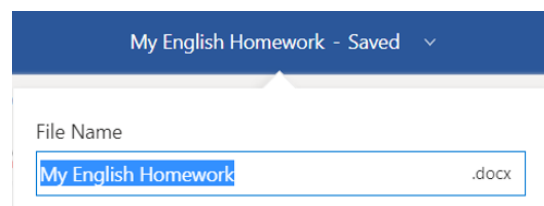- Complete the task you have been set.

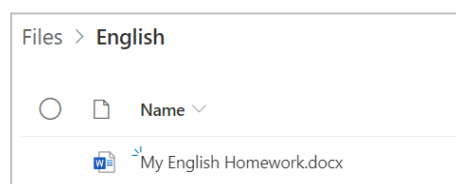
- Click **File – Save As**

- Click **Rename**

- Give your document a name

You will find your document in **OneDrive** inside the folder you selected.
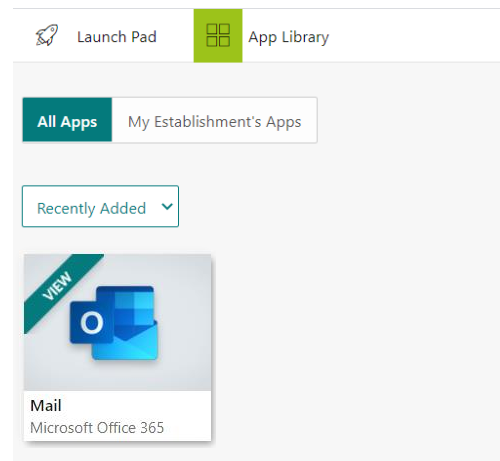
Email

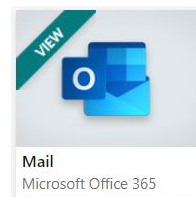You can contact your teacher by emailing them using the **Mail** tile.

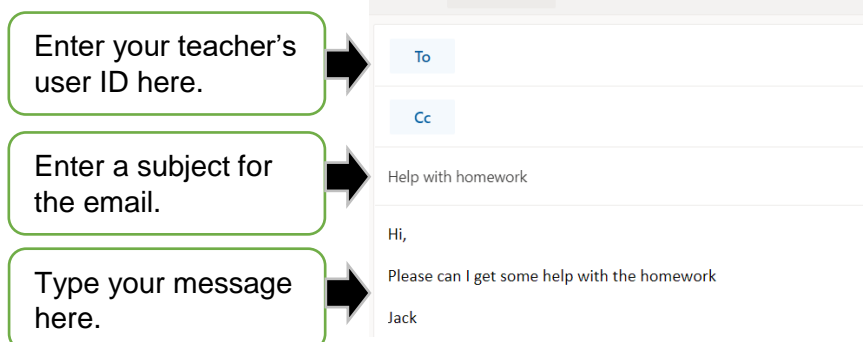Add Mail to your Launch Pad:

- Click on the **App Library**

- In the search box type Mail.
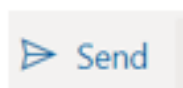
- Click on Mail to add it to your Launch Pad.

Open Mail from your Launch Pad.

Click on **New Message**.

Enter your teacher's user ID here.

Enter a subject for the email.

Type your message here.
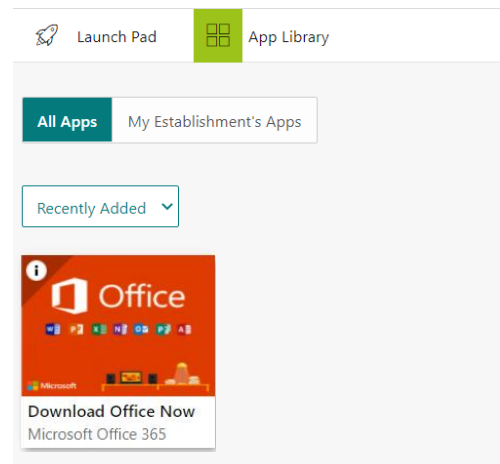

Click **Send** to send the email.

Free Office 365 Download

You can download Office 365 for free via Glow.

Add Office to your Launch Pad:

- Click on the **App Library**

- In the search box type Office 365.

- Click on **Download Office** to add it to your Launch Pad.

Open Download Office from your Launch Pad.

Follow the instructions to download and install Office on your computer.

Using a Tablet Device?

You can download the Office applications, including Teams, from the Apple or Google App Stores.

Use your Glow email address and password to sign into the apps to use them for free.

Your Glow email address is written like:

yourGlowuserID @ glow.sch.uk