



**Clydeview
Academy**

Remote Learning



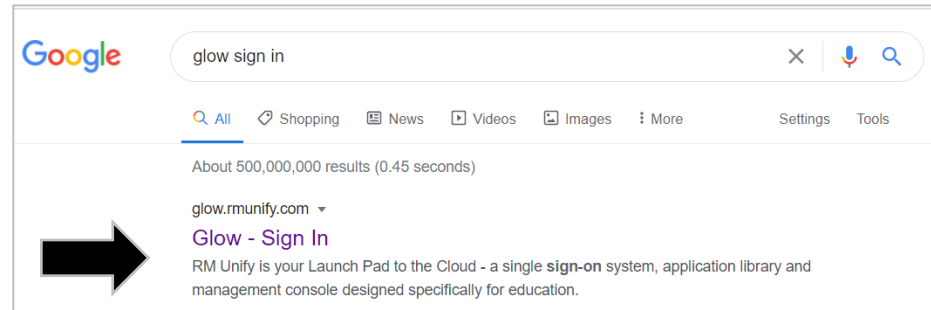
Using Microsoft Teams

Contents

Glow Login	3
Launch Pad	4
Finding Class Teams.....	5
Teams: Channels	6
Teams: Lessons and Worksheets	7
Teams: Assignments.....	8
Teams: Assignment Feedback.....	10
Teams: Posts (asking for help).....	11
Teams: Class Notebook	12
Teams: Activity	13
OneDrive	14
Email	16
Free Office 365 Download.....	17

Glow Login

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



On the Glow Sign In screen:

- Enter your *username* and *password*.
- Click **Sign In**.

A screenshot of the Glow Sign In screen. The background is a gradient of blue and purple. The 'glow' logo is at the top left. The main heading is 'Sign in' in a teal color. To the right of the heading is a green circular icon with a white 'X' and a computer monitor. Below the heading are two input fields: 'Username or Email Address (required)' and 'Password (required)'. The first field contains 'inabc123' and '@glow'. The second field contains a series of dots and an eye icon. Below the password field is a link that says 'I have forgotten my password'. At the bottom left is a checkbox labeled 'Remember me'. At the bottom right is a link that says 'Need A Glow Login?'. A large teal button with the text 'Sign in' is at the bottom center.

What if I have forgotten my username or password?

Contact the school to get your password reset.

Launch Pad

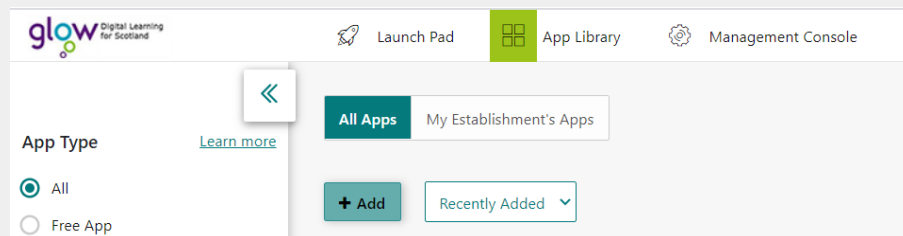
Find the **Teams** tile on your Launch Pad.

Click on the tile to start Teams.

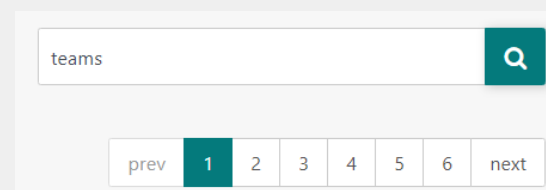


If Teams is not on your Launch Pad:

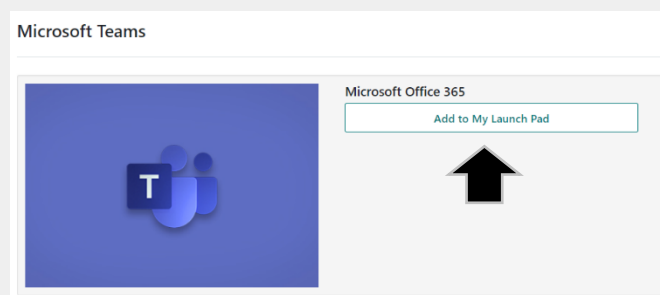
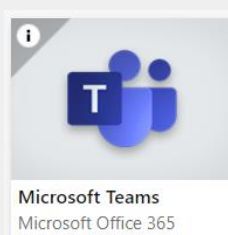
- Click on **App Library** at the top of the screen



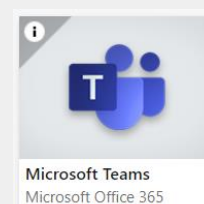
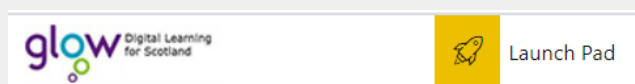
- Type "Teams" into the search box (then click the magnifying glass)



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



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



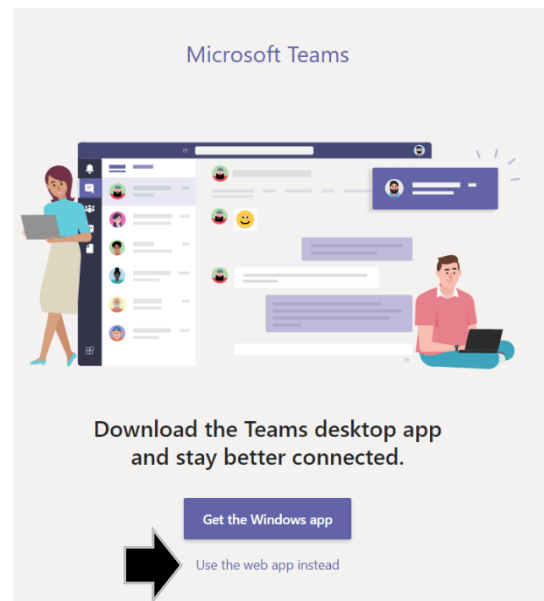
Finding Class Teams

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).

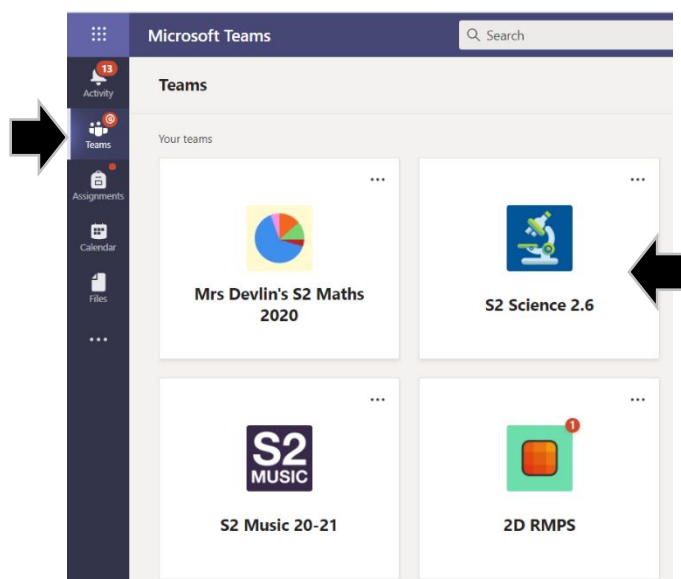
Or

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



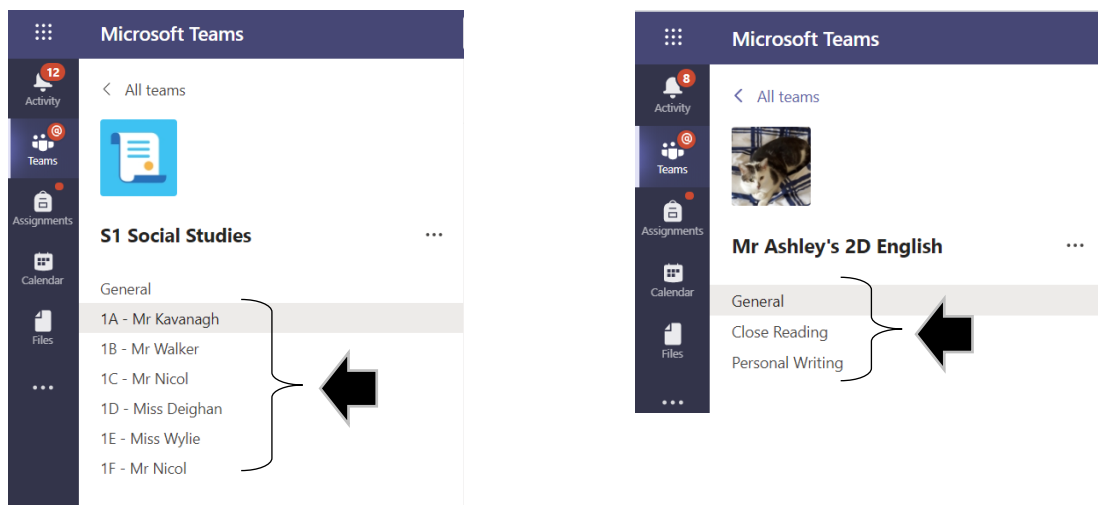
When Teams starts:

- On the left, click the **Teams** icon.
- Click on the tile for class team you want to view.



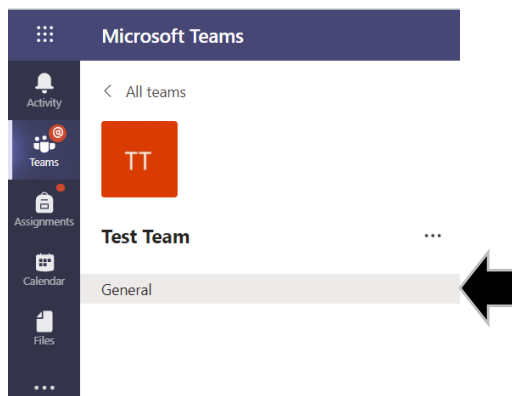
Teams: Channels

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.

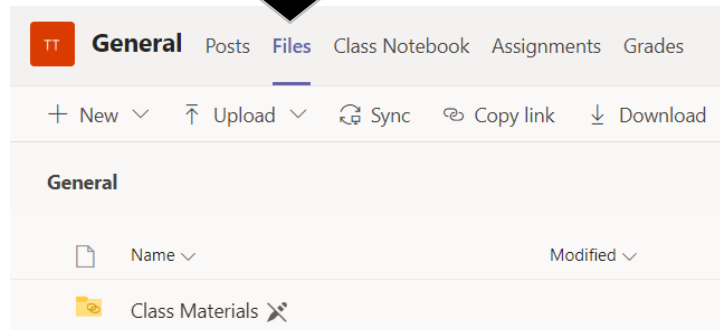


Teams: Lessons and Worksheets

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

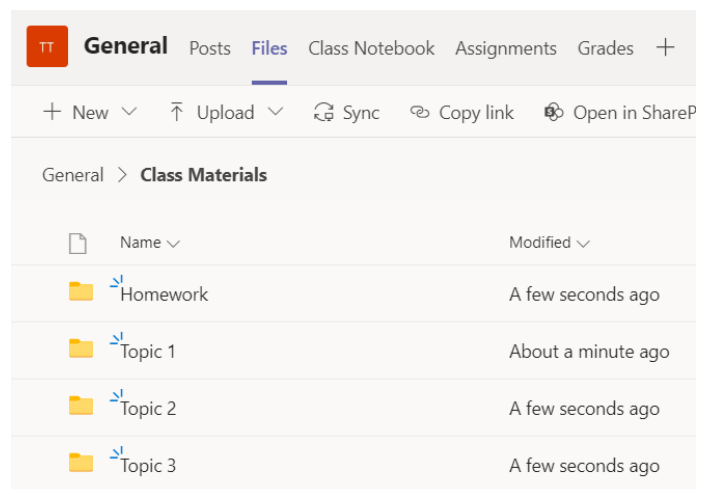


Click on the **Class Materials** folder.



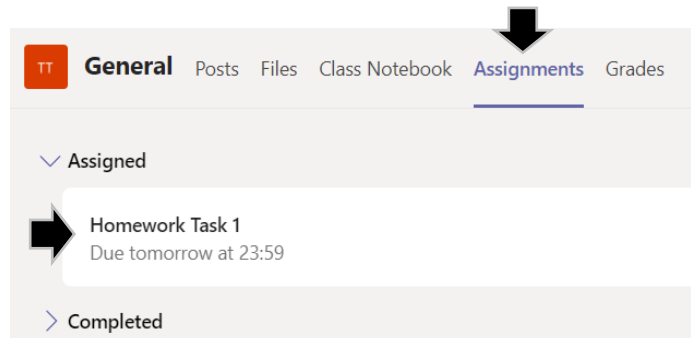
You will find any lesson materials that your teacher has uploaded here.

- There may be folders like the layout shown here.
- Click on them to see what lessons or tasks your teacher has provided.



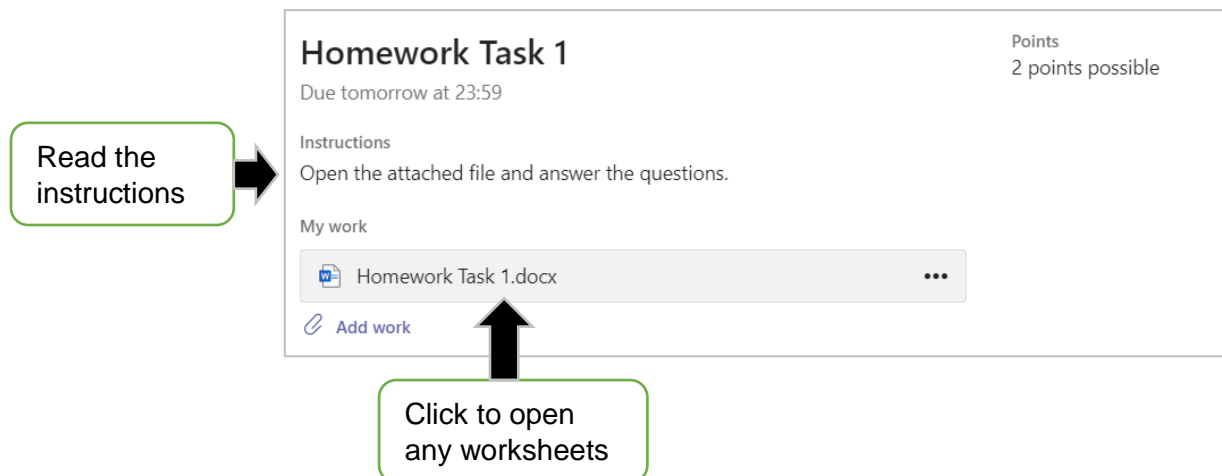
Teams: Assignments

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

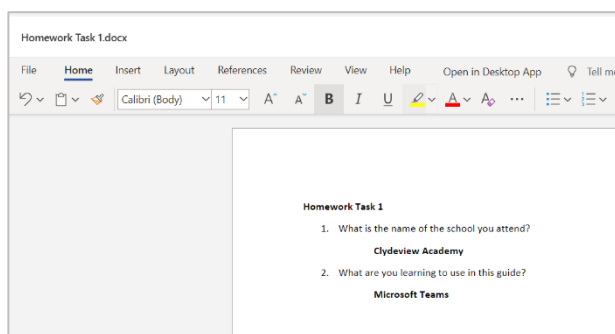


Look for the assignment you have been set and check the **due date**.

Click on the assignment to open it.



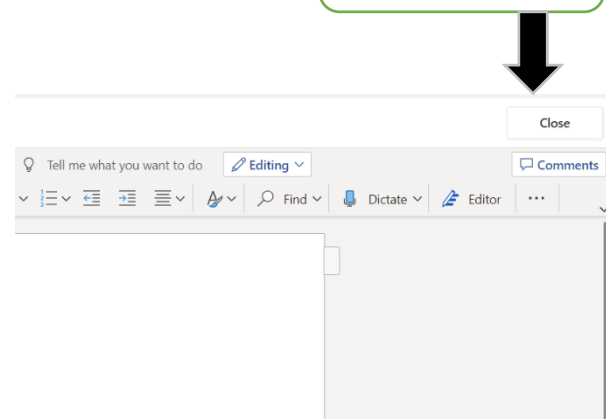
Type your answers to the questions in the attached worksheet.



Click **Close** when you are finished.

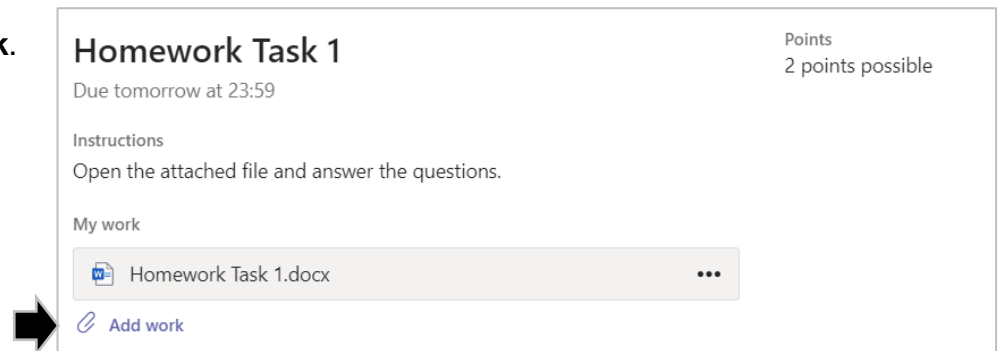
Your changes will be saved when you click close.

You can complete your assignment over several sessions.

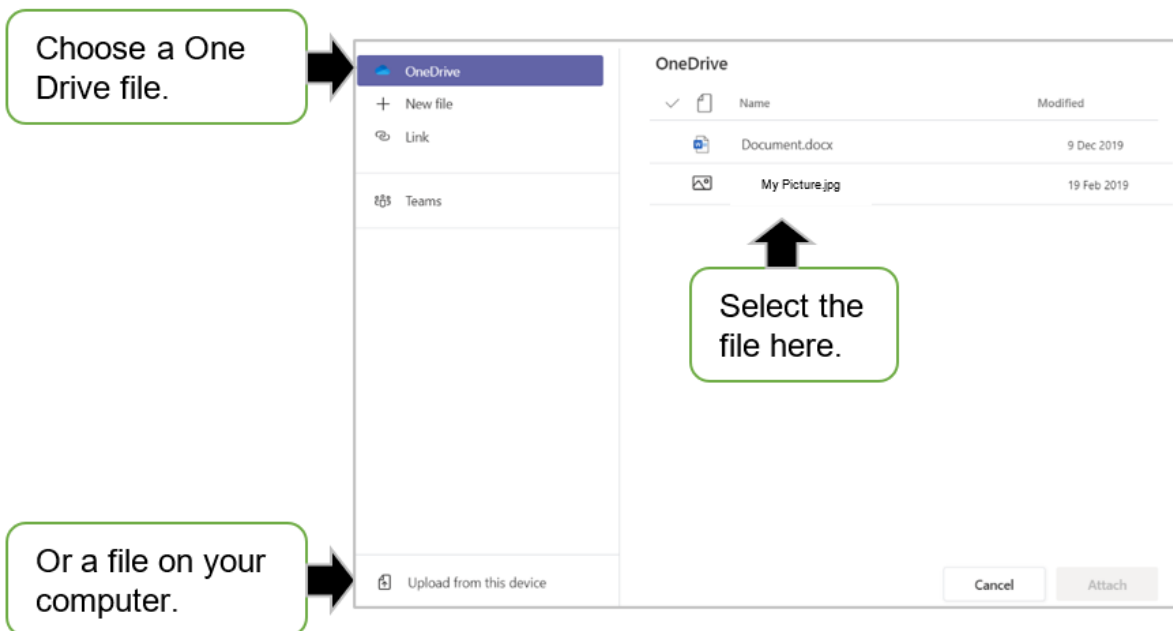


If you need to attach a photo or document:

- Click **Add Work**.



The screenshot shows a homework task titled "Homework Task 1" with a due date of "Due tomorrow at 23:59" and "2 points possible". The instructions are "Open the attached file and answer the questions." Under the "My work" section, there is a file named "Homework Task 1.docx". Below this, there is a blue link labeled "Add work" with a paperclip icon. A large black arrow points from the left towards the "Add work" link.



The screenshot shows a file selection dialog. On the left, there are options: "OneDrive", "New file", "Link", and "Teams". On the right, under the "OneDrive" tab, there is a table of files:

Name	Modified
Document.docx	9 Dec 2019
My Picture.jpg	19 Feb 2019

At the bottom left, there is an option "Upload from this device". At the bottom right, there are "Cancel" and "Attach" buttons. Annotations include a green box on the left saying "Choose a One Drive file." with an arrow pointing to the "OneDrive" tab, and another green box in the center saying "Select the file here." with an arrow pointing to the "My Picture.jpg" file. A third green box at the bottom left says "Or a file on your computer." with an arrow pointing to the "Upload from this device" option.

IMPORTANT:

When you have completed all the work for your assignment:

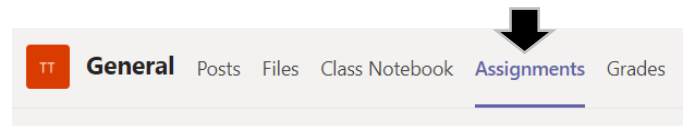
- Click **Hand in**.

Hand in

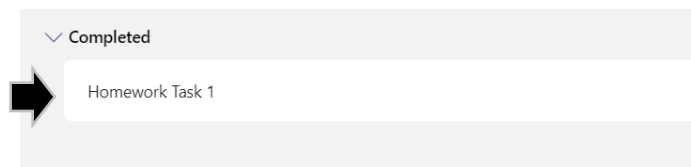
Teams: Assignment Feedback

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

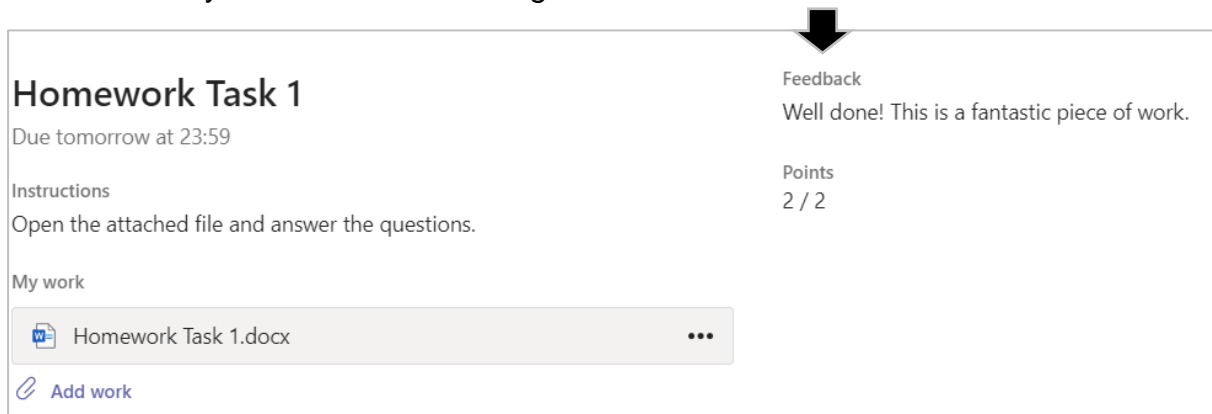
Click on **Assignments**.



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



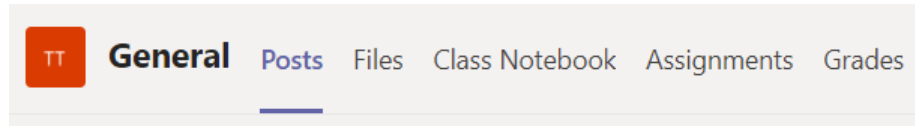
You can read your feedback on the right.

A screenshot of the 'Homework Task 1' details page in Microsoft Teams. The page is divided into two main sections. On the left, the task details are shown: 'Homework Task 1', 'Due tomorrow at 23:59', 'Instructions: Open the attached file and answer the questions.', and 'My work' section which includes a file named 'Homework Task 1.docx' and an 'Add work' button. On the right, the feedback and points are displayed: 'Feedback: Well done! This is a fantastic piece of work.' and 'Points: 2 / 2'. A black arrow points down to the feedback section.

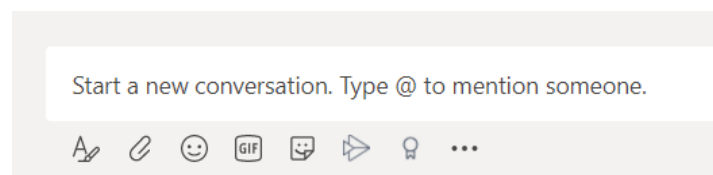
Teams: Posts (asking for help)

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

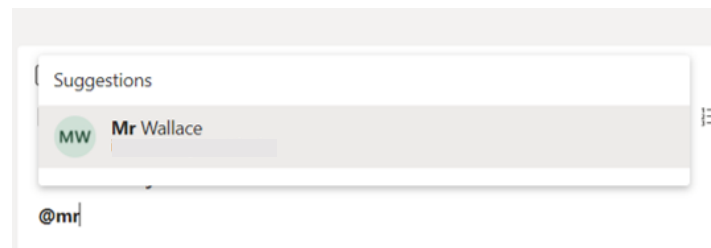
Click on the **Posts** tab



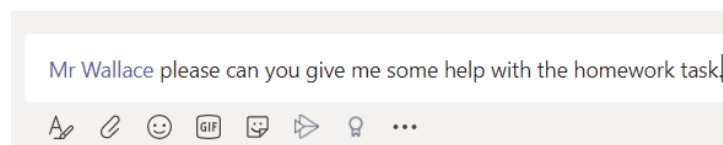
At the bottom of the screen, click in the conversation box.



Type @ followed by your teacher's name then click on their name.



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



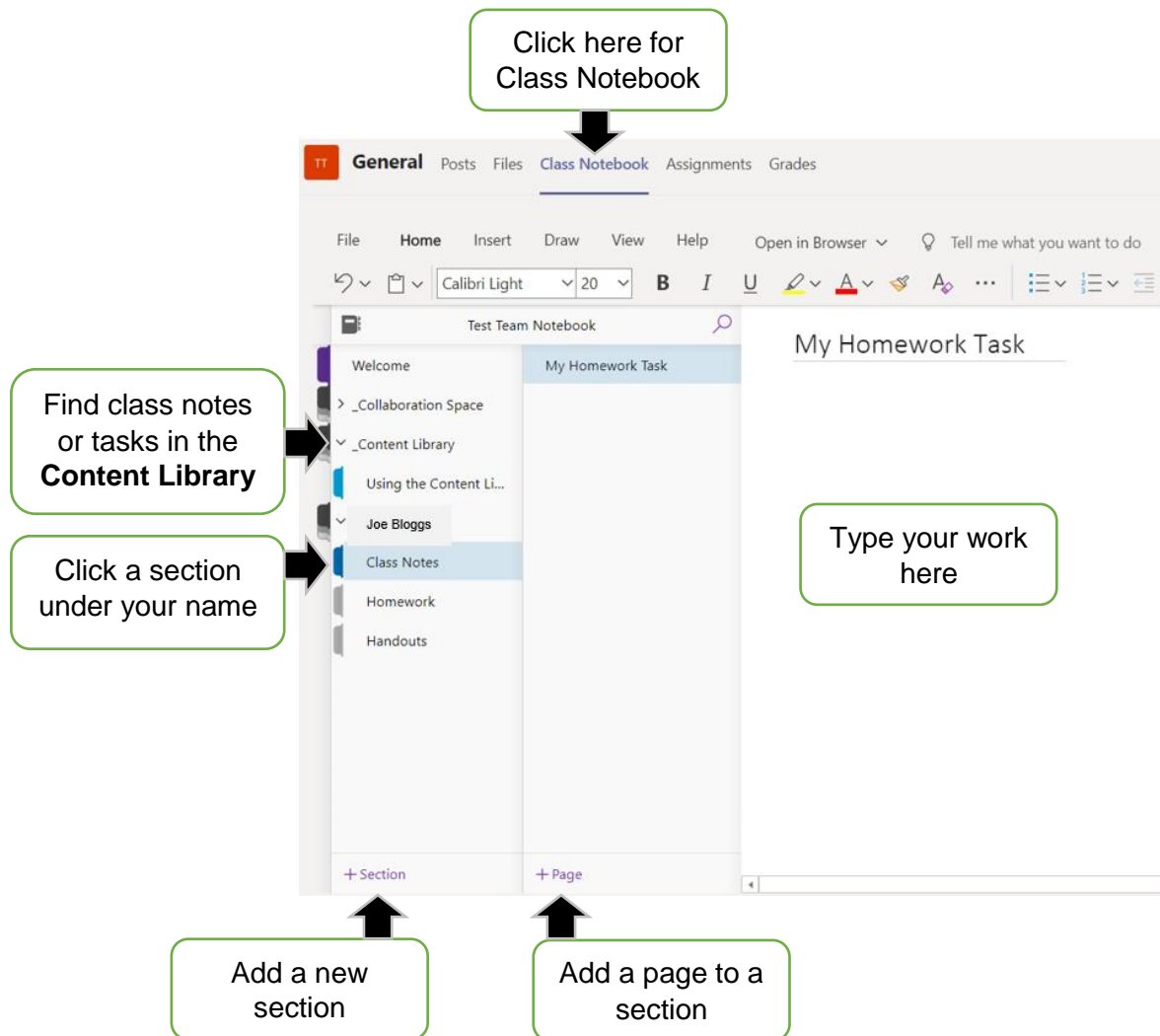
REMEMBER:

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

Teams: Class Notebook

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

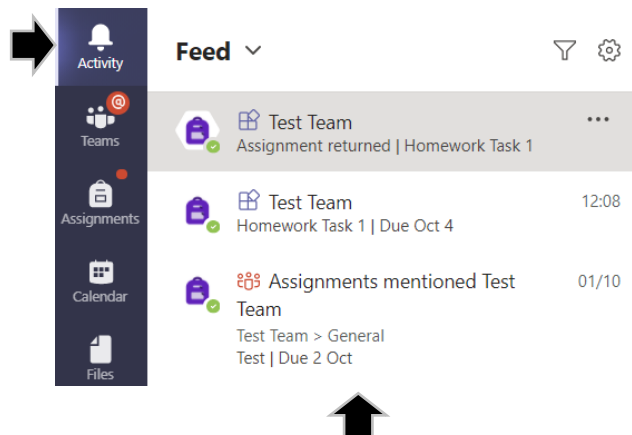
- Class notebook is like an electronic jotter.
- Your teacher can see anything you type in your class notebook.



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 or instructions from your teacher will appear here.

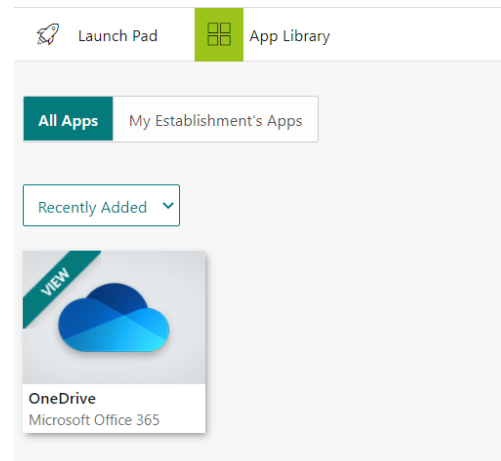
Click on any notification to be taken to the team that posted it.

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.

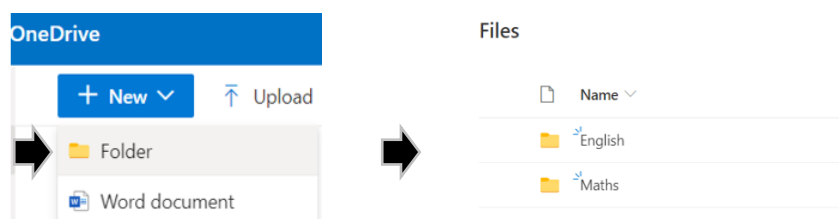


Open OneDrive from your Launch Pad.



Create folders for each of your subjects.

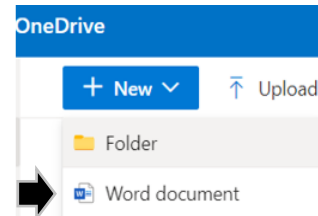
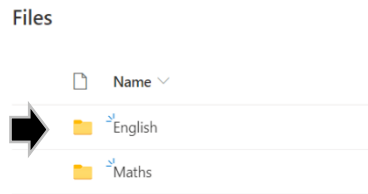
- Click New
- Select Folder



Note: You can add other folders inside your subject folders to organise your work.

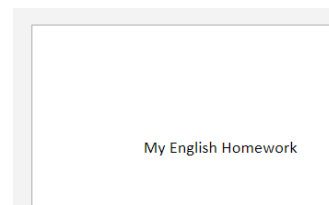
To create a OneDrive document:

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

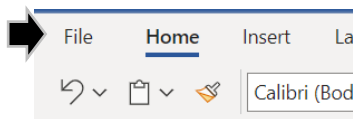


- Click **New – Word Document**

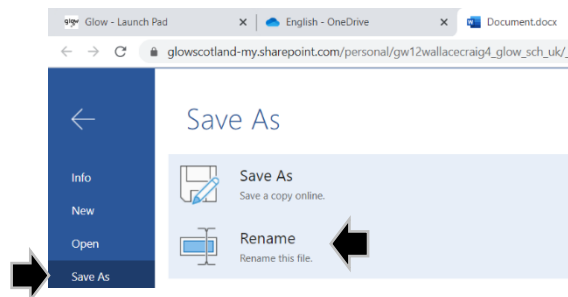
- Complete the task you have been set.



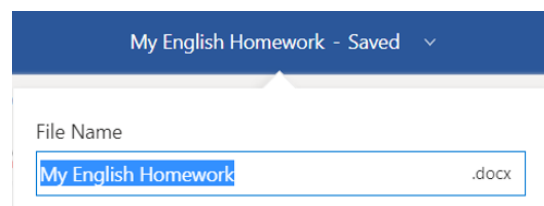
- Click **File – Save As**



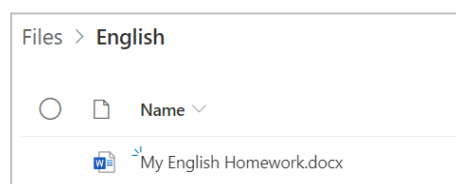
- Click **Rename**



- Give your document a name



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

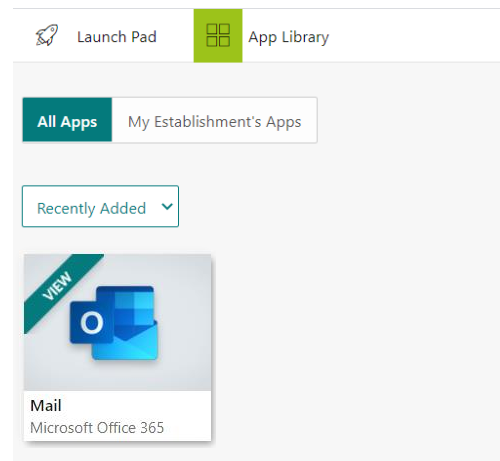


Email

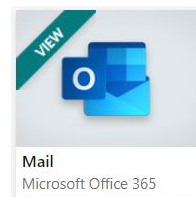
You can contact your teacher by emailing them using the **Mail** tile.

Add Mail to your Launch Pad:

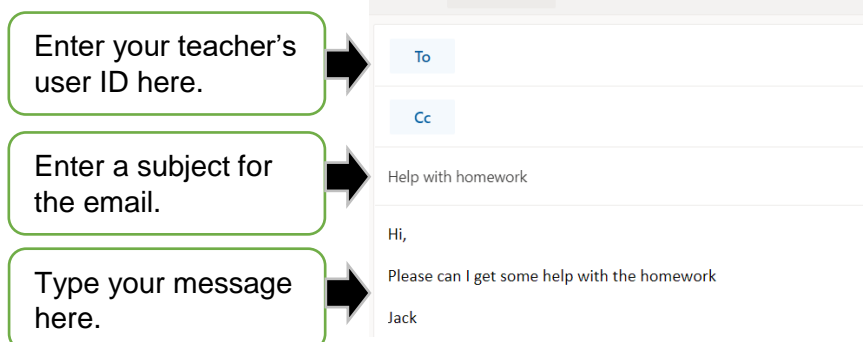
- Click on the **App Library**
- In the search box type Mail.
- Click on Mail to add it to your Launch Pad.



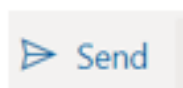
Open Mail from your Launch Pad.



Click on **New Message**.



Click **Send** to send the email.

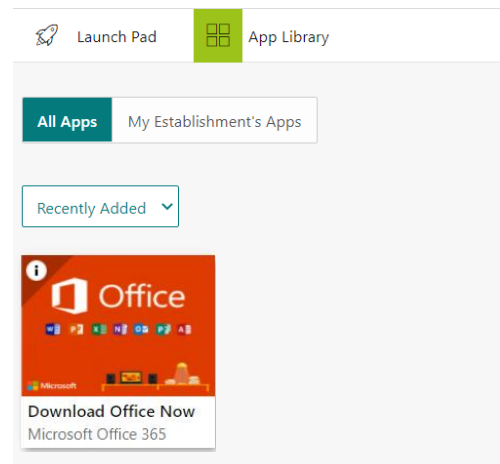


Free Office 365 Download

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