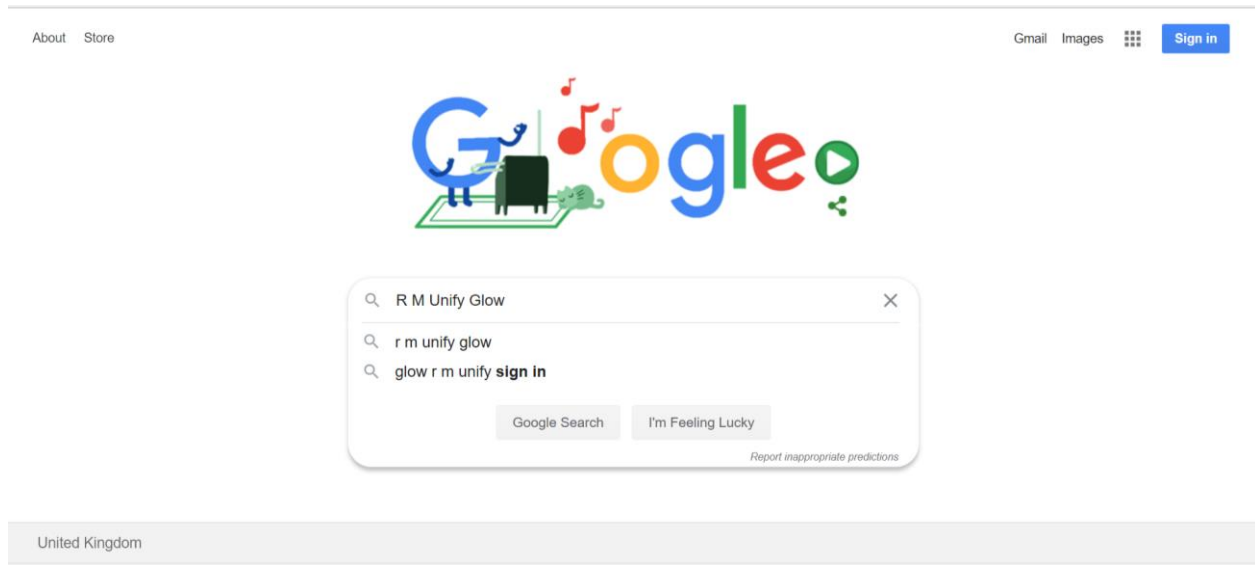
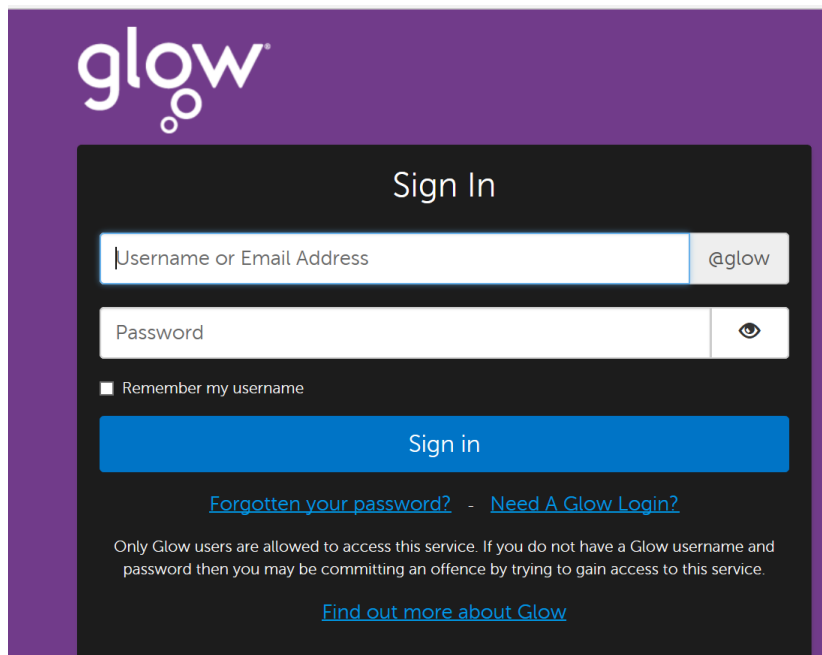


ACCESSING GLOW

To find the Glow sign-in page online, the simplest way is to do a Google search for 'R M Unify Glow'



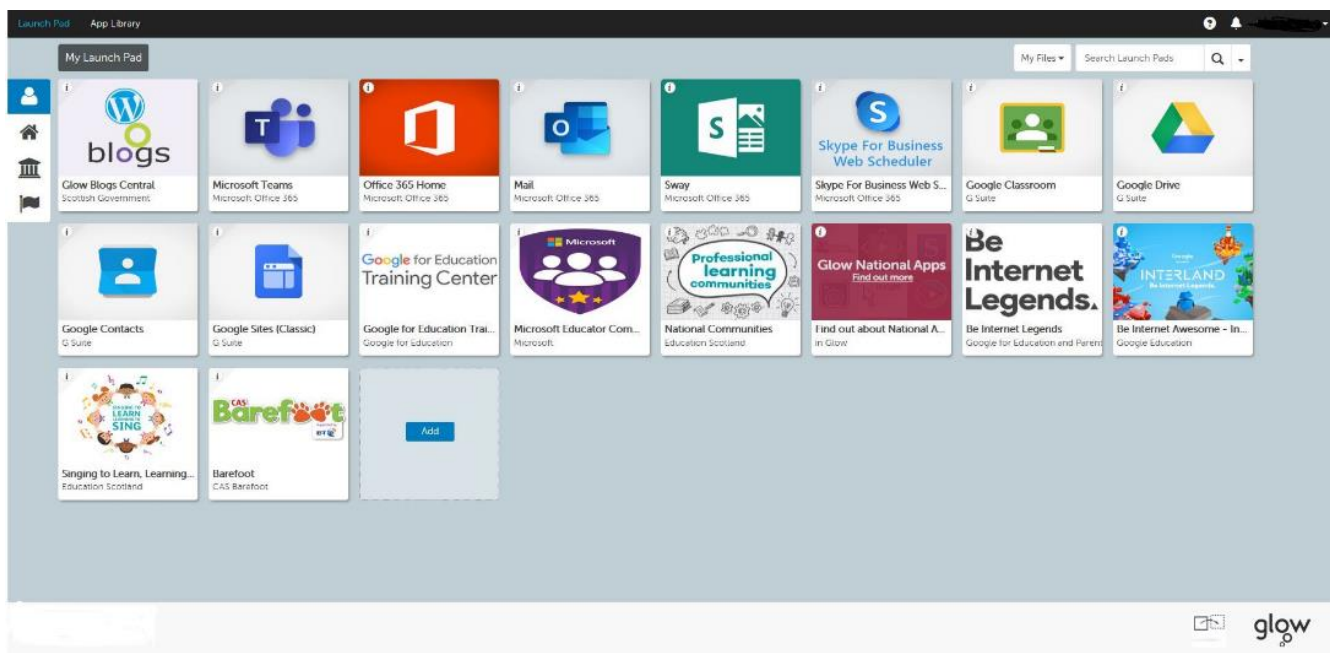
The Glow sign-in page looks like this-



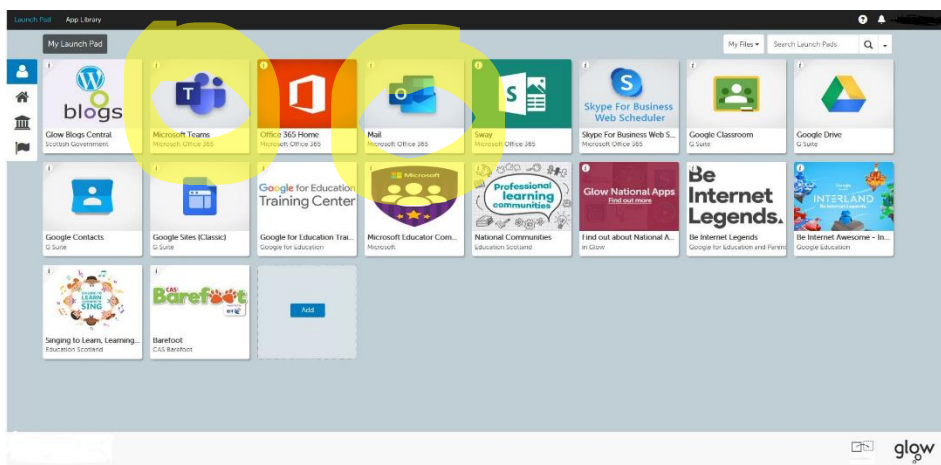
Type the username and password into the appropriate boxes and click 'Sign in'.

St. Andrew's Primary School – Online Learning Support

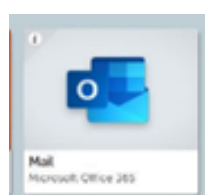
The Glow Home Page will look something like this-



The squares are different 'tiles' which can be clicked on. The tiles appearing on your child's desktop will be different to those pictured (the picture is a sample image).



Your child needs **Microsoft Teams** and **Mail**.



St. Andrew's Primary School – Online Learning Support

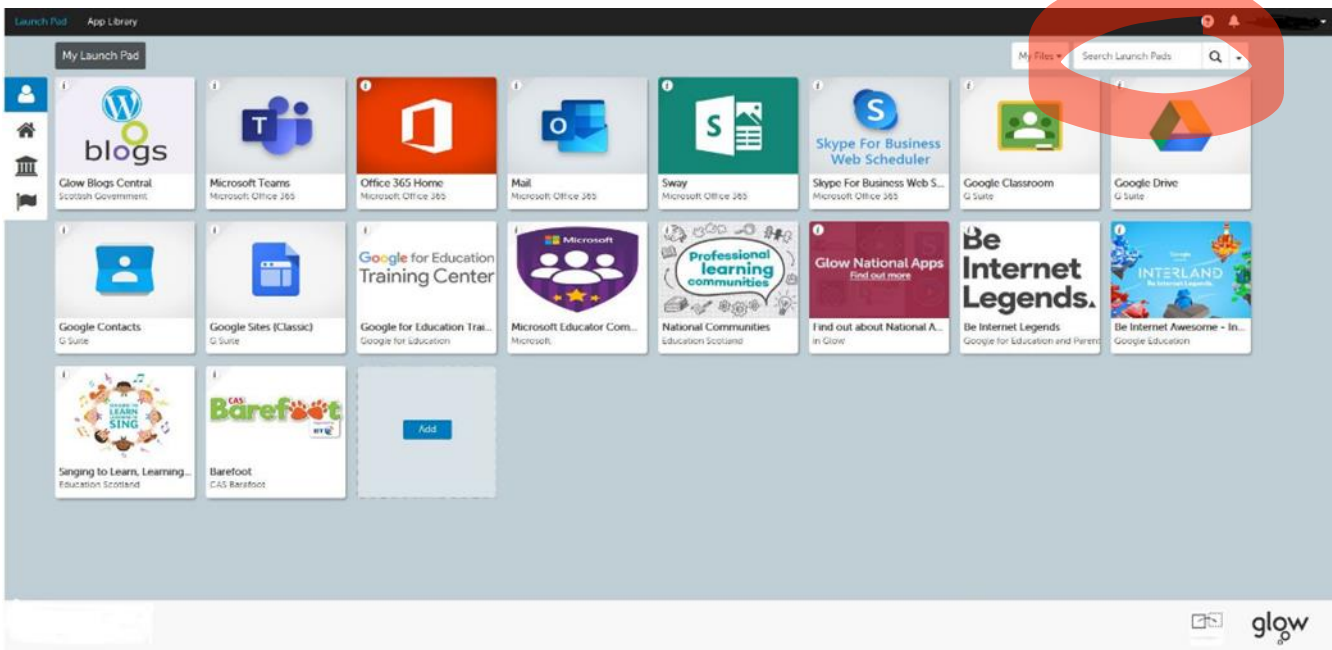
If you can't see the 'Microsoft Teams' or 'Mail' tiles, look at the left of the screen-



The **four icons** / images represent 'My Home Page' (your child's home page), 'St Andrew's Primary School', 'Inverclyde' and 'Scotland'.

Try clicking the different icons/ images and you should find the tiles you need in there.

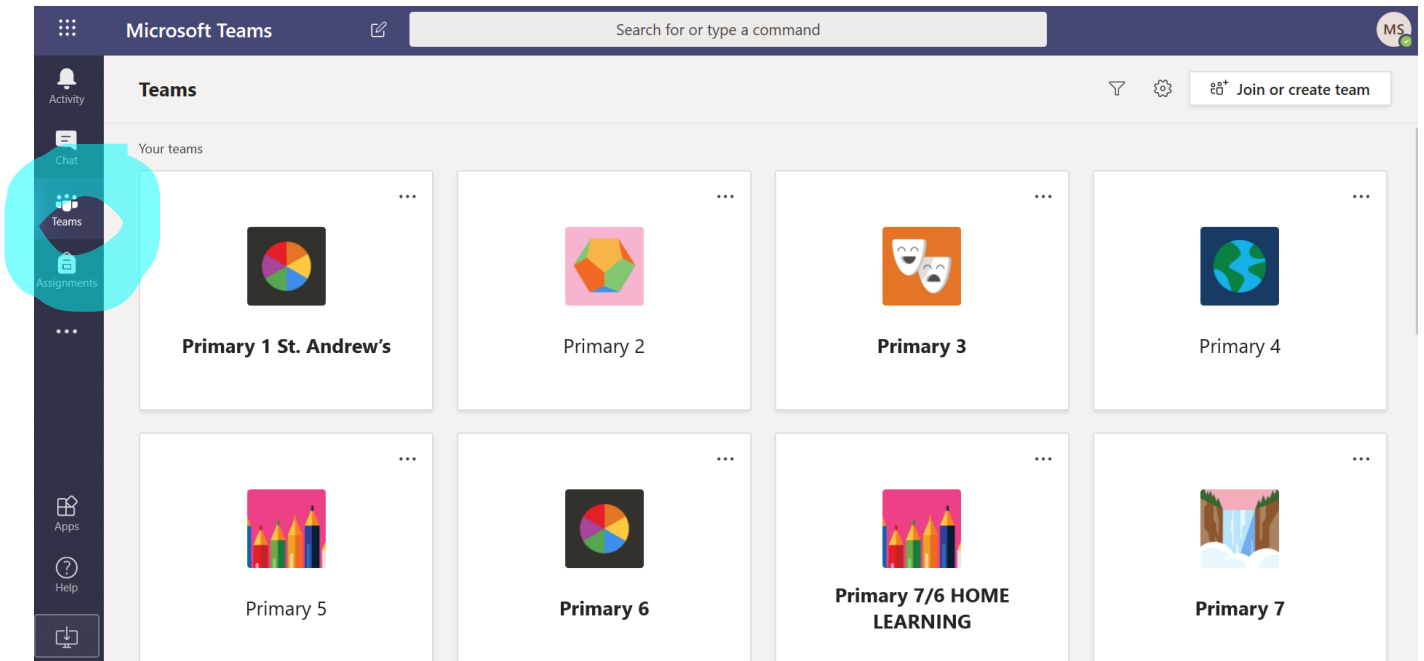
If you still can't see the 'Teams' tile, click the **Search** Launch Pads' box and type 'Teams'. Then click the magnifying glass. This will search all of the available tiles and locate it for you.



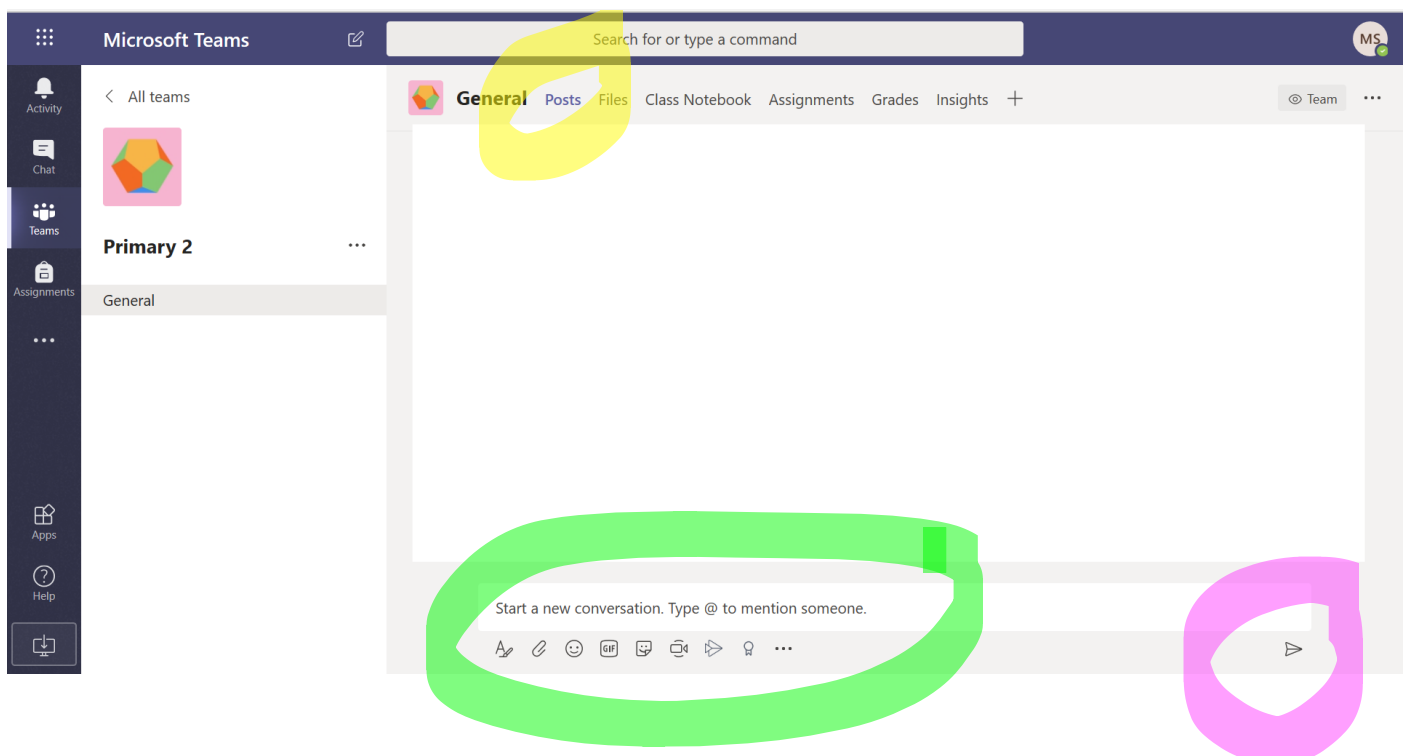
USING TEAMS

Your child's teacher has set up a class team. Click on your child's class to access it.

If you can't see your child's class. Click the 'Teams' icon at the left side of the screen.



Once you have clicked on your child's class team. The area you will access most is 'Posts' which is where teachers will post comments and interact with pupils. Your child can post comments, share photos or files; as well as interact with the teacher and classmates. To create a new conversation click on the blank bar near the bottom of the page. To reply to a comment already on the page, click 'Reply' below the post. Anytime you type a comment, click the weep paper aeroplane symbol to send it to the page.



Check-in Using Teams

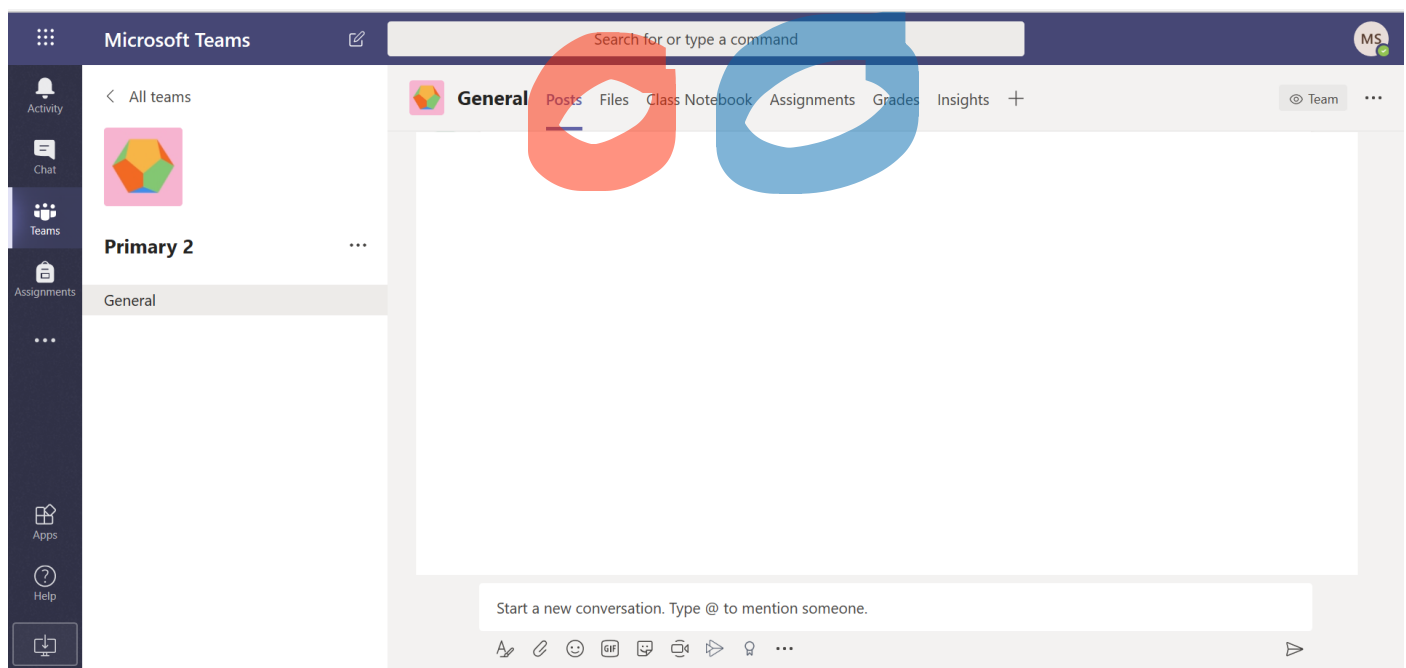
We ask that all pupils check-in with their class teacher each week- ideally at the start of the week and at the end of the week. This can be done by commenting on the class team page or replying to a post on the class team page.



Other Areas of Teams

Any files uploaded by the class teacher- including the weekly activity overview- will be in the 'Files' section.

Some class teachers post specific tasks in the 'Assignments' section.



Hopefully these instructions have helped you access Glow e-mail and/or get on to Teams. If you are still having issues or if you have any questions, please do not hesitate to contact the school by e-mail-

INStAndrews@glowscotland.onmicrosoft.com

We are all adapting to this new situation and learning new skills as we go.

We understand and are here to help, so please do not hesitate to get in touch.

