



St Columba's High School, Gourock



Getting started with
Digital and Online Learning
A guide for parents and pupils

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Useful Apps for Learning

Microsoft Teams



Teams is an all in one virtual classroom that incorporates chat, video, Files, meetings, assignments, and apps in one central place. You are best to download this app onto your device.

Microsoft Office



This app combines Word, PowerPoint, Excel and more into one app. You can use this in Glow to create and edit files also within Teams or download the individual apps at home onto their device.

Microsoft OneDrive



This app allows you to access files saved to cloud storage on any device. A great way to be able to access work both in school and at home.

Microsoft Notebook



Class Notebook is like an electronic jotter for you to take notes and complete tasks and keep all your work in one place. Downloading this app makes it easier for you to access it on a mobile device.

Microsoft Lens



This app allows you to scan written work, turn an image into a document and much more! You can use Immersive Reader on printed text by taking a picture of it and uploading to the app.

Microsoft Outlook



Access your school (Glow) emails quickly and conveniently on the go!

These apps will require you to login using your Glow email (username@glow.sch.uk)

Glow

Glow is Scotland's digital learning network. Every pupil in Scotland has a unique username to enable them to log into Glow. Your Glow username is the same one you had at primary school. They all follow the same format: -



Your Glow Username, Email and Password

Your teacher will give you a copy of your Glow username, email address and password. You should take a note of your username.

Logging into Glow

At the computer open a web browser and search for Glow Login.

Locate the correct website and open it.

Enter the username and password that your teacher gave you earlier.

You will be asked to change your password the first time you log in.

You can watch the video: -

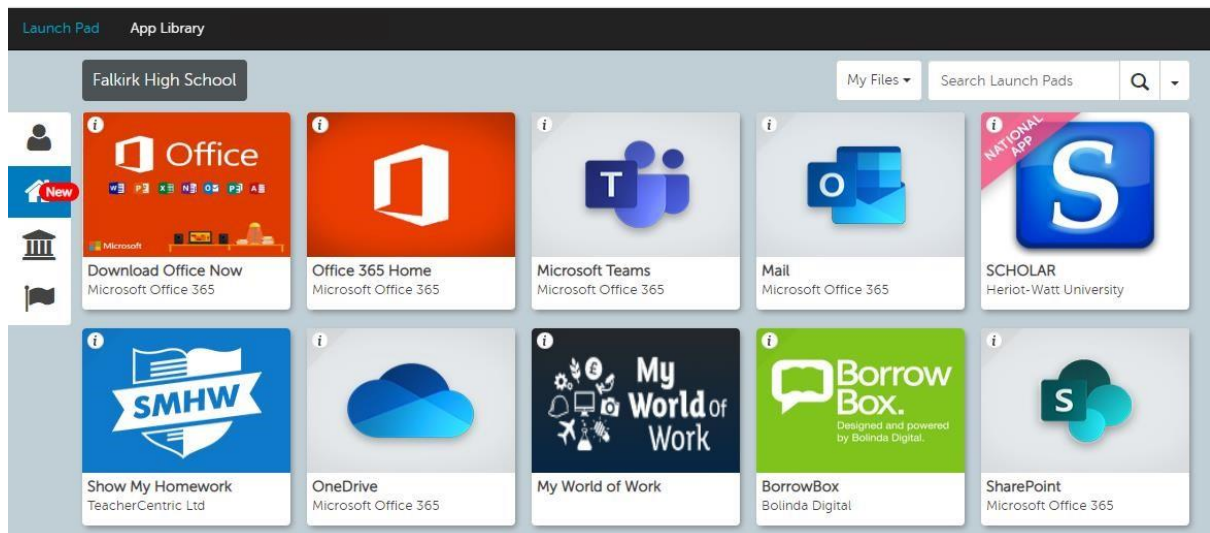
[Logging into Glow](#)



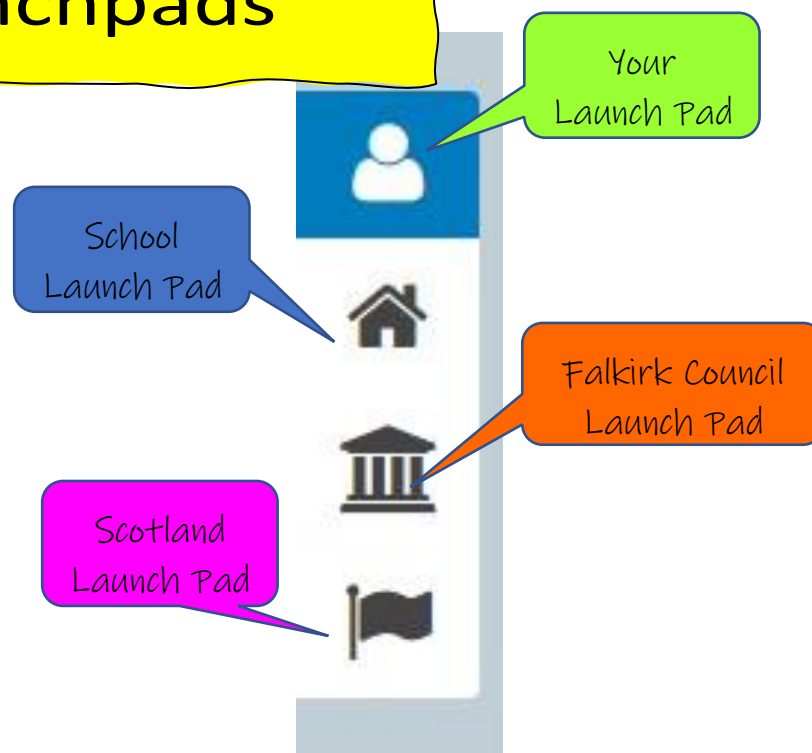
Launchpads

When you log into Glow you see a pupil Launchpad. The first time this will be the school launchpad.

You have your own launch pad which you can customise with the apps you use the most. Once you have done this you will automatically start with your launchpad in future.



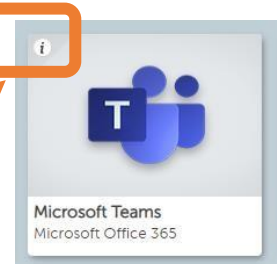
Launchpads



Your Launchpad

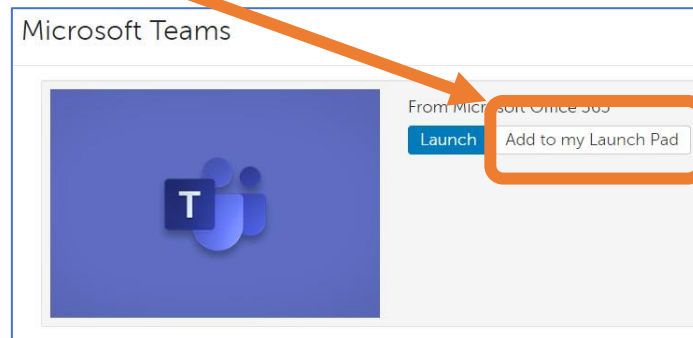
Add the following Apps to your Launch Pad

- Teams
- Mail
- Show My Homework
- OneDrive



To add an app to your Launch Pad click the "i" icon in the corner of the app tile

Next click on Add to my Launch Pad



You can watch the video: - [Adding an App Tile to your Launch Pad](#)



Teams

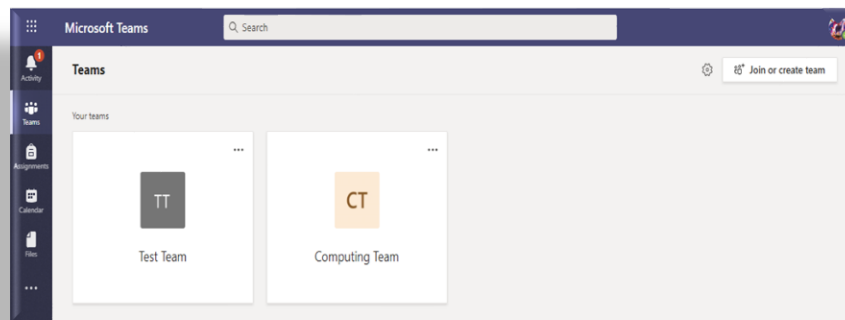
Microsoft Teams, also referred to as simply Teams, is a communication and collaboration application that combines chat, video meetings, file storage, and other apps. It is a virtual classroom.

Normally your teacher will add you to a Team, but they may give you a join code.

Teams Overview

In Glow locate the Teams app tile on your launch pad

Click it to open the app



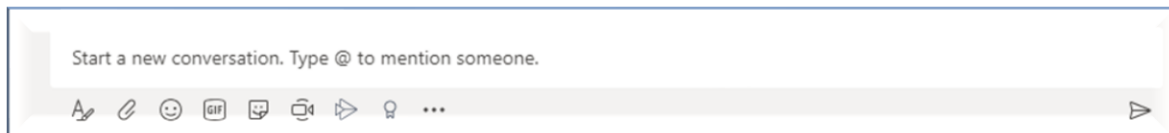
This shows you all the teams that you are currently a member of. Click on your Team to open it

You can watch the video: -
[Microsoft Teams Overview](#)



Post a new comment

In your Team post a new comment, add in an emoji, GIF or sticker if your teacher has enabled them.



You can watch the video: -
[Posting Comments](#)

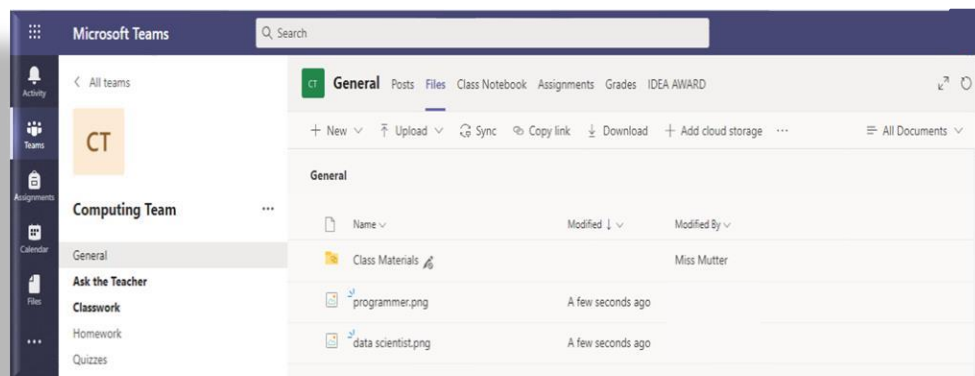


Files within Teams

In the Teams General channel go to the Files Tab at the top

You can upload files here

Any comments you post with a file attached – the file will go here



You can watch the video: -

[Teams Files Tab](#)

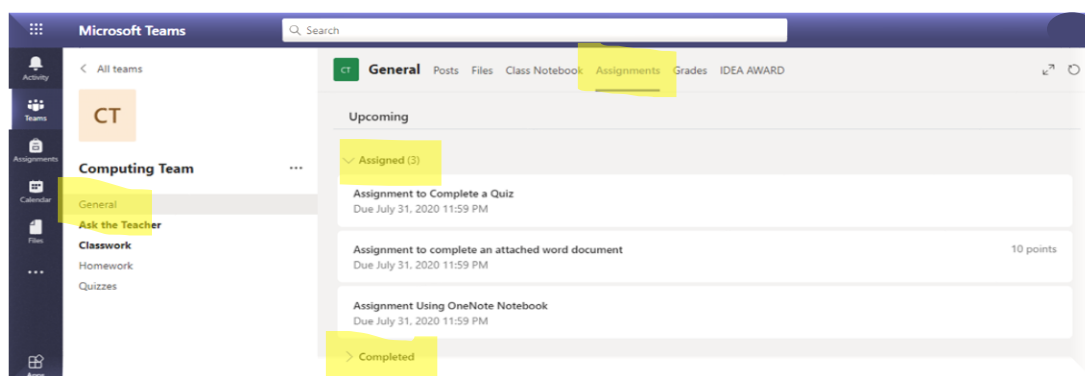


Assignments

In the Teams General channel go to the Assignment Tab at the top

Here you will find any assignments set for you and any you have already completed.

Open an assignment that has been set for you and read through what you have to do.



You can watch the videos: -

[Assignments Overview](#)

[Assignment Feedback from Teacher](#)



At home you can download the Teams app onto your own device
It is available for Mac and PC computers, tablets and mobile phones

Notebook

OneNote Notebook is like an electronic ring binder. It has various sections within it: -

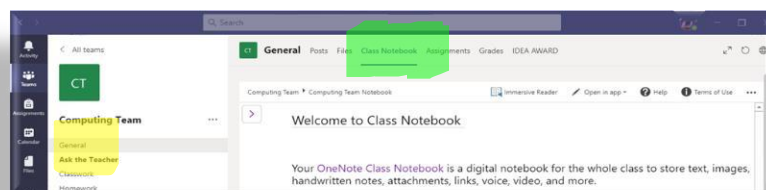
- Collaboration Space
- Content Library
- Personal Space

Your Teams may have a class notebook added to them.

Locating Class Notebook

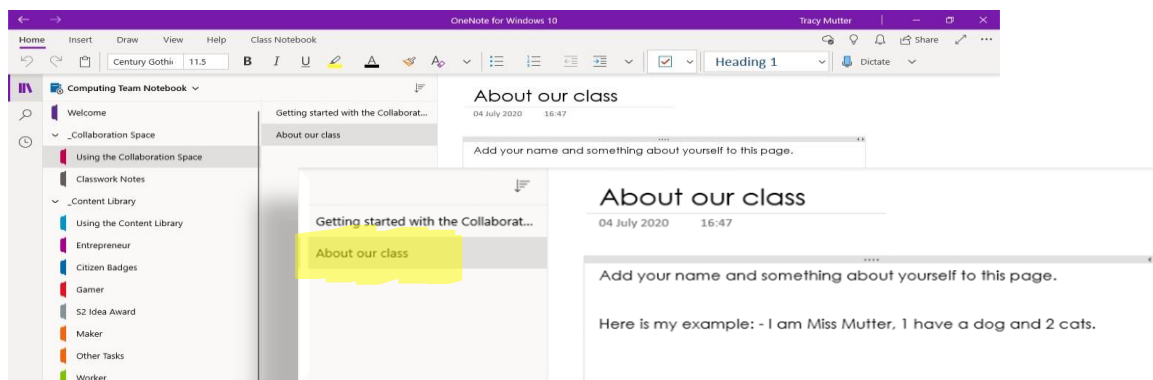
In your Team locate your Class Notebook

To do this go to the General Channel in the Team. At the top of that channel click on Class Notebook.



Collaboration Space- Class Notebook

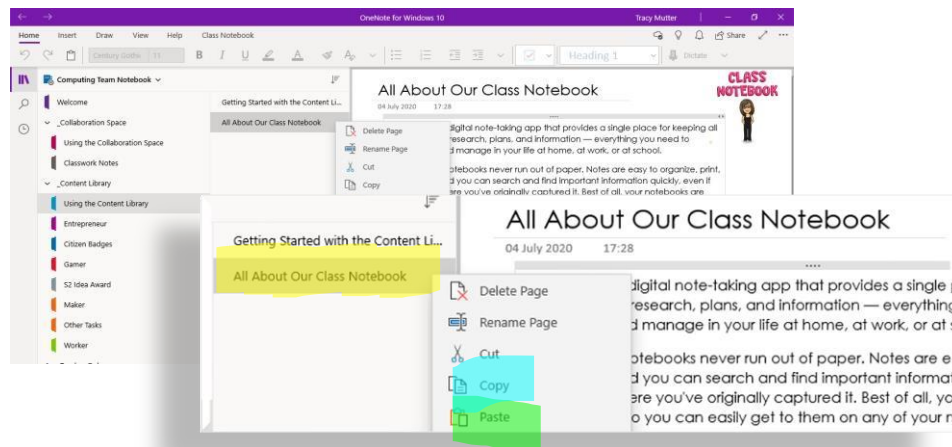
Add your name and something about yourself in the collaboration space of the Class Notebook in your Team.



Content Library - Class Notebook

In the Content Library

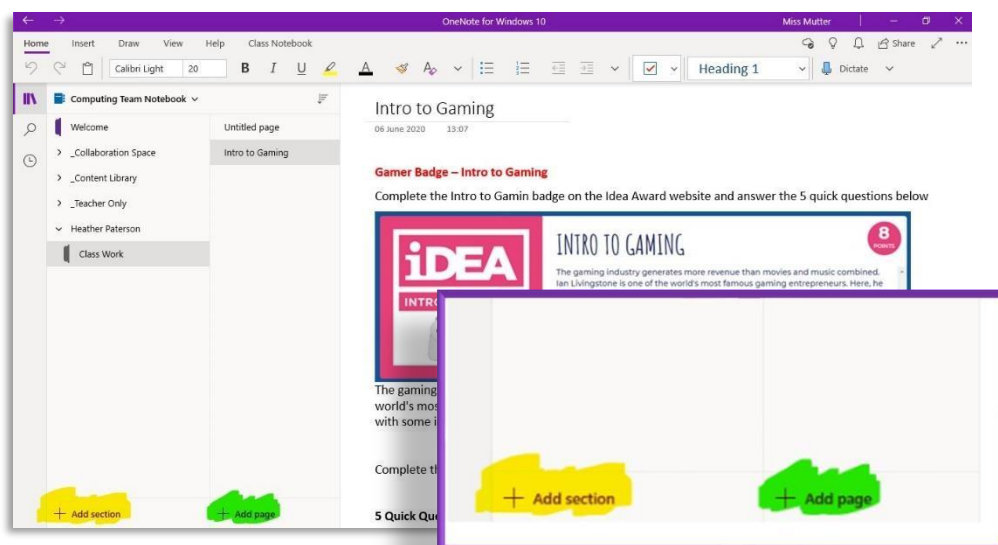
Locate the page you wish to copy in the Content Library, right click and select copy. Move to your section of the OneNote and right click and select paste to put it into your section of the class notebook.



Personal Space

Locate your personal section within the Class Notebook.

You can add new Sections or new Pages here by selecting



You can watch the videos: -

[Notebook Overview](#)

[Notebook Desktop App](#)

[Downloading Notebook on a mobile device](#)



O365

Office 365 is Microsoft Office for the cloud.



You can download a free copy of Office 365 onto your device at home. To do this log into Glow and click the tile below from the school Launch Pad. Then follow the on-screen instructions to install.

You can watch the video: -

[Office 365](#)



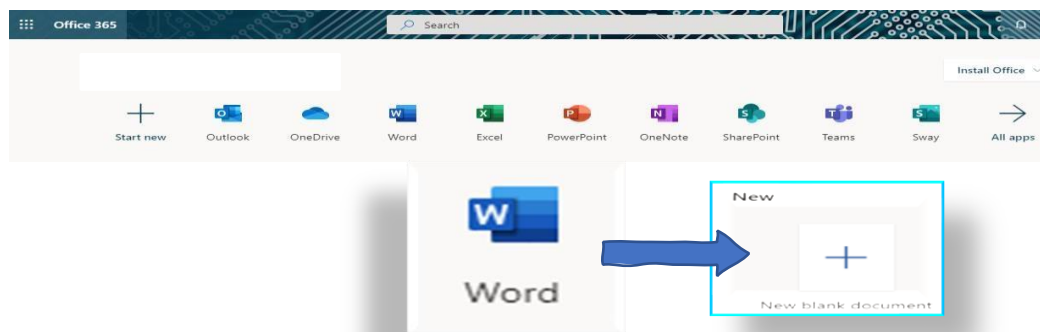
Locating O365 in Glow

From your launch pad click on the O365 app tile.

Here you will see all the apps included in O365.



To create a new document, click on the app icon and select **New +**



Documents you create in O365 save automatically as you work

You can watch the video: -

[Creating documents in O365](#)



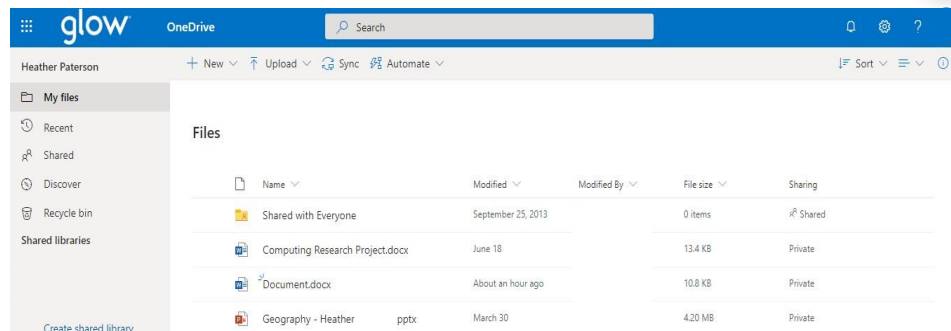
OneDrive

OneDrive is your cloud storage within Glow. Here you can store all of your work and files. You can share work from it with your teacher or other pupils.

Using OneDrive

Locate and open the OneDrive app from your launch pad

Any O365 documents you create will be saved here, you can also upload documents from your home device. Uploads from Office Lens are saved in a folder here.



You can watch the video: -



[OneDrive](#)



Outlook Email

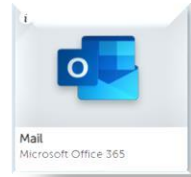
Outlook is your email within Glow. Here you can send and receive emails.

Setting up your Email

Locate and open the Mail app on our launch pad

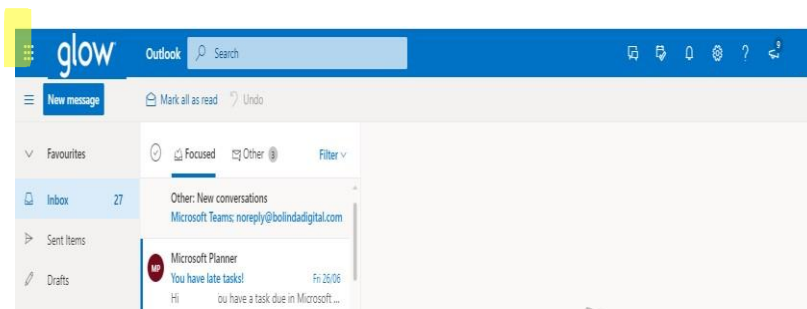
The first time you use Outlook you need to set up the time zone

– set it to (UTC+00:00) Dublin, Edinburgh, Lisbon, London



Sending an Email

Click the New Message icon to compose a new email

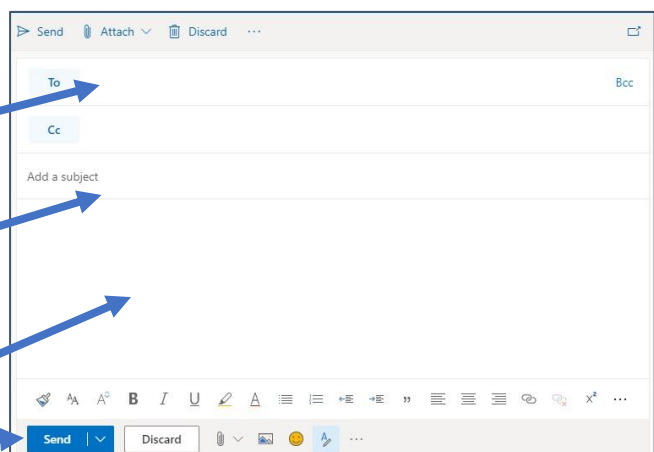


In the To box - Enter your teachers' glow email address and one other person in your class

In the Add a Subject box - Enter a Title for your email

Next add in your message in the section underneath

Finally, click send



You can watch the video: -

[Outlook Email](#)



Microsoft Lens

Microsoft Lens is an app that you can use on your mobile device. It allows you to scan your written work, or an image and turn these into documents. You can also use Immersive Reader on printed text by taking a picture of it and uploading it to the app.

After installing you should grant access to your files and camera to take photos and videos.

Using Microsoft Lens App

Watch the video on how the Microsoft lens app works



You can watch the video: -

[Microsoft Lens](#)



Download the Microsoft Lens app at home onto your phone and / or tablet
Search for it in the app store and install

[Microsoft Support Page for Lens](#)