**St Stephen’s High School**



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| **Digital and Online Learning**  **Student Guide to Using Teams** |

**Section 1 – Logging in to Glow**

**Glow**

Every pupil has a username to enable them to log into Glow. Your teacher will give you a copy of your email address, username and password. Any issues with your password please contact your teacher.

Accessing Glow – Glow can be accessed by typing in the following URL

<https://glow.rmunify.com/>



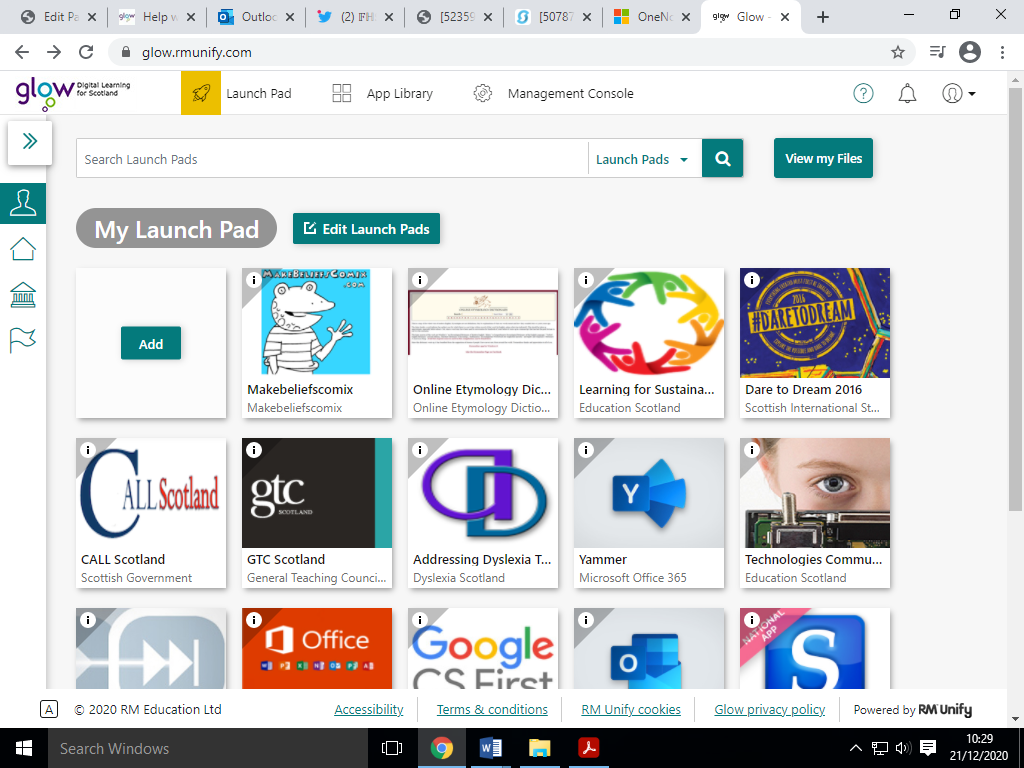
All pupils have been issued with a username and password to log in

[*username@glow.sch.uk*](mailto:username@glow.sch.uk)

**Help with account and passwords**

Contact the school if you have forgotten your password

**Using the Launchpad**



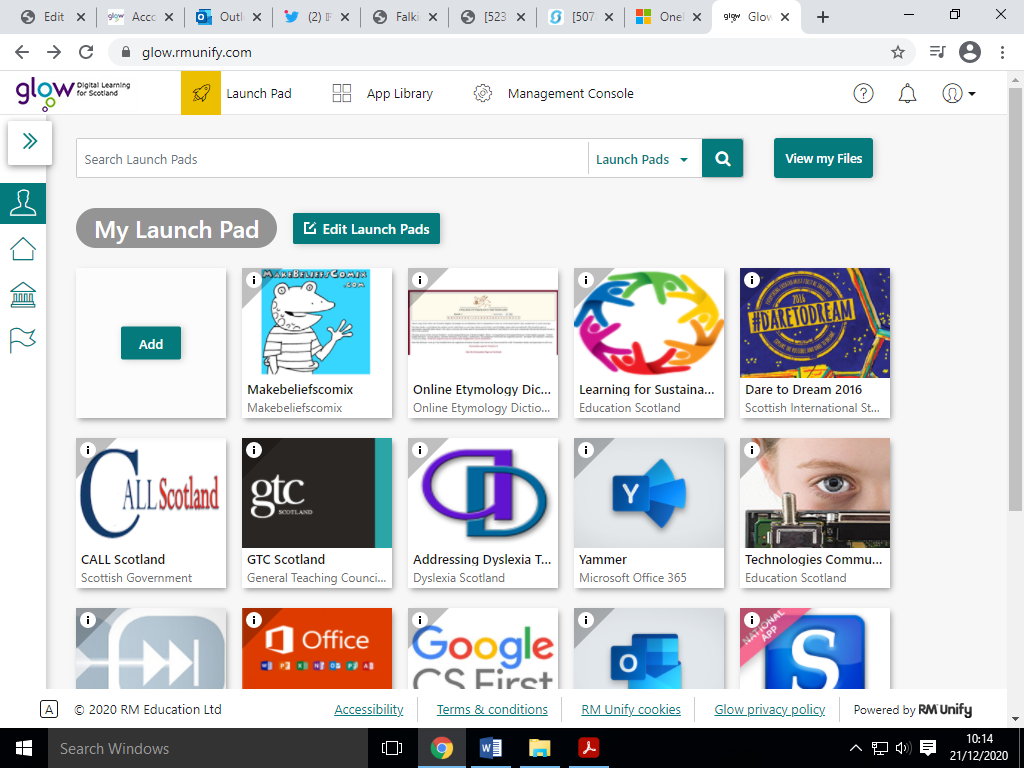
My Launch Pad

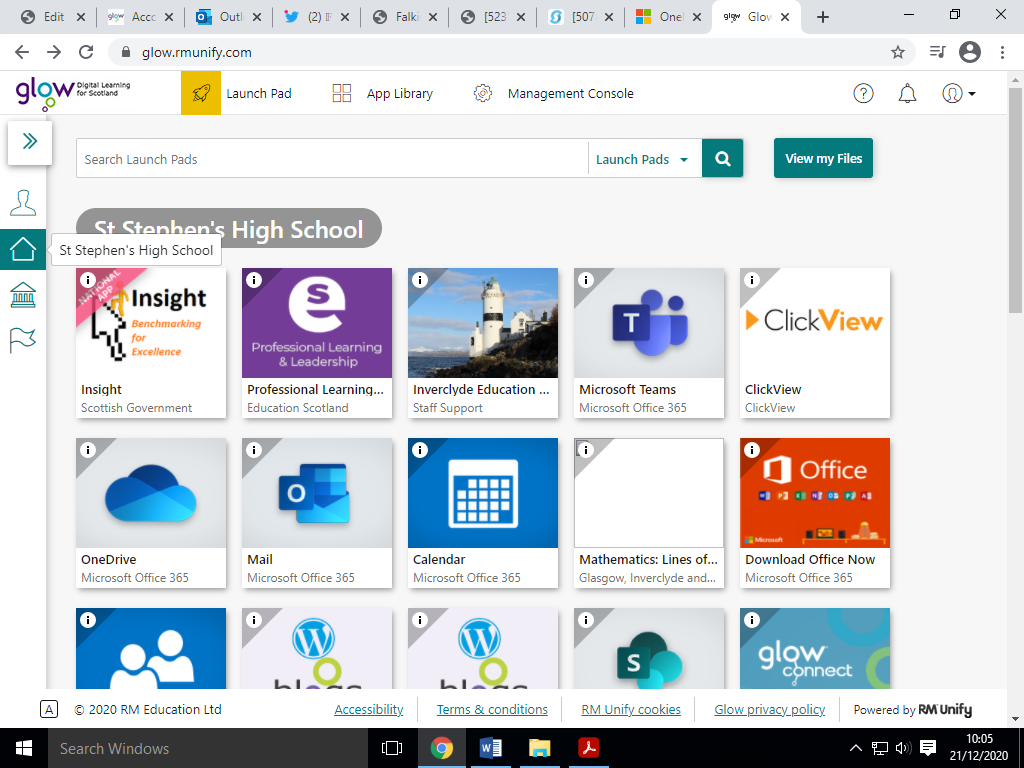
St Stephen’s High School Launch Pad

Inverclyde Council Launch Pad

Scotland Launch Pad

**My Launch Pad**



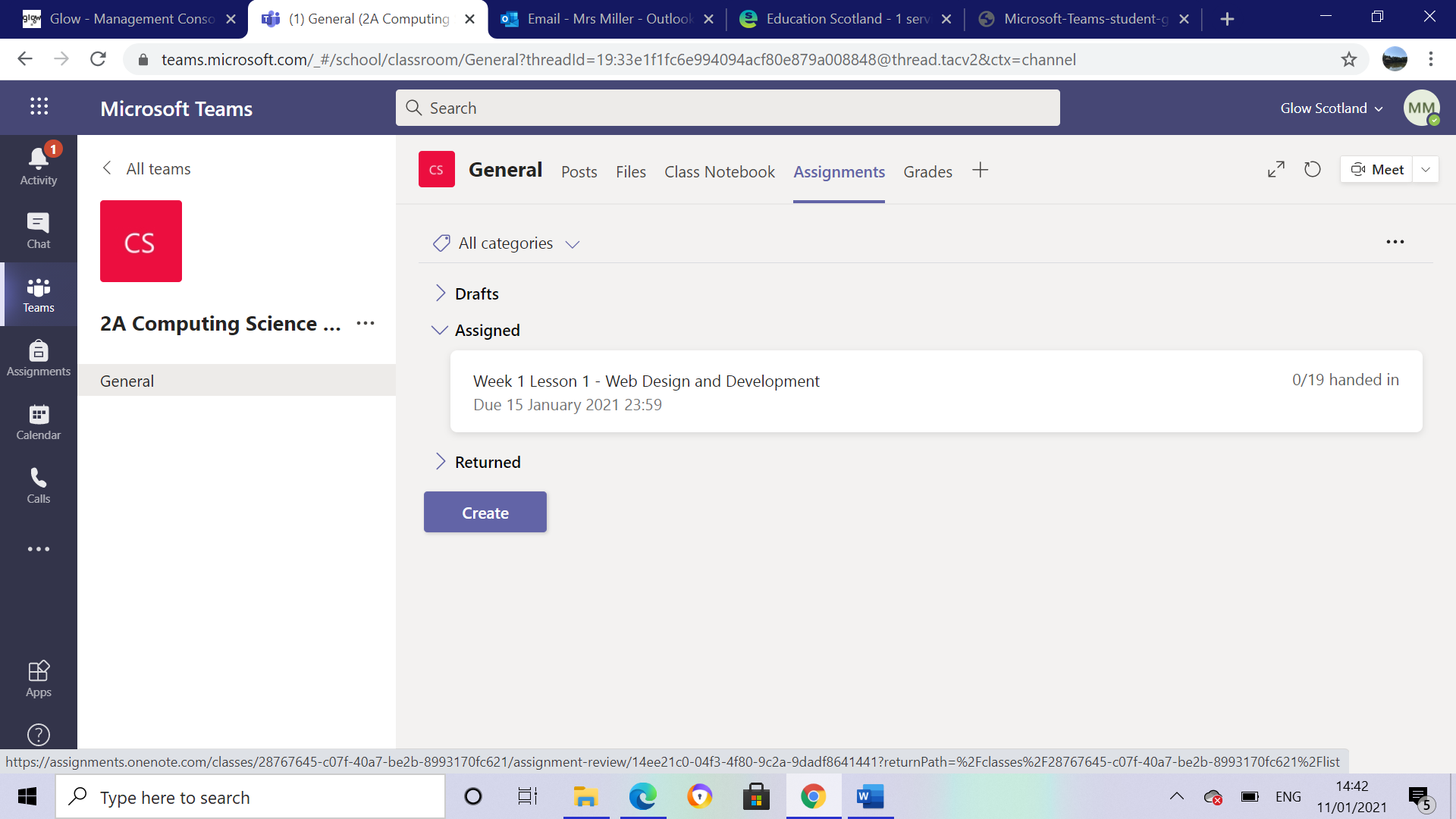
**St Stephen’s High School Launch Pad**

**Section 2**

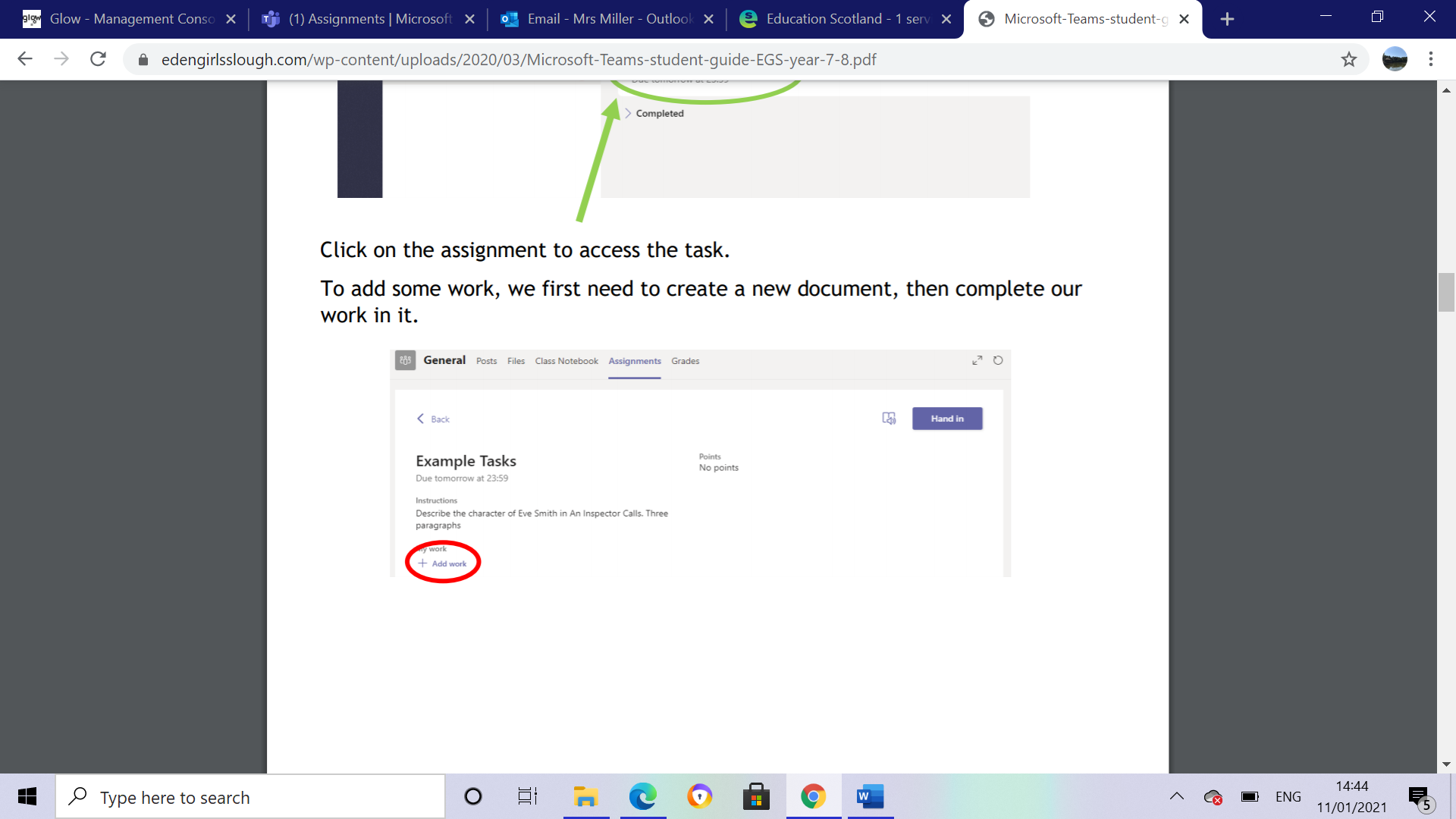
**Teams – Uploading an assignment**

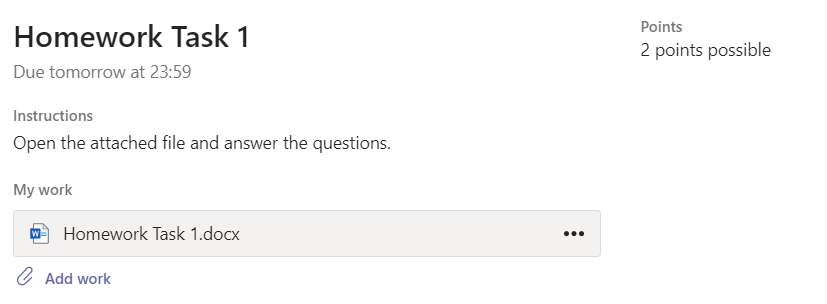
Teachers will set assignments for you to complete.

New assignment has been set for you (Activity will have a number next to it - see red circle).

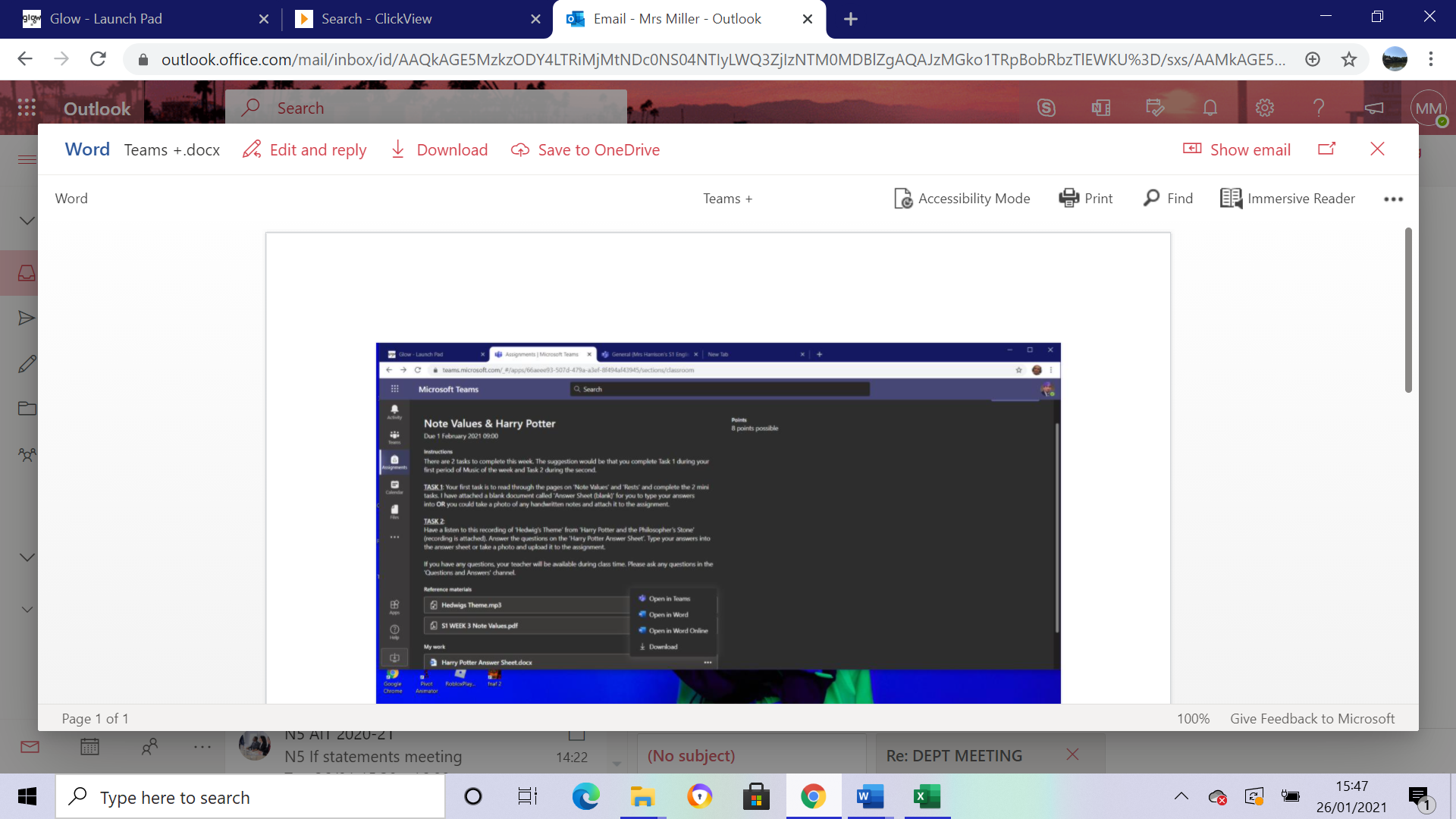
Assignment accessed by left-hand menu (circled in yellow)

Or … can be accessed by clicking Assignments link next to Class Notebook (circled in green).

**Handing in your assignment on PC/Laptop**



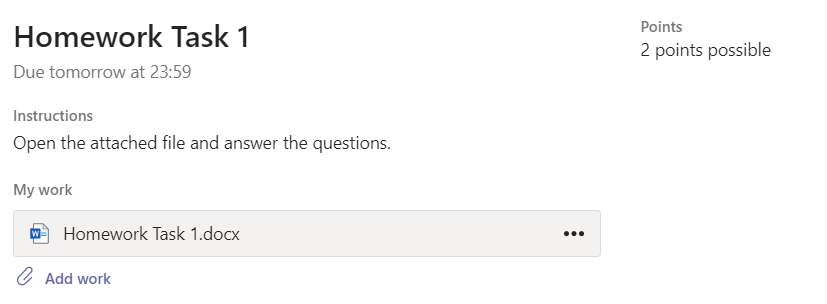
**Click on three dots**

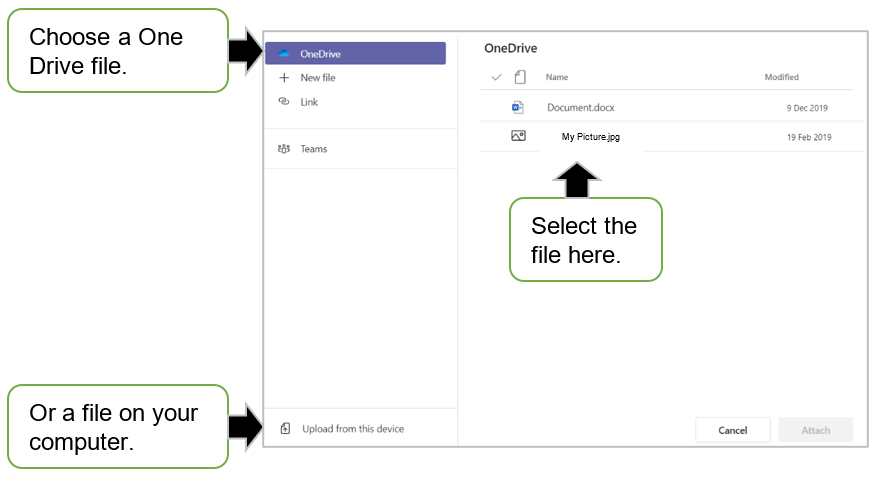


**Open in Teams** – This saves automatically. Complete your work here and it will save

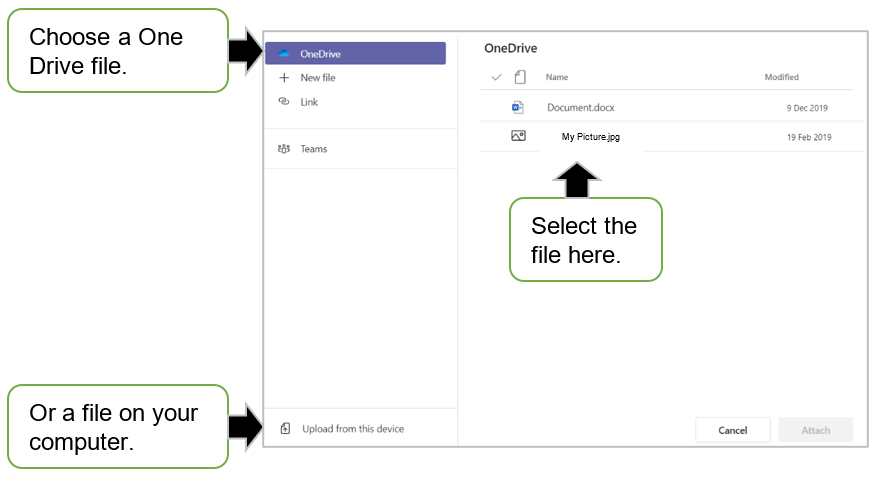
**Download – This lets you download the document to your device and work on it.**

**If you have downloaded your file and want to upload it click “add work”**

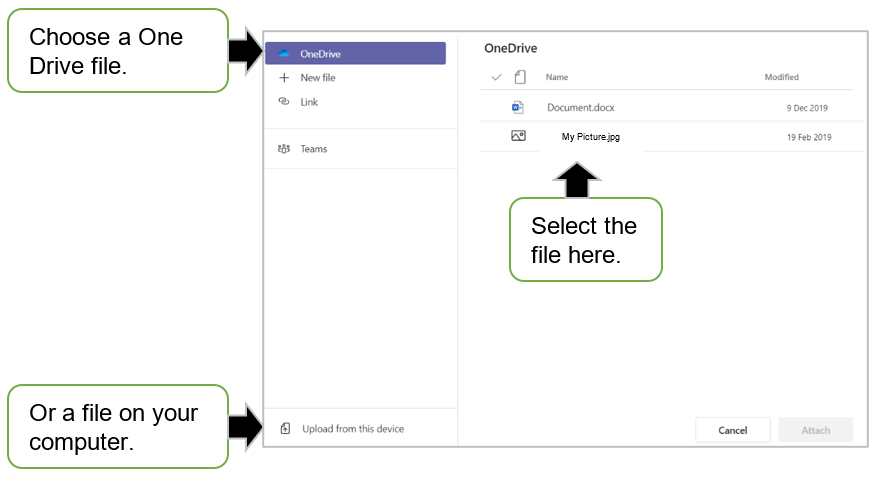




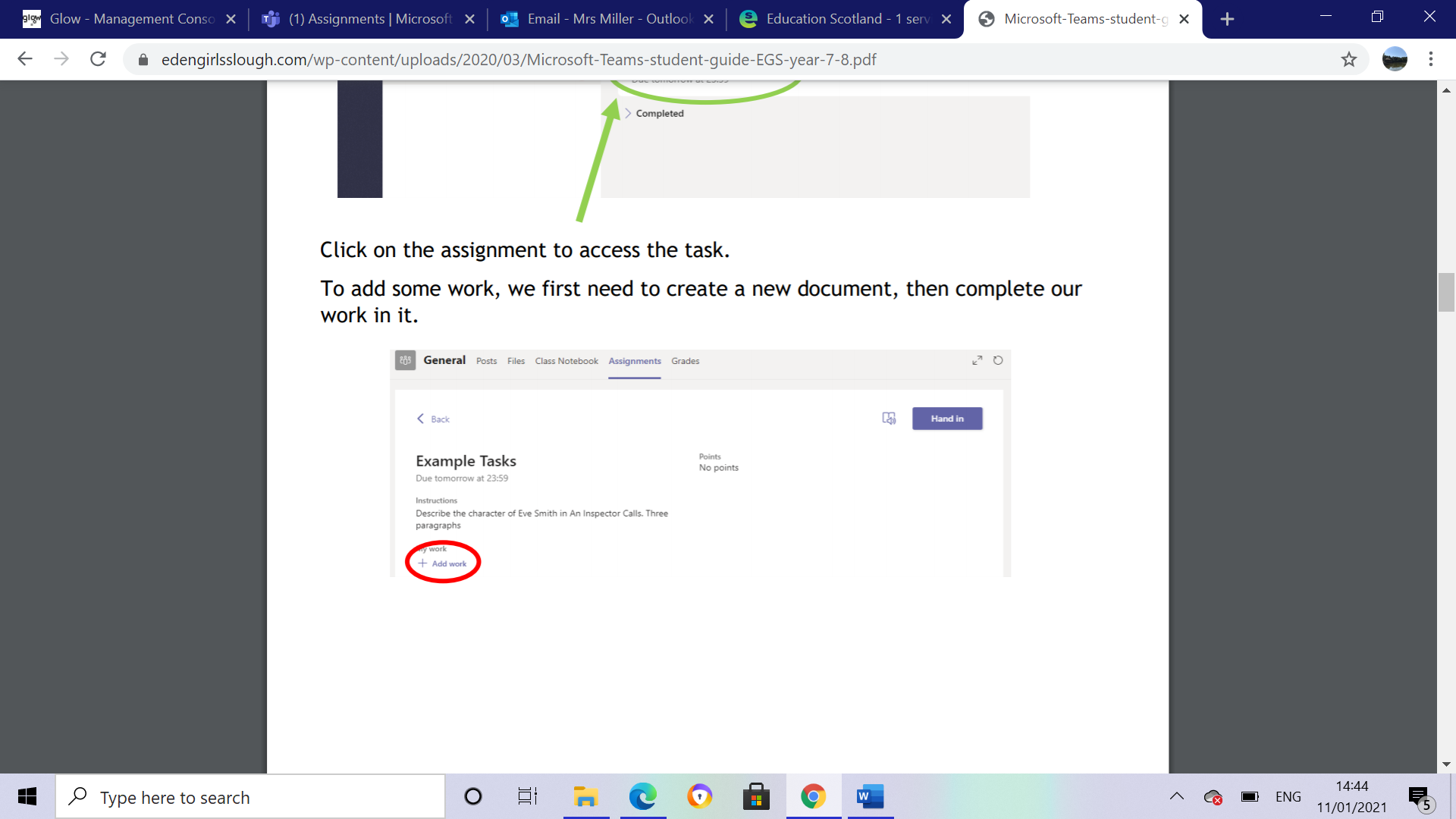
**Select Upload from this device**



**Choose File to upload**

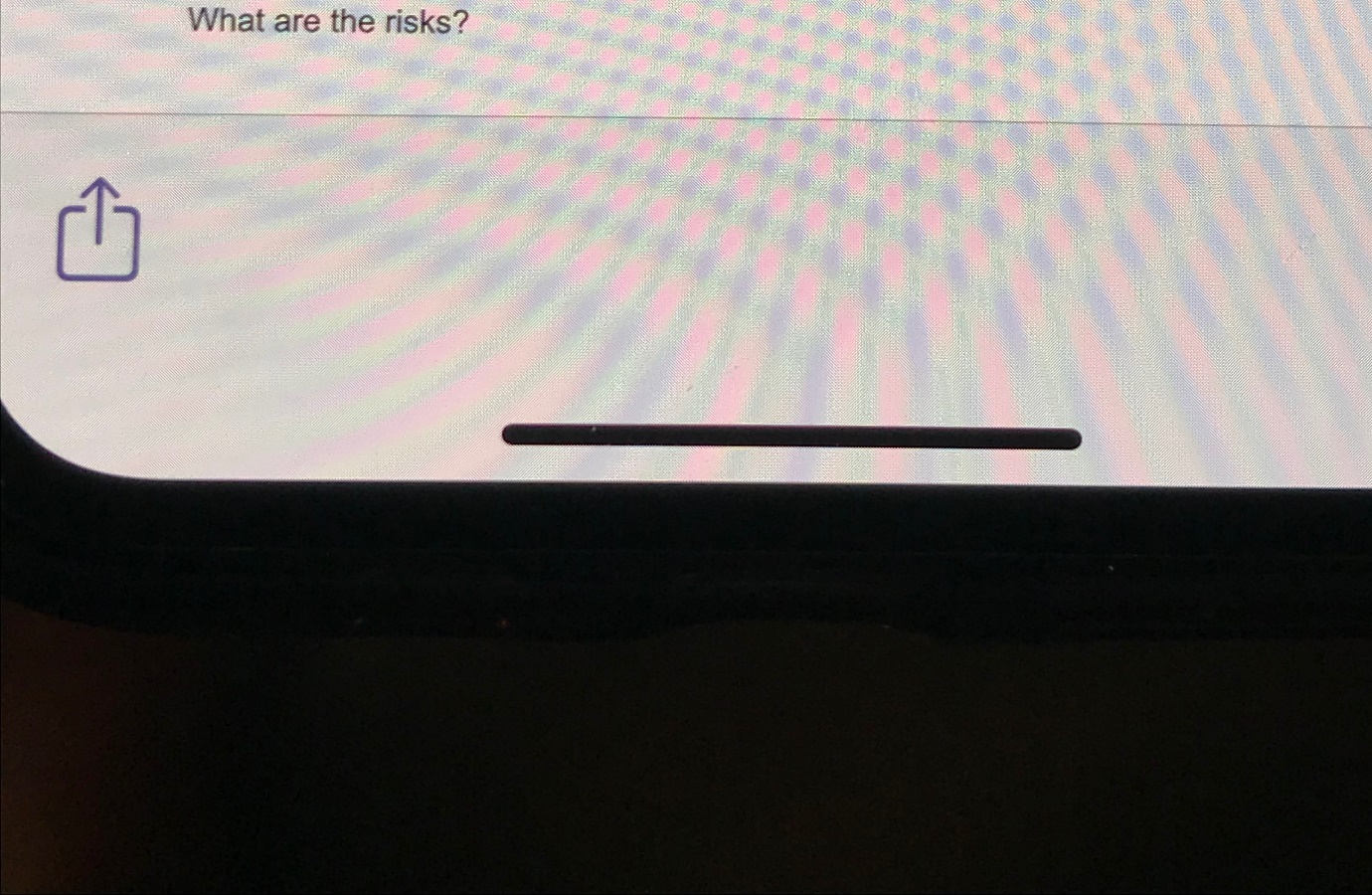


**Attach**

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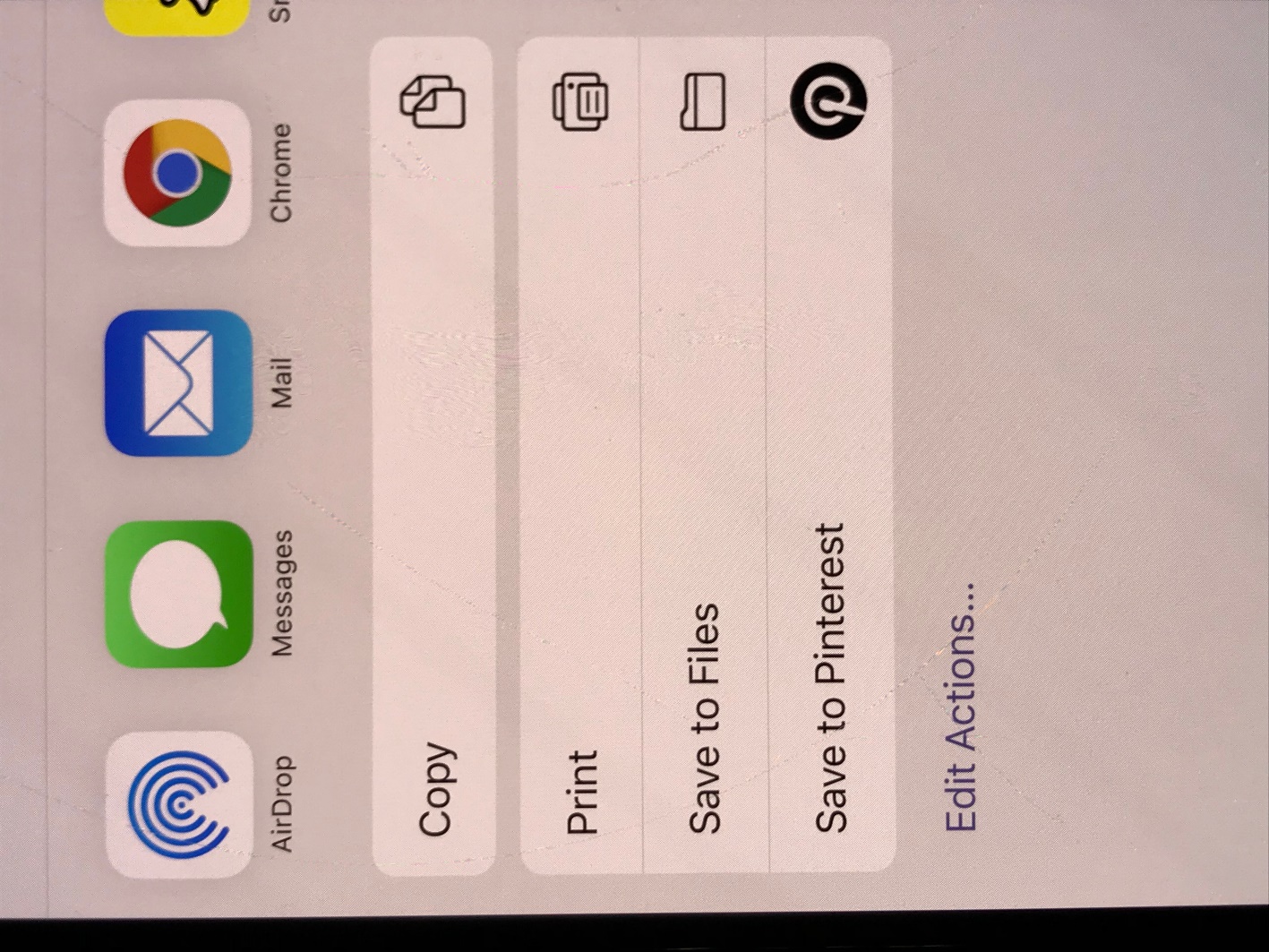
**Remember to click Hand in**

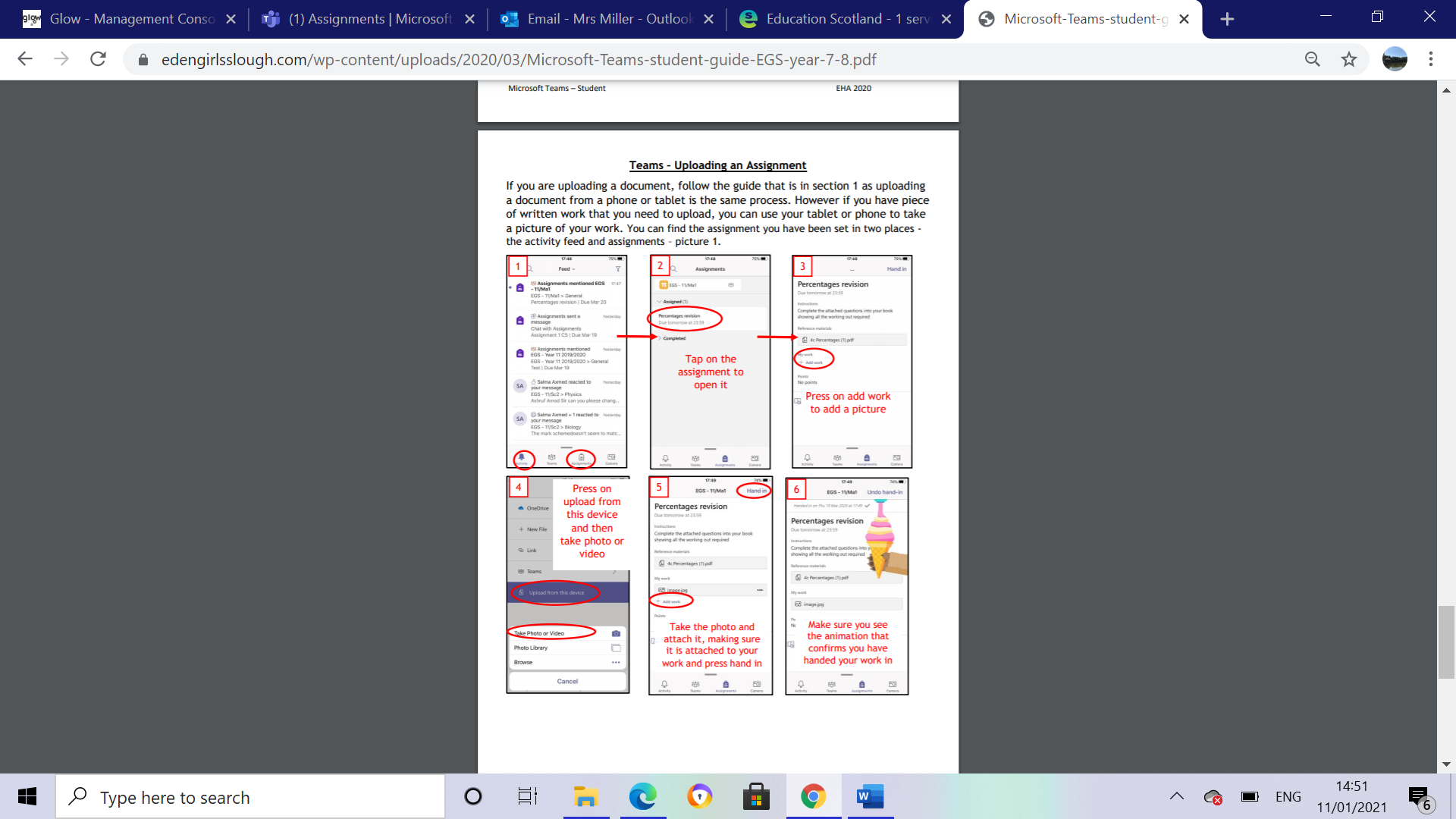
**Downloading Assignment Using a Phone**

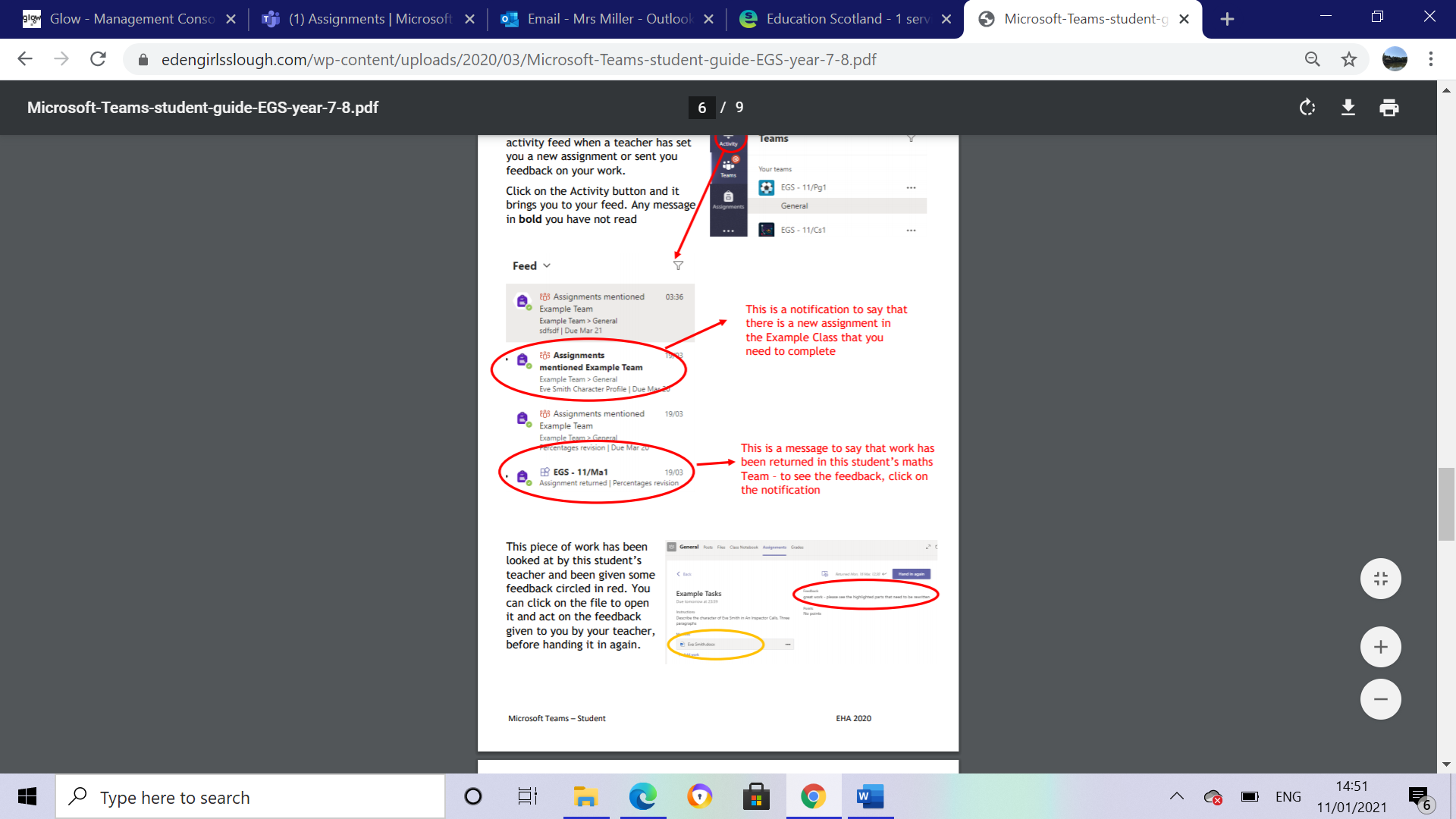


Click download icon

From here you can choose what you want to do with the document



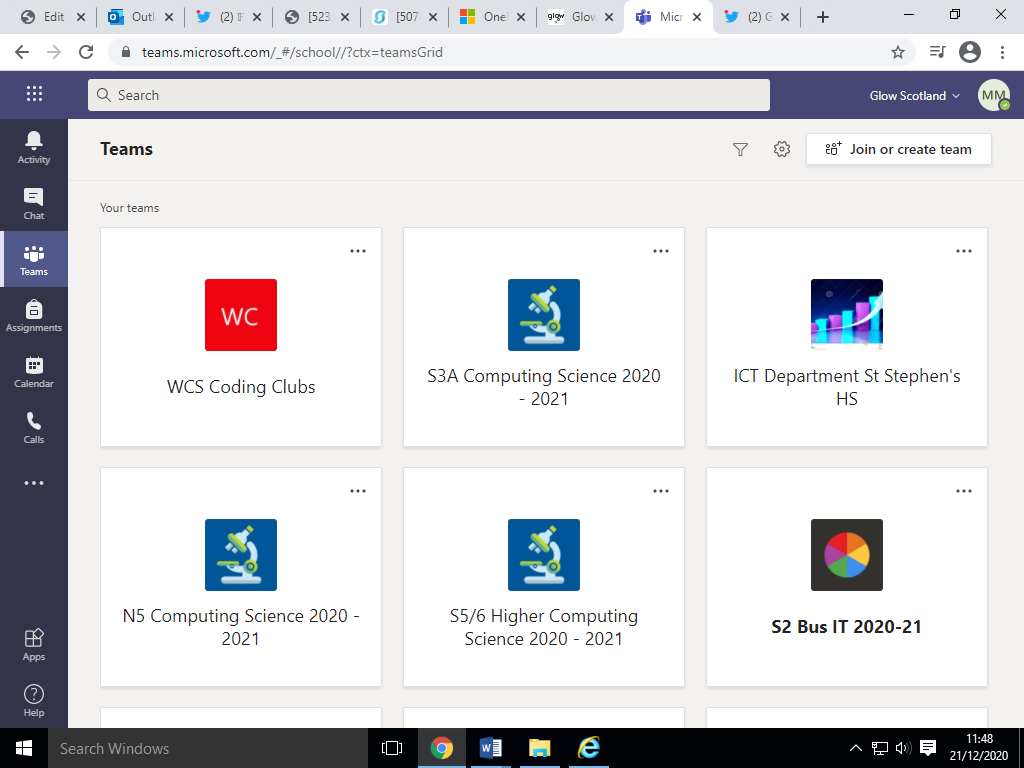
**Handing in an assignment on a phone**

**Teacher Feedback**

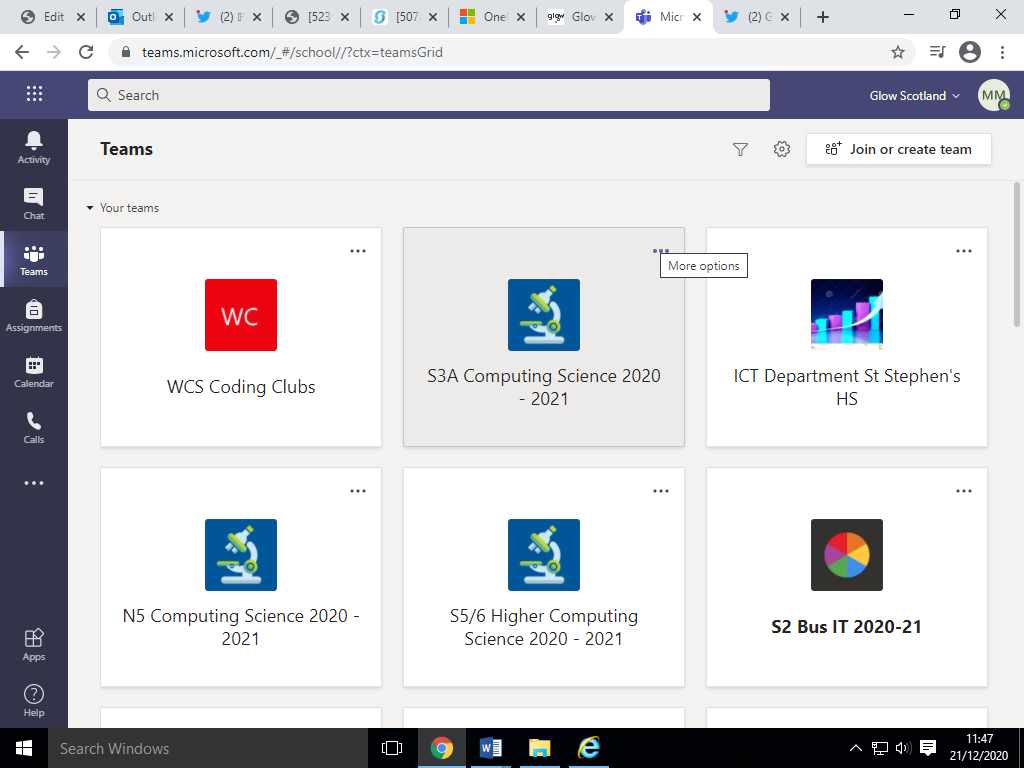
Watch YouTube clip for more help with Teams

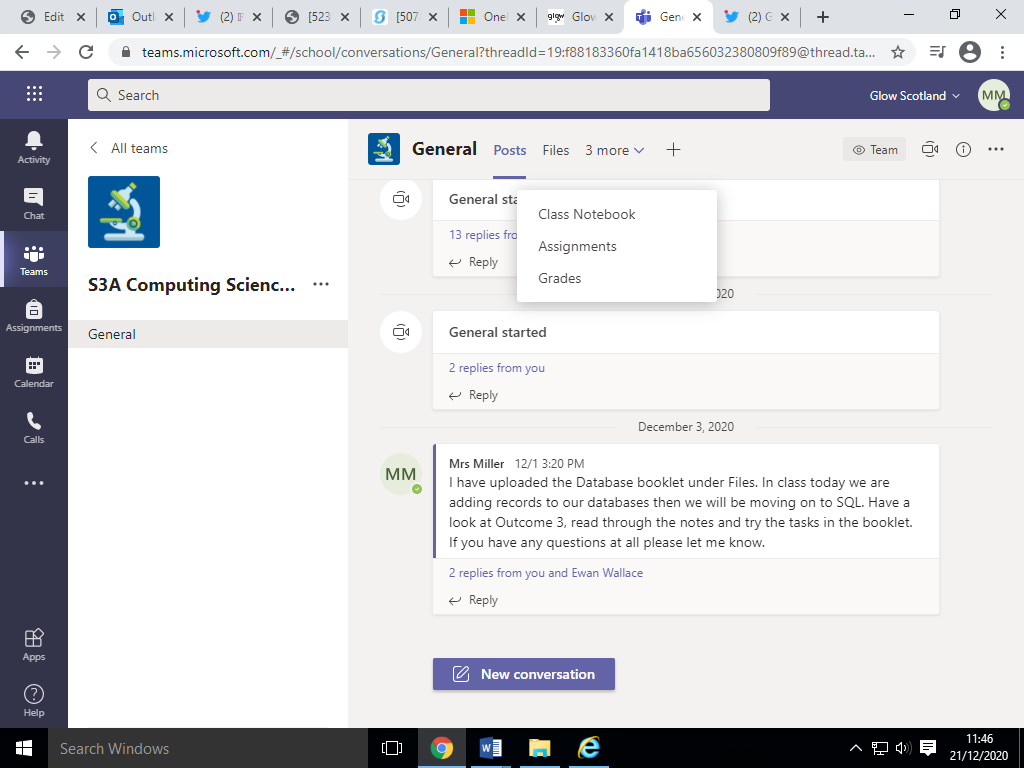
<https://www.youtube.com/watch?v=IRPVFyEKbvU&feature=emb_logo>

**Using Class NoteBook/Posts and Files**

**Microsoft Teams**

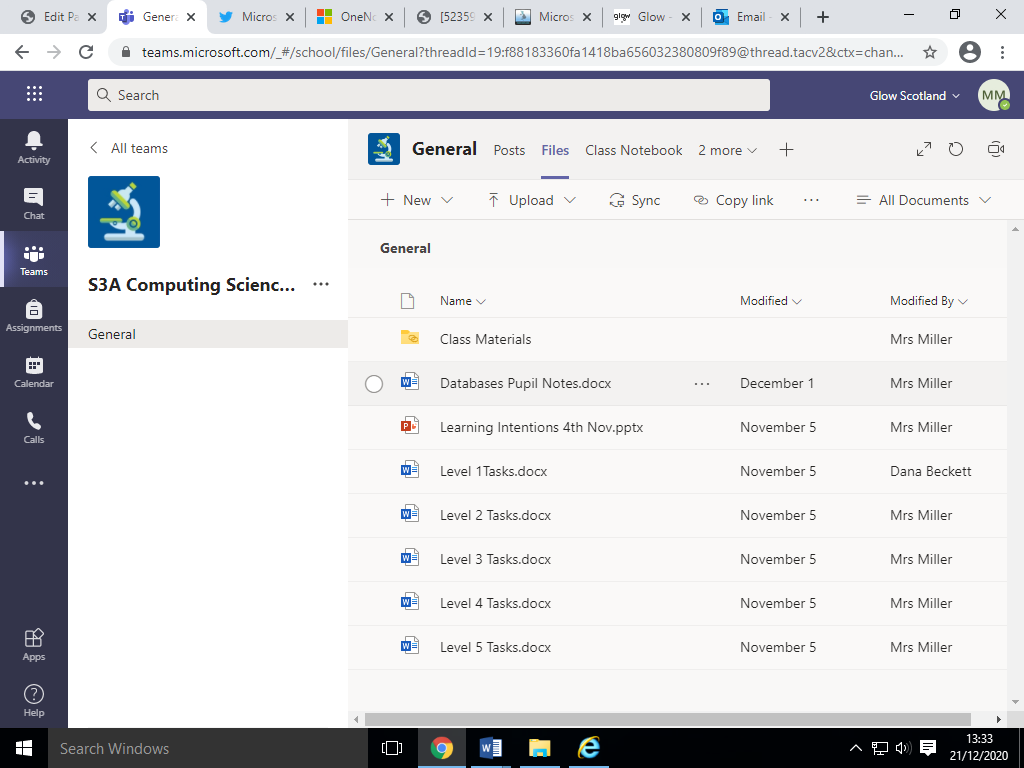
When clicking on Teams all teams you are assigned to will appear on screen



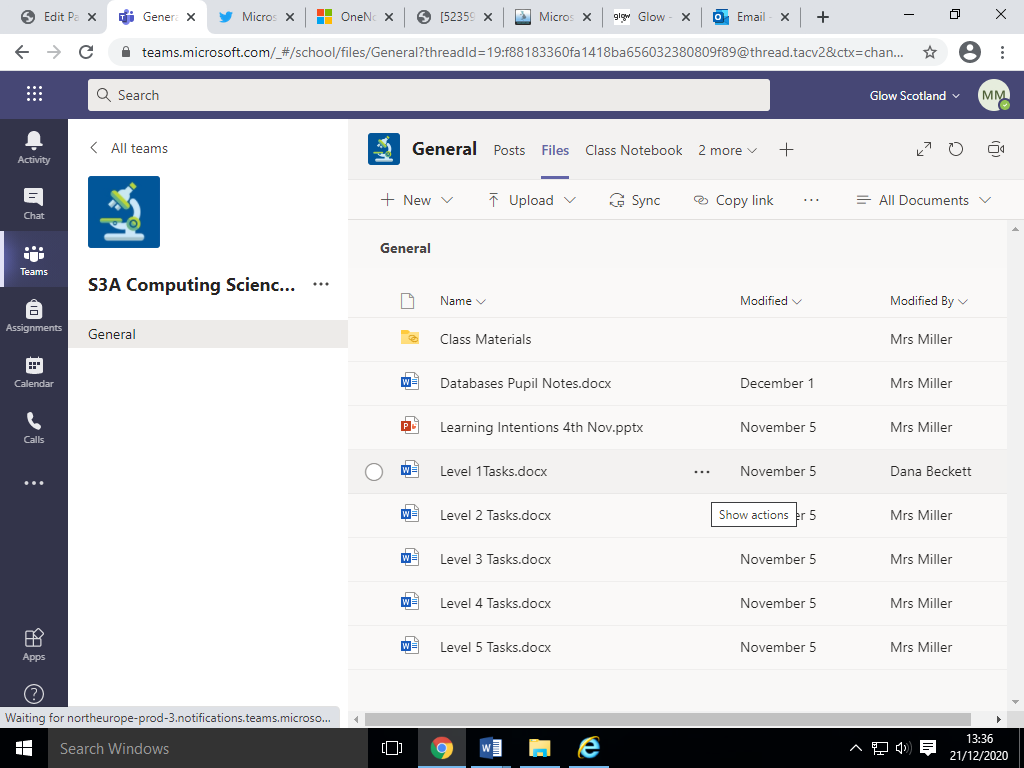


**Posts**

This is a space where teachers and pupils can collaborate and discuss lessons. Please note if you post in this area it is visible to everyone who is in the team. If you wish to post work for only your teacher to view use your own Class Notebook.

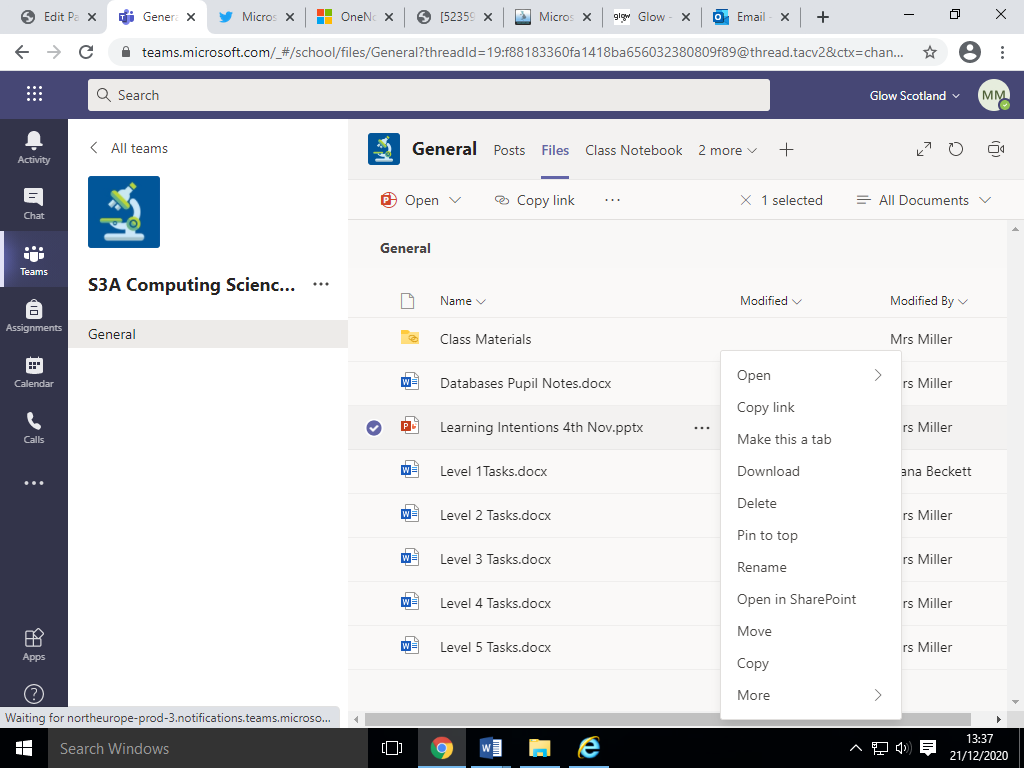
**Files**

Under the files tab you will find work that has been uploaded by your teachers.



**Accessing Files**

Click Show Actions



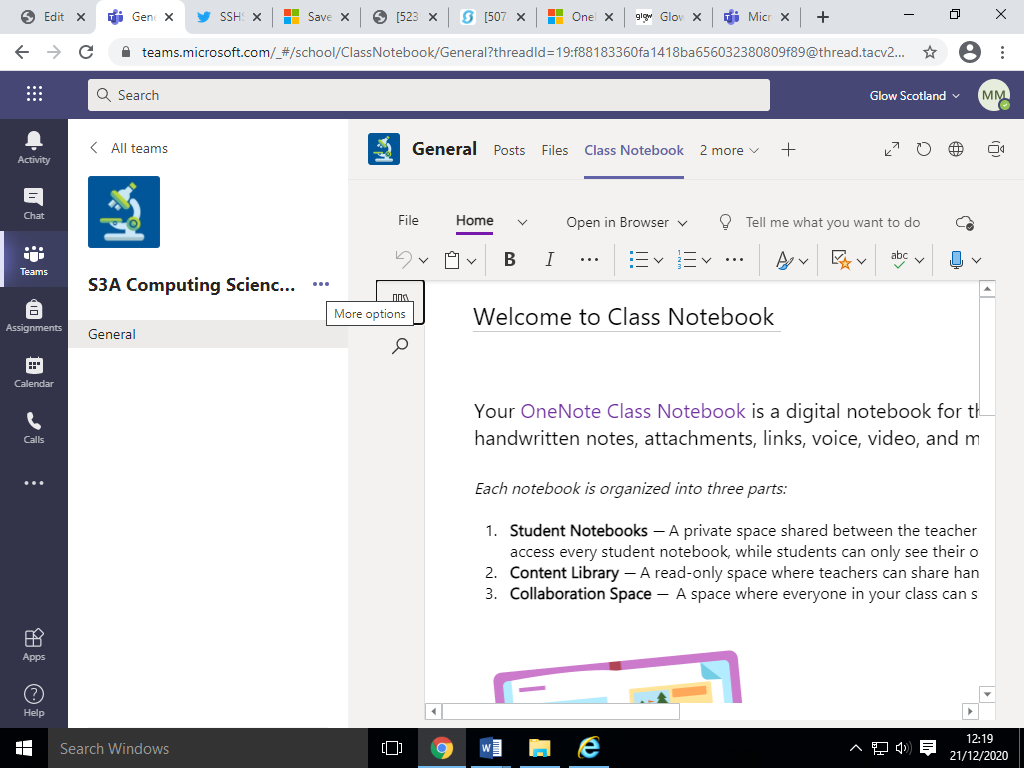
Files can be opened or

downloaded to own device

from here

**Class Notebook**

Within your team click on Class Notebook

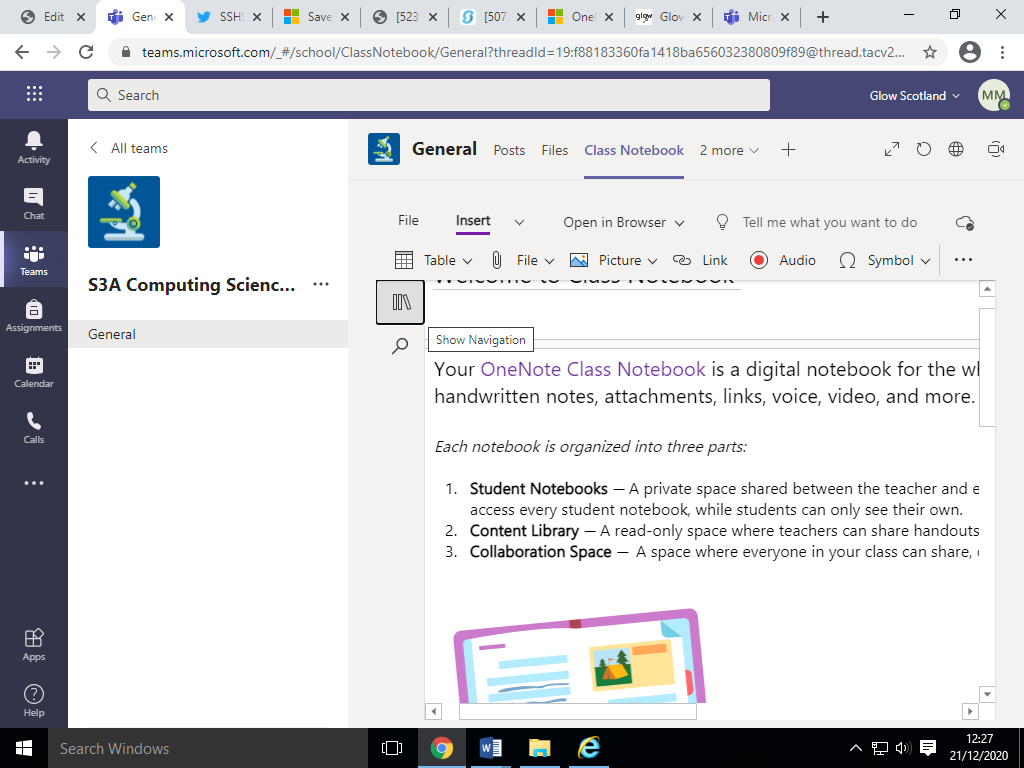


Class Notebook can be used to store a range of media including text, links, videos and images.

Each pupil has their own notebook which is organized into three parts:

1. **Student Notebooks**— A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library**— A read-only space where teachers can share handouts with students.
3. **Collaboration Space**—  A space where everyone in your class can share, organize, and collaborate.

**To access the personal notebook click on the show navigation icon**



Once clicked you now have access to the Collaboration and Content Library and your own personal workspace

