

PARENT GUIDE - SETTING UP GLOW

This is a step by step. Guide to setting up your Glow Account to save documents as an alternative to using a flash/pen drive or on to the Network Workgroup.

You can share files with other members of your department and with students, such as worksheets and homework.

Using OneDrive(My Site) on Glow used to be really clunky and slow, but now it is really fast and you can also add the app to your smartphone or tablet on both android and IOS(Apple) for free.

Step One:

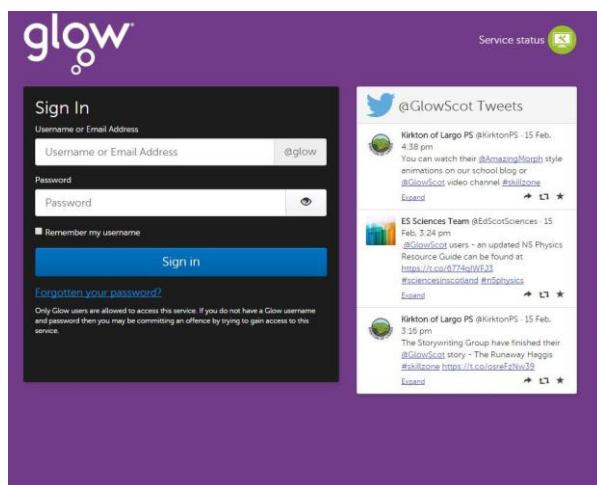
On the Internet, using Google Chrome or Internet Explorer, find the Glow site using the search engine and type GLOW SCOTLAND

The web address is

<https://glow.rmunify.com>

Step Two:

This is the sign in screen. If you have a password already, type it in.



If you do not have a password, type in glow, followed by the space bar, glow (glow space glow)

You can then change your password to a memorable one.

The format for this suggested by the Moray Council is

Glow (hit the space bar) then the username you have for the network (Not the password)

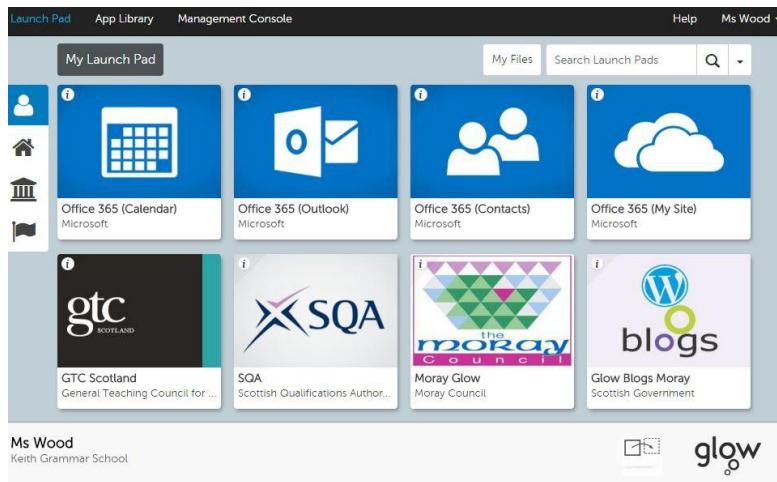
EXAMPLE:

Jennifer McKenzie's username for the network is MckenJ1

So her GLOW password will be glow (space) mckenj1

Step Three:

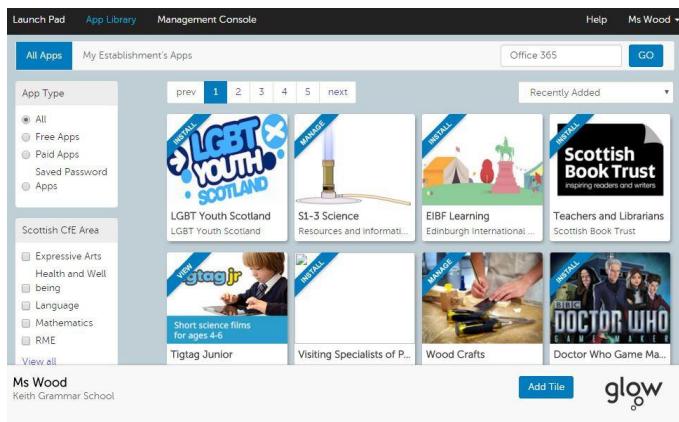
Now you have logged you will have this screen or similar, because all your old Glow stuff has been transferred over.



This is your Launchpad

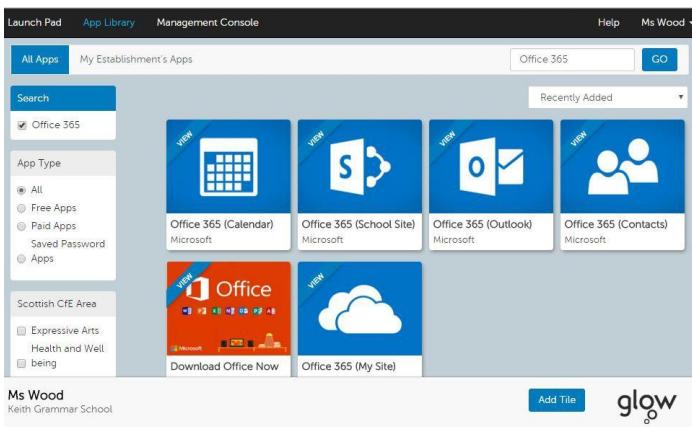
If you do not have the OneDrive(My Site) on your Launchpad, click on the toolbar App Library

The screen below will come up. Type Office 365 in the search box.



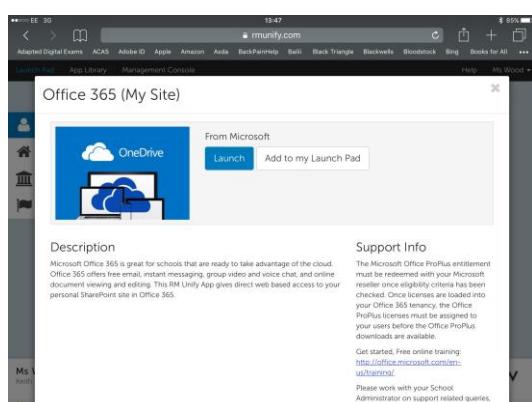
The screenshot shows the 'App Library' interface with the search bar set to 'Office 365'. The results list several items, including 'LGBT Youth Scotland', 'S1-3 Science Resources and Information', 'EIBF Learning', 'Scottish Book Trust', 'Tigtag Junior', 'Visiting Specialists of P...', 'Wood Crafts', and 'Doctor Who Game Ma...'. On the left, there are filters for 'App Type' (All, Free Apps, Paid Apps, Saved Password, Apps) and 'Scottish CfE Area' (Expressive Arts, Health and Well-being, Language, Mathematics, RME). The bottom left shows the user profile 'Ms Wood' and 'Keith Grammar School'. The bottom right features the 'glow' logo.

Then the screen below will come up



The screenshot shows the 'App Library' interface with the search bar set to 'Office 365'. The results list several Microsoft Office 365 applications: 'Office 365 (Calendar)', 'Office 365 (School Site)', 'Office 365 (Outlook)', 'Office 365 (Contacts)', 'Download Office Now', and 'Office 365 (My Site)'. On the left, there are filters for 'App Type' (All, Free Apps, Paid Apps, Saved Password, Apps) and 'Scottish CfE Area' (Expressive Arts, Health and Well-being). The bottom left shows the user profile 'Ms Wood' and 'Keith Grammar School'. The bottom right features the 'glow' logo.

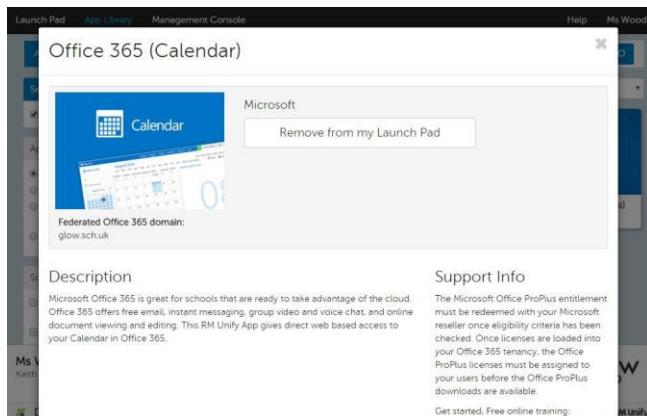
Click on the Office 365 (My Site)



The screenshot shows the details page for the 'Office 365 (My Site)' app. It features a 'From Microsoft' button and a 'Launch' button. The 'Description' section states: 'Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to your personal SharePoint site in Office 365.' The 'Support Info' section includes links for 'Get started: Free online training' and 'Please work with your School Administrator on support related queries.' The bottom right shows the 'glow' logo.

The screen below will come up.

Click add to my launch pad and this will appear



The click on the X on the top right hand corner and this will take you back to your Launchpad, where all the apps are stored and you will be able to begin using your One Drive to store and share files.

You can repeat this process for any other apps you may wish to have easier access to, such as OUTLOOK, WORD, POWERPOINT... or subject apps and blogs about good practice in other schools.

