

## Pupil and Parental help with digital platforms.

Teachers are using many different platforms to deliver work to you all. Teachers use different platforms because depending on subject, certain platforms might work better than others.

**All students should log in to Glow first and foremost.** Teachers will send emails to students directing them to the appropriate platform for work.

When you log in to Glow, all platforms you need can be accessed through Glow.

The following instructions are her to help you use the digital platforms that will be used to deliver work to you.

### GLOW

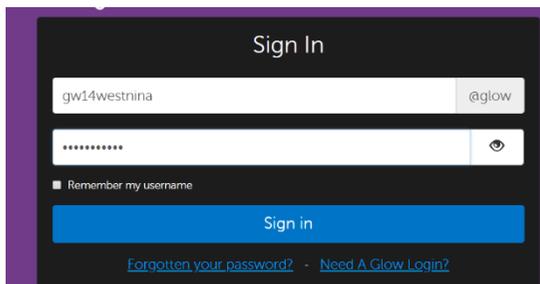
#### Search for glow in your browser

sts.platform.rmunify.com › account › signin › glow ▾

Glow - Sign In - RM Unify

- Need A Glow Login? Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an ...

Students should log in with their glow email and password. If you do not know or have forgotten your glow details email the school and this will be sorted for you.

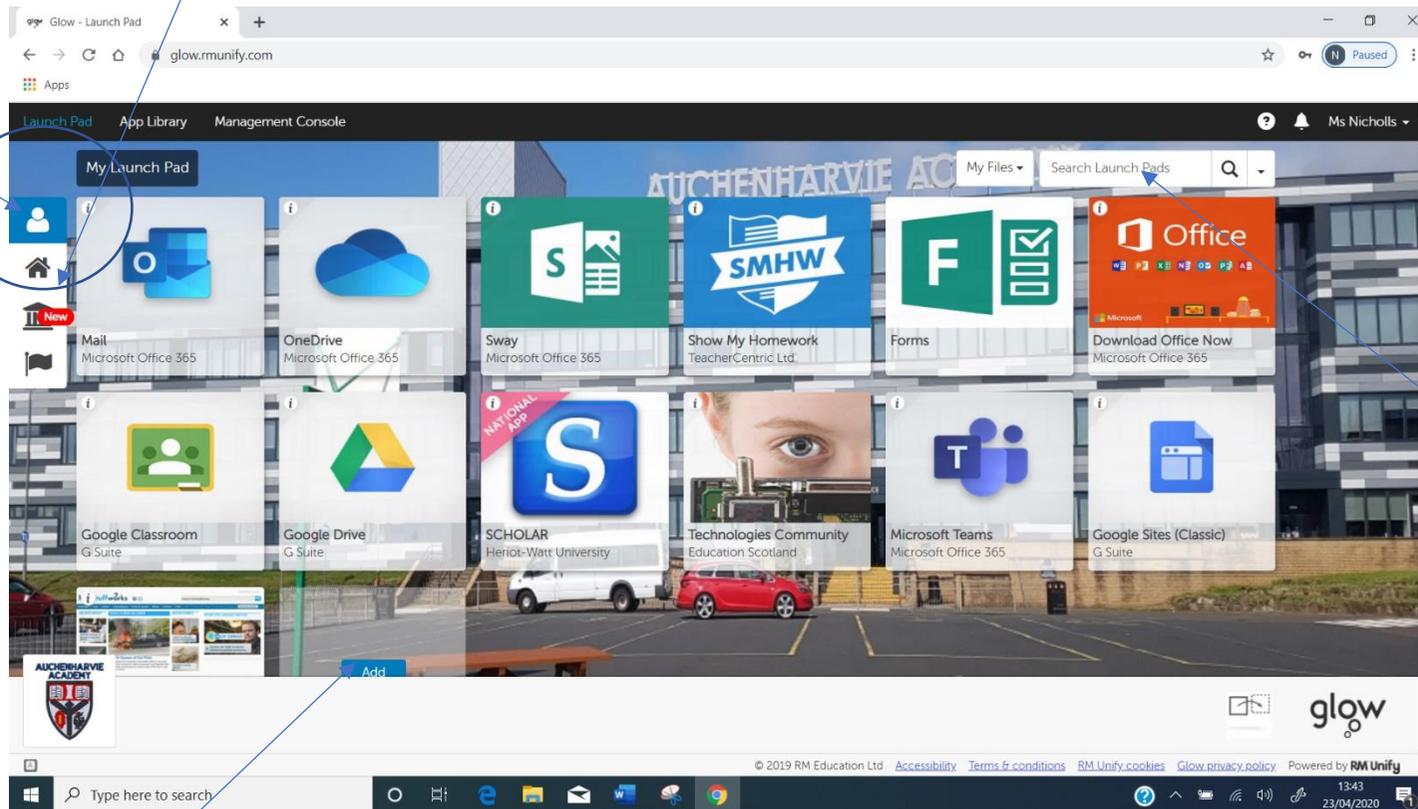


Once you have logged in, you will be taken to your launchpad

Your launchpad has TILES. This is where you can access all the different platforms needed.

Your launchpad will look different to the one below. There are 1000's of tiles, all fantastic resources for learning and support. There is a launchpad for yourself, for the school, for North Ayrshire and for Scotland. Click on them and browse the available tiles.

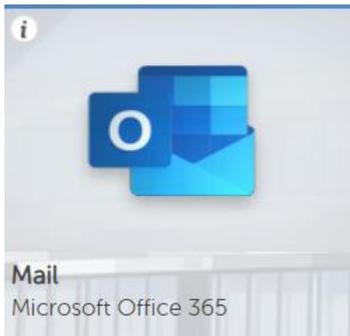
Personal launchpad. Make sure this one is clicked



Search for tiles

Add tiles you do not have and perhaps need.

Tiles you should have:



**Mail** – You should use this to for emails. Your teacher will email you and you can email teachers.

Click the “i” to add it to your own launchpad as a shortcut.



**OneDrive** – This is a storage space that allows you to save documents. Your teacher might have shared some of their documents with you, and if so, you will find them here.



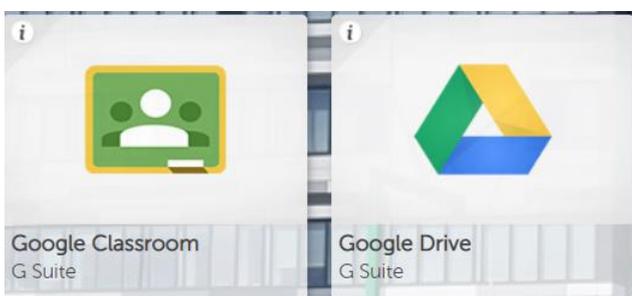
Some teachers use **SMHW**. You can search for this tile if you do not already have it.

If you click on this tile, you do not need a log in.

Parents must download the app though for access to it. Parents need parental pin. This will be given to you by the school.

There is also a SMHW website page for Auchenharvie where you can see all work that has been put up.

<https://auchenharvie.satchelone.com/school/home>



### Google Classroom and Google Drive

These work together and you should add both tiles.

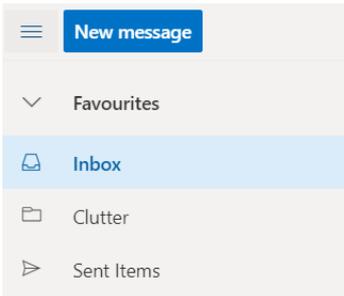
You will need a class code to join a class. Your teacher will email you this.

If you download the app you must log in with your Glow email address, however the ending must change. For example, my usual email is:

[Gw14westnina@glow.sch.uk](mailto:Gw14westnina@glow.sch.uk)

For google classroom app, I would have to change it to gw14westnina@**na.glow.scot**  
If you use it through Glow, this is done automatically for you.

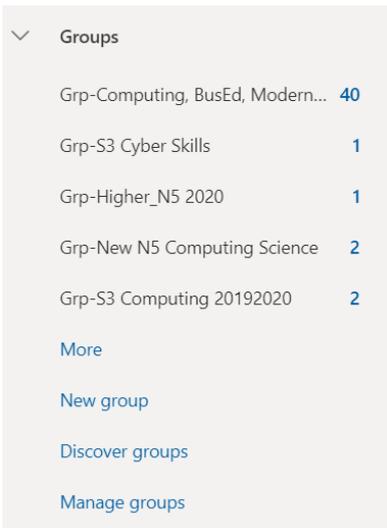
## Sending an Email



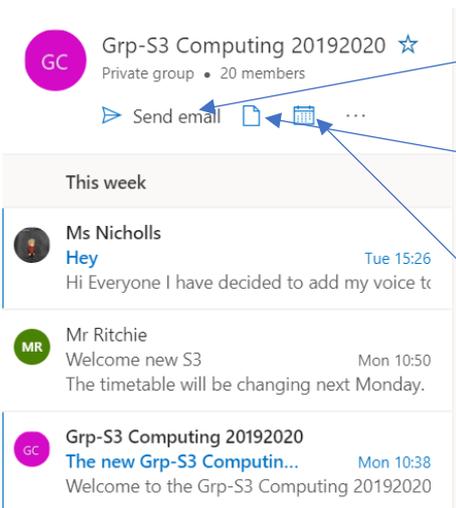
Click on new message.

You can then compose an email.

You might have been added to a glow group by your teacher. You can access these groups here:



When you click on a group, you will see this:

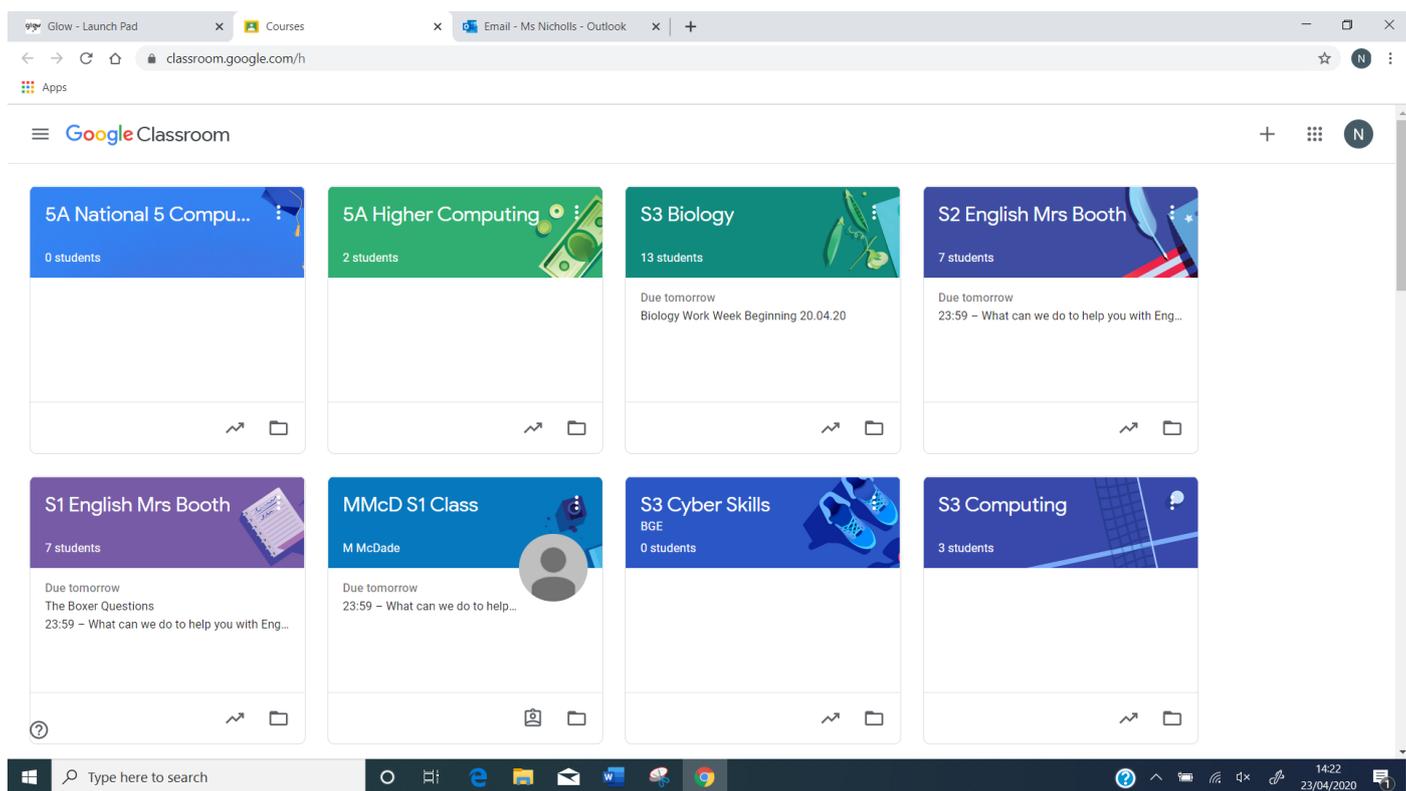


Click this to send an email to the group

Click here to see any files your teacher might have uploaded

The calendar will show you any dates your teacher has set

# Google Classroom



If you have been invited to a classroom, you will just have to accept.

If your teacher has emailed you a code, you will need click on the plus sign in the top corner. Then join class.

**\*\*\*\*\* IMPORTANT \*\*\*\*\***

Can all pupils who are using Google classroom, log in through Glow first. This allows google classroom to confirm you are a student and that you can use it.

If you then choose to download the app, you must log in with your glow email address but change the ending. For example:

[Gw14westnina@glow.sch.uk](mailto:Gw14westnina@glow.sch.uk) Becomes [gw14westnina@na.glow.scot](mailto:gw14westnina@na.glow.scot)

Your password is the same password you use for glow

Students should never use a personal email address for google classroom. They might not be able to access it or see the work set for them if they do this.

## Inside a google classroom

The 3 tabs at the top of your classroom help you work round your class.

**Stream** – Any activity going on shows here. Teachers might leave comments, questions etc

**Classwork** – This is where all classwork will be set. Some teachers are new to this platform also, and there might be some issues with work being uploaded etc – Please be patient with teachers also.

**People** – the others in your class. North Ayrshire Council has disabled some facilities. So do not worry if you cannot email etc.

Stream

Classwork

People

### Getting work in a classroom



This symbol shows that an assignment that has been set by your teacher

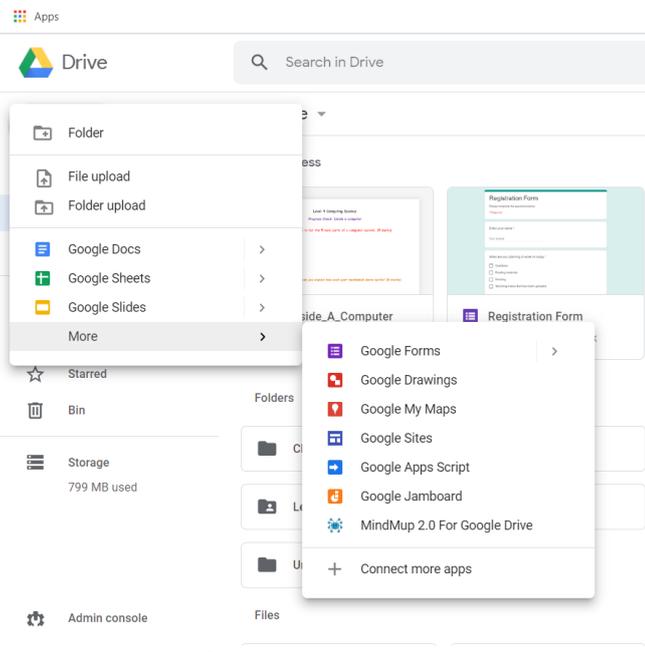


This symbol shows material – PowerPoint etc. You will not be expected to do any work on this. It will be there to help you with your assignment.

If a teacher has uploaded a word document, unfortunately you will only be able to view the document in a browser – you cannot edit it. Teachers are currently getting assistance on how to add a document that you can edit and return.

# Google Drive

Google drive works with google classroom – or as a stand-alone package. You can create documents, PowerPoints, edit pdfs, store work, share work, hold a group chat, create a website, and do loads of other cool activities.



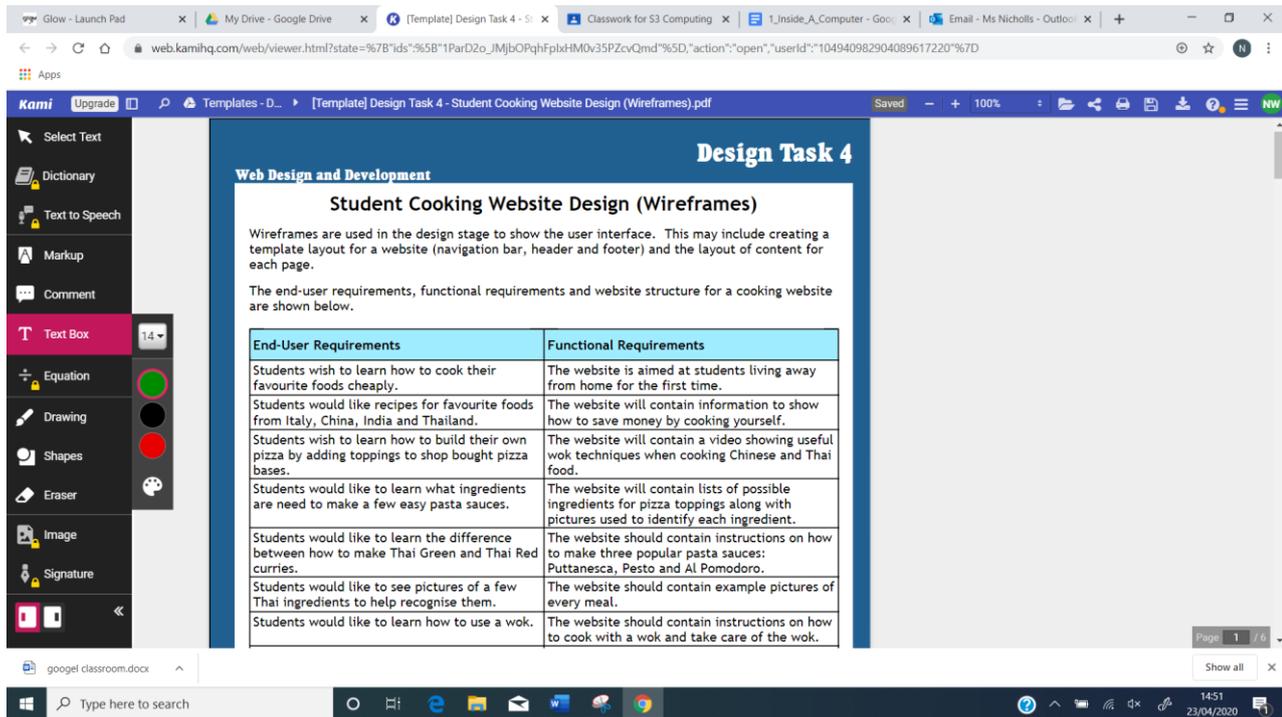
Students might have a slightly different version – this a teacher version with addons downloaded.

For google drive, I would suggest playing about with it and familiarising yourself with all the cool things available here. There are items disabled by North Ayrshire Council, do not worry about this. They are also disabled for teachers, so no work will ever be sent where you would need any of these addons.

When you create work in google drive, it saves automatically. You can then access your work from any device when you log in to Google Drive/Glow

# PDF Editor – KAMI

If you been sent a PDF – these can be edited using KAMI (you might need to search for this)



## Relax and do no stress

This is new to everyone. Most teachers have never used these digital platforms either and learning as they go along. We all fully understand how overwhelming this is, but we are here to help.

Find a way that suits you and your home life. Here are some suggestions:

If you prefer to write your work on paper, it would be better to take a photo and email it to your teacher. Therefore, it is important to have email tile and all your teacher email addresses.

If you are familiar with SMHW, then keep using this as your teacher will also be using this.

If you have access to google drive and classroom, familiarise yourself with it. Click on tabs, try things out. You will not break it!!!

You must use your glow email address and change the ending (see previous pages)

We are available to help in any way we can. If you need help please have as much information as possible including videos, screenshots, as this will help me greatly.

You can contact me by email [gw14westnina@glow.sch.uk](mailto:gw14westnina@glow.sch.uk)

## Help

Issue	Guidance
I do not know/forgot my glow log in details	Email: <a href="mailto:auchenharvie@ea.n-ayrshire.sch.uk">auchenharvie@ea.n-ayrshire.sch.uk</a> Contact through Xpressions
I cannot see my tiles on glow	Page 2
I need parental pin for SMHW	Email: <a href="mailto:auchenharvie@ea.n-ayrshire.sch.uk">auchenharvie@ea.n-ayrshire.sch.uk</a> Contact through Xpressions
I cannot see any work set on SMHW/Classroom	Email your teacher
I am having technical issues with SMHW	<a href="https://help.teamsatchel.com/en/">https://help.teamsatchel.com/en/</a>
I can access google classroom/google drive but not confident using it	<a href="https://www.youtube.com/results?search_query=google+classroom+tutorial+for+students">https://www.youtube.com/results?search_query=google+classroom+tutorial+for+students</a> <a href="https://blogs.glowscotland.org.uk/na/gw09leerosslyn/">https://blogs.glowscotland.org.uk/na/gw09leerosslyn/</a> <a href="https://support.google.com/edu/classroom/?hl=en#topic=6020277">https://support.google.com/edu/classroom/?hl=en#topic=6020277</a> Email: <a href="mailto:gw14westnina@glow.sch.uk">gw14westnina@glow.sch.uk</a> Ask your class friends for help
I have written my work and I don't know how to get it to my teacher.	Take pictures and email them to your teacher.
I can see the work that has been set, but I can't open it	Check you have the correct software to open the document. Can you try on another device? Email teacher and ask for it to be sent again as a PDF. PDF's can be open on any device.

