



St. Matthew's Academy



Pupil Digital Learning Handbook



Microsoft Teams





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Digital Learning Expectations

We are now using Microsoft Teams as an online learning platform to support everyday learning and teaching. The expectations in the online classroom are no different to those you are expected to meet in the classroom within Saint Matthew's Academy.

We have CLEAR values which should be present in all interactions. We have an agreed Promoting Positive Relationships (PPR) Policy which all should follow. In addition to the PPR policy you should adhere to the following when learning online:

- Regularly log in and check for updates.
- Report any technical issues to your teachers as quickly as possible.
- Attempt assignments to the best of your ability.
- Ask for help if you need it. Where possible, attempt assignments and ask for help in advance of the due date.
- Only post comments that are appropriate and ensure these are posted at a reasonable time of day.

Any behaviour online which is deemed to be not in keeping with our shared school values will need to be reported to your Year Head, the same way it would be in a physical classroom. Please remember that you are accountable for your conduct online.

Our shared approach to Promoting Positive Relationships is key to our success as a school. Be responsible and respectful at all times and let's make our online learning and teaching experience enjoyable.



What makes an effective Digital Learner?



I understand and can demonstrate, the benefits of digital technology.



I have the skills and knowledge to experiment and problem solve using digital technology.



I have the skills and knowledge to use the internet safely and responsibly.



I have the skills and opportunity to work with others using digital technology.



I have the opportunity and means to use digital technology to access online content.



I have the confidence and competence to embrace digital technology and the internet.



I have the skills and knowledge to select and use appropriate digital technology for learning, life and work.

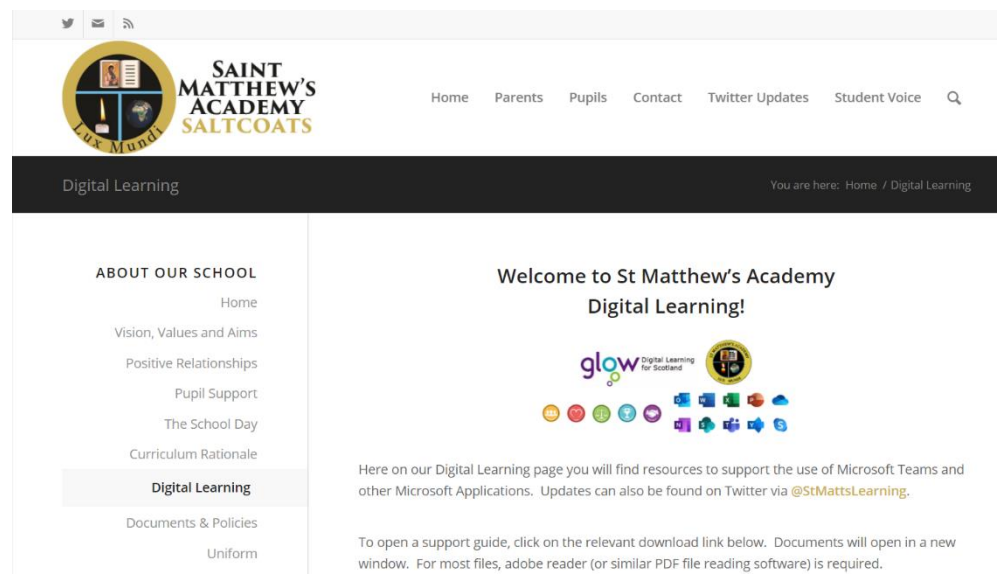


Online Learning Support

Online learning support resources can be found on the Digital Learning page of the school website.

The Digital Learning page can be accessed via the link below:

<http://saintmatthewsacademy.com/digital-learning/>



Updates and support materials are also posted regularly on St Matthew's Academy Learning and Teaching Twitter account which can be accessed via **@StMattsLearning**.



Safer Schools App

The Safer Schools App is designed for staff, parents/carers and pupils with a priority of keeping young people and children safe online. This app helps to support and protect children and young people by educating and empowering them at school and at home.

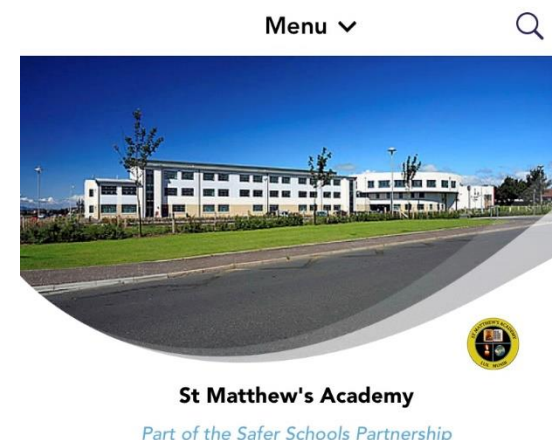
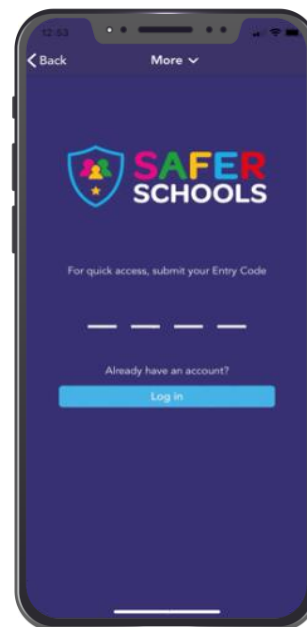
You are provided with an insight into issues relating to social media use and gaming, and are given easy to follow advice on how you can make their online experience safe and enjoyable. Information is also provided on how to report concerns.



To download and access the app, follow the steps below.

1. Search for 'Safer Schools' in the App or Google Play store.
2. Type in the school name when you open the app.
3. Enter the 4 digit parent code which has been text to all parents by the school.

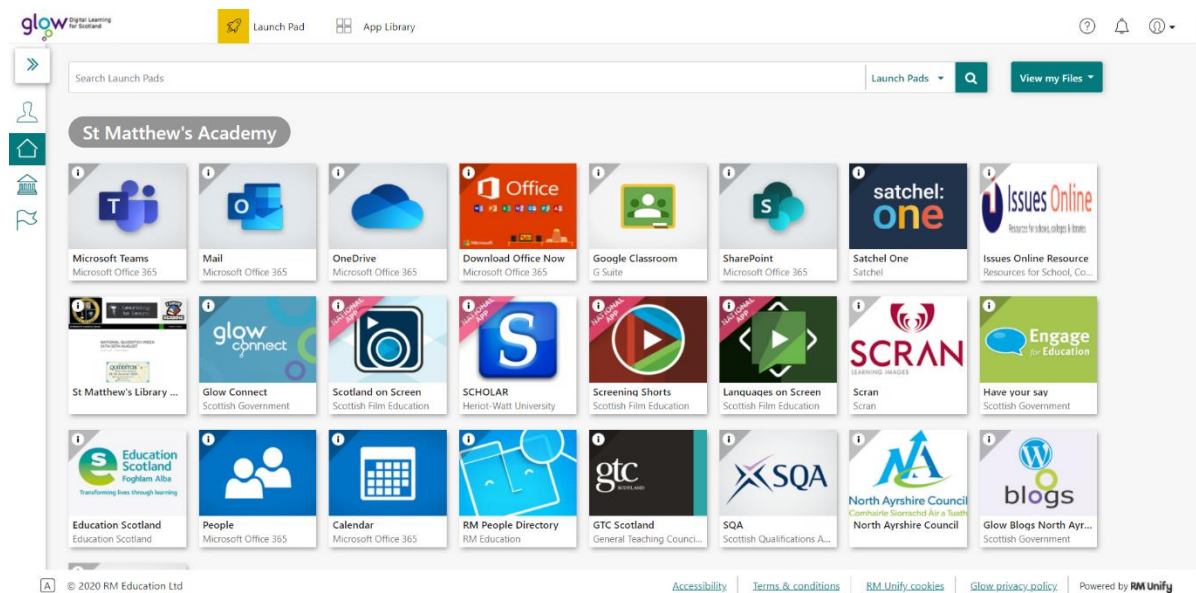
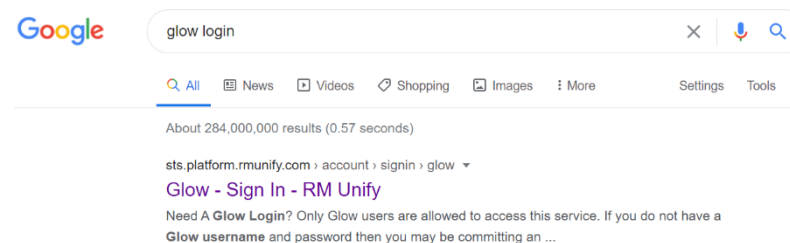
You can ask your Guidance Teacher or Mrs Leslie for the pupil code to access the app.





Signing in to Glow

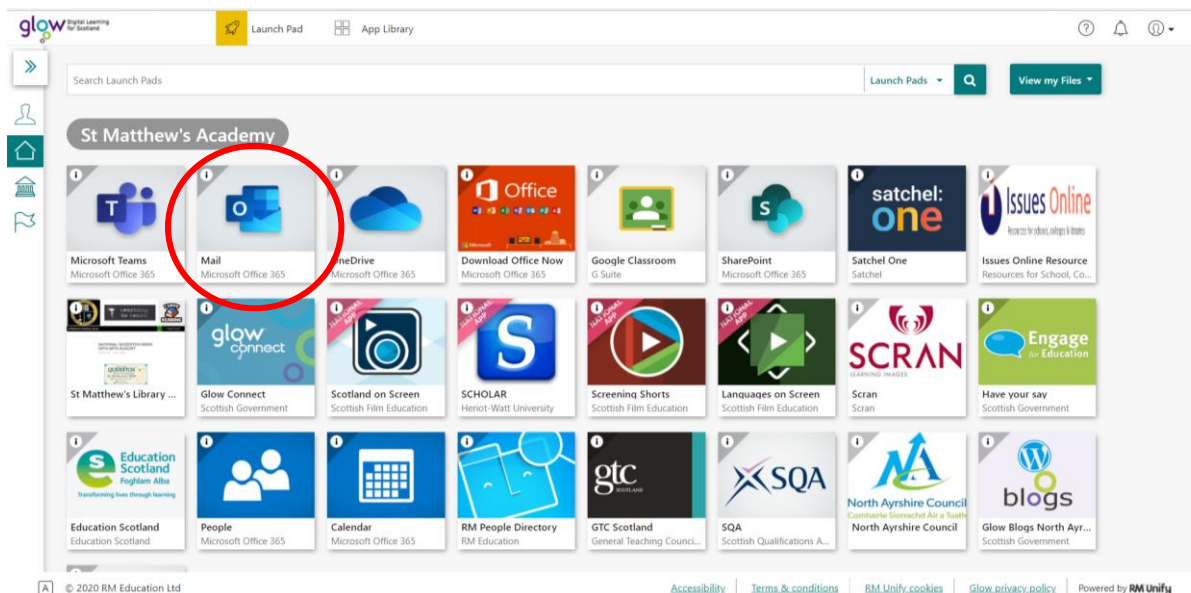
1. Search 'glow login' in the Google search bar.
2. Click on the result 'Glow - Sign In - RM Unify'. It can be also be accessed via the link below:
[Glow - Sign In \(rmunity.com\)](https://glow-signin.rmunity.com)
3. Once on the Glow sign in page, you should type in your Glow username and password. Your username will look something like 'gw19williamsrobbie'.
4. Once logged in to Glow, you will have access to the Launch Pad shown in the image below.



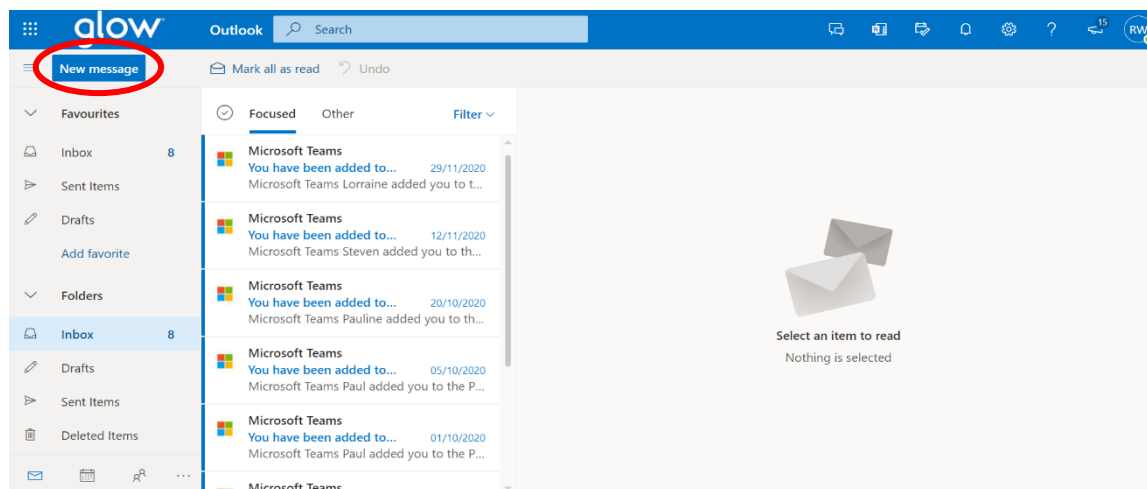


Accessing Glow Email

Once logged in to Glow, you should click on the 'Mail' tile on the Launch Pad.



Your email account will display as shown below.



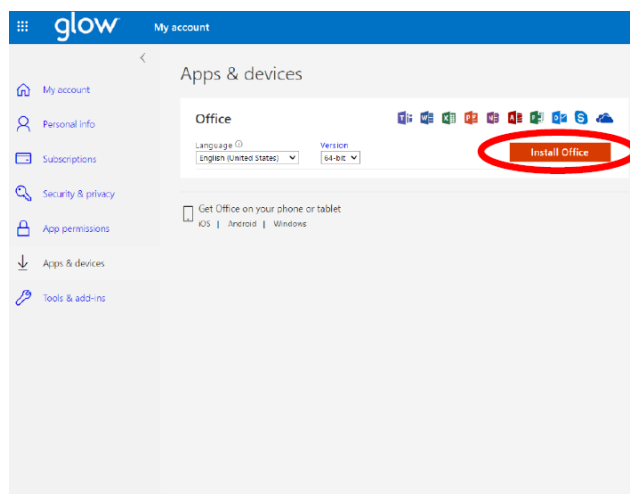
You can compose an email by clicking on 'New message'.



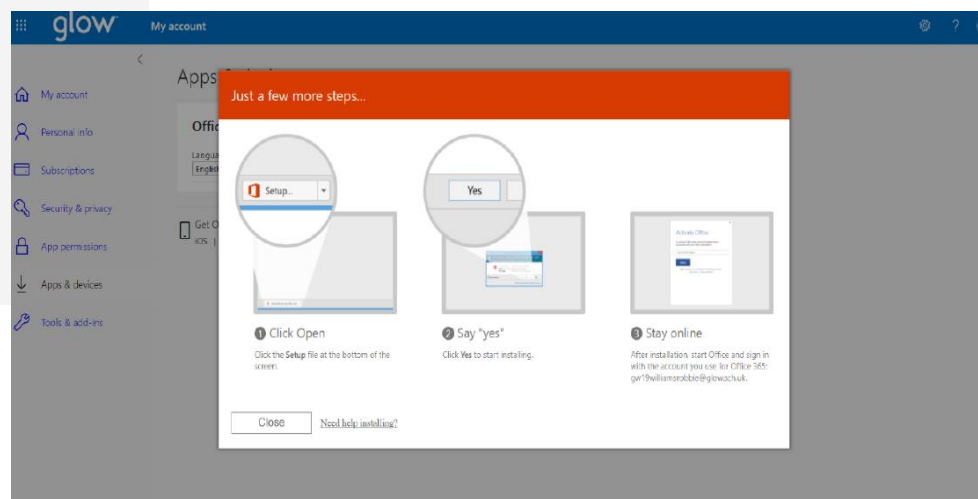
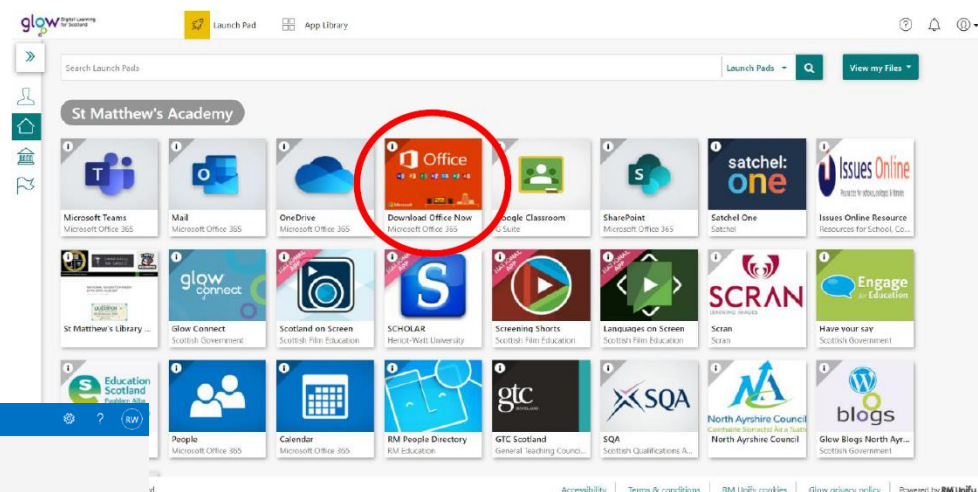
Downloading Office 365

Microsoft Office can be downloaded through Glow for free.

1. Once logged in to Glow, click on the 'Download Office Now' tile on the Launch Pad.
2. The screen shown below will appear and you should click on 'Install Office' as shown.



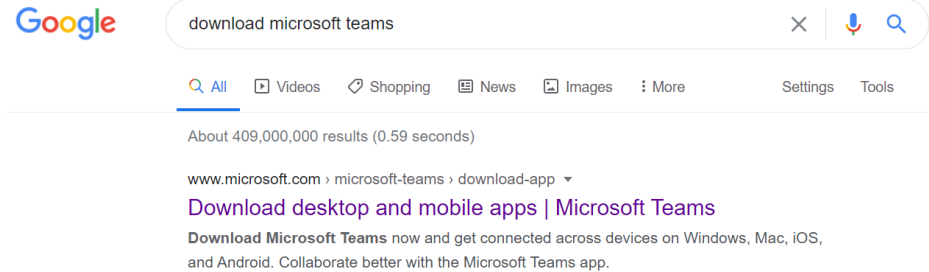
3. The screen shown on the right will appear and further instructions will be provided to complete the download successfully.



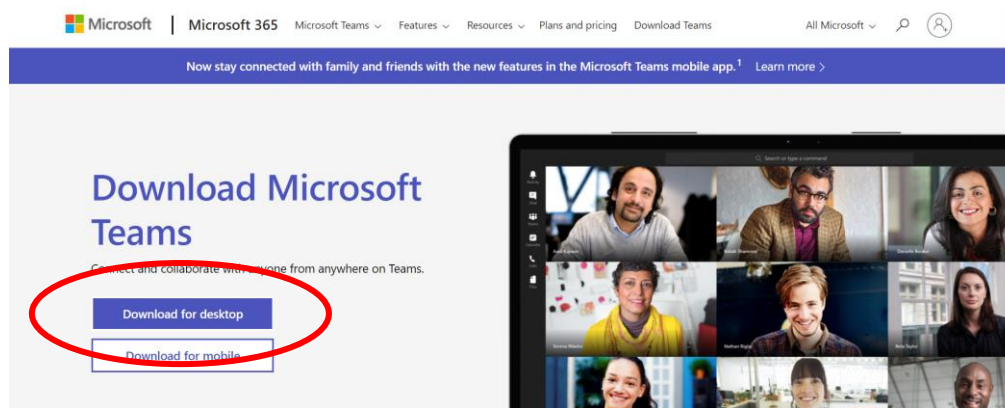


Downloading the Microsoft Teams Desktop App

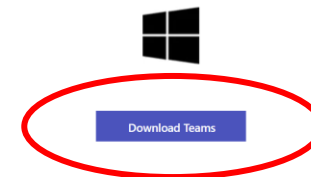
1. Search 'download Microsoft Teams' in the Google search bar.
2. Click on the result 'Download desktop and mobile apps | Microsoft Teams'. It can also be accessed via the link below:
<https://www.microsoft.com/en-gb/microsoft-teams/download-app>
3. Click on 'Download for desktop'.



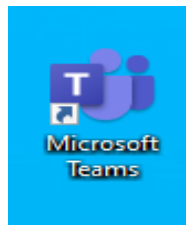
4. Click 'Download Teams' and follow instructions when prompted.



Download Teams for work on your desktop



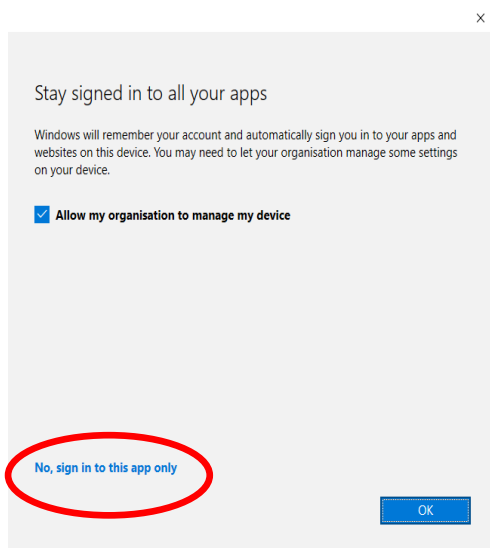
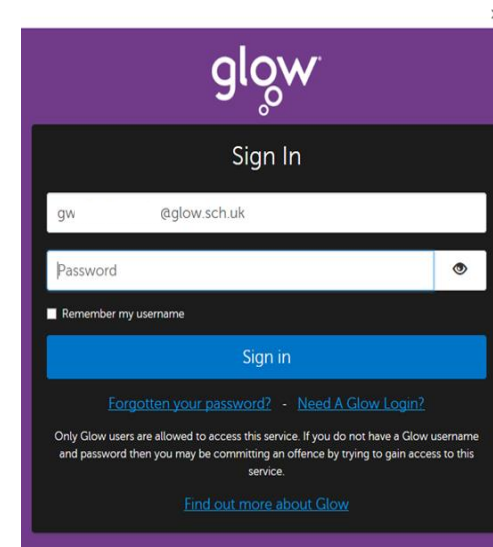
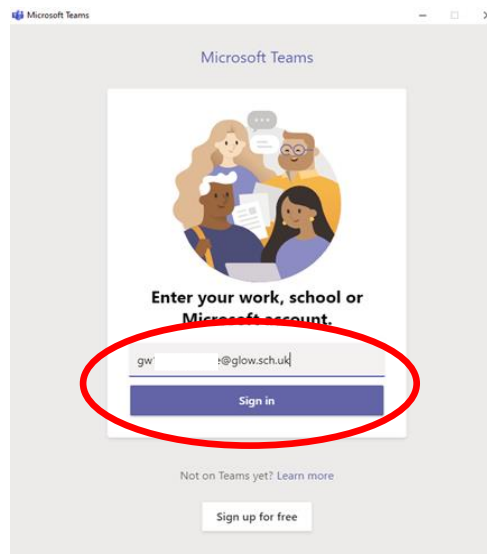
5. The Microsoft Teams icon should appear on your desktop once it has been downloaded successfully.



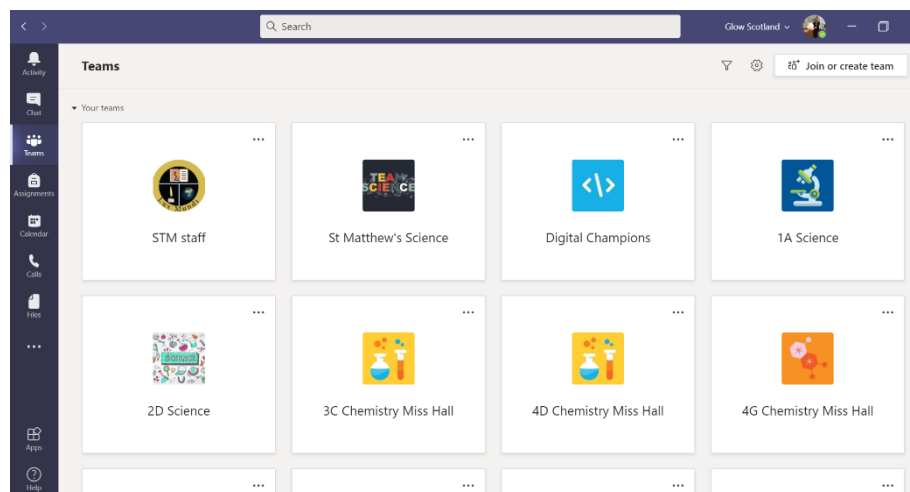


Signing in to the Microsoft Teams App

1. You should open the Microsoft Teams app on your desktop and type in your **full** Glow email address, including **@glow.sch.uk**.
2. You will be redirected to the Glow sign-in page where you should type in your Glow password and click Sign-in.
3. The following screen will appear and you should click 'No, sign in to this app only'.



You should now be logged in to Microsoft Teams and your home page should look similar to the image shown here on the right.

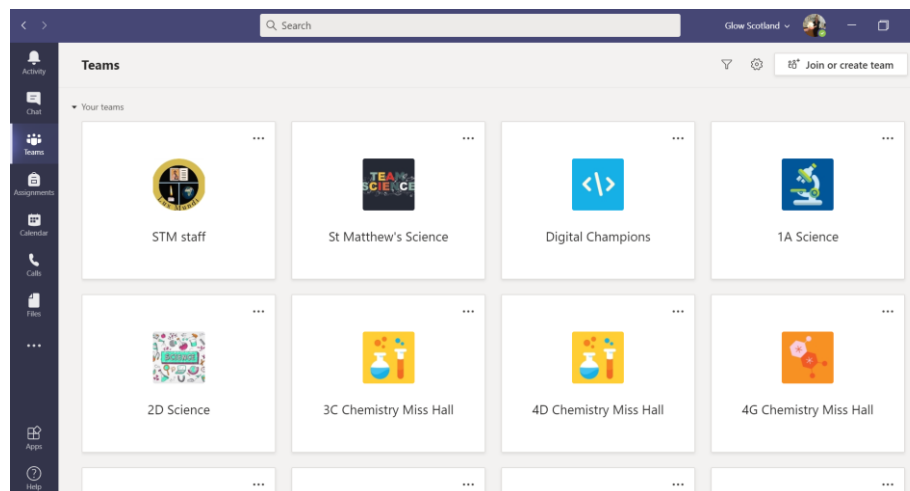




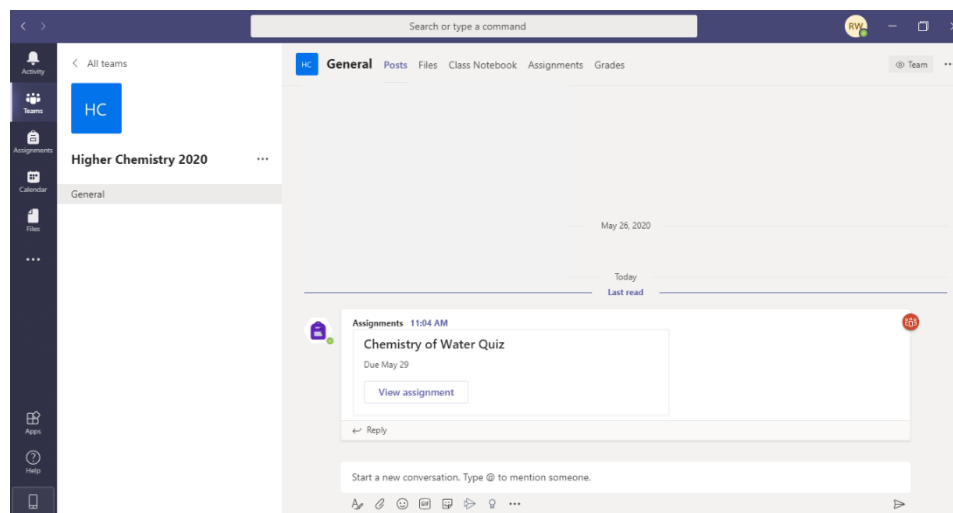
Using Microsoft Teams

To access different teams, simply click on the tile of the team you wish to access on your home page.

If any team name appears in bold, there has been some recent activity and you should access that team for updates.



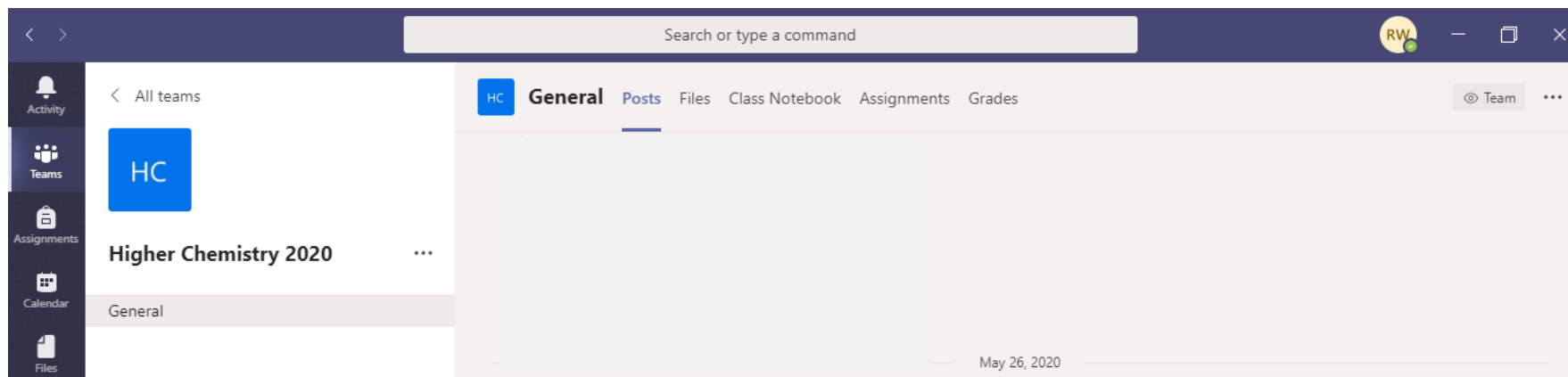
Once you click on a team tile, the team will open and you will have access to updates, resources and assignments.





Using Microsoft Teams

All class teams have the same basic layout. There are different tabs at the top of each team that will allow you child to access different content.



By clicking on each of the tabs you will be able to access the following:

Posts - Information on tasks being set each day/week and updates from your Class Teachers.

Files - Resources and support guides are stored here.

Class NoteBook - Some assignments and resources may be posted here. This is dependent on the subject and you should be aware of which classes you should be using it in.

Assignments - Any assignment to be completed can be found by clicking on this tab. Instructions, resources and due date will be detailed here.

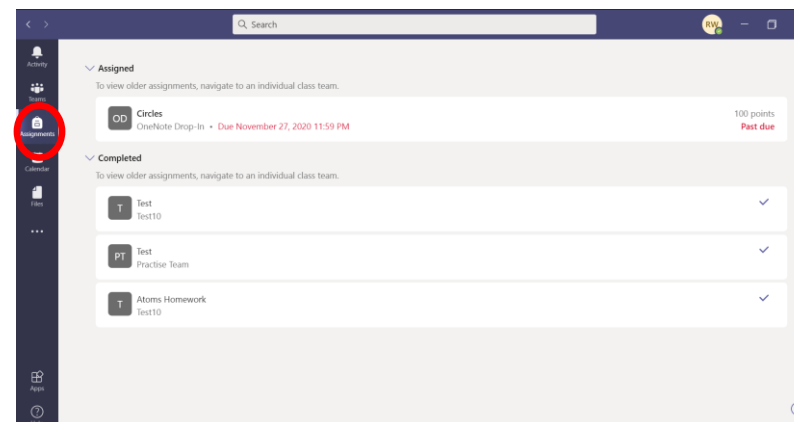
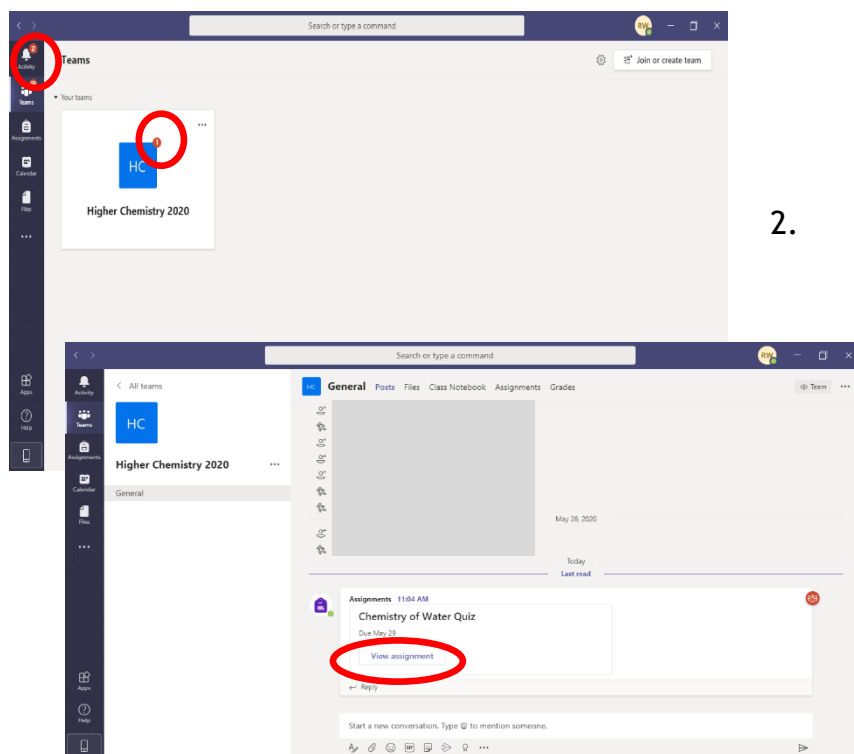
Grades - Provides an overview of all assignments and marks achieved where appropriate.



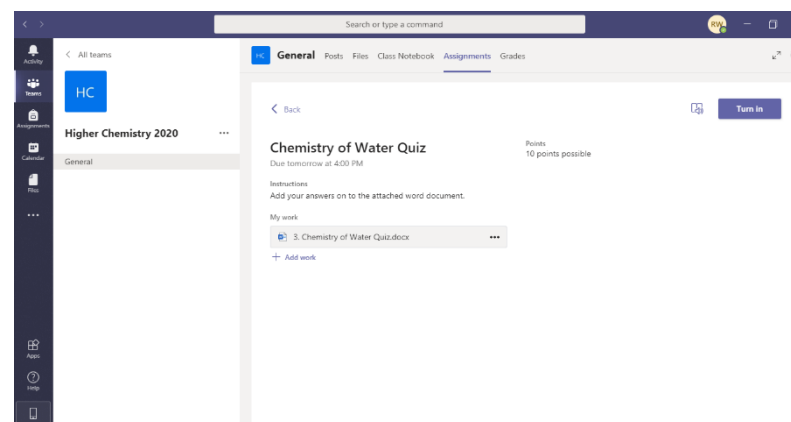
Assignments in Microsoft Teams

To get an overview of assignments due, in date order, you should click on 'Assignments' on the menu bar at the left hand side of Microsoft Teams.

1. You will get a notification when an assignment has been set in one of your class teams as shown below.



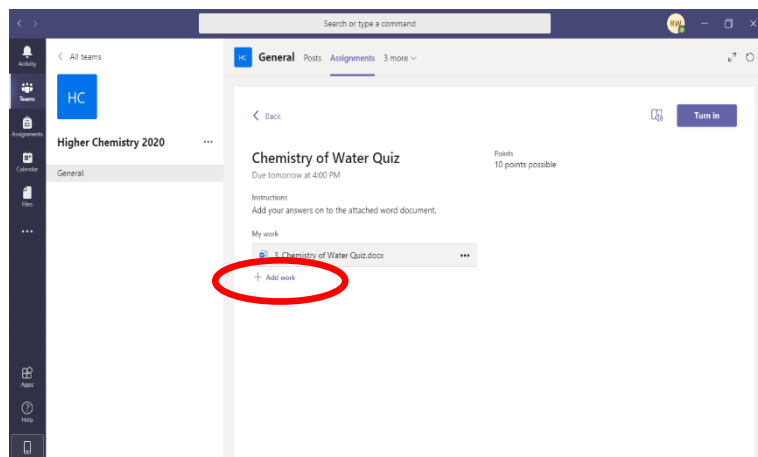
2. To view the details of the assignment, click on the tile with the assignment notification and then click 'View assignment'.
3. Instructions for the assignment along with any resources required and the due date will then be visible.



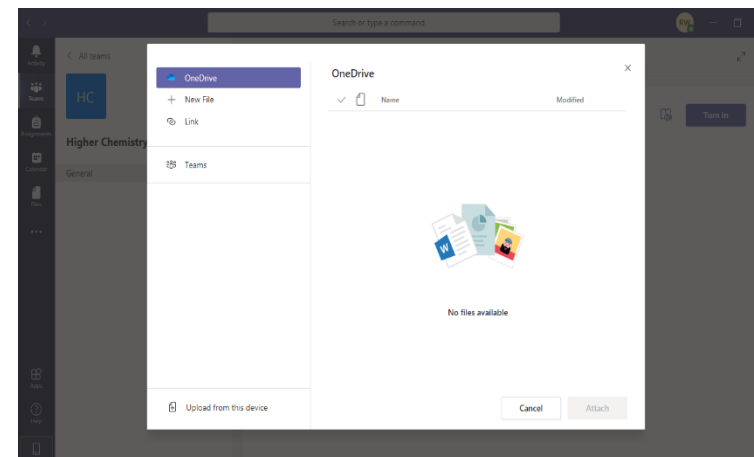


Uploading Work in Microsoft Teams

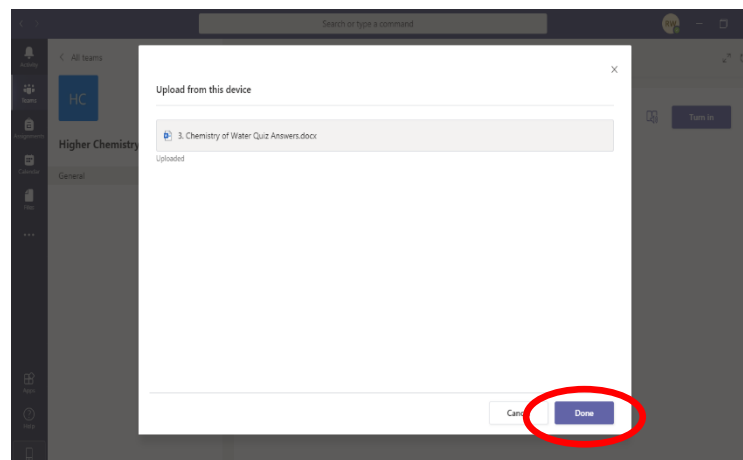
1. Click 'Add work' underneath the assignment details.



2. Choose the location from which the work is to be uploaded from.



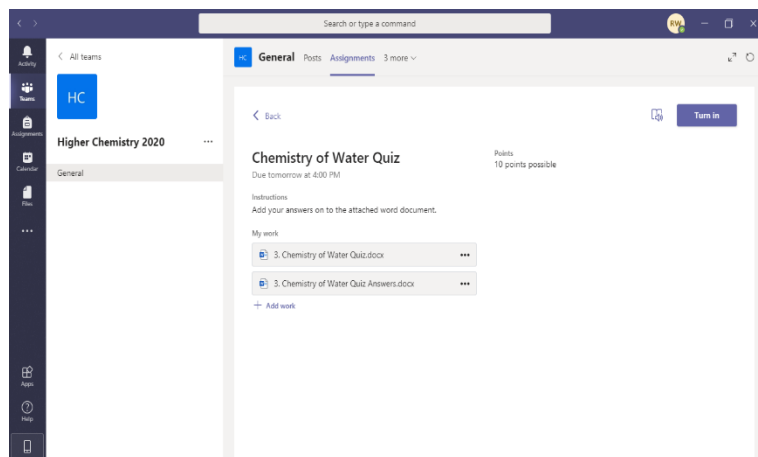
3. Click 'Done' when you have selected the file.



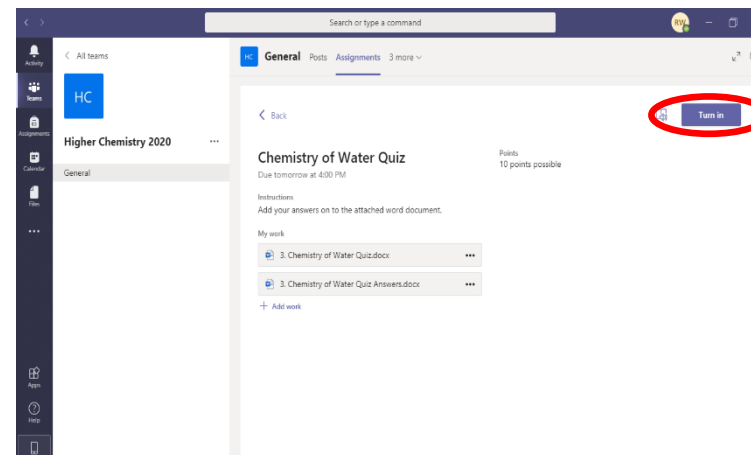


Uploading Work in Microsoft Teams

4. The file you have uploaded will appear underneath the assignment details.



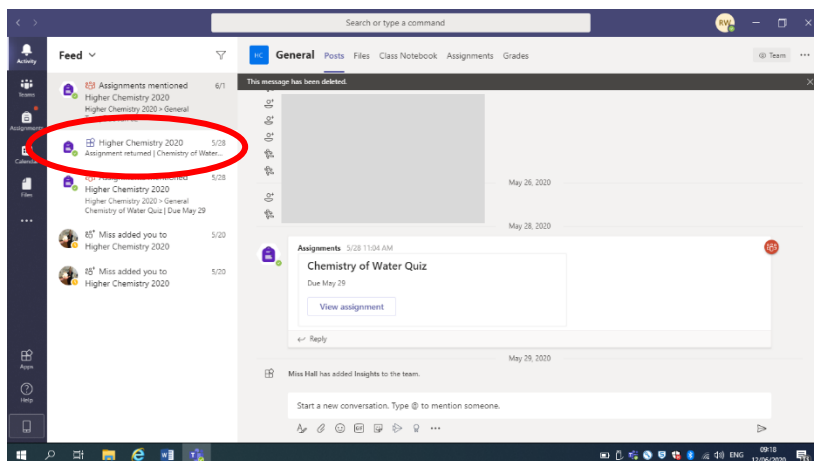
5. Lastly, you should click 'Turn-in'.



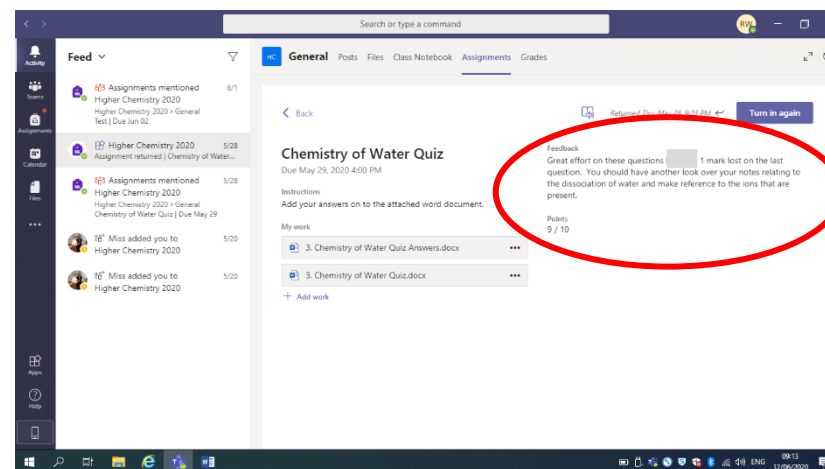


Accessing Teacher Feedback in Microsoft Teams

You will receive a notification when your Teachers return assignments to you which will appear in the activity tab of Teams as shown here.



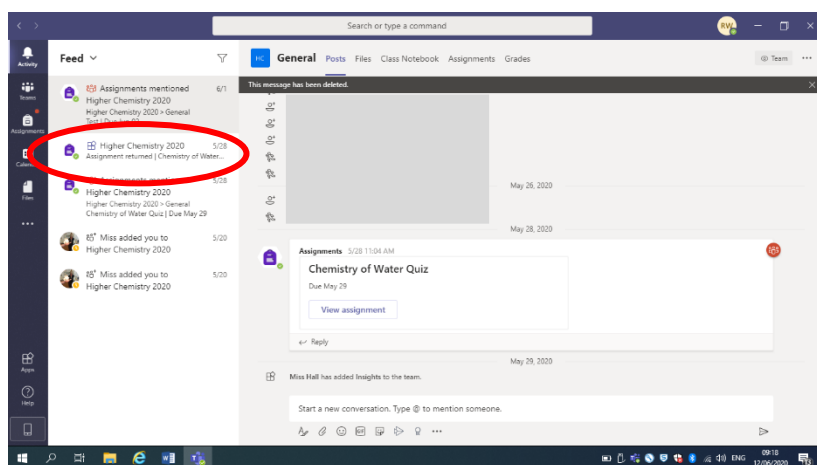
To access feedback, click on the notification and your feedback can be seen on the right hand side of the screen as shown below.



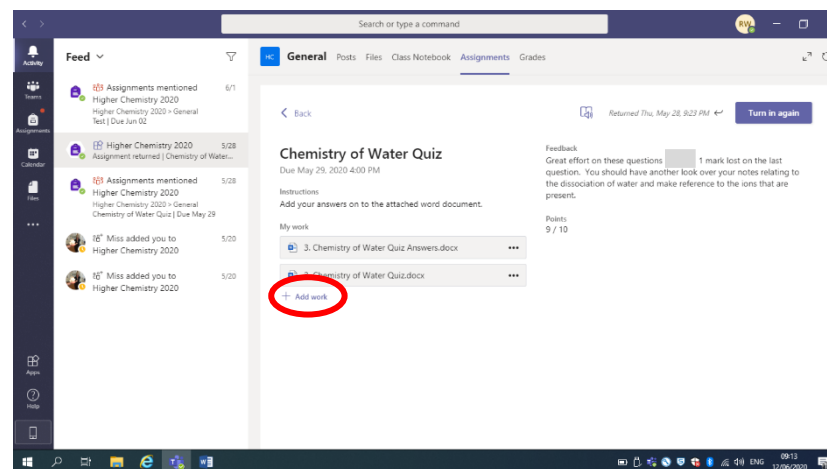


Resubmitting an Assignment in Microsoft Teams

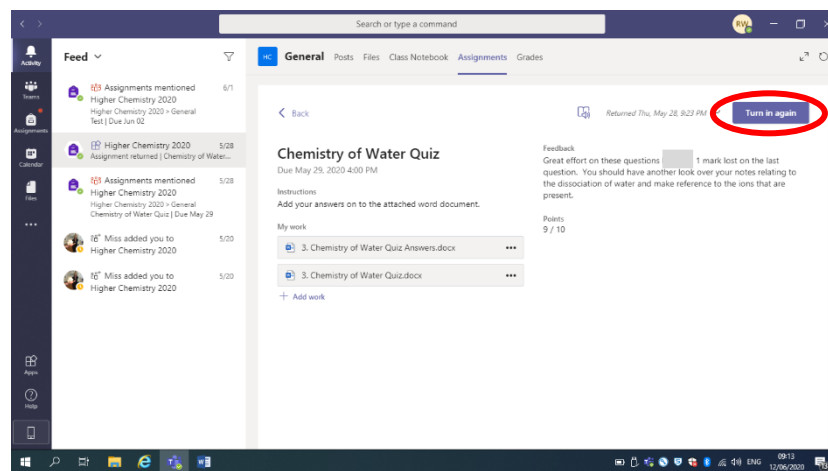
You will receive a notification when your Teachers return assignments to you which will appear in the activity tab of Teams as shown here.



If you have been asked to resubmit your assignment for any reason you can do so by clicking on 'Add work' and attach your new work in the same way as before.



Finally, click 'Turn in again'.

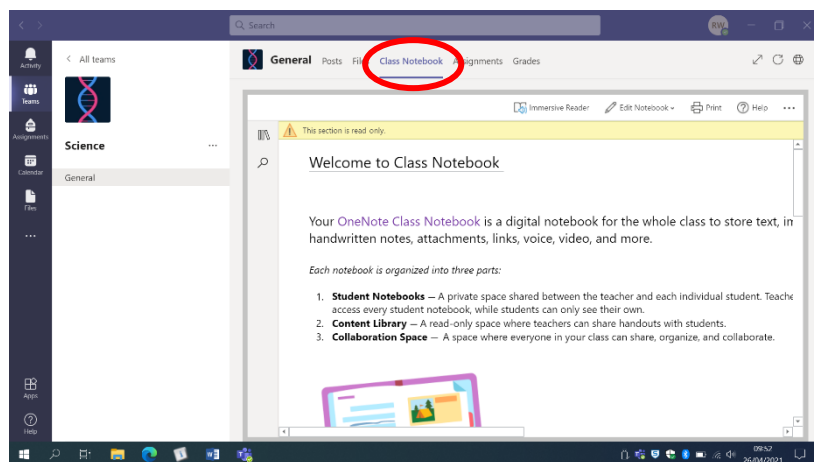




Using the Class NoteBook

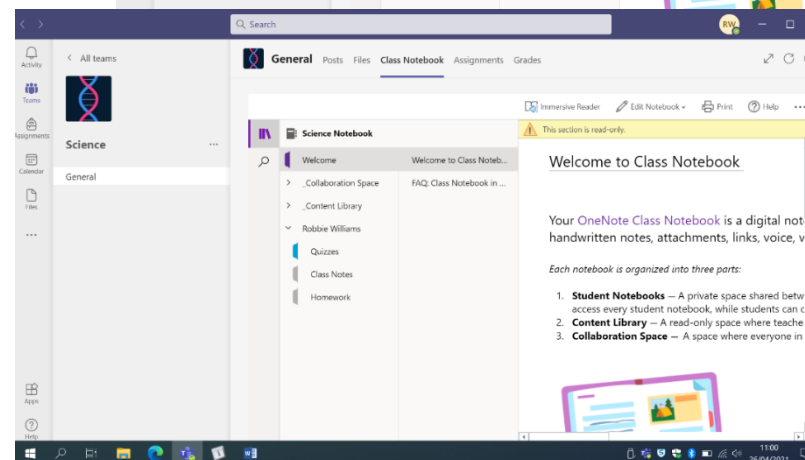
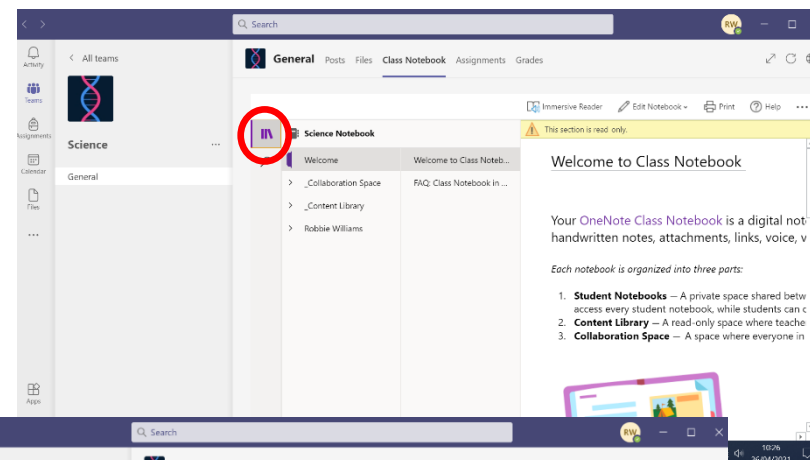
All Class NoteBooks will have a similar basic layout.

When you click on the Class NoteBook tab, the following screen will appear which gives you information on the different parts of the NoteBook.



By clicking on the different parts of the NoteBook you will be able to access resources and homework that is being set by your Class Teachers.

You should click on the navigation button as shown below and this will give you access to the Collaboration Space, Content Library and your own NoteBook. Your own personal NoteBook will be displayed with your name.





Summary

Within Saint Matthew's Academy, pupils have the opportunity to develop their knowledge and digital skills across the curriculum. Through using digital technology effectively we can enhance learning experiences, equip pupils with the vital digital skills required throughout their time at school, and help to prepare them for the world of work. Digital technology can enrich the learning experience for all of our children and young people.

Our primary approach to raising attainment in Saint Matthew's Academy is built on the belief that excellent teaching leads to excellent educational outcomes for our young people. By utilising digital technology to enhance learning and teaching in the ways described in this handbook, we can also improve educational outcomes for our learners. It is therefore vital that Saint Matthew's Academy enables its learners to benefit in this way.

The 'What makes an effective Digital Learner?' criteria found on page 4 of this handbook can be used by all pupils to carry out self-evaluate of their learning which involves the use of digital technology. This gives all pupils the opportunity to identify strengths and areas for improvement, to allow them to seek support where required.

Online safety is vital to ensuring the success of online learning. Through our CLEAR values and online safety inputs, pupils are made aware of appropriate online conduct and how to report concerns. This helps to make online learning a safe and enjoyable experience for all members of the school community.

Our approach to digital learning and teaching is keenly focused on how best to use technology to enhance learning and teaching across all curriculum areas. However, it is our intention that by adopting an increased and more effective use of digital technology all of our learners will develop a level of digital skills that will be invaluable in tomorrow's digitised world.

