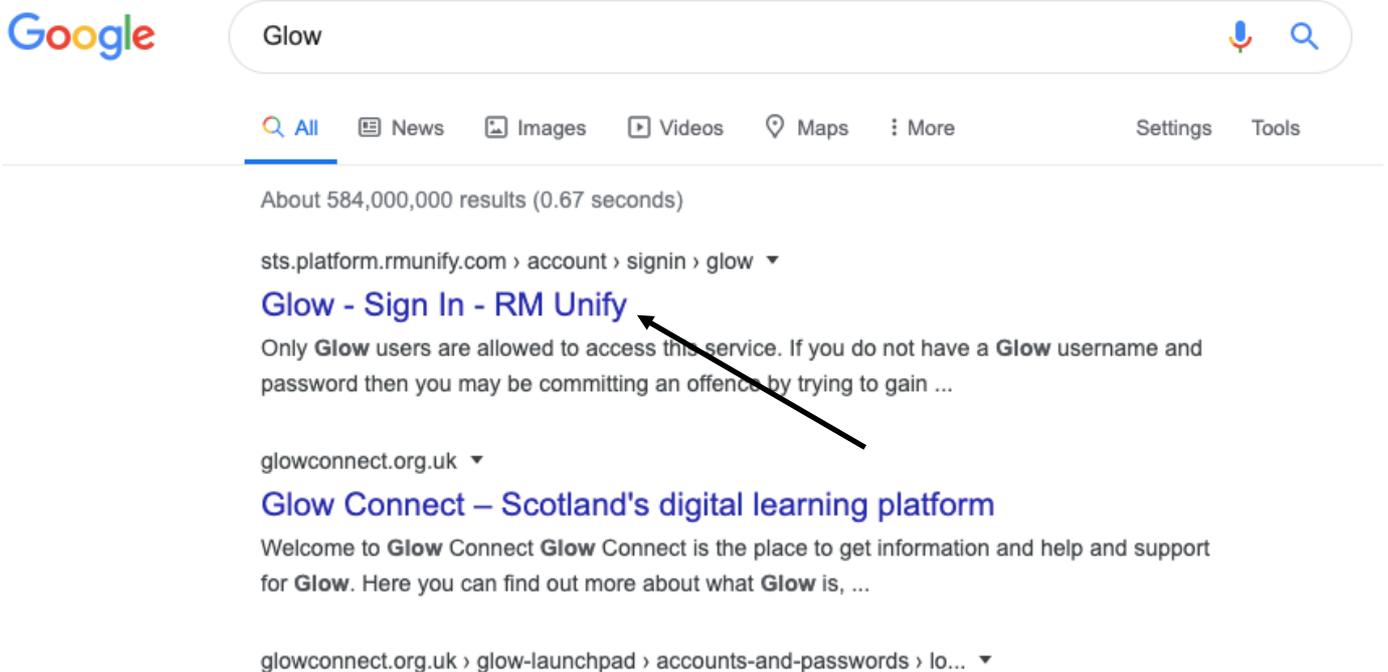
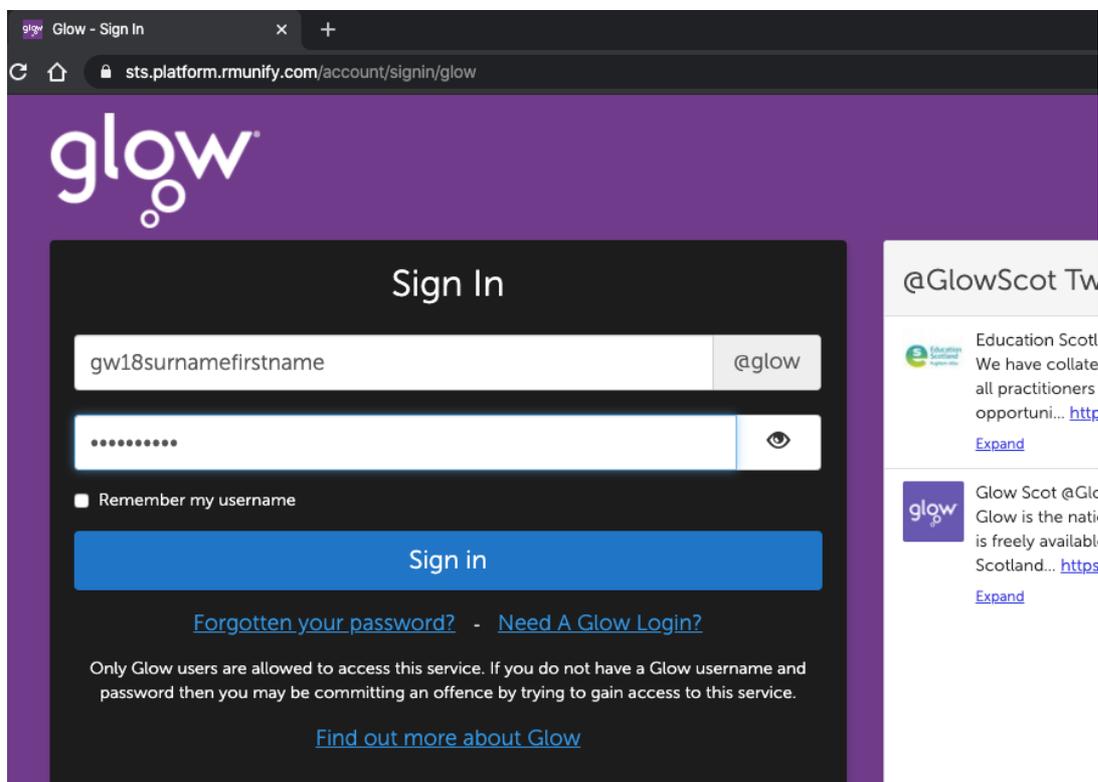


Using Glow

1. Open your favoured search engine and type 'Glow' into the search bar. Choose the RM Unify link.



2. Type your username and password into the boxes and click 'sign in'



3. The main screen is known as the launchpad and has 4 parts to it.

Pupils choose the tiles you would like to see and use most often.

School tiles that all pupils can access. Clicking on a Microsoft tile will keep you logged into your own account.

Scotland tiles that Glow Scotland place and believe to be useful.

North Lanarkshire tiles that NLC place and believe to be useful.

4. The app that the learning materials will be posted on is Microsoft Teams. You can find this in the school's launchpad.

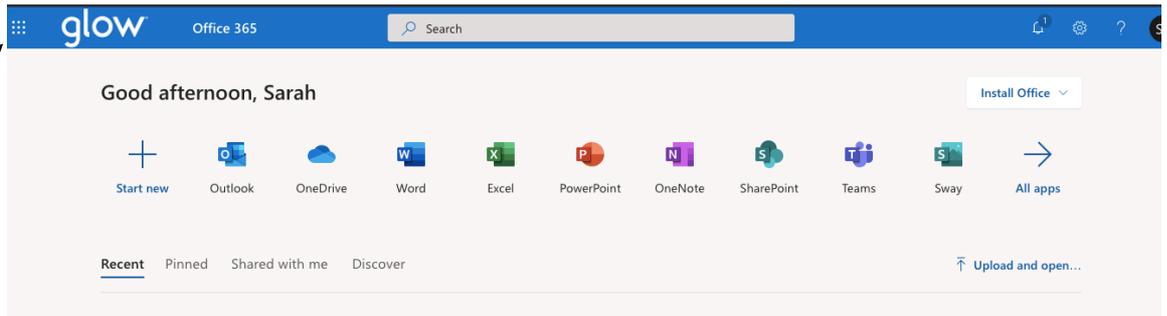
Teams
Clicking on this tile takes you to the Teams you are a member of or an overview of all of the teams you are part of.

Office 365 Home
Clicking on this tile takes you to the office home page. From here you can access all online versions of the office apps.

One Drive
This is a personal cloud storage space. Children can store files here and when appropriate share them with their teacher. All children are welcome to store schoolwork in the OneDrive but won't be asked to share any work this way during the school closure.

5. This is the home screen view of Office 365 and an overview of the apps. These apps can also be downloaded on to iPads and tablets with children logging in using their Glow email address and password.

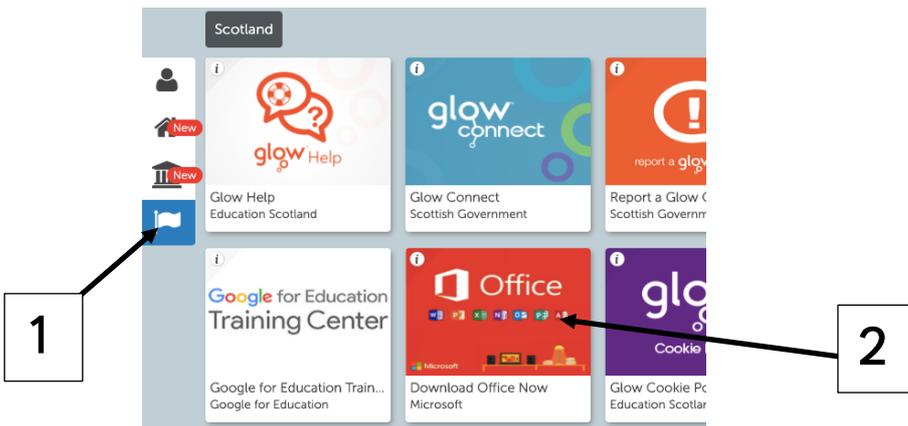
This icon is known as the waffle. The waffle will always show you the other apps.



6. Teams and the other office apps can be used in 3 different ways.



By clicking on this tile and opening the window above. From here you are given access to the online versions of the office apps.



By clicking on the Scotland launchpad followed by the 'Download Office Now' tile. This will allow you to download the Office software on to a desktop computer or laptop.



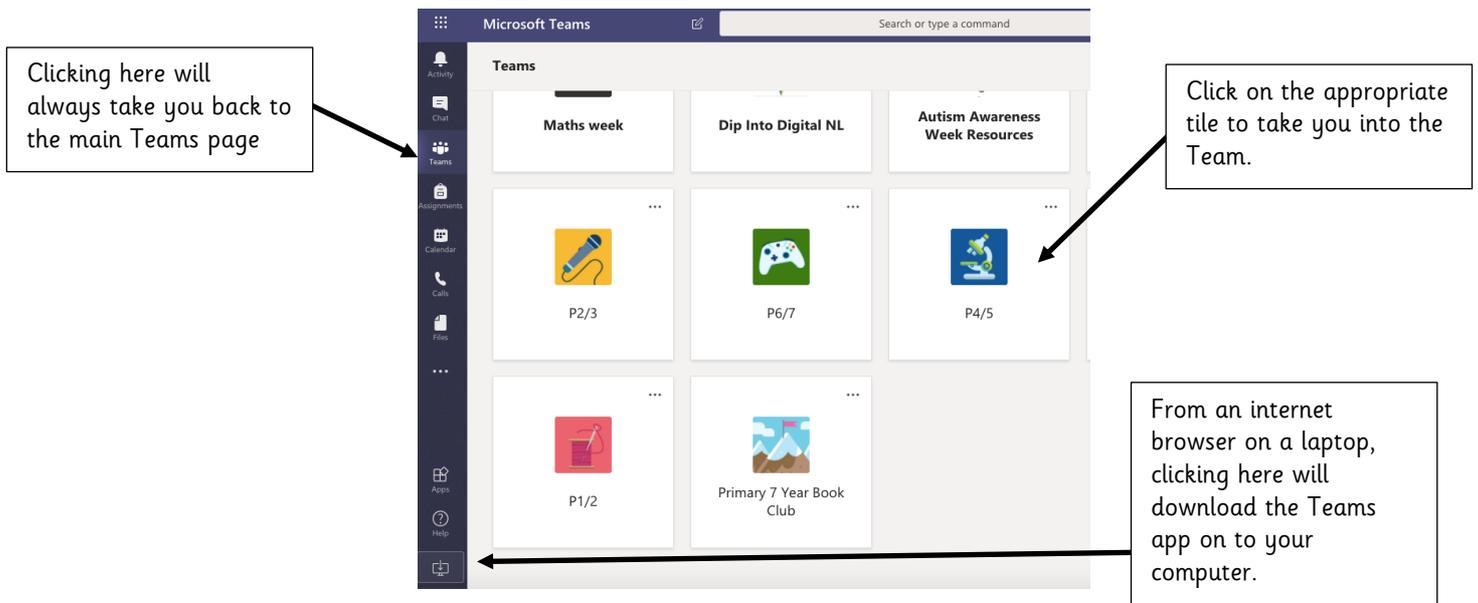
Or by typing 'Office 365' into the app store on your tablet or phone and downloading Teams, Word, Powerpoint, Outlook and One Drive.

Unless you are using the online apps, you will need to login to using your Glow email address and password. It will ask you for this twice. Once, in a Microsoft window and then the purple Glow login window will pop up.

Using Teams

Microsoft Teams is the app we will use to store learning materials. Teachers may also post messages to your children when new resources have been added. Every child has been put into a Team for their class.

On first logging in to Teams you will be presented with the Teams you are a member of. Double clicking on the tile will open the Team



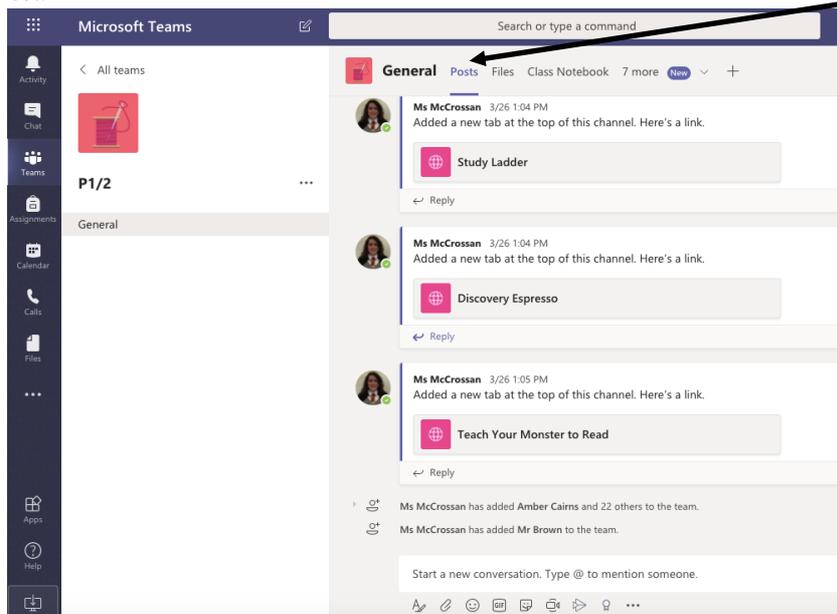
The screenshot shows the Microsoft Teams interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a grid of team tiles. Callout boxes provide instructions: one points to the Teams icon in the navigation bar, another points to a team tile (P4/5), and a third points to the download icon in the bottom left corner.

Clicking here will always take you back to the main Teams page

Click on the appropriate tile to take you into the Team.

From an internet browser on a laptop, clicking here will download the Teams app on to your computer.

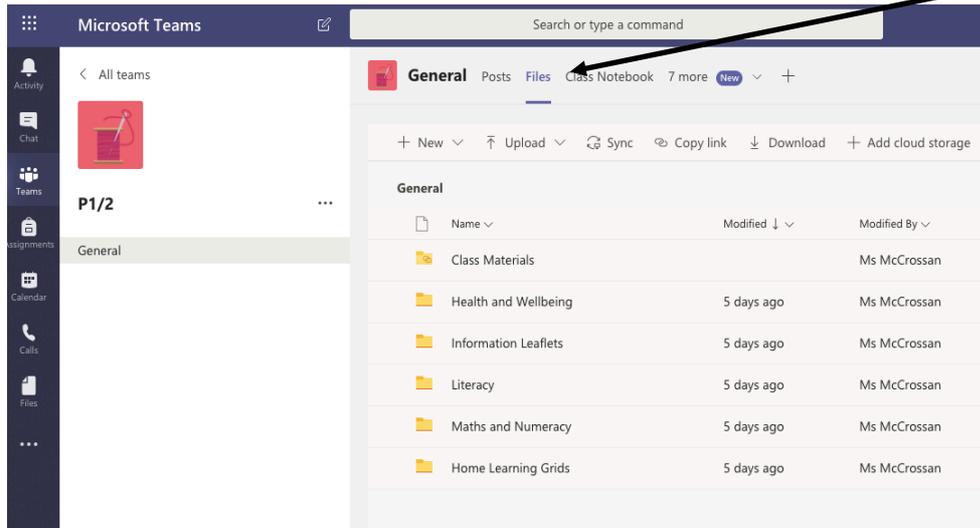
Each Team has various tabs across the top. Posts will open first, and this is where teachers will post messages. At the moment children are unable to post messages. We may review that as time goes on.



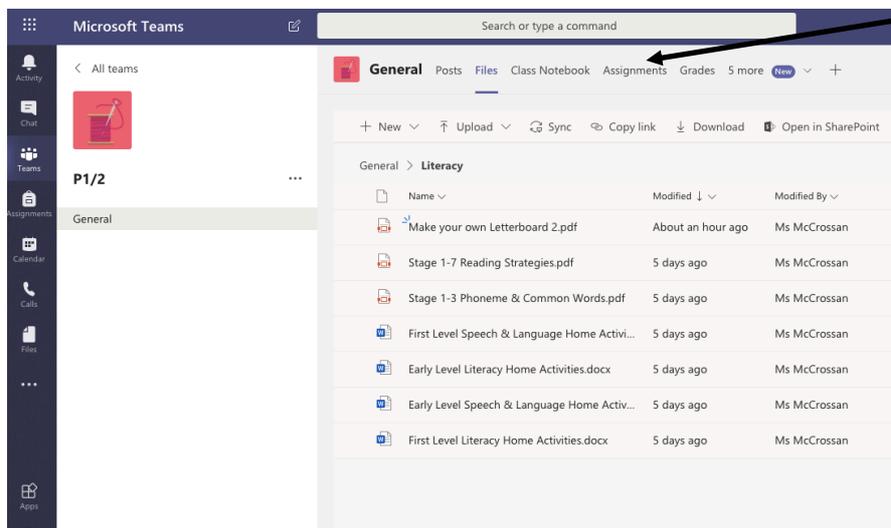
The screenshot shows a Microsoft Teams team channel. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', and '7 more'. The main content area shows a list of messages from 'Ms McCrossan' with links to 'Study Ladder', 'Discovery Espresso', and 'Teach Your Monster to Read'. A callout box points to the 'Posts' tab in the top navigation bar.

Clicking here will always take you back to the main Teams page

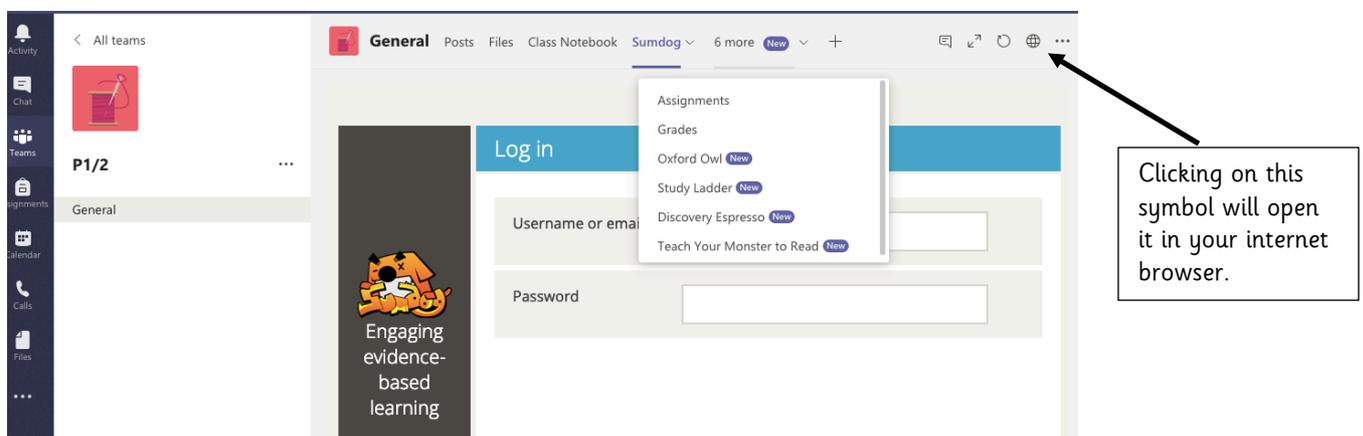
The files tab is where you'll find the learning resources. There's a folder for each curricular area and any resources that have already been emailed out have been added to these folders.



The Assignments tab isn't in use at the moment, but challenges and quizzes may be added here.



There are tabs for the websites we have recommended children use.



If you have any problems accessing Glow or Microsoft Teams or have any questions, please email Ms McCrossan on gw09mccrossanmegan@glow.sch.uk