

## Accessing Microsoft Teams

In March staff at Calderhead began using Microsoft Teams to communicate with each other and with pupils as schools across the country closed. For the majority of staff this was a new system and new way of working. With some time, effort and help from those in the know, staff became competent in its use. Many departments have continued to use Teams to set homework, share resources and communicate with pupils when they are at home.

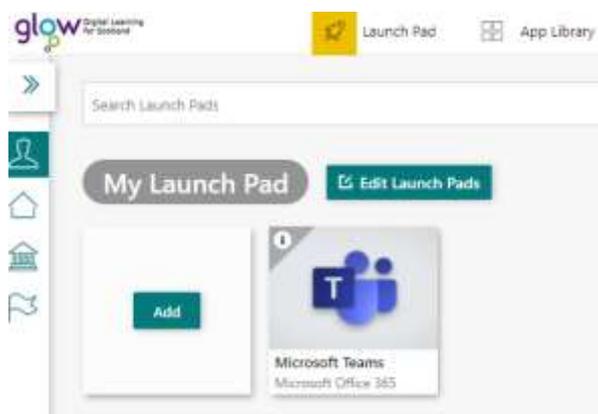
Following a recent connectivity survey, we have produced a guide for parents to support their child accessing Microsoft Teams, which is detailed below.

The easiest way is to download the app that is available from the Google Play store or Apple App store. The app can be set up to alert pupils when content has been added to their Teams.

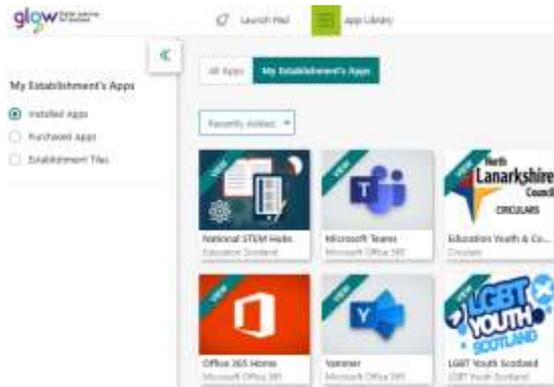


Teams can also be accessed from a web browser through Glow. Pupils should go to the Glow page by visiting <https://glow.rmunify.com/>

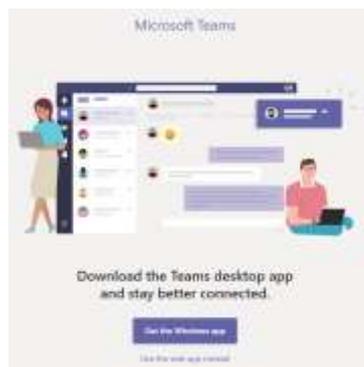
- They should then login in using their Glow email address and password. If they don't know this or are locked out you should email [technology@calderhead.n-lanark.sch.uk](mailto:technology@calderhead.n-lanark.sch.uk) or call the school who will be able to provide support or reset the password.
- Pupils should already have Teams set up on their Launch Pad and clicking on the tile would bring them to their Teams homepage.



- If Teams is not on the Launch Pad it can be added. At the top of the Glow homepage there is a tab called App Library. If pupils click on this and then My Establishment's Apps, Teams should be there. By clicking on this Teams can then be added to their Launch Pad.



- Teams can also be added as a desktop app on a laptop/desktop so it can be opened quickly rather than going through Glow. Clicking on 'Get the Windows app' will allow you to do this.



- Once Teams has been opened/installed it is used for pupils to access, work on and submit tasks that have been set by the teacher. Teachers and pupils can also discuss work using the class 'Posts' section. Staff can upload information through the 'Files' section and 'Assignments' can also be set. A typical Team page is shown below.

