

Accessing Microsoft Teams

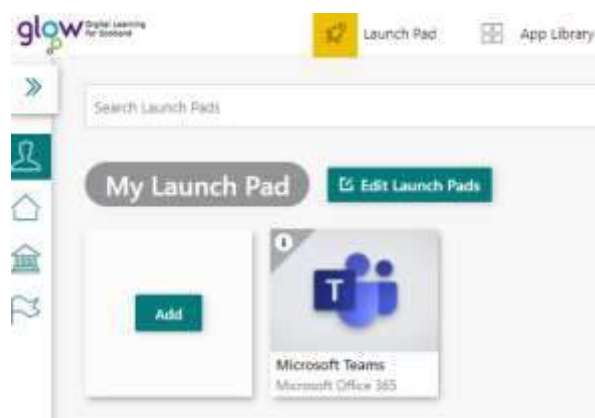
Microsoft Teams is the platform that Calderhead High School are using to provide online learning. During the first lockdown staff and many pupils became competent and confident in its use and many departments continued to use it even when schools reopened in August, to provide support to pupils who were isolating and to post homework tasks/share resources. As we go into another lockdown we want to provide information to pupils and parents to ensure access to Teams is available to all.

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.

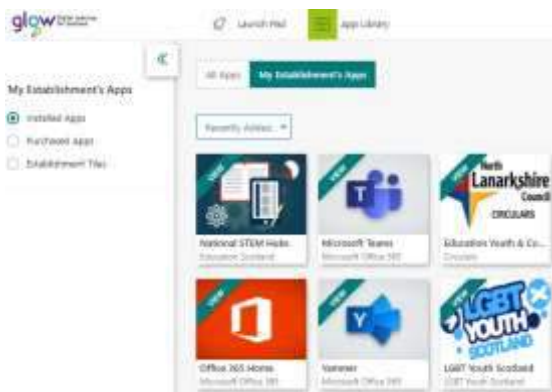


Teams can also be accessed from a web browser through Glow. Pupils should go to the Glow page by visiting <https://glow.rmunify.com/>

- 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 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.



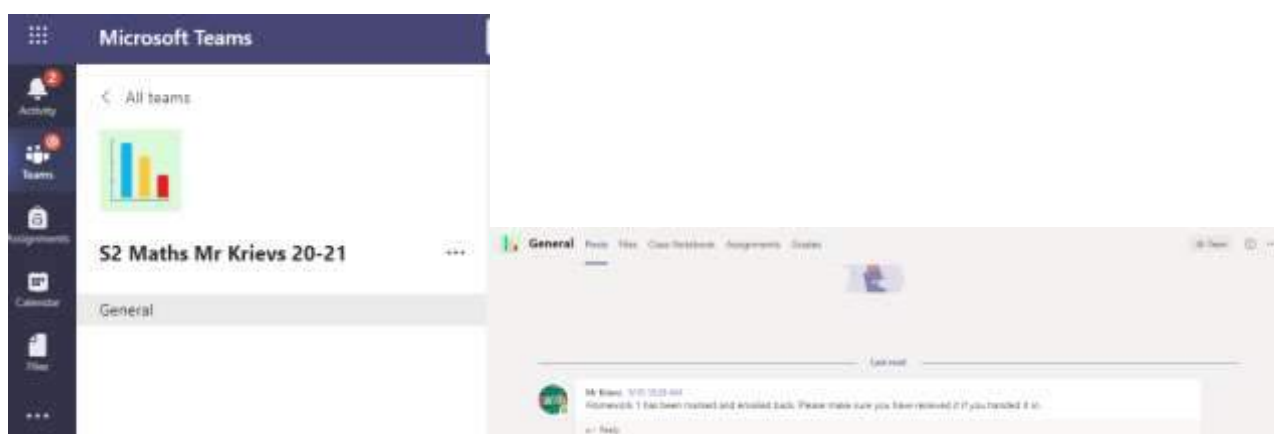
- If Teams is not on the Launch Pad it can be added. At the top of the Glow homepage there is a tab called App Library. If pupils click on this and then My Establishment's Apps, Teams should be there. By clicking on this Teams can then be added to their Launch Pad.



- 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.



- If you are still having trouble accessing Teams or require additional support, please do not hesitate to get in touch. IF YOU DO NOT HAVE A DEVICE OR INTERNET CONNECTION PLEASE CALL TO LET US KNOW.**