



Pupil Guide to Access Online Resources

Sharepoint

Microsoft Teams

School Website

How to Access the Glow LaunchPad

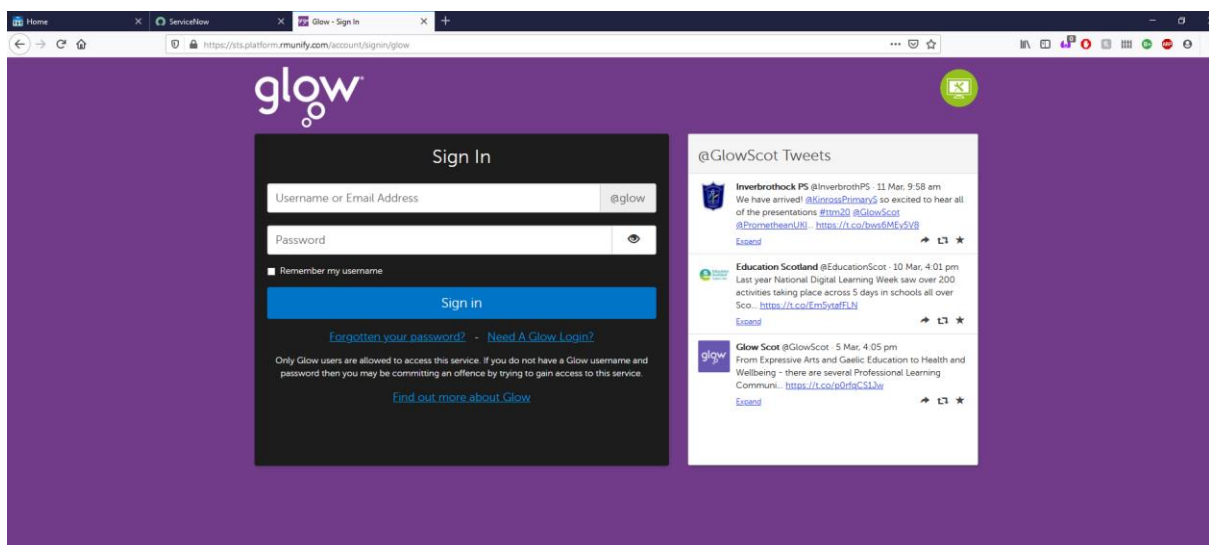
You will need:

- A computer with an internet connection
- A Glow username and password
- **If you do not have Glow details please email your name and year (S1 etc) to: glow@chrystonhigh.n-lanark.sch.uk**

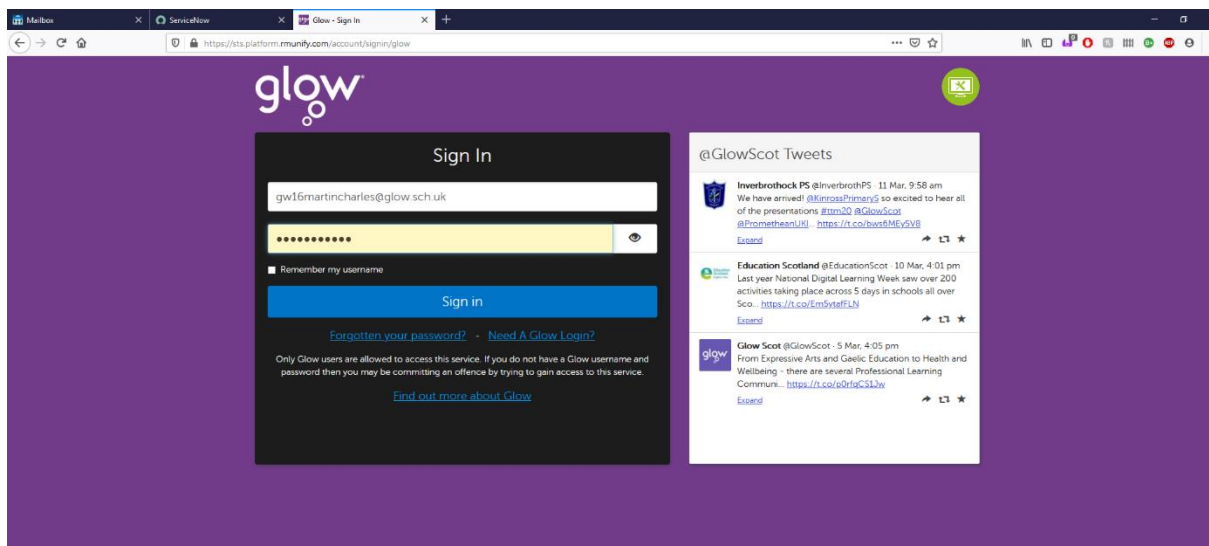
Step 1: Open a web browser and visit

<https://sts.platform.rmunify.com/account/signin/glow>

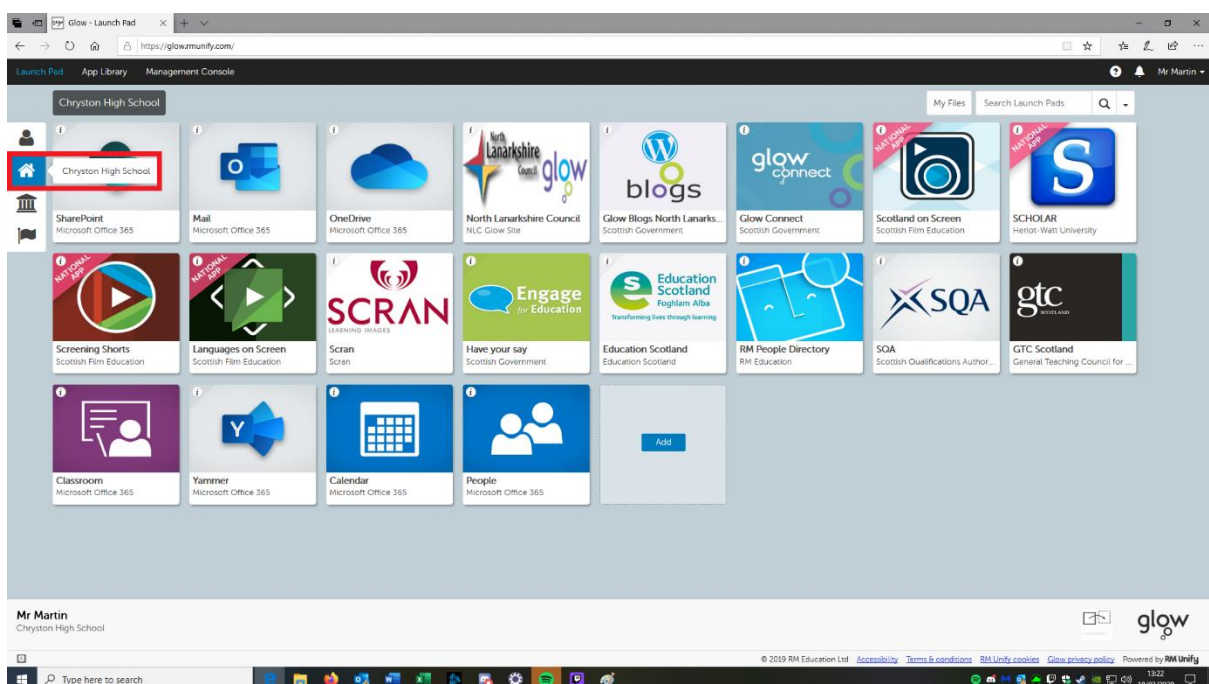
You will see the following screen load:



Step 2: Enter your Glow username and password as directed on the login page, then enter your password in the bottom field and click the 'Sign In' button.

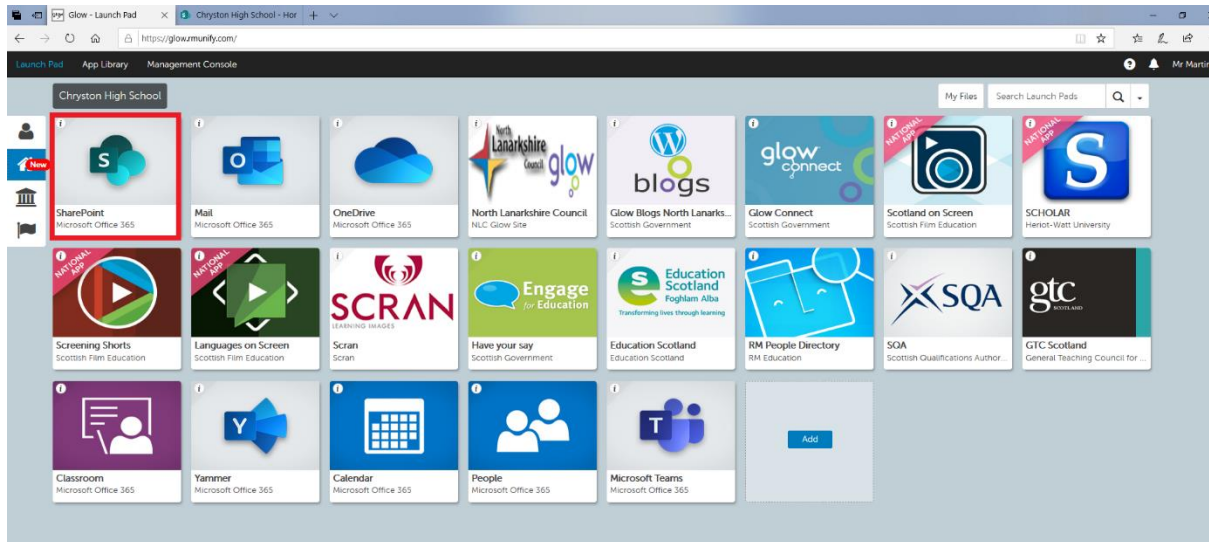


Step 3: You should now be on the Glow Home Page. Ensure you are viewing the Chryston High School section by clicking on the House icon at the top left-hand side of the page (outlined in red below).

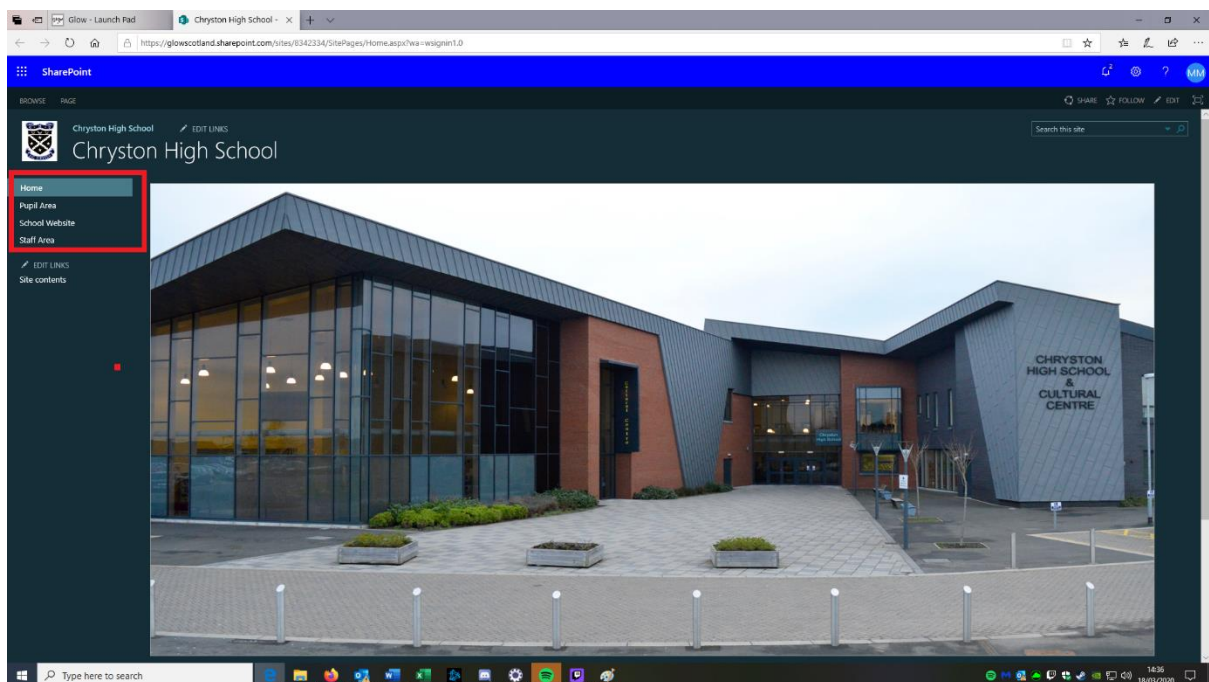


How to Access SharePoint

Step 4: From the Glow LaunchPad (ensure you are in the school section), find the Microsoft SharePoint at the top left corner and click on it.

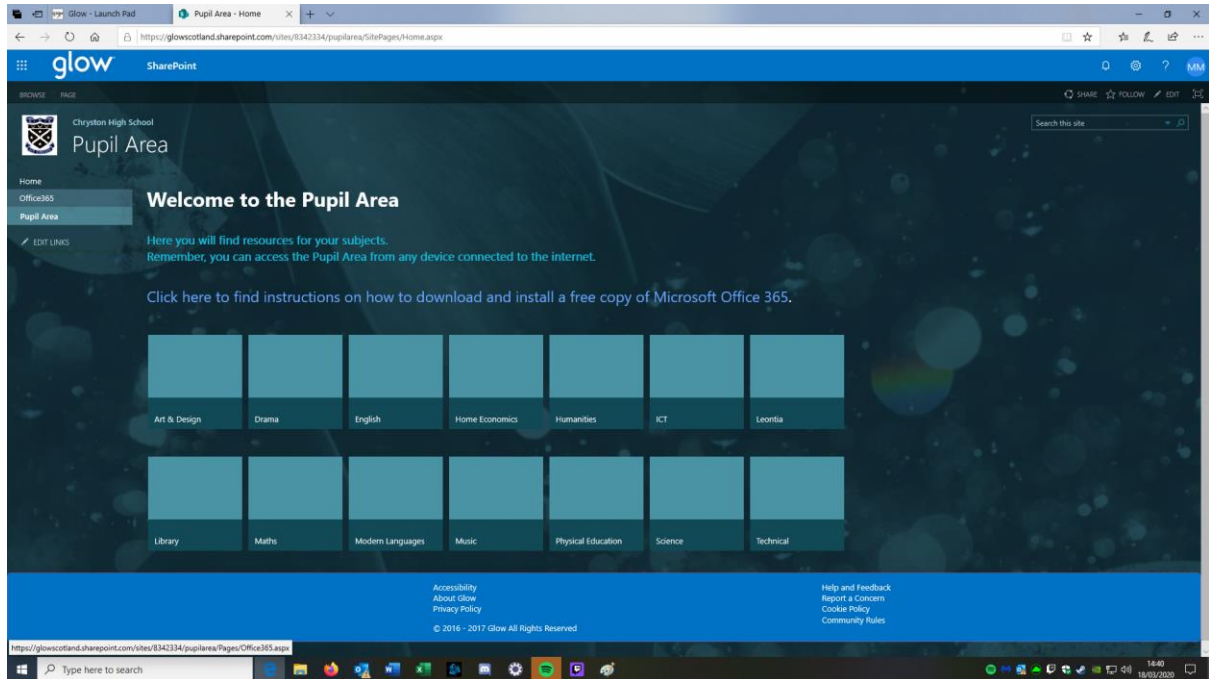


Step 5: You should now have accessed the school's SharePoint. You are presented with links on the left-hand side of the screen.

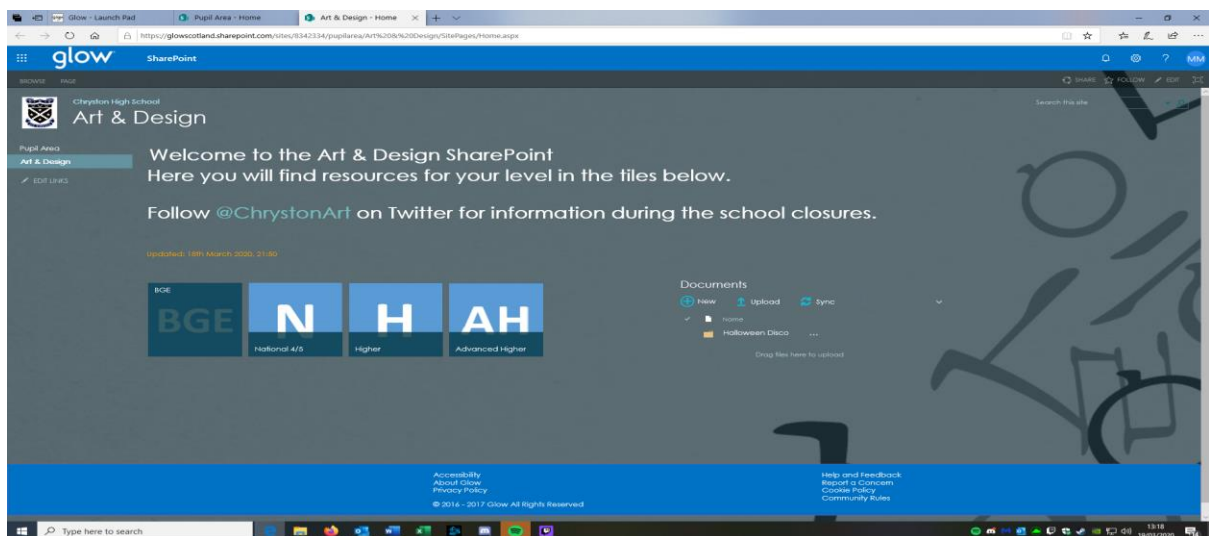


How to use the Pupil Area on SharePoint

Step 6: Click on the 'Pupil Area' link on the school's SharePoint screen. You will be taken to the Pupil Area subsite which has tiles for every curriculum subject.

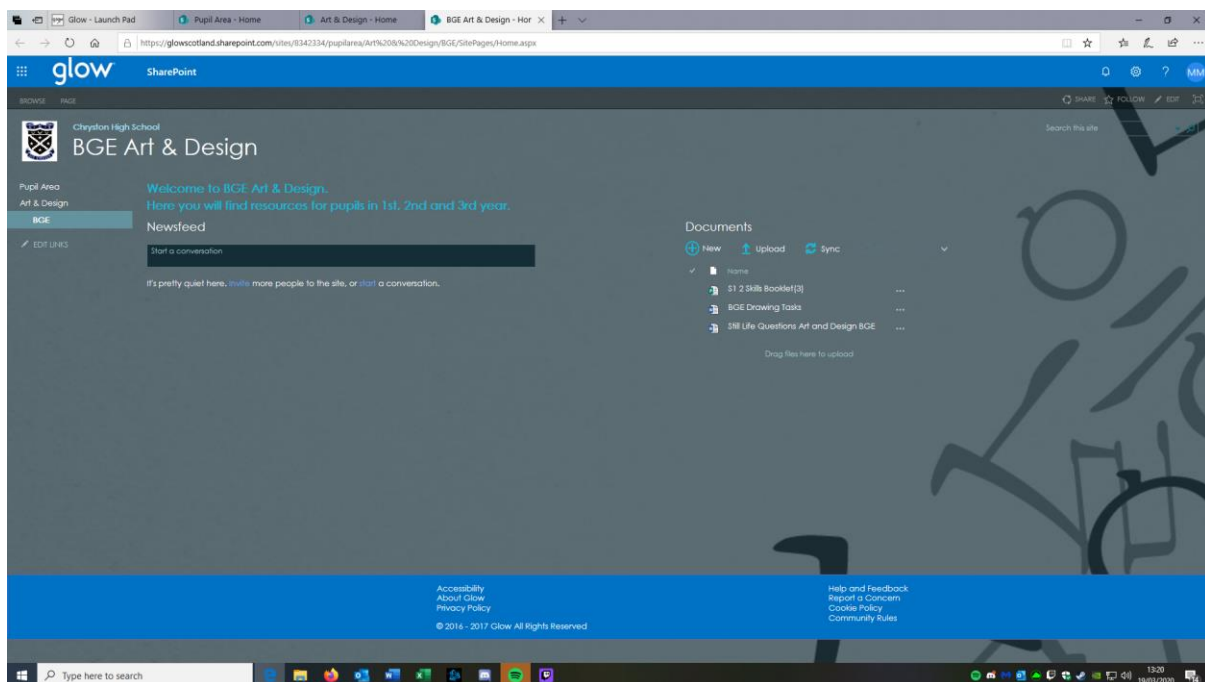


Step 7: Within each department, there are tiles corresponding to pupil's level where files can be stored for pupils to access.



Step 8: Within these 'level' or stage tiles, files will be stored for pupil use. These files containing work and resources will generally take the form of Microsoft Office documents such as Word, Excel, PowerPoint and Access.

Therefore if you do not have Microsoft Office installed on your home computer, there is a link on the main Page of the Pupil Area on SharePoint on how to install a free copy.

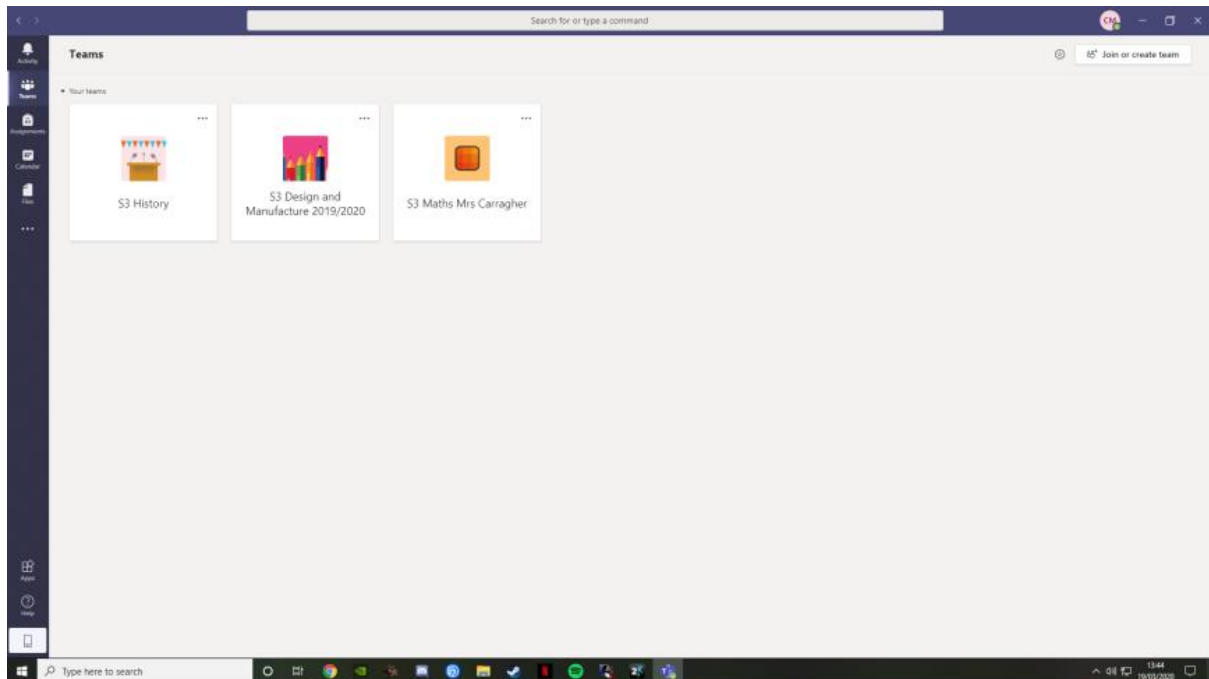


Please note that whilst not every department is using SharePoint for this purpose, information on how to access resources on other platforms will be available on department SharePoint sites in Pupil Area.

Some are using Teams, the school website or Edmodo. Instructions for these are included in this guide.

How to Access Microsoft Teams

Note: If your teacher has told you that they will be using teams to provide resources, then you should have already been added to their class on Teams. You simply log on to Teams and your class should appear in your grid like in the picture below.



Step 1: Open a web browser of your choice, and go to <https://teams.microsoft.com/#/school/?ctx=teamsGrid>

The apps for your mobile device can be found here:

Google - https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

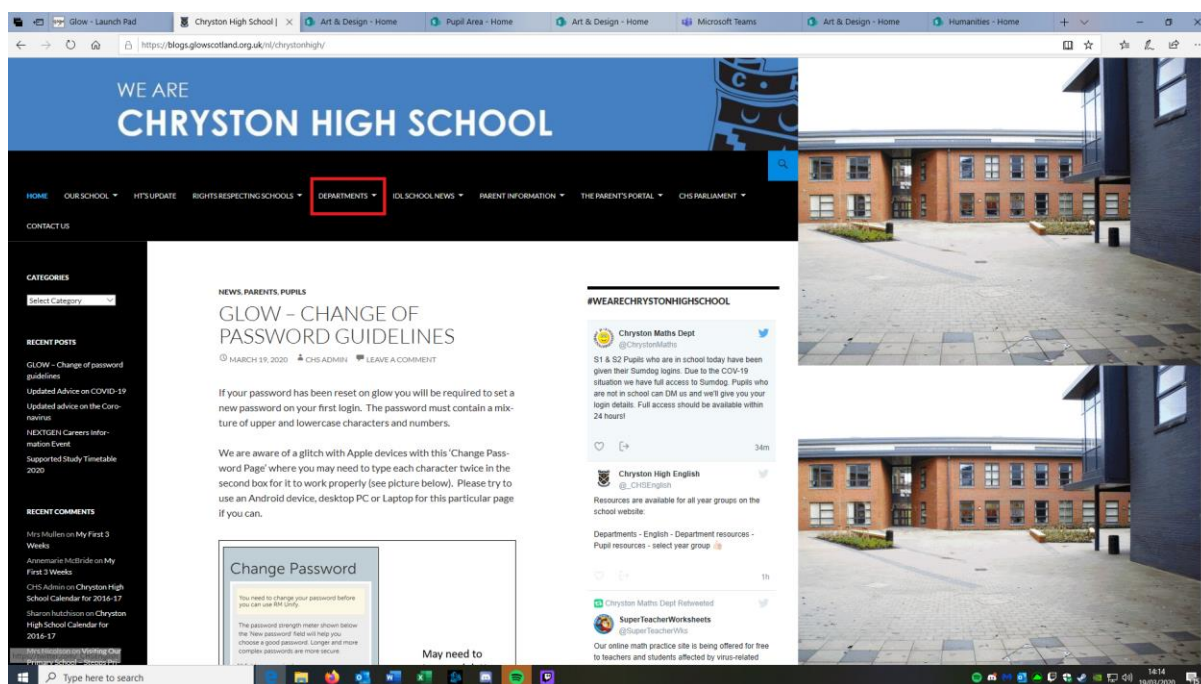
Apple - <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

That's it, once you log on to Teams you will be able to see all classes shared with you.

If you do not have access to Teams, but your teacher has told you that you should have. Please contact the department via Twitter (details available on SharePoint for all departments).

How to Access the School Website

Step 1: Open a browser of your choice, and go to <https://blogs.glowscotland.org.uk/nl/chrystonhigh/> then click on the Departments drop-down menu (highlighted in red below) and find the subject you are looking for.



Accessing Other Online Resources

Other online resources you may have been told to use include:

- **Sumdog (Maths)**
- **Edmodo**

If this is the case, you should already know how to access these resources. Follow departments Twitter feeds for instructions during the school closures.