Pupil and Parent 'How To' Guide
Digital Learning

TIP: add this to your favourites/bookmarks

Logging in

To log in to GLOW:

- Type 'glow log in' into Google Chrome
- Or use the web address https://glow.rmunify.com/
- Log in and click "Remember my username"

    Note 1: it may be helpful to take a note of the username and password if there is more than one pupil accessing Glow as it may not automatically save both.

    Note 2: If you are unable to get access to any apps, select 'use another account' and log in with your full glow username. E.g. gw20watsonrobert@glow.sch.uk
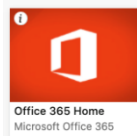
Forgot username/password

Every teacher is able to reset pupil passwords.

If you forget your username and password you should get in contact with the school/your teacher who will then reset this for you.
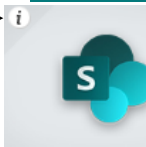
Microsoft Office 365

Pupils can download a **free** version of Office 365 from their Glow account.

- There should be an Office 365 tile on your launch pad
- Click this to install Office 365 to your device
- This can also be found in the **Scotland menu** in teams

SharePoint

Learning resources can be found in SharePoint

SharePoint is accessible via your Glow and you can add it as a tile on your launchpad:

- Click the schools launchpad at the left-hand side of the screen
- Look for the SharePoint app
- Click the **'i'** icon at the top left of the app
- Then select '**add to my launch pad'**
- Click **Pupil Area**
- Click the subject and level required to view resources and materials
- SharePoint can also be downloaded as an app to your phone from the app store

MS Teams

To Add the Microsoft Teams App to your launchpad

- Click the schools launchpad at the left-hand side of the screen ➝

- Look for the Teams app

- Click the **'i'** icon at the top left of the app ➝

- Then select '**add to my launch pad**'

- Teams can also be downloaded as an app to your phone from the app store

   Note: You can also search for apps using the app library at the top of the screen

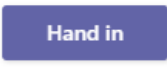🚀 Launch Pad   ⊞ App Library   ⚙ Management Console

The sections you are required to use on teams are:

- **POSTS** – this is where your teacher will post messages and information. You can also use this to ask your teacher questions about the work.

- **FILES** – this is where your teacher will upload class materials for you to look at.

- **ASSIGNMENTS** – this is where your teacher will post work that you have to complete.

Posts   Files   Class Notebook   Assignments   Grades   Insights   +

To complete an assignment:

- Click the Assignment tab

- Click the assignment you are going to work on

- You will see the instructions, files and due date

- Click the 3 dots next to the file you need **(…)**

- Click **download** ➝

- Save this file to your computer and complete the work

- Click **'Add Work'** to attach your completed document ➝

- Click **'Hand In'** to submit this to your teacher

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🖳 Open in Teams
W Open in Word
W Open in Word Online
↓ Download

My work
🖉 Add work

Hand in

   Note: if you forget to attach your document before selecting hand in, press the 'Undo Hand In' button, attach your document and resubmit

glow   Office 365