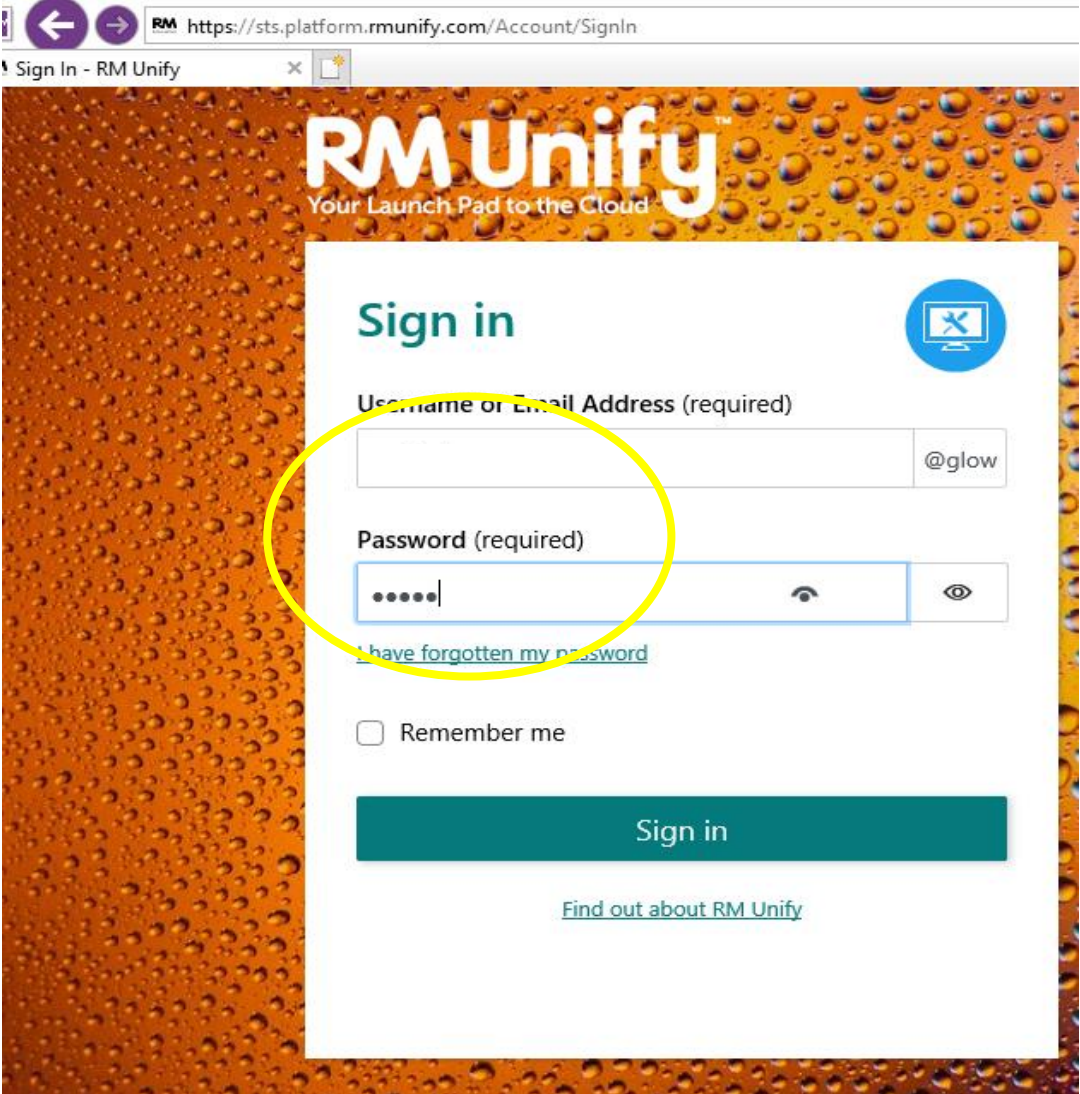



## How to access Microsoft Teams for Parents/Carers

Please find below a step by step guide on how support your child to access their class group on Microsoft Teams.

<p>1. Enter the following web address into the URL into Google Chrome.</p>	<p><a href="https://sts.platform.rmunify.com/Account/SignIn">https://sts.platform.rmunify.com/Account/SignIn</a></p>
<p>2. Your child's username begins with <b>gw</b> and should be entered into the first box.</p> <p>3. Your child's 5 digit numerical password should be entered into the second box.</p> <p>4. Characters are case sensitive.</p> <p><i>Please see your child's Digital Learning Profile sheet for their GLOW login details.</i></p> <p>You may be asked to enter an email address which will be your child's Glow username followed by <a href="mailto:@glow.sch.uk">@glow.sch.uk</a></p>	
<p>5. Once you are able to log in successfully you will be taken to the Dykehead Primary launch pad. Please ensure you have clicked on the house icon on the left-hand side of the screen.</p>	

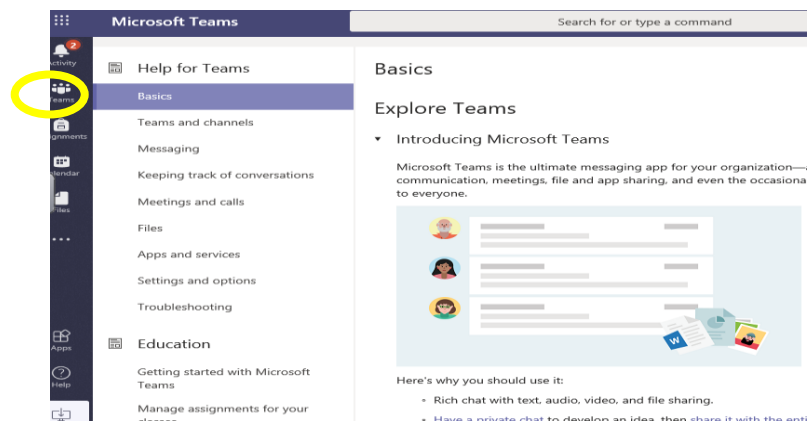
6. There are two tiles where your child will be able to access work set by class teacher.



Any homework activities will be set through MS Teams.

If your child is required to self isolate then the class teacher will direct them to NLC's Virtual Classroom where there are a variety of tasks, matched to your child's curricular level. Your child should also complete any homework tasks set for that week.

7. To access classwork on MS Teams tile, click on the tile. This will take a minute or two to load up when logging on for the first time. Here you will be given a brief overview of the Microsoft Teams.

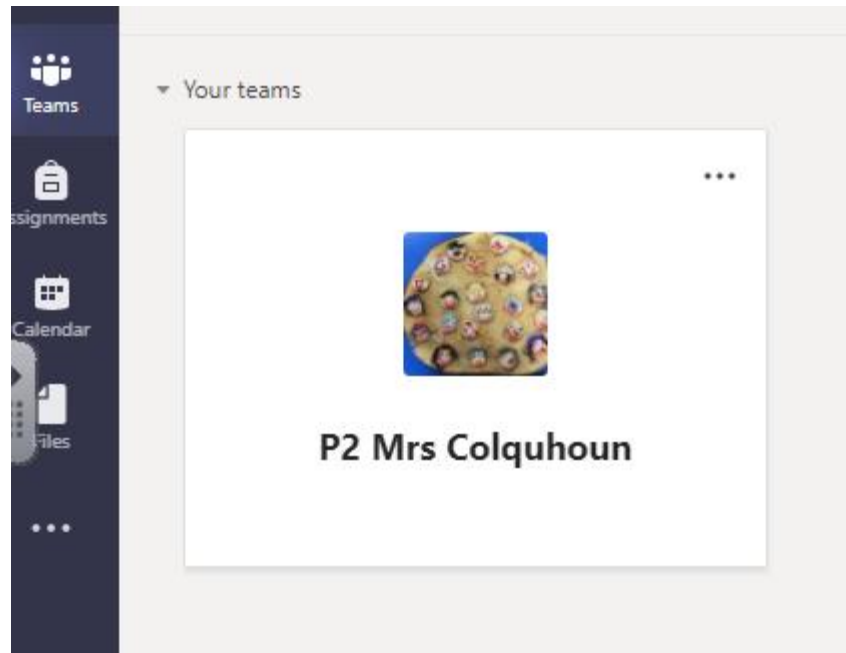


8. The circled section titled 'Teams' will give you access to the class team.

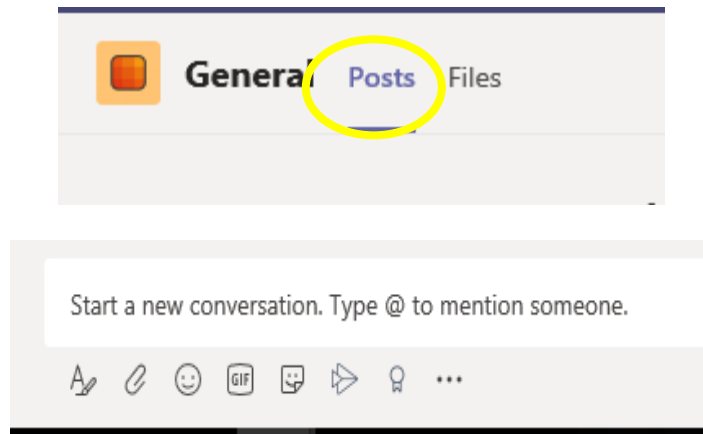
9. The bell above will notify you if any updates to the class team.

10. Once you have clicked on the icon Teams, you will be directed to the Teams your child has access to, e.g. P2 Mrs Colquhoun.

11. Your child's class teacher will post work on the class team for your child to work through.



12. Keep an eye on the posts tab. Your Child's class teacher may post any information/ instructions on here.



13. The Files tab at the top will take you to any work that your teacher has posted.

14. A class materials folder already exists which may contain some work or teachers may upload individually with access to websites, instructions and activities for your child to complete at home.

15. If you wish to have a jotter for your child to complete any activities, please contact the school.

Name	Modified	Modified By
Class Materials		Mrs McCulloch
Epic pupil login instruction.docx	4 days ago	Mrs Colquhoun
P2 Homework Grid.pdf	October 19	Mrs Perera
P2 Video from your class teacher.MOV	June 24	Mrs Rhodes
P2.JPG	October 19	Mrs Perera
Scavenger Hunt P2.PNG	September 29	Mrs Colquhoun

16. When accessing Virtual Classroom, click on the tile and then the classroom colour issued by the class teacher.

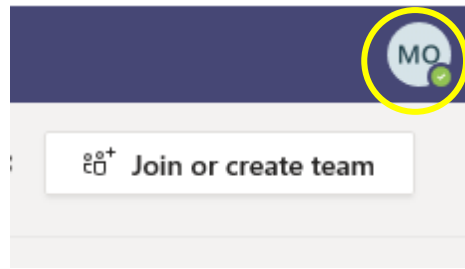
SharePoint Search this site

NL Virtual Classrooms Private group Follow 11 memb

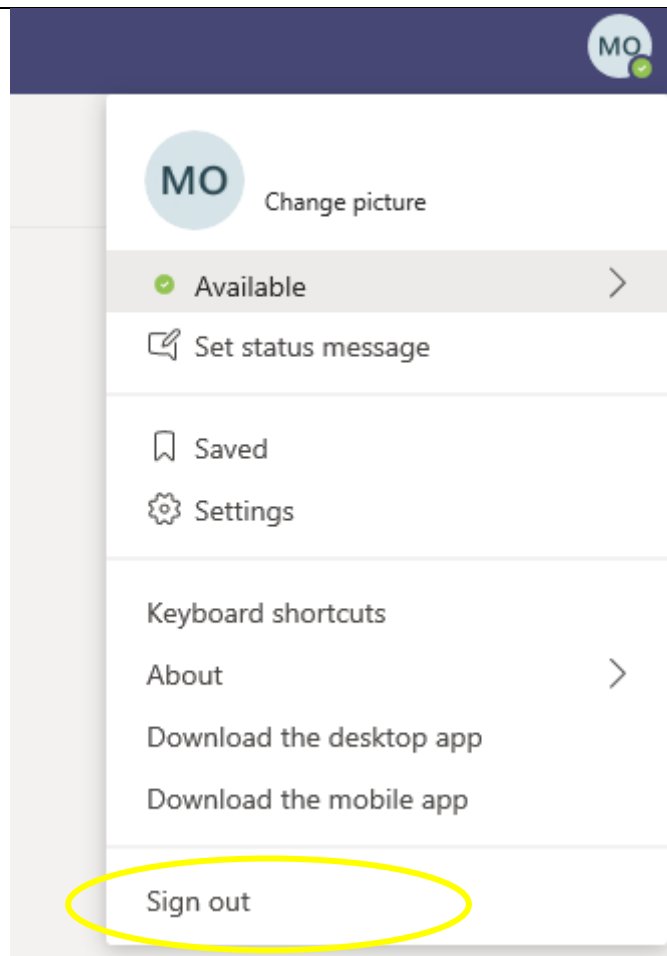
future Fridays	GREEN CLASSROOM	INDIGO CLASSROOM
	RED CLASSROOM	VIOLET CLASSROOM

17. Once you have completed tasks for the day you should upload any saved work to the class team.

You can then log out by clicking on your child's initials at the top right hand side of the screen.



18. Once you click on the circle, a drop down menu will appear and you should sign out.



19. Please ensure you sign out of Glow by clicking on the child's name at top right hand side of the page and selecting Sign Out from the drop down menu. Then close both tabs on your internet browser.

