

# **Greengairs Primary School**



## **Digital Home Learning Guide**

**2020/21**

## General Information



At Greengairs Primary we know children's learning is not confined to the time they spend in school. Home Learning is the term we use to describe all the learning experiences that happen away from school, from play and everyday activities, to curriculum based learning offered by the school. We have created this guide to help explain how Digital Home Learning will be supported during Lockdown, as we continue through these uncertain times.

When we talk about Home Learning in this guide, we are describing the activities offered by the school.

Home Learning should not cause stress to either the child or their parent. If you are finding it hard to engage your child in Digital Home Learning activities, please contact the school for support.

When stress and anxiety appear, learning usually disappears!

If you have any queries around Home Learning, please get in touch by emailing:

**[enquiries@greengairs.n-lanark.sch.uk](mailto:enquiries@greengairs.n-lanark.sch.uk)**

## Getting Started

All our communications for Digital Home Learning is done through Microsoft Teams.

There are two ways to access MS Teams:

### Using Glow

- Visit the login page at  [glow.rmunify.com](http://glow.rmunify.com)
- Log in using Glow username and password
- Click on the MS Teams app.
- Click on your child's Team.



*Remember to close the browser completely after each session (not just closing the tab), or Glow will not let you log in the next time.*

### Using MS Teams app

- Download from the Microsoft Teams website (desktop app) or App Store (mobile/tablet).
- Log in using Glow **email address** and password (the email address is simply the Glow username with '@glow.sch.uk at the end).
- Click on your child's Team.



*There is a detailed guide to Accessing MS Teams on the homepage of the school website and a video presentations on the school Twitter page.*

<https://blogs.glowscotland.org.uk/nl/public/greengairsps/uploads/sites/28038/2019/09/22113446/Instructions-how-to-access-Teams.pdf>

**Digital Learning during Lockdown**

## **GLOW/TEAMS**

GLOW is the platform that will be used by all classes and staff.

Each class will be included in their own Class TEAM.

*The Class Team is for the children only.*

## **CHANNELS**

Within the Class Team there will be three Channels.

**General Channel** – this is where the class teacher will share information and instructions. This channel will be used to host a live daily video call with your child’s class teacher.

**Class Chat Channel** – this is where the children and teacher can chat and share ideas to offer support and where questions can be answered. Teachers will communicate with their class via the Class Chat Channel relating to how/when materials such as stationary, printables, etc will be available to collect from the school should they be required.

**Pupil Choice Channel** – this is where links to further learning activities will be shared, e.g. links to P.E./ Art/ Health activities, etc.

## **WEEKLY PROGRAMME**

Each week the class teacher will post a weekly programme on a Friday afternoon for the following week.

This will show you what subjects your child will be participating in for the week and will note if there are live lessons for that week, so that you have plenty of prior warning of times you might want to be online. We hope that this will help you as a family decide when it suits you to complete the tasks.

## **DAILY ASSIGNMENTS**

Each day your child's teacher will upload three assignments which form your child's programme of activities for each day. These will be uploaded by 3p.m. daily for use the following day.

The assignments for a Monday will be uploaded on a Friday afternoon.

The three assignments will be

1. Literacy
2. Numeracy and Mathematics
3. Other curricular areas

Within set assignments teachers may be doing live lessons, have voice over guidance on PowerPoints, etc. These will be identified on the weekly programme and included, where appropriate, in the daily assignment.

We hope that this will help with planning out each day's activities/tasks.

### **CONTACT WITH CLASS TEACHER**

Teachers will be in contact with their class at three points throughout the school day.

### **LIVE MORNING CHECK-IN**

Teachers will begin each day online with their class live on the class Team, in the General channel. This will be a daily call between the class teacher and all children in the class. During this meeting teachers will give direction on the set tasks for the day.

***These calls are for children only and parents are not permitted to be on the video.***

*We appreciate that you will be near to your child and the camera whilst the daily meetings are happening however **please do not appear on the video screen.***

The times for these calls are as follows:

Room 2 – 9.30

Room 3 – 9.40

Room 4 – 9.50

Room 5 – 10.00

Room 6 – 10.10

Should you miss the call, the daily instructions will also be posted on the General Channel.

## **CLASS CHAT CHANNEL CHECK-INS**

Class teachers will check in with their class on the Class Chat Channel at two further scheduled times throughout the school day.

Children can post to their teacher and to their class.

Teachers will respond to questions at the assigned check in times, should the children contact the teacher out with these times, their teacher will reply to them at the scheduled next meeting time.

Channels will be closed at 3pm each day.

## **ASSIGNMENTS**

Teachers will upload all learning activities to the Assignment tab within Teams.

You can assess this in 3 ways:

1. Click the assignment button on the Left Hand side of the screen (within the dark blue panel) this will detail all assignments in date order. (On an ipad the Assignments button appears at the bottom of the screen)
2. Click the Assignment tab button at the top of the screen and this will also detail the assignments in date order.

3. From the General Channel by clicking onto the notification whenever the teacher has posted new tasks. This only details this one piece of learning.

### **HANDING IN WORK**

Teachers have been busy coaching the children this week on how to upload their completed tasks to TEAMS.

### **HOW TO UPLOAD YOUR FINISHED WORK**

1. Go onto Teams and go into the general channel, now select assignments.
2. Select the assignment that you are wanting to add your work to.
3. Select the blue **+Add work** button
4. If you are uploading a photo or a file, there's an option at the bottom left which says "**Upload from this device**", choose this and then on the top left hand side there are three options
  - Upload from one drive
  - Add a new file (e.g. Word Document)
  - Add a link
5. **Click** the file/photo you want to send, now click **add**.
6. Wait until the file loads, a green bar will move across the screen, now click **done**.

7. Once you have completed all of the tasks within a set assignment click the **hand in** button. (If you accidentally click hand in before you are ready to submit all of your tasks, this can be undone by clicking on the Hand in again)

### **TEACHER FEEDBACK**

Teacher's will provide a written comment on the tasks uploaded on to the Assignments page which details the files/photographs handed in.

### **PARENTAL SUPPORT**

Should parents have questions and comments please email your child's teacher.

Miss Scott – gw16scottadele@glow.sch.uk

Miss Mackay – gw18mackaylauren@glow.sch.uk

Mrs Hughes – gw12hugheskimberly01@glow.sch.uk

Mrs Redford – gw20redfordgemma@glow.sch.uk

Mrs Murray – gw09murrayrhonda@glow.sch.uk

Mrs Wildman – gw09wildmankaren@glow.sch.uk

### **ONLINE ENGAGEMENT**

We will monitor online activity very closely. We have an expectation that learners are online daily and engaging in their learning however we appreciate that this will not always be possible. If a child is not active on TEAMS over a three day period we will make contact to offer support and help. We will in the first instance make contact via text message followed up with a phone call from your child's class teacher.

Stay in touch with your child's class teacher and let them know how you are getting on. We do not expect children to be online from 9am – 3pm every day. Every family will choose to access and carry out the set learning at different times depending on own circumstances.

### **TECHNOLOGY SUPPORT**

If you require support with GLOW, access to a device, navigating TEAMS, please make contact with your child's teacher or alternatively contact Mrs Sneddon (Principal Teacher)

[gw09sneddonaudrey@glow.sch.uk](mailto:gw09sneddonaudrey@glow.sch.uk) or by phoning 01236 632067 who will be more than happy to help.



- **My child has forgotten their Glow username and password, what do I do?**

*Please contact the school, or ask your child to speak to their teacher on the Teams communication channel.*

- **I had access to Glow before, but now it says the username/password is incorrect, what is the problem?**

*Try closing the browser completely (not just closing the tab) before trying again. Glow likes a 'fresh' browser for security.*

*Remember passwords are case sensitive, so make sure you use capitals and lower case letters in the correct place.*

*Check 'caps lock' is not on.*

*"gw" part of the username is **always small letters.***

- **Is there a user guide available to help access Teams?**

*Yes. There is a detailed guide to Accessing MS Teams on the homepage of the school website. There are also videos on the school Twitter page, Video1 – Downloading and Logging in to Microsoft Teams*

*Video 2 – Accessing Assignments on Microsoft Teams*

*Video 3 - Navigating Teams + NLC Virtual Classrooms*

- **I'm stressed out with accessing home learning on Teams! Help!**

*Teams is the platform being used by most of Scotland and this huge volume of users is causing issues which are sometimes well beyond our control!*

*As a staff we are encountering similar challenges to yourselves, we share your pain! When Teams is running slow we suggest that you wait until later. Uploading files after school hours appears to be faster as it is less busy at these times.*

*Sometimes the internet speed within each household affects the speed in which they receive files. It might take 1 child seconds for a file to open, it might take some a few minutes. If things aren't where we said they would be, please check again in a minute, or more. Try to be*

*patient, the system appears temperamental and we know it's frustrating!*

*We have school staff in the school each day and we welcome phone calls to help resolve any difficulties and to continue to provide support.*

- **I can't hear the teacher but I can see her!**

*Try checking the volume on your device.*