Teams

Helpful Setup Information



* Download the Microsoft Teams app onto your chosen device via the App Store on Apple devices or Google Play Store on android devices.
* Once downloaded, you will be asked to sign in using your Glow username and password. Please ensure you use your full username with @glow.sch.uk added on the end. It is needed to recognise it as a school account.
* If you have more than one child and they have to use the same device you can add multiple accounts by clicking on the circle icon in the top left hand corner of your screen. Look to the bottom and it will have a button saying add account.
* It has been found to be easier however if each child within the household has their own Teams app on their own device.
* You may then be asked to set the time zone. You should select Dublin/Edinburgh/London.
* You should now be set up on Teams. To access your class Team you should click on the Teams icon at the left hand side or bottom of your page. This will show you what teams you belong too.
* Click on the tile that is allocated to your class. You will find the general posting space. This is where you will see important information or answer any questions/polls your teacher may allocate you or ask your teacher any questions you may have.
* Your homework will be completed using Teams and will be set as an assignment.
* To access the assignment set by your teacher, click the link in the comment feed or go to files > assignments > click on each task to view it.
* Complete your work in the homework jotter provided or on a piece of paper. Take a photo of your work and use the + button to add it and then upload it.