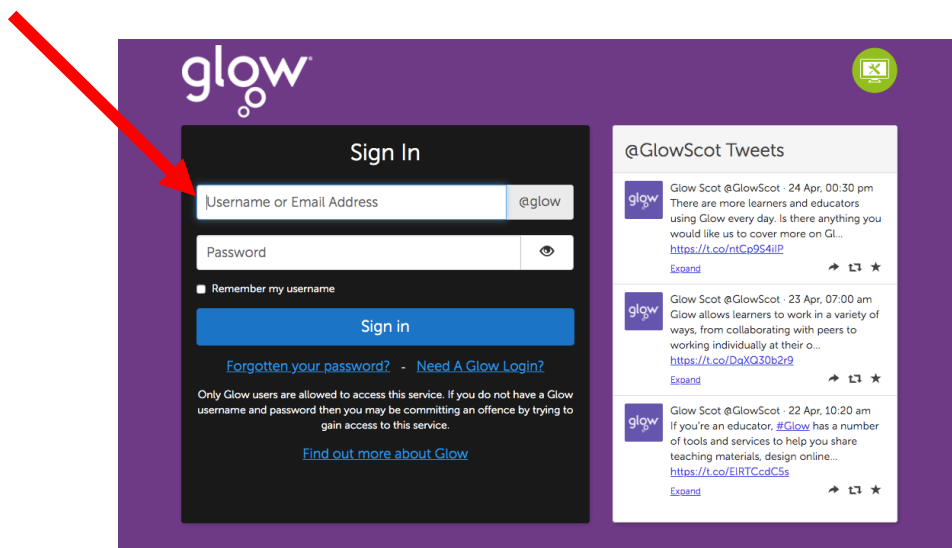


## GLOW Microsoft Teams – Primary 3 Guidance

Your child's weekly learning tasks will now be found on GLOW Microsoft Teams. Please follow the instructions below to access the relevant folders:

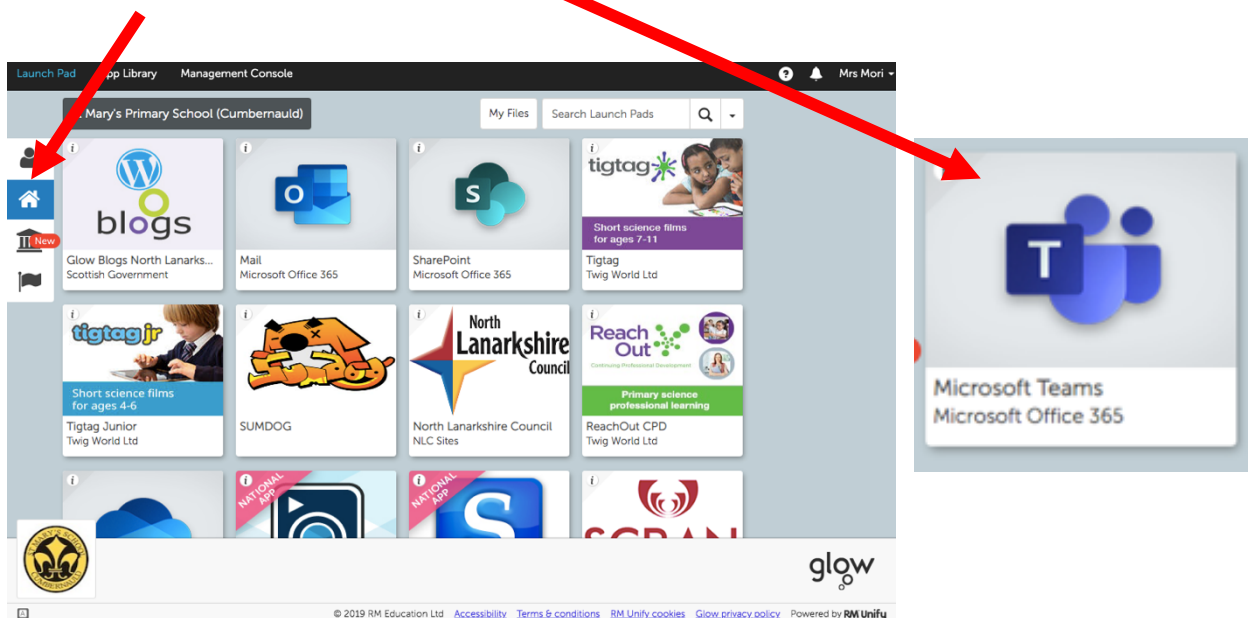
### Step 1

Login in to GLOW using your child's GLOW email address and password.

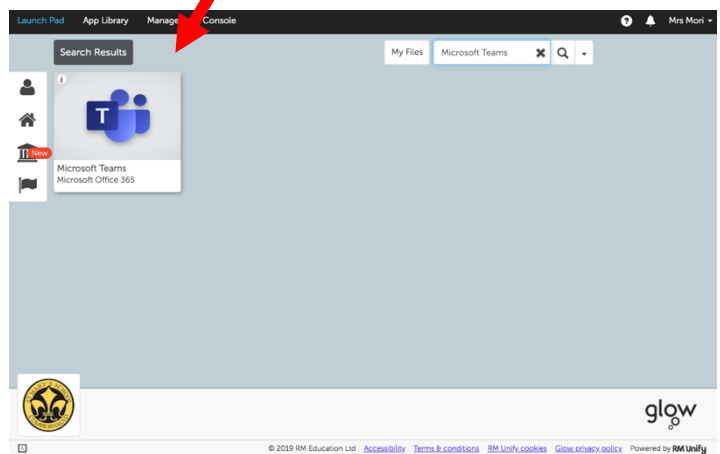
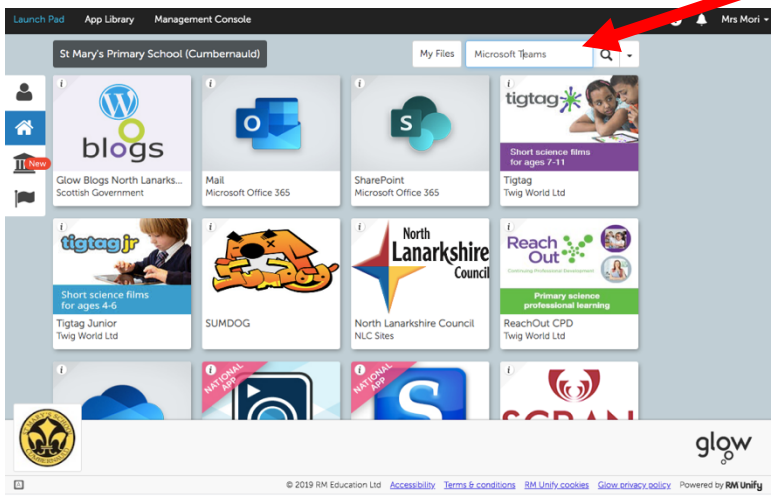


### Step 2

Once logged in you will see the 'Launch Pad'. Make sure you have clicked on the house icon. Scroll down and look for the **Microsoft Teams** tile on this page and click it.

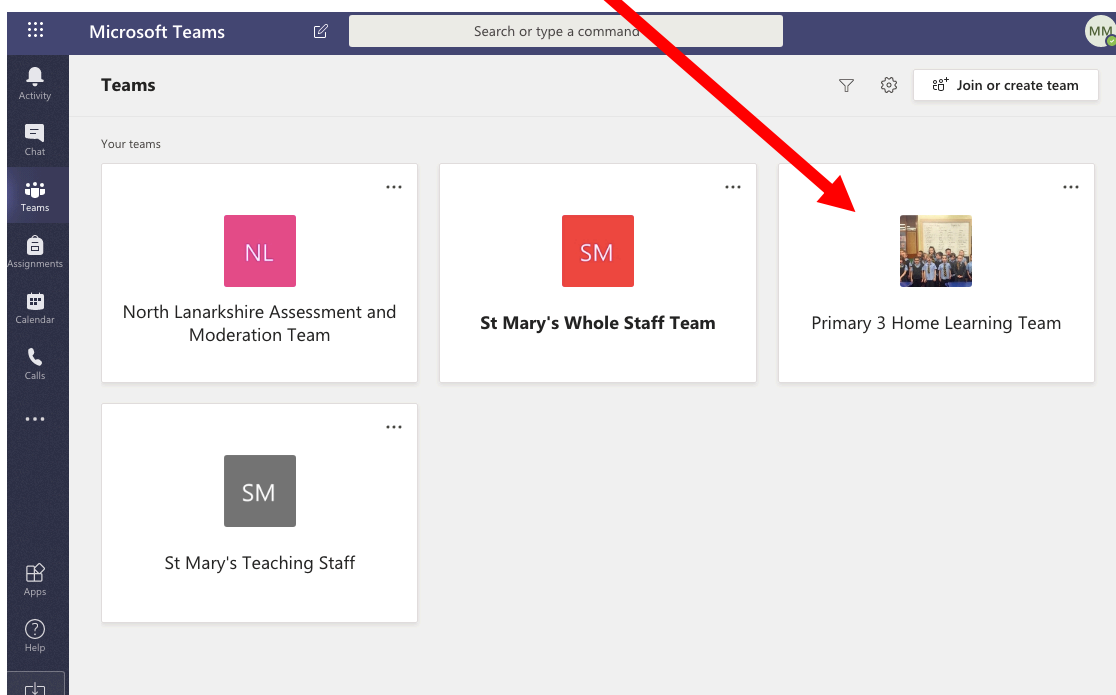


If you cannot locate it, type 'Microsoft Teams' in the search bar. Click on the Microsoft Teams tile when it appears.



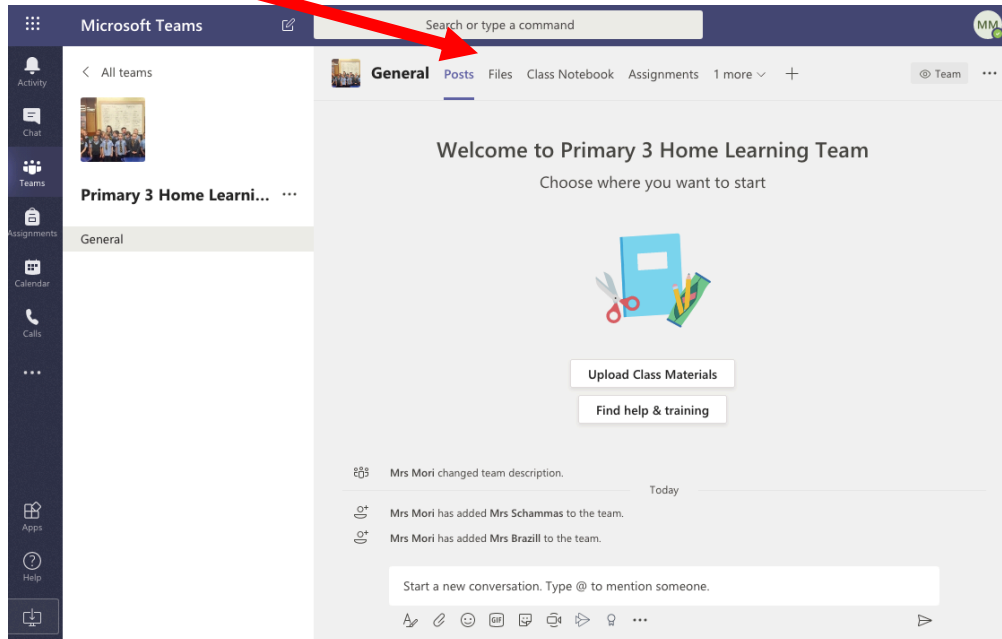
### Step 3

Click on the 'Primary 3 Home Learning Team' tile.



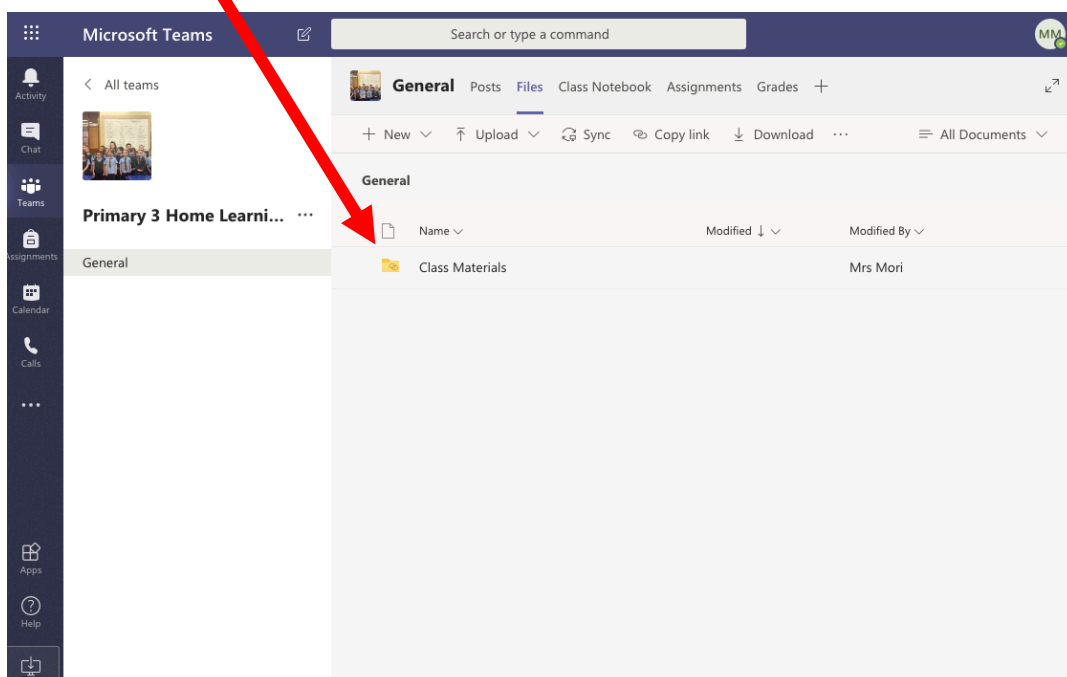
## Step 4

You will now be in the Primary 3 Team. This week we will be focussing on accessing the relevant files for learning. Please click on the 'files' tab.



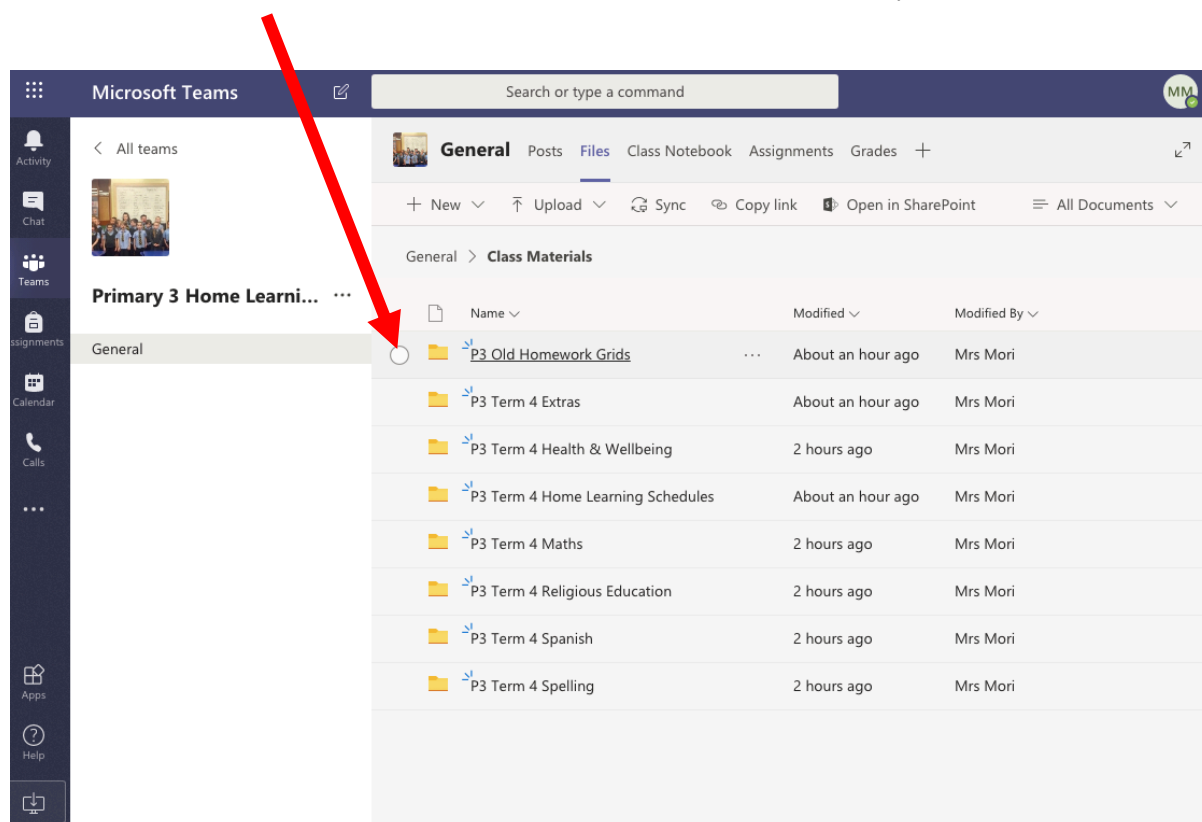
## Step 5

After clicking 'files' the next screen will appear. Click on the 'Class Materials' folder.



## Step 6

Now you will be able to see all of the folders you can access. Please read the Weekly Home Learning Schedule on our school website to know which folder to access for each lesson/activity.



Next week, we will explore how to communicate one to one and as a class on Microsoft Teams. We will also show you how to upload work securely and how the 'assignments' section functions. In the meantime, if you would like to share any work, please continue to email it through the 'Mail' tile on GLOW (as your child has already been doing).

If you have any questions, as always, please just get in touch and we will be happy to assist. 😊

Kind regards,

Mrs. Mori and Mrs. Schammas

