

## GLOW Microsoft Teams – Primary 3 Guidance

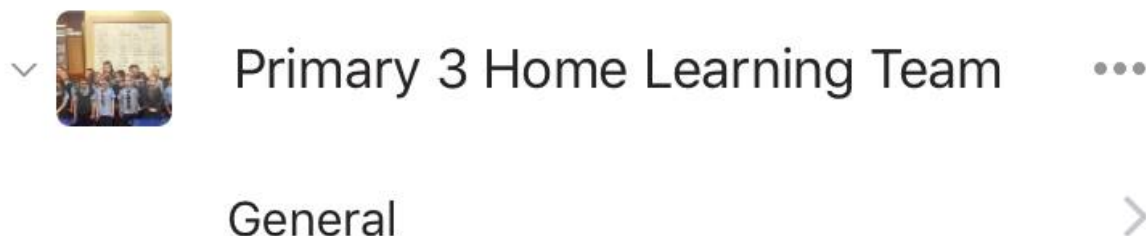
Your child's weekly learning tasks will now be found on GLOW Microsoft Teams.

Please download the Microsoft Teams app on to your device. It looks like this:

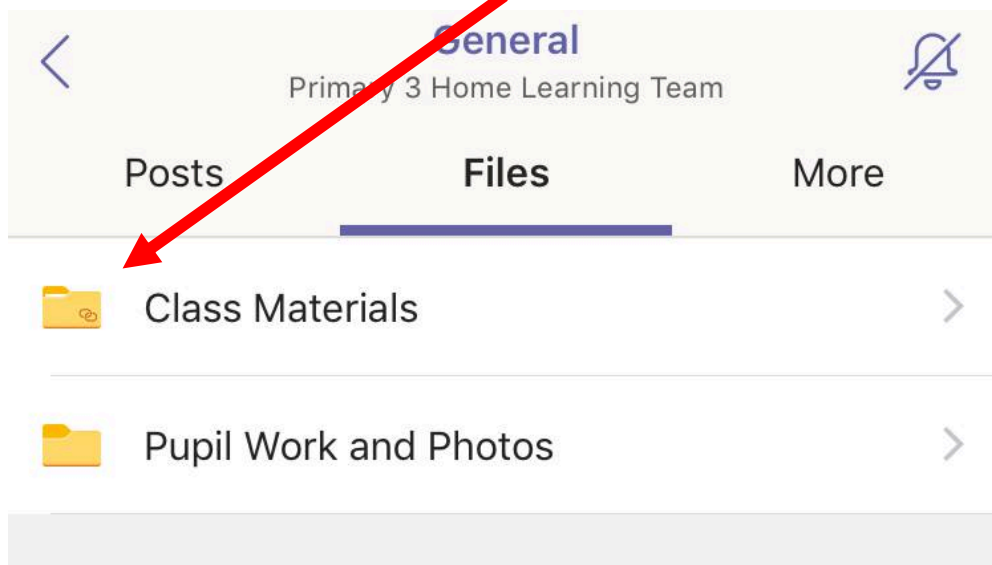


You can login with your child's GLOW information or email Mrs. Mori for the team code. Please then follow the screens as shown below to access your child's resources.

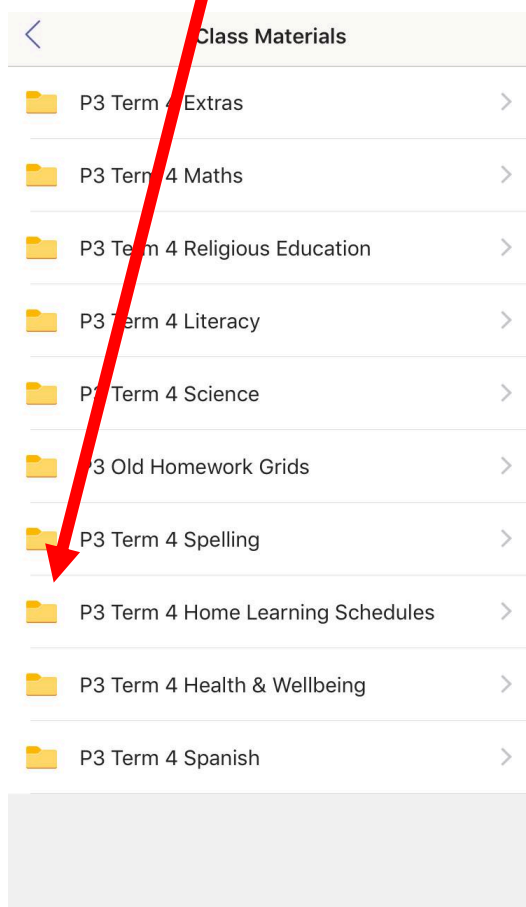
**Step 1:** Click on the Primary 3 Home Learning Team.



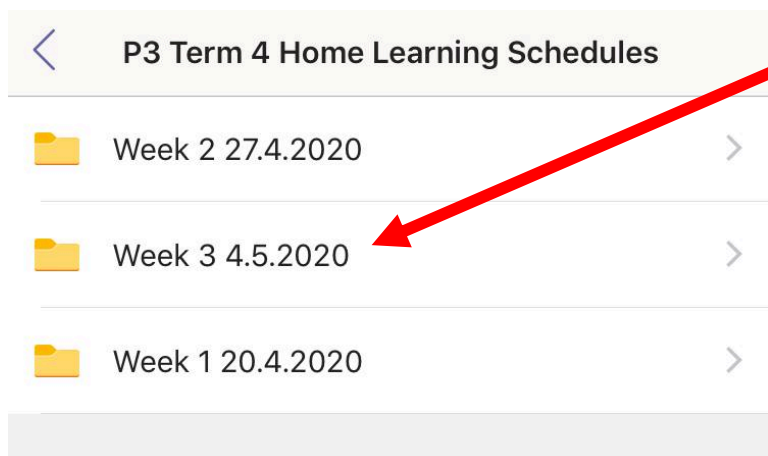
**Step 2:** Click on Class Materials.



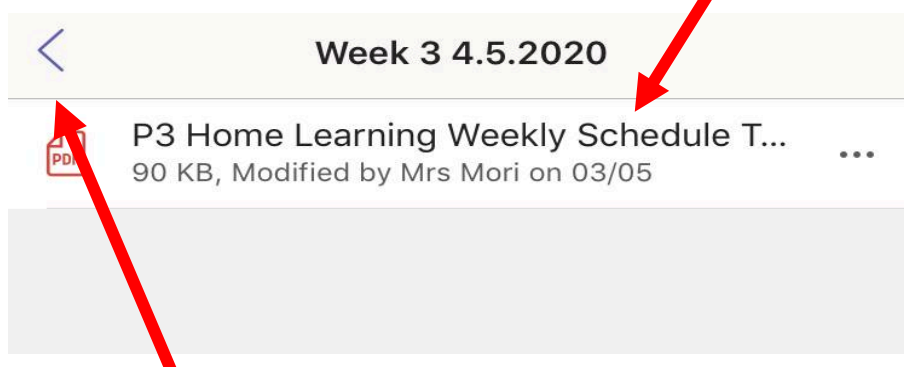
**Step 3:** You will see all of the folders containing the relevant subject resources. Firstly, please go in to P3 Term 4 Home Learning Schedules.



**Step 4:** Choose whichever schedule is relevant for the particular week you are in (if you are running a week or two behind, please just start from the first week and work your way through each week).

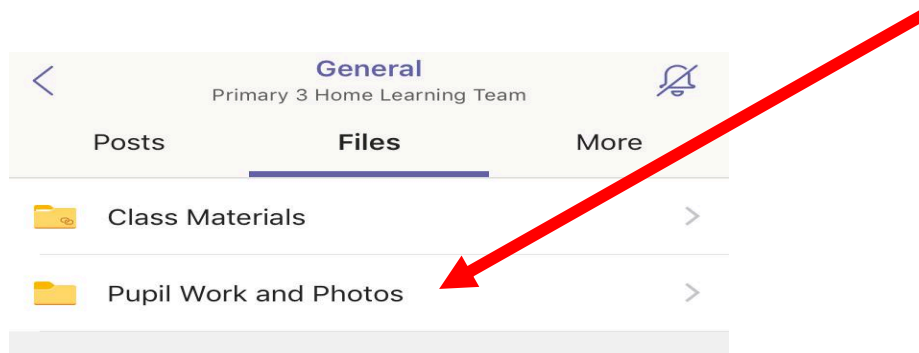


**Step 5:** Click on the PDF document and you will be able to read the suggested schedule for the week ahead.



To access the relevant resources for each subject, just click the backwards arrow (<) to find the correct folders.

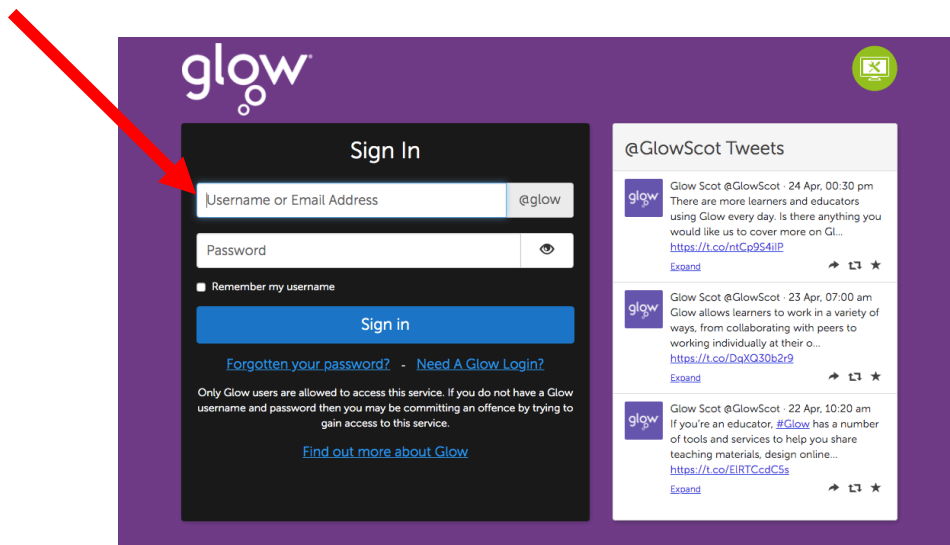
**BONUS - Step 6:** You can now upload your child's work, photos and videos in to their individual folder under 'Pupil Work and Photos'.



Alternatively, you can go through the GLOW website. Please follow the instructions below to access the relevant folders:

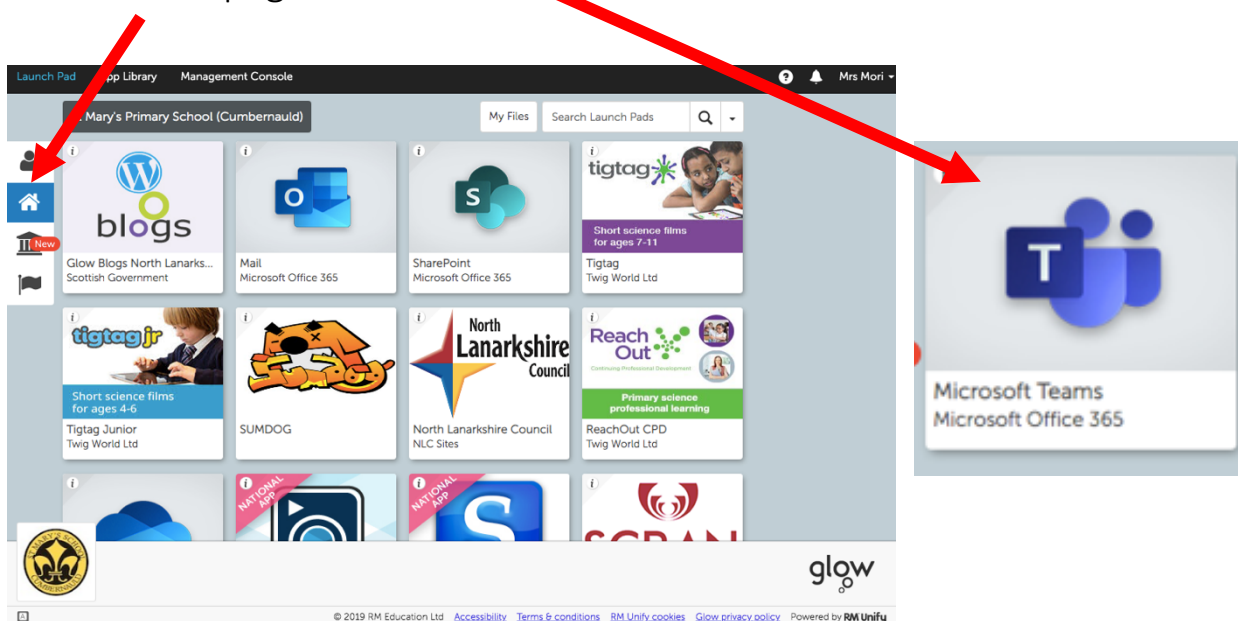
## Step 1

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

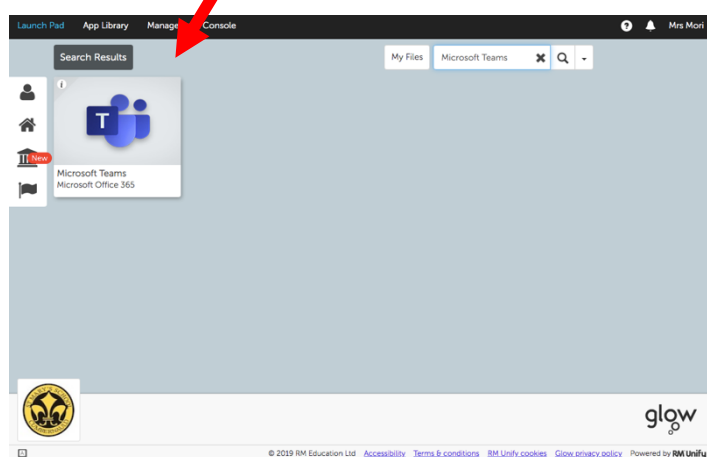
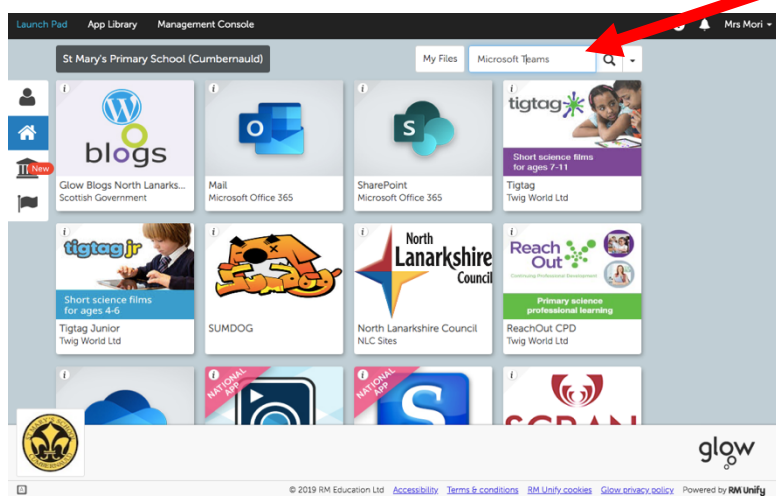


## Step 2

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.

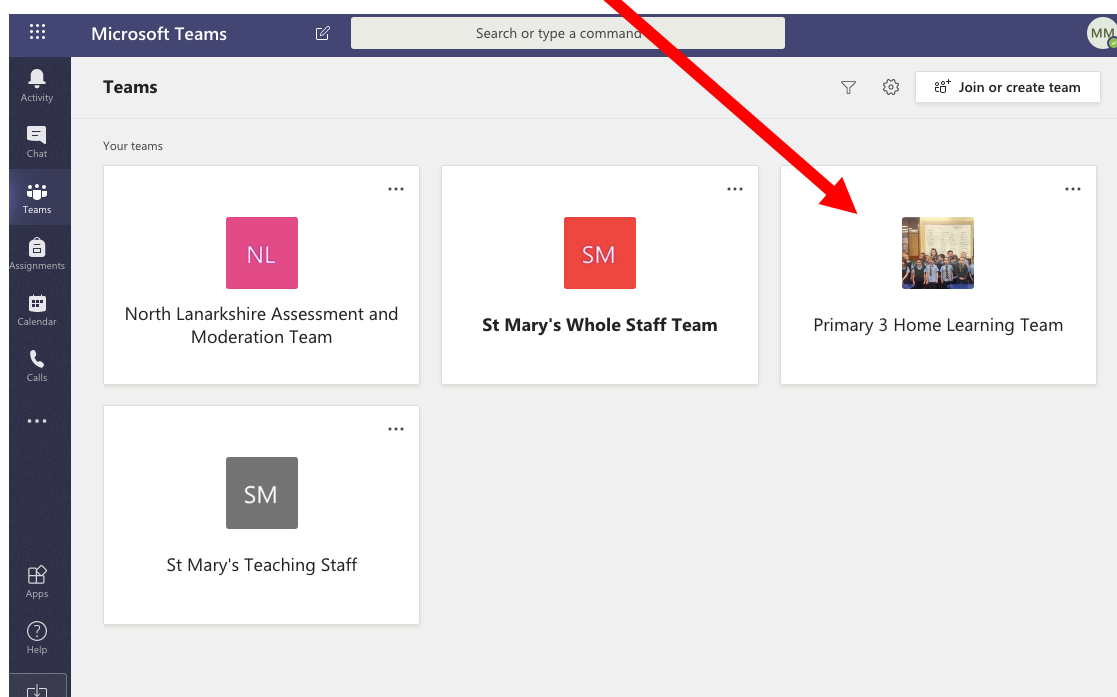


If you cannot locate it, type 'Microsoft Teams' in the search bar. Click on the Microsoft Teams tile when it appears.



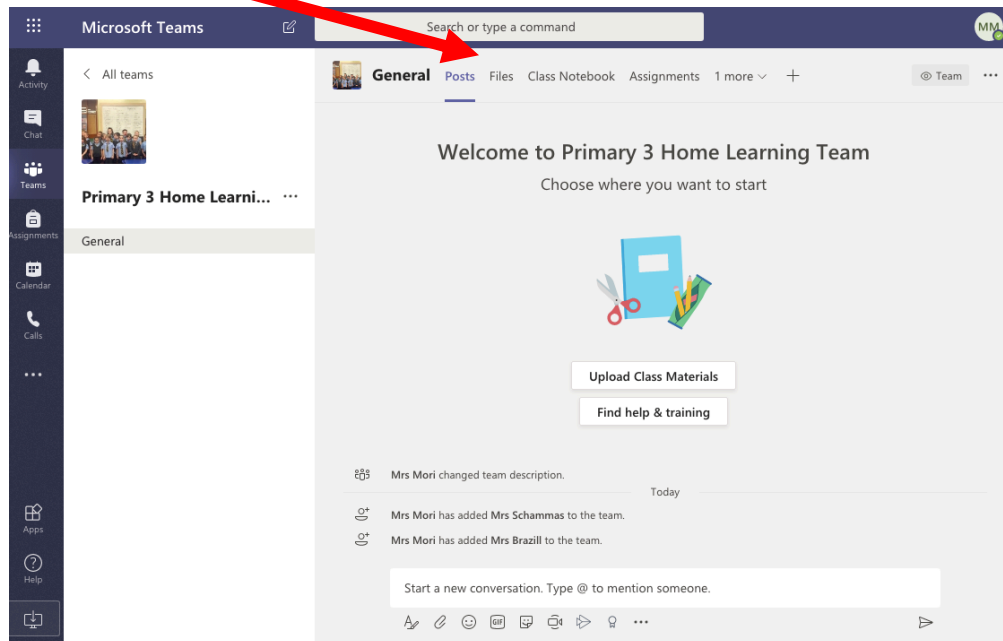
### Step 3

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



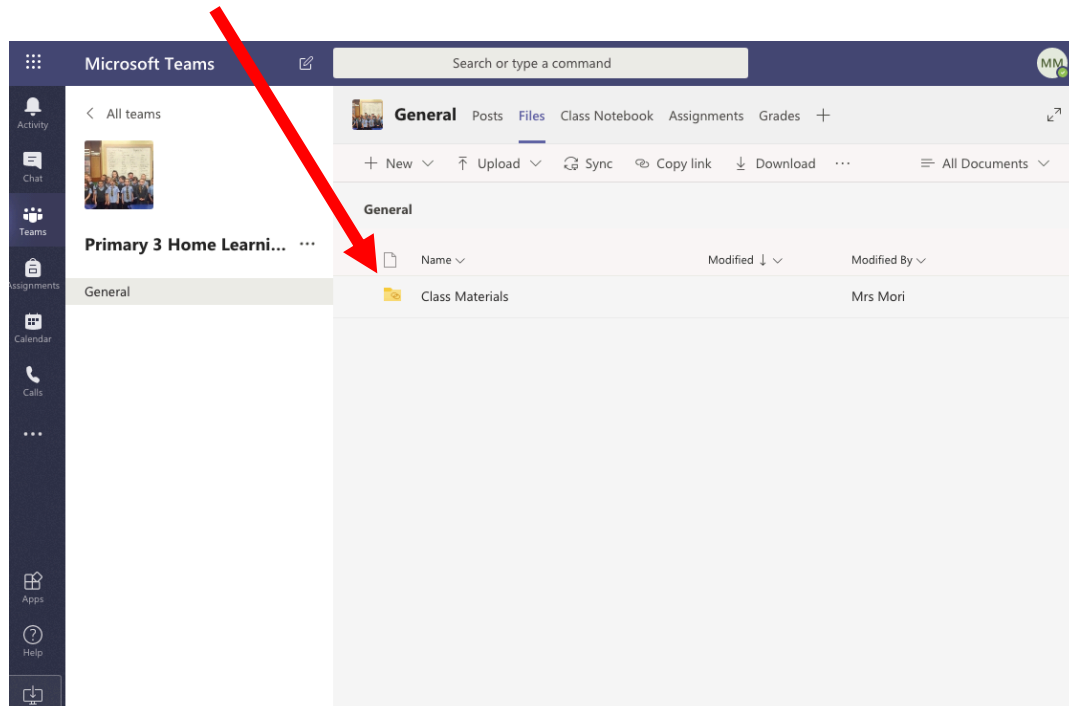
## Step 4

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.



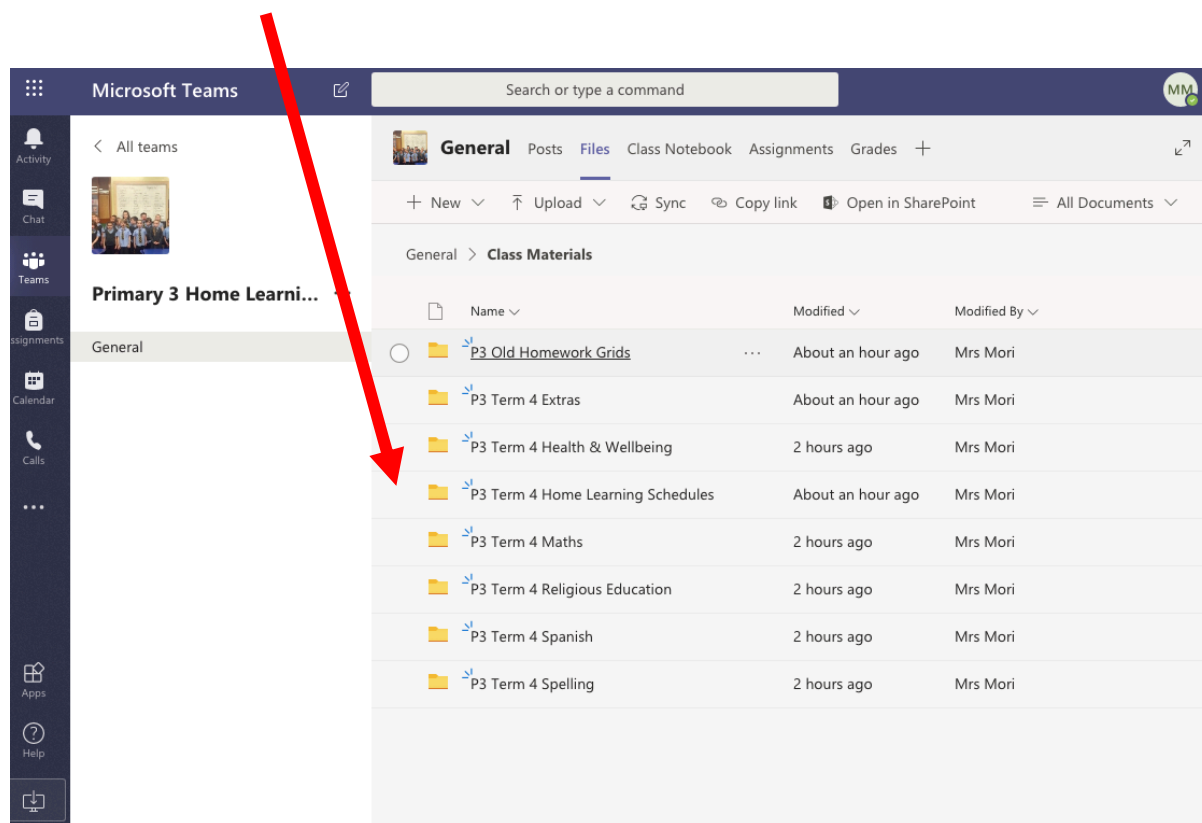
## Step 5

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.



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

