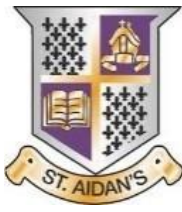
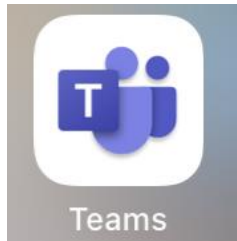


St Aidan's Primary, LCSC and Nursery Class



Digital Homework Guide

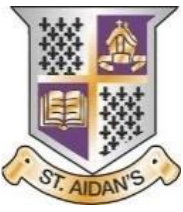
Homework will be issued through our school app and on Microsoft Teams.



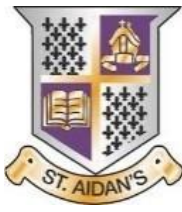
- You can download our school app from the app store by typing in **“St Aidan’s Wishaw”**.
- Microsoft teams also works best by downloading the app. It can be downloaded on phones, tablets and desktop computers.
- Homework will be issued digitally by the class teacher through the school app and each class’ Microsoft Teams page. No homework should be returned to school. Homework should be digitally handed in using Microsoft Teams.

The School App

- Each class teacher will post the homework for the week on the school app under their class heading.
- If you scroll along the categories at the top, you will see your child’s class and by clicking on it, you will be able to see any class announcements and homework.
- The school app is only used for issuing homework and homework cannot be handed in via this way.



St Aidan's Primary, LCSC and Nursery Class



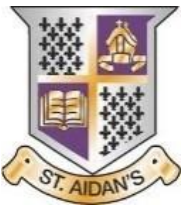
Microsoft Teams

You can use the Microsoft Teams app on a desktop computer or on a phone/tablet.

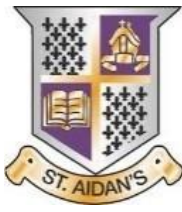
Using a Desktop Computer

- If do not have the Microsoft Teams app on your computer, you can download it via glow. To do this:
 - Visit: <https://glow.rmunify.com>

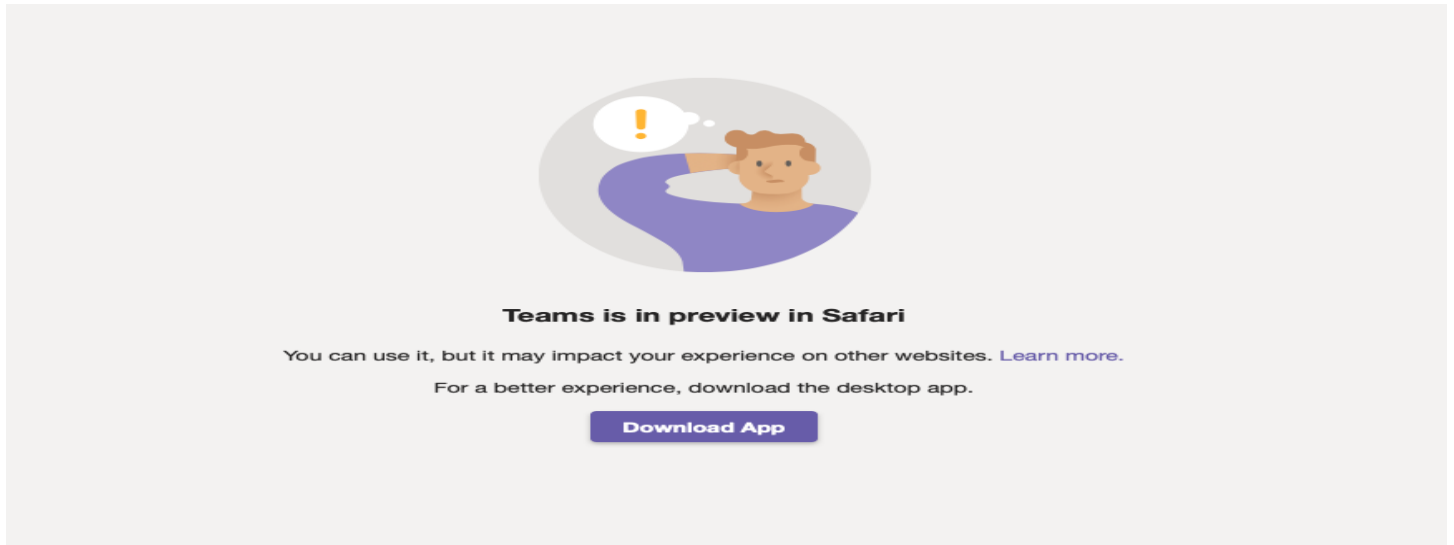
- Type in your child's glow **username** and **password**.



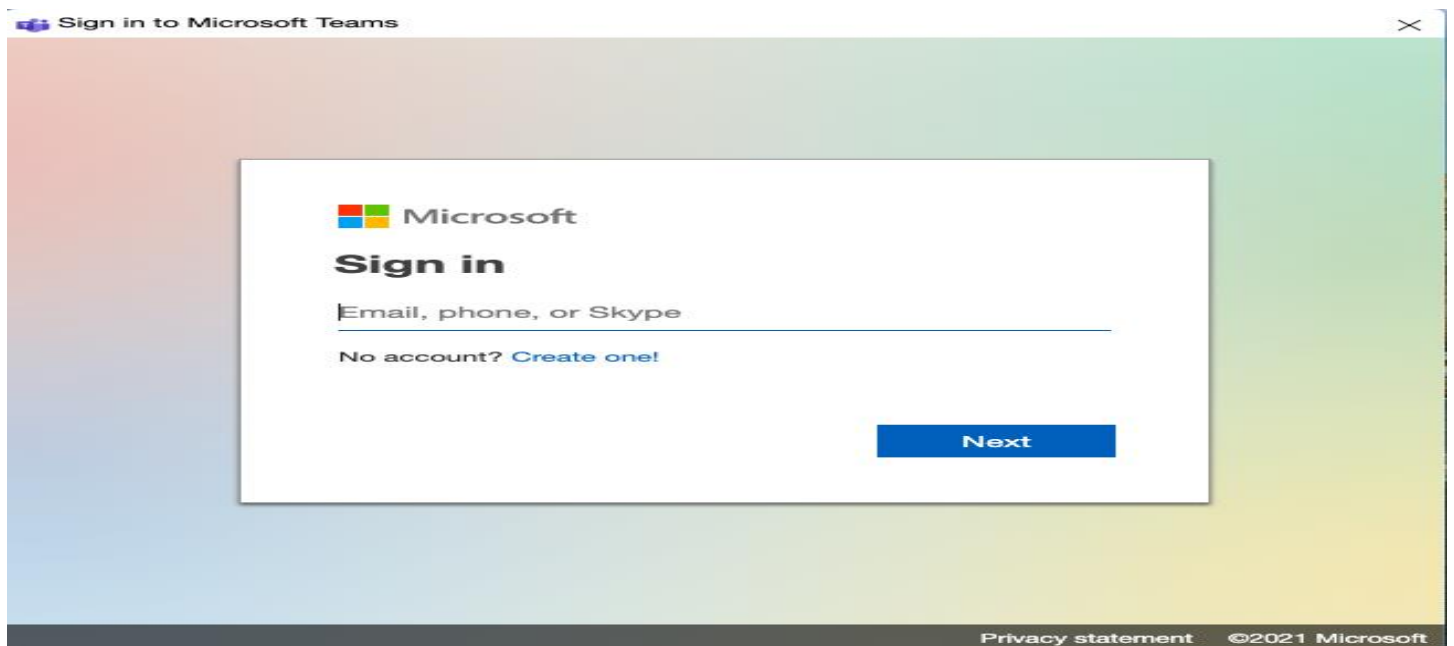
St Aidan's Primary, LCSC and Nursery Class

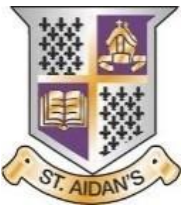


- Click on the 'house' icon circled in red and then click on Microsoft Teams.

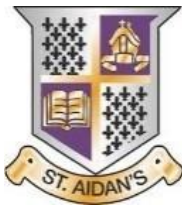


- You will then get a notification asking you to download the app.
- Once you have downloaded the app, you will be asked to sign in using your child's glow **email address**.



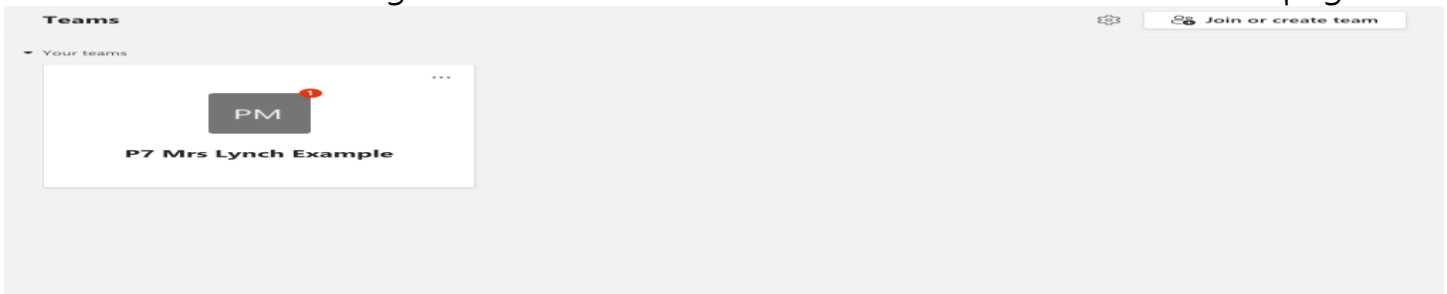


St Aidan's Primary, LCSC and Nursery Class

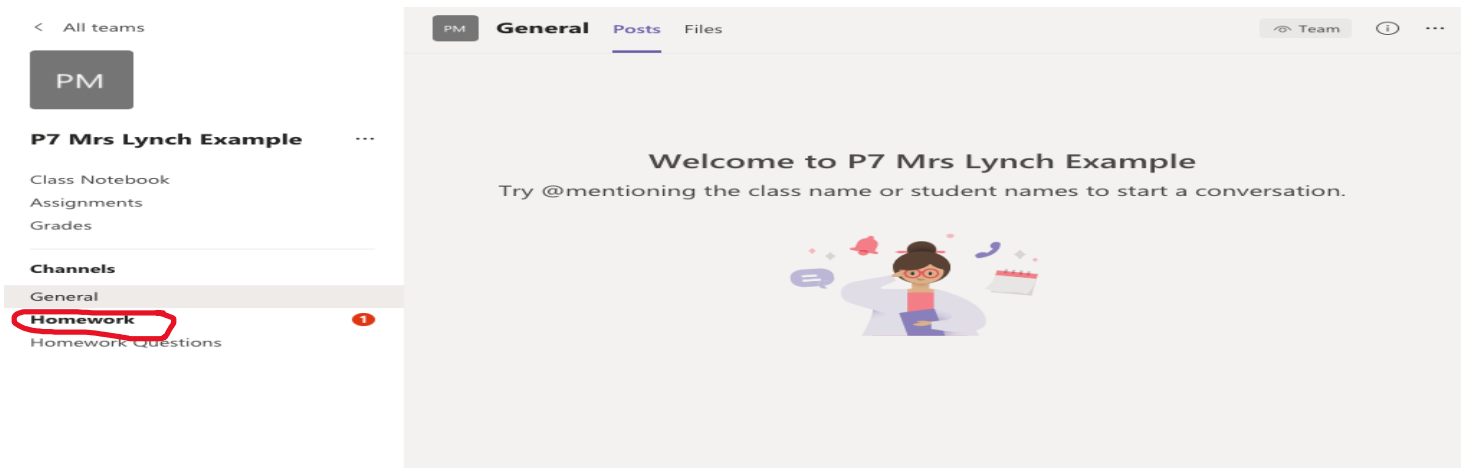


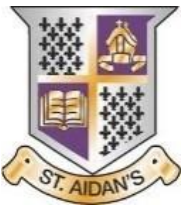
- A glow pop up window will then appear asking you to enter your child's glow password.

- You should be signed in and should be able to see the class teams page.

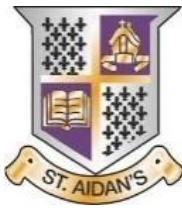


- Homework will be posted on the "homework channel" which is circled in red below.





St Aidan's Primary, LCSC and Nursery Class

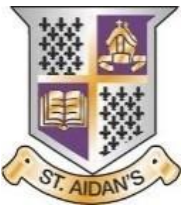


- When you click on the homework channel, you will be able to see the homework posted. Click on **“view assignment”** (circled in red) to see that week's homework.
- If any resources are required for the homework. They will be uploaded to the files section (circled in green below).

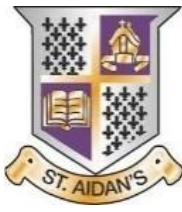
The screenshot shows a Microsoft Teams chat window for a team named 'P7 Mrs Lynch Example'. The chat is in a 'Homework' channel. The top navigation bar includes 'PM', 'Homework', 'Posts', 'Files' (circled in green), and 'Notes'. There are two assignment cards visible. The first card is titled 'Homework wb 30.08.21' with a due date of 'Due Sep 3' and a 'View assignment' button. The second card is titled 'Homework wb 06.09.21' with a due date of 'Due Sep 10' and a 'View assignment' button (circled in red). The left sidebar shows the 'Channels' list with 'Homework' selected.

- It will then open up the “assignment” (homework) and it will look like the picture below. Click on the attachment – under the heading ‘reference materials’ (circled in red) and this will open up the homework tasks.

The screenshot shows the 'Assignments' page in Microsoft Teams. The title is 'Homework wb 06.09.21' with a due date of 'Due September 10, 2021 4:00 PM'. Under the 'Instructions' section, it says 'Please open the attachment for this week's homework.' Under the 'Reference materials' section, there is an attachment named 'Homework 06.09.21.docx' (circled in red). The page also shows a 'Turn in' button, a 'Back' button, and options for 'My work' (Attach, New) and 'Points' (No points).



St Aidan's Primary, LCSC and Nursery Class



Handing in homework via Microsoft Teams.

- We ask that homework is not returned to school physically but handed in through the teams app.
- As a lot of the homework is active, particularly in the infants, taking a picture of the completed task or your child doing the task can be handed in as homework i.e. reading their book, writing their common words/spelling words or completing their sums etc.
- Class teachers can see who has completed sumdog/studyladder tasks so there is no need to upload a picture of those completed tasks to Microsoft Teams.
- To hand in homework:
 - Click on "attach" (circled in red) and then click "upload from this device" (circled in red) if you have your pictures/homework on the computer.
 - You can upload multiple documents/photos and you can do this as you go throughout the week (the attachments that you upload will save automatically).
 - Please **do not** click "turn in" (circled in green) until you have attached **all homework** for that week. If you do this and then have something else to attach, just click "undo turn in" and attach your other picture.

The screenshot shows the Microsoft Teams interface for a class named 'P7 Mrs Lynch Example'. The 'Assignments' section is active, displaying an assignment titled 'Homework wb 06.09.21' due on September 10, 2021, at 4:00 PM. The instructions state: 'Please open the attachment for this week's homework.' A reference material 'Homework 06.09.21.docx' is listed. Under the 'My work' section, there is an 'Attach' button (circled in red) with a '+ New' option. A dropdown menu is open, showing options: 'OneDrive', 'Link', 'Teams', and 'Upload from this device' (circled in red). In the top right corner of the assignment view, a 'Turn in' button is circled in green.