



Digital Learning Renfrewshire



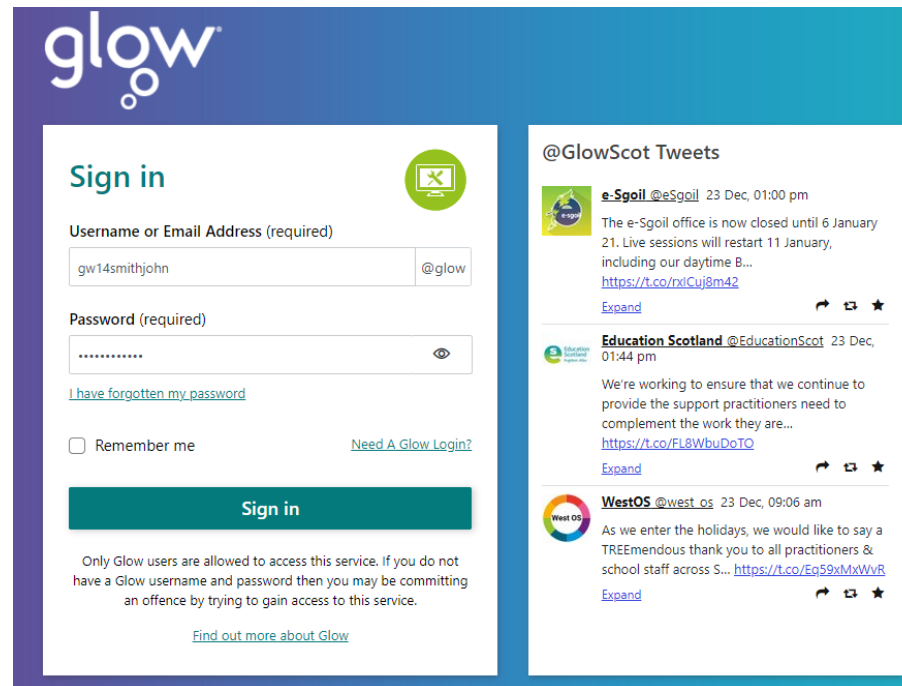
@digilearnren

Quick Reference Guide to support learning

Logging into Glow

Firstly, either Google Glow login or use this link <https://sts.platform.rmunify.com/account/signin/glow>

Learners should login using their Renfrewshire Glow username e.g. gw14smithjohn and their Glow password.



Any teacher can reset a forgotten password.

This guide uses a login of a made up learner for GDPR reasons.

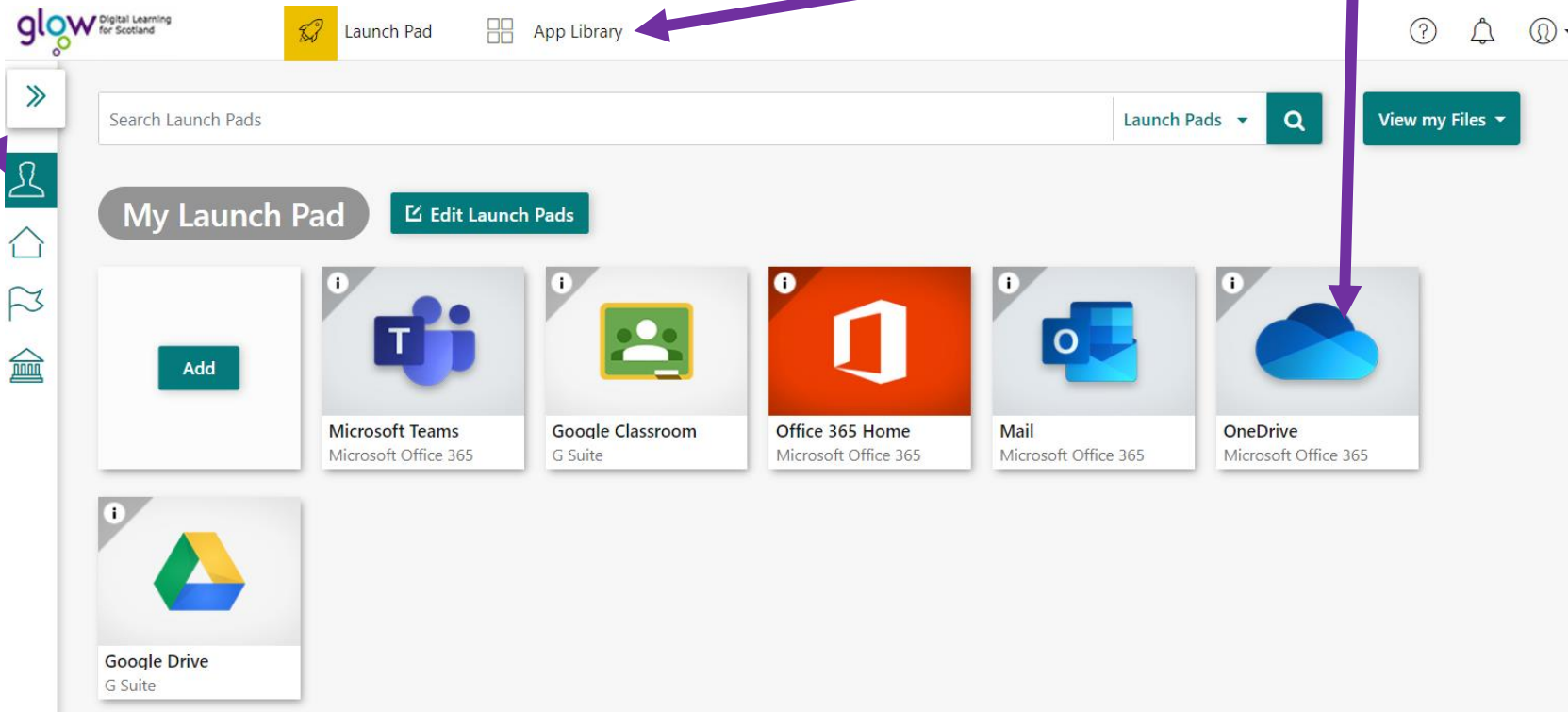
The Launch Pad

Once you login, you will be taken to your Launch Pad. Let's look at some features on this page.

You can switch between your school, Renfrewshire, Scotland and your own **personal Launch Pad** here.

If you are missing a program (or app) from your Launch Pad then you can search for it in the **App Library**.

Apps in Glow are the same as apps on your tablet or phone.



There are some apps you will want to make sure are on your Launch Pad:

- Microsoft Teams – this is where your work will be assigned and handed in
- Mail – this will allow you to contact a teacher directly
- OneDrive – this is your Glow hard drive where all your files will be saved
- Office 365 Home – this is the complete suite of Microsoft Office programs (YOU DO NOT NEED TO BUY OFFICE 365)
- Download Office Now – this allows you to download Office 365 for FREE so you can use the programs offline.

Adding a tile to your Launch Pad

Not all apps will be automatically added to your Launch Pad. Here's how to add them:

Go to the **app library** here.

In the **Search** box, type the name of the app you are looking for e.g. **Microsoft Teams** and click Go.

The screenshot shows the 'glow Digital Learning for Scotland' interface. At the top, there are 'Launch Pad' and 'App Library' buttons. A purple arrow points from the text 'Go to the app library here.' to the 'App Library' button. Below the navigation bar, there is a search bar labeled 'Search Apps' with a magnifying glass icon. A purple arrow points from the text 'In the Search box, type the name of the app you are looking for e.g. Microsoft Teams and click Go.' to the search bar. The search results are displayed in a grid. The first row includes tiles for '#DofEWithADifference', 'The Duke of Edinburgh...', 'Knowledge Hub', 'Easter', and 'Cyber First'. The second row includes 'Wider Achievement A...', 'Celebrating Renfrews...', 'In isolation instead of...', and 'Aye Fe Young'. A purple arrow points from the text 'Click on the app, then select Add to My Launch Pad. The app should now appear in your Launch Pad.' to the 'Microsoft Teams' tile, which is highlighted in a larger view below the grid.

Click on the app, then select **Add to My Launch Pad**. The app should now appear in your Launch Pad.

Microsoft Teams

Microsoft Office 365

Add to My Launch Pad

Press the **X** to close the box and click



Launch Pad

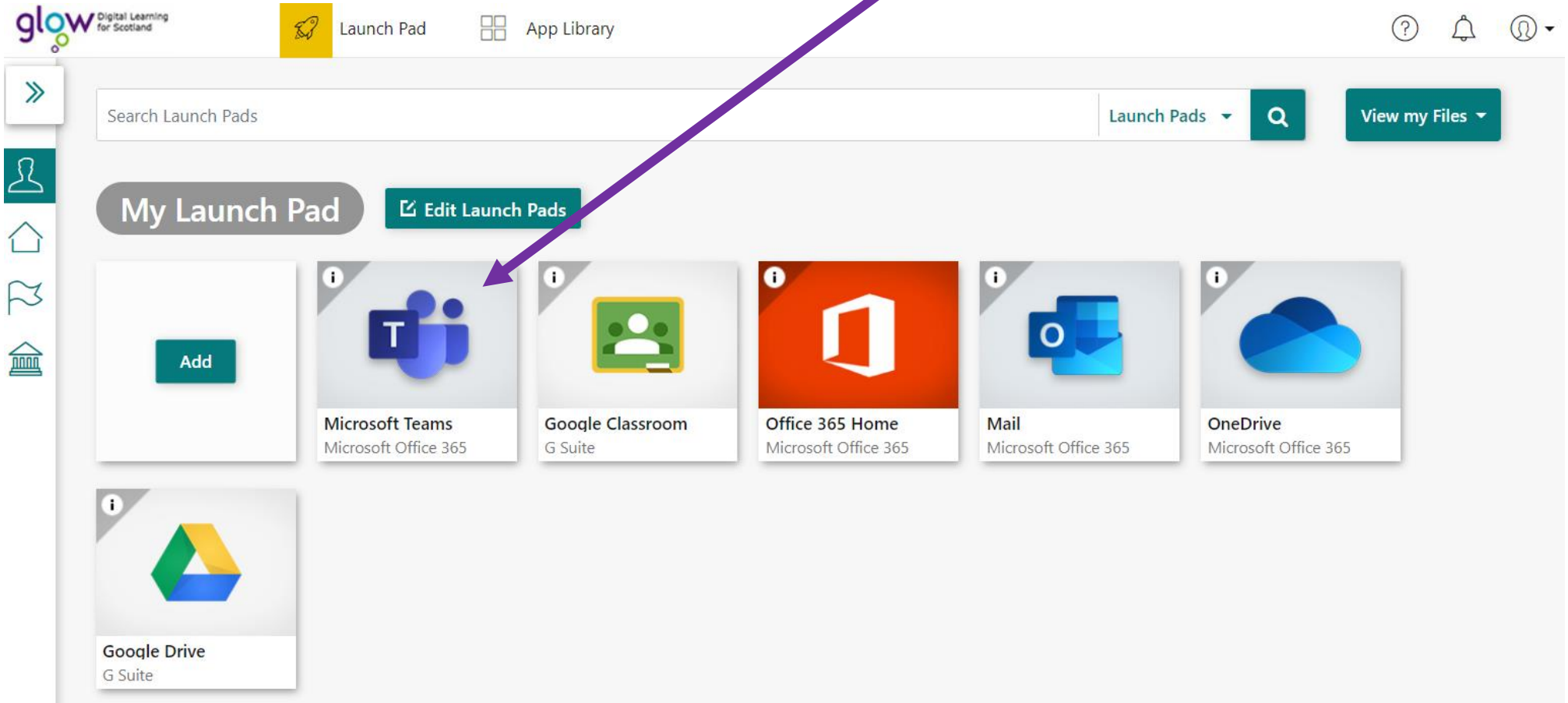
in the top left-hand corner to return.

Description

Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.

Accessing an app from your Launch Pad

To access any app, just click on it to open. We are going to look at Microsoft Teams. Click on it to open.



The screenshot displays the 'Launch Pad' interface. At the top left is the 'glow Digital Learning for Scotland' logo. Navigation options include 'Launch Pad' (highlighted with a yellow background) and 'App Library'. On the right, there are icons for help, notifications, and user profile. Below the navigation is a search bar labeled 'Search Launch Pads' and buttons for 'Launch Pads' and 'View my Files'. The main area is titled 'My Launch Pad' and contains an 'Edit Launch Pads' button. A grid of application tiles is shown, including an 'Add' button, Microsoft Teams (Microsoft Office 365), Google Classroom (G Suite), Office 365 Home (Microsoft Office 365), Mail (Microsoft Office 365), OneDrive (Microsoft Office 365), and Google Drive (G Suite). A purple arrow points from the text above to the Microsoft Teams tile.

Microsoft Teams Homepage

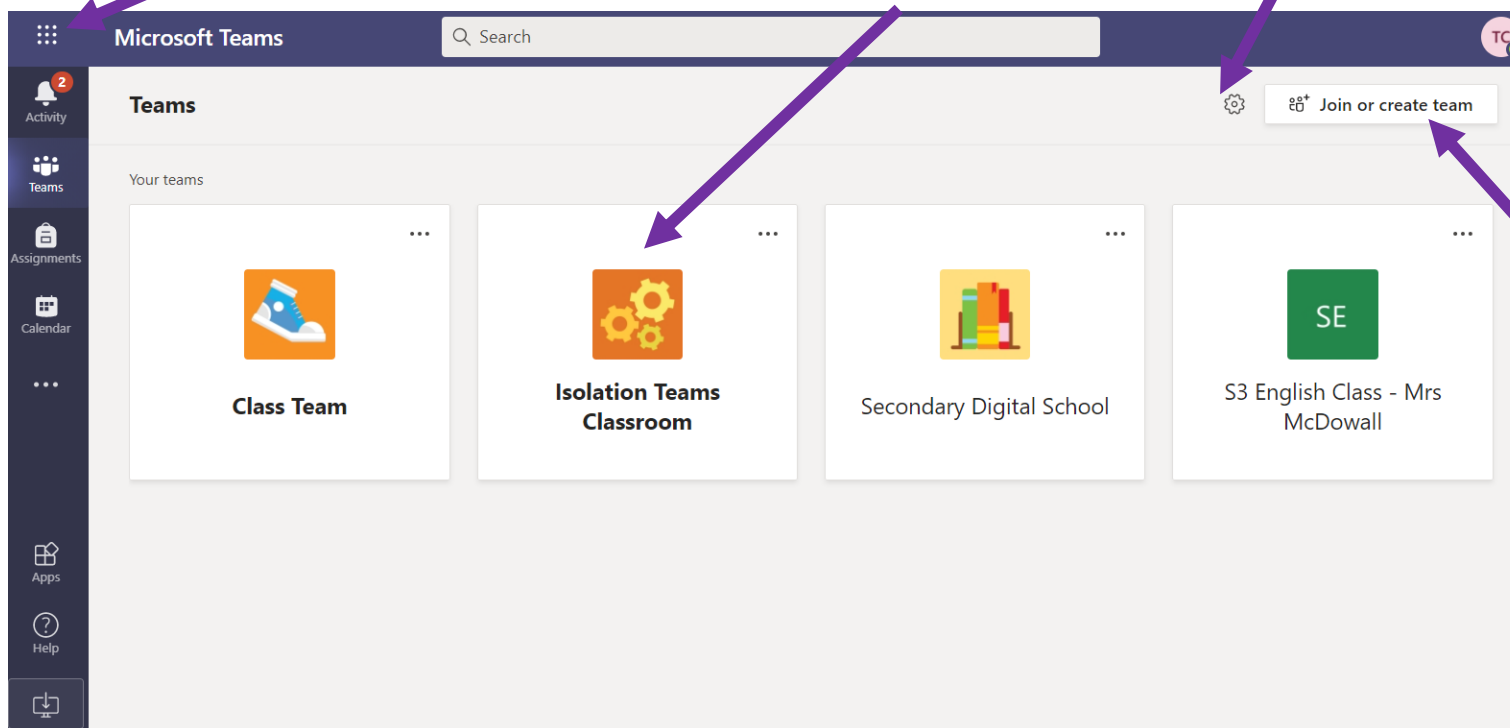
Let's look at the landing page when Microsoft Teams opens.

The 9 dots (**waffle**) in the top left-hand corner lets you quickly access other Microsoft programs like Word or Excel.

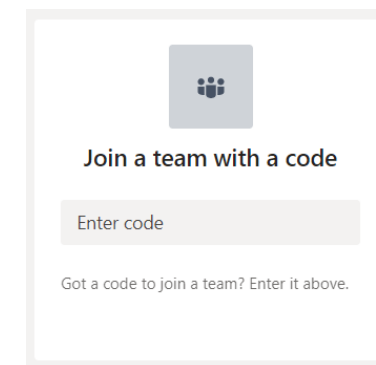
The **Teams** are set out as tiles and shows which classes the learner is a member of. This may be blank.

The **settings** button allows you to change the layout or theme of your landing page.

You can edit your **profile picture** by clicking here.



To see the work your teachers are sharing, you need to join the correct team. Click **join or create a team** and enter the **class code** to join automatically. It will then appear as a tile.



The panel on the left has a variety of options:

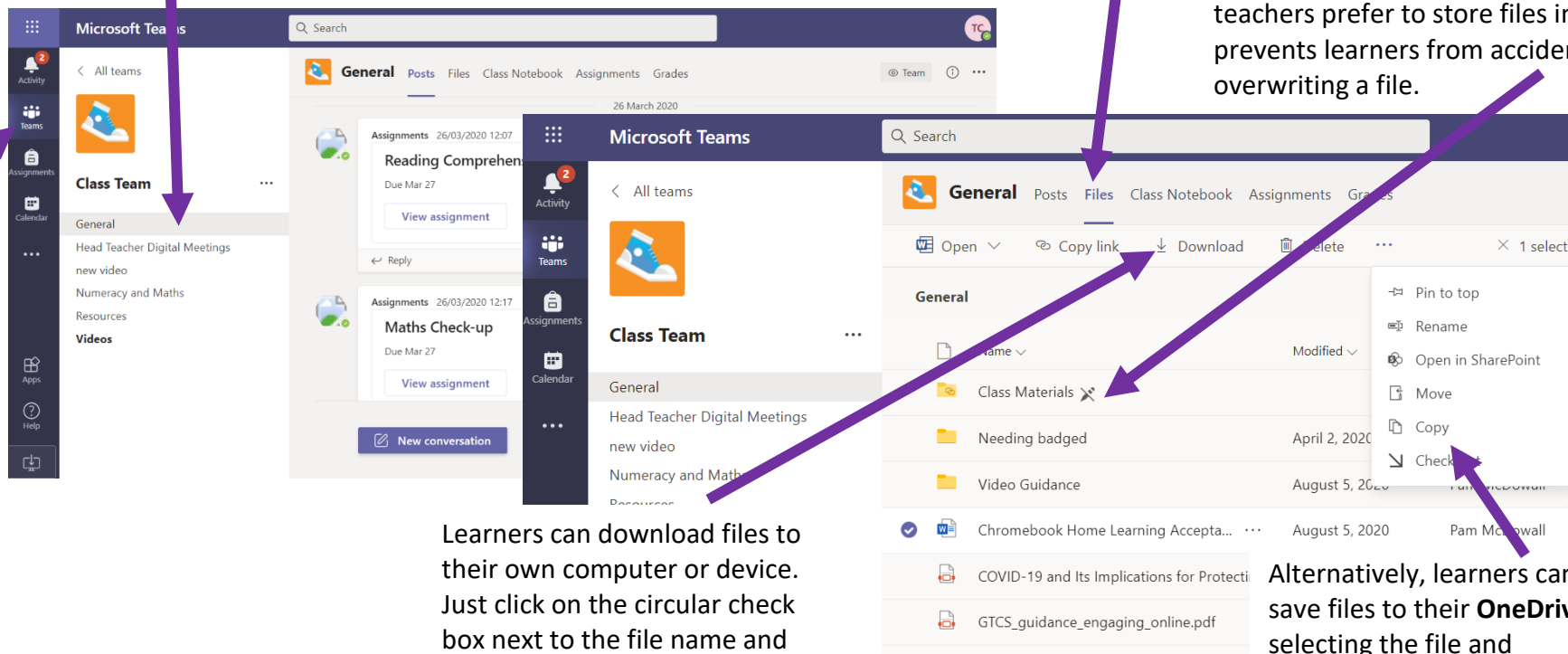
- **Activity:** will show up any notifications when the teacher has posted a message or assignment to the Team
- **Teams:** will take you back to the above page so you can switch to a different Team
- **Assignments:** allows you to look through the assignments for each individual class
- **Calendar:** lets you add in deadlines, assignments, homework tasks, etc
- **Files:** will take you to the files section for each Team

Microsoft Teams Information

Click on a Team to see the class feed. This takes you to the General Channel.

Channels will appear here. This is where learners can post questions which the teacher will respond to. There may be multiple channels or just one.

To switch Teams, click the Teams button.



Files may be stored in the **Files** tab by your teacher. Any files stored in the **Class Materials** folder will be read only (ie you will not be able to edit them). Most teachers prefer to store files in here as it prevents learners from accidentally overwriting a file.

Learners can download files to their own computer or device. Just click on the circular check box next to the file name and click **Download**.

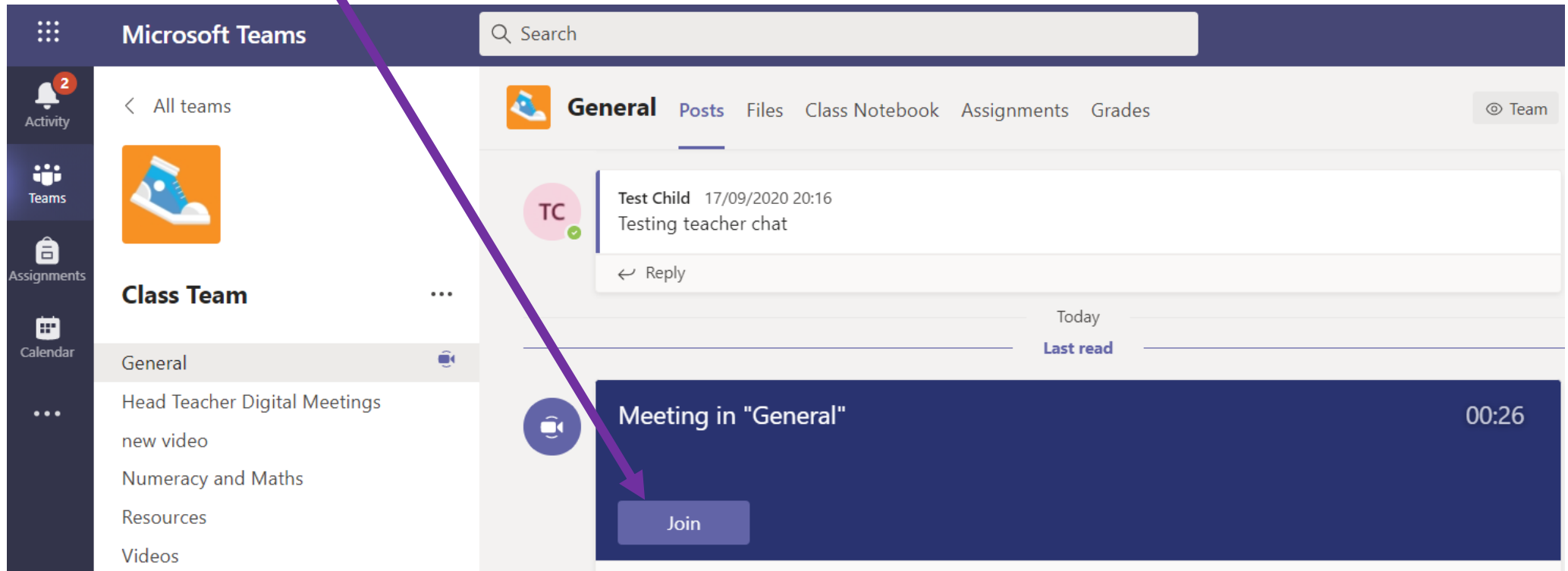
Alternatively, learners can save files to their **OneDrive** by selecting the file and choosing **Copy** from under the 3 dots.

NOTE: A learner can edit a Word or PowerPoint document just by clicking on it as all Microsoft programs are built into Teams. If they are accessing a document in the **Class Materials** folder they will need to save it their **OneDrive** before editing it.

Microsoft Teams Meetings 1

Teachers can create class meetings to meet with learners. This will appear in the Posts section of the Channel.

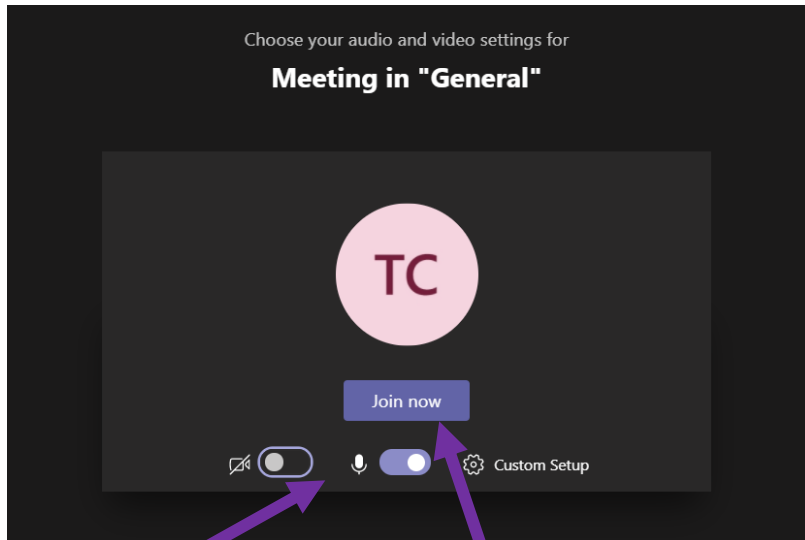
To join the meeting, click the **Join** button.



The screenshot displays the Microsoft Teams interface. On the left, a navigation pane shows 'All teams' with a 'Class Team' selected. The main area shows the 'General' channel with a post from 'Test Child' dated 17/09/2020 20:16. Below the post, a meeting card for 'Meeting in "General"' is visible, featuring a 'Join' button. A purple arrow points from the text 'To join the meeting, click the Join button.' to the 'Join' button on the meeting card.

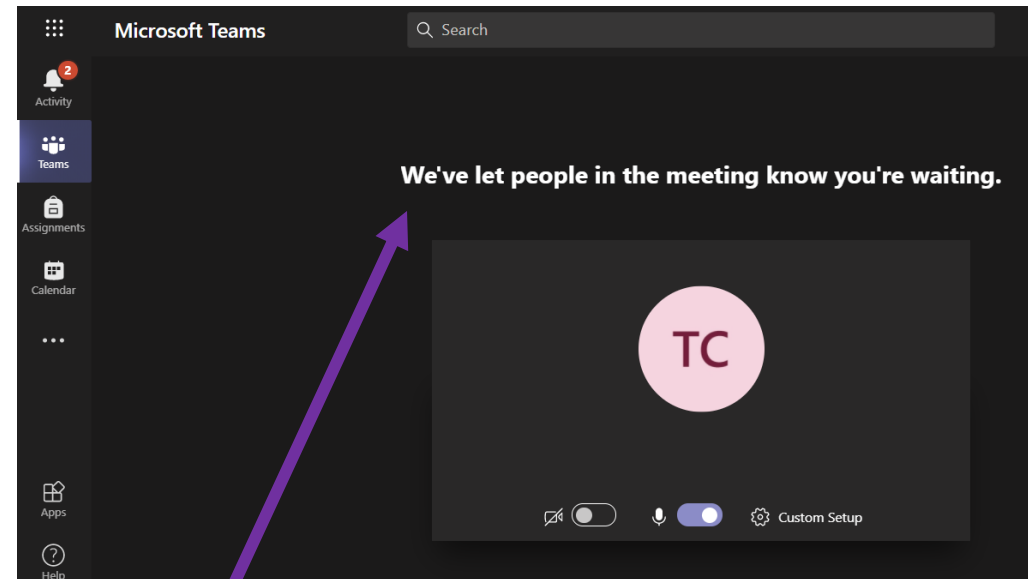
Microsoft Teams Meetings 2

Once you click Join, you'll get the following window:



You can toggle your camera and/or microphone on or off. If you don't have a microphone, you will still be able to join the meeting and can type your questions.

When you are ready, click **Join now** to take part.

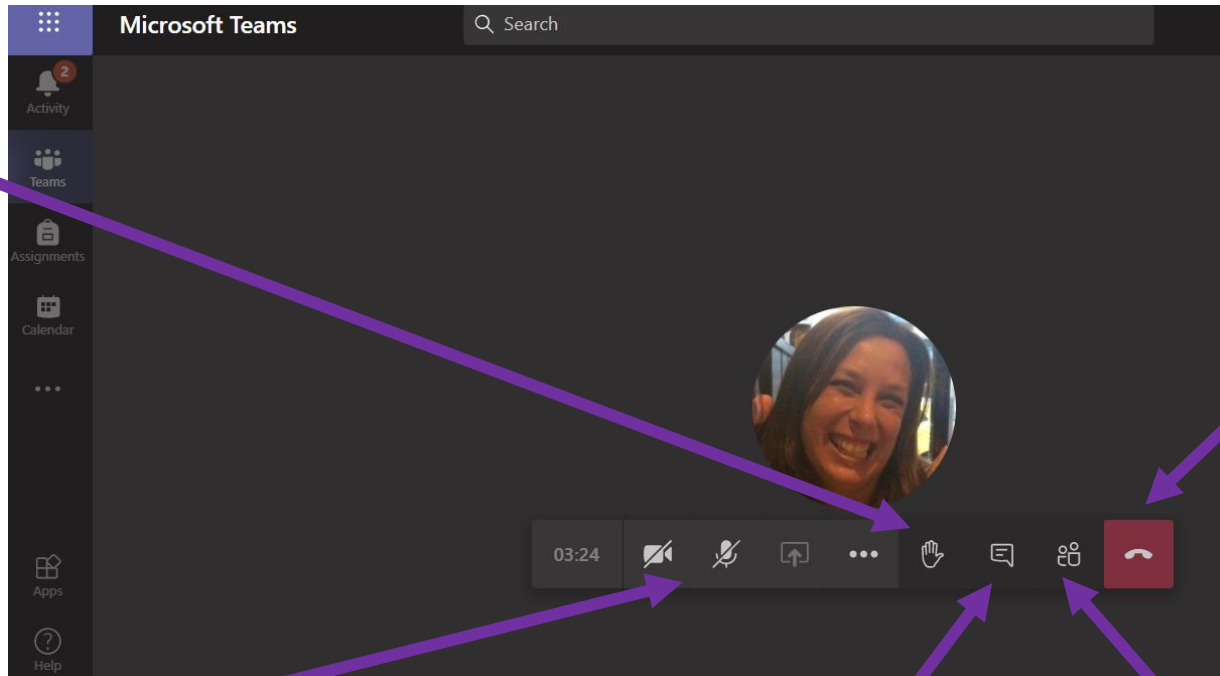


You will be taken to **the waiting room** for the meeting. The organiser will admit you when ready. Learners need to wait to be admitted.

Microsoft Teams Meetings 3

Once you have joined the meeting, you should see something like this:

Click the **raise hand** button to ask a question. This will let the presenter know you have something to say.



Use the **Hang up** button to leave the meeting. If you are the **presenter**, always use **End Meeting**.

Use the **camera and microphone** button to toggle on and off as required.

Use the **chat** button to add to the conversation. This will be useful if you don't have a microphone. A panel will open on the right hand side where you can type in your question. Everyone in the meeting can see this conversation.

Click here to see the participants of the meeting.