

Introduction to Glow, October 2021

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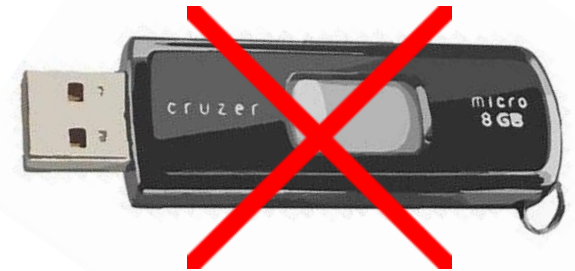
- Overview
- Launchpad personalisation
- OneDrive
 - collaboration
 - built-in features
- Immersive Reader - tools for all
- Microsoft Whiteboard – collaborative spaces
- PowerPoint 3D models
- Next steps, help and support

Office 365








Sync and Save
Automatically








 **Excel**
Discover and connect to data, model and analys...


 **OneDrive**
Store, access, and share your files in one place.


 **People**
Organise your contact info for all your friends, f...


 **Power Automate**
Create workflows between your apps, files, and ...


 **Project**
Develop project plans, assign tasks, track progr...


 **Stream**
Share videos of classes, meetings, presentations...


 **To Do**
Keep track of your tasks in one place with intelli...


 **Yammer**
Connect with co-workers and classmates, share ...


 **Forms**
Create surveys, quizzes, and polls and easily see...


 **OneNote**
Capture and organise your notes across all your...


 **Planner**
Create plans, organise and assign tasks, share fil...


 **Power BI**
Create actionable, dynamic, and engaging data ...


 **SharePoint**
Share and manage content, knowledge, and ap...


 **Sway** ⓘ
Create and share interactive reports, presentations and personal stories.


 **Whiteboard**
Ideate and collaborate on a freeform canvas de...


 **Lists**
Allows users to create, share, and track data insi...


 **Outlook**
Business-class email through a rich and familiar ...

 **Power Apps**
Build mobile and web apps with the data your o...

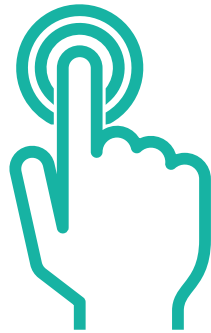
 **PowerPoint**
Design professional presentations.

 **Staff Notebook**
Collaborate with faculty and staff to share polici...

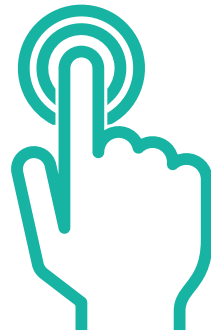
 **Teams**
The customisable, chat-based team workspace i...

 **Word**
Bring out your best writing.

Live demonstrations

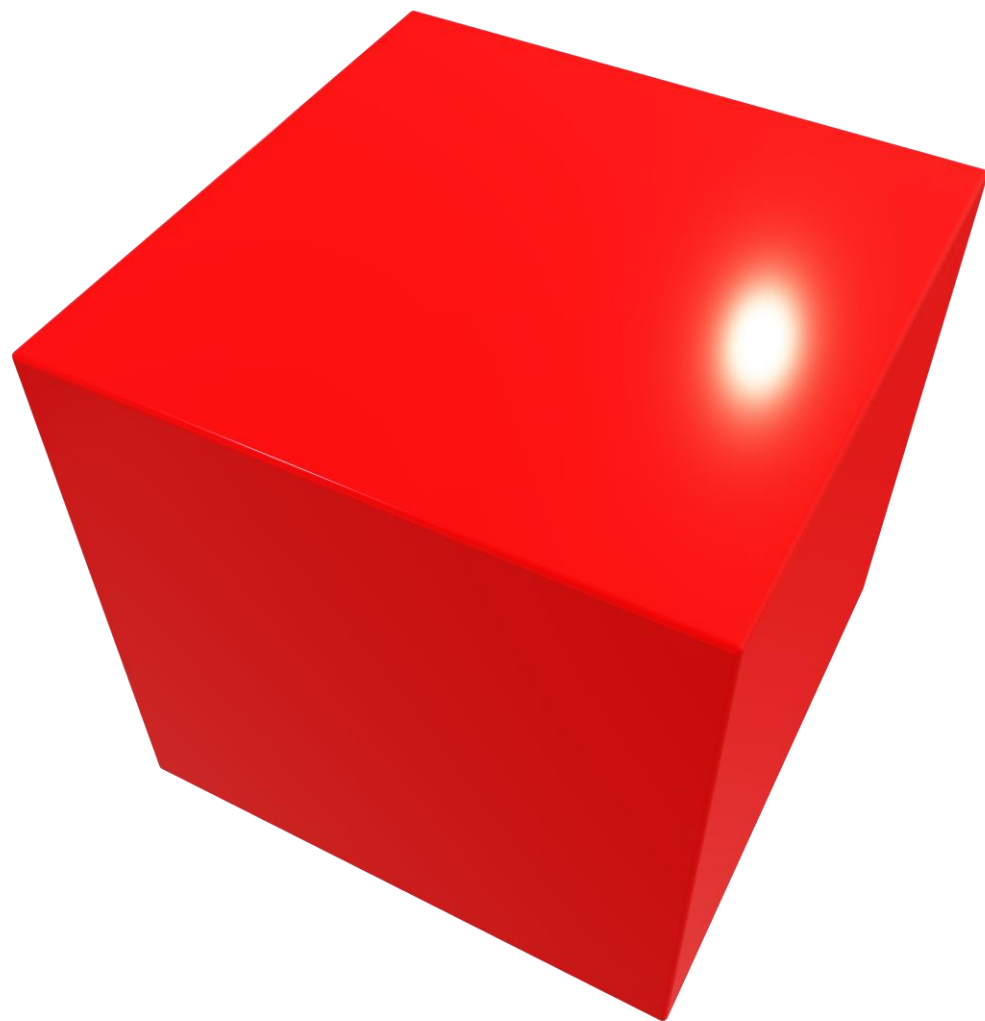


Virtual Experiences with Powerpoint in Early Years and Beyond



Realising the ambition: Being Me

“Digital technologies provide opportunities for us to design a unique learning space for the children. Bringing resources and experiences virtually into the setting can lead learning well beyond what was originally planned.”





- Select insert from the menu bar on desktop PPT
- Select the menu button on the 3D shapes option
- Identify which stock model you wish to add (or add your own)



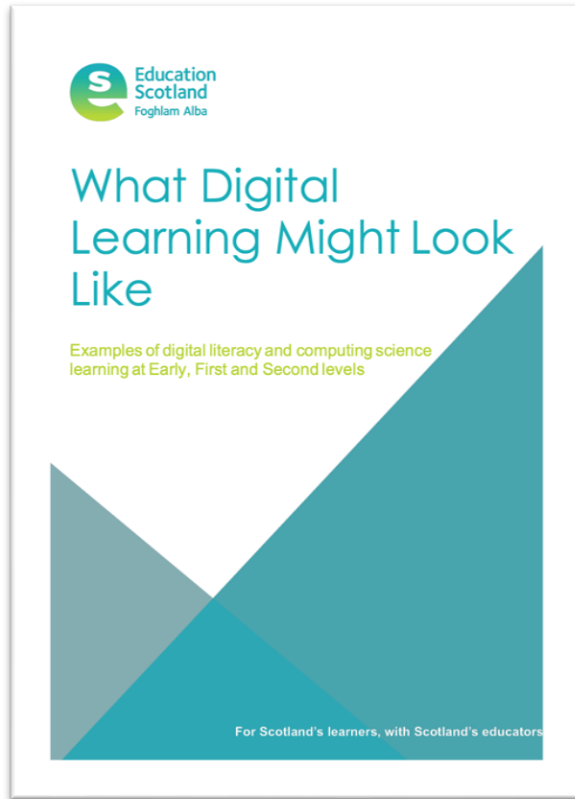
Next steps, support and advice....

National Context

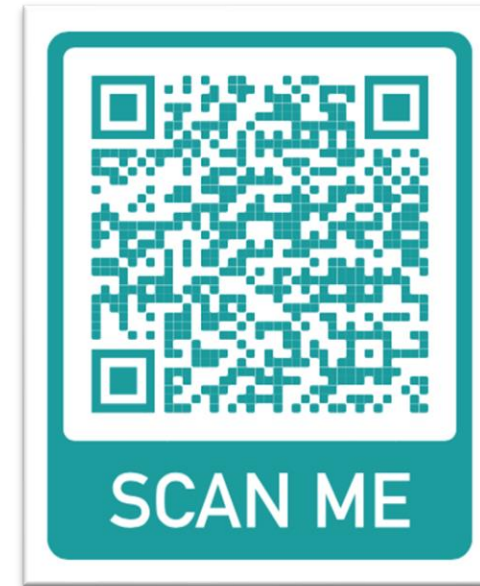


Technologies Curriculum

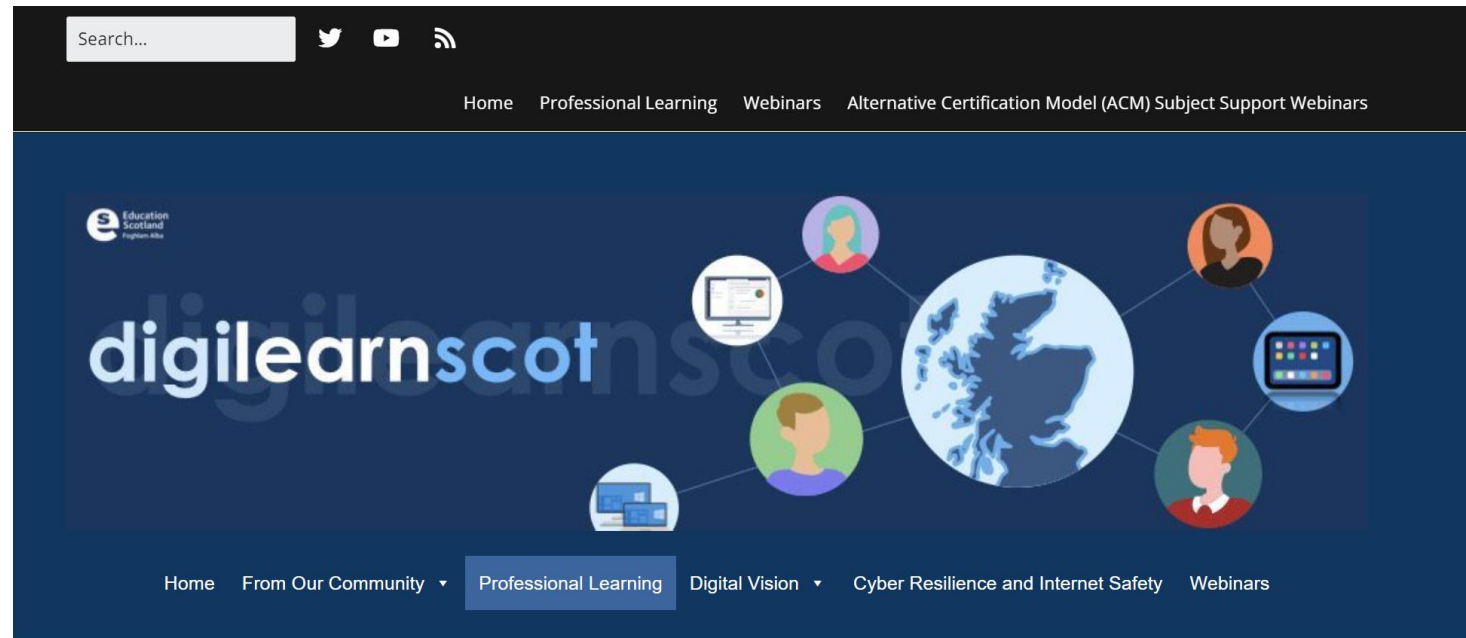
What Digital Learning Might Look Like



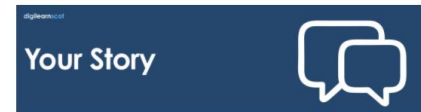
#WDLMLL



For Scotland's learners with Scotland's educators



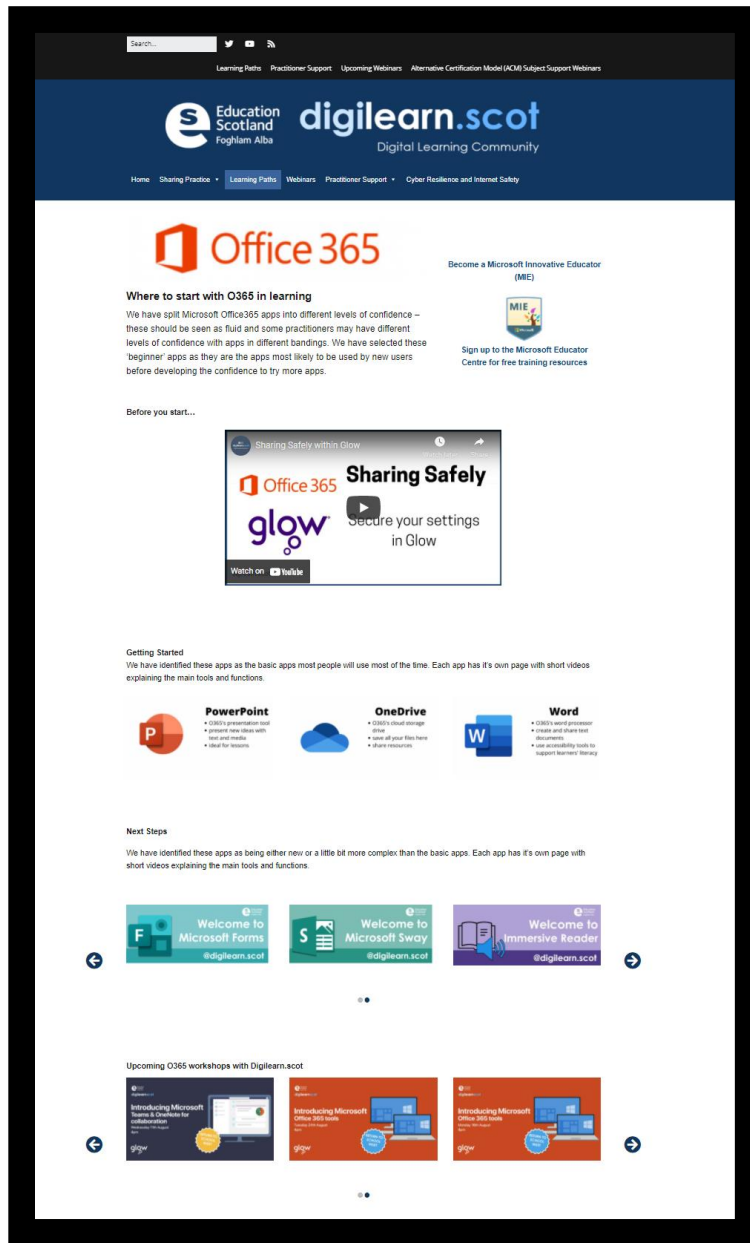
Teachers lead busy lives but digital working allows us to work flexibly anytime and any place, so we have organised the first pathways to allow you to learn independently with content organised by stage or platform. This section contains the guides to using Office 365 and Google Workspace within Glow.



Sometimes teachers want to spend more time focusing on a topic and to engage in real-time with others, so we provide courses and webinars too.

Anytime Learning by stage





The screenshot shows the digilearn.scot website. At the top, there is a search bar and navigation links for Learning Paths, Practitioner Support, Upcoming Webinars, and Alternative Certification Model (ACM) Subject Support Webinars. The main header features the Education Scotland logo and the digilearn.scot logo with the tagline "Digital Learning Community". Below the header, there are navigation links for Home, Sharing Practice, Learning Paths, Webinars, Practitioner Support, and Cyber Resilience and Internet Safety.

Office 365

Where to start with O365 in learning

We have split Microsoft Office365 apps into different levels of confidence – these should be seen as fluid and some practitioners may have different levels of confidence with apps in different bandings. We have selected these 'beginner' apps as they are the apps most likely to be used by new users before developing the confidence to try more apps.

Before you start...

Getting Started

We have identified these apps as the basic apps most people will use most of the time. Each app has its own page with short videos explaining the main tools and functions.

- PowerPoint**
 - O365's presentation tool
 - present your ideas with text and media
 - ideal for lessons
- OneDrive**
 - O365's cloud storage app
 - store all your files here
 - share resources
- Word**
 - O365's word processor
 - create and share text documents
 - use accessibility tools to support learner's literacy

Next Steps

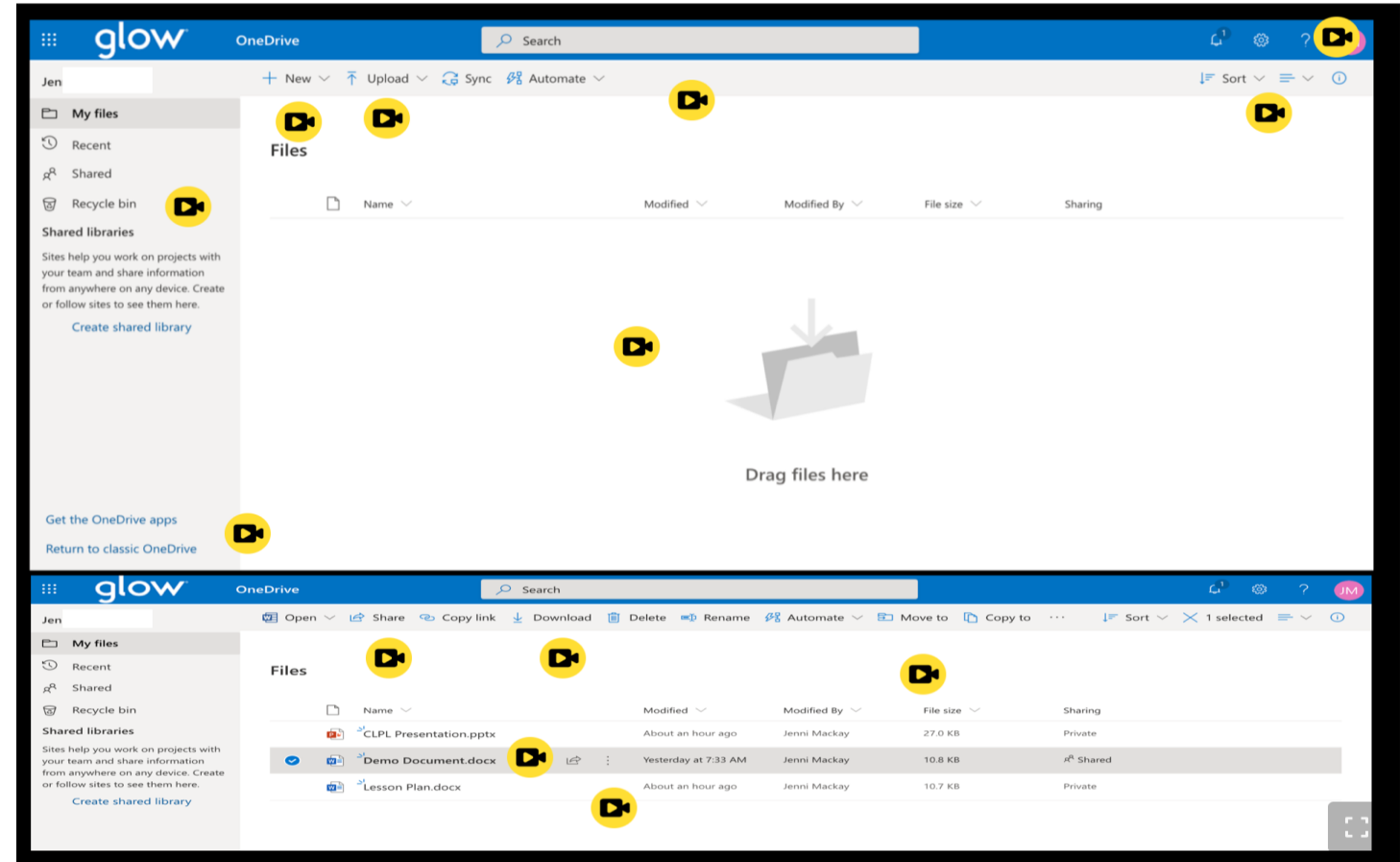
We have identified these apps as being either new or a little bit more complex than the basic apps. Each app has its own page with short videos explaining the main tools and functions.

Upcoming O365 workshops with Digilearn.scot



Explore Microsoft OneDrive

Click on the hotspots to find out more about each of the areas within the application

The top screenshot shows the OneDrive interface with a search bar and navigation options. The main area displays a 'Files' view with a 'Drag files here' message. Several yellow hotspots are placed over various UI elements.

The bottom screenshot shows the OneDrive interface with a search bar and navigation options. The main area displays a file list with columns for Name, Modified, Modified By, File size, and Sharing. Several yellow hotspots are placed over various UI elements.

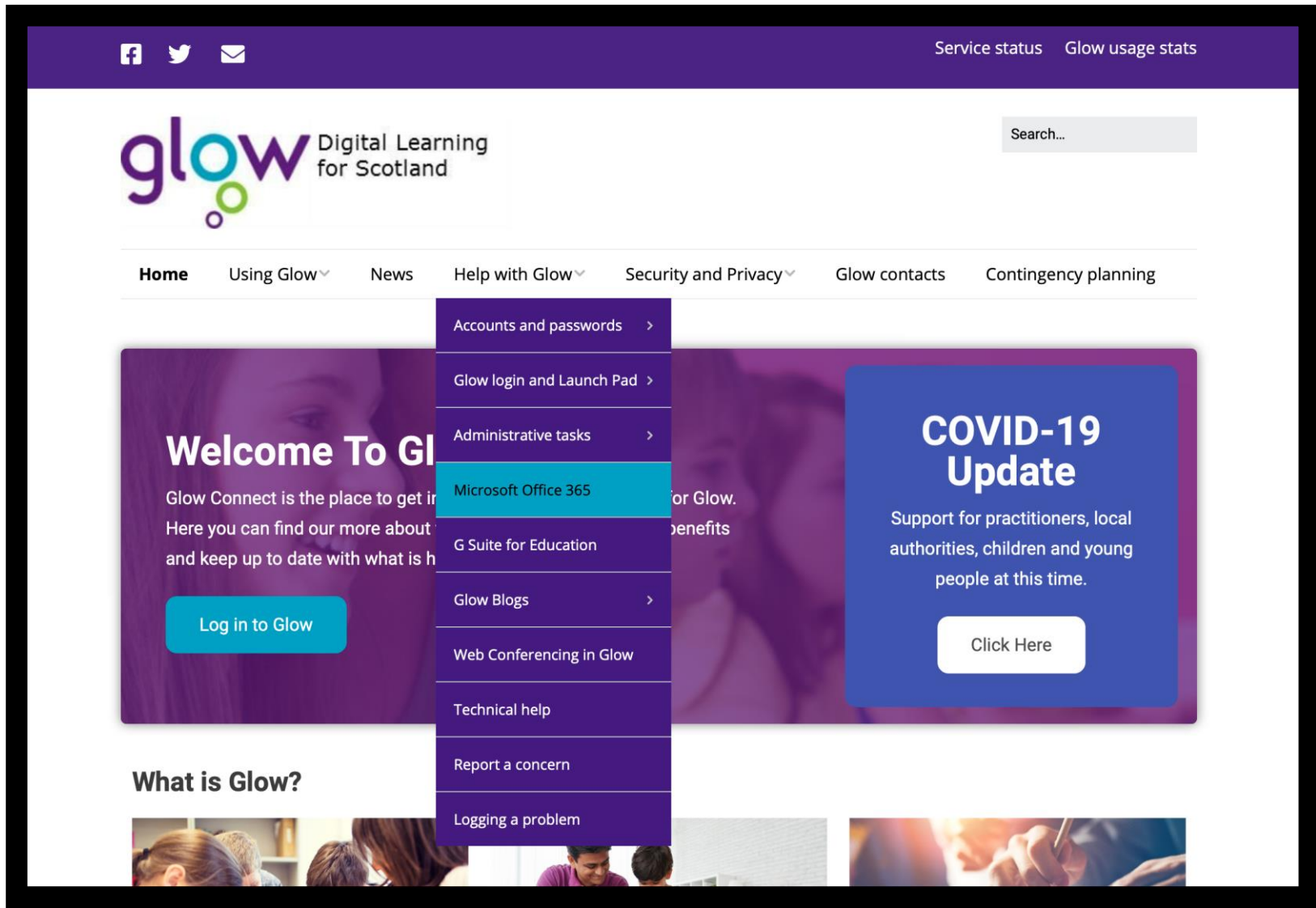
Name	Modified	Modified By	File size	Sharing
CLPL Presentation.pptx	About an hour ago	Jenni Mackay	27.0 KB	Private
Demo Document.docx	Yesterday at 7:33 AM	Jenni Mackay	10.8 KB	Shared
Lesson Plan.docx	About an hour ago	Jenni Mackay	10.7 KB	Private

Microsoft Learning Tools Availability

Read Aloud & word/line highlighting	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	Word Desktop	Word Mac	Word iPad	PowerPoint Web	Outlook Web	Outlook Desktop	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser
Spacing and Font Size	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	Word Desktop	Word Mac	Word iPad	PowerPoint Web	Outlook Web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser	
Page Colors	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	Word Desktop	Word Mac	PowerPoint Web	Outlook Web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser		
Syllables	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	Word Desktop	PowerPoint Web	Outlook Web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser			
Line Focus	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	Word Desktop	PowerPoint web	Outlook web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser			
Parts of Speech	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	PowerPoint Web	Outlook Web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser				
Picture Dictionary	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	PowerPoint Web	Outlook Web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser				
Translation	OneNote Desktop	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	PowerPoint Web	Outlook web	Teams	Flipgrid Web, iOS, Android	Whiteboard	Forms	OneDrive + SharePoint	MakeCode	Minecraft EDU	Office Lens iOS, Android	Edge browser				
Math & Equations	OneNote Web	OneNote App	OneNote iOS	OneNote Mac	Word Web	Word Desktop	PowerPoint Desktop	Forms	Edge browser												
Dictation	OneNote Desktop	OneNote App	OneNote Web	Word Web	Word Desktop	Outlook Desktop	PowerPoint Desktop	PowerPoint Web	Windows 10												



Learning Tools Flyer for PD: <http://aka.ms/LearningToolsFlyer>

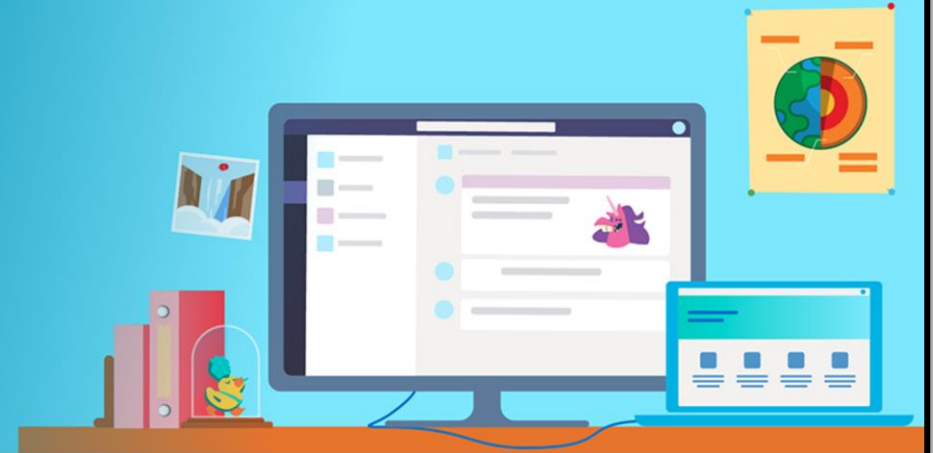


The screenshot shows the Glow website interface. At the top, there are social media icons for Facebook, Twitter, and Email, along with links for 'Service status' and 'Glow usage stats'. The main header features the 'glow' logo and the text 'Digital Learning for Scotland', with a search bar to the right. A navigation menu includes 'Home', 'Using Glow', 'News', 'Help with Glow', 'Security and Privacy', 'Glow contacts', and 'Contingency planning'. A dropdown menu is open under 'Help with Glow', listing options such as 'Accounts and passwords', 'Glow login and Launch Pad', 'Administrative tasks', 'Microsoft Office 365', 'G Suite for Education', 'Glow Blogs', 'Web Conferencing in Glow', 'Technical help', 'Report a concern', and 'Logging a problem'. The main content area has a purple background with a 'Welcome To Glow' section, a 'Log in to Glow' button, and a 'COVID-19 Update' section with a 'Click Here' button. Below this is a 'What is Glow?' section with a photo of students.

Get started with distance learning

A focused learning environment isn't easy to achieve away from the physical classroom. Microsoft is here to support multimedia online experiences that keep educators, students, and families connected.

[GET STARTED >](#)



New and noteworthy [Show all](#)



Getting Started with Remote Learning in Office 365

 RESOURCE



Special education and accessibility resources for remote learning

 RESOURCE



Shifting to distance learning: A 5-day guide for school leaders

 RESOURCE



Family Learning Center

 RESOURCE



SCAN ME



Education
Scotland
Foghlam Alba

**We would love to hear your feedback,
please complete our short evaluation...**

Keep in touch via Twitter...

@digilearnscot

#DigiLearnScot #DigiLearnChat



For Scotland's learners with Scotland's educators



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