

Mary Russell School



Learning at home guide for pupils and parents

Introduction

We recognise the challenging circumstances in which we all find ourselves, will at times cause stress and anxiety for pupils and parents/carers. We have created this guide to simplify how pupil work will be made available for pupils.

Microsoft Teams

Pupils have a class Team for each subject, this is where class teachers will post work for pupils to complete. Pupils can access Teams on a computer, mobile phone, tablet, laptop or any other device that has a web Browser. In school pupils access Teams by selecting "Use the Web App instead" when asked in GLOW. Choosing this option when working at home means the interface will be familiar to them.

Laptop / Desktop / Tablet or other device with a Browser (*Preferred option*)

1. Open a browser (Chrome, Edge, Safari, Internet Explorer etc.)
2. Search for **GLOW**
3. Pupils should login with their glow e-mail address and password
4. The Teams tile should be visible on the pupil's launch pad (if the Teams tile is not visible, follow the instructions in our Useful Guides on the next page)

Using the App (Mobile / Tablet / P.C.)

1. Download the Microsoft Teams App
2. Pupils should login with their glow e-mail address and password

iPad Users

iPad users may require additional steps. Request for help with this, can be done via the email address in the **Contact Us** section on the next page.

Login Details

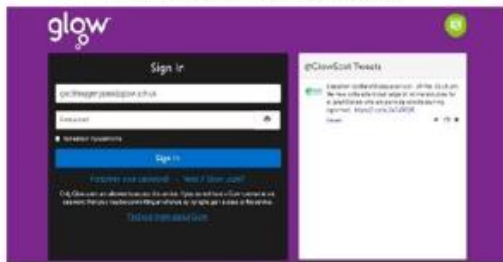
Pupils will require their GLOW login details to access Microsoft Teams. These will be provided in the packs that are being sent home. These details can also be requested by contacting the school using the email address below.

maryrussellenquiries@renfrewshire.gov.uk

Glow Guide

The following guide details how pupils can access GLOW, Teams and Office 365.

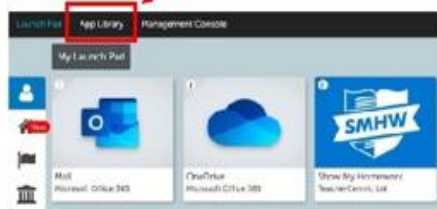
Login to your glow account!



This screen is called your launch pad...



Click 'App library'.



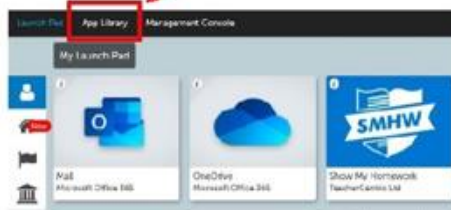
Search 'Teams'...



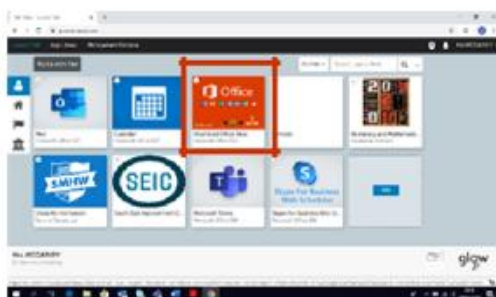
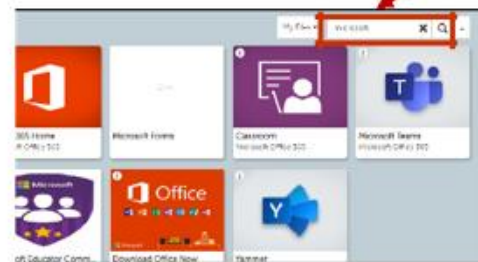
and then click the Microsoft Teams tile!

Pupils can install Microsoft Word, Excel and PowerPoint onto their device through GLOW.

Click 'App library'.



Search for 'Microsoft'



Click 'Install Now'



Click here to install on your tablet or phone

Contact Us

Guidance teachers/Depute Head/Head Teacher can be contacted using the link below. Pupils can also contact us if required using this link.

maryrussellenquiries@renfrewshire.gov.uk