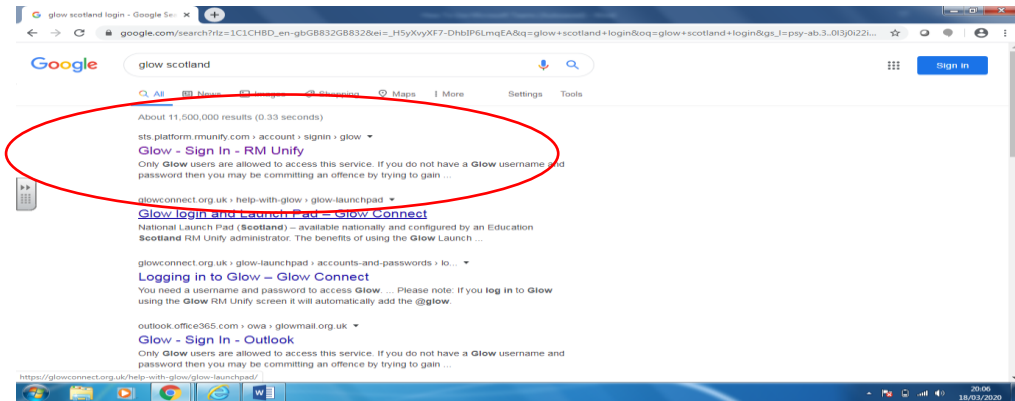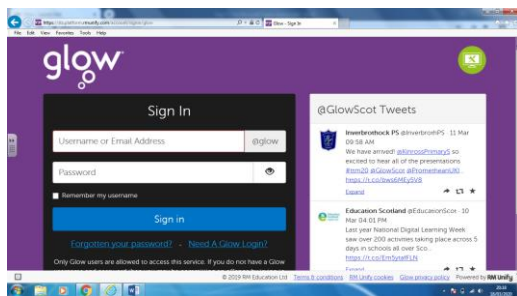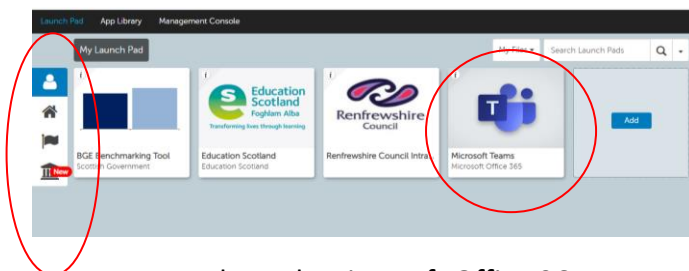## How to Access Microsoft Teams (Parents)

Google search 'glow Scotland' and select the first website as shown below.
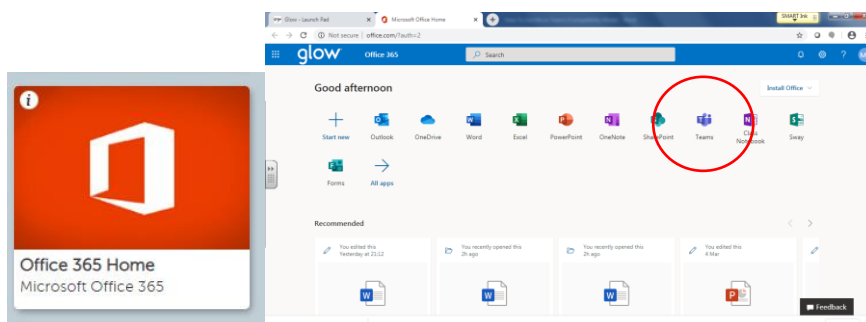

Log on to glow. The user name follows this pattern gw-two digits- first name- surname. e.g. gw12smithjohn Exceptions are: when your child's name is too long and the last couple of letters from their name are missing or if another child has the same name as them, glow will include a middle name (or part of it) or assign a random number at the end. These will all work. **Passwords** have all been reset to assist in accessing this platform. Every child's password starts **Ralston** (note capital R) followed by a number. Primary 1-5: your number is simply your year group e.g. a P1 pupil's password is **Ralston1**, a P2 pupil's password is **Ralston2**, P3 pupil would be **Ralston3** etc Primary 6 and 7 pupil passwords again all start with **Ralston** followed by the first four digits of their date of birth e.g. a primary 7 pupil born on the 26th of May password would be **Ralston2605**
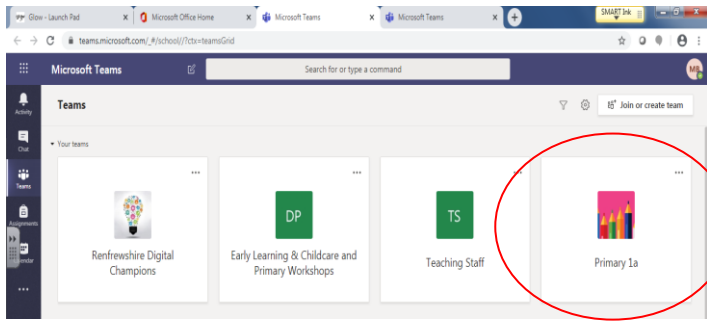

Log on to glow and select 'Microsoft teams' tile. You may need to search the side bar to find it.
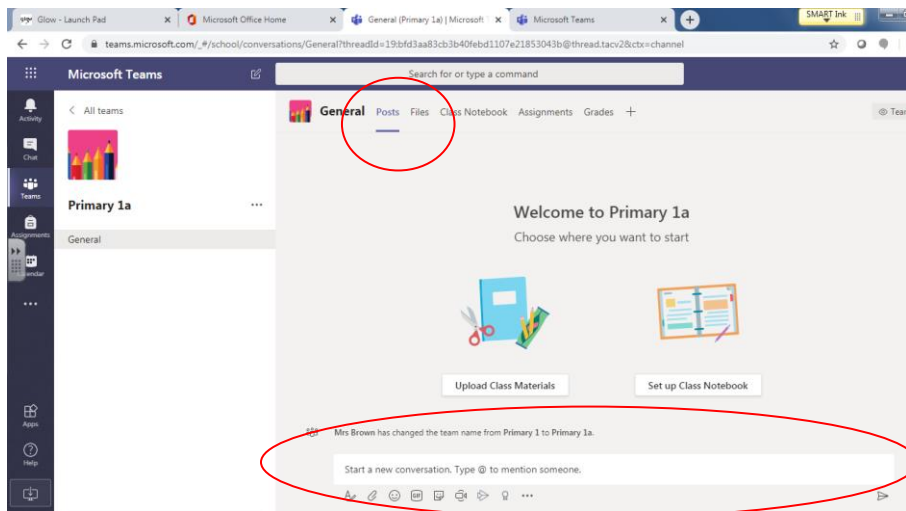

Or access teams through Microsoft Office 365

Select Team labelled as your year group e.g. P1

The first page will allow you to see messages and instructions from teachers to the children e.g "Good morning boys and girls please complete the punctuation worksheet uploaded in files called 'Tuesday's Grammar Lesson'" or even a task e.g. 'please complete 30 mins of sumdog.' Children will be able to respond if necessary- Note this is in the **posts** tab.

If you create a post by accident or wish to change it- hover over the post with your mouse and you will see a selection of emojis and an ellipsis (…) click on the ellipsis and then edit or delete.