How to Access Microsoft Teams (Parents)

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

< → C (■	google.com/search?rlz=1C1CHBD_en-gbGB832GB832&ei=_H5yXvyXF7-DhbIP6LmqE	\&q=glow+scotl	land+login&oq=glow+scotland+login&gs_l=psy-ab.3013j0i221	☆	٢	•	Θ	
Google	glow scotland	ا پ م				Sign li	n	
	Q All BI Nova Contragos O Steeping Q Maps I More	Settings Tools						
	About 11,500,000 results (0.33 seconds)							
	sts platform munify com > account > signin > glow 💌							
	Glow - Sign In - RM Unify							
	Only Glow users are allowed to access this service. If you do not have a Glow us password then you may be committing an offence by trying to gain	ername and						
	glowconnect.org.uk> help-with-glow> glow-launchpad 👻							
	Glow login and Launch Pad - Glow Connect							
	National Launch Pad (Scotland) – available nationally and configured by an Edu	ation						
	scotland RM Only administrator. The benefits of using the Glow Launch							
	glowconnect.org.uk > glow-launchpad > accounts-and-passwords > lo 💌							
	Logging in to Glow – Glow Connect							
	You need a username and password to access Glow Please note: If you log i	to Glow						
	using the Glow RM Unity screen it will automatically add the @glow.							
	outlook.office365.com > owa > glowmail.org.uk 💌							
	Glow - Sign In - Outlook							
	Only Glow users are allowed to access this service. If you do not have a Glow us	ername and						
	password then you may be committing an offence by trying to gain							
tps://glowconnect.org	g.uk/help-with-glow/glow-launchpad/						20.05	-
				12 0		¶) 14	8/03/202	2

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 <u>26th of May</u> 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

	← →	C O Not secu	re office.com/?a	uth=2	×					÷	o ● €	1		
	=== (glow	Office 365		,₽ Sei	irch								e
		Good at	ternoon						1	\frown		stall Office $ \smallsetminus $		
		+	0	•	w	×	1	N		ų,	N	5		
		Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	ShatePoint	Teams	Notebook	Sway		
	*	4	\rightarrow							\smile				
		Forms	All apps											
		Recommen	ied									$\langle \rangle$		
		Ø Your Yeste	 You edited this Yesterday at 21:12 		Tou recently opened this 2h ago			You recently opened this 2h ago		Vou edited this 4 Mar			0	
ffice 365 Home														
icrosoft Office 365			w		w			w			PÈ		Condition	

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.