



Holmston Primary School

Using Microsoft Teams

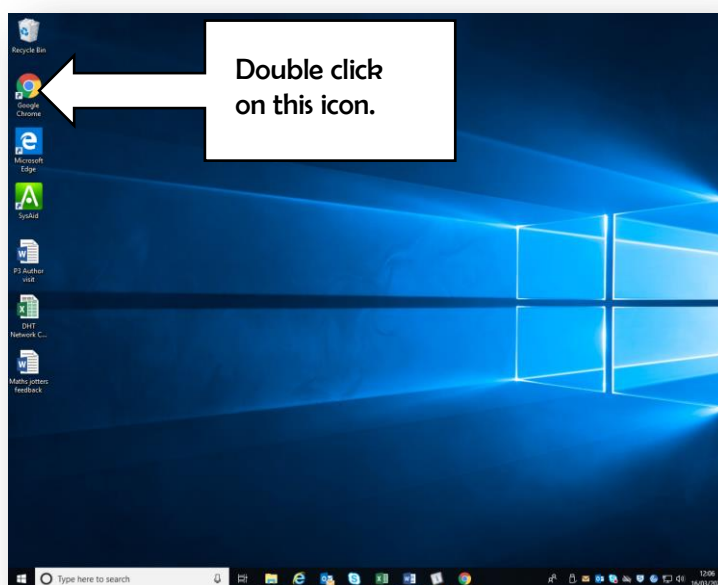
March 2020



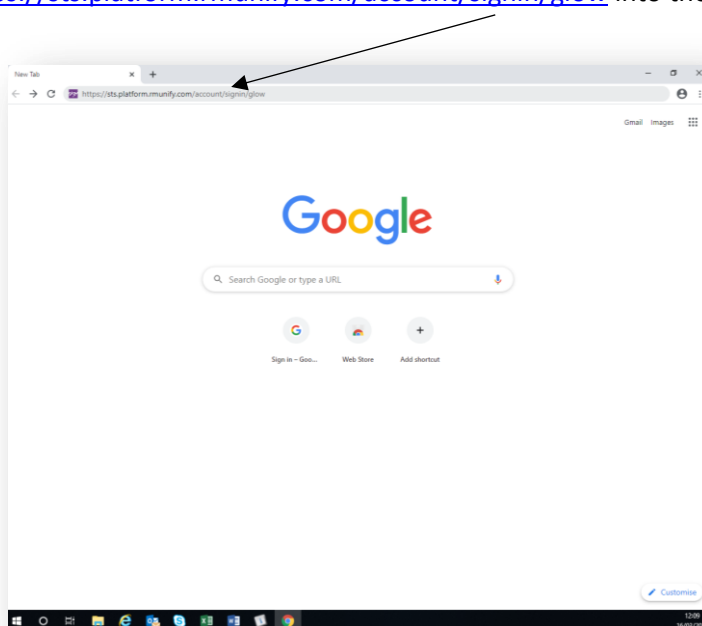
All pupils have been issued with their login for GLOW, SUMDOG and Accelerated Reader.

During schools closure, all of the tasks for pupils will be shared through Microsoft Teams. Each year group have a separate team. In order to access Microsoft Teams, please complete the following steps:

1. Open up an internet browser (Google Chrome or Firefox is recommended):

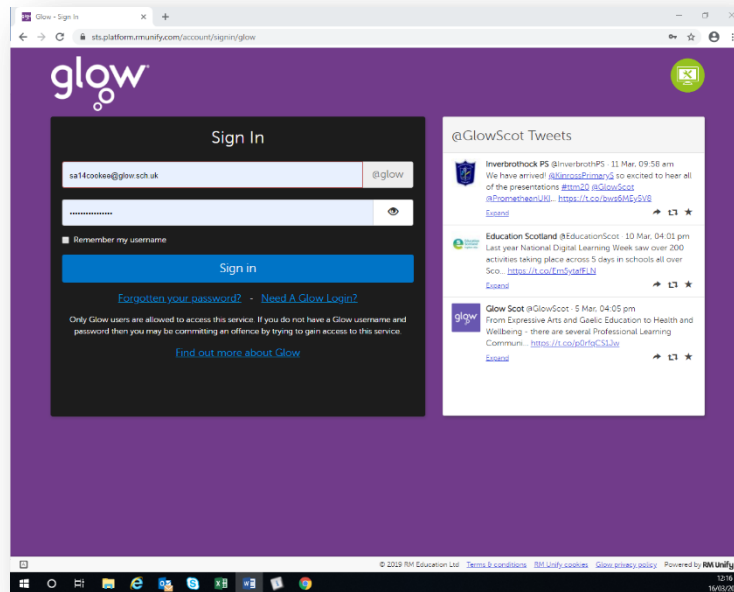


2. Please type in <https://sts.platform.rmunity.com/account/signin/glow> into the address bar:

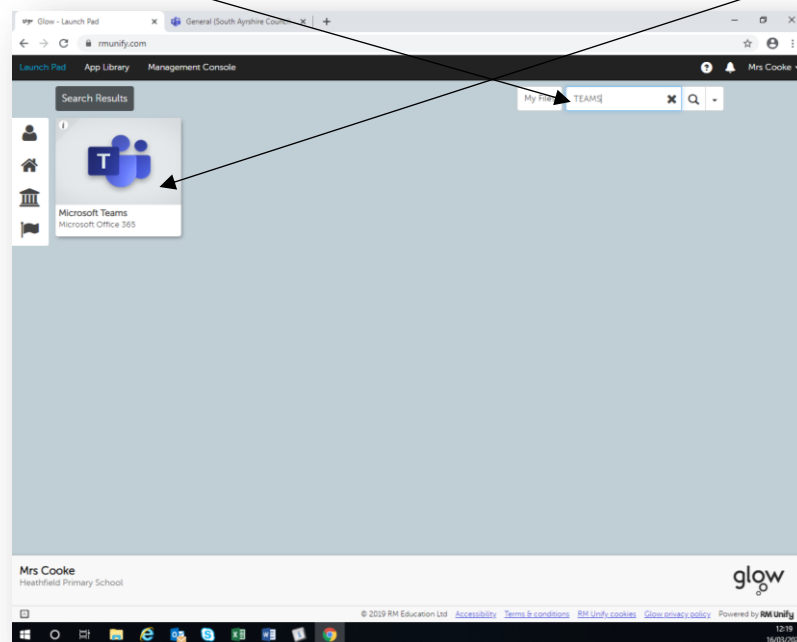


3. Fill in your username and password and click on sign in. Please email

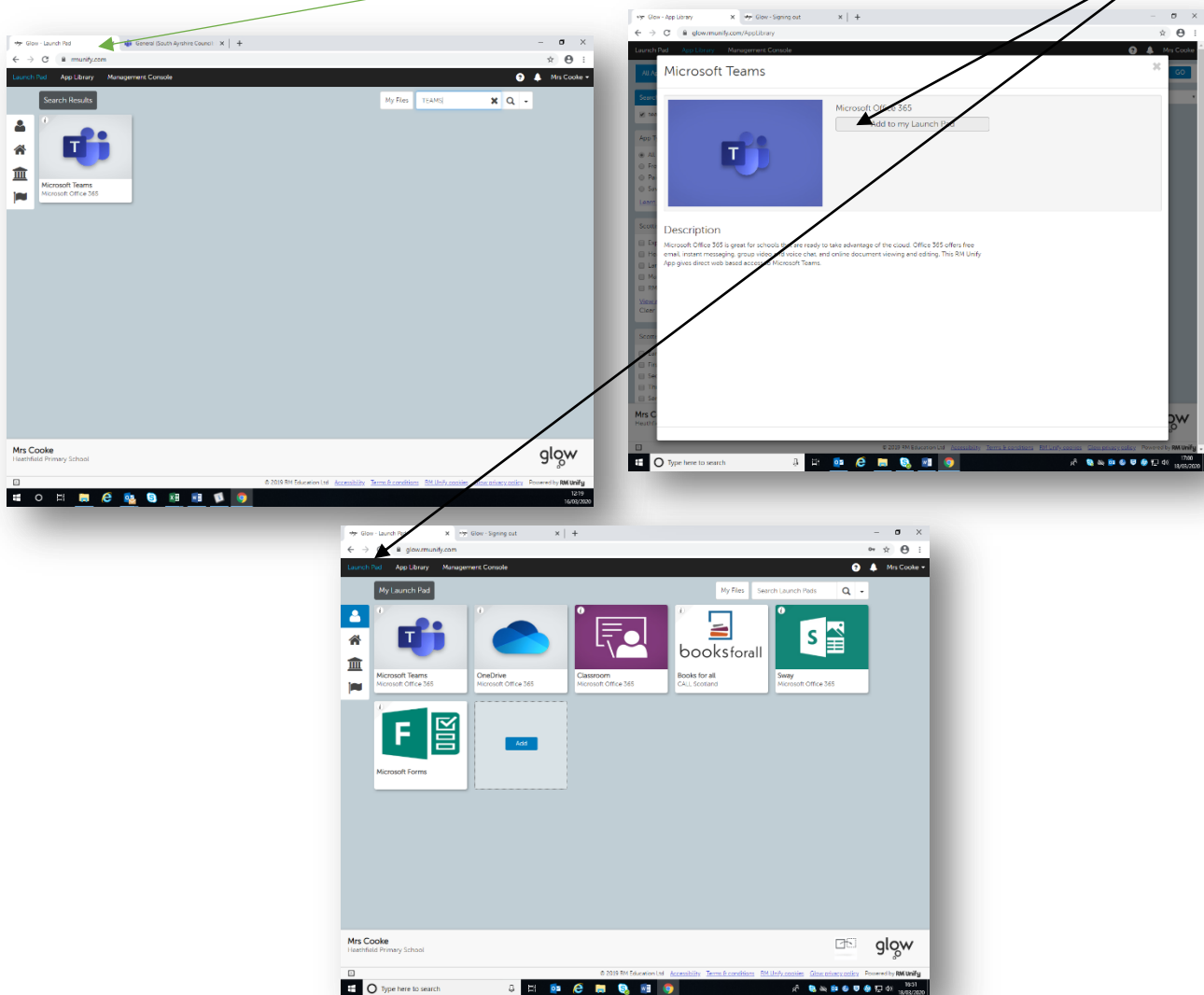
Holmston.mail@south-ayrshire.gov.uk if you need your password reset:



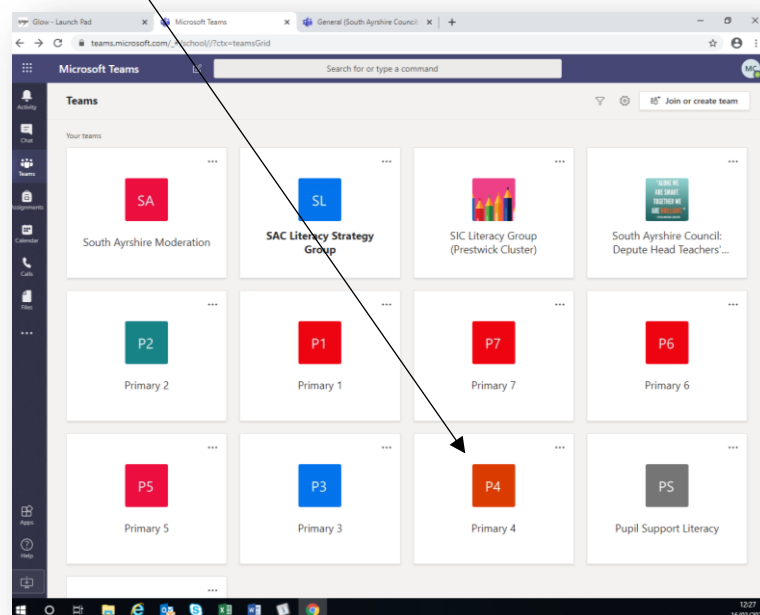
4. In the search bar, type in TEAMS and click the magnifying glass. Then click on the Microsoft Teams tile:



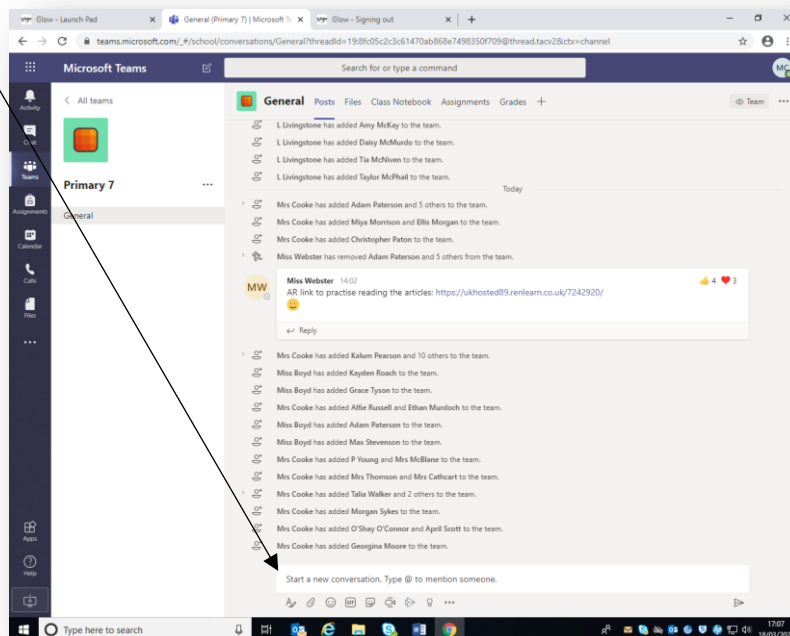
5. If you do not have the TEAMS tile, please click on App Library, search for TEAMS and add to your Launch Pad.



6. Your Teams will be displayed as shown. Please note, you will only see Teams of which you are a member. You should have the tile that relates to your year group. You may also have a Pupil Support Tile. Click on the tile that relates to the Team you wish to open:



7. Microsoft Teams is quite like Facebook for businesses/education. It has a comment stream, files and assignments. It opens up on the 'Posts' page. You can alert all members to new items by typing in the 'Start a New Conversation' box. If you want to comment to a specific person, you type @ before their name, i.e. @Mr Hardy. You can also comment generally to everyone. Please note, our values of Respect, Responsibility, Fairness, Courage and Honesty are still expected. Negative or inappropriate comments will be deleted.



8. Tasks will be saved in the 'Files' tab or from the channel on the left hand side. It should be learning that you have already covered. If anything is tricky or you don't understand, you can write a comment on the 'Posts' page to ask for help. Click on 'Posts' to return to this page.

