



STUDENT DIGITAL FIRE DRILL

1. ACCESSING GLOW AND TEAMS

Students working from home should access class resources and tasks through Teams. It is important that you know how to log in to Glow and know how to access Teams. Contact your class teacher if you need your Glow password reset, or see Miss Wyllie or Mr Simpson.

2. DOWNLOAD THE TEAMS APP

Download the Teams app for your mobile phone. This will send you alerts about your classes e.g. announcements and assignments.

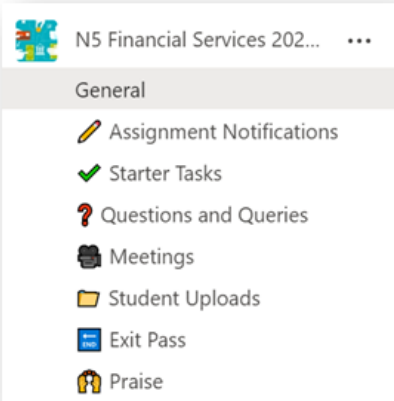
It would also be useful to download the OneNote app - many departments will use this as your digital jotter. You can download the full Office 365 suite for free from Glow [click here to see how](#).



3. MARR HOUSE STYLE

Your teachers will have specific channels in your class Teams:

- A **General** channel where your teachers will post learning outlines and other important announcements for the class.
- A **Questions** channel to allow you to contact your teacher with questions. **Please tag your teacher when you post a question e.g. '@Miss Wyllie' this will alert them to your post.**
- A **Meetings** channel where video lessons/supported study can take place.



4. LEARNING OUTLINE POSTS

If learning from home it is **your responsibility** to access and complete tasks set by your teacher.

Your teachers will post weekly/daily learning outlines in the **General Channel** for you to access. This will tell you what topic is being covered that day. It will also tell you where to access resources such as PowerPoints, notes, assignments and any tasks due to be completed. If working from home like (👍) the post to show you have accessed resources.



5. FILES TAB

Remember you can access all class resources in the **Files tab** in Teams or from your **Class Notebook**. This includes PowerPoints, notes, worksheets etc. [Click here to watch a video on how to access Files.](#)



6. CLASS NOTEBOOK (ONENOTE)

If your teacher is using OneNote you can access this from home on a PC, laptop, tablet or mobile phone using the OneNote app.

This acts as an electronic jotter allowing you to access tasks and feedback from home. You can also upload pictures of written tasks to be marked digitally. It will act as a portfolio of evidence of your work.

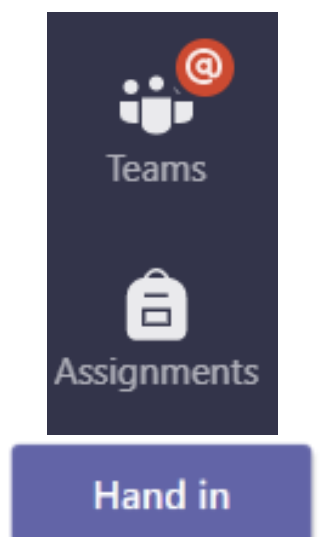


7. ASSIGNMENTS

Assignments in Teams can be used to set class tasks, homework and assessments. Access the **Assignment section** in Teams to view all assignments due. [Click here to watch a video about Assignments.](#)

Make sure you select '**hand in**' to let your teacher know you have completed it. If you are completing an assignment task by hand – please insert the picture of your work into a Word Document or OneNote page before uploading. This will help your teacher mark your work digitally providing you with timely feedback (click here).

The link to the assignment set in Teams can also be shared on Show My Homework to let your parents/carers know homework has been set.



8. ACCESS HELP VIDEOS

You will be using Teams regularly across the school. Should you need any support in how to use Teams you can [access a help guide and help videos on our school website for students \(click here\)](#).



9. APPROPRIATE USE

- All posts should be acceptable for class and relevant to the task. e.g. no silly posts or inappropriate language. Class rules still apply.
- Tag your teacher when posting a question e.g. '@teacher name'
- If attending a video call do not record or take pictures of anyone on the call.

