

GLOW

and TEAMS Training



We are looking very closely at raising expectations of all pupils. To that end, you are reminded:

End

1. Take your seats and get ready for our Lesson Starter.
2. Remove outdoor jackets, scarfs, hats, etc.
3. Writing equipment, jotter/ Folder, etc.
4. No phones out in class unless the Teacher has given you permission during that lesson.

Learning Intentions:

- to increase your confidence in working with your Glow launchpad
- to introduce you to your Glow email
- to look at the workings of Teams and assignments



Success Criteria:

You will be successful today if you can understand how to:

- Access and add tiles to your Glow launchpad
- Send an email from your Glow Outlook email account
- Access Teams from Glow or from the app on a mobile or desktop
- Open an assignment, edit the file and resubmit for marking



Accessing



Open the Edge Internet Browser and search for '**glow login**'

glow login

ALL WORK IMAGES VIDEOS MAPS NEWS SHOPPING

15,100,000 Results Date ▾ Language ▾ Region ▾

Glow - Sign In
<https://sts.platform.rmunify.com/Account/SignIn/glow>
-Need A Glow Login? Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

RM Unify - Sign In
RM Support Portal Your port of call for quick start guides and technical help for RM ...
See results only from sts.platform.rmunify.com

Glow Connect – Scotland's digital learning platform
<https://glowconnect.org.uk>
Get a Glow Login. Find information on how to get a Glow Login and who to contact. Glow Community Rules. Find out how to develop a good awareness of e-safety and use Glow and the Internet in a positive, safe and responsible way. Glow Connect uses cookies to enhance your experience on our service. By using this service or closing this message you consent to our use of the cookies. For more ...

Other articles from glowconnect.org.uk
[Logging in to Glow](#) [Resetting your Glow password](#)

PEOPLE ALSO ASK

Choose the Glow - Sign In website

Logging In

Type in your Glow username

glow

Sign In

sa11Bloggs

.....

Remember my username

Sign in

[Forgotten your password?](#) [Need A Glow Login?](#)

Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

[Find out more about Glow](#)

@GlowScot Twi...

Glow Scot @GlowScot · 9 Sep, 03:01 pm
For O365 users – Sway can help teachers and pupils
express their ideas creatively using an interactive canvas.
Prac... <https://t.co/gpJNkE3AQ>

Glow Scot @GlowScot · 8 Sep, 07:00 am
Would you like to learn more about using Sway in
#GlowScot? Check out our special playlist of bite-size
videos with... <https://t.co/0pj45wFcoO>

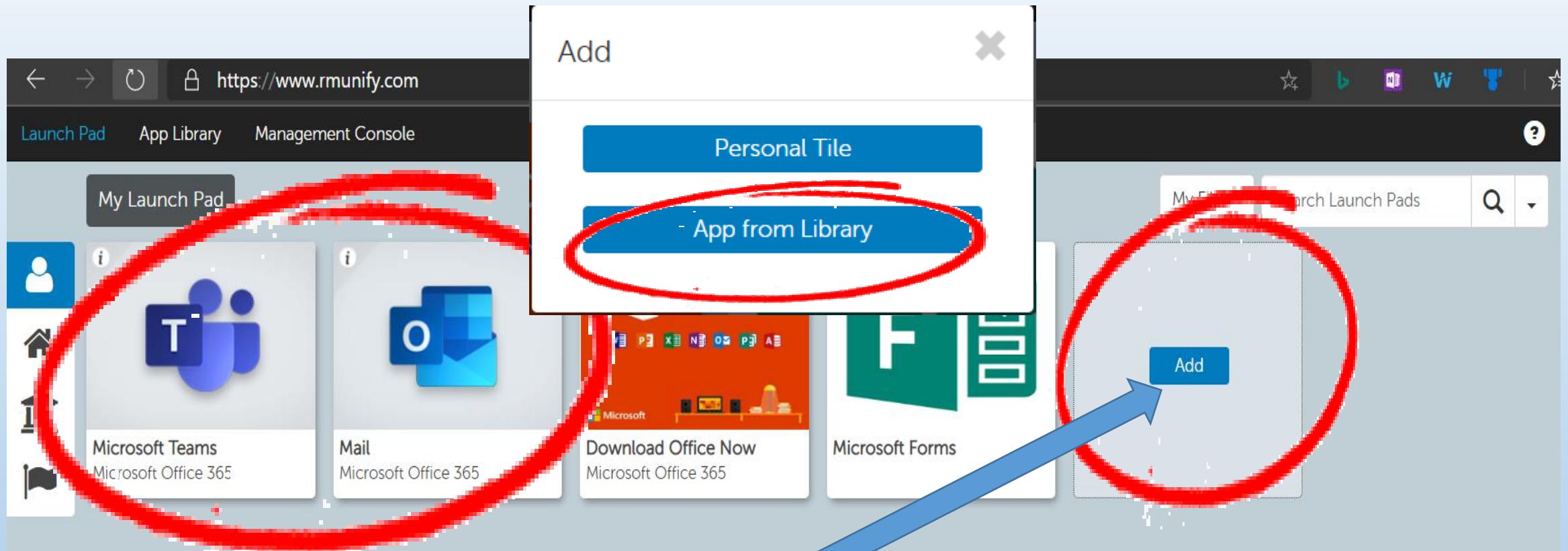
Glow Scot @GlowScot · 7 Sep, 07:00 am
For O365 users – Are you looking for help on getting
started with Sway in #GlowScot? Our recent webinar has
lots of... <https://t.co/z6t87akxUb>

Enter your Glow password:

If you can't remember this then tell a member of staff who can reset it for you!

Always use the 'eye' to check you have entered it correctly

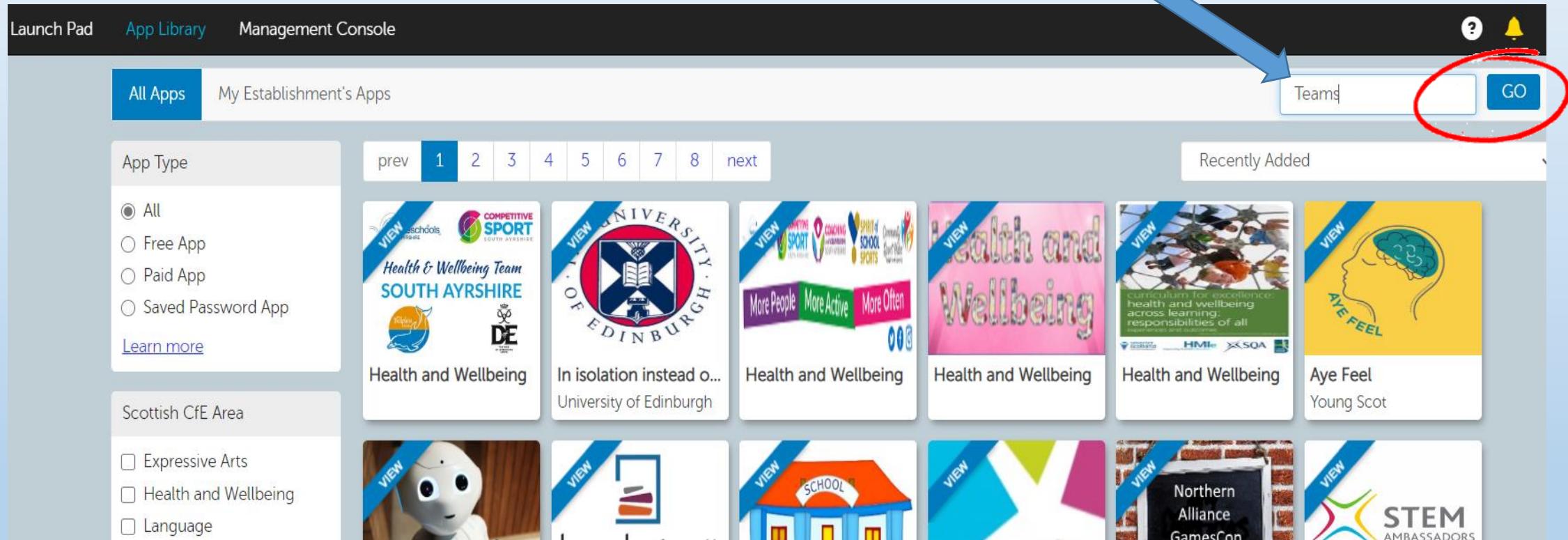
Your Launchpad



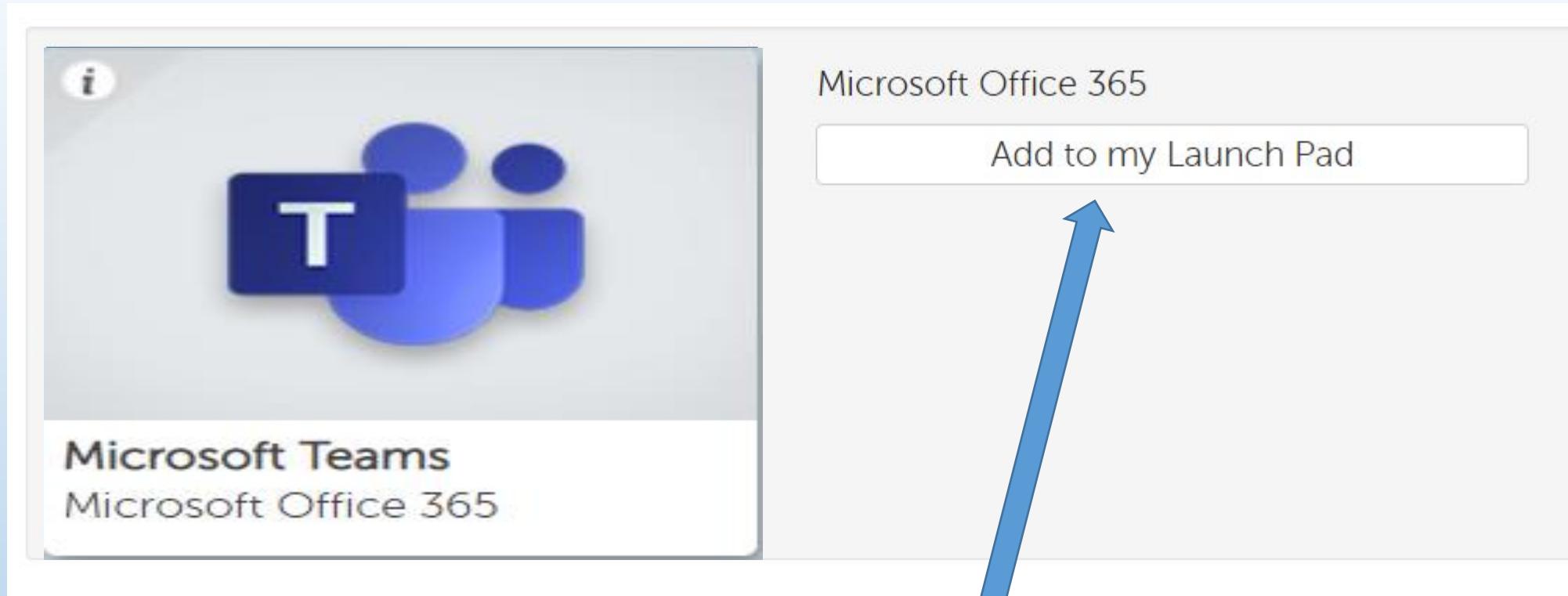
Everyone's LAUNCHPAD may be slightly different. We want to make sure we all have TEAMS and OUTLOOK Mail
We use the 'Add' tile to do this

Adding Tiles

Type TEAMS into the search box and click GO



The screenshot shows the 'App Library' section of a software interface. At the top, there are three tabs: 'Launch Pad', 'App Library' (which is selected and highlighted in blue), and 'Management Console'. To the right of the tabs are a help icon (a question mark inside a circle) and a bell icon. Below the tabs, there are two buttons: 'All Apps' (which is also highlighted in blue) and 'My Establishment's Apps'. To the right of these buttons is a search bar with the text 'Teams' and a blue 'GO' button. A large blue arrow points from the text 'Type TEAMS into the search box and click GO' to the 'GO' button. On the left side of the main content area, there are two filter sections: 'App Type' and 'Scottish CfE Area'. The 'App Type' section contains radio buttons for 'All', 'Free App', 'Paid App', and 'Saved Password App', with 'All' selected. Below this is a 'Learn more' link. The 'Scottish CfE Area' section contains checkboxes for 'Expressive Arts', 'Health and Wellbeing', and 'Language', none of which are checked. To the right of these filters is a navigation bar with page numbers 1 through 8 and 'prev' and 'next' buttons. The main content area displays a grid of 12 tiles, each representing a different app or resource. The tiles are arranged in three rows of four. The first row includes: 'Health & Wellbeing Team SOUTH AYRSHIRE' (with a 'VIEW' button), 'University of EDINBURGH' (with a 'VIEW' button), 'More People More Active More Often' (with a 'VIEW' button), and 'Health and Wellbeing' (with a 'VIEW' button). The second row includes: 'In isolation instead of...' (with a 'VIEW' button), 'Health and Wellbeing' (with a 'VIEW' button), 'Health and Wellbeing' (with a 'VIEW' button), and 'Aye Feel Young Scot' (with a 'VIEW' button). The third row includes: a tile with a white robot head (with a 'VIEW' button), a tile with a blue frame (with a 'VIEW' button), a tile with a school building (with a 'VIEW' button), and 'Northern Alliance GamesCon' (with a 'VIEW' button). Each tile has a small logo or image in the top left corner.



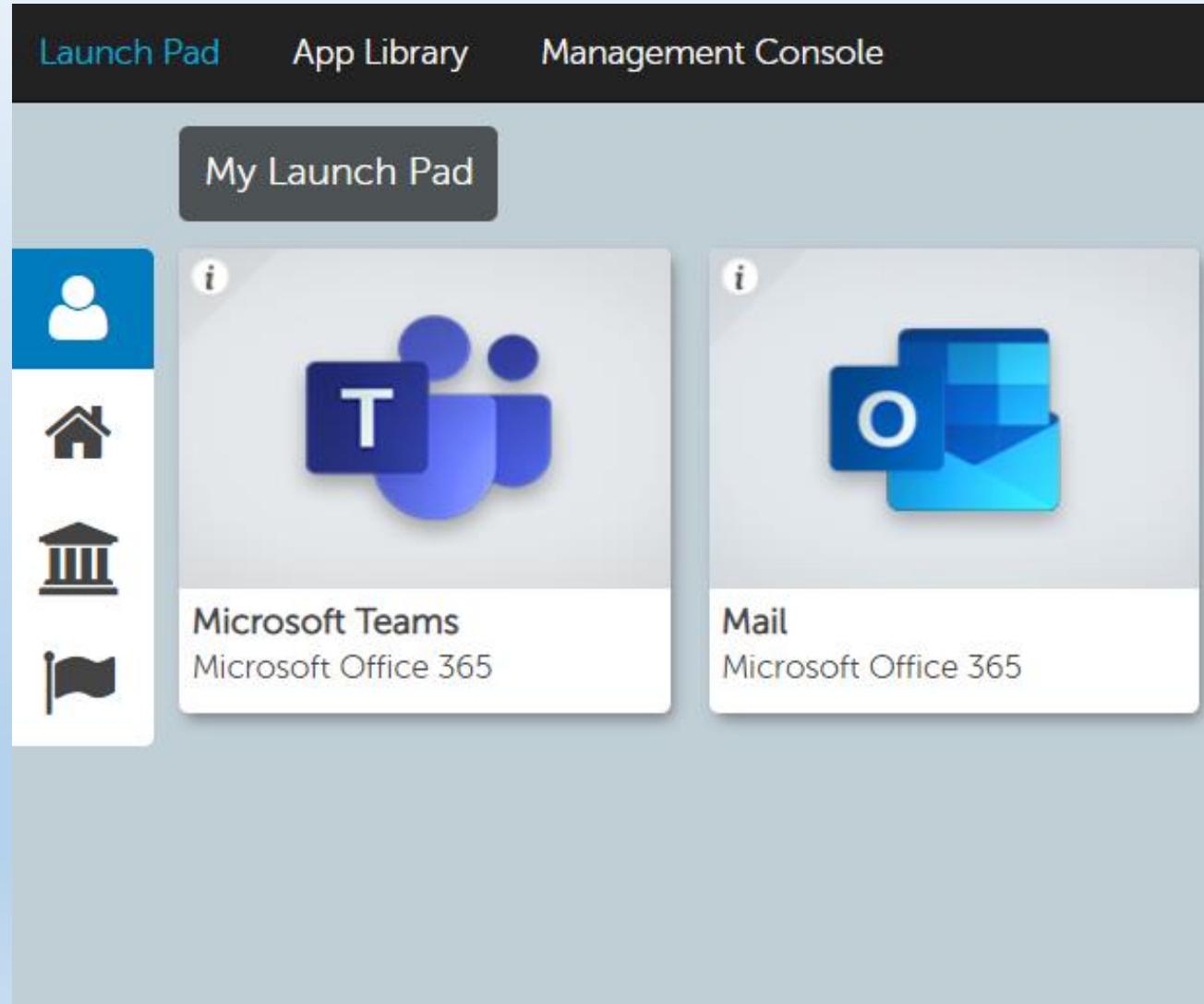
Click on 'Add to my Launch Pad'

Go back to your launchpad and check TEAMS is there.

Now click on ADD to add your Outlook email tile. Type '**Outlook**' into the search bar and click **GO**

Go back to your launchpad and check Outlook MAIL is there.

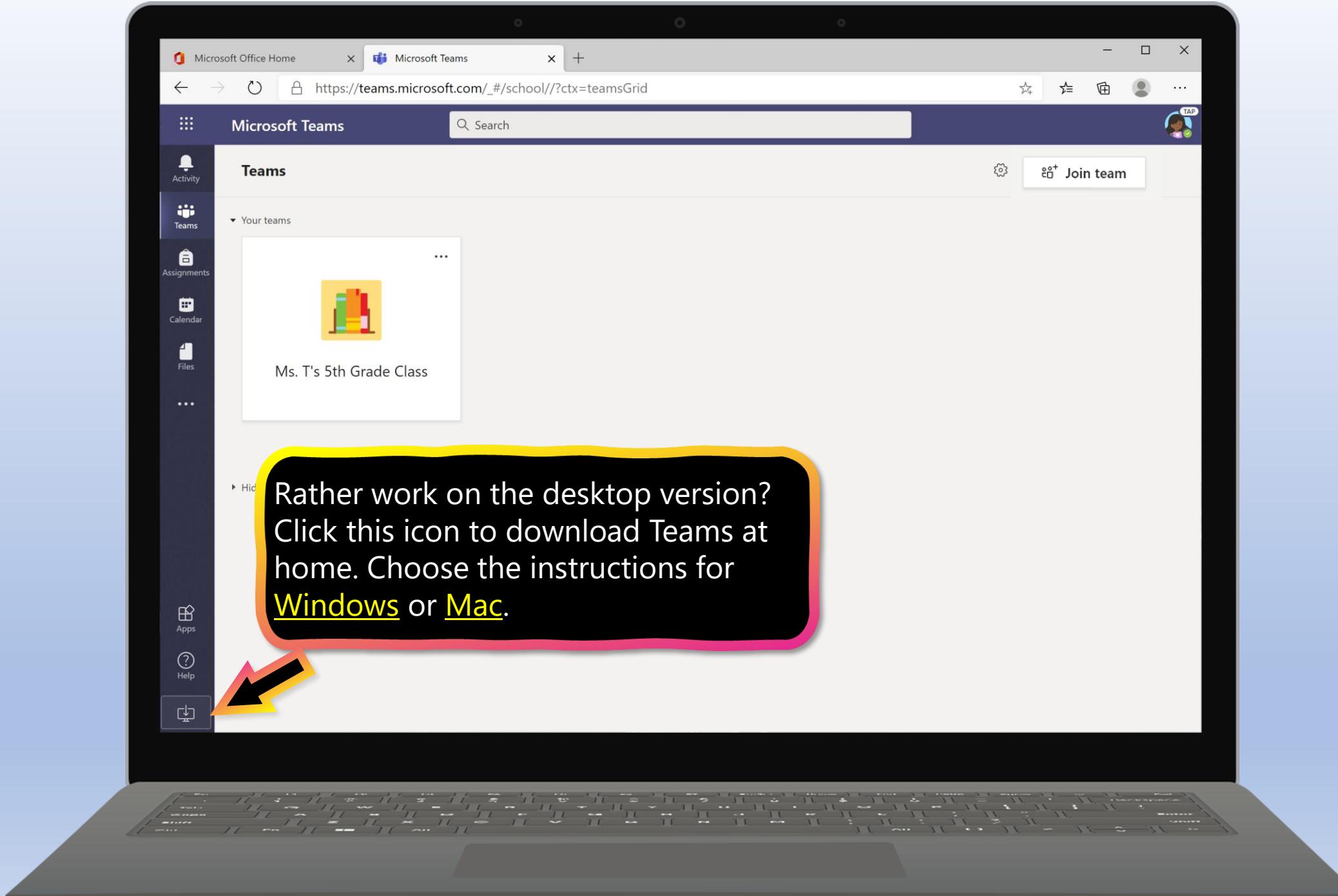
Using Teams



You should now have Teams and Mail tiles in your Launch Pad.

Click on the Teams tile

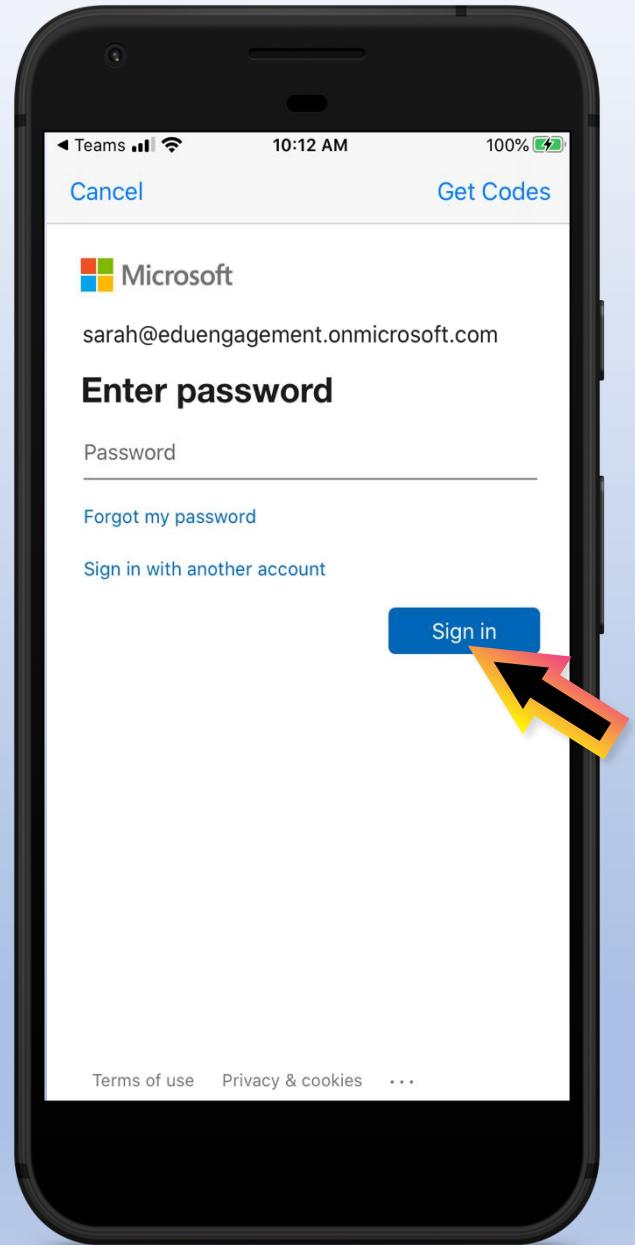
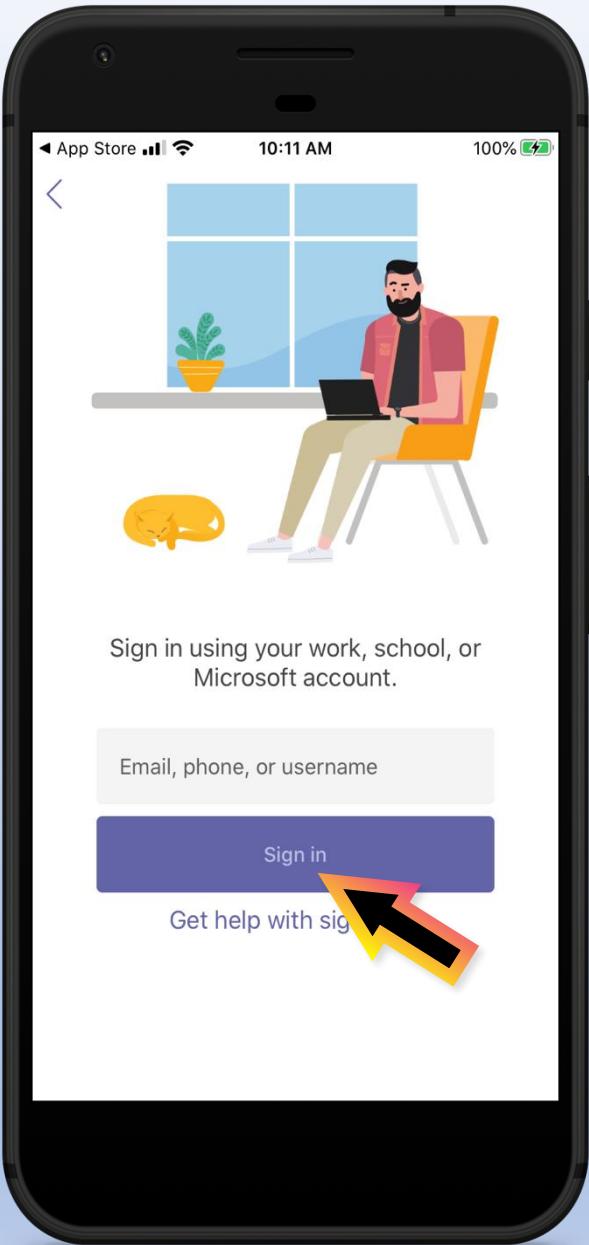
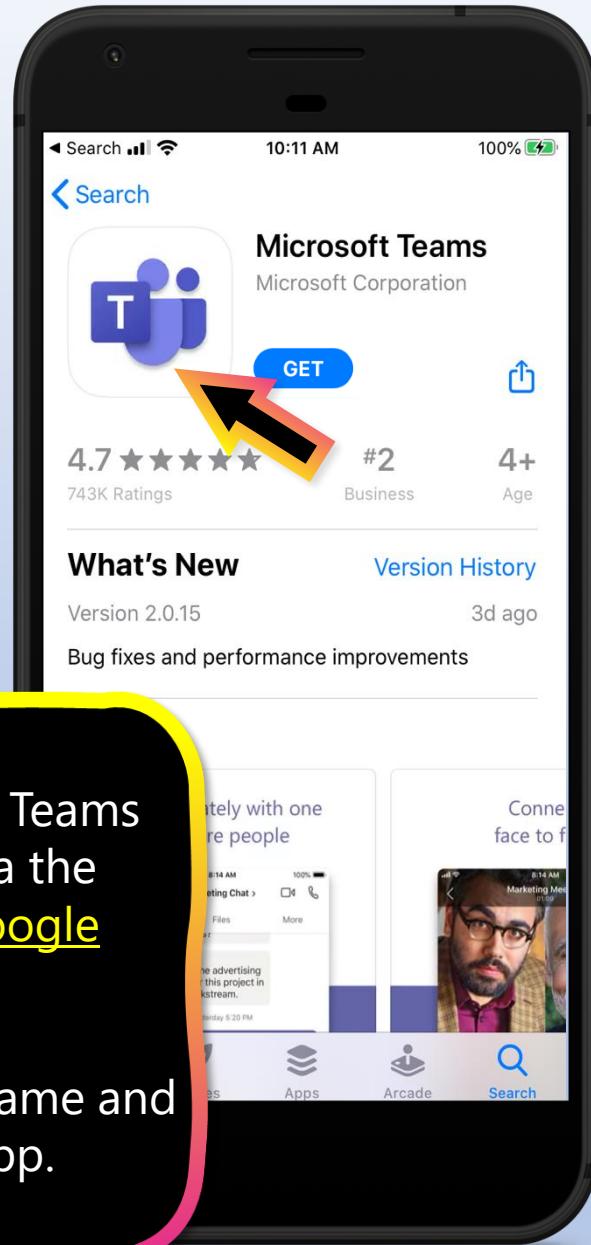
This will bring up any Teams your teachers have added you to



Rather work on the desktop version?
Click this icon to download Teams at
home. Choose the instructions for
Windows or Mac.

You can download the Teams app on your mobile via the [Apple App Store](#) or [Google Play](#).

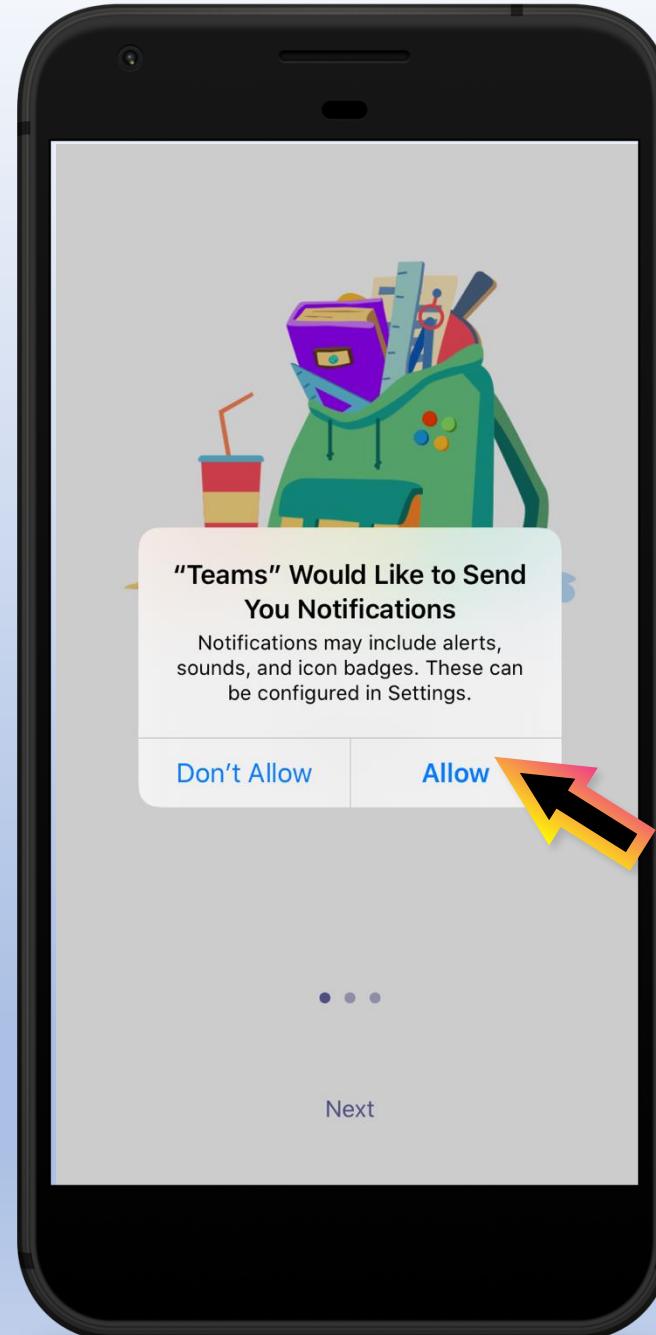
Enter your Glow username and password to use the app.

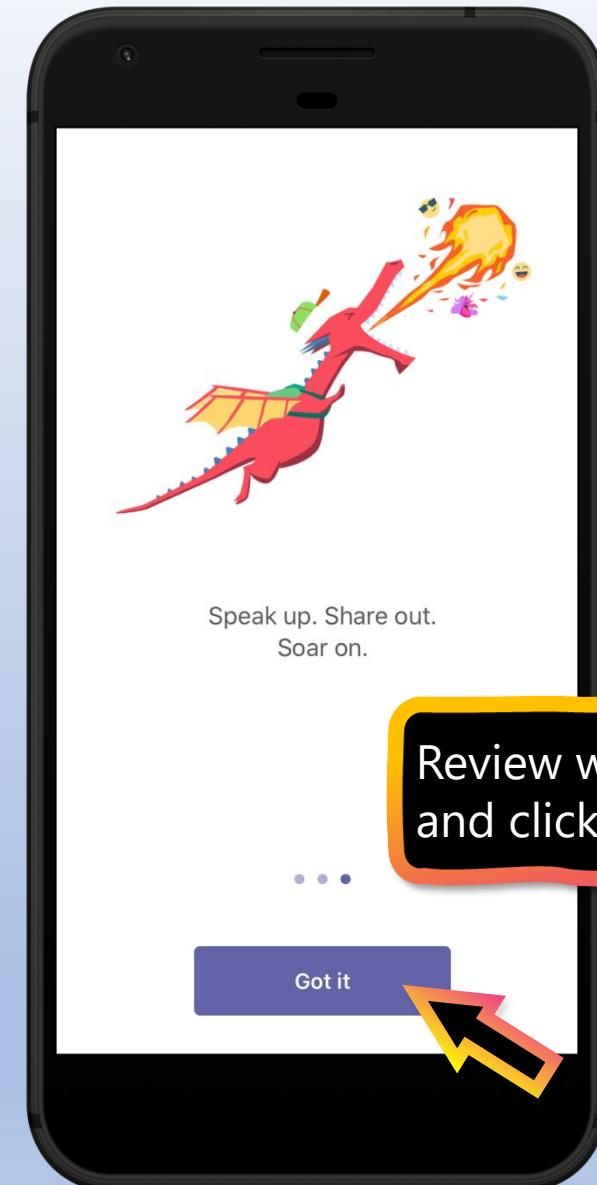
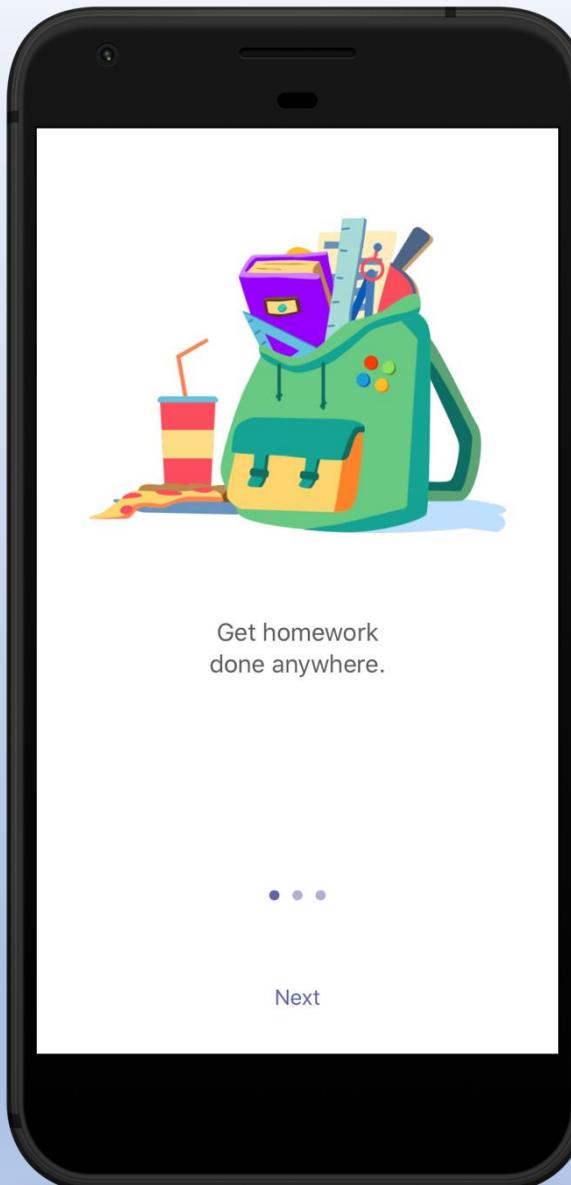
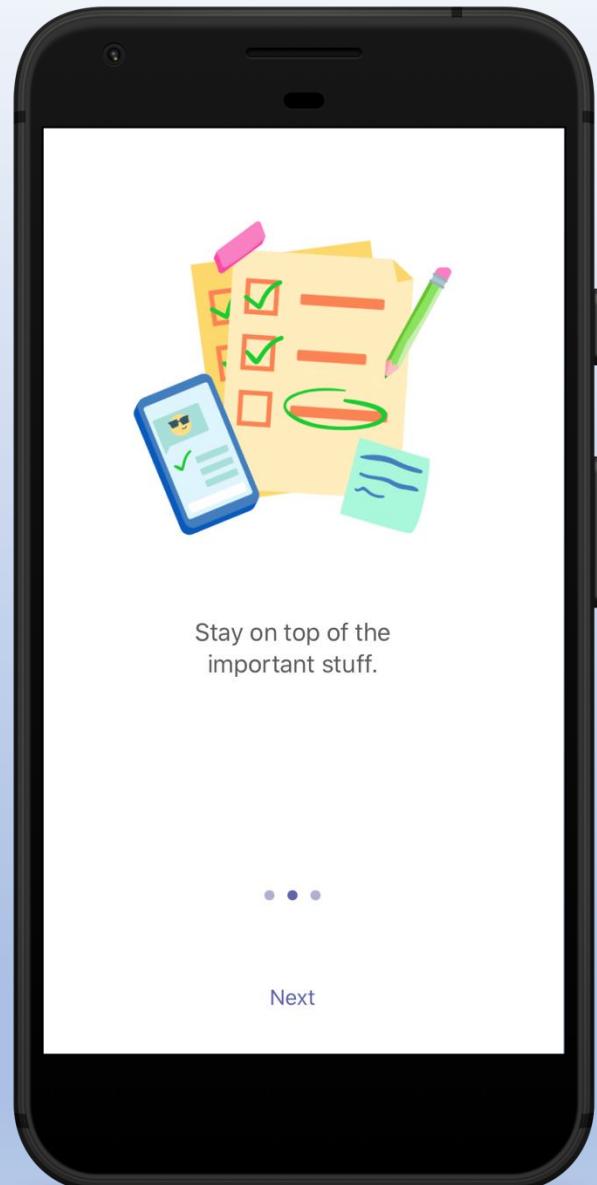


The app will ask you to allow notifications. Click **Allow**.

Notifications will send an alert to your mobile device when something important is going on in your student's class, like new assignments, or an important announcement.

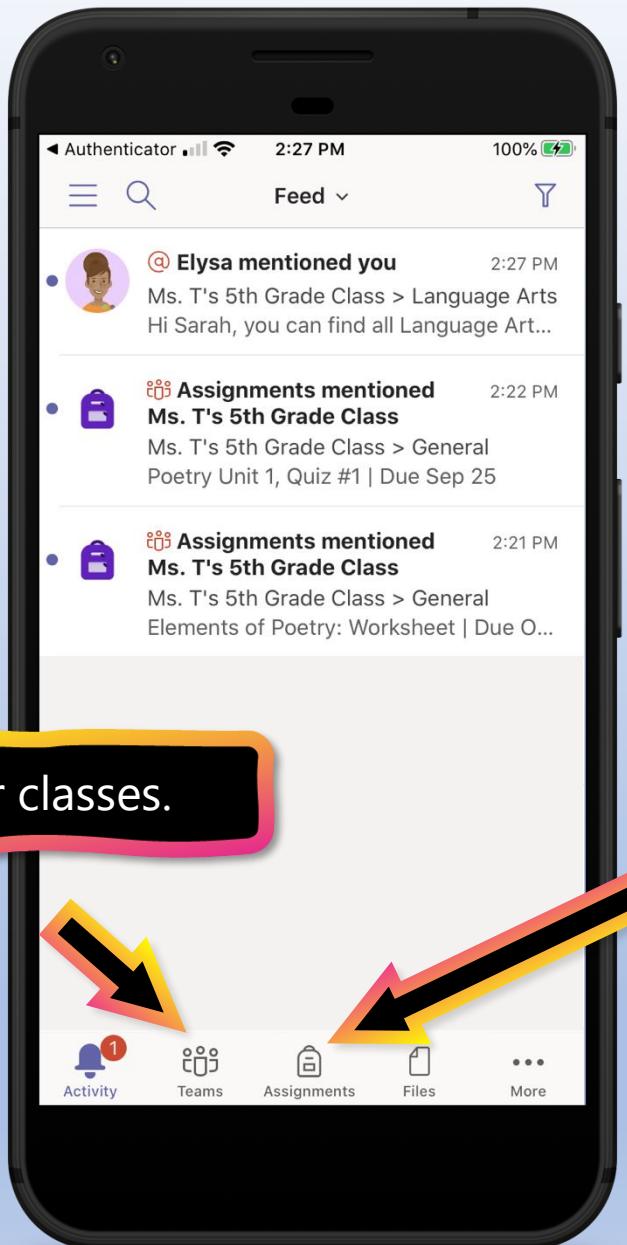
You can adjust this in **Settings**.





Review welcome screens and click **Got it**.

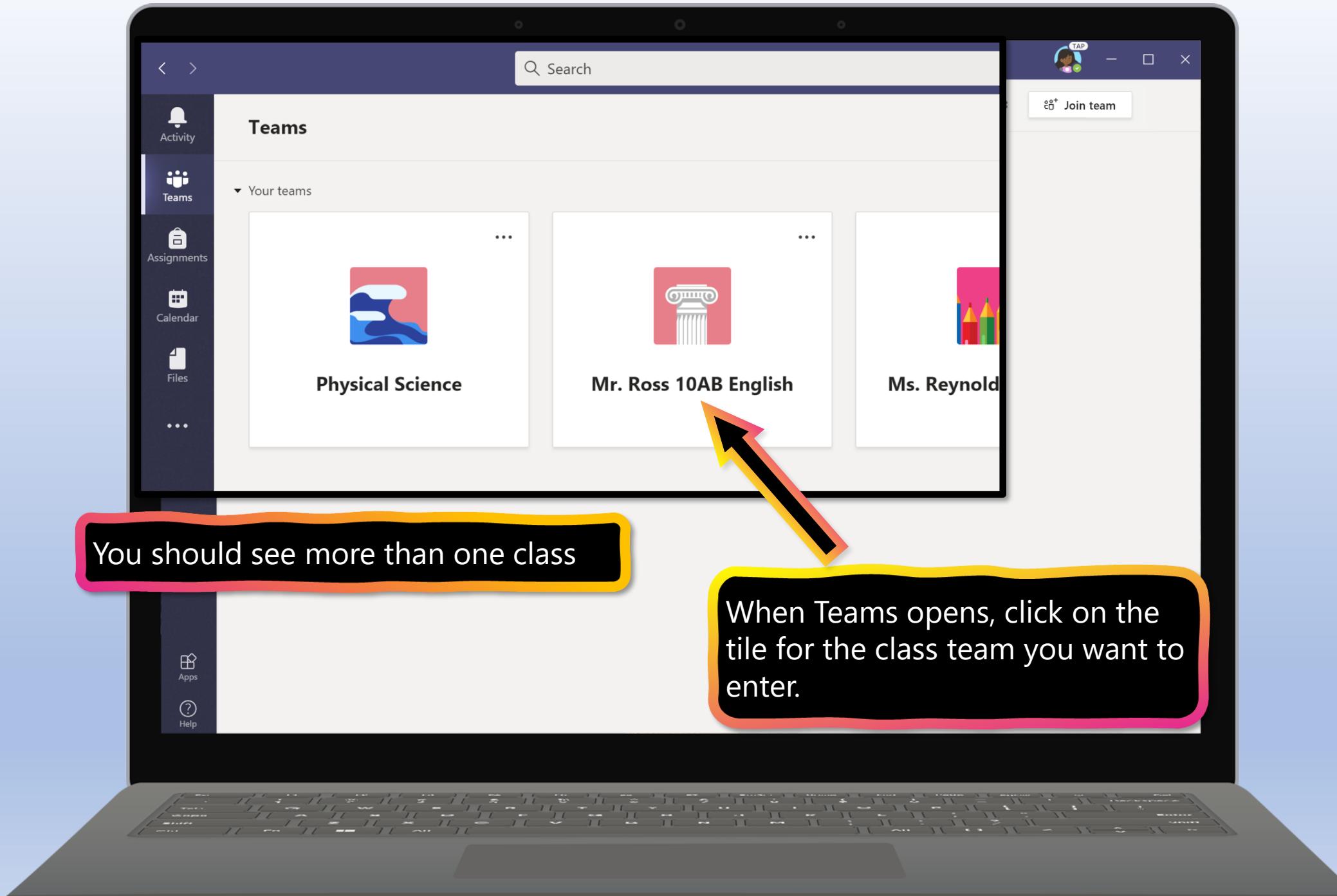




Click on **Teams** to see your classes.

Now you can view the
assignments set for your
classes.



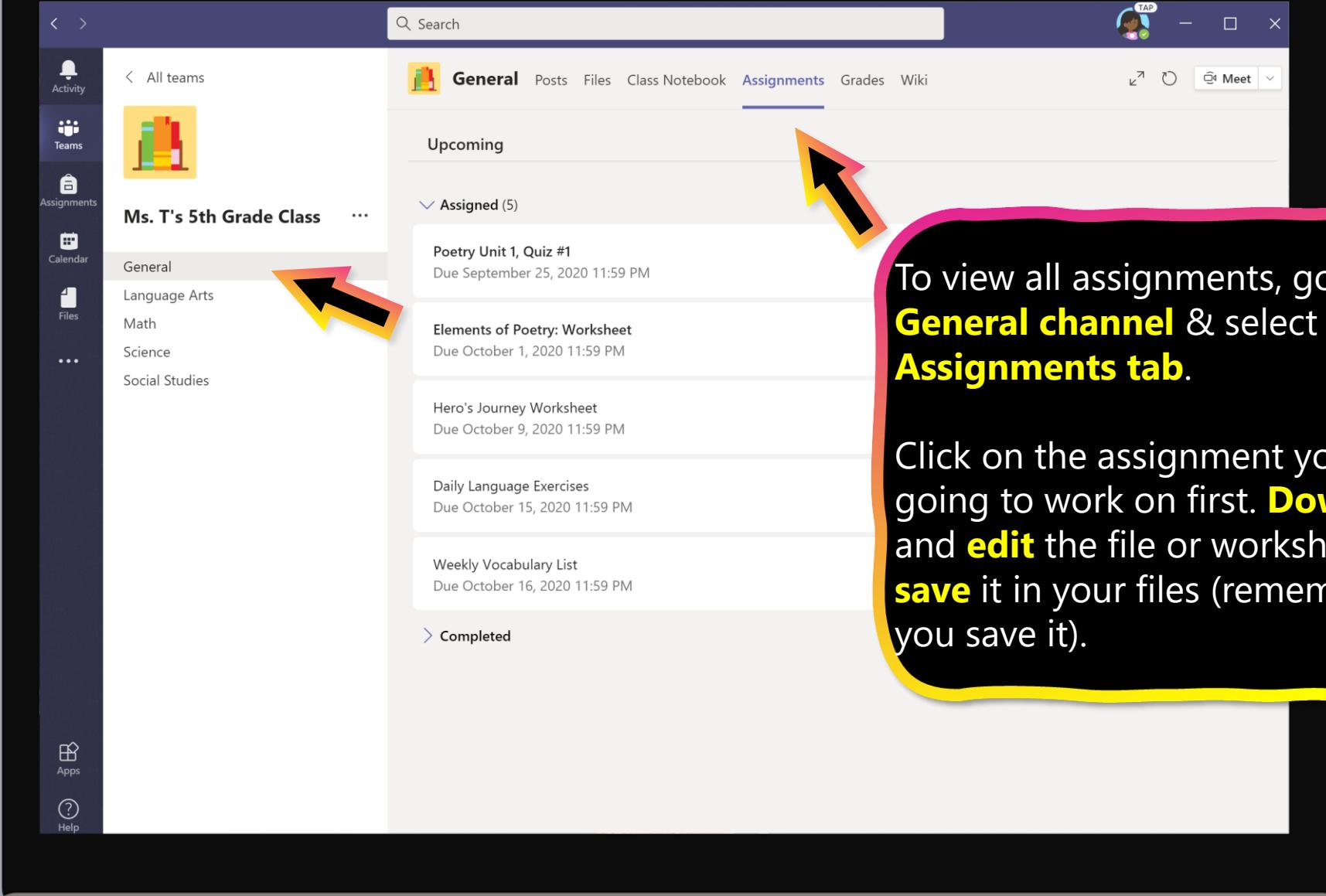


The screenshot shows a Microsoft Teams interface. On the left, the 'Teams' sidebar is visible with icons for Activity, Teams, Assignments, and Calendar. Below this is a list of classes, with 'Ms. T's 5th Grade Class' selected. A yellow arrow points from a callout bubble to the 'General' channel in the list. The main content area shows the 'General' channel. A message from 'Tara Teacher' at 6/1 12:25 PM reads: 'Poetry Unit Introduction' with a bee illustration. Below it, another message from 'Tara Teacher' at 6/1 12:31 PM reads: 'Elements of Poetry Worksheet' with a due date of Oct 06. A 'View assignment' button is present. At the bottom, a message from 'Tara Teacher' at 6/1 12:39 PM says: 'scheduled a meeting' with a link to 'Poetry Unit Introduction: Elements of Poetry' on Thursday, October 1, 2020 @ 1:00 PM. The Teams ribbon at the top includes 'Search', 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and '2 more'. The bottom of the screen shows a keyboard and a toolbar with various icons.

After selecting your class, you'll see **channels** that the teacher has created. These might be subjects, units, or other labels. Some of these will be for the teacher only to use and one may be for you to post messages in.

Assignments





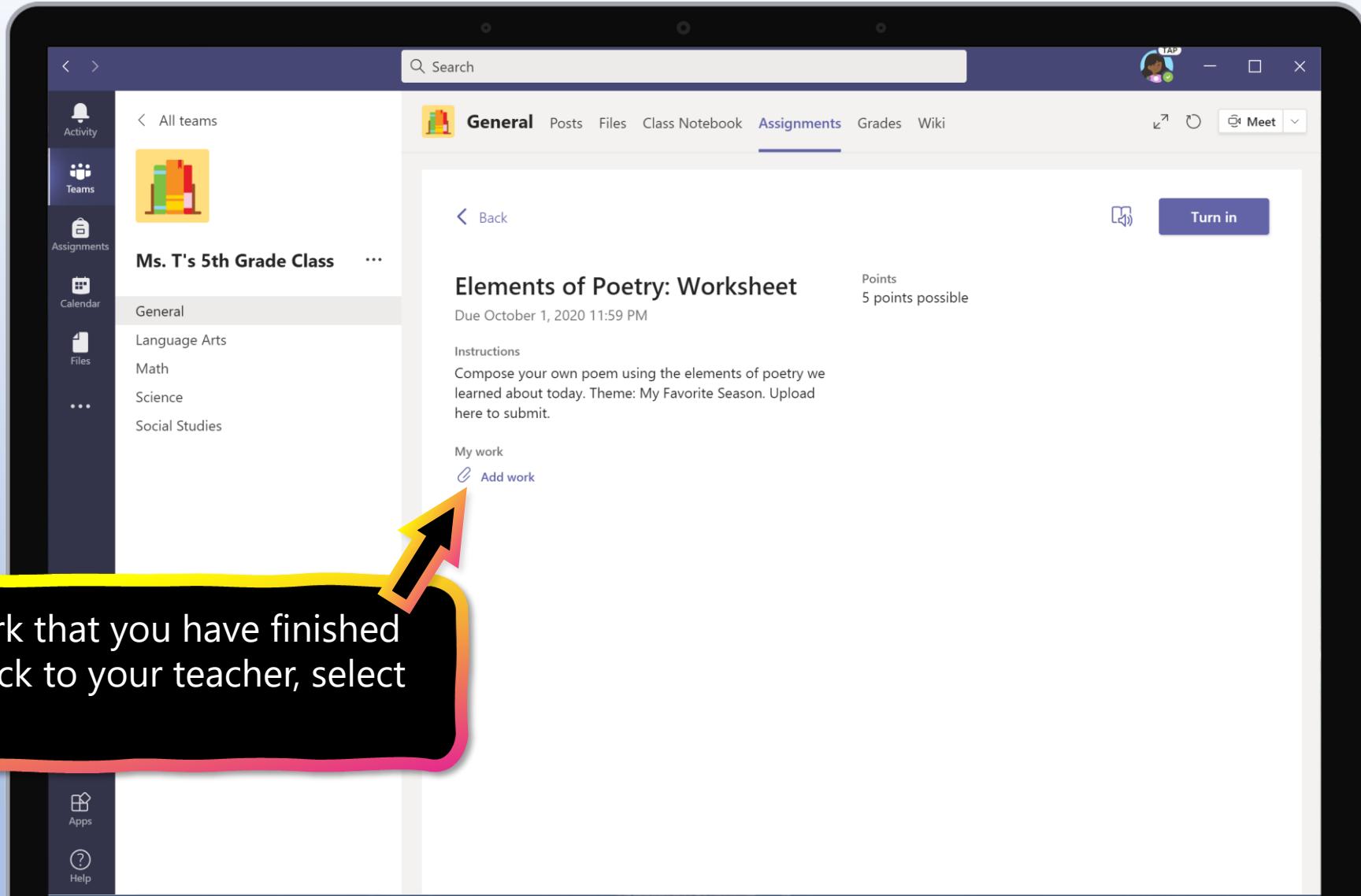
The image shows a Microsoft Teams application window on a laptop screen. The left sidebar lists 'All teams' with 'Ms. T's 5th Grade Class' selected. The main content area shows the 'General' channel with the 'Assignments' tab selected. A yellow callout bubble with a black border and a pink-to-yellow gradient points to the 'Assignments' tab. The 'Upcoming' section is empty. The 'Assigned (5)' section contains the following assignments:

- Poetry Unit 1, Quiz #1
Due September 25, 2020 11:59 PM
- Elements of Poetry: Worksheet
Due October 1, 2020 11:59 PM
- Hero's Journey Worksheet
Due October 9, 2020 11:59 PM
- Daily Language Exercises
Due October 15, 2020 11:59 PM
- Weekly Vocabulary List
Due October 16, 2020 11:59 PM

The 'Completed' section is empty. A red arrow points from the 'Assigned' section towards the callout bubble. A yellow arrow points from the 'Assigned' section towards the 'Upcoming' section.

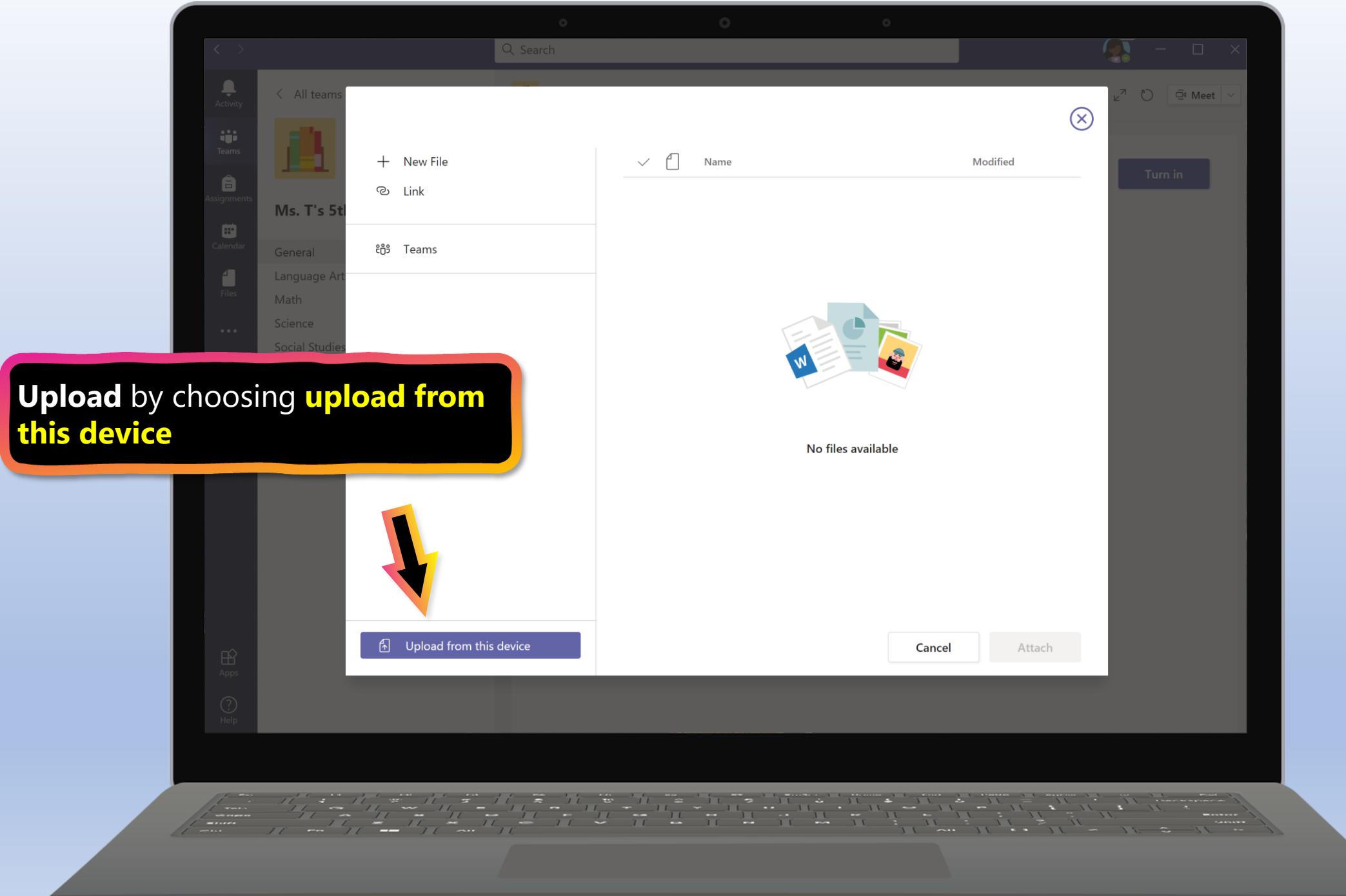
To view all assignments, go to the **General channel** & select the **Assignments tab**.

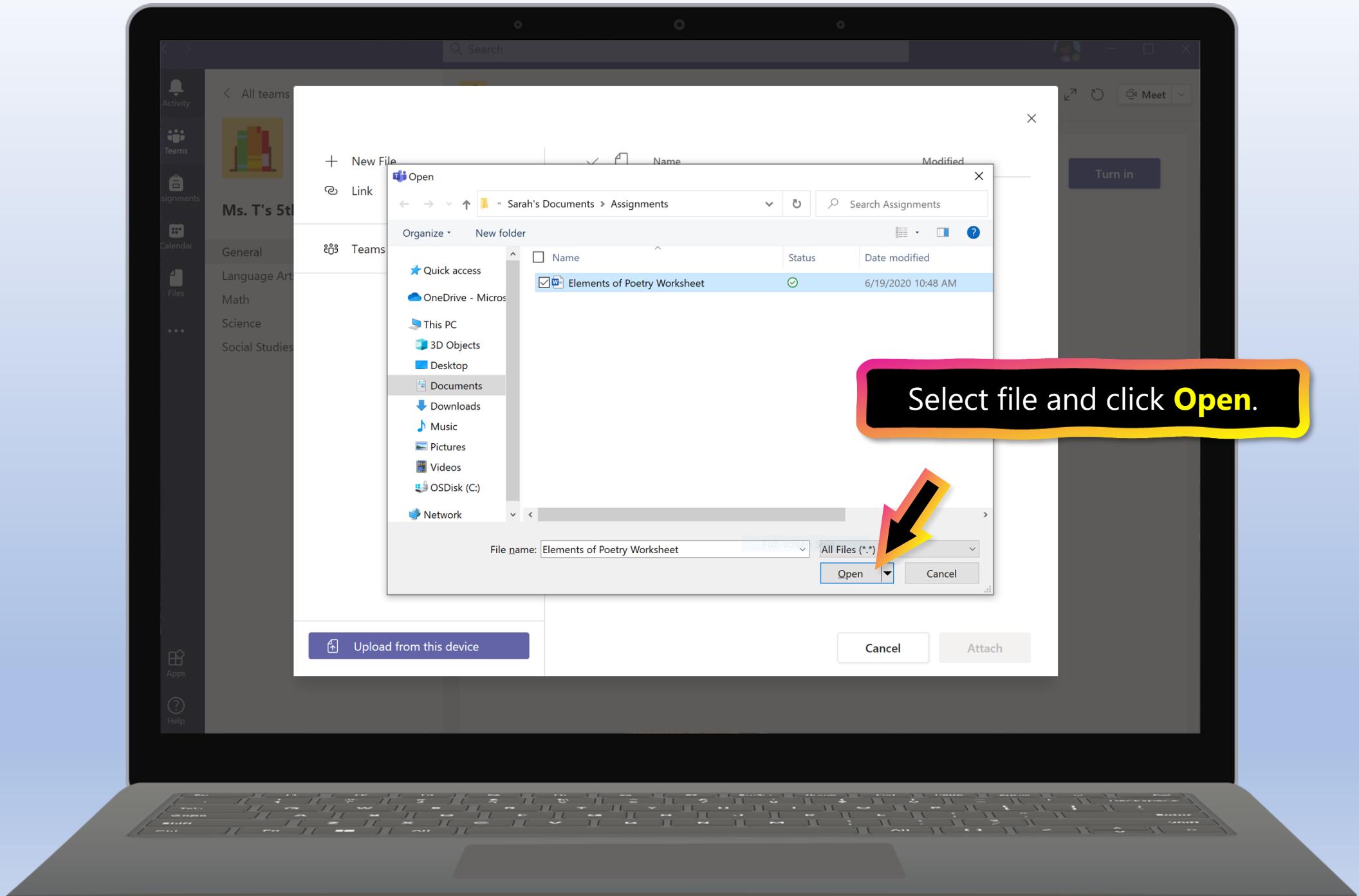
Click on the assignment you are going to work on first. **Download** and **edit** the file or worksheet then **save** it in your files (remember where you save it).



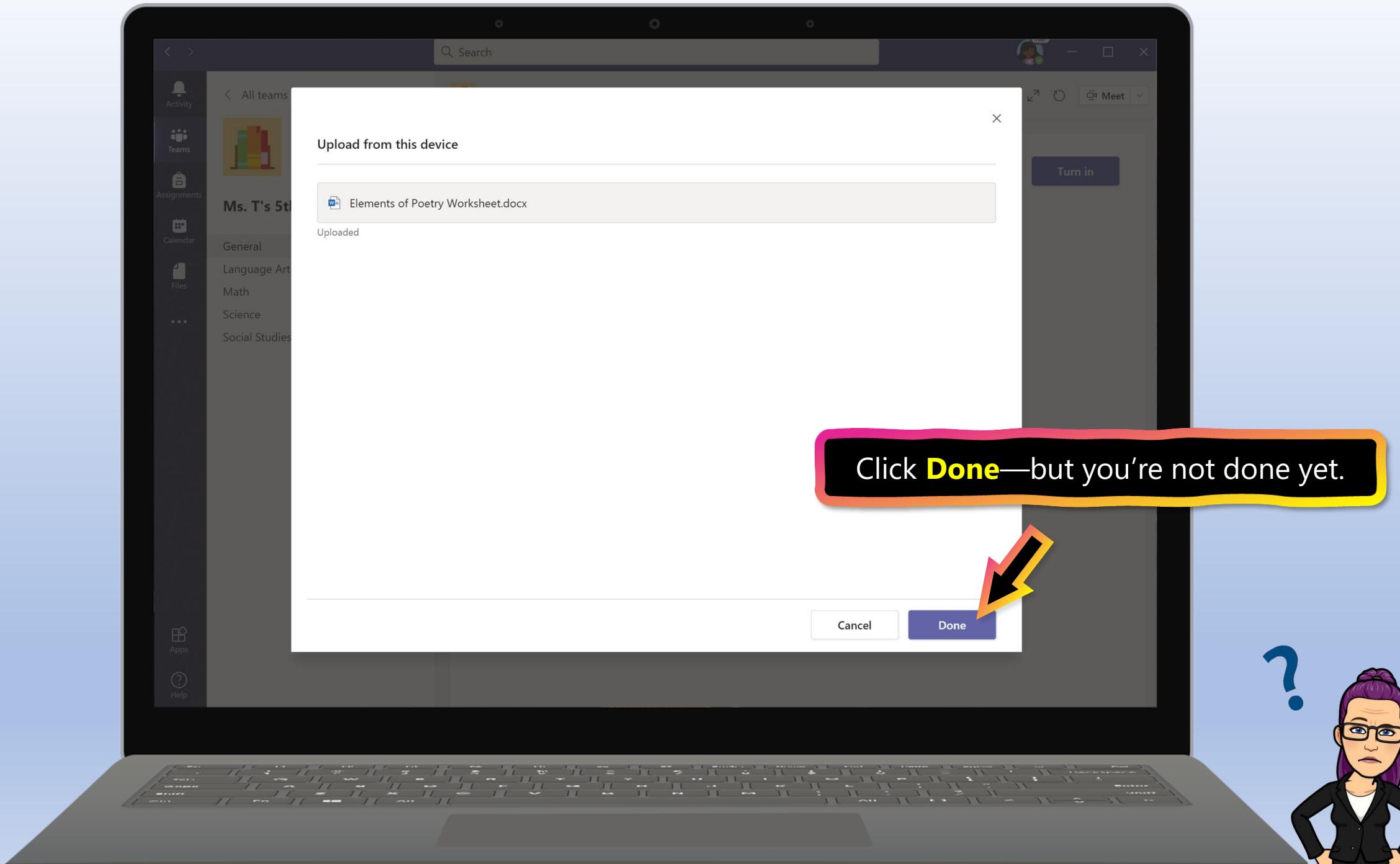
The screenshot shows a Microsoft Teams interface on a laptop screen. On the left, the sidebar lists 'All teams' and 'Ms. T's 5th Grade Class'. The 'General' channel is selected. The main content area shows an assignment titled 'Elements of Poetry: Worksheet' with a due date of 'Due October 1, 2020 11:59 PM'. The assignment instructions ask students to compose a poem using learned elements, with a theme of 'My Favorite Season'. A large 'Turn in' button is visible. A yellow callout box with a black border and a red-to-yellow gradient arrow points from the text below to the 'Add work' button in the assignment interface.

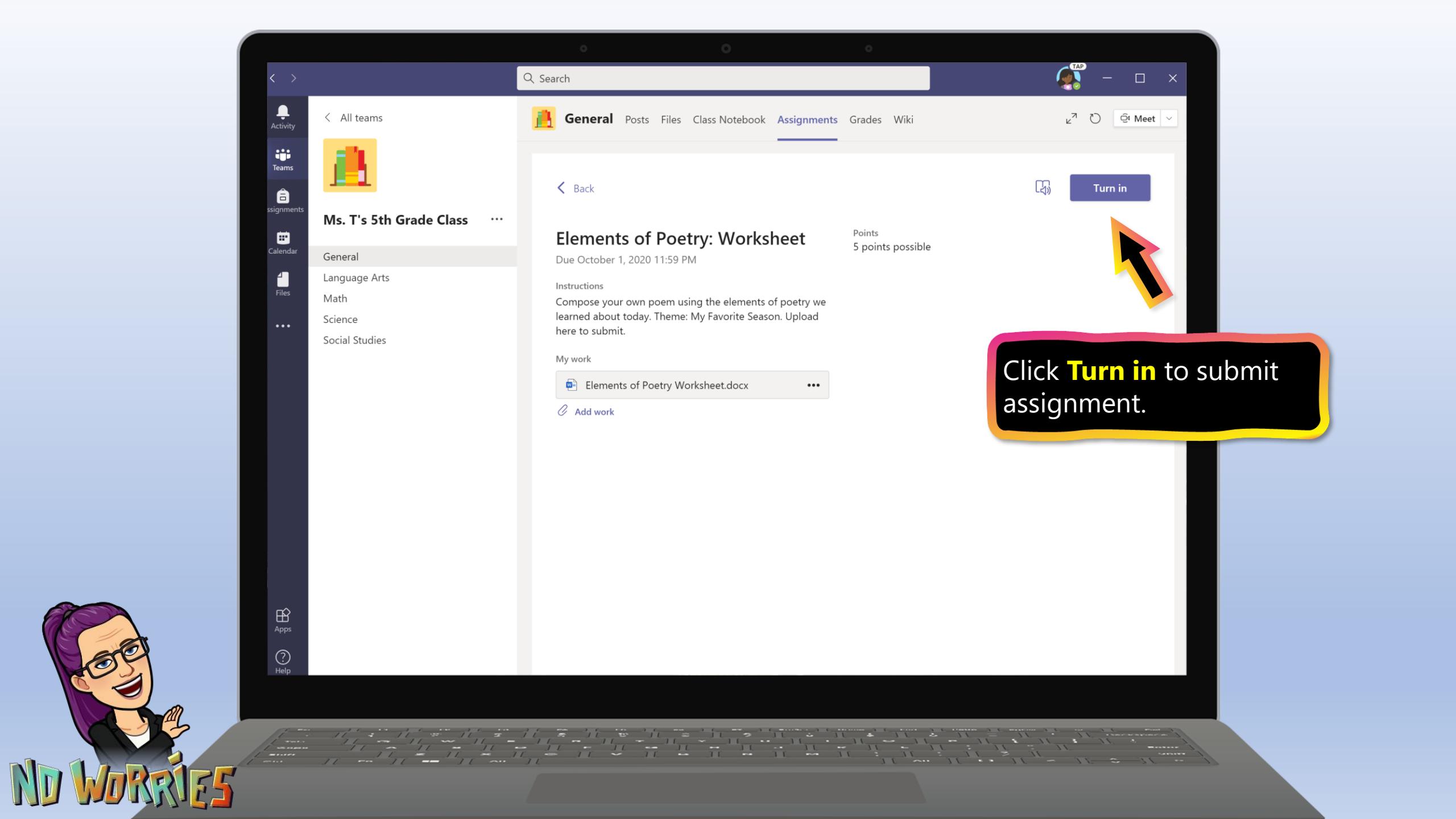
To **upload** work that you have finished and send it back to your teacher, select **Add work**.





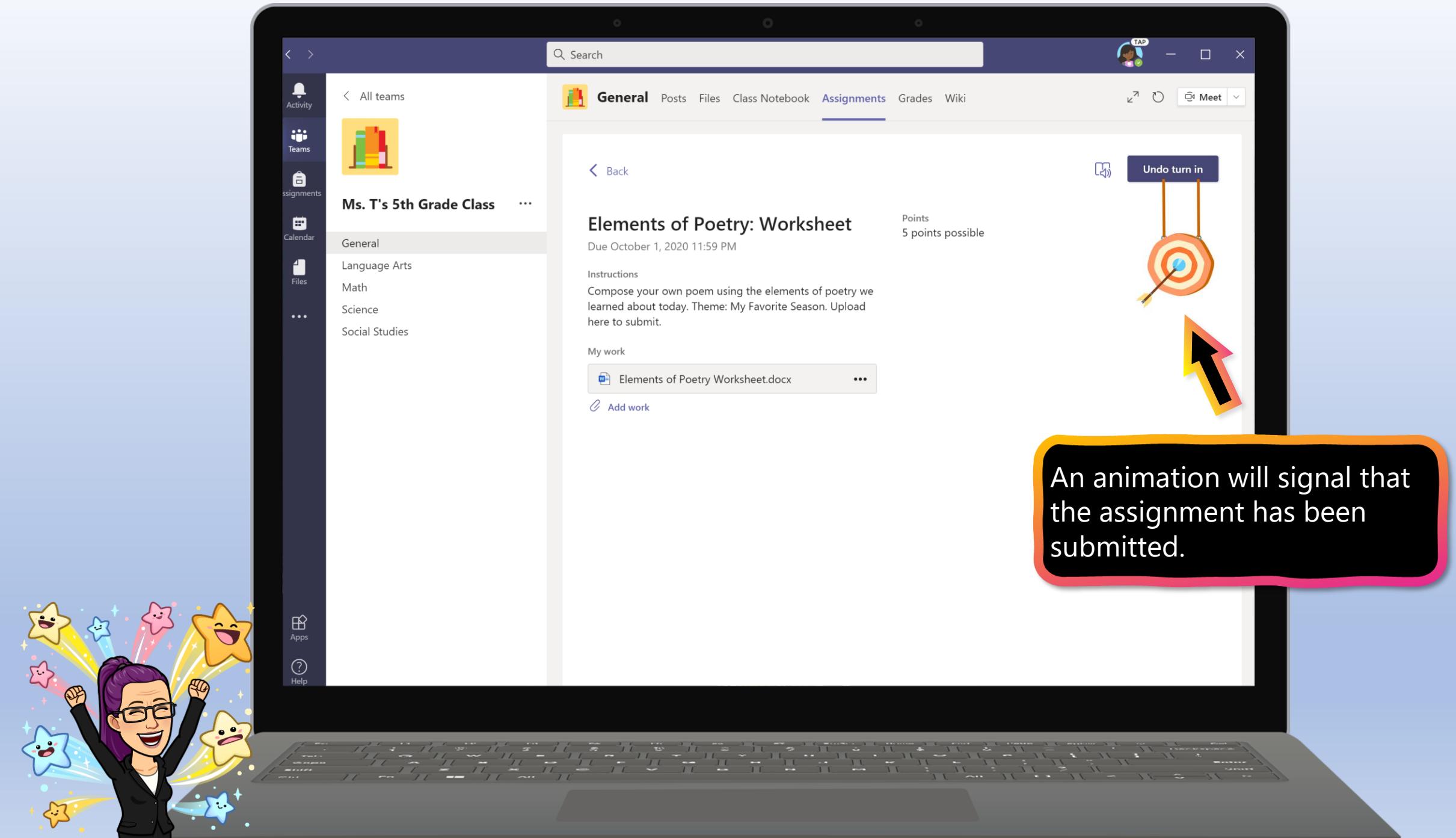
Select file and click **Open**.



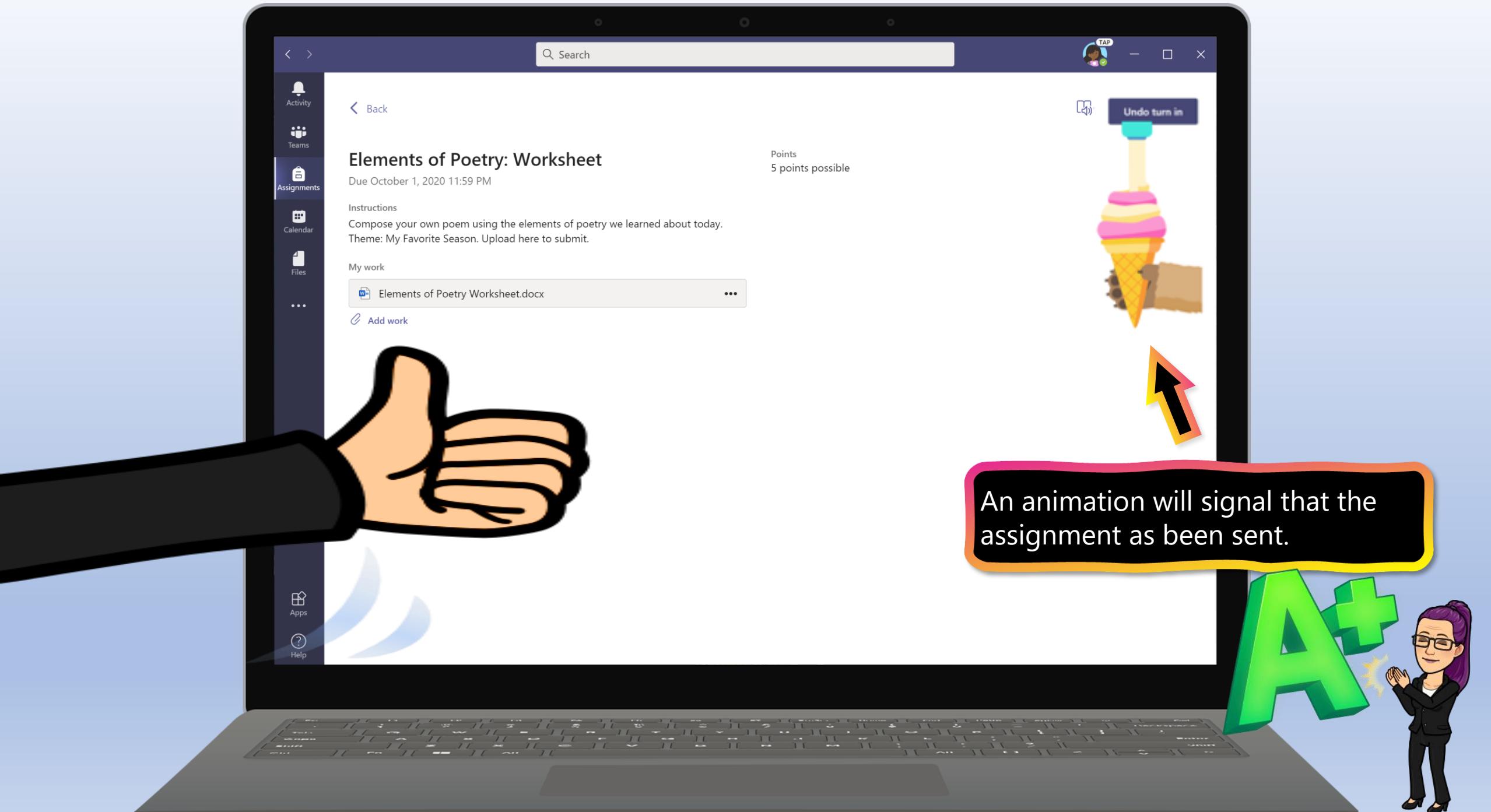


Click **Turn in** to submit assignment.

NO WORRIES

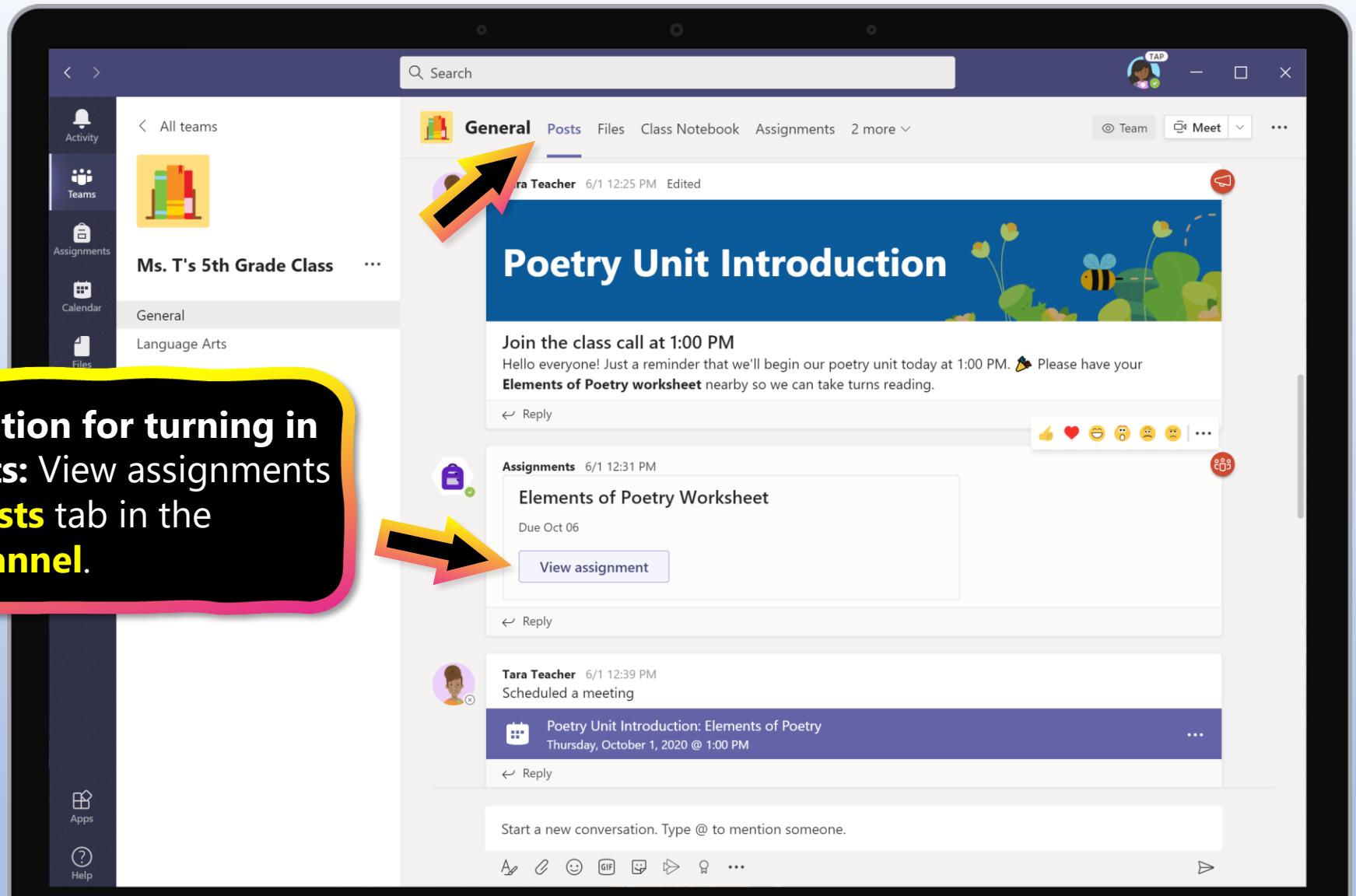


An animation will signal that the assignment has been submitted.



An animation will signal that the assignment has been sent.

Another option for turning in assignments: View assignments from the **Posts tab in the **General** channel.**



General Posts Files Class Notebook Assignments 2 more ...

Tara Teacher 6/1 12:25 PM Edited

Poetry Unit Introduction

Join the class call at 1:00 PM

Hello everyone! Just a reminder that we'll begin our poetry unit today at 1:00 PM. 🐝 Please have your **Elements of Poetry worksheet** nearby so we can take turns reading.

Assignments 6/1 12:31 PM

Elements of Poetry Worksheet

Due Oct 06

View assignment

Tara Teacher 6/1 12:39 PM

Scheduled a meeting

Poetry Unit Introduction: Elements of Poetry

Thursday, October 1, 2020 @ 1:00 PM

Start a new conversation. Type @ to mention someone.

A screenshot of a Microsoft Teams window titled "General (Ms. T's 5th Grade Class)". The window shows a message from "Tara Teacher" about a poetry unit introduction. A context menu is open for a student named "Sarah Student". The menu options are: Change picture, Available, Set status message, Saved, and Settings. A large blue arrow points from the text "When one student is done with their Teams work, click on their icon in the top-right corner and select **Sign out**. The next student can then log in." to the "Sign out" option in the menu. A large orange arrow points from the text "What if more than one student is using Teams on the same device?" to the "Sign out" option. The Teams interface includes a sidebar with "Activity", "Teams", and "Assignments" sections, and a bottom navigation bar with "New conversation. Type @ to mention someone." and various message icons.

General (Ms. T's 5th Grade Class) ...

https://teams.microsoft.com/_#/school/conversations/General?threadId=19:258fb6813f294e81b8203a4c99e...

Microsoft Teams

Search

Activity

Teams

Assignments

All teams

Ms. T's 5th Grade Class

General Posts Files Class Notebook Assignments 2 more

Tara Teacher 6/1 12:25 PM Edited

Poetry Unit Introduction

ie class call at 1:00 PM
Everyone! Just a reminder that we'll begin our poetry unit today at 1:00 PM.
ts of Poetry worksheet nearby so we can take turns reading.

ents 6/1 12:31 PM

ents of Poetry Worksheet

New assignment

Journey Worksheet

New conversation. Type @ to mention someone.

...

Sarah Student

Change picture

Available

Set status message

Saved

Settings

Keyboard shortcuts

About

Download the desktop app

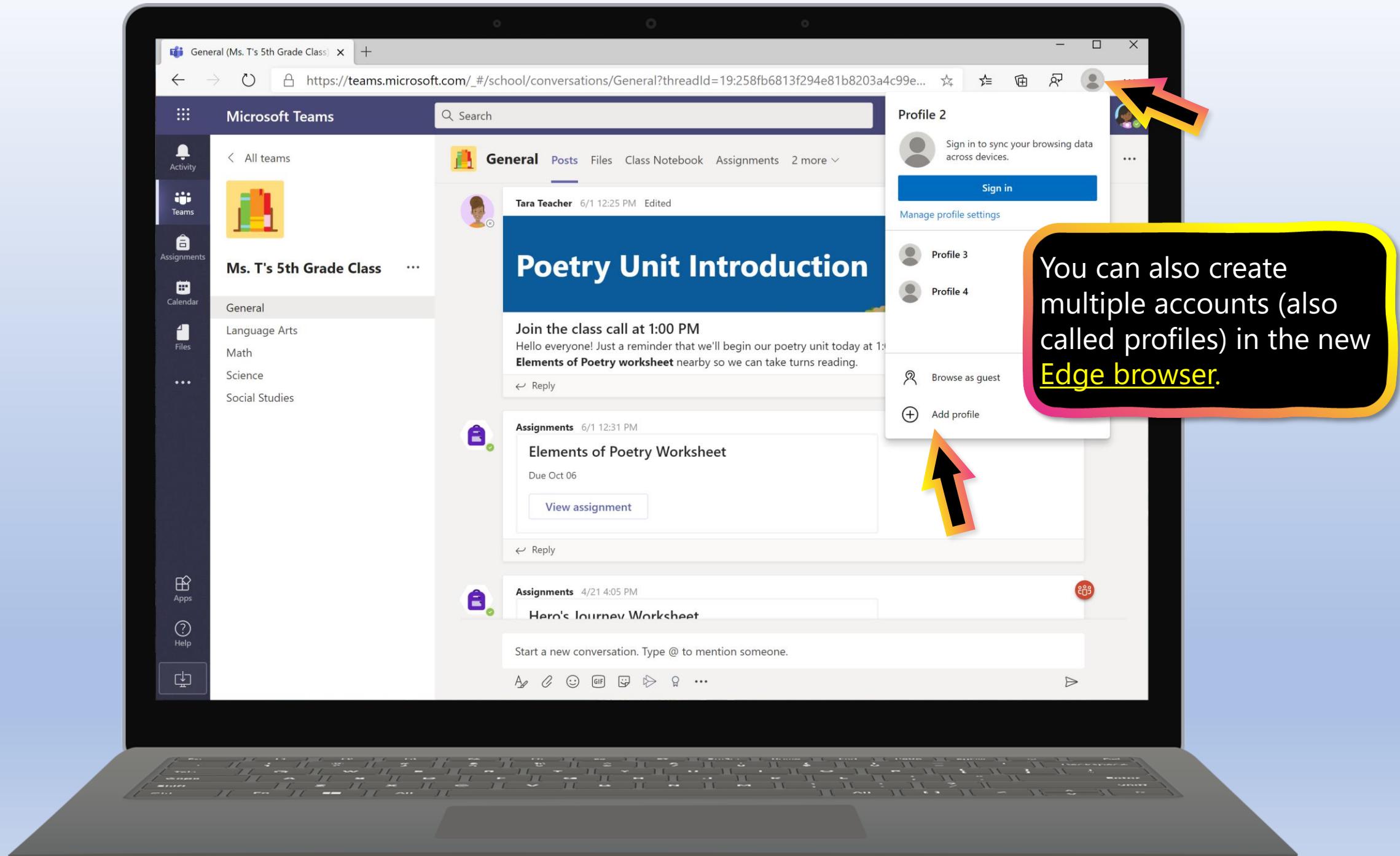
Download the mobile app

Sign out

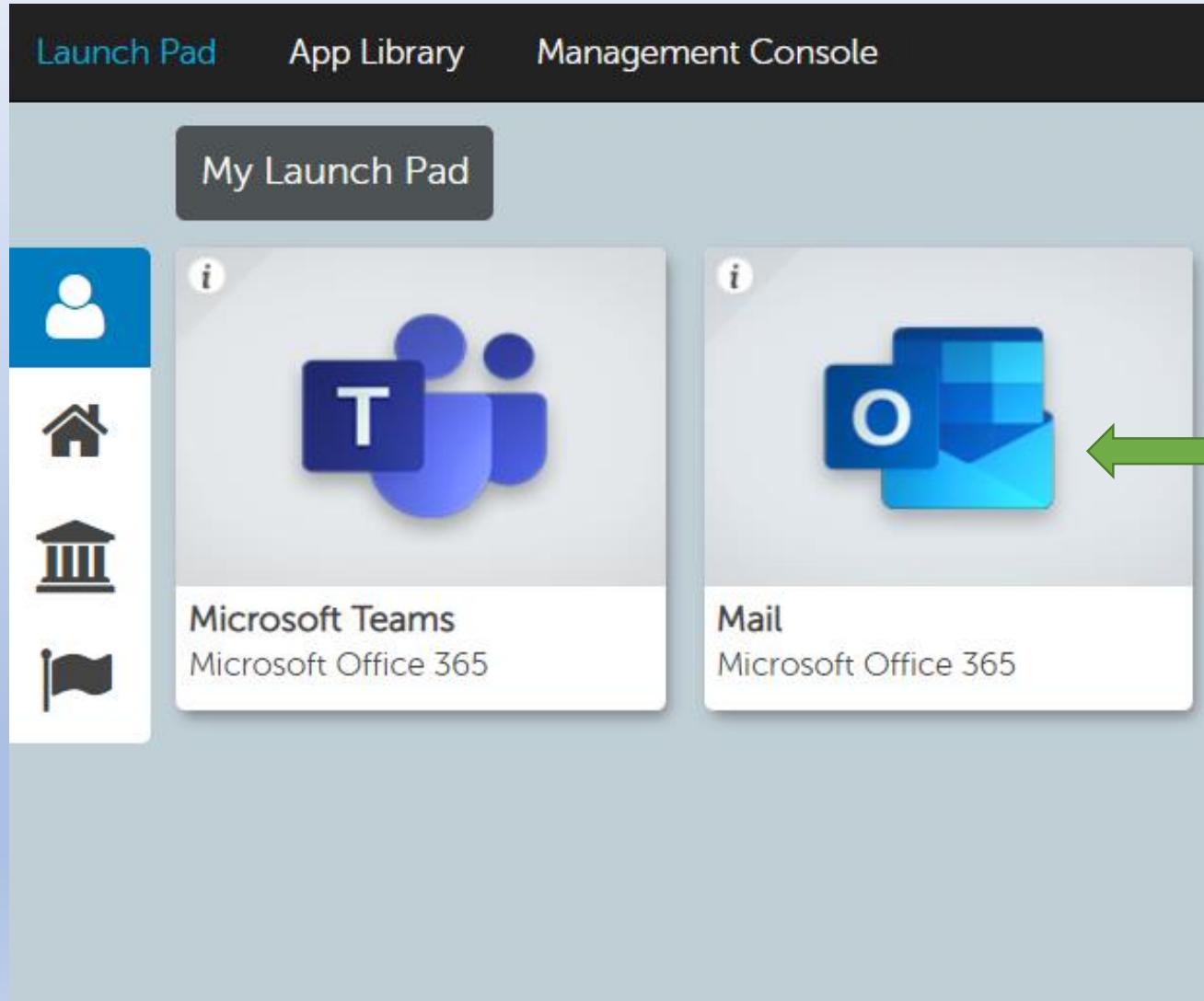
What if more than one student is using Teams on the same device?

Each student is able to log in to their own Teams account with their unique username and password.

When one student is done with their Teams work, click on their icon in the top-right corner and select **Sign out**. The next student can then log in.



Using Outlook Email



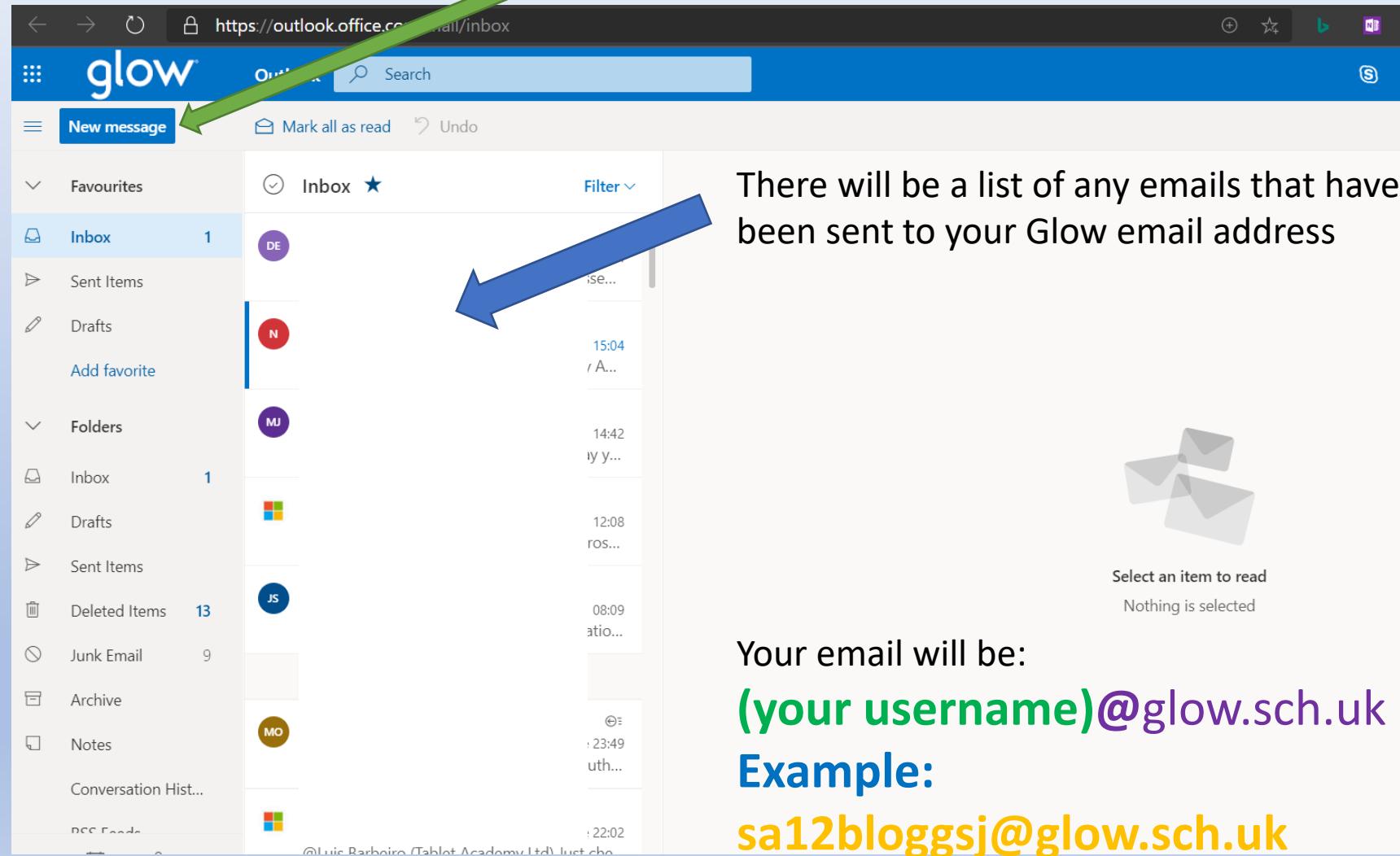
You should now have Teams and Mail tiles in your Launch Pad.

Click on the Mail tile

This will bring up your Glow email account

Your Email

To send a new email, click on
The New Message box

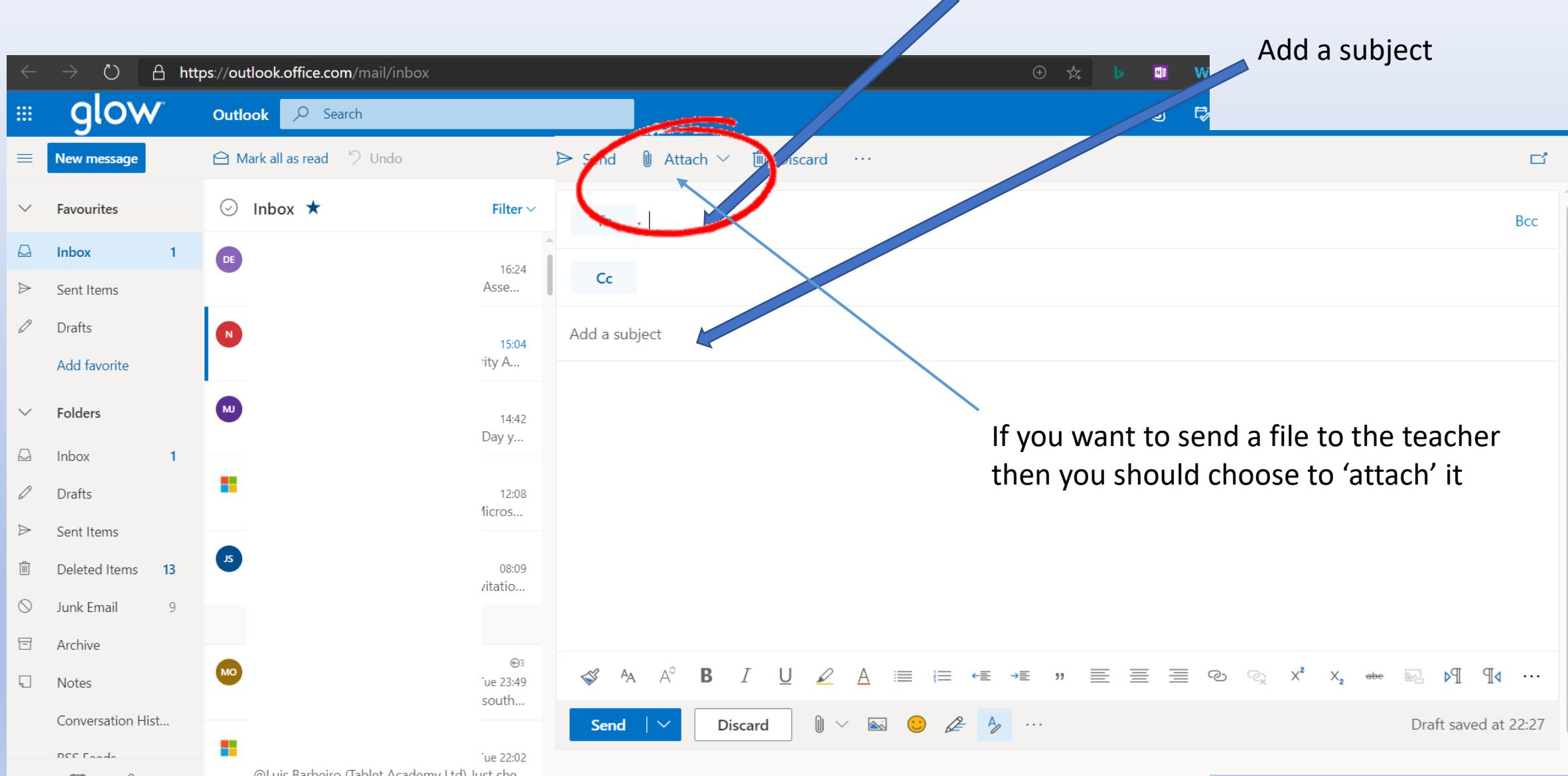


There will be a list of any emails that have been sent to your Glow email address

Your email will be:
(your username)@glow.sch.uk
Example:
sa12bloggsj@glow.sch.uk

Sending your teacher an email

Insert the email address for your teacher



Add a subject

If you want to send a file to the teacher
then you should choose to 'attach' it

glow

Outlook

Search

New message

Mark all as read

Undo

Send

Attach

Discard

...

Favourites

Inbox 1

Sent Items

Drafts

Add favorite

Folders

Inbox 1

Drafts

Sent Items

Deleted Items 13

Junk Email 9

Archive

Notes

Conversation Hist...

...

Filter

Cc

Add a subject

Send

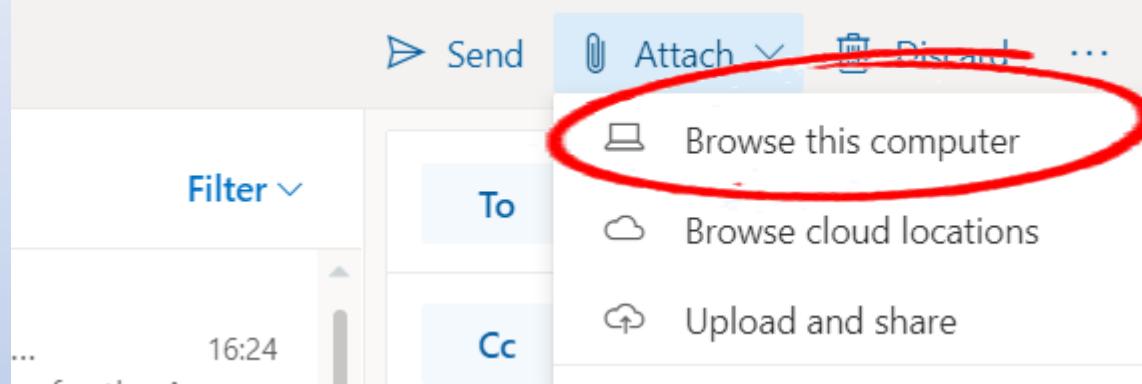
Discard

...

Bcc

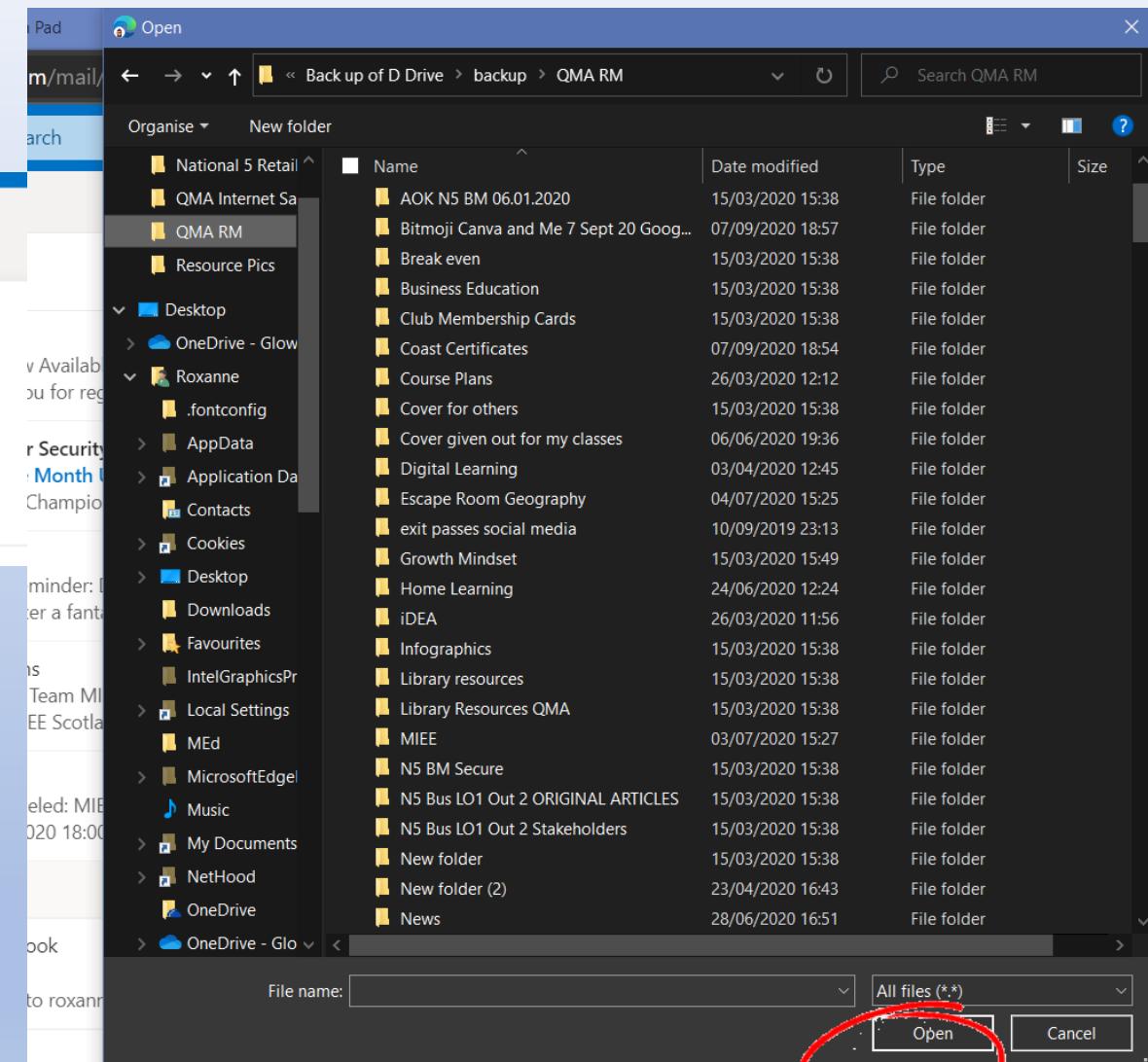
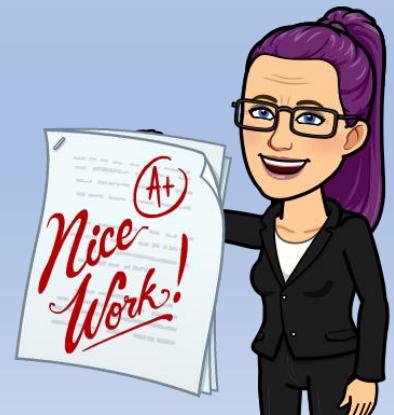
Draft saved at 22:27

Attaching a file



Find and click on the file you want to upload

Click on Open



Send Attach Discard ...

To myteacher@south-ayrshire.gov.uk

Cc

My Fantastic Work

 Growth Mindset.pdf 140 KB

Dear Teacher

Please find attached the best work you have ever seen 😊

Send | Discard

The file you selected will now show on the email message

Click send once you have typed your message

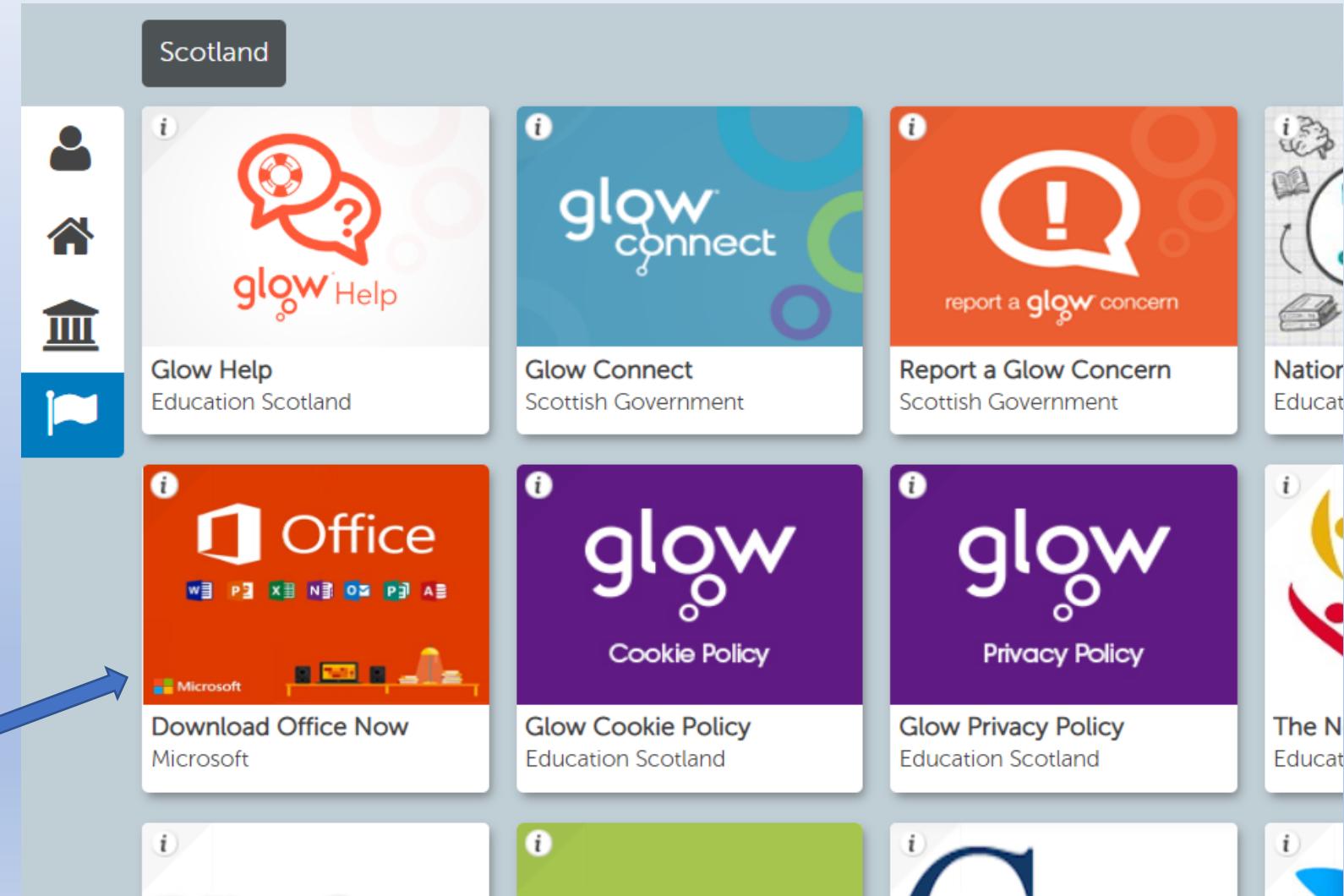


Don't have Word or PowerPoint?

Everyone who has a Glow login can download Microsoft packages for free through Glow

From your Launch Pad, Select the **Flag icon** for Glow Scotland

Choose Download Office Now and follow the download instructions





Keeping our Class Teams Page A Positive Online Space!



Using emojis 😊 😃 😎

We know you love to use the animated emojis to brighten up your posts but please only use ones that are positive and uplifting!



Contacting your Teacher 📎

We love to know how you're doing so don't be afraid to ask your teacher questions on the Teams page. Just remember, your teacher could be at school so may not be able to respond straight away.



Help us keep our online space positive and productive!

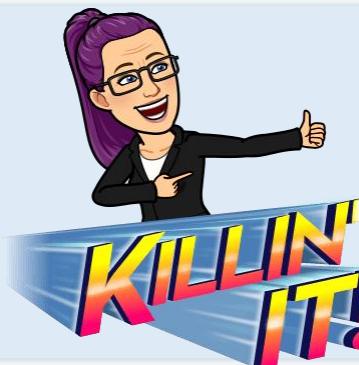


Reacting to posts (likes, loves & more) 🌟

If you want to give encouragement to your friends or teachers by 'liking' their posts we think that's fabulous. However it is very important that reactions are always positive.

Replies to classmates 📎

You can reply to anything posted on the Teams page, just make sure the content is kind, respectful and helpful for the person you are replying to. Remember, everyone can see your posts.



Success Criteria:

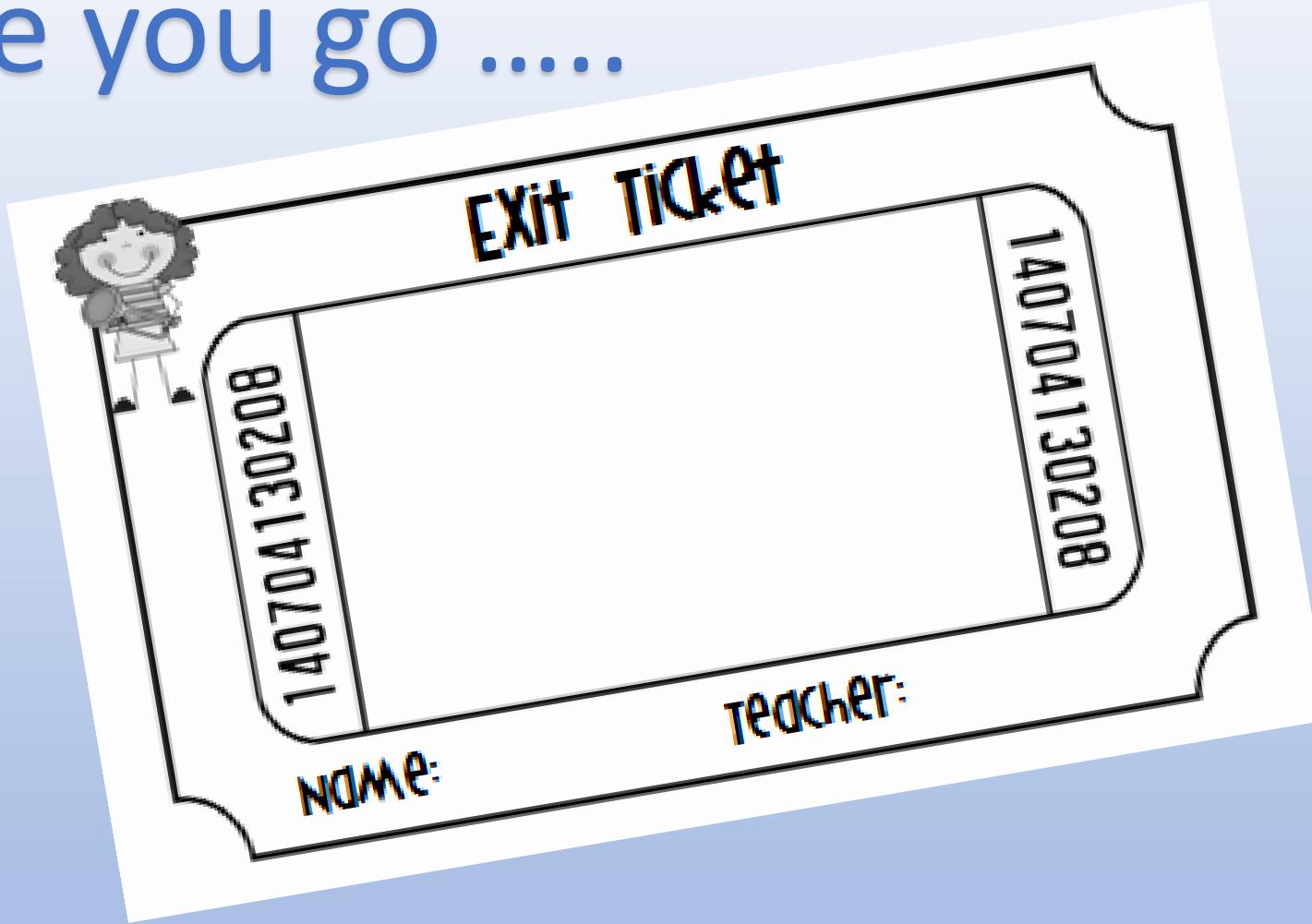
Can you:



- Access and add tiles to your Glow launchpad
- Send an email from your Glow Outlook email account
- Access Teams from Glow or download the app on a mobile or desktop
- Open an assignment, edit the file and resubmit for marking



Before you go



... Complete the details on the Exit Ticket

Well done everyone!

