

# 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.

COMMUNITY | AMBITION | RESPECT | RESPONSIBILITY | EQUITY | FAITH

# Learning Intentions:

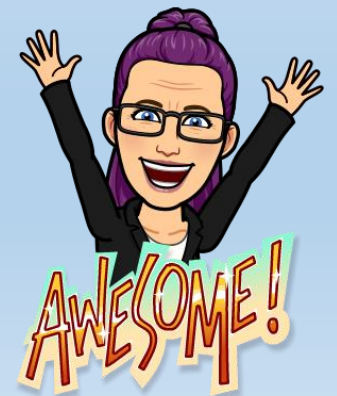
- to increase your confidence in working with your Glow launchpad
- to introduce you to your Glow email
- to look at the workings of Teams and assignments



## Success Criteria:

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

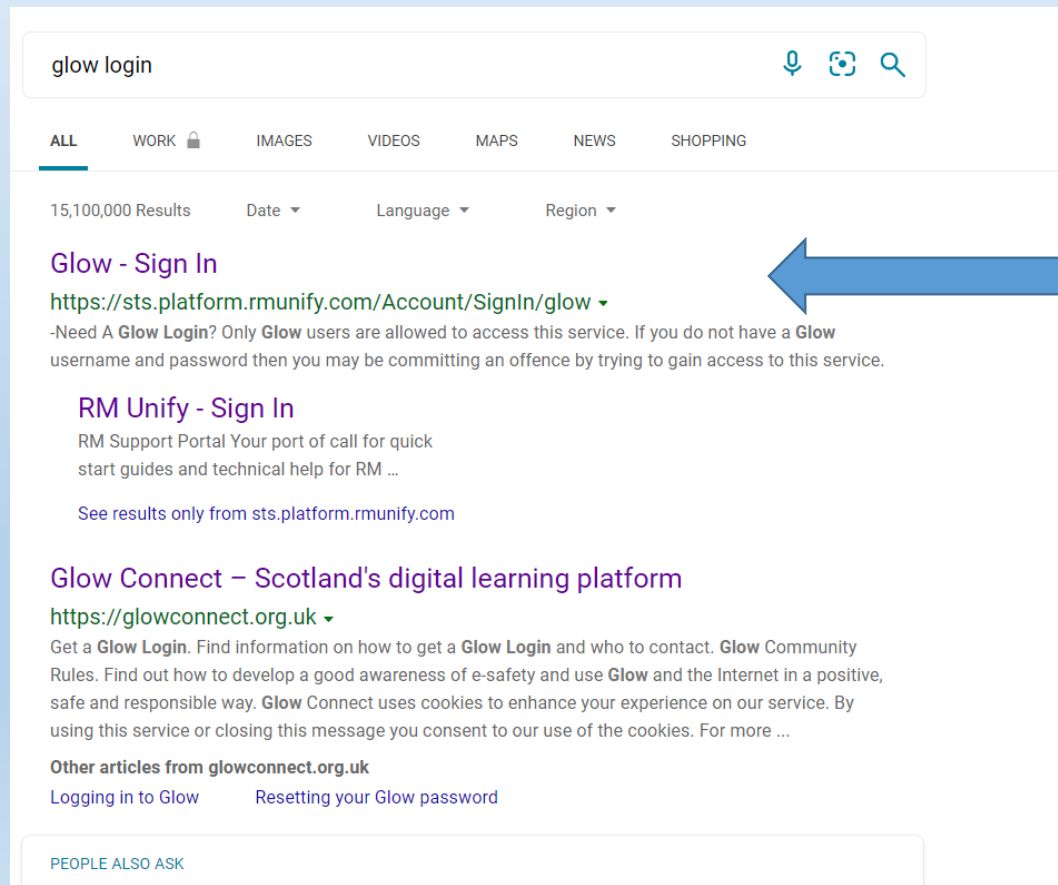
- Access and add tiles to your Glow launchpad
- Send an email from your Glow Outlook email account
- Access Teams from Glow or from the app on a mobile or desktop
- Open an assignment, edit the file and resubmit for marking



# Accessing



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

A screenshot of a search engine results page for the query "glow login". The search bar at the top shows "glow login" with icons for voice search, image search, and a magnifying glass. Below the search bar are tabs for "ALL", "WORK", "IMAGES", "VIDEOS", "MAPS", "NEWS", and "SHOPPING". The "ALL" tab is selected. Below the tabs, it says "15,100,000 Results" and "Date", "Language", and "Region" filters. The first result is "Glow - Sign In" with the URL "https://sts.platform.rmunity.com/Account/SignIn/glow". Below this is a description: "-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." The second result is "RM Unify - Sign In" with the URL "https://sts.platform.rmunity.com". Below this is a description: "RM Support Portal Your port of call for quick start guides and technical help for RM ...". The third result is "Glow Connect – Scotland's digital learning platform" with the URL "https://glowconnect.org.uk". Below this is a description: "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 ...". At the bottom, there is a section "Other articles from glowconnect.org.uk" with links "Logging in to Glow" and "Resetting your Glow password". At the very bottom, there is a section "PEOPLE ALSO ASK".

glow login

ALL WORK IMAGES VIDEOS MAPS NEWS SHOPPING

15,100,000 Results Date Language Region

**Glow - Sign In**  
<https://sts.platform.rmunity.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.rmunity.com](https://sts.platform.rmunity.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

The screenshot shows the Glow login interface. A green arrow points to the username input field containing 'sa11BloggsJ'. A blue arrow points to the password input field, which is masked with dots. A red circle highlights the 'Sign in' button. Another red circle highlights the 'eye' icon in the password field, with a blue arrow pointing to it from the right. Below the password field is a checkbox labeled 'Remember my username'. At the bottom, there are links for 'Forgotten your password?' and 'Need A Glow Login?'. A disclaimer states: '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.' and a link 'Find out more about Glow'.

Sign In

sa11BloggsJ

.....

☒ 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.

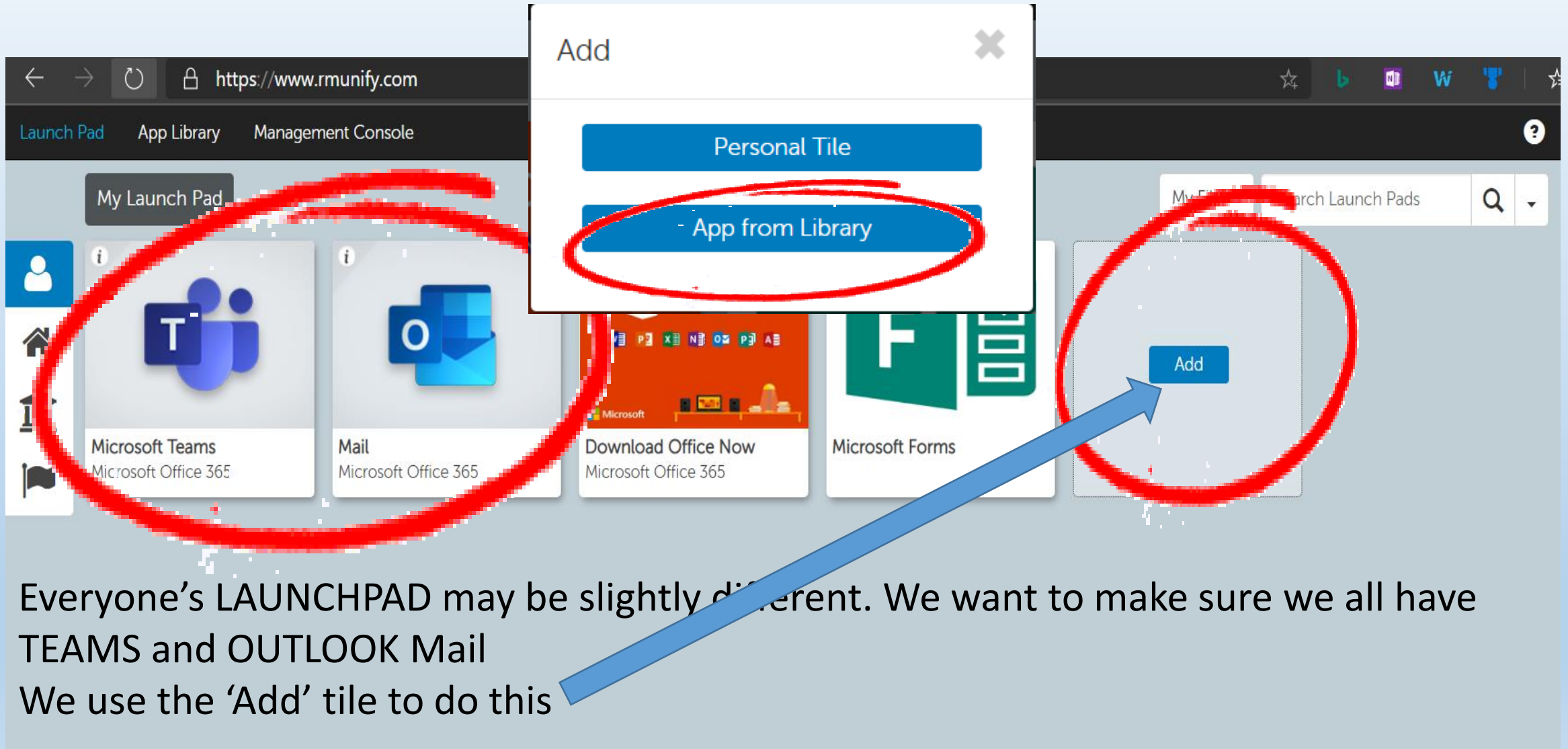
[Find out more about Glow](#)

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



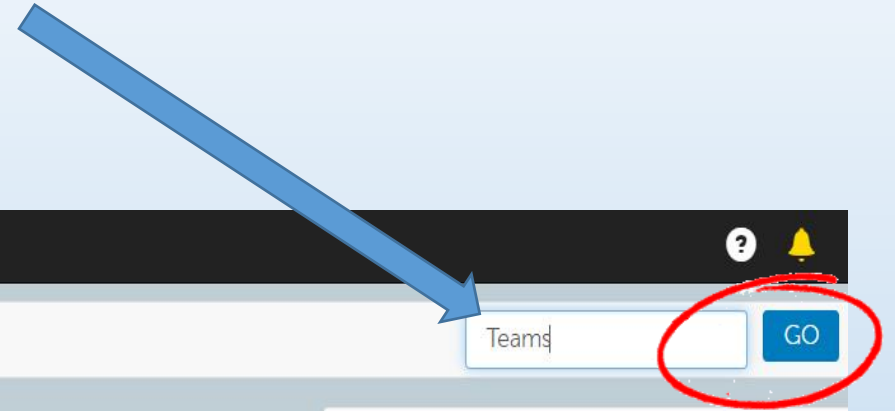
The screenshot shows the 'My Launch Pad' section of the rmunify.com website. A red circle highlights the 'Microsoft Teams' and 'Mail' tiles, which are both labeled 'Microsoft Office 365'. A red oval highlights the 'Add' button on a placeholder tile. A blue arrow points from the text 'We use the 'Add' tile to do this' to the 'Add' button. An 'Add' dialog box is open in the center, showing two options: 'Personal Tile' and 'App from Library', with the latter circled in red. The dialog box has a close button (X) in the top right corner. The background shows the website's navigation bar with 'Launch Pad', 'App Library', and 'Management Console' links. The URL bar shows 'https://www.rmunify.com'.

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



Launch Pad

App Library

Management Console

All Apps

My Establishment's Apps

Team

GO

App Type

☒ All

☐ Free App

☐ Paid App

☐ Saved Password App

[Learn more](#)

Scottish CfE Area

☐ Expressive Arts

☐ Health and Wellbeing

☐ Language

prev

1

2

3

4

5

6

7

8

next

Recently Added

VIEW

Health and Wellbeing

VIEW

In isolation instead o...

VIEW

Health and Wellbeing

VIEW

Health and Wellbeing

VIEW

Health and Wellbeing

VIEW

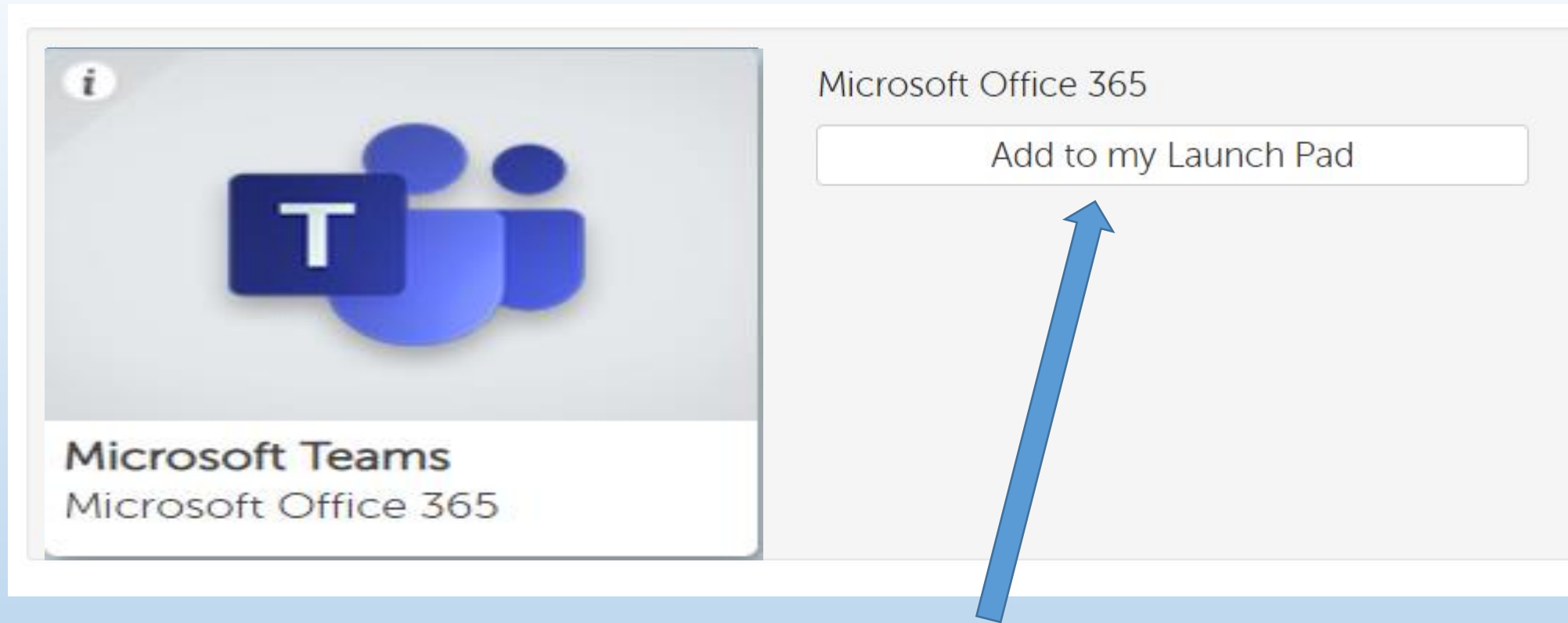
Aye Feel

VIEW

Northern Alliance GamesCon

VIEW

STEM AMBASSADORS



Click on 'Add to my Launch Pad'

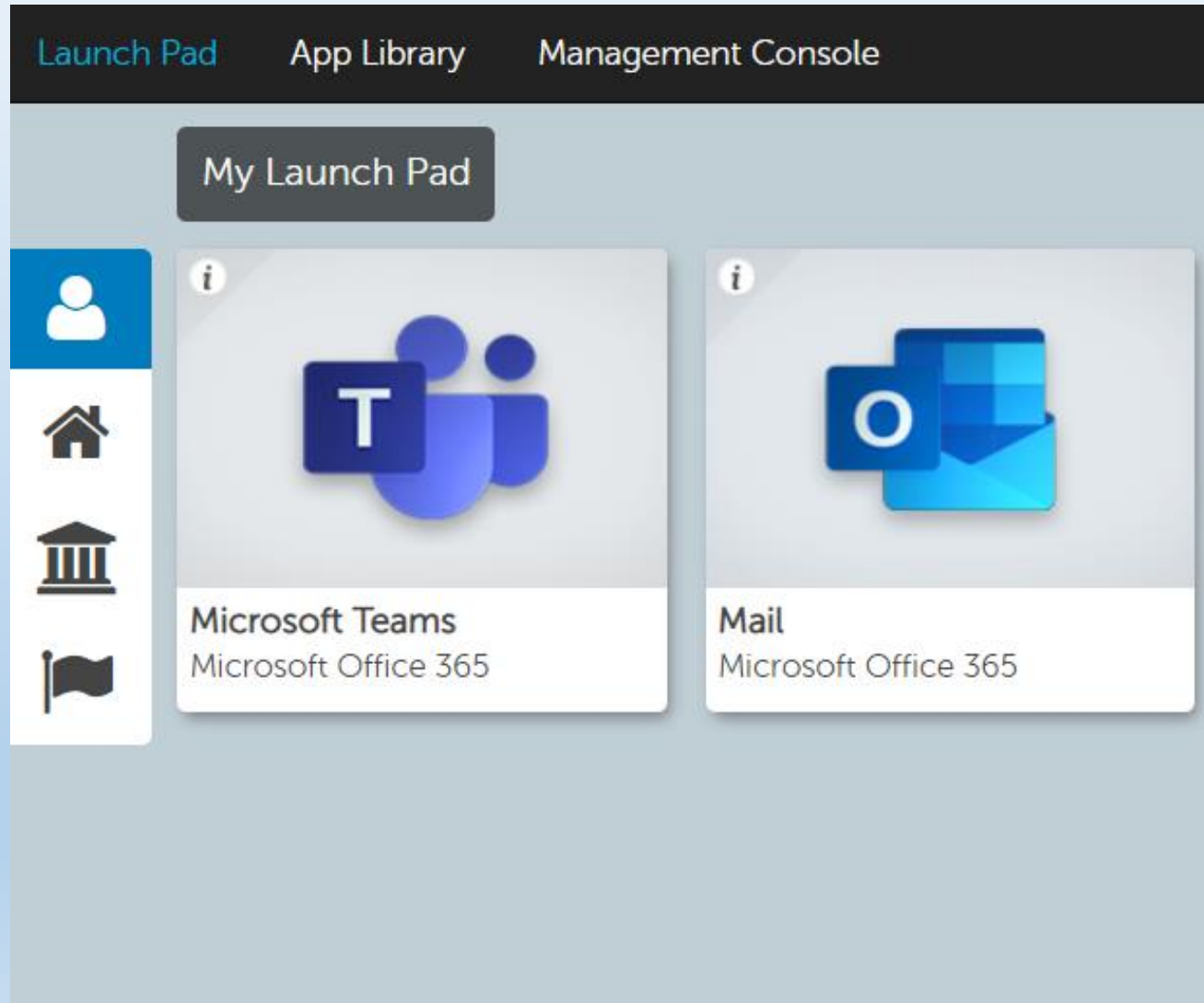
Go back to your launchpad and check TEAMS is there.

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.



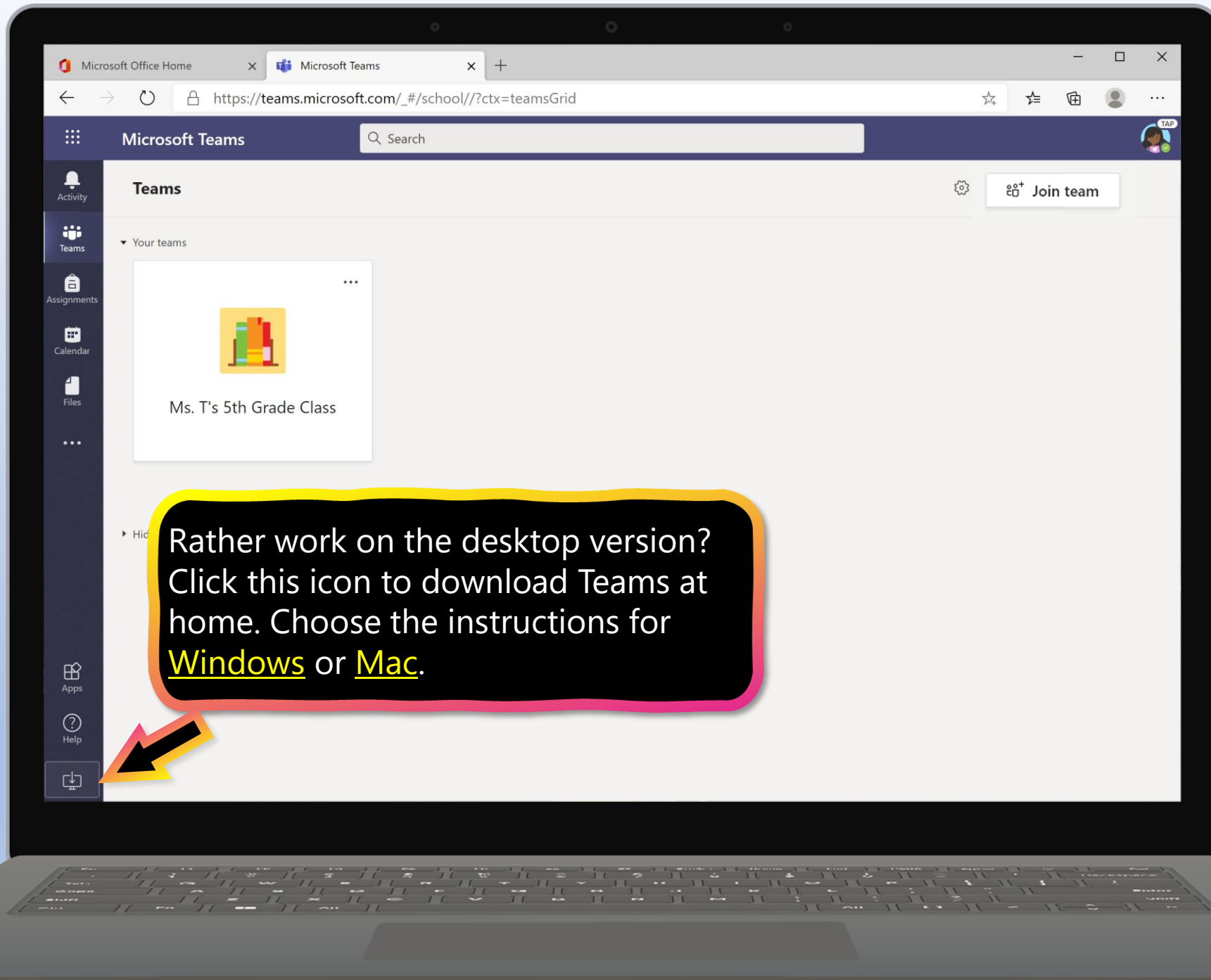
# Using Teams



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

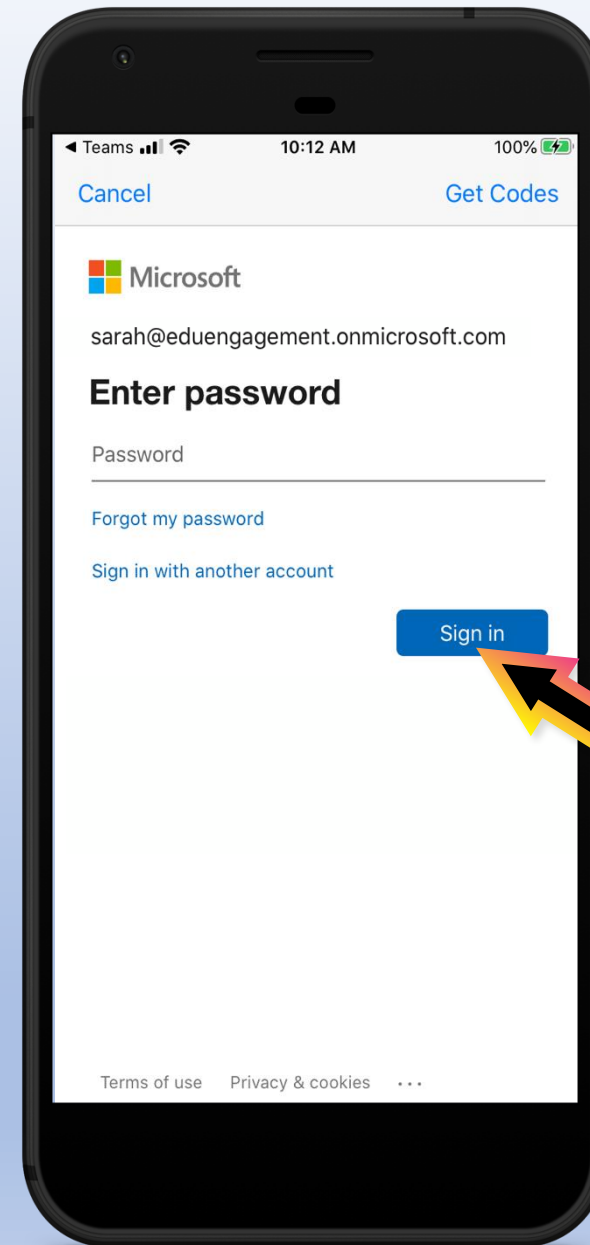
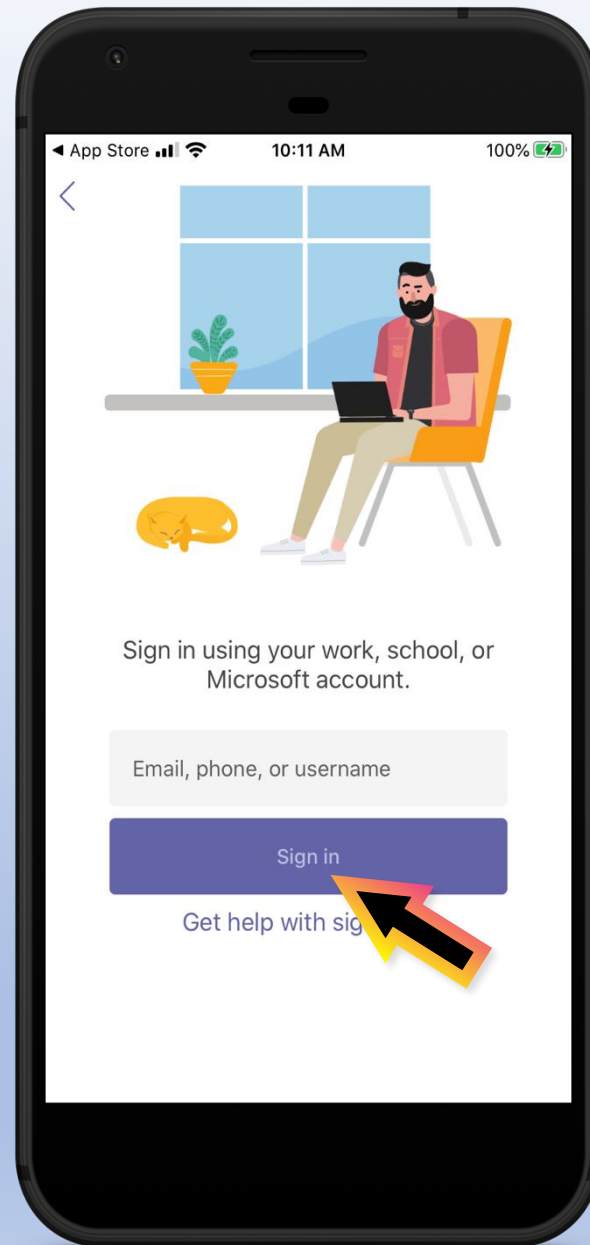
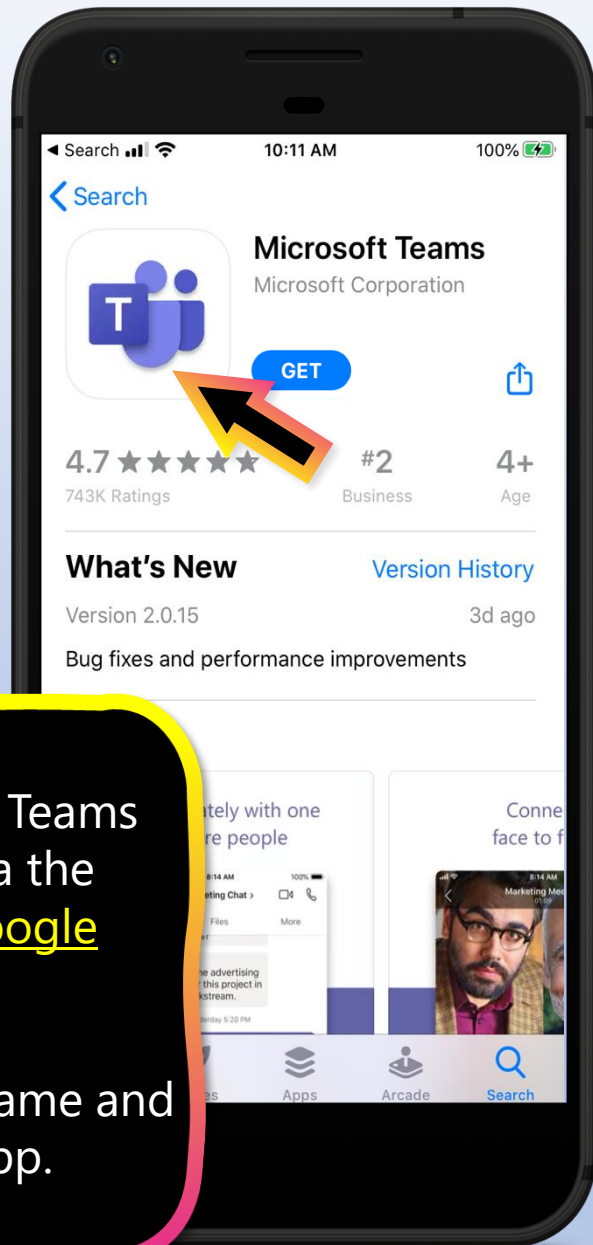
Click on the Teams tile

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



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

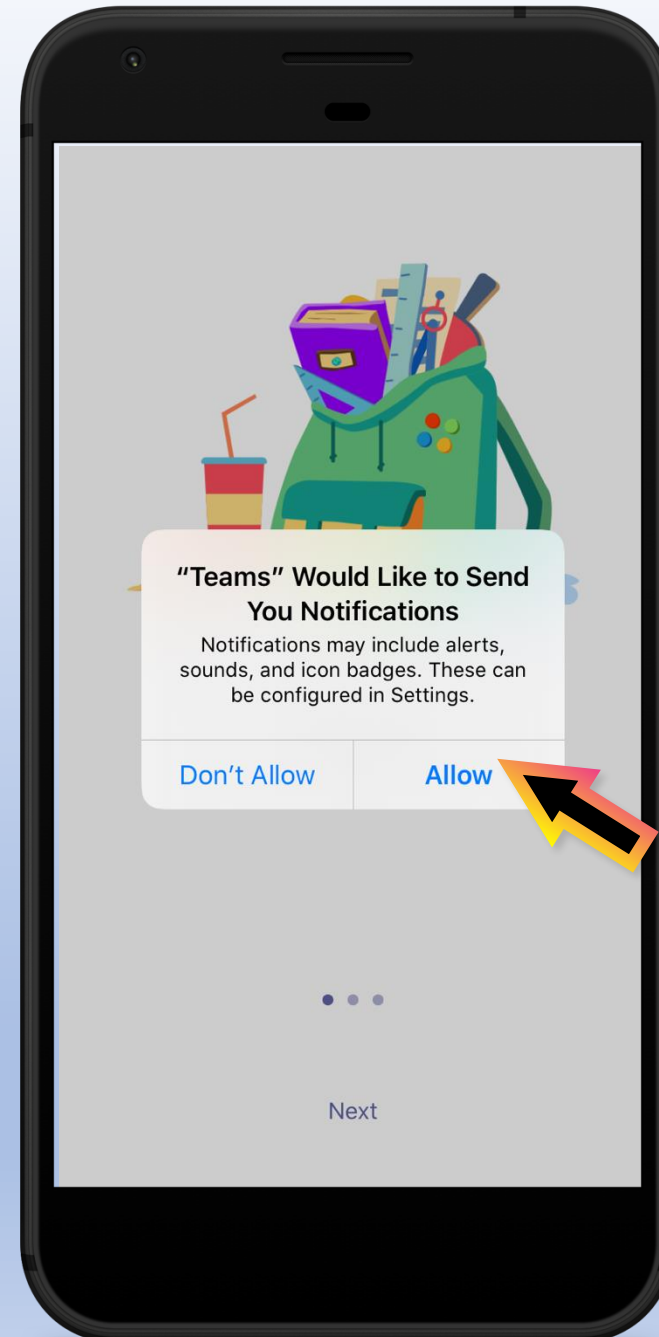
Enter your Glow username and password to use the app.



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**.





Stay on top of the  
important stuff.



Next



Get homework  
done anywhere.



Next



Speak up. Share out.  
Soar on.

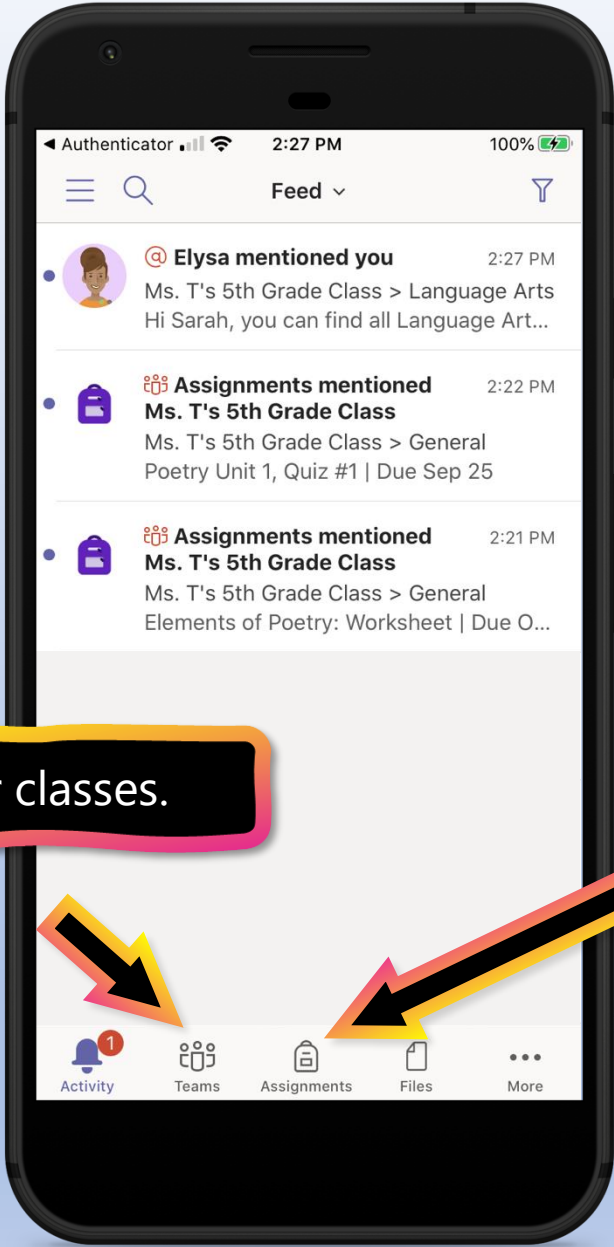


Got it

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



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

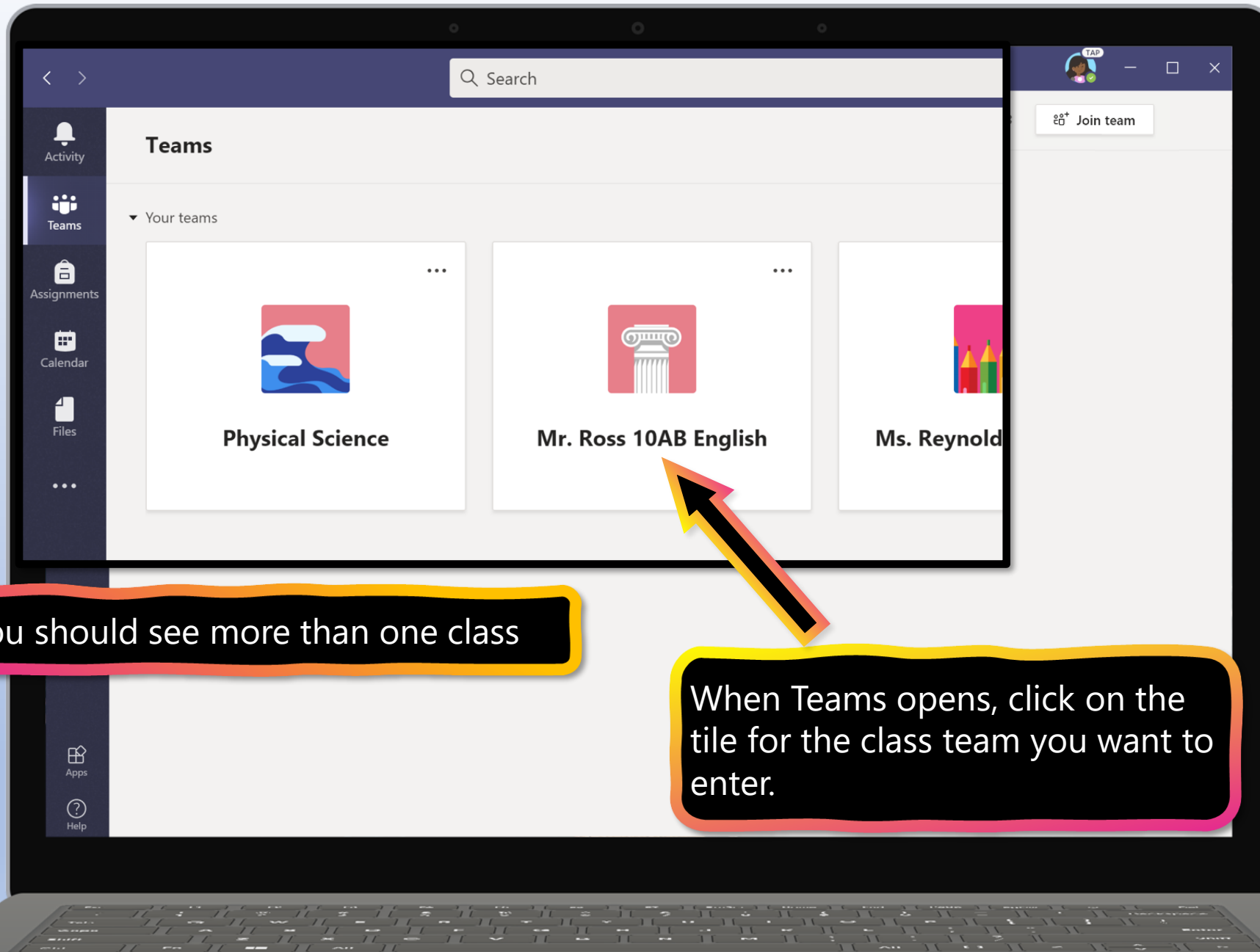


Now you can view the **assignments** set for your classes.

Yup...  
Ya. Yup...  
Mhm...  
Uh-huh...  
Mhm...  
Ya.  
Uh-huh.  
Yup...



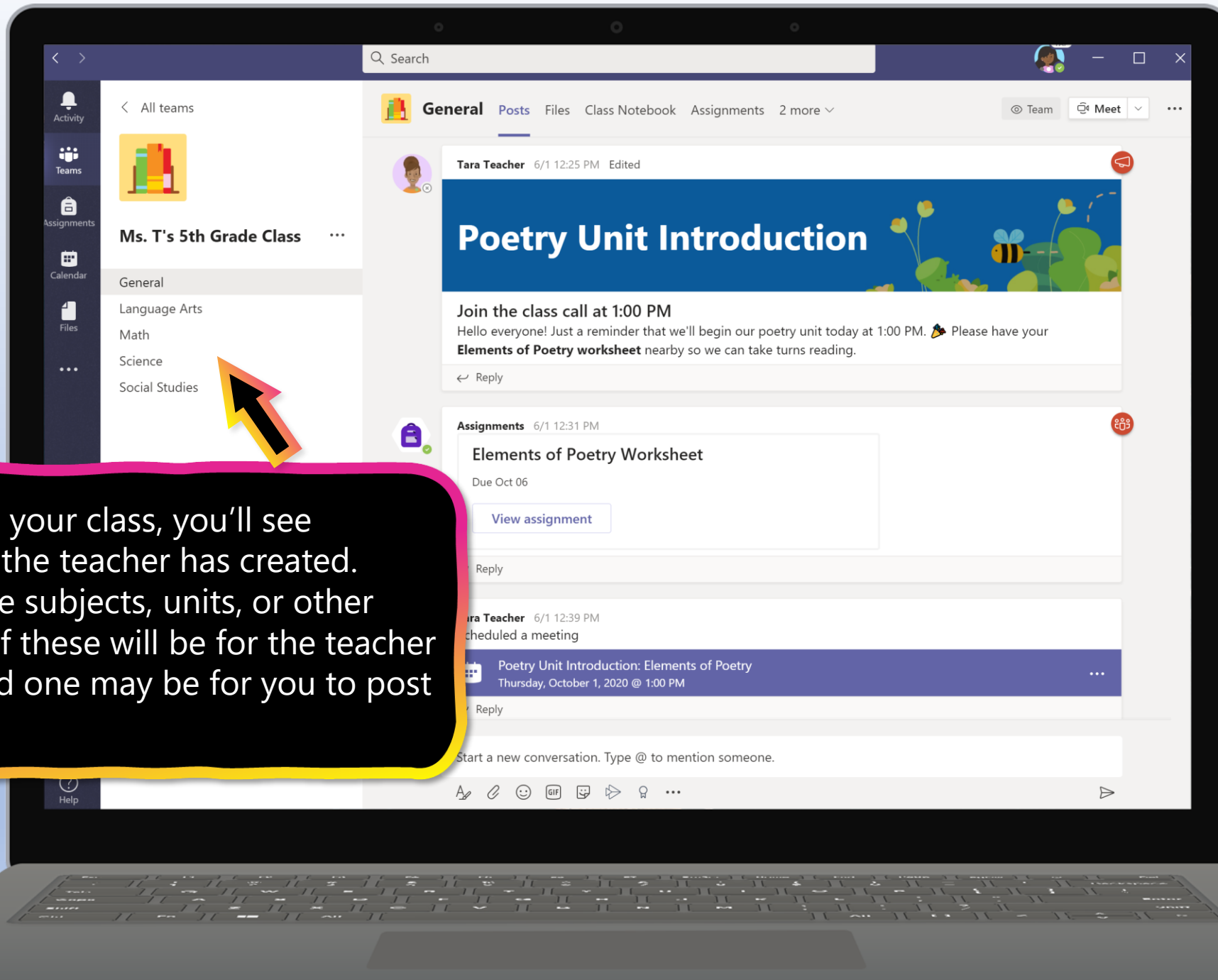




You should see more than one class

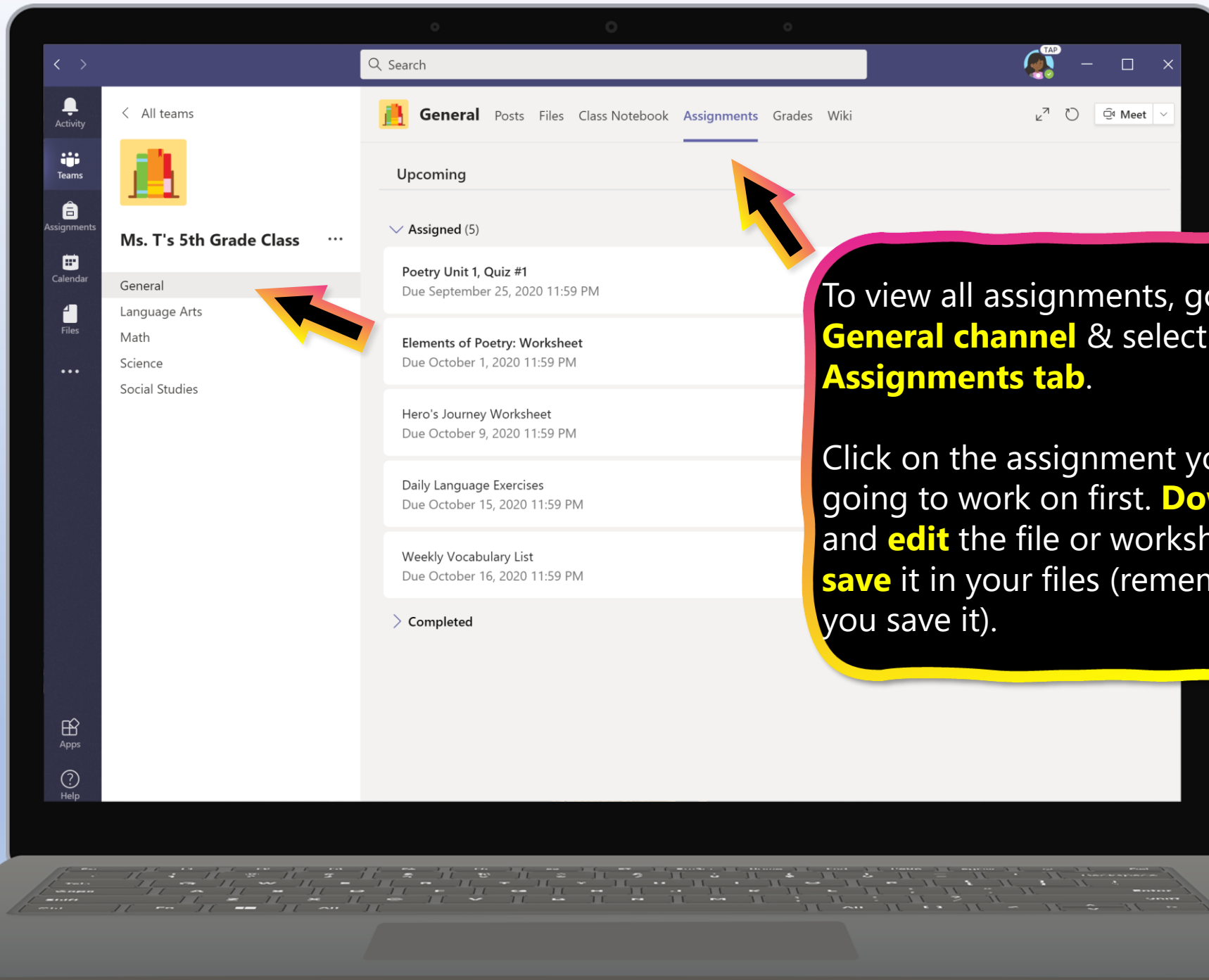
When Teams opens, click on the tile for the class team you want to enter.

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.



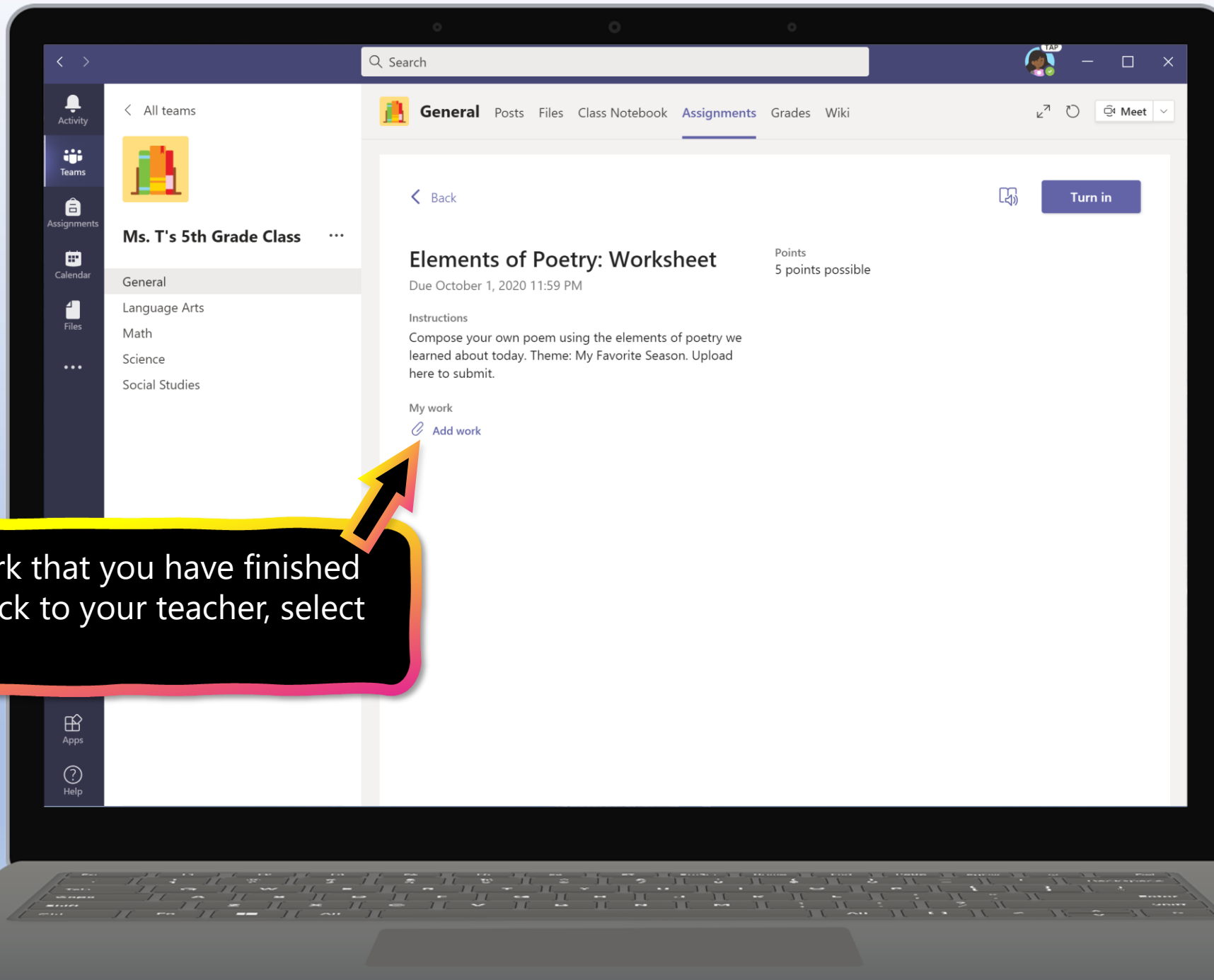
# Assignments





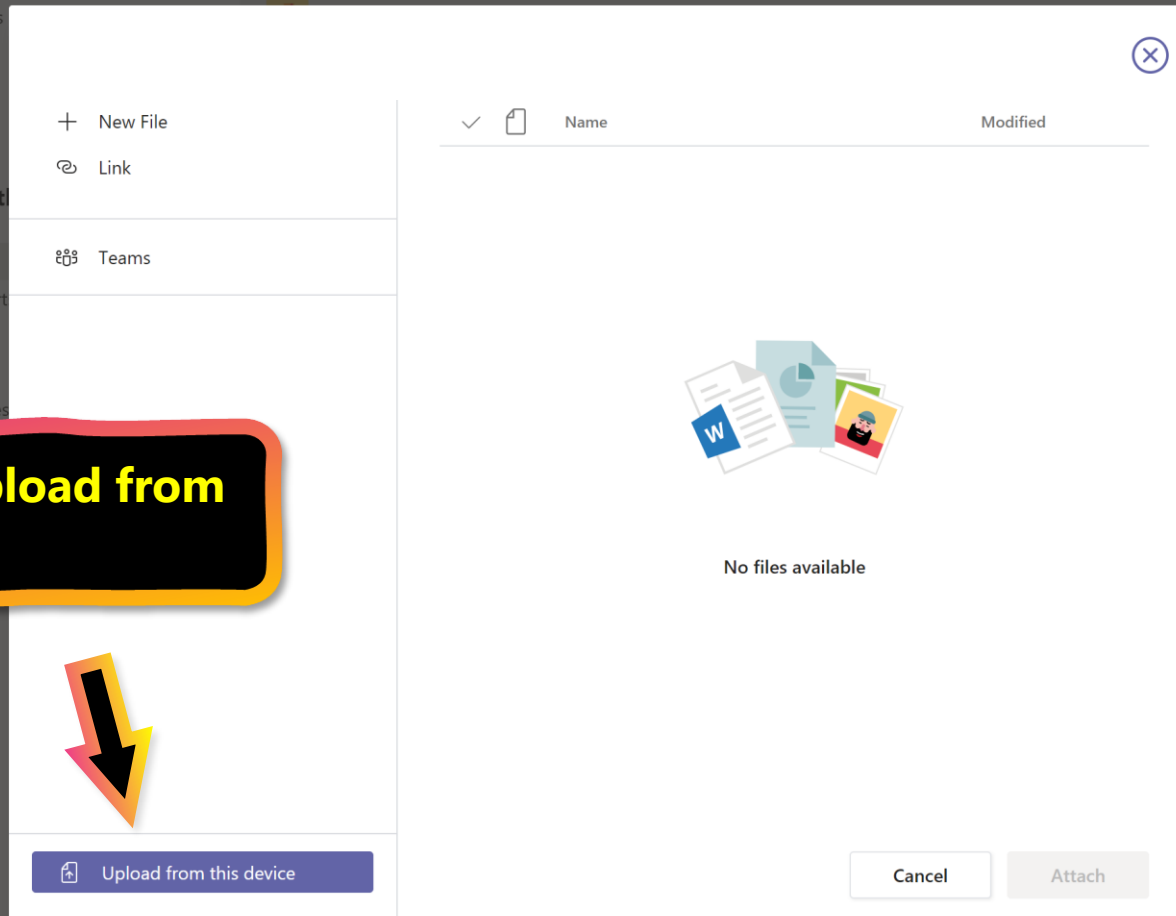
To view all assignments, go to the **General channel** & select the **Assignments tab**.

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).

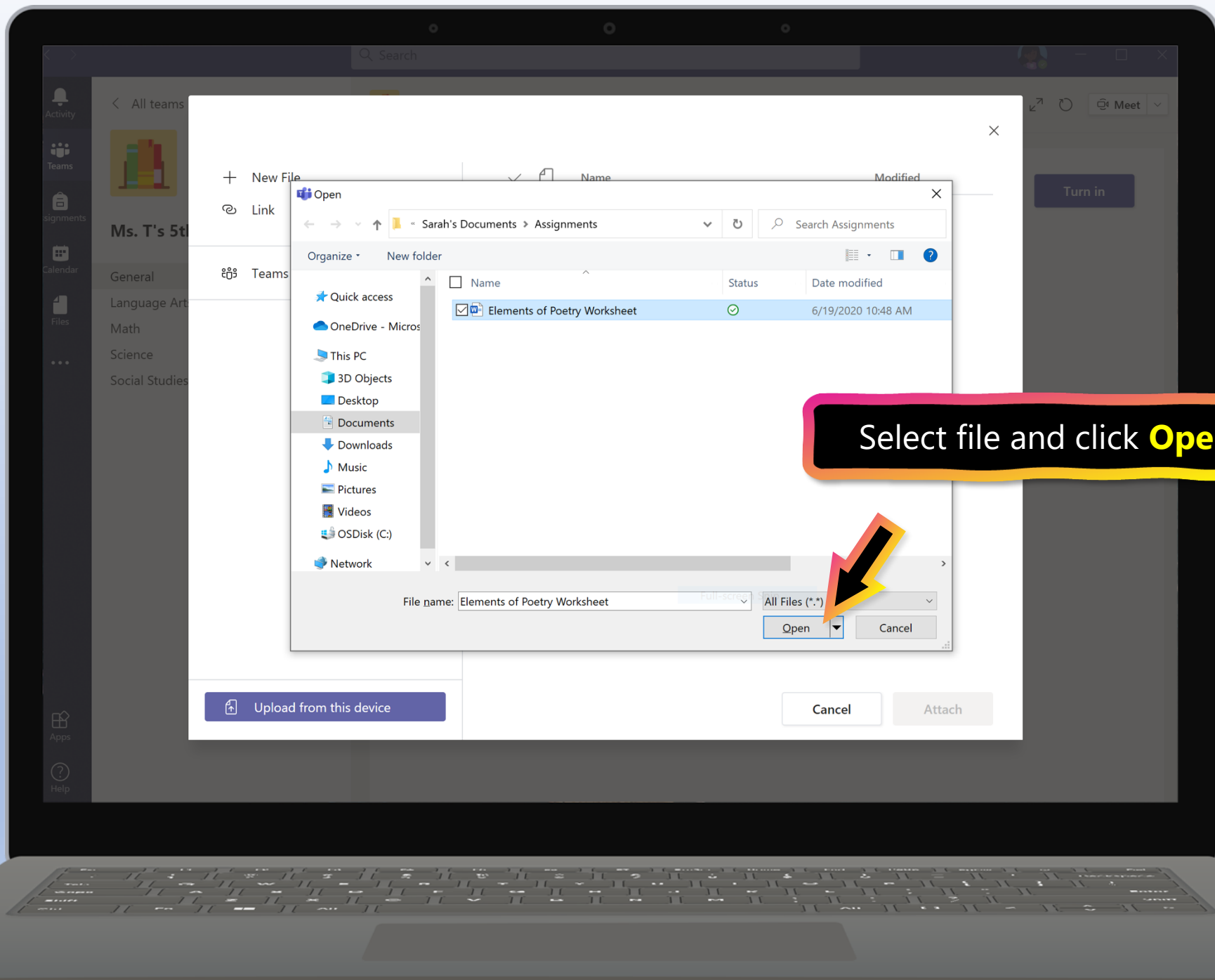


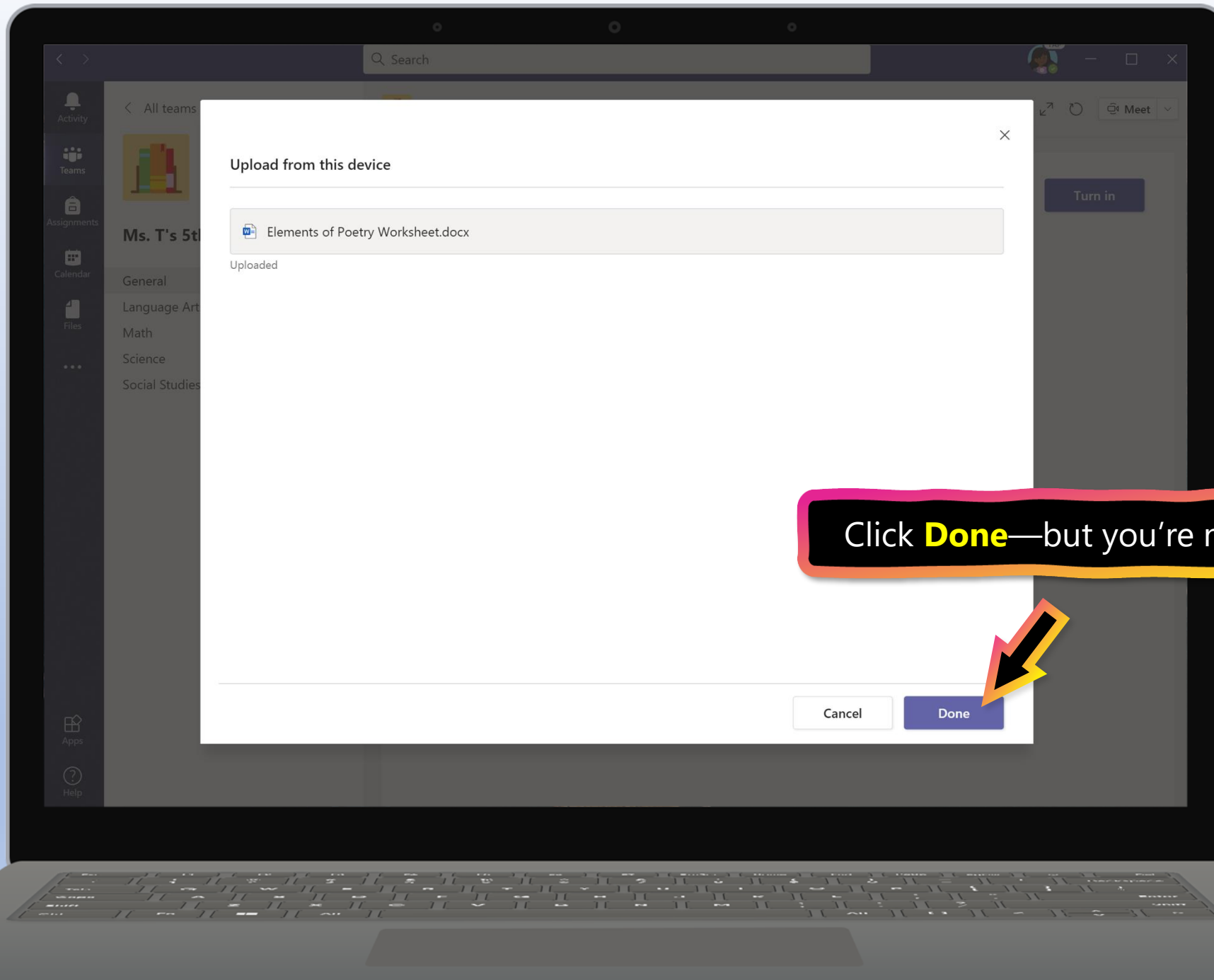
To **upload** work that you have finished and send it back to your teacher, select **Add work**.

**Upload** by choosing **upload from this device**

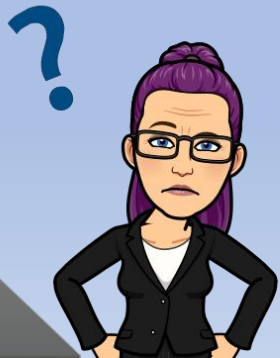


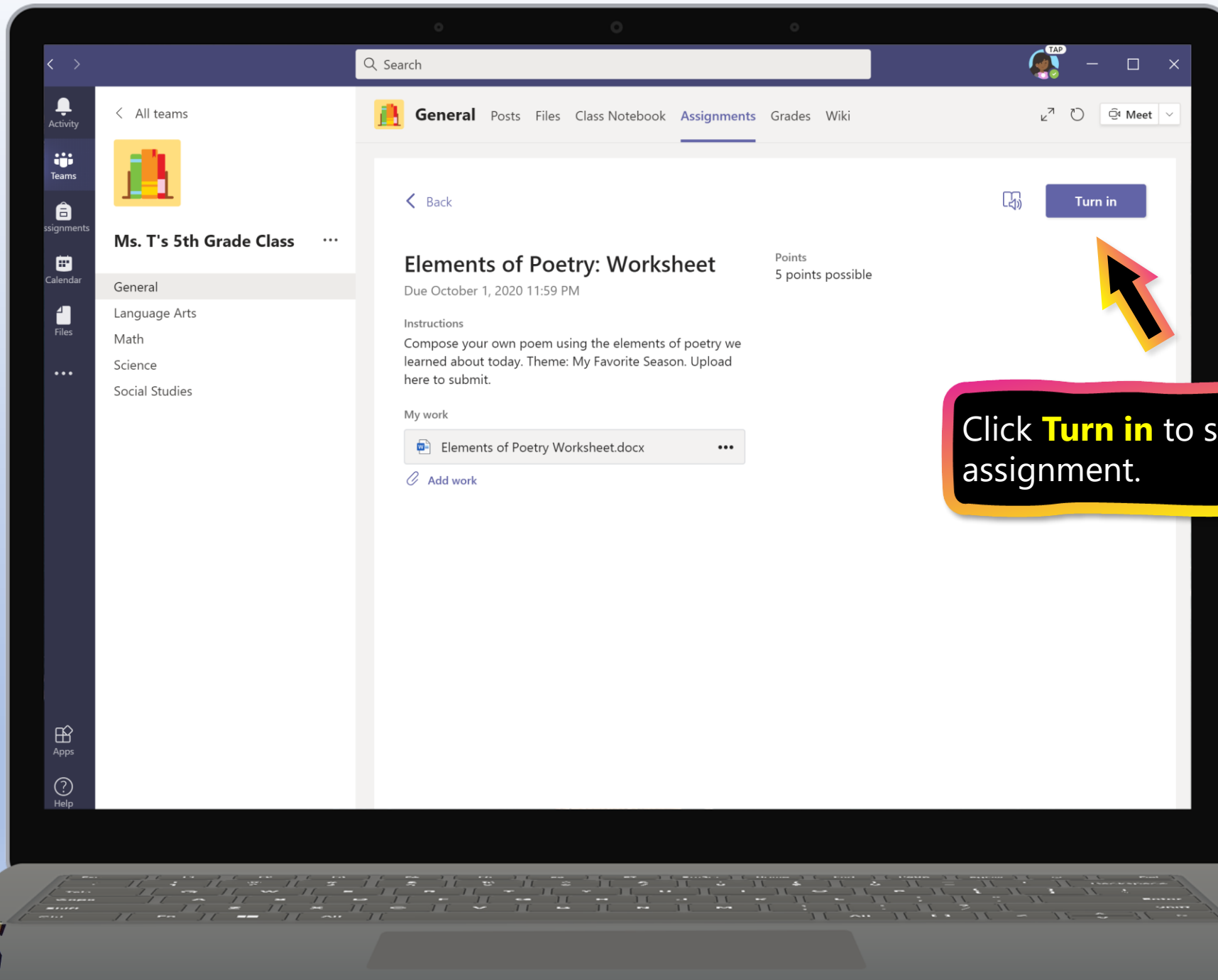






Click **Done**—but you're not done yet.

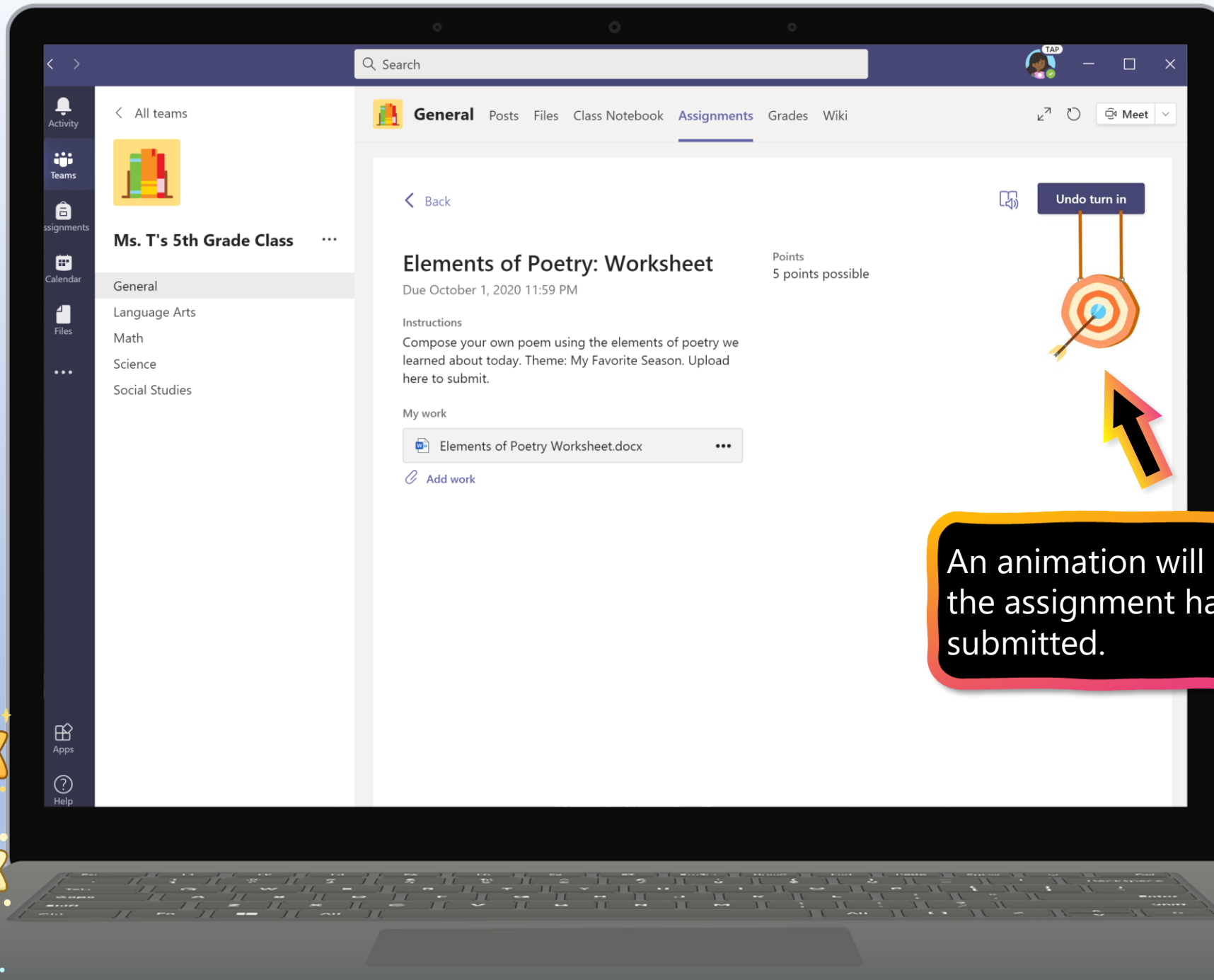




Click **Turn in** to submit assignment.

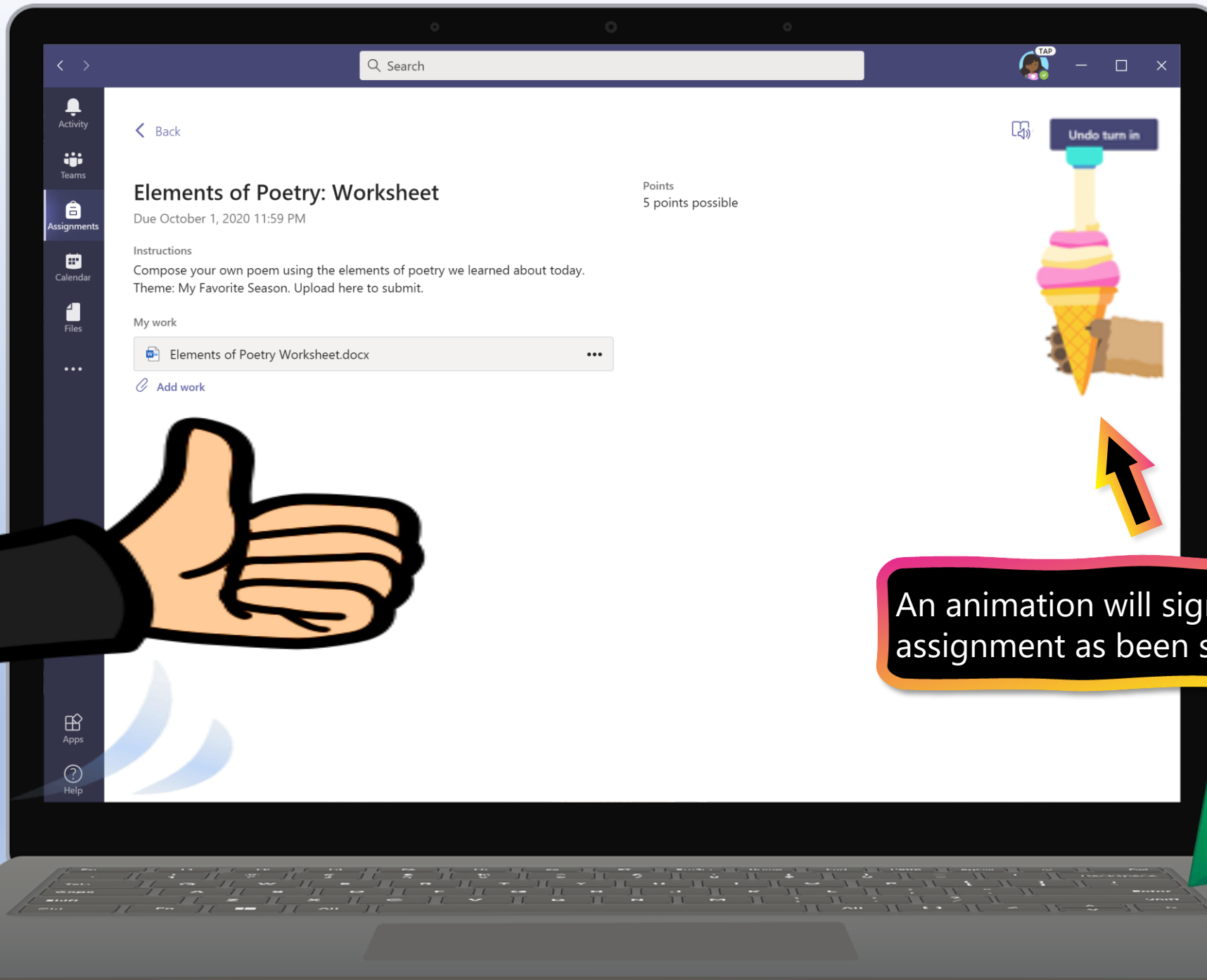


NO WORRIES

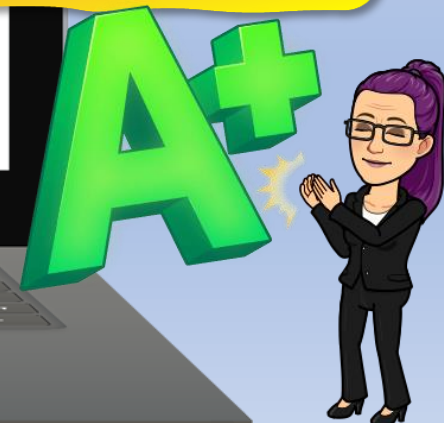


An animation will signal that the assignment has been submitted.





An animation will signal that the assignment as been sent.



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

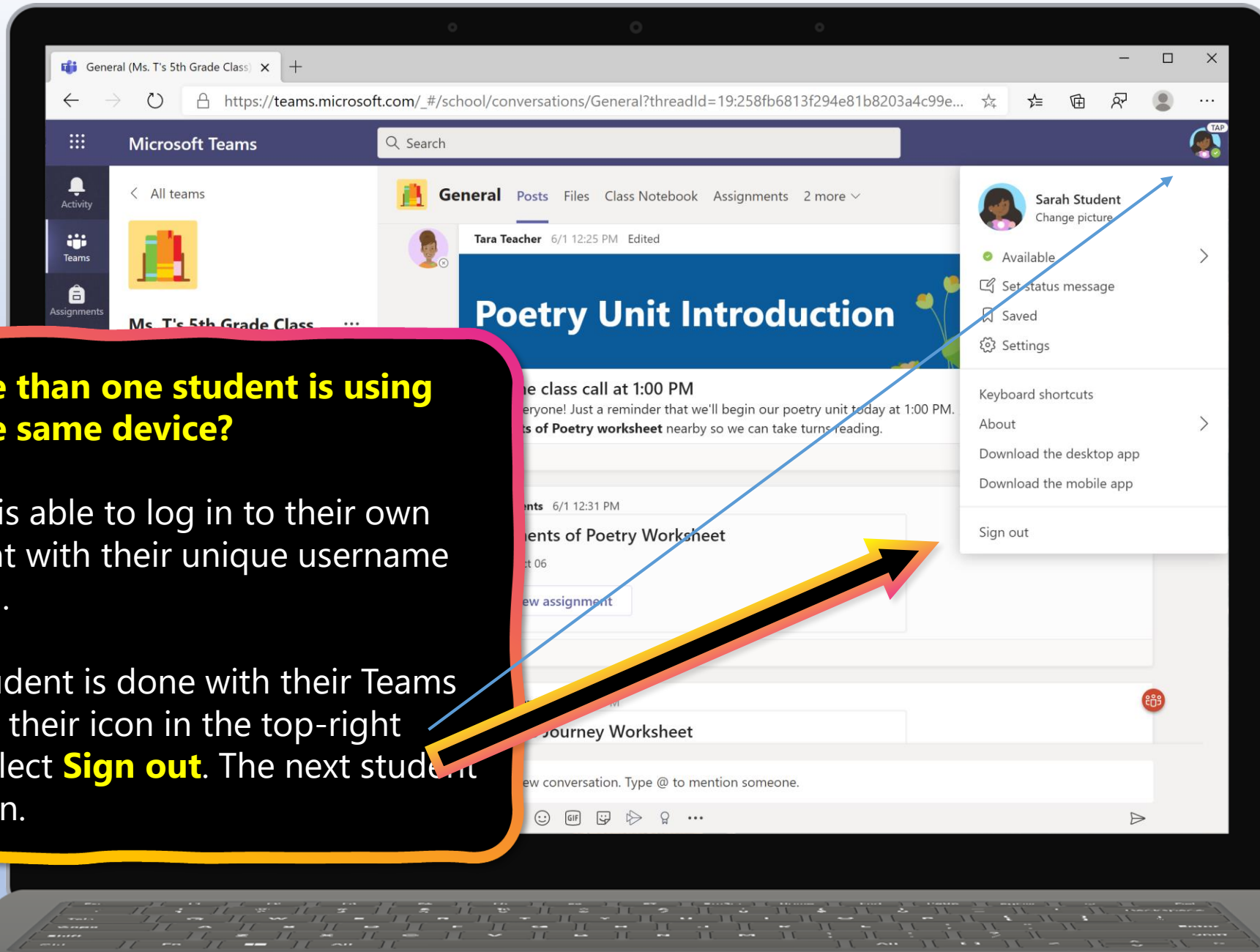
The screenshot displays the Microsoft Teams interface for a team named "Ms. T's 5th Grade Class". The left sidebar shows navigation options: Activity, Teams, Assignments, Calendar, and Files. The main area shows the "General" channel with the "Posts" tab selected. A post by "Tara Teacher" is visible, dated 6/1 12:25 PM. The post features a blue banner with the text "Poetry Unit Introduction" and a cartoon bee. Below the banner, the text reads: "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." Below the post is an "Assignments" section titled "Elements of Poetry Worksheet" with a "View assignment" button. A yellow callout box with a black arrow points to the "Posts" tab, and another yellow callout box with a black arrow points to the "View assignment" button.

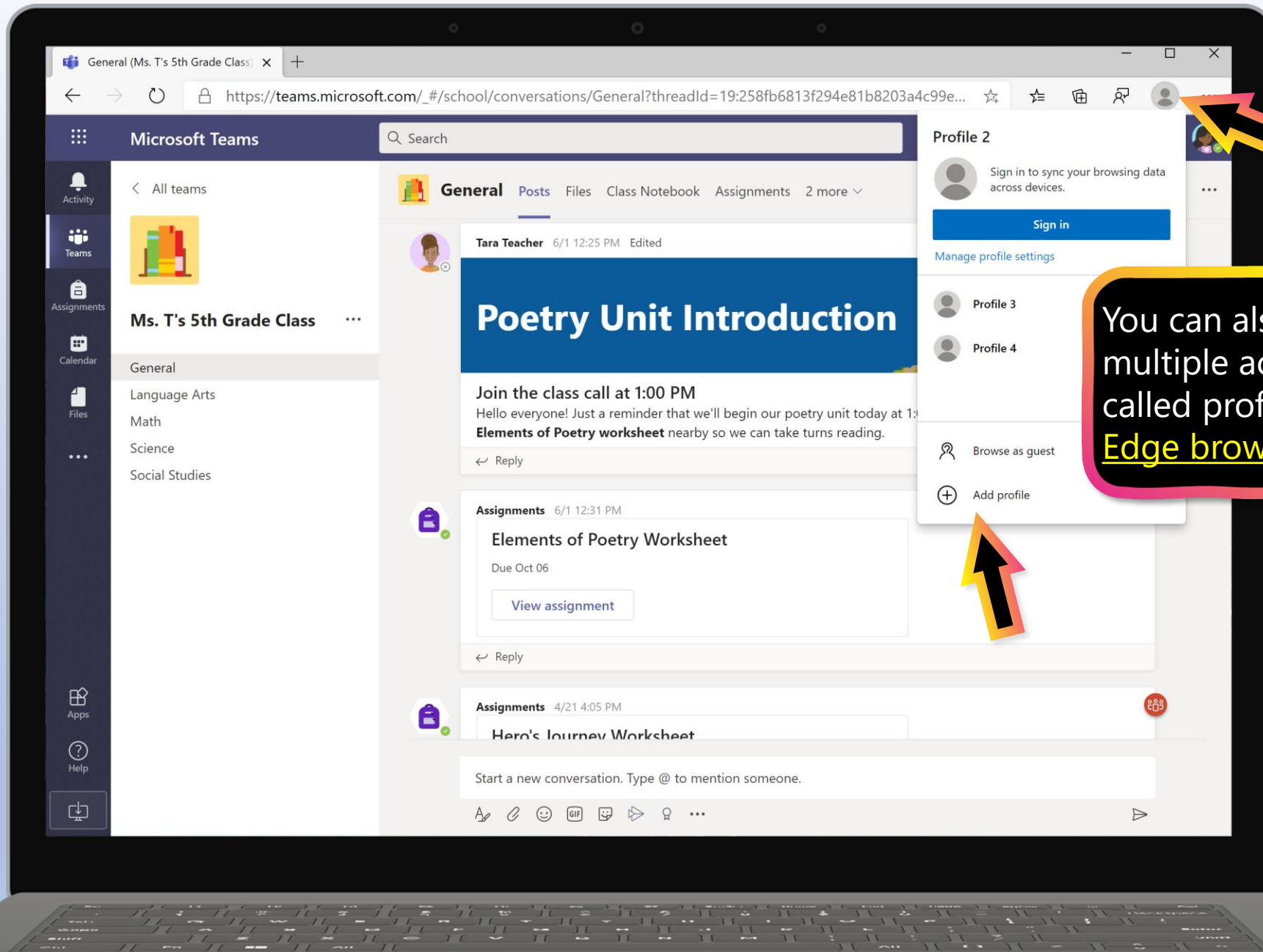


## What if more than one student is using Teams on the same device?

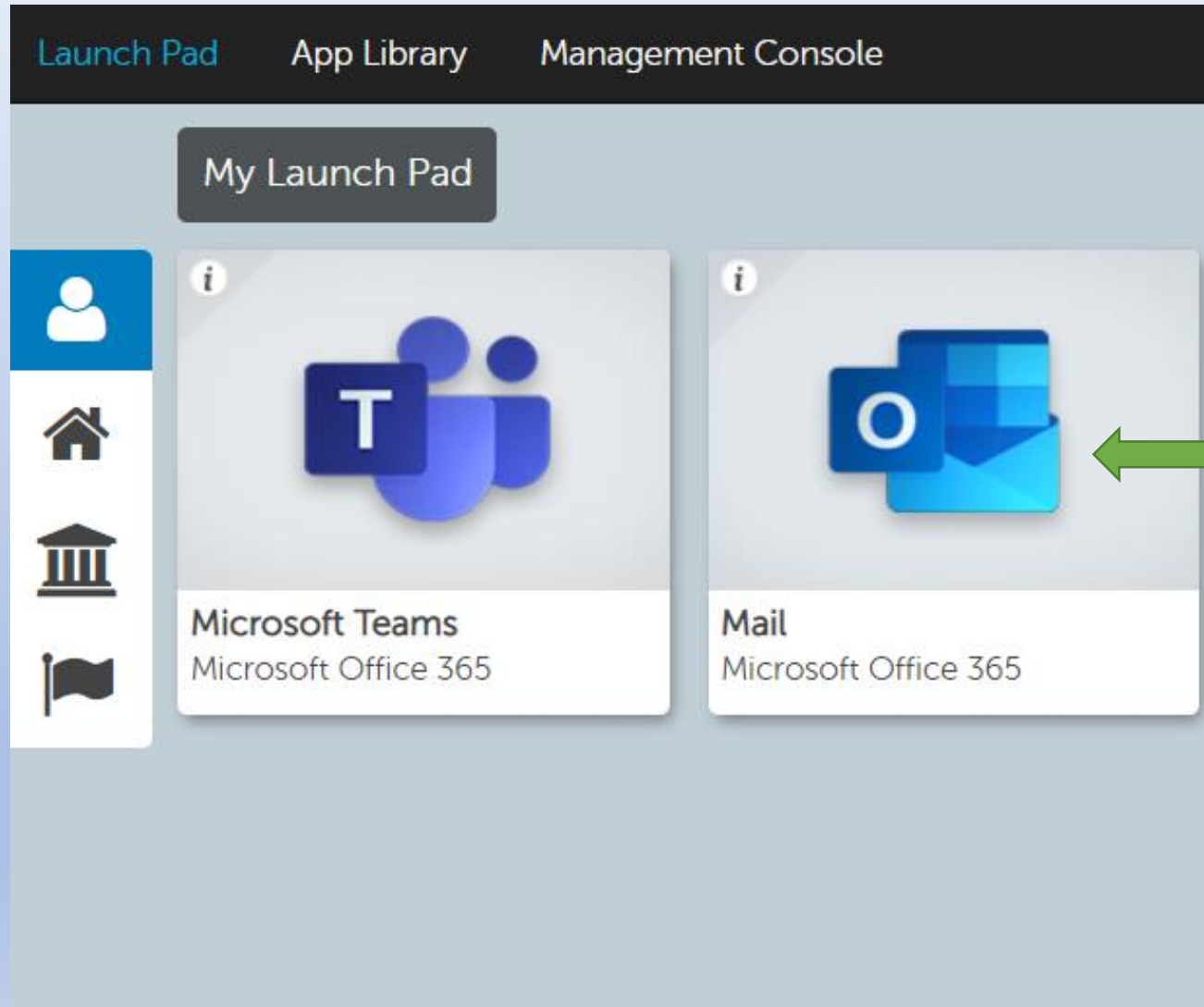
Each student is able to log in to their own Teams account with their unique username and password.

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



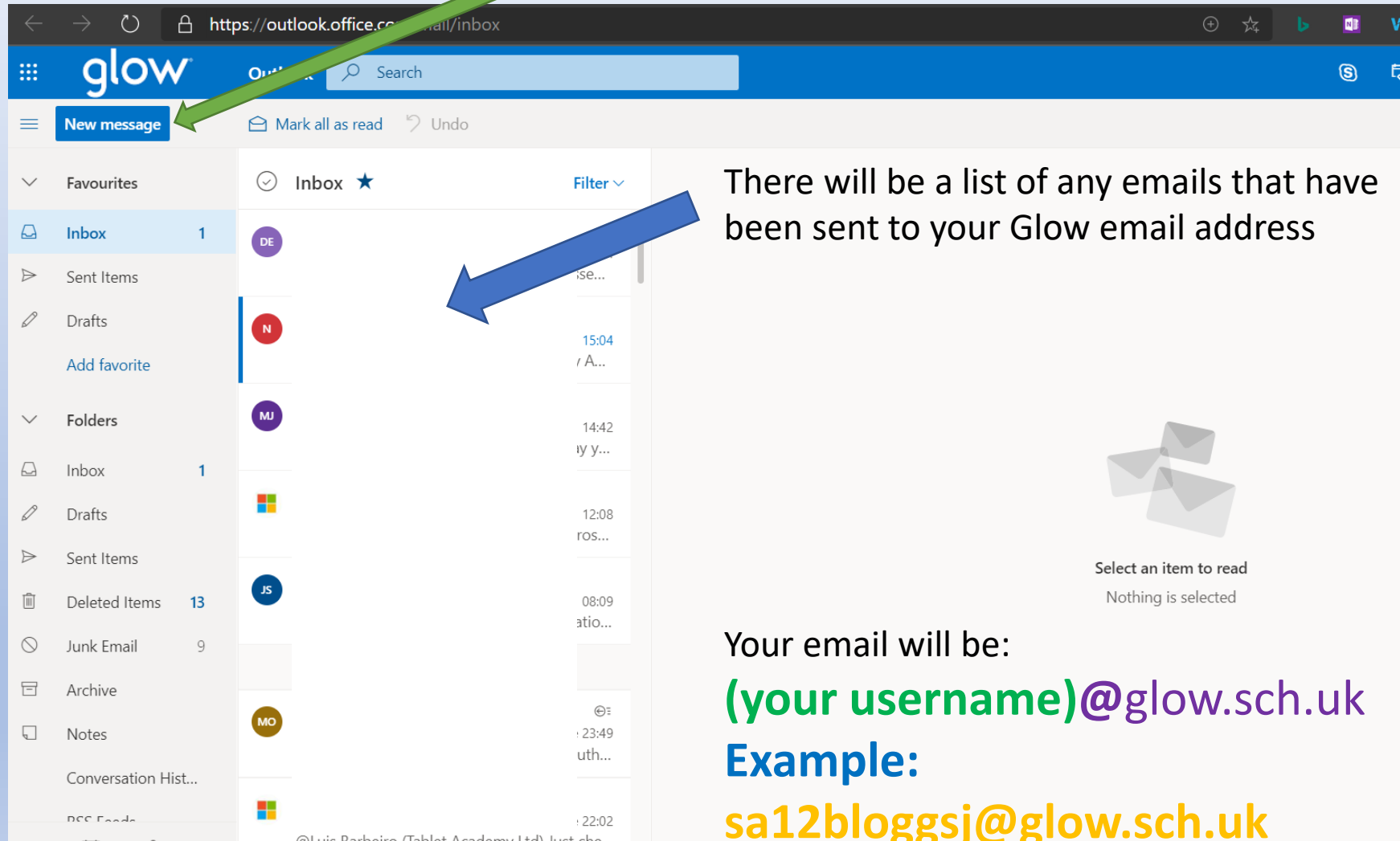
You should now have Teams and Mail tiles in your Launch Pad.

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



The screenshot shows the Outlook web interface. A green arrow points to the 'New message' button in the top left. A blue arrow points to the email list in the inbox. The email list contains several entries with sender initials and timestamps. The right pane shows a message preview area with a placeholder for an email that has not been selected.

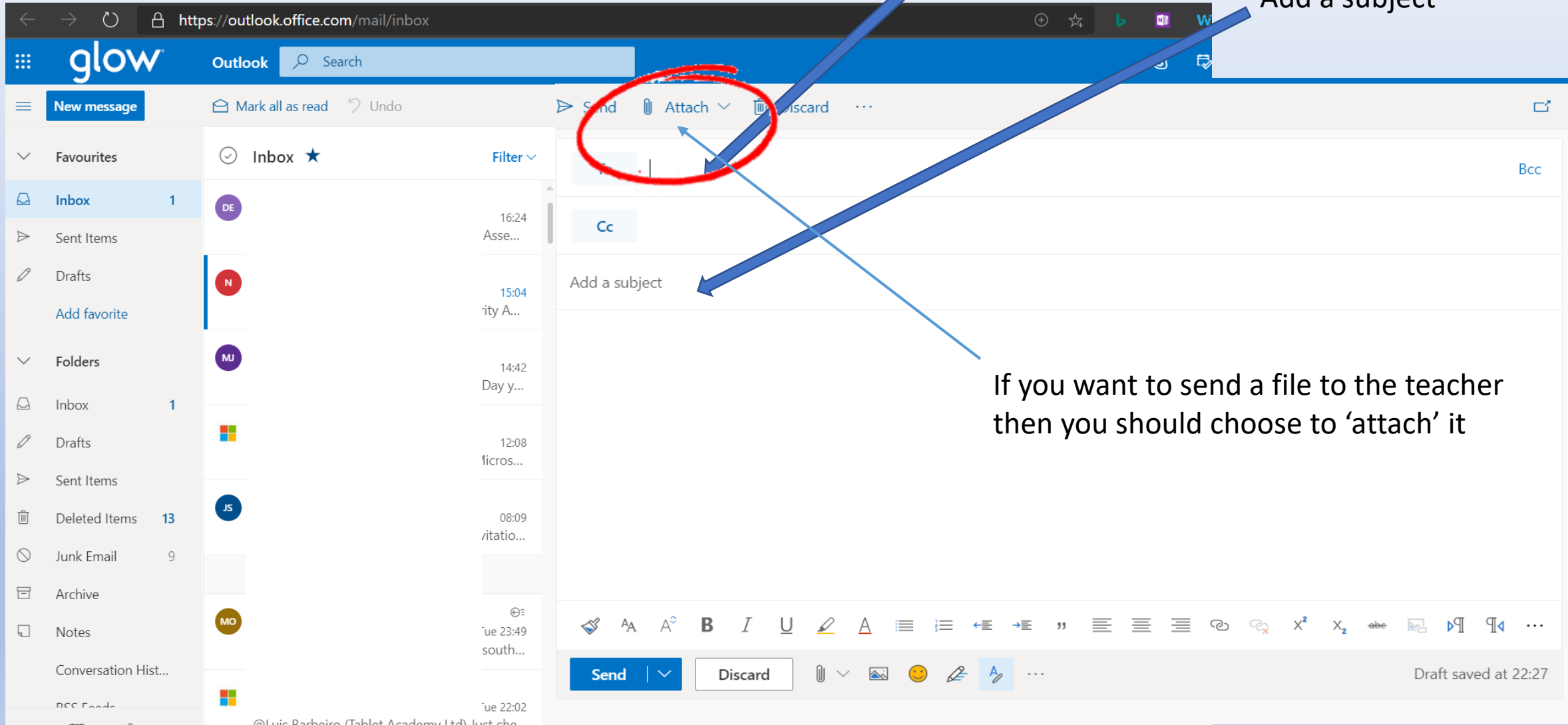
There will be a list of any emails that have been sent to your Glow email address

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

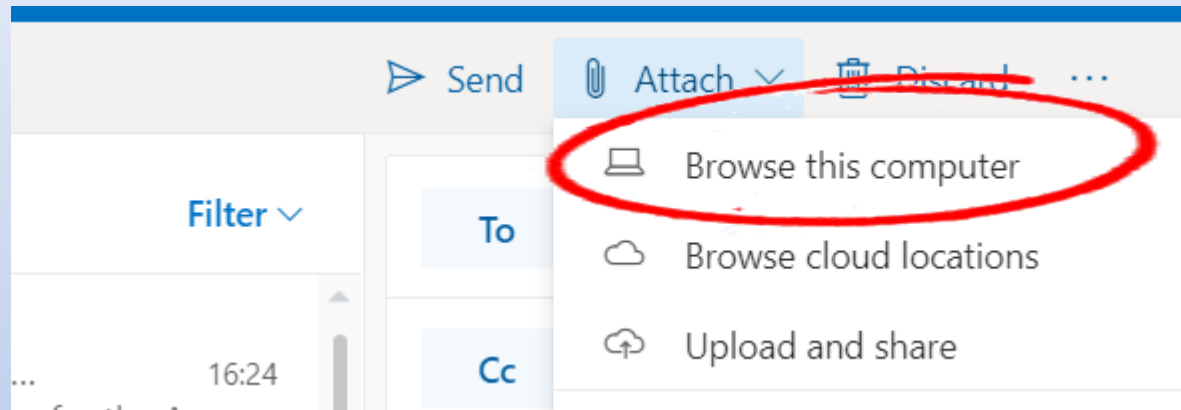
# Sending your teacher an email

Insert the email address for your teacher

Add a subject

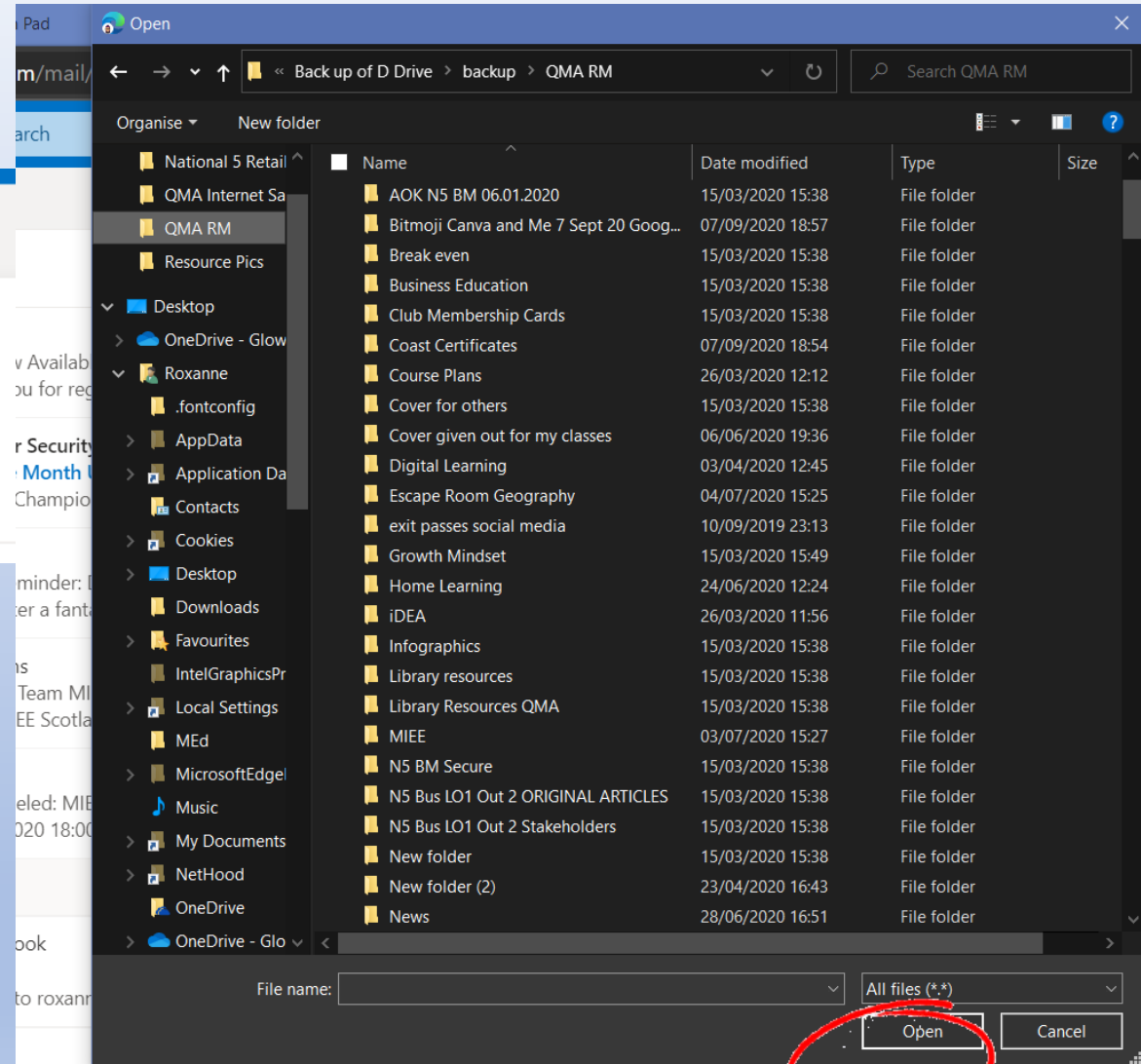
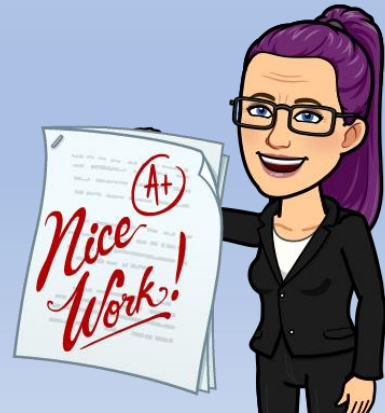


# Attaching a file



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 🤖

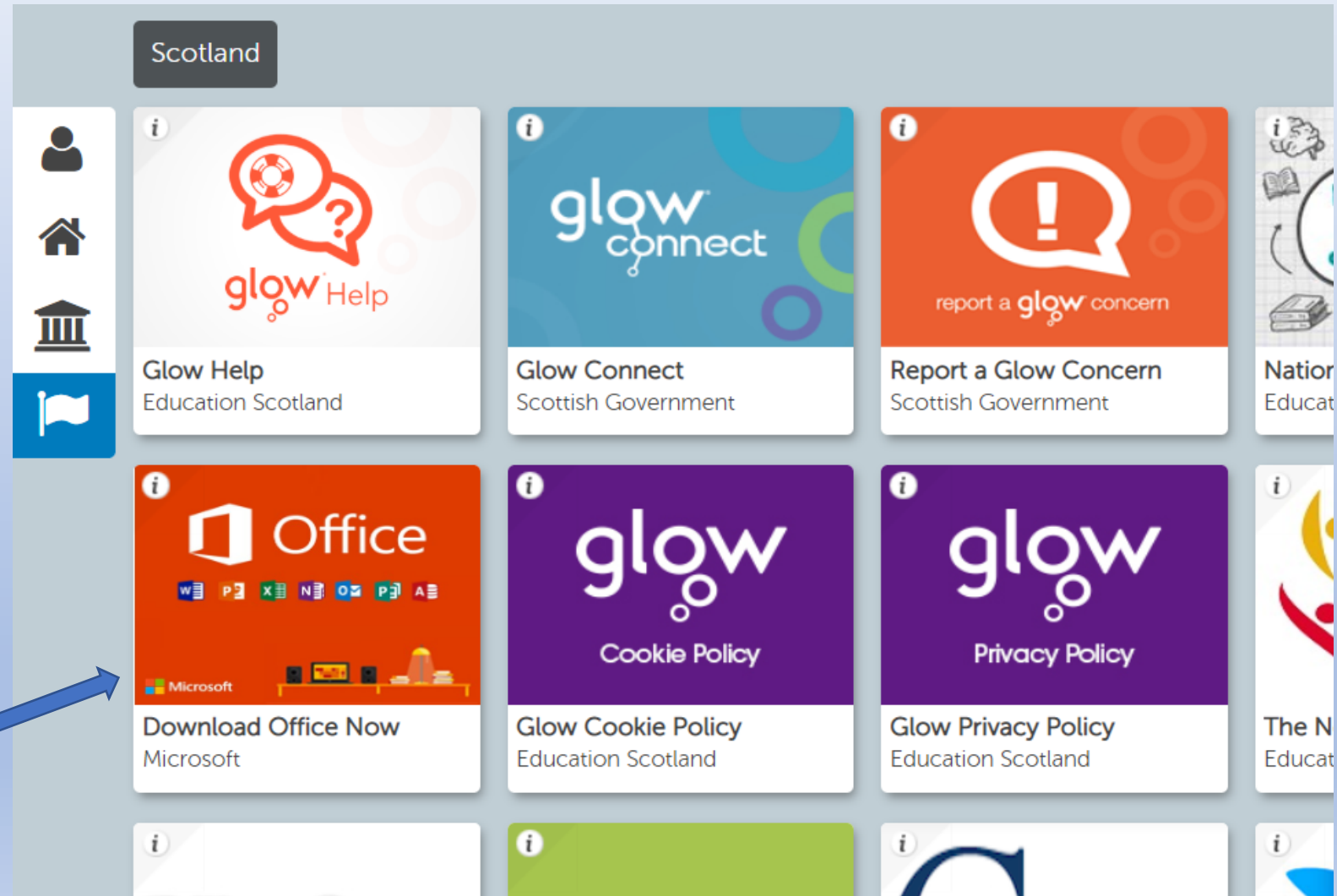
 A A A B T                                

# 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!

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.




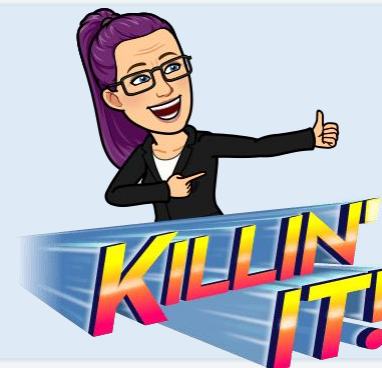
**Replying to classmates**   
You can reply to anything posted on the Teams page, just make sure the content is kind, respectful and helpful for the person you are replying to. Remember, everyone can see your posts.



**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.

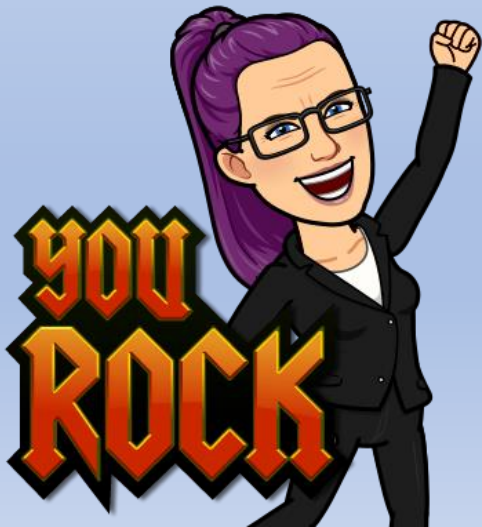




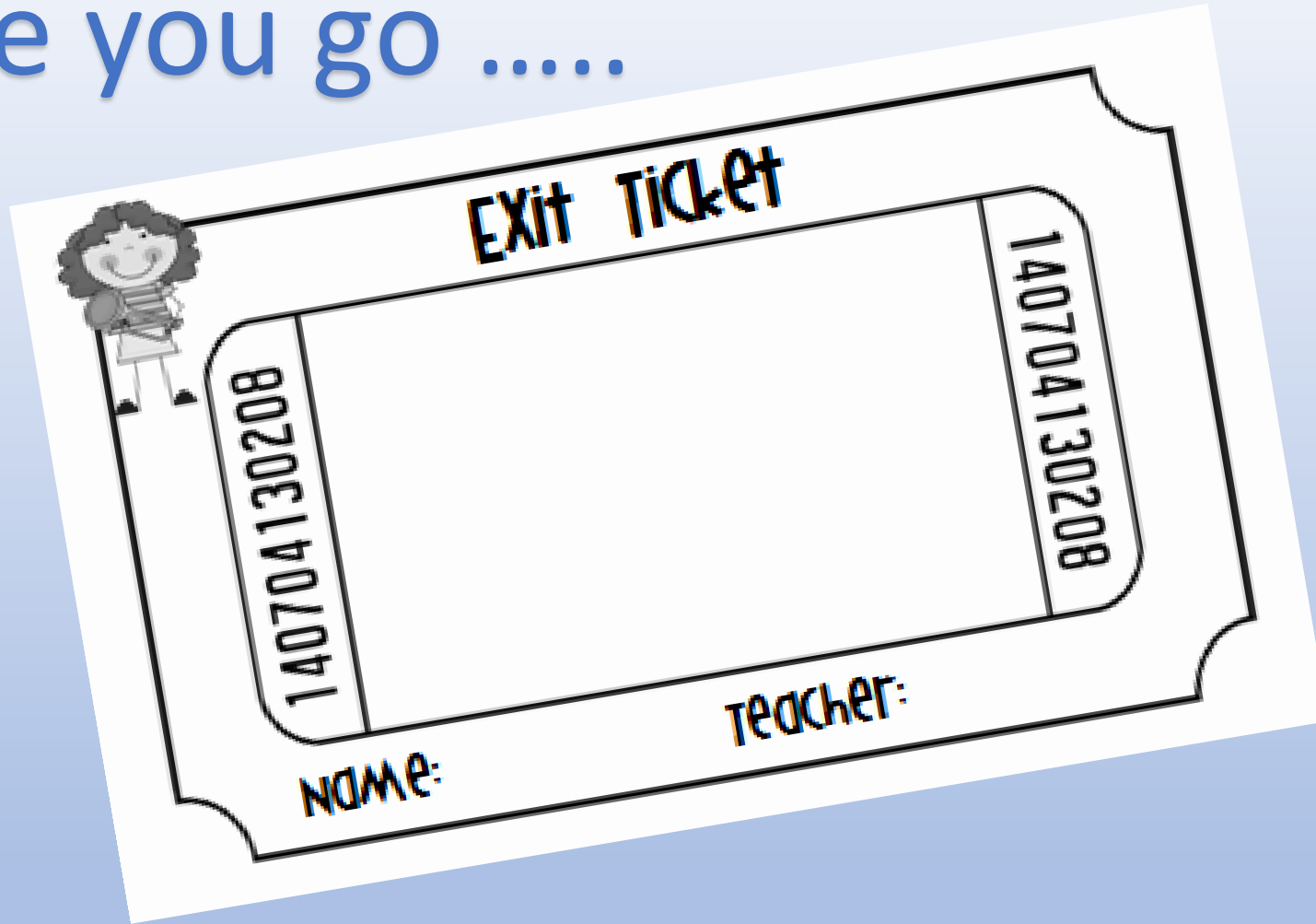
# Success Criteria:

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 .....



Exit Ticket

140704130208

140704130208

NAME:

Teacher:

... Complete the details on the Exit Ticket

Well done everyone!

