



# REMOVAL OF NETWORK DRIVES

Information for All Staff  
March/April 2024

# Agenda

- Network to Cloud
- What every staff member needs
- Accessing Teams
- Using Glow & Corporate Teams
- Corporate Team
- Glow Team(s)
- What next?
- Questions





# Network to Cloud

- Content on servers moving to cloud-based storage
- Using Microsoft Teams
- Multiple Teams in Glow
- One school Team in Corporate

# Glow & Corporate Teams

What goes where & why?

<b>Learning and Teaching - Glow</b>	<b>Non-Learning and Teaching - Corporate</b>
Planning resources	Formal assessments (e.g. SNSA, GL, CEM)
Lesson resources	ASN and Support for Learning assessments
Assessment resources (including worksheets, outlines of how learning will be assessed etc)	Tracking and monitoring information
Evidence of learning (including photos, videos, examples of classwork)	School admin (including letters to parents, handbooks, SIP)
Continuous assessment (including spelling tests and end of topic assessments)	Staged intervention paperwork
	Pupil reports
	HR information (including PDR/PRD)
	Policies

# What every staff member needs



OneDrive Glow in File Explorer



OneDrive Corporate in File Explorer



New Teams Desktop App



# Accessing Teams

- Multiple options available
  - **Switch between tenancies in the Desktop app? - New Teams**
  - Teams app (Desktop and Browser app)
  - Sign in to Glow in Google Chrome
  - Office.com (Corporate – Edge and Glow - Chrome)



# Corporate Team - Structures



**EDU - Barr PS & EY**



General

- Early Years
- Staff Information
- SLT
- School Admin
- Pupil Information



**Cherry Tree EYC**



General

- Staff Information
- SLT
- Centre Admin
- Child Information




**EDU - Kyle Academy**











General

- Departments - Subjects
- Staff Information
- SLT
- School Admin
- Pupil Information








# Corporate Team – Channels vs Files Sections

 Departments - Subjects

















 Name ▾

-  English
-  Expressive Arts
-  Home Economics
-  Humanities
-  Mathematics
-  Modern Languages
-  Physical Education

General



-  Departments - Subjects
-  Staff Information
-  SLT 
-  School Admin 
-  Pupil Information


General

-  Pupil Information
-  Staff Information
-  School Admin 
-  Pupil Information 
- Art and Design 
- Biology 
- Business Education 
- Chemistry** 
- Computing 
- Design and Technology** 
- Early Learning and Childcare** 
- English** 
- Geography** 
- Physical Education 




# Corporate Team – Channels vs Files Sections


 Staff Information 

 Name ▾


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 Meetings


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 Quality Assurance


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 School Documents


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 Self Evaluation


 School Admin 

 Name ▾


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 Budgets


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 Catering


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 H & S


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 Janitorial


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 Staffing


 Pupil Information 

 Name ▾


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 Assessment


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 Reporting

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 SfL & ASN

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 Tracking



### CLONE - Primary School Tea... ...

- Home page
- Class Notebook
- Classwork
- Assignments
- Grades
- Reflect
- Insights

#### ▼ Main Channels

- General
- Events
- Wider Achievement
- Assemblies
- Announcements



### CLONE - School - Staff Team... ...

reflect  
Insights

#### ▼ Main Channels

##### General

- HWB
- RME
- Social Studies
- Outdoor Learning
- Expressive Arts
- Meetings
- French
- Curriculum Development
- Technologies
- Numeracy
- Literacy
- Sciences



### CLONE - Primary School Na... ...

- Home page
- Class Notebook
- Classwork
- Assignments
- Grades
- Reflect
- Insights

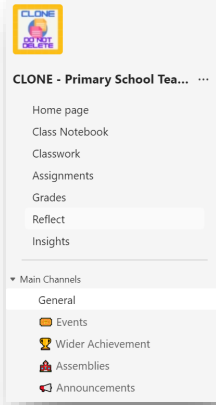
#### ▼ Main Channels

##### General

- Homework
- Playground
- News
- Ask the teacher
- Celebrating Success

## Primary Glow Team(s)

- Clone Teams
  - Purpose
  - Content
- Ownership & membership



## CLONE - School - Staff Team... ⋮

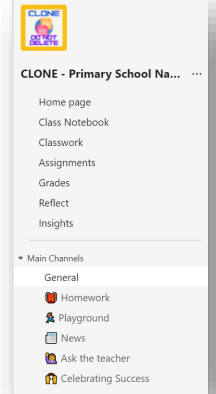
REFLECT

Insights

### ▼ Main Channels

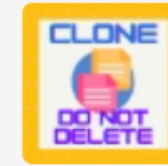
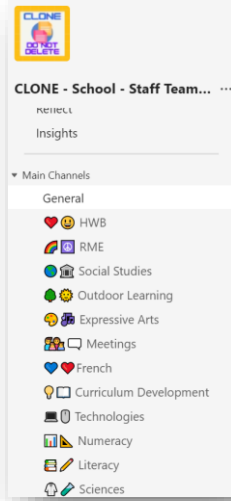
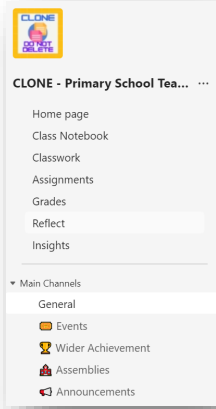
#### General

- ❤️ 😊 HWB
- 🌈 ☮️ RME
- 🌍 🏛️ Social Studies
- 🌳 🌞 Outdoor Learning
- 🧠 🎵 Expressive Arts
- 👥 💬 Meetings
- 💙 ❤️ French
- 💡 📖 Curriculum Development
- 💻 🖱️ Technologies
- 📊 📐 Numeracy
- 📖 ✎️ Literacy
- 👕 🧪 Sciences



Primary Glow  
Team(s)

ship



## CLONE - Primary School Na... ⋮

Home page

Class Notebook

Classwork

Assignments


Grades


Reflect


Insights


### ▼ Main Channels


#### General

 Homework

 Playground

 News

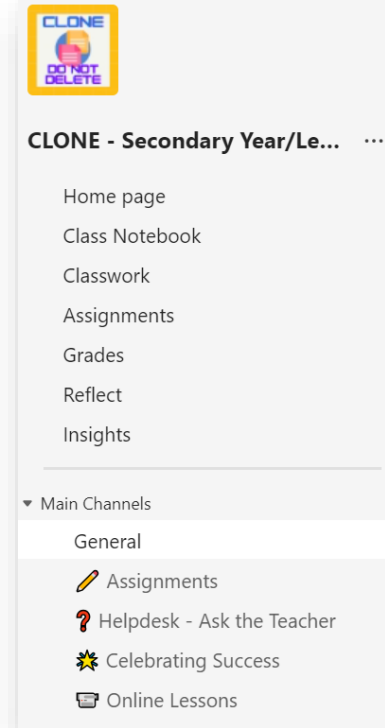
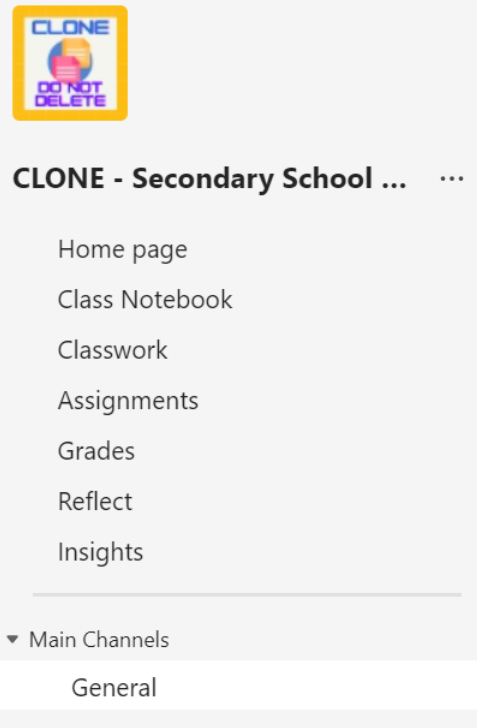
 Ask the teacher

 Celebrating Success

Primary Glow  
Team(s)



• Membership



## Secondary Glow Team(s)

- Clone Teams
  - Purpose
  - Content
- Ownership & membership



## CLONE - Secondary School ...

Home page

Class Notebook

Classwork

Assignments

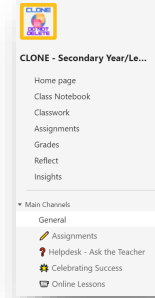
Grades

Reflect

Insights

▼ Main Channels

General



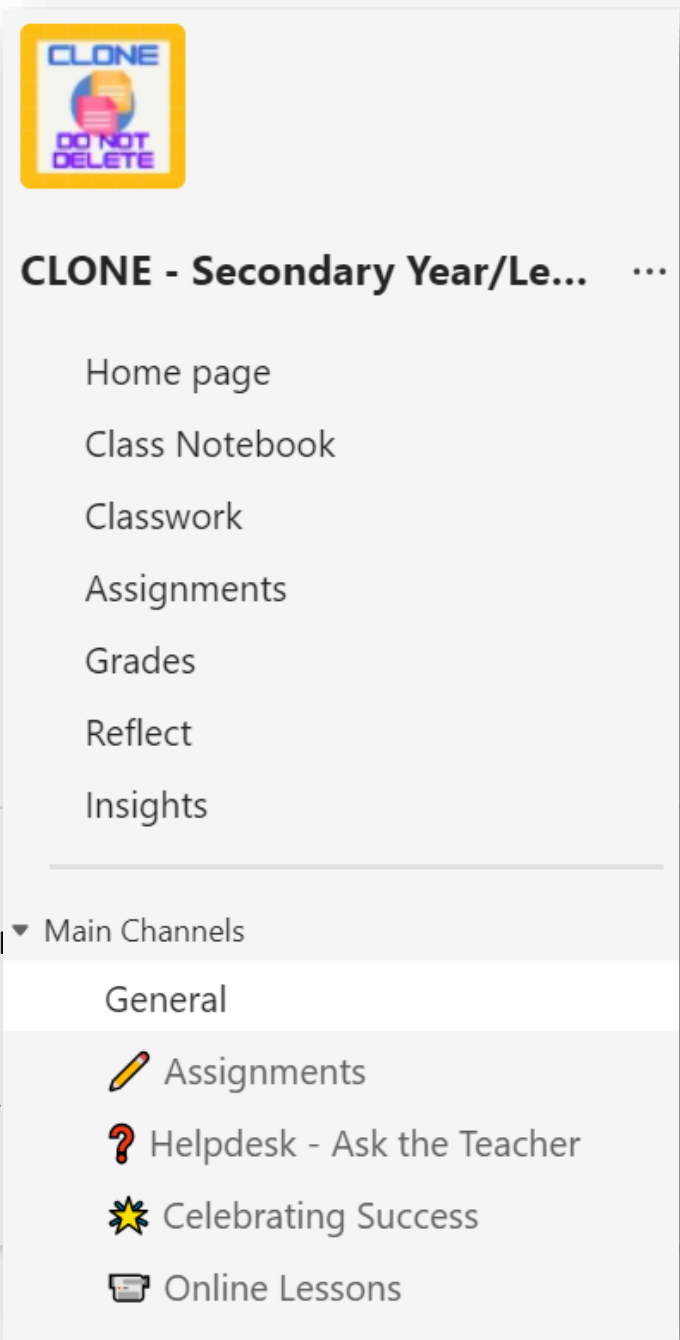
Secondary G  
Team(s)

membership





Secondary  
Team(s)



**CLONE**  
DO NOT DELETE

**CLONE - Secondary Year/Le...** ...

- Home page
- Class Notebook
- Classwork
- Assignments
- Grades
- Reflect
- Insights

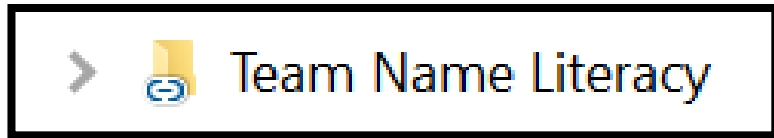
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• Clon ▾ Main Channels

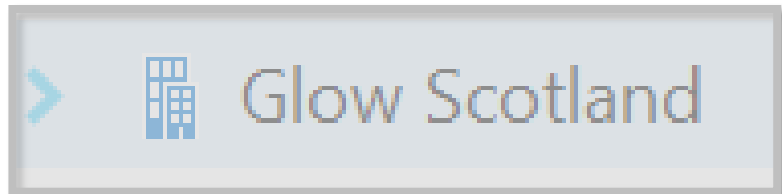
- General
- Assignments
- Helpdesk - Ask the Teacher
- Celebrating Success
- Online Lessons

- Clon
- 
- 
- Ow

# What next? – Accessing & Using Files



- **Teams**
  - Channels
- **Shortcut to OneDrive**
  - All content in a channel – folders & documents
  - Individual folders within a channel



- Sync
  - All content in a channel – folders & documents
  - Individual folders within a channel
  - **Creates a copy on the device**
  - **Storage space**

# Support and Guidance



## Online Support Sessions

HT/SLT Sessions  
School Office sessions  
EYC SLT sessions  
All Staff Sessions



## Digital Champion/Nominated Person Monthly Catch Ups



## Adhoc support requested by schools



## [Step by Step Guide – work in progress](#)



## [Full Guidance – work in progress](#)

# Support Session Dates – March/April 2024

<p><b>All Staff</b></p> <p>Thursday 21st March - 3:30pm to 4:30pm Wednesday 27th March – 1pm to 2pm Tuesday 23rd April – 4pm to 5pm Wednesday 24th April – 9:30am to 10:30am</p>	<p><b>Clerical Staff</b></p> <p>Tuesday 19th March – 1pm to 2pm Friday 22nd March – 11am to 12pm Friday 22nd March – 1pm to 2pm Monday 25th March – 1pm to 2pm</p>
<p><b>HT/SLT</b></p> <p>Monday 22nd April 11am to 12pm</p>	<p><b>EYC SLT</b></p> <p>Tuesday 19th March – 11am to 12pm Monday 25th March – 9:30am to 10:30am</p>

Questions?

