



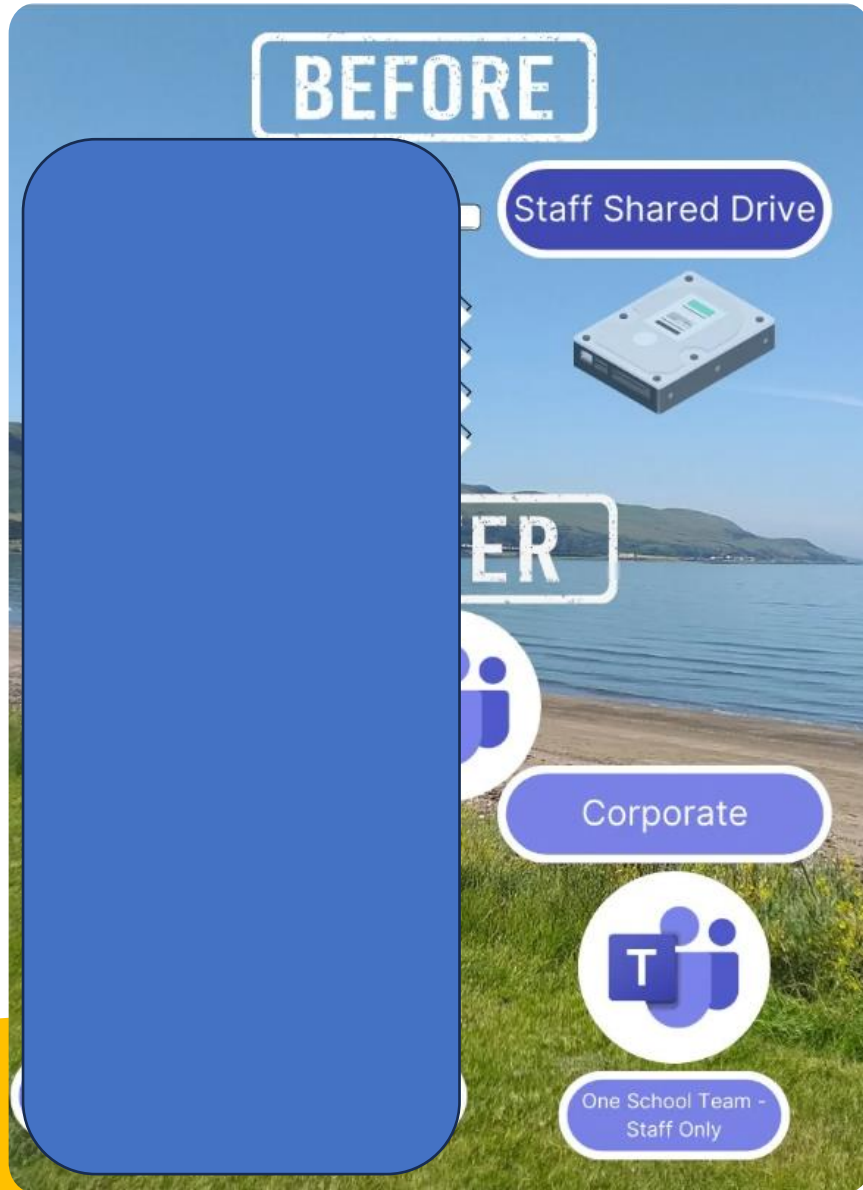
REMOVAL OF NETWORK DRIVES

Information for Clerical Staff
March/April 2024

Agenda

- Network to Cloud
- Accessing Teams
- Corporate Team
- What next?
- Questions





Network to Cloud

- Content on servers moving to cloud-based storage

- Using Microsoft Teams



- One school Team in Corporate

Glow & Corporate Teams

What goes where & why?

Learning and Teaching - Glow	Non-Learning and Teaching - Corporate
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



Access to Microsoft Teams

Accessing Teams

- Multiple options available
 - Office.com (Corporate – Edge and Glow - Chrome)
 - Sign in to Glow in Google Chrome
 - Teams app
 - Desktop and Browser apps
 - Desktop app only and switch between Glow and Corporate (New Teams)










Corporate Team

- One Team to replace 'non-learning and teaching content stored in the staff shared area
- Created for the school/setting
- Use default structure or adapt to suit own setting
- Add staff to Team
- Owners and Members

Channels and Files Sections










EDU - Ayr Academy ...

General

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







EDU - Cherry Tree EYC ...

General

-  Shared Area
-  Caterpillars
-   Under 3s
-  SLT 
-  Centre Admin 
-  Butterflies








EDU - Invergarven ...

General

-  Staff Information
-  SLT 
-  School Admin 
-  Pupil Information







EDU - Ballantrae PS & EY ...

General



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


EDU - St Patrick's PS ...








General



-  Staff Information
-  SLT 
-  School Admin 
-  Pupil Information


Channels and Files Sections









 School Admin 



 Name ▾


-  Admin
-  FRG
-  H & S
-  Janitorial
-  Parent Council
-  PUPILS
-  Staffing










 School Admin 

 Name ▾

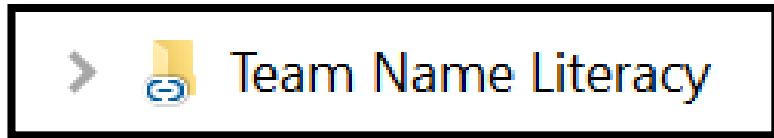
-  Labels
-  Map of School
-  Parent Council
-  Pigeonholes
-  PPR Transfers
-  Pro Formas
-  Room Booking
-  Rota's Office

 Centre Admin 

 Name ▾

-  ARCHIVES
-  BOB
-  CHILDSMILE
-  CONFIDENTIAL CHILD INFORMATION
-  ENROLMENT
-  FINANCE
-  FULL BREAKDOWN
-  HR
-  INFORMATION

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>All Staff</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>Clerical Staff</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>HT/SLT</p> <p>Monday 22nd April 11am to 12pm</p>	<p>EYC SLT</p> <p>Tuesday 19th March – 11am to 12pm Monday 25th March – 9:30am to 10:30am</p>

Questions?

