



REMOVAL OF NETWORK DRIVES

Information for Head Teachers
and SLT

March/April 2024

Agenda

- Network to Cloud
- 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?

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 - 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 ▾


 Meetings


 Quality Assurance


 School Documents


 Self Evaluation


 School Admin 


 Name ▾



 Budgets


 Catering


 H & S


 Janitorial


 Staffing


 Pupil Information 

 Name ▾

 Assessment

 Reporting

 SfL & ASN

 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
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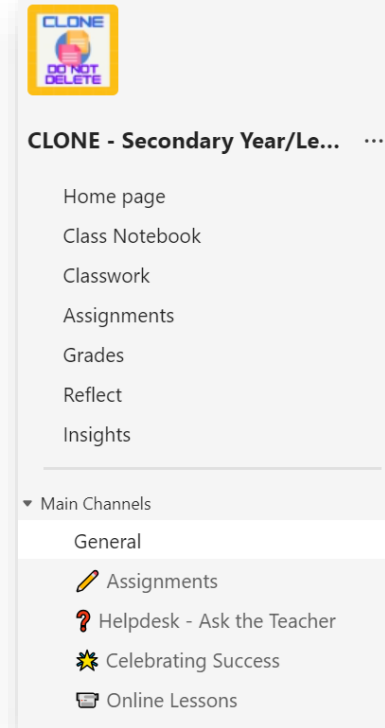
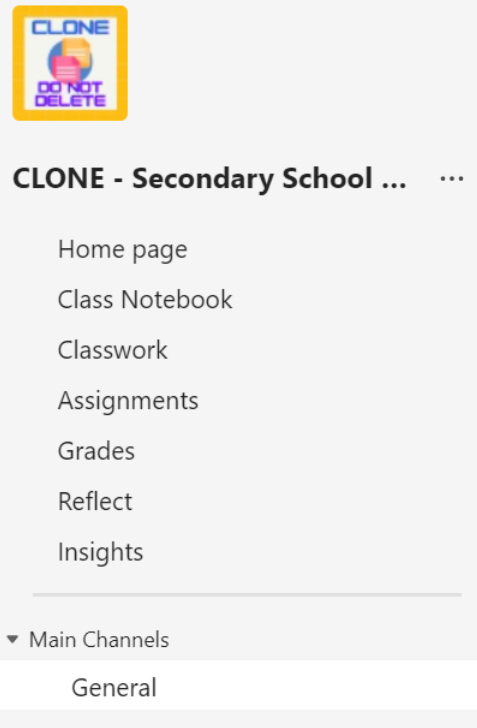
▼ Main Channels

General

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

Primary Glow Team(s)

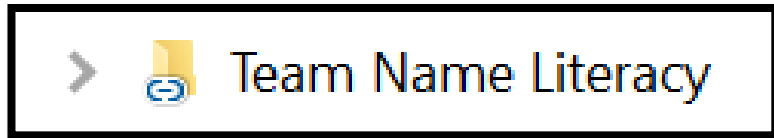
- Clone Teams
 - Purpose
 - Content
- Ownership & membership



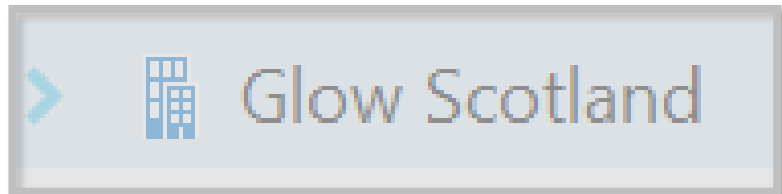
Secondary Glow Team(s)

- Clone Teams
 - Purpose
 - Content
- Ownership & membership

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?

