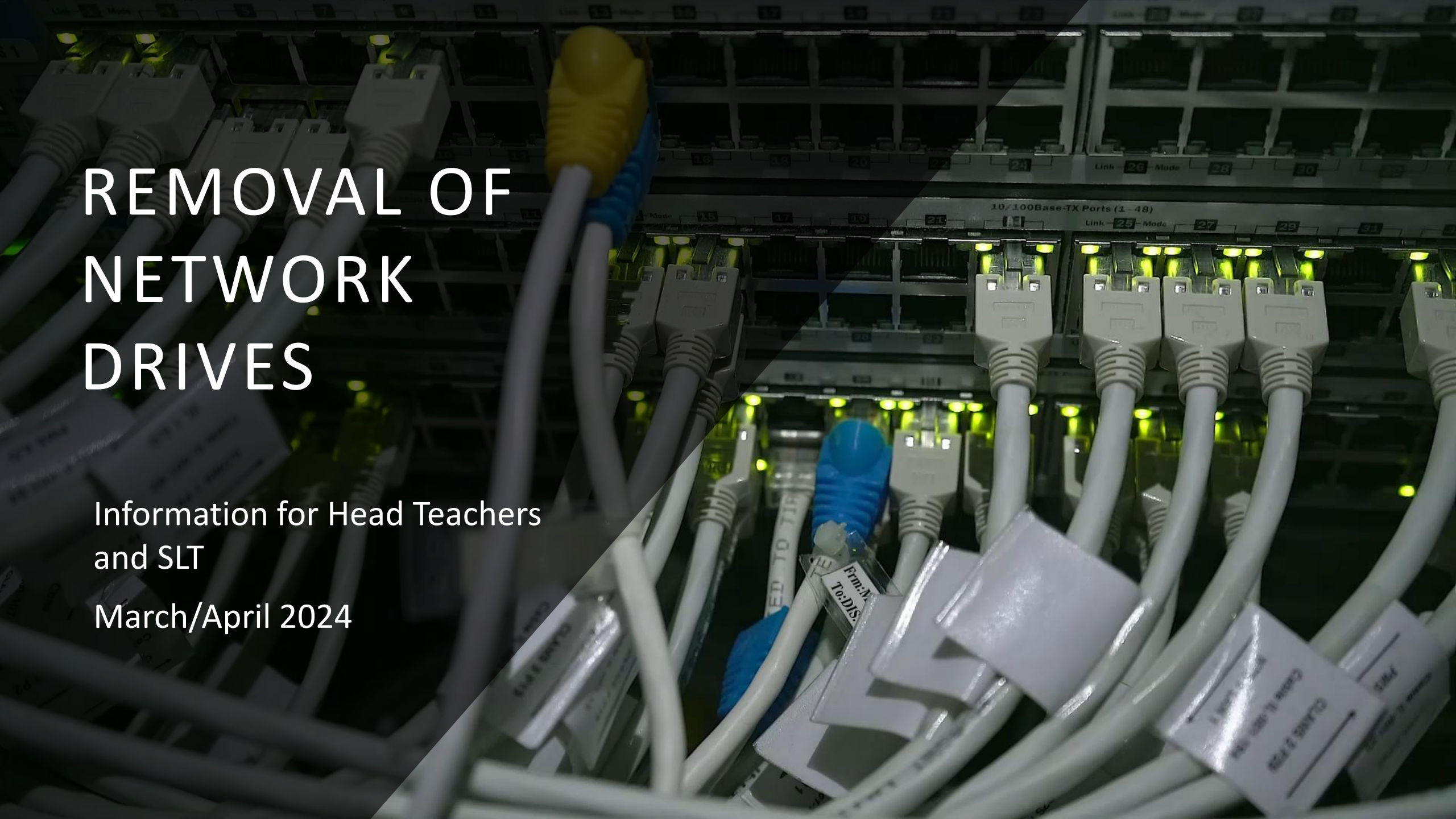
REMOVAL OF NETWORK DRIVES



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

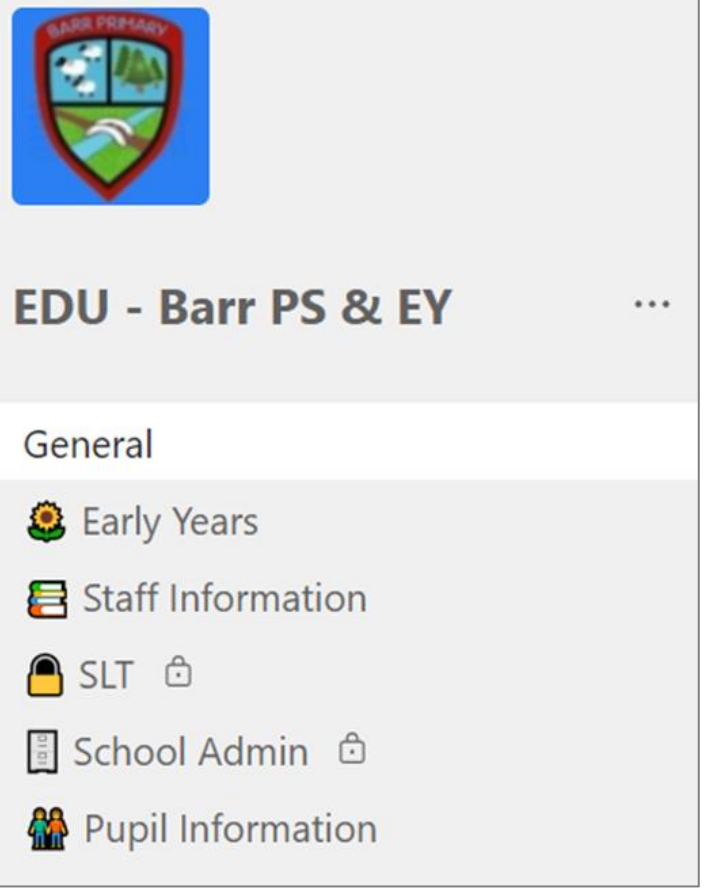
OneDrive Corporate in File Explorer

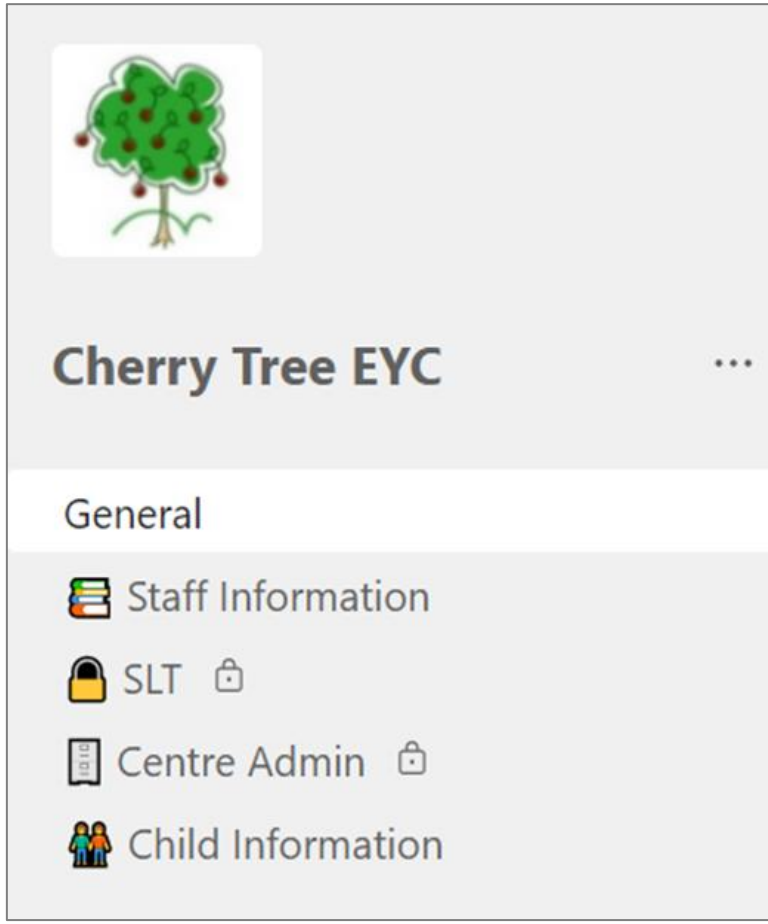
Access to Microsoft Teams

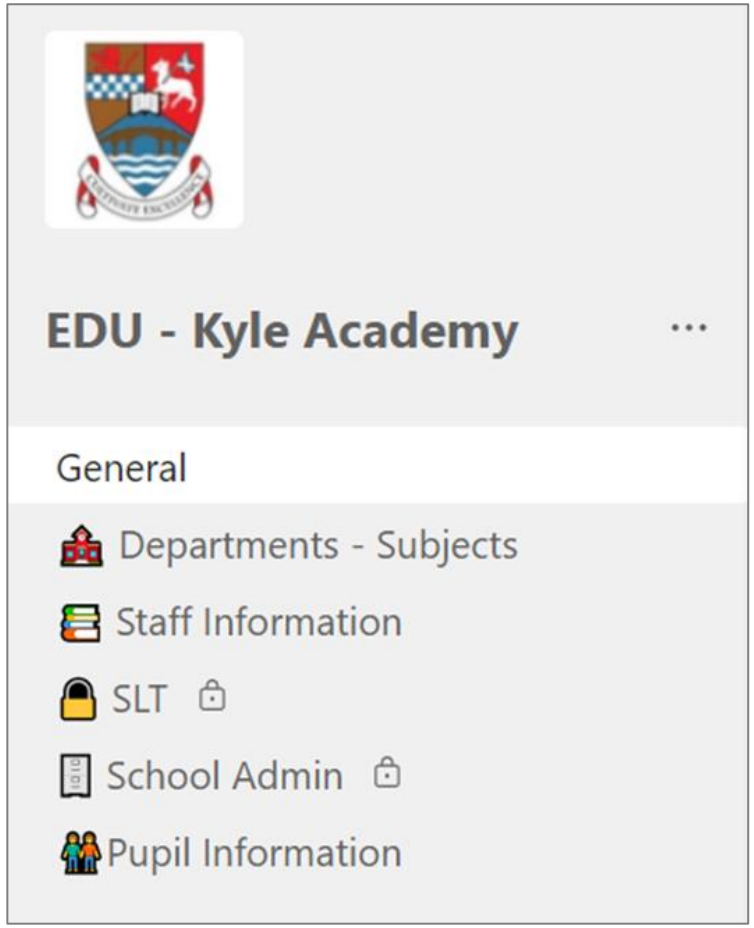
Accessing Teams

- 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)

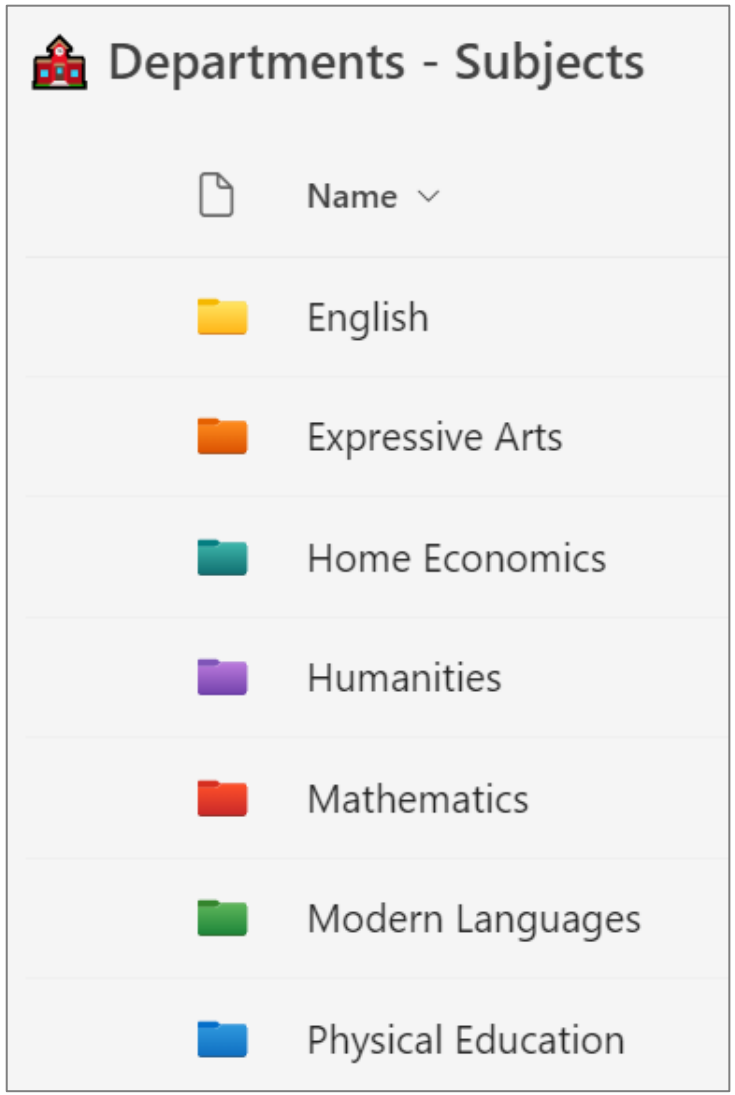
Corporate Team - Structures

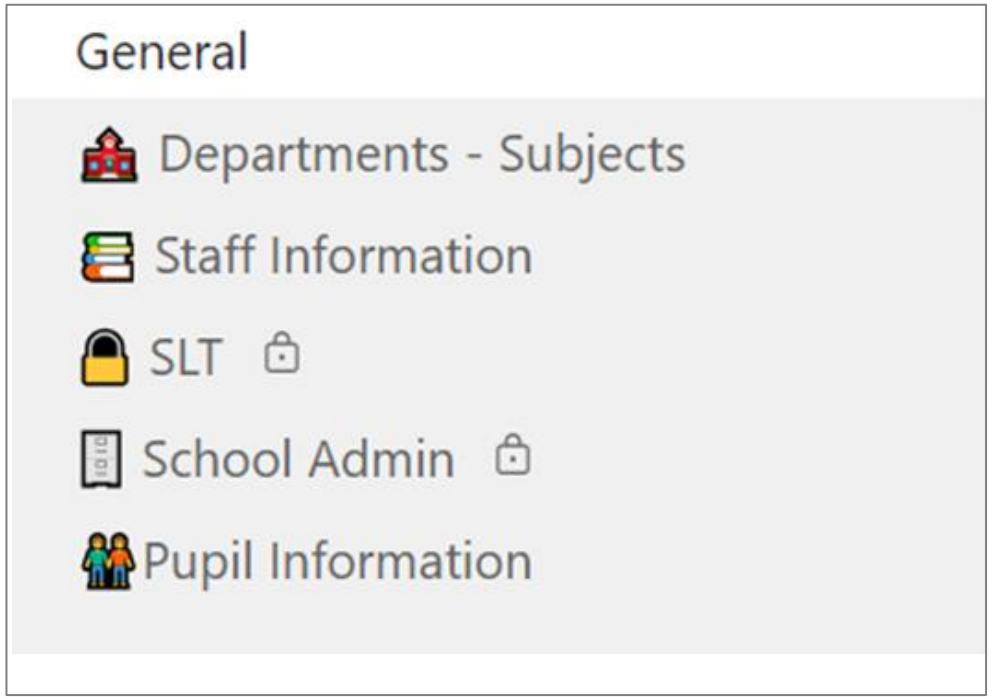


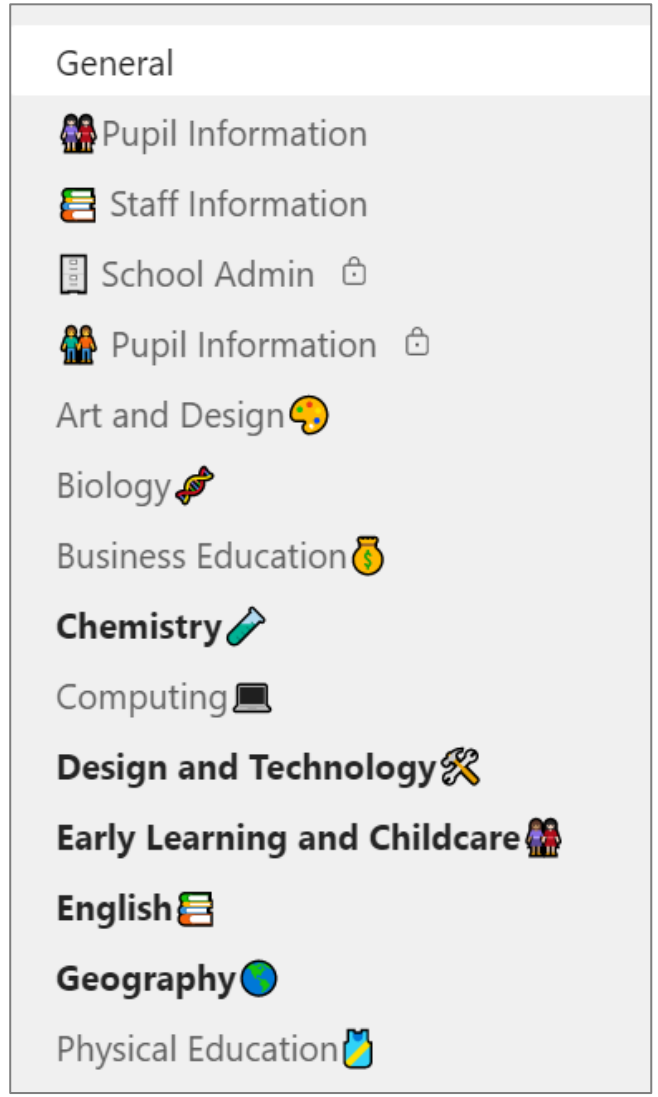




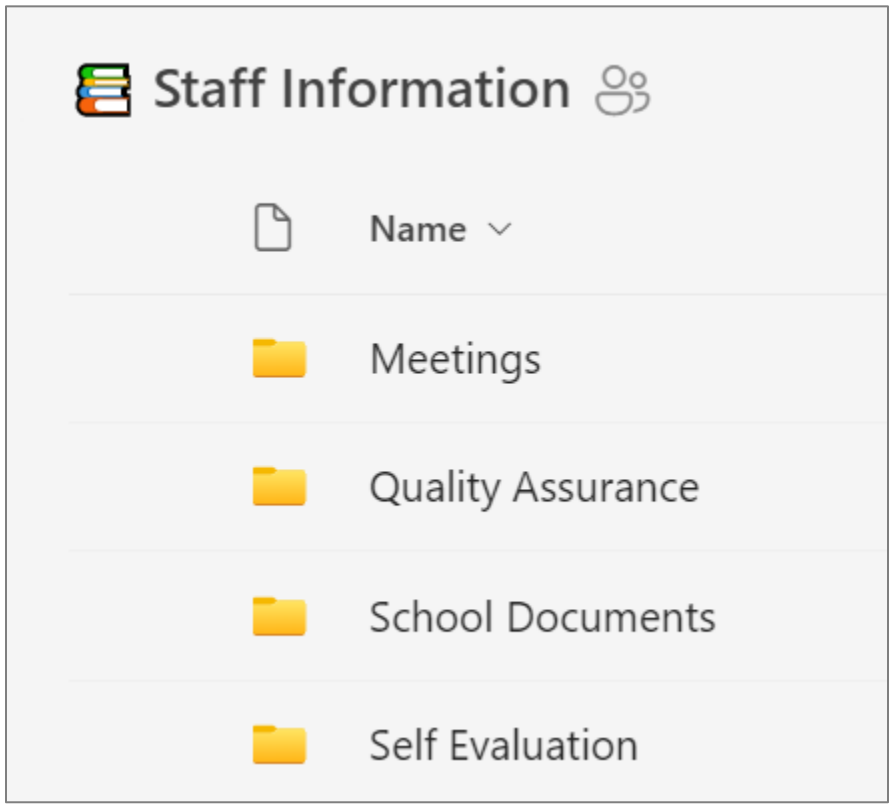
Corporate Team – Channels vs Files Sections

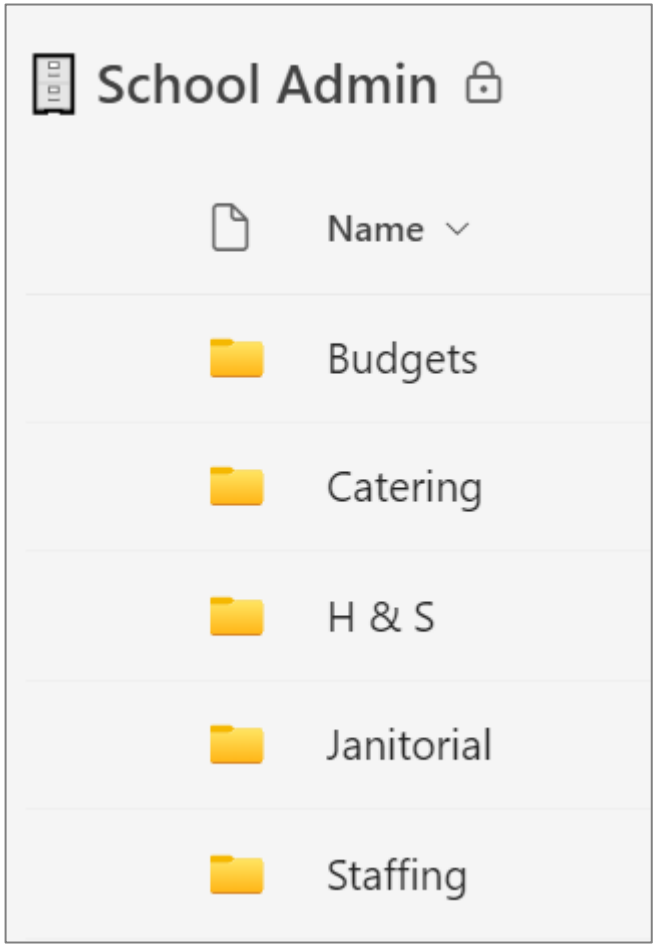


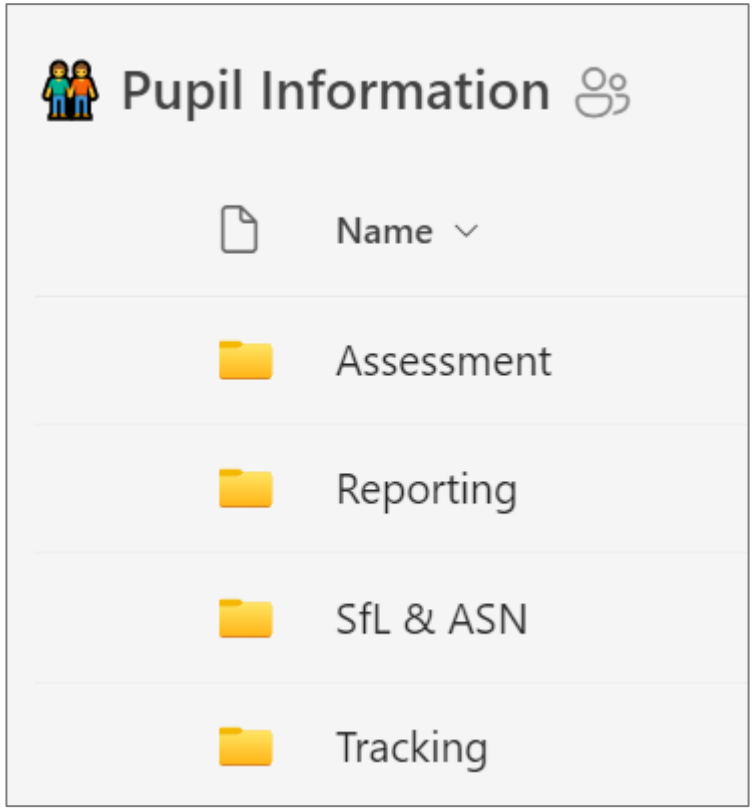


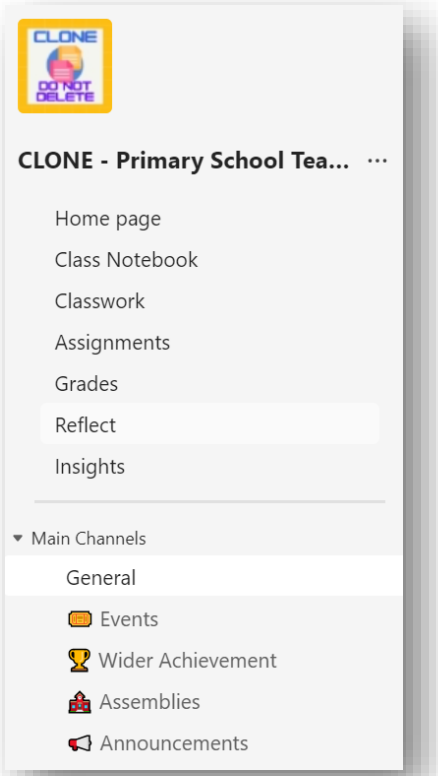


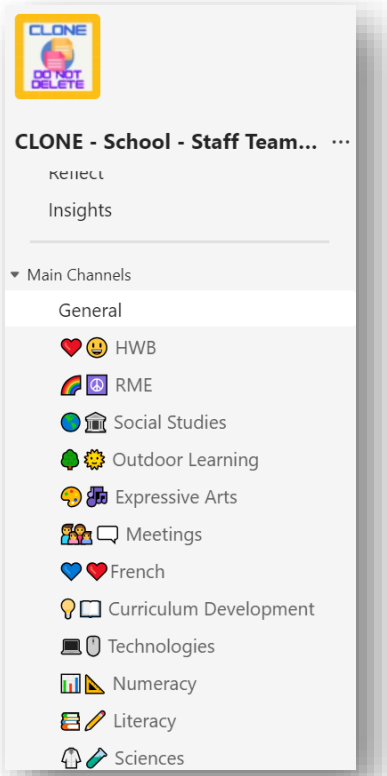
Corporate Team – Channels vs Files Sections

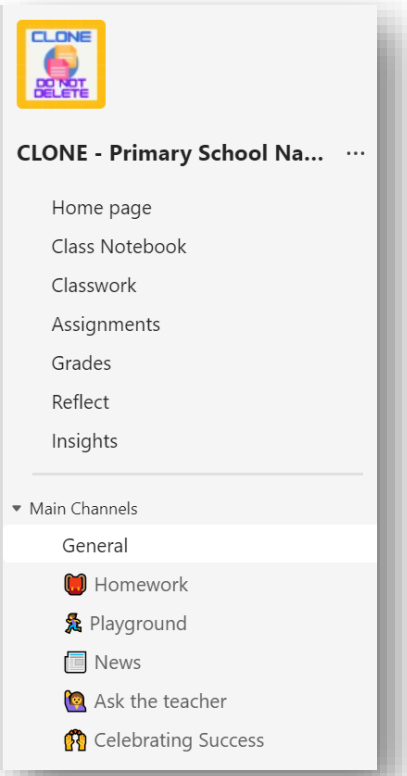






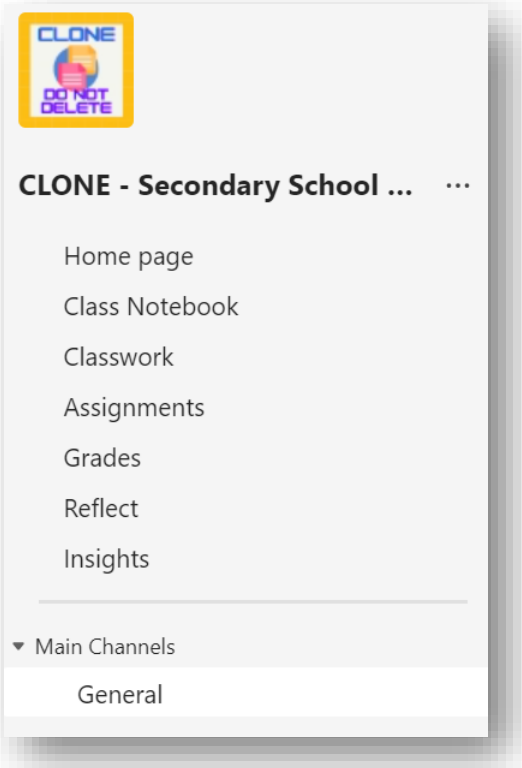


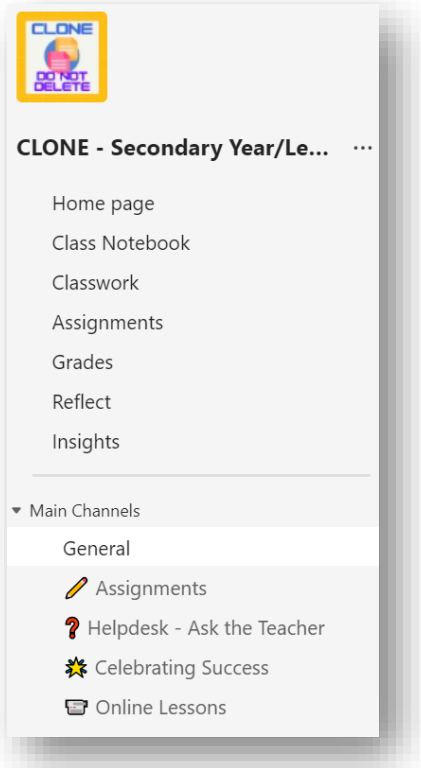




Primary Glow Team(s)

- 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

All Staff 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	**Clerical Staff** Tuesday 19th March – 1pm to 2pm Friday 22nd March – 11am to 12pm Friday 22nd March – 1pm to 2pm Monday 25th March – 1pm to 2pm
HT/SLT Monday 22nd April 11am to 12pm	**EYC SLT** Tuesday 19th March – 11am to 12pm Monday 25th March – 9:30am to 10:30am

Questions?