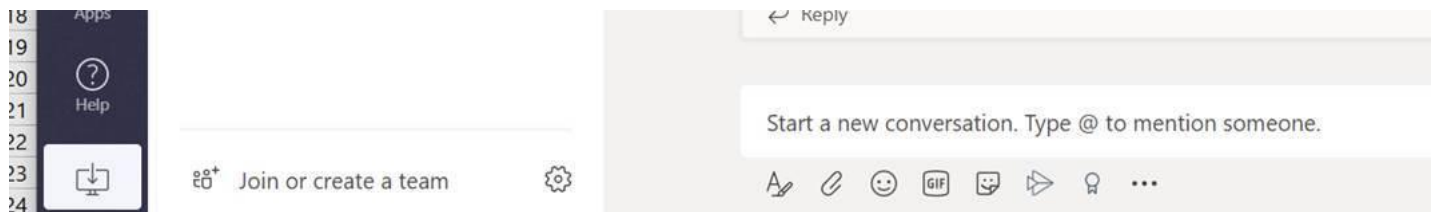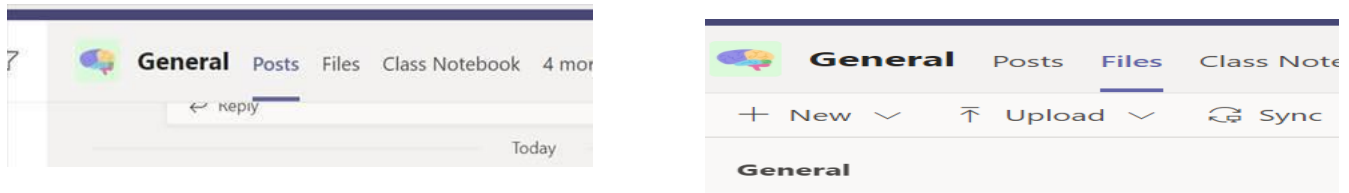# Troon Primary School

Teams

Uploading to the conversation feed

If you would like to send work to your child's class teacher this can be done in the conversation feed. This can be found at the bottom of the page. Click the paperclip and select the file or photograph to be added and send. It will then appear on the conversation feed.

Uploading to the files tab

You can also choose to upload files from the files tab at the top of the page. Once you have clicked on files, select upload. In both these areas you and upload word documents, PowerPoints and photos. The difference is that by using the conversation tab it will appear on the feed. If you use the files tab it is hidden from the main feed.

Glow is a secure site that only pupils and staff can access with individual login details and the Team will only have your child's class and staff who can access the conversations and files. We would encourage your child to maintain contact with their peers in this secure environment and join the chat!