# Teams @ a Glance

Accessing Teams Via Glow

Pupils working from home can access resources through Teams. This can be accessed via Glow. To run Glow and Teams most efficiently, we recommend using the browser Google Chrome. You will need to access Glow using your Glow username and password. This will have been shared by your class teacher. If you require a password reset, please contact the school via the mailbox troon.mail@south-ayrshire.gov.uk
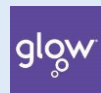
Downloading the Teams app

You can download the Teams app to a mobile device or laptop. This will send you notifications and alerts about your class such as announcements and assignments.

Channels

To ensure we have a consistent approach across the school the following channels have been set up in each class Team. Using channels will make it easy for you to find resources and interact on Teams.

- **General**: Your class teacher will post announcements on this channel that are important for the class. You will not be able to comment on this channel to make it easy for you and your classmates to access the information.
- **Learning Resources**: You will find important learning resources posted on this channel. Again, for ease of finding resources, you will be unable to post to this channel.
- **Questions**: This channel is for you to ask your class teacher questions about the learning. This channel should not be used for chatting with your friends.
- **Sharing the Learning**: This is where you can upload documents or photos of your work. Please be aware that posting your work in this channel will mean your classmates can see it.
- **Class Catch Up**: This is where you can chat to your classmates. Please ensure all content is appropriate for a classroom environment.
- **Check-in Together**: This channel is where you, your class teacher and classmates can interact at a given date and time.
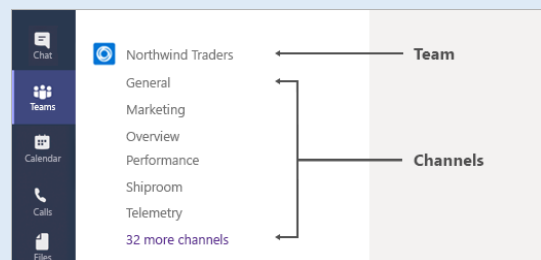
Assignments
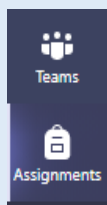
Classes will make use of Assignments for class tasks. All files uploaded to the assignments tab are private and can only be viewed by yourself and staff members. Individual feedback can be provided through the Assignments tab.