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
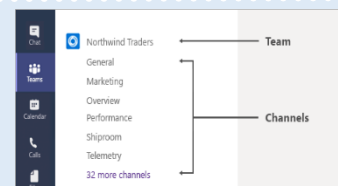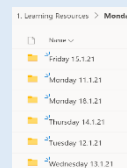
Downloading the Teams app

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 in your Class Team

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.
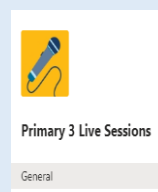
- **General**: Your class teacher will post your weekly learning grid and class announcements in this channel that are important for the class. You will not be able to comment on this channel to make it easy for you and your classmates to access the information.
- **Learning Resources**: You will find important learning resources posted on this channel. You will find all the learning resources under the files tab. 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**: Where you will find your daily Check in and Check out Glow Forms. You will not be able to comment on this channel.
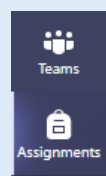
Year Group Team- For Live Sessions

All live sessions will take place as a year group with both class teachers. This will ensure that all pupils get the same information. Live sessions will be posted within the year group Team labelled Live Sessions. We would ask that all videos are switched off and microphones are switched off when joining the call. You will not be able to comment on this channel to make finding the live session easy.

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.

MICROSOFT TEAMS - Live Sessions

Expectations for Pupils

Be on time

Mic turned off

Video turned off

Find a quiet space

Engage and interact

Use the hand icon to show that you wish to ask a question (P1-3)

Use the chat feature to ask a question (P4-7)

Keeping our Class Teams page a positive Online Space

Your Class Team is where pupils can meet in a safe and supportive environment, just like your classroom in school

POSITIVE
VIBES ONLY

Contacting your Teacher
We love to know how you are doing so don't be afraid to ask your teacher questions on your class Teams page – Remember to use your questions channel.

What can I post?
Remember your class Team is your classroom. Please share any learning via the Sharing the Learning channel. Any other information you wish to share should be in the Class Catch Up Channel. Please share your news as you would normally

Replying to Classmates
You can use the Class Catch Up channel to chat with your friends. Please make sure you are kind, respectful and helpful with your comments. Remember everyone can see your posts.

Using Emoji's
We know you love to use the animated emoji's to brighten up your posts but please only use ones that are positive and uplifting!

Reacting to Posts
If you want to give encouragement to your friends or teacher by 'liking' their post we think this is great, however ensure reactions are always positive.