Working together to improve outcomes for learners to be the best that they can be.

Microsoft Teams Guide

for Parents/Carers

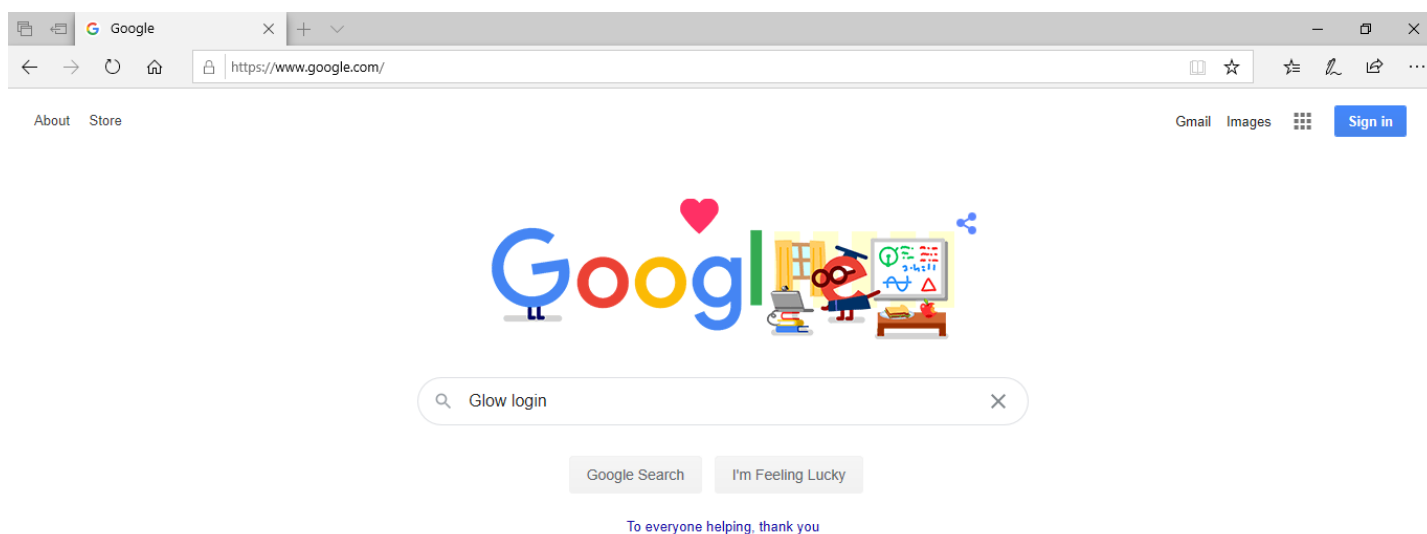## A quick guide to logging on to Glow

and finding Microsoft Teams

What is Microsoft Teams and why are we using it?

- Teachers can use it to share learning

- Students can get feedback on their learning

- Teachers can store any type of file so pupils can access it

- Websites which are frequently used can be uploaded so pupils have instant access

- It provides pupils with free access to all Microsoft Educational Software (powerpoint, excel, sway, forms, word etc.)
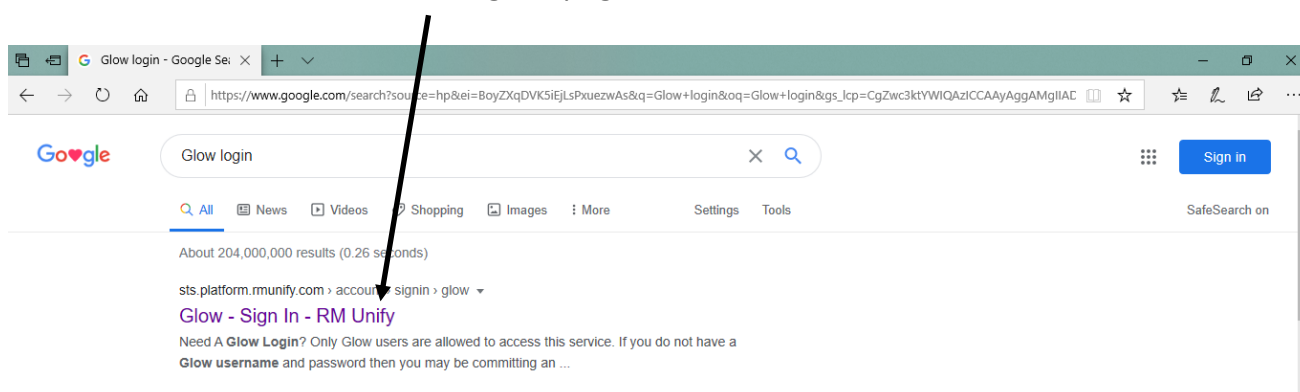
Step 1 - Logging on to Glow

Go online and bring up the Google search page.

Type into the search bar 'Glow login', then hit search.
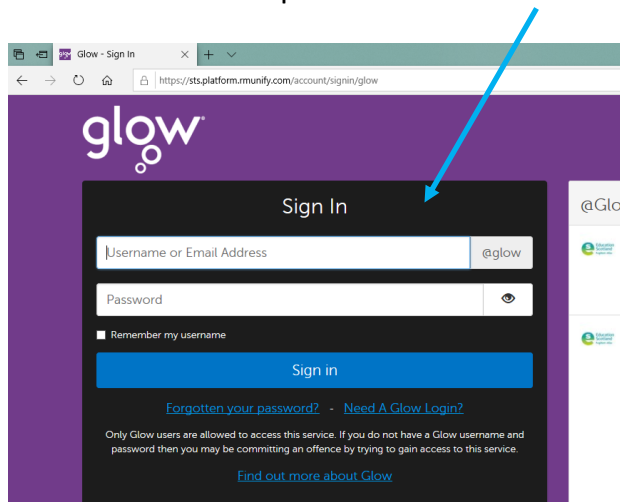

The first search result that appears should be 'Glow-Sign In-RM Unify'.

Click on this to access the Glow Sign in page.

The screenshot below shows you the Glow Sign In page.

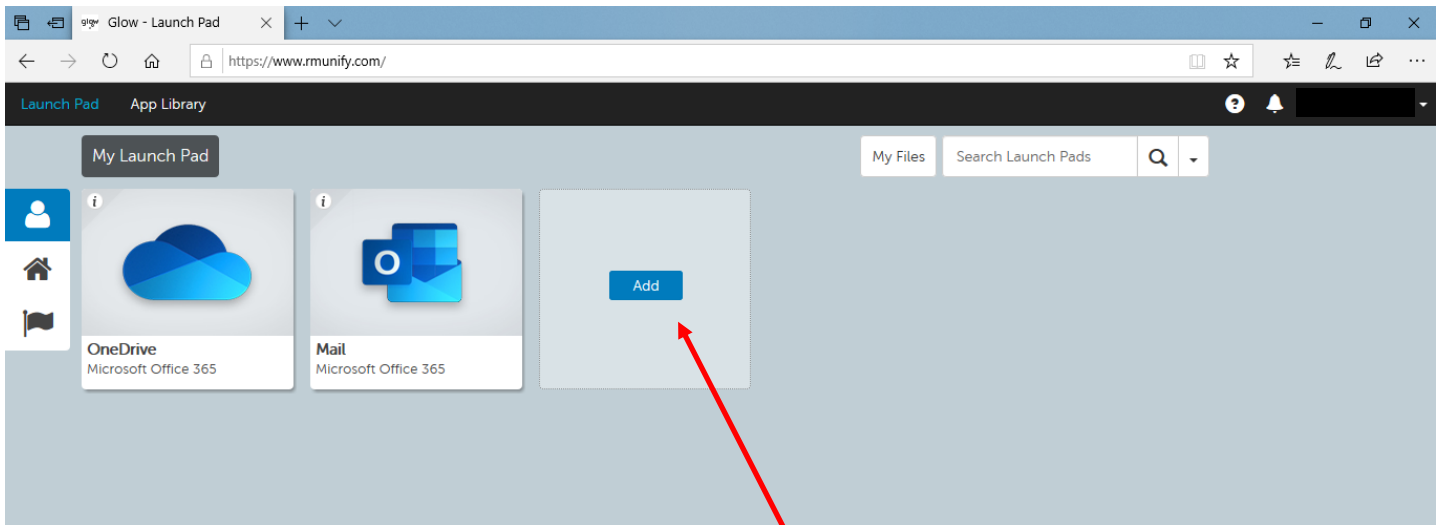Your child should input their Glow username and password here to log on.

If your child has forgotten their password or username, their teacher will be able to find it. Please get in touch.
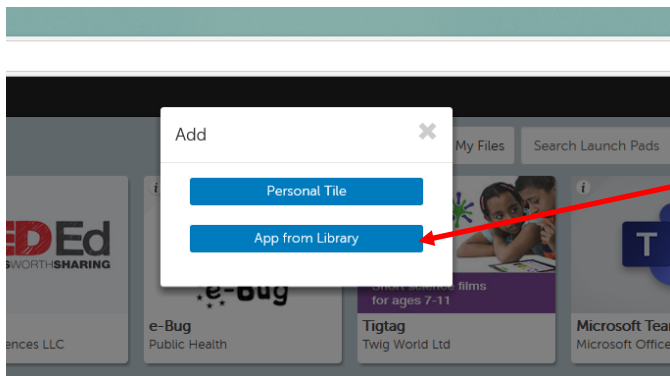
Step 2 - Add Microsoft Teams to Glow

Once logged on, you should see a page similar to this. This is your child's 'Glow Launchpad'.

Your child may already have Microsoft Teams. If they do not - please follow the steps below.
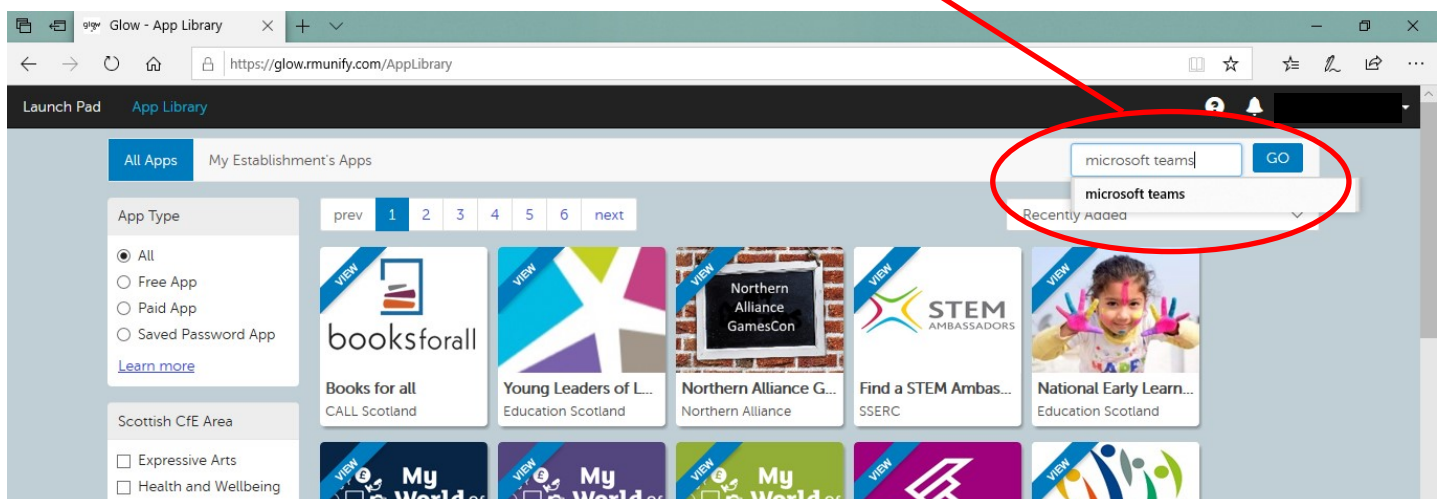

If you do not see the square for Microsoft Teams, click on 'Add'
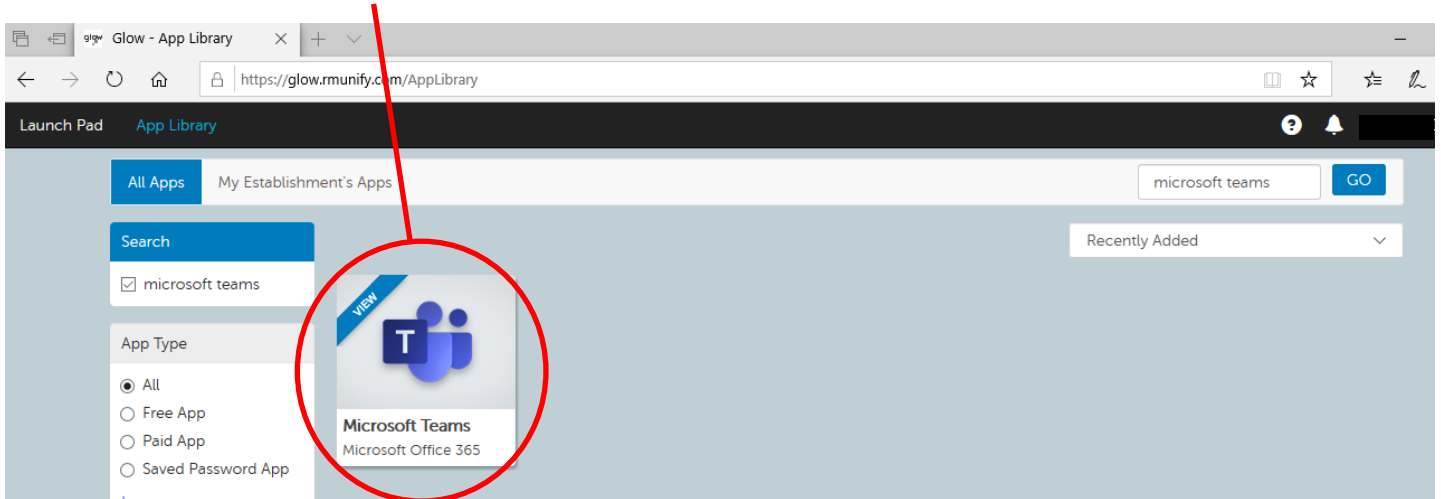

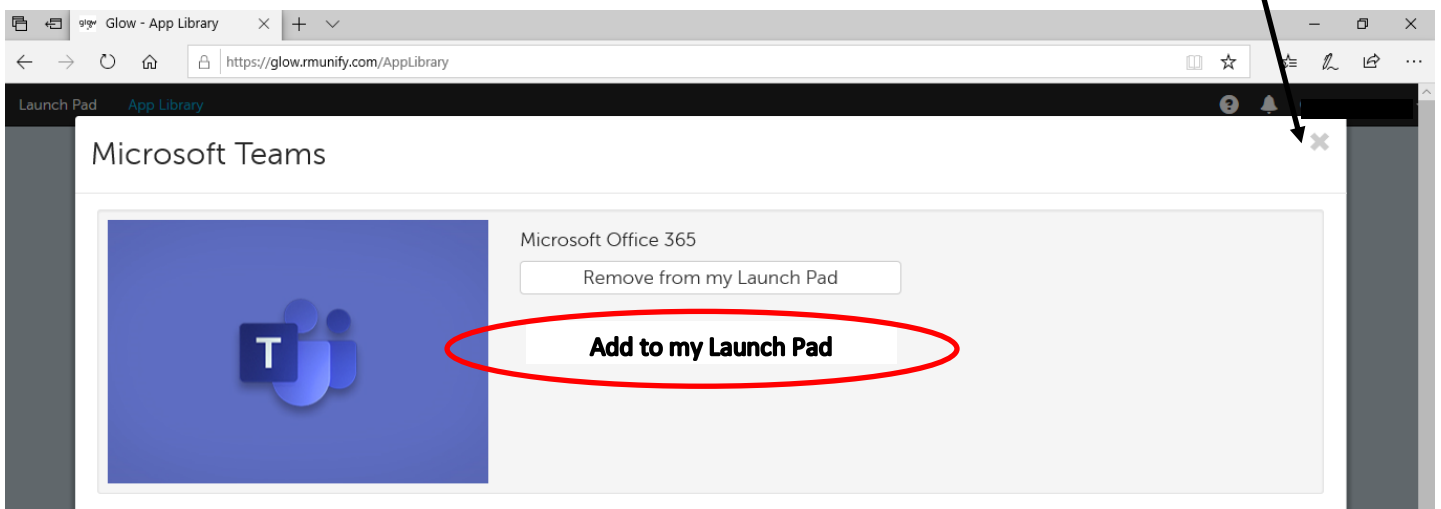This box will appear.

Click 'App from Library'.

The page below will appear. In the search box, type 'Microsoft teams', hit go
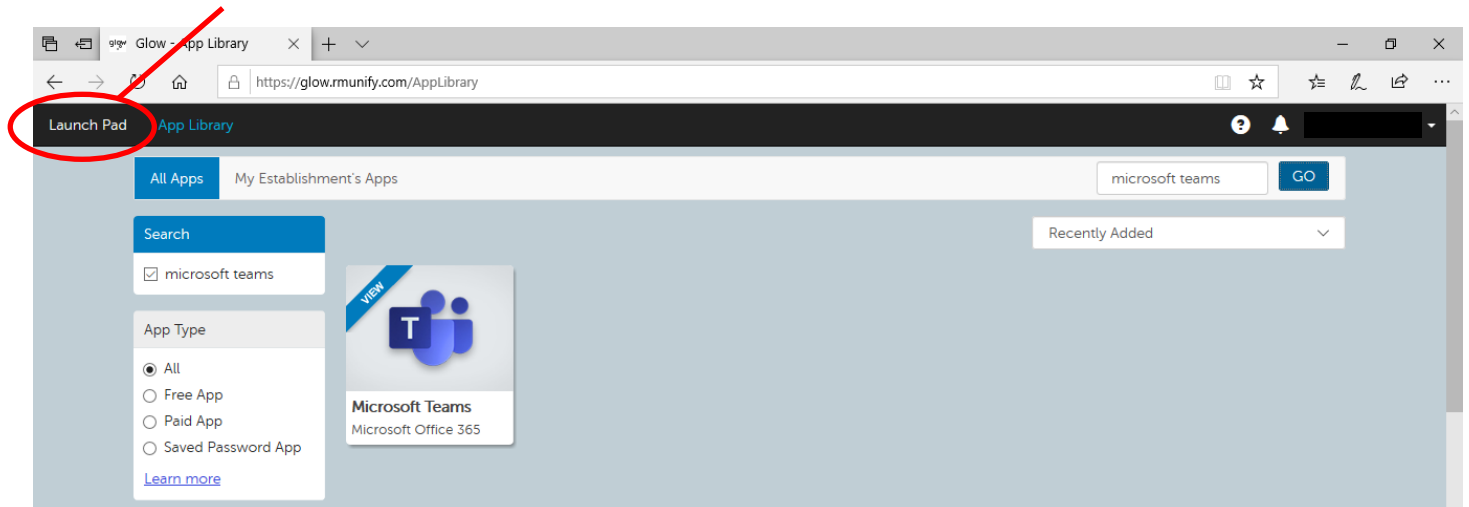
Microsoft Teams will appear, click on it.

Another box will pop up, click on **'Add to my Launchpad'** - then close this box using the X in the top right corner of that box.

Then, click on 'Launch Pad'.

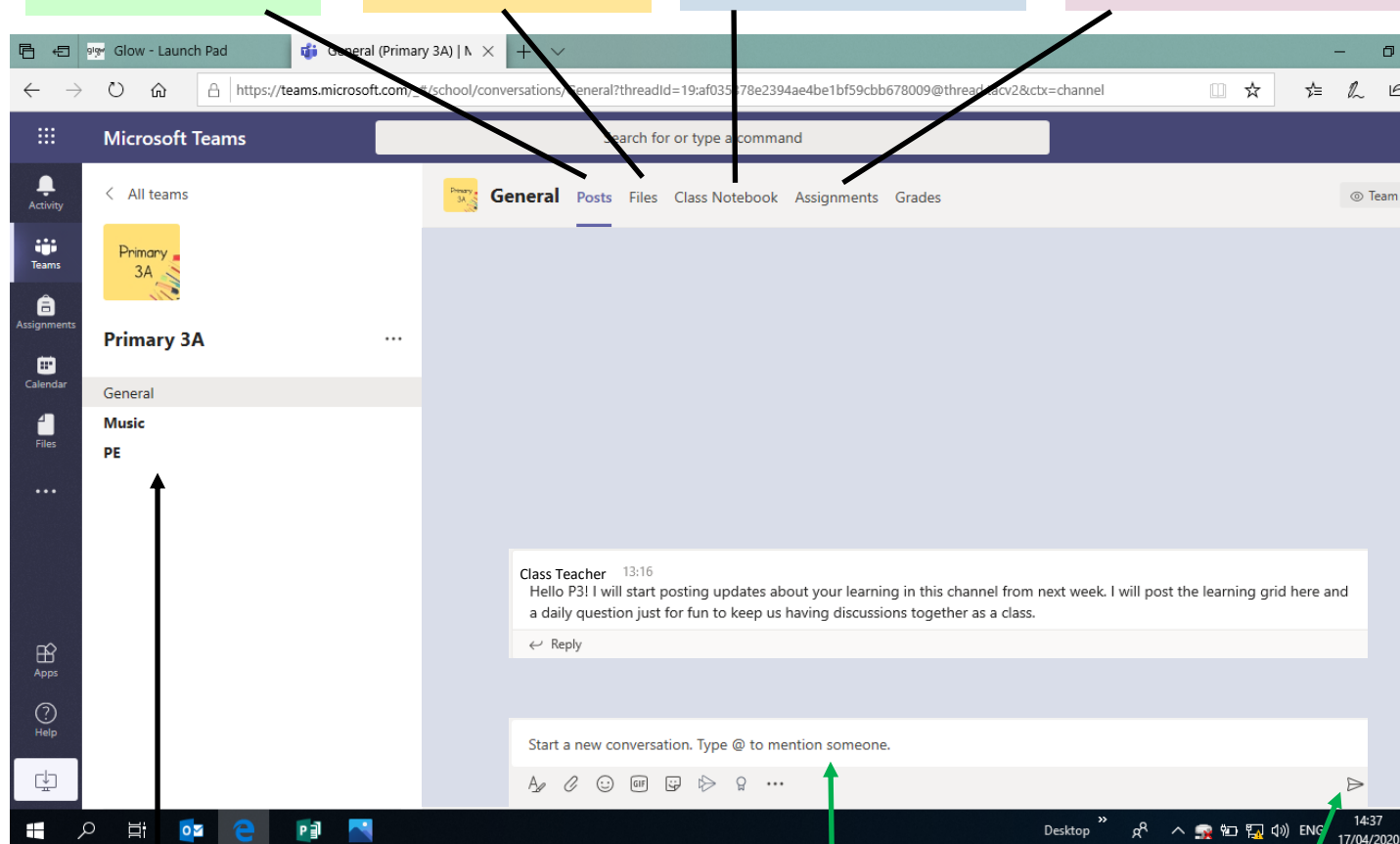From now on, Microsoft Teams will be there for your child to access whenever they log into Glow.

Below is a screenshot example of what you will see in Microsoft Teams.

Posts - this is a class chat - this tab allows everyone in the class team to chat. Your class teacher will set a daily challenge or question for you to answer here.

Files - students can find any files a teacher has uploaded. This is where your teacher will store resources to help with your learning activities.

Class Notebook - this is a digital notebook for the whole class. Class teachers will provide you with more information as we go along.

Assignments - this is where some learning tasks will be set.

Channels - Class teachers have set up channels within the class team. These channels are where you will find information and resources, organised under different headings.

This example shows Music and PE.

We are aiming for each class to have a channel called 'Playground Chat' - this is where you can chat with your friends, this will help to keep our general chat more focussed around learning.

This box allows everyone in the class team to chat and you can upload files, pictures and documents into your chat.

Write your message where it says "start a new conversation" and click on the send icon to send.

Mobile Devices and Ipad

There is a free Microsoft Teams App which can be downloaded on to any Apple or Android device.

Once downloaded, you may be asked for an email address to set it up. Use your glow username, remember to add **@glow.sch.uk** on the end. You won't need a password.