

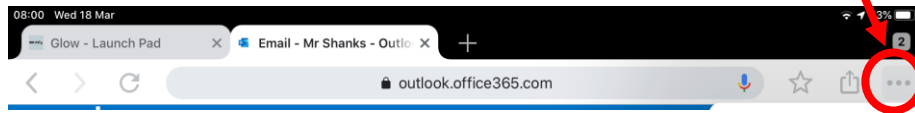


CONTINUED LEARNING AND TEACHING IN THE EVENT OF A SCHOOL CLOSURE

Primaries 4-7 - Microsoft Teams

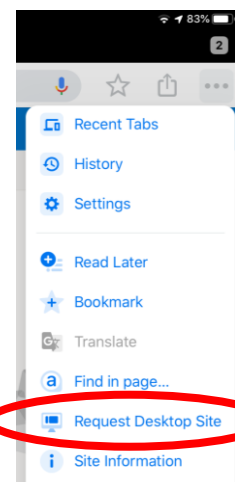
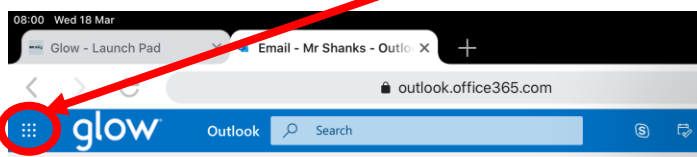
In the event of a school closure, Learning and Teaching will continue through online communication using Microsoft Teams. If your child is likely to be using a mobile device (Tablet, Phone, etc.), then the best way to access Microsoft Teams is to download the TEAMS App from the App Store, Google Play, etc. If this is not possible, then Microsoft Teams can be accessed by the following method:

1. Use Chrome as the internet browser on the device (can also be downloaded);
2. Search for www.westlothian.org;
3. Click on the GLOW icon;
4. Log in to GLOW in the usual way;
5. Open the Mail application (Outlook);
6. Click on the 3 little dots in the top right of the mail window;



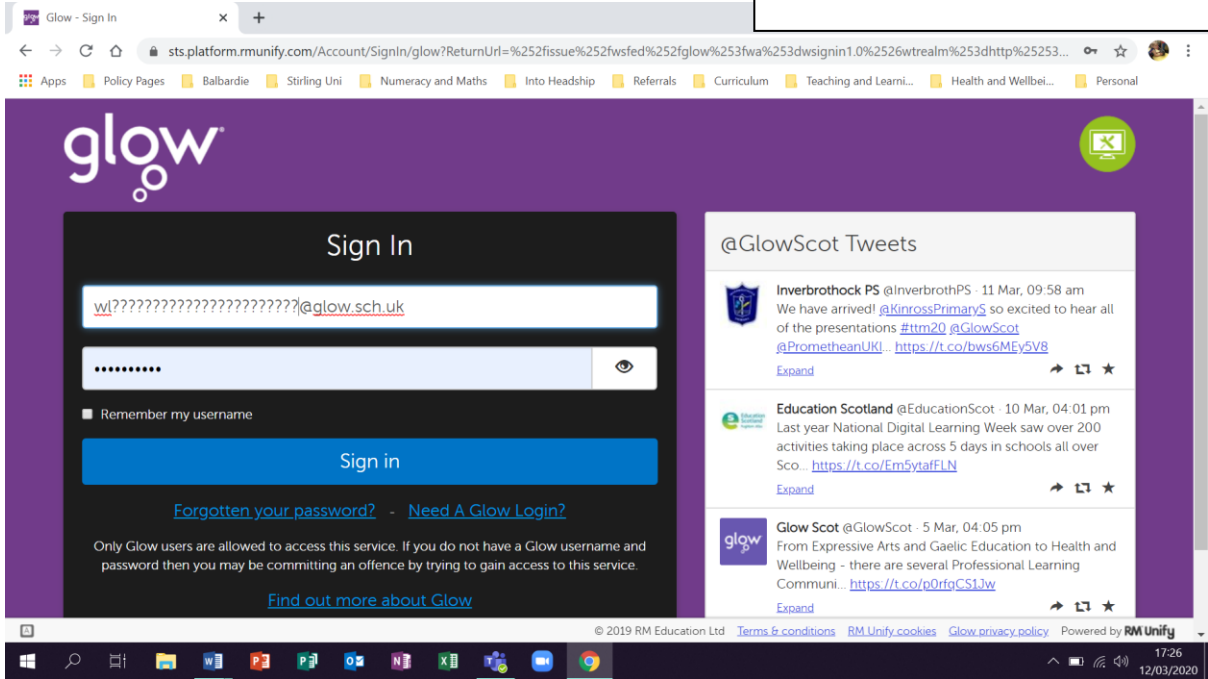
7. Select 'Request Desktop Site' from the drop down menu
(you may have to scroll down);

8. You will then see the familiar view of
Outlook and be able to access the 'waffle';

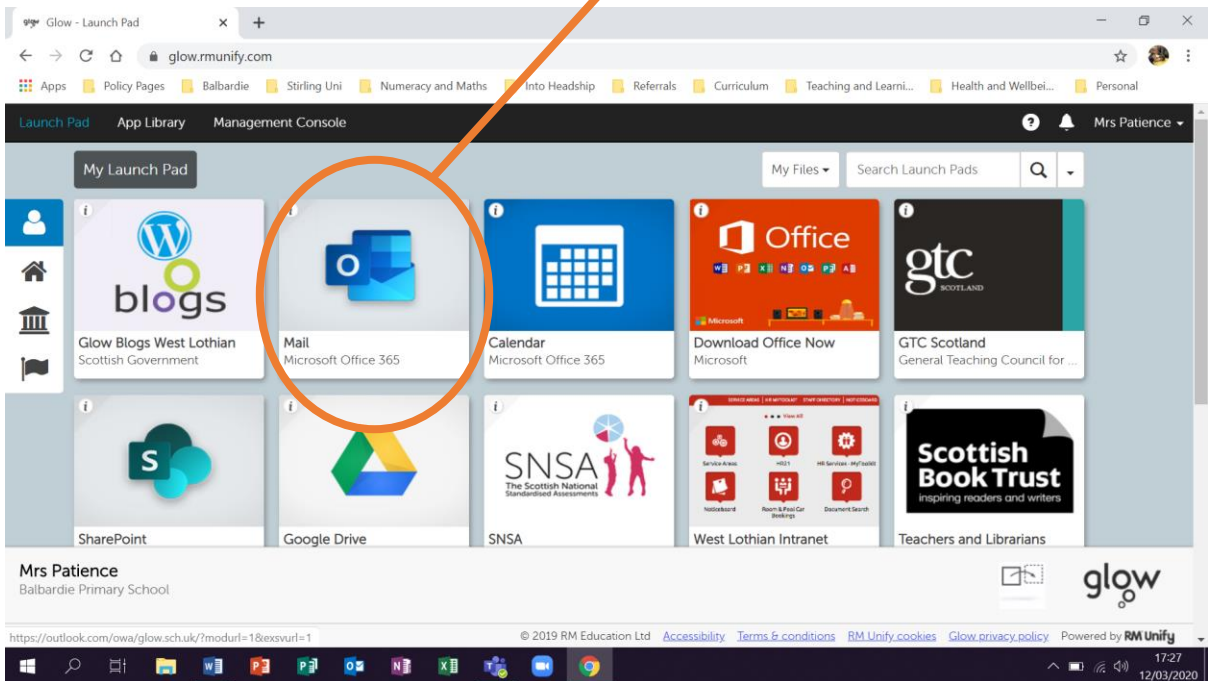


9. You can then access TEAMS from the drop-down menu.

Log into Glow Scotland using your login and email.

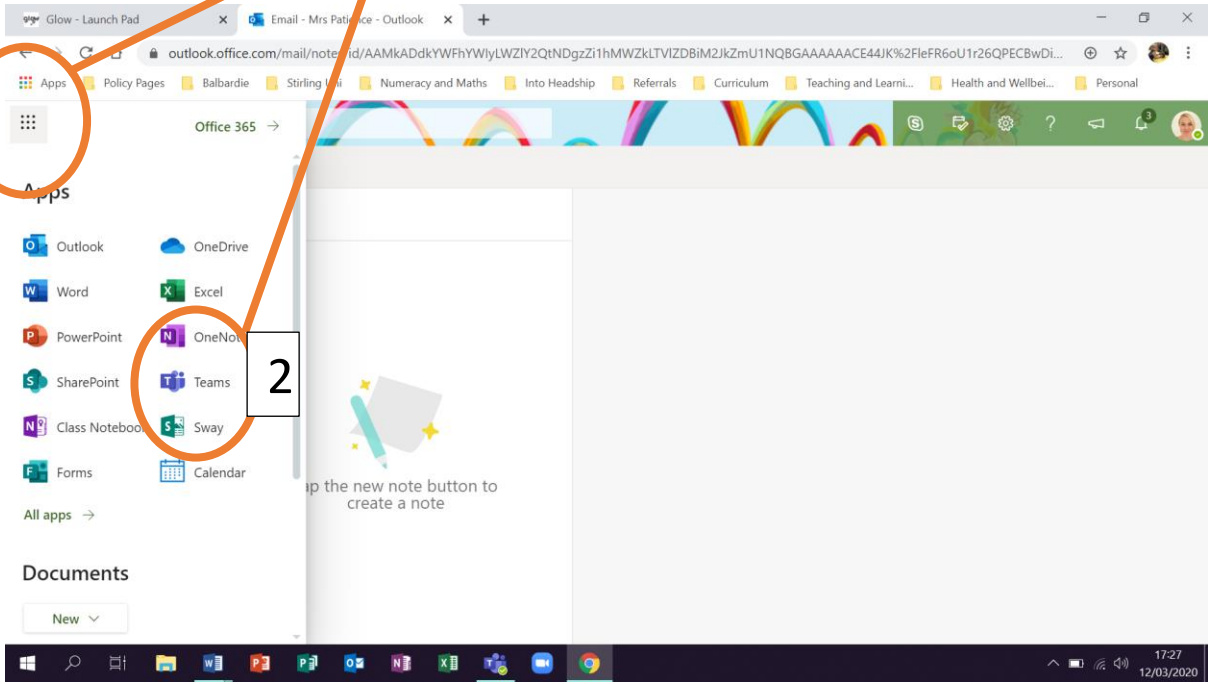


Go to your mail.



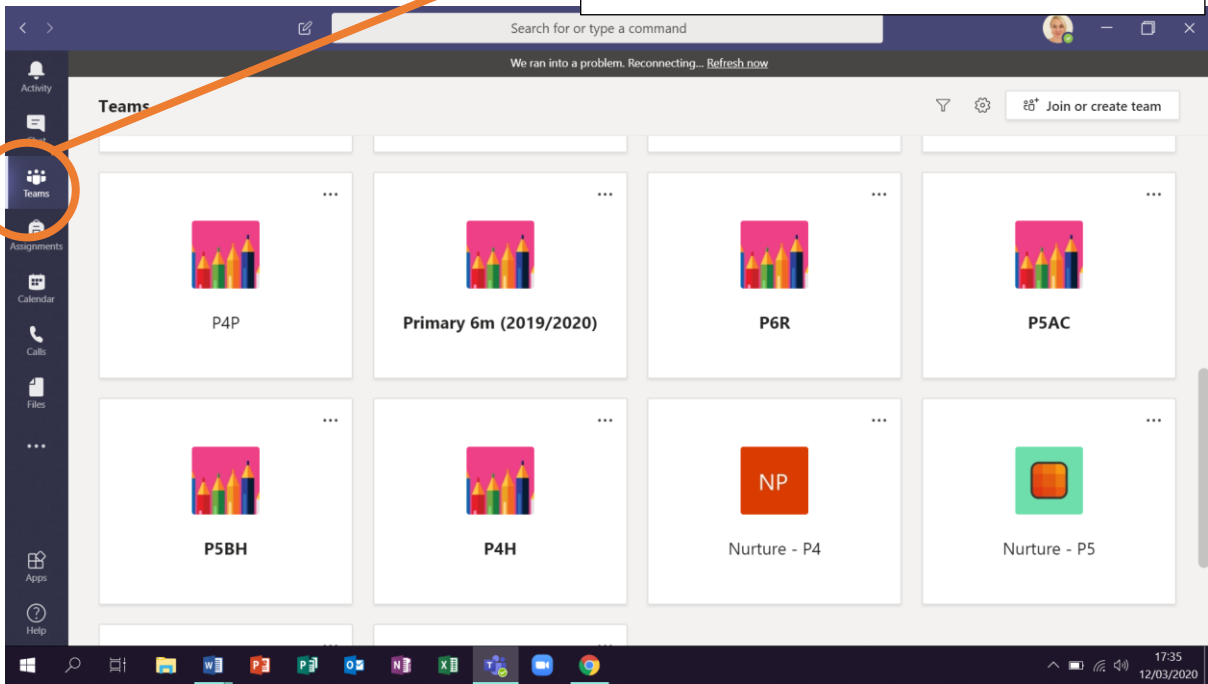
Use the 9 dots (the waffle) to access your Teams page.

1



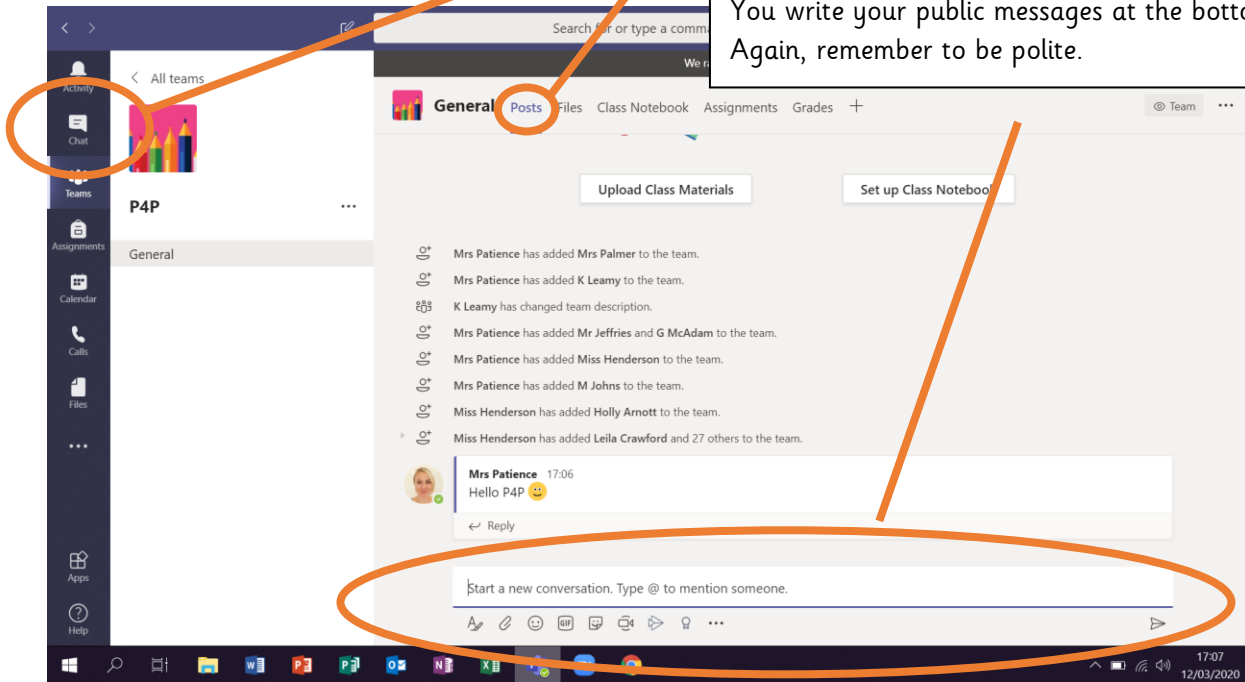
You might have a few Teams, or just one. Click on the one you want to access.

2

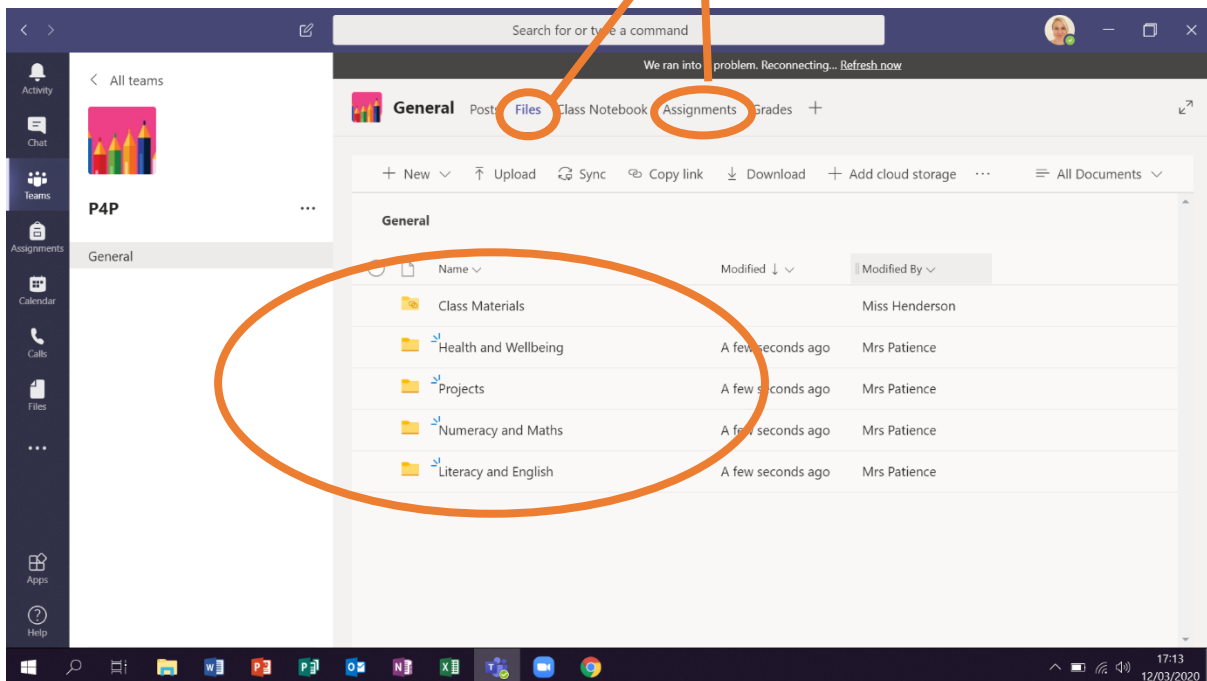


This is where you can discuss your learning with your friends and teacher/s. On the left is a place to message privately but remember to be polite and kind at all times.

You write your public messages at the bottom. Again, remember to be polite.



This is where you will find your learning.



All assignments should be completed online, while other learning should be completed in the home learning jotter you have been sent home with.

Logging-in to TEAMS

Whether downloading the App or starting TEAMS from GLOW, if your child is asked to log-in to TEAMS at any point, it is important to remember that their log-in will be in the form:

wlXXXXXXXXXXXXXXXX@glow.sch.uk

... where XXXXXXXX = their usual school computer log-in.

E.g., a child whose school computer log-in is **j.smith358** would log-in to TEAMS as

wlsmith358@glow.sch.uk

If your child needs their GLOW Password reset, please email the school office on:

wlcarmondean-ps@westlothian.org.uk

... putting 'Glow Password' in the subject line. These will be dealt with once each day.