



Supporting Virtual Learning

A GUIDE FOR PARENTS AND CARERS
W BOWEN

Contents

Introduction	2
Glow	2
What is Glow?	2
Access to Glow.	2
Logging into Glow – A step by step guide	3
Teams	4
Downloading	4
How to download teams.....	4
How to access Teams through a games console	4
How do you use Teams?	5
Sections in Teams.....	7
Teams – Assignments.....	7
Glow Email	9
One Drive	9
Microsoft Office	10
Video Helps	12
How to log into Glow	12
Downloading the Team App	12
Introduction to Using Teams	12
Teams Assignments	12
OneDrive	12
Downloading Office 365.....	13
Accessing Teams Through a Games Console	13
Glow email	13
One Drive	13
Making use of Microsoft Office.....	13

Introduction

In Orkney we believe that it is vitally important to support learners and their families with Digital Literacy.

In these exceptional times Digital Literacy is becoming increasingly important in schools and the recent Lockdown experience has highlighted for us, the need to ensure that all of our pupils have a sound knowledge and understanding of how to access online learning.

This support document has been designed to introduce you to the Digital platforms that your child will use in school allowing you as parents/carers to support your child's learning at home more effectively.

Glow



What is Glow?

Glow is Scotland's nationally available digital environment. In this area you will have access to email, teams, and the full suite of Office 365. Glow is managed by Education Scotland and is used to support learning across the whole curriculum.


Access to Glow.

Access to Glow is restricted to learners and educators. Your child will have been issued with a username and password.

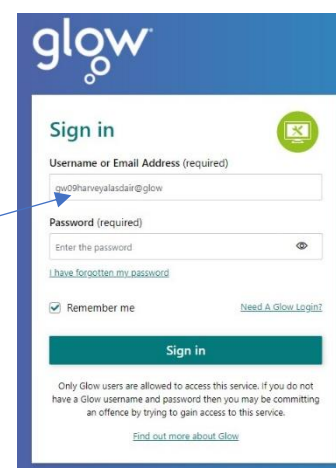
The Glow log in page can be located by google searching 'Glow login' or by following this link. <https://glow.rmunify.com/>

Logging into Glow – A step by step guide

Before you log in, make sure that you have your glow username and password to hand. The username will also be the email address to that account.

1. This link will take you to the first page <https://glow.rmunify.com>
You can also access the log on page by clicking on the '[Information for Parents](#)' page on the Papdale School website scroll down and click on the  icon to access.
Alternatively Google search 'Glow login' and click on the top answer.

2. The log in page is shown.
3. Your child will need to enter their username and password. Their username will be similar to this '*gw09mousemickey*'. **TOP TIP** – save the login page to your favourites bookmark in your web browser for quicker access.



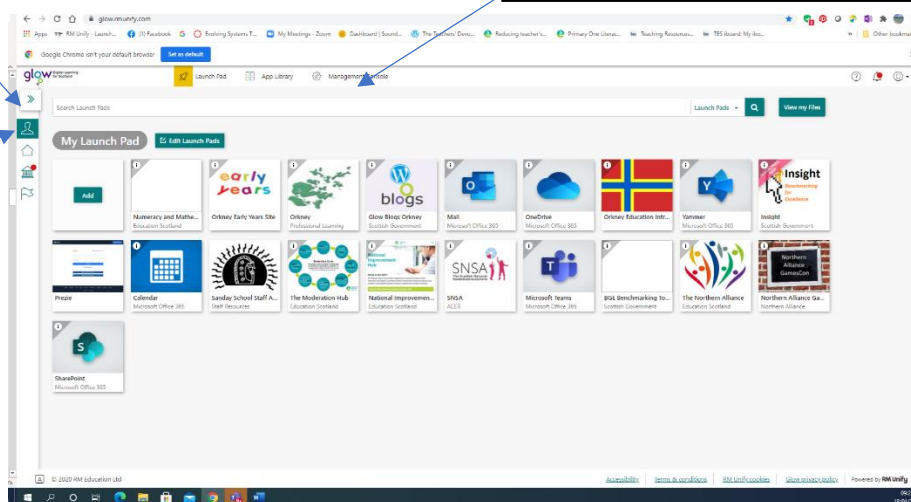
The image shows the Glow sign-in page. It has a blue header with the 'glow' logo. Below the header is a 'Sign in' section with a green 'Sign in' button. The form includes fields for 'Username or Email Address (required)' and 'Password (required)'. There are links for 'I have forgotten my password' and 'Need A Glow Login?'. A 'Remember me' checkbox is also present. At the bottom, there is a disclaimer: 'Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.' and a link 'Find out more about Glow'.

4. You should then be directed to the page called the dashboard. It will look at little like this.

This icon shows you that it is your home page.

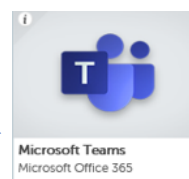
You can search for tiles here. Just type in TEAMS and Email and pin the icons here. This will make finding emails etc MUCH easier.

The little house is the school page



Teams

Teams is an application where you will find all your child's learning. To get to Teams you need to find the TEAMS icon. It will look like this.



Downloading

Accessing Teams via the Glow webpage should work well but like any internet site, it can become overloaded if there are too many people trying it once. Downloading the Teams Desktop on Mobile App should make the experience much faster and more reliable.

How to download teams

1. In your Google search bar, type '*download Teams app*'

[www.microsoft.com > en-gb > microsoft-teams > download-app](https://www.microsoft.com/en-gb/microsoft-teams/download-app) ▼

Download desktop and mobile apps | Microsoft Teams



Download Microsoft Teams now and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft **Teams app**.

2. Choose to download the app and sign in using your child's Glow email address and the same password as before. The email address will look similar to this: gw09mousemickey@glow.sch.uk
3. If you are using a Mobile or a Tablet then search for Microsoft Teams in your App Store and click download. This is free and will use the same Glow login details as normal but you will only have to enter these once.

How to access Teams through a games console

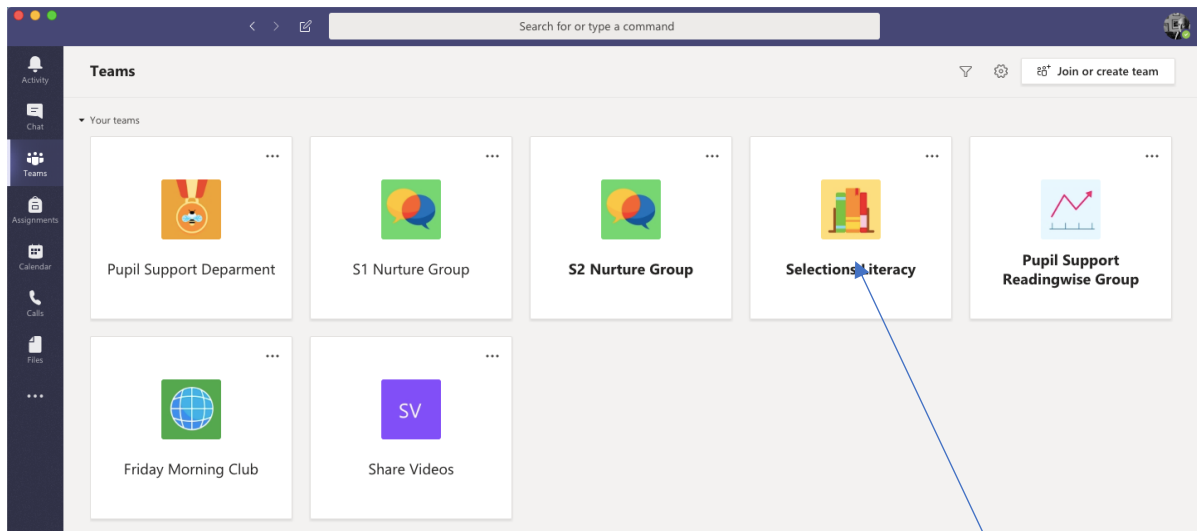
Glow can also be accessed from a games console which may free-up home laptops and other devices for use elsewhere in the family home.

It may not be available on all console formats but these guides will help Xbox and PlayStation users:

 <ol style="list-style-type: none">1. Turn on PS4 and launch Internet Browser (Select Library, then Applications)2. Enter the URL https://glow.rmunify.com3. Once loaded enter your child's username, this will be the part before@glow.sch.uk4. Enter the password5. Follow this link for a useful video tutorial: https://www.youtube.com/watch?v=mHTHaXhccDE	 <ol style="list-style-type: none">1. Turn on Xbox One and launch Edge*2. Enter the URL https://glow.rmunify.com3. Once loaded enter your child's username, this will be the part before @glow.sch.uk4. Enter the password (Optional: You can choose to save the password on the browser for easier access next time)5. Follow this link for a useful video tutorial: https://www.youtube.com/watch?v=rWTwAfLKbkU
---	--

How do you use Teams?

Once logged in your child will see their Teams Launchpad which will have an icon for each team they are part of.



1. Click on the Team you want to access. As you can see in the screenshot some of the teams have the team name in bold. If you see this then it means there is an update to check on. You might want to click into that team first.
2. Once you are in Teams you will see the first page.

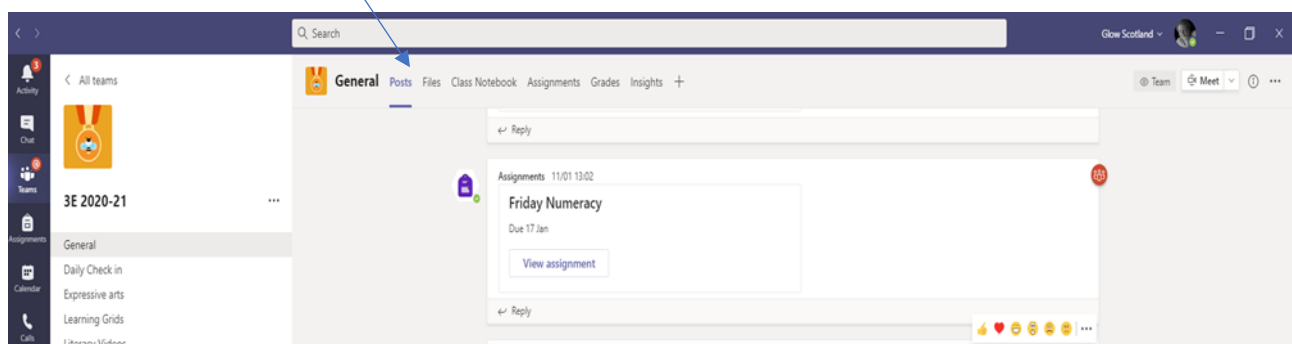
These are the channels. You will find one General Channel for teacher notices. A Daily Check in that you should do the daily check in on.

The teacher will post here, you can reply to the posts, you can click to like. Some channels will not allow you to post as staff might want to keep the channel clear for their notices to be seen.

Sections in Teams

To organise the information in teams each channel has its own section. You can see this at the top.

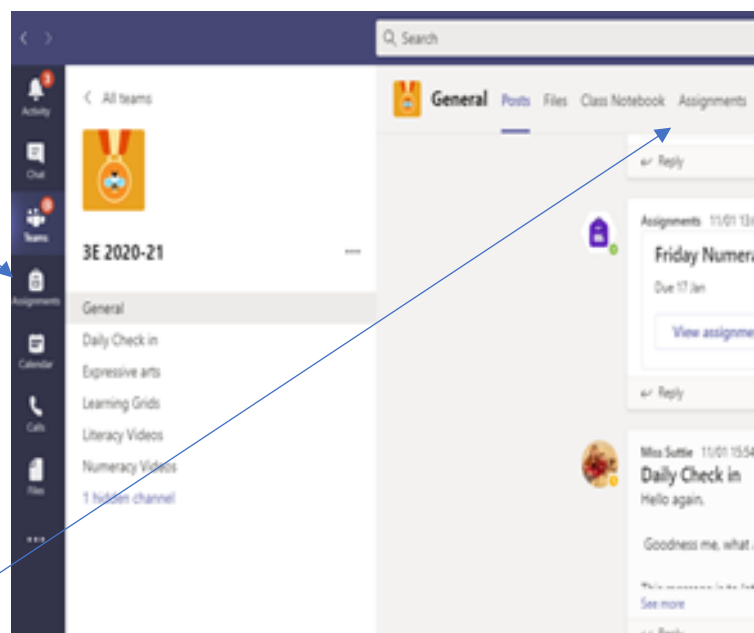
- Files – you will find children's work in here
- Assignments- this is where you will find worksheets and be able to return work to the teacher for individual feedback
- Post – this is the chatty part of the Team where you can add posts for others to see a bit like Facebook.

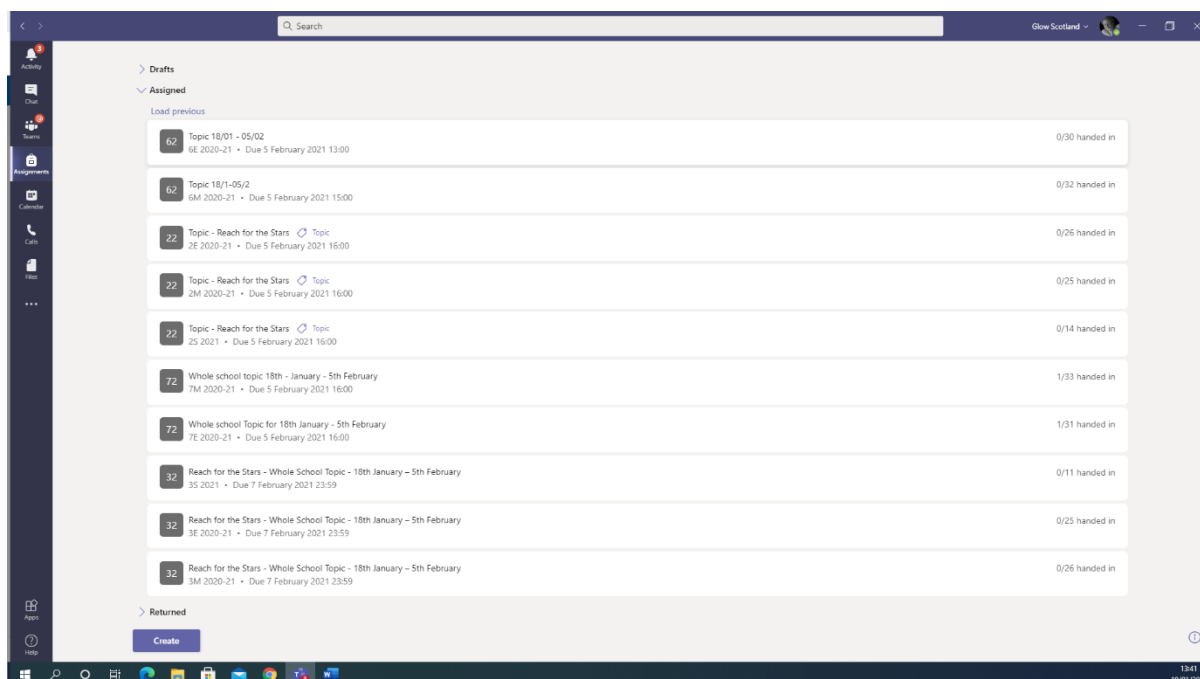


Teams – Assignments

There is two ways you can access assignment. The easiest way is via the Icon at the side of teams.

You can also access the Assignments from the link at Sections area



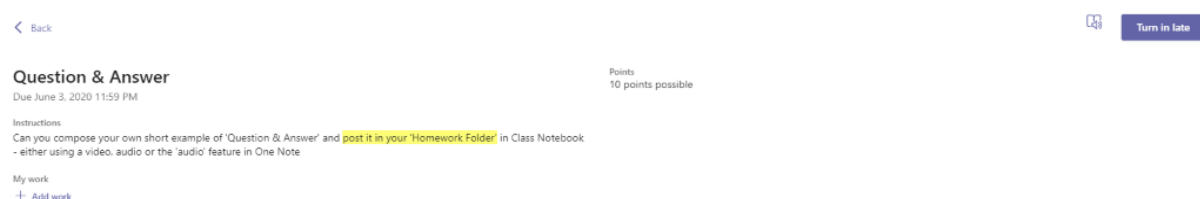


When you press the link all the assignment set for you child will be shown in the list, detailing which TEAM they are for . You can click on each one to see what the assignments includes, when it is due and if it has been completed.

You will see the date when the assignment is due to be completed. If an assignment is overdue it will show the date in red.

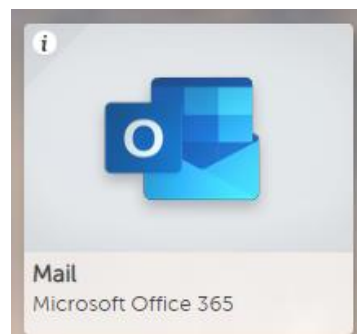


Once your child has completed the assignment set, they can upload the file using the “Add Work” section of the assignment and select “Turn it in”.



Glow Email

Everyone has a Glow email account. Pupils are expected to use this email account when communicating with teaching staff. Teaching staff will not respond to pupils emails from any other email provider.



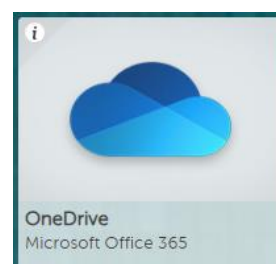
It is a good idea to check this regularly.

Add the Glow Mail account.

Follow the link which will take you to a video that explains how to access Glow email. <https://youtu.be/B67cYjx1Glg>

One Drive

One Drive is an online cloud storage system that gives all users up to one terabyte (1TB).



One Drive will allow your child to upload and store documents, images and videos securely in the cloud, giving them anytime access to the resources they need.

The One Drive tile can be found on the Launchpad once your child has logged into Glow.

1. What is One Drive - <https://youtu.be/d4J7Q9xIVws>
2. How to use One Drive - <https://youtu.be/q3AvuQrsMhA>

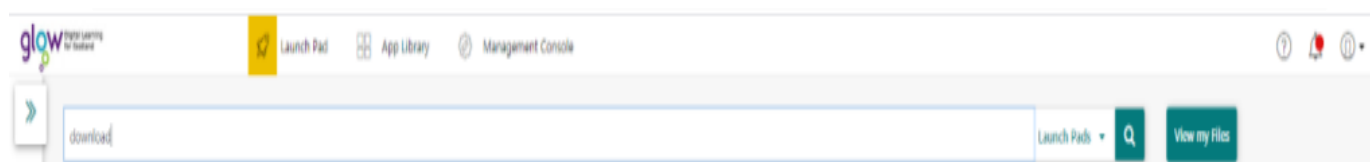
Microsoft Office

In order to complete tasks the full suite of Office 365 is included in Glow and you can download this to your own device.

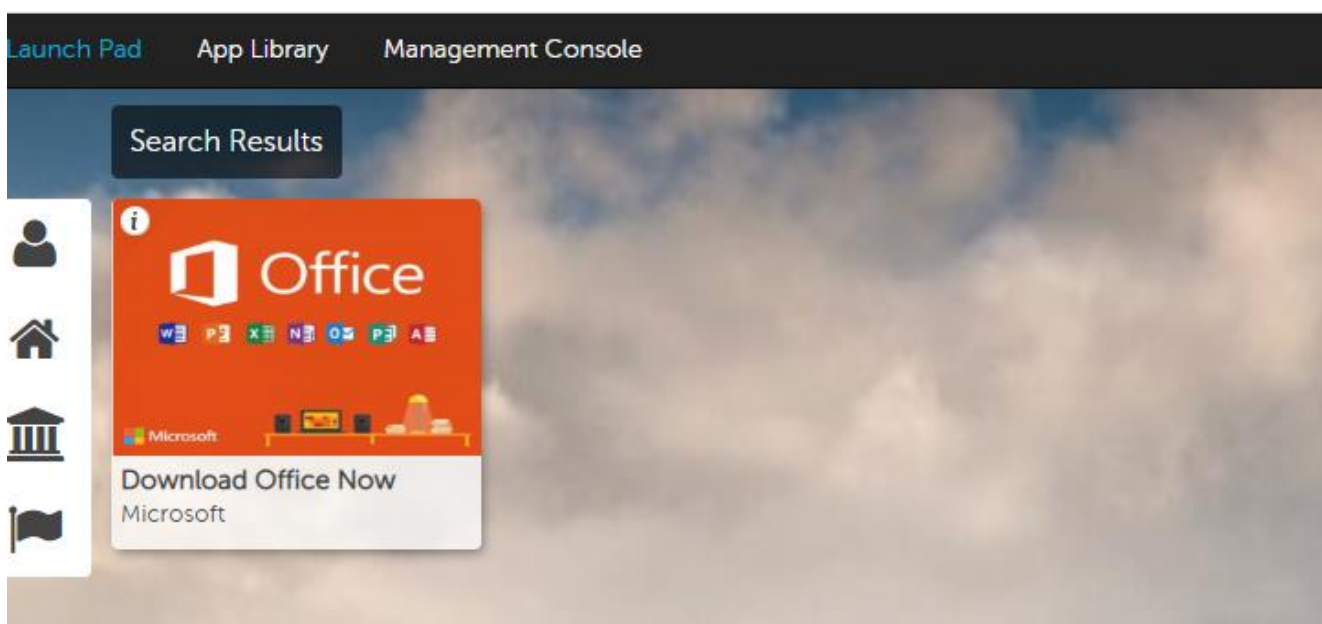
1. In order to complete some tasks your child will need to have access to Microsoft packages like Word, Excel or Powerpoint.



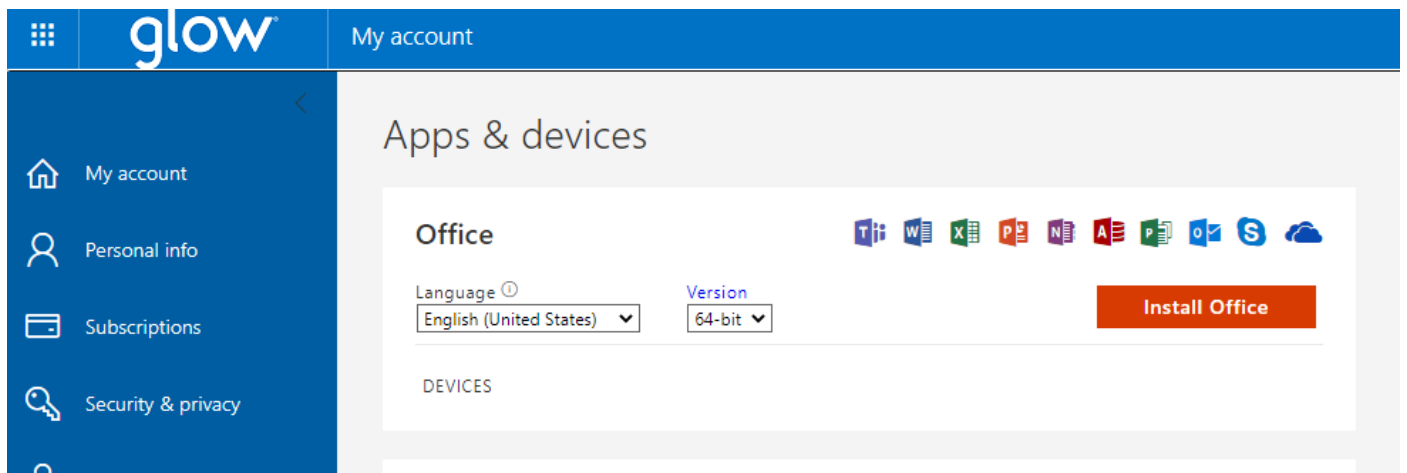
2. These are accessible, free of charge, to all learners through Microsoft 365 with their Glow logins.
3. On the Glow Launchpad type download into the search bar



4. Select the Download Office Now tile



5. Select Install Office and follow the download instructions. Then log in with your child's Glow details.



6. Once downloaded, this will give you Powerpoint, Word, Excel, Outlook, One Drive. Your child will be able to use these applications for any appropriate task.
7. Follow the link to view a video explaining the steps
- https://youtu.be/4_cOujplyGw

Video Helps

Below are links to short video clips that demonstrate and explain everything that has been covered in this Support Guide.

How to log into Glow -

- Accessing and logging into Glow
- Accessing Teams and email

<https://www.youtube.com/watch?v=5vuNUss-HRI&t=3s>

Downloading the Team App

https://www.youtube.com/watch?v=J46EzJJ_f-Y&list=PLv9EVcj8WJjCfEQx3D6YCMVw5MmlsBuO&index=12

Introduction to Using Teams

- Teams Launchpad
- Accessing individual Teams
- Posts
- Files
- Assignments

https://www.youtube.com/watch?v=u_W5Ron0o8c&list=PLv9-EVcj8WJhqlM3ibuGzLC-E5Ct26WbW&index=4

Teams Assignments

- Handing in a completed assignment or piece of work
- Viewing teacher feedback

<https://www.youtube.com/watch?v=MV5SlxcW5AU&t=3s>

OneDrive

- Accessing OneDrive
- Sharing files

<https://www.youtube.com/watch?v=gwY3fMuD3mg&list=PLv9-EVcj8WJhqlM3ibuGzLC-E5Ct26WbW&index=24>

Downloading Office 365

<https://www.youtube.com/watch?v=420ZCIsIDTU&list=PLv9-EVcj8WJhqlM3ibuGzLC-E5Ct26WbW&index=25>

Accessing Teams Through a Games Console

- Playstation <https://www.youtube.com/watch?v=5vuNUss-HRI&t=3s>
- Xbox <https://www.youtube.com/watch?v=rWTwAfLKbkU>

Glow email

- <https://youtu.be/B67cYix1Glg>

One Drive

- <https://youtu.be/d4J7Q9xIVws>
- <https://youtu.be/q3AvuQrsMhA>

Making use of Microsoft Office

- https://youtu.be/4_cOujplyGw