CARRICK ACADEMY

SUPERBE GERIMUS
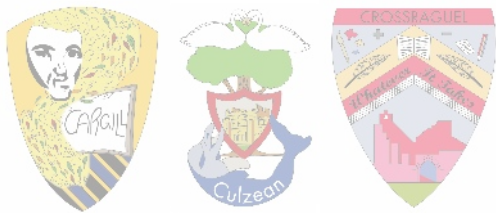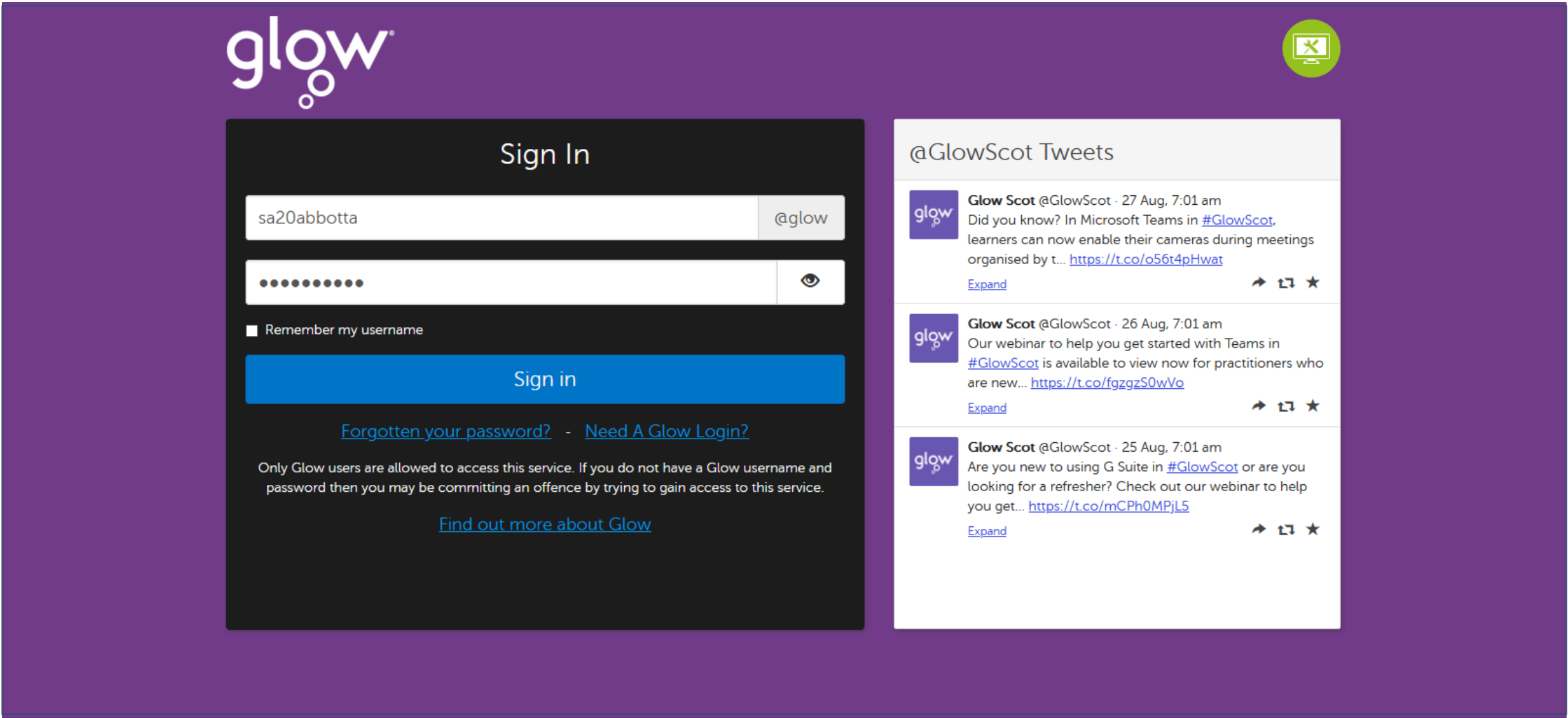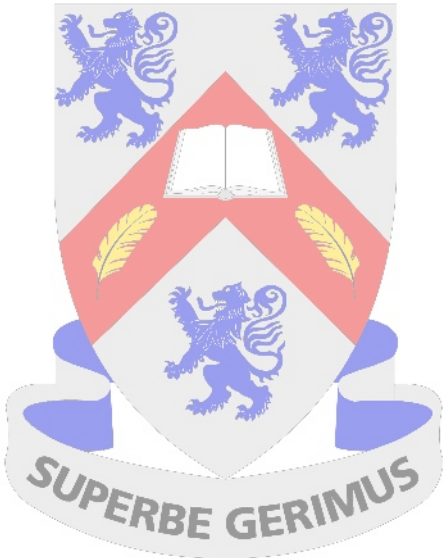
Parent & Pupil Guide to Glow and Microsoft Teams

First of all Google Glow, the first result should take you to the login page below

Students should login using their South Ayrshire computer login (eg sa12allenj) and their Glow password.
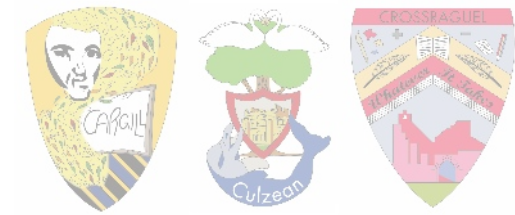

Any teacher can reset a forgotten password

This guide will use the login of a made up student for GDPR reasons
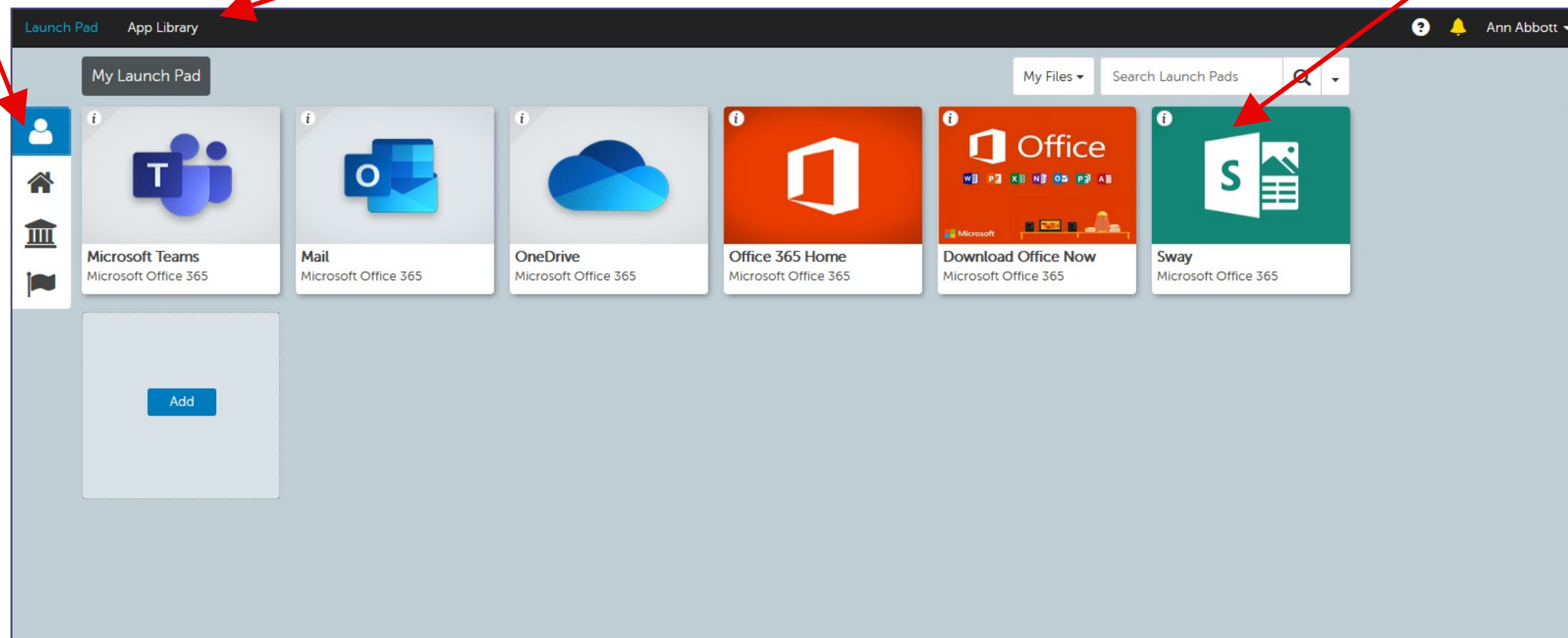
THE LAUNCH PAD

Once you login you will be taken to your **launch pad**. Lets take a look around this page.

You can switch between the Carrick, South Ayrshire, Scotland and your own personal **launch pads** here. To be honest, you'll probably just use your own.

If you are missing a program (or app) from your launch pad then you can search for it in the **App Library**

Apps on Glow are the same as apps on your phone

There are some apps you will want to make sure are on your launch pad:

- **Microsoft Teams** (this is where work will be assigned and handed in)
- **Mail** (in case you wish to contact a teacher directly)
- **OneDrive** (your Glow hard drive where all your files will be saved)
- **Office 365 Home** (complete Microsoft Office suite of programs, you **DO NOT NEED TO BUY OFFICE 365**)
- **Download Office Now** (you can download Office 365 **FREE** so you can use the programs offline)
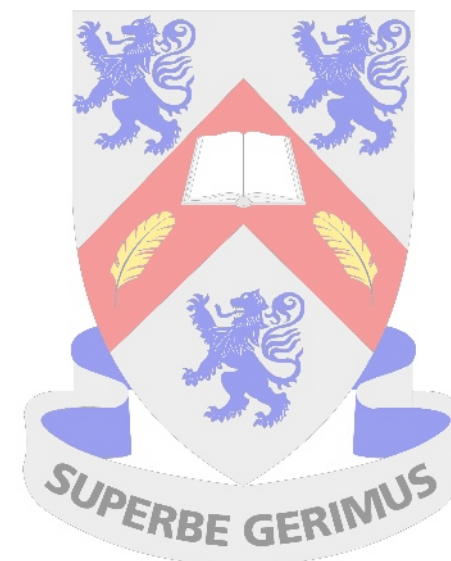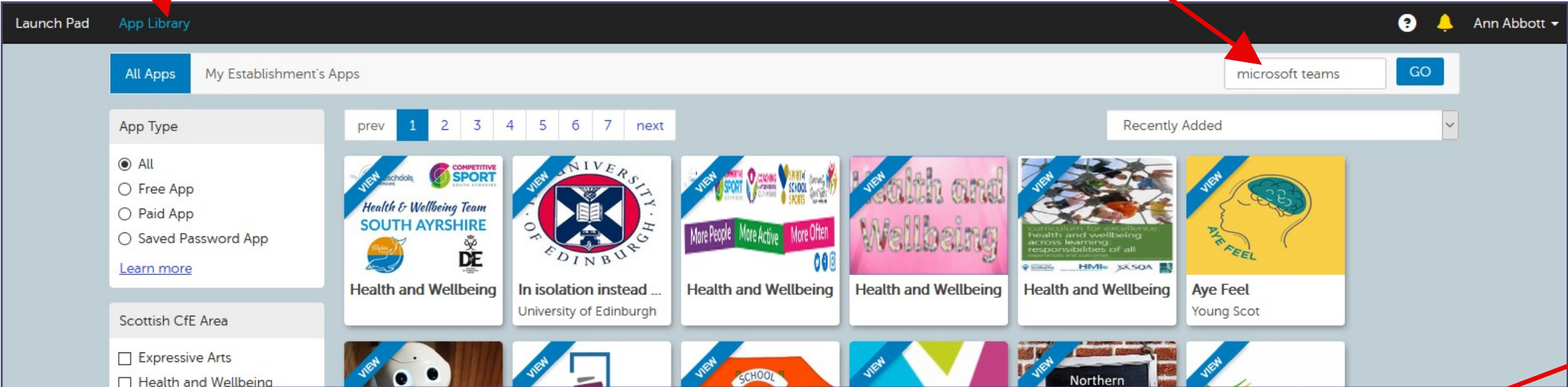
ADDING A TILE TO YOUR LAUNCH PAD

Not all apps will be automatically added to your launch pad. Here's how to add them.
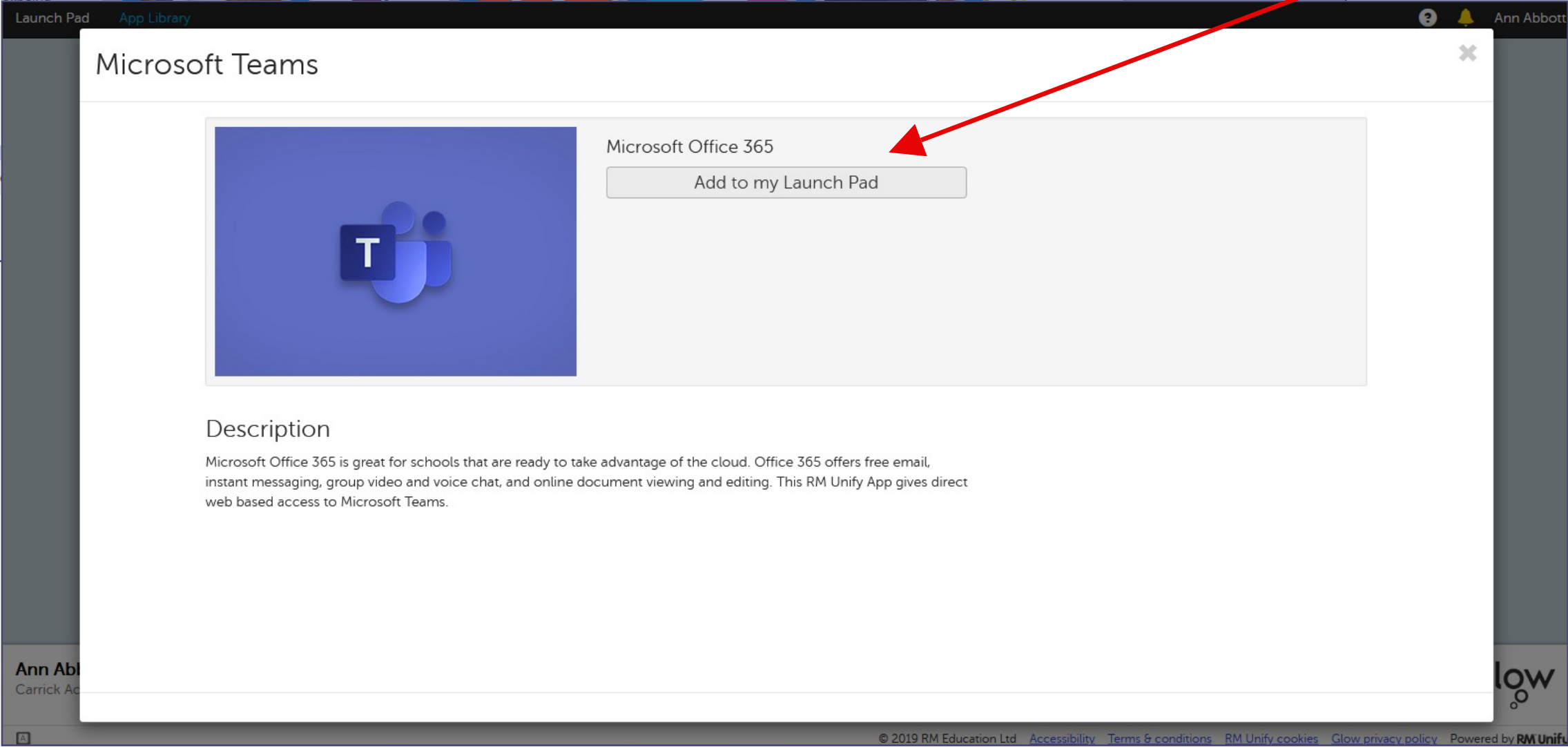
Go to the **app library**

In the search box type the name of the app you are looking for eg **Microsoft Teams**, and click Go

Click on the app and select **Add to my launch pad**. Press the x in the corner and it should now appear in your launch pad. Go back to your launch pad by selecting it on the top left corner

Launch Pad	App Library

All Apps | My Establishment's Apps

microsoft teams | GO

App Type
- ● All
- ○ Free App
- ○ Paid App
- ○ Saved Password App

Learn more

prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | next

Recently Added

Scottish CfE Area
- ☐ Expressive Arts
- ☐ Health and Wellbeing
- ☐ Language
- ☐ Mathematics
- ☐ RME

View all
Clear

Health and Wellbeing

In isolation instead ...
University of Edinburgh

Health and Wellbeing

Health and Wellbeing

Health and Wellbeing

Aye Feel
Young Scot

Scottish CfE Level
- ☐ Early
- ☐ First

Microsoft Teams

Microsoft Office 365

Add to my Launch Pad

Description

Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.

MICROSOFT TEAMS – HOMEPAGE

Back in your launch pad lets click on the **Microsoft Teams** app. It may take a minute to load. Let's look around the landing page.
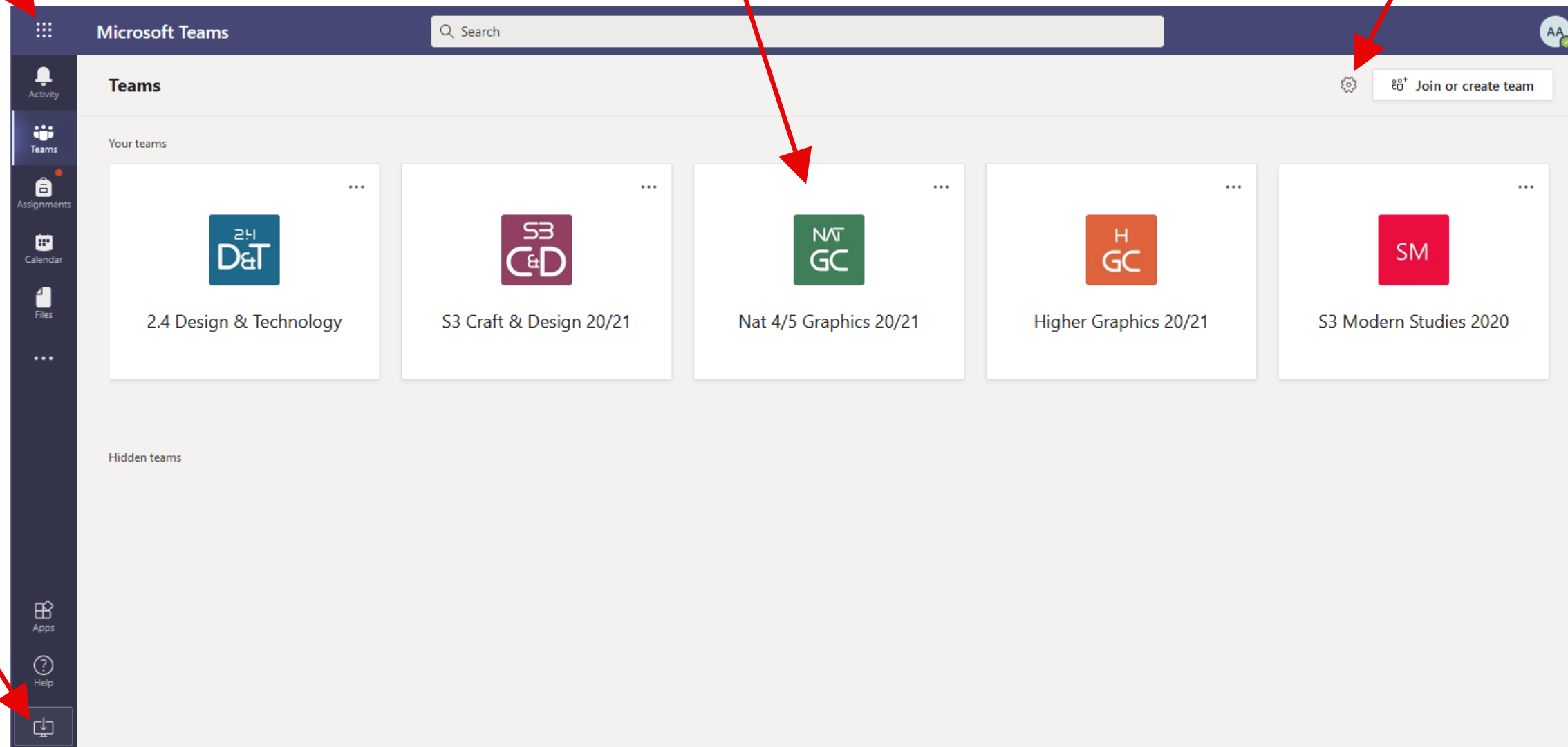
The 9 nine dots in the corner allow you to quickly access other Microsoft programs (ie Word or PowerPoint)

The tiles (or Teams) are each of the classes the student is a member of

The settings button would allow you to change the layout or theme of your landing page

You can click the monitor icon to download a desktop version of Microsoft Teams

Click on your initials to edit your profile picture

Microsoft Teams — Search

Teams   ⚙ ⚙⁺ Join or create team

Your teams

| D&T 2.4 Design & Technology | S3 C&D S3 Craft & Design 20/21 | NAT GC Nat 4/5 Graphics 20/21 | H GC Higher Graphics 20/21 | SM S3 Modern Studies 2020 |

Hidden teams

The panel on the left has a variety of options

- **Activity**: will show up any notifications when the teacher has posted a message or assignment to the Team
- **Teams**: will take you back to the above page so you can switch to a different Team
- **Assignments**: allows you to look through the assignments for each individual class
- **Calendar**: lets you add in deadlines, assignments, homework tasks, etc
- **Files**: will take you to the files section for each Team

SUPERBE GERIMUS

5
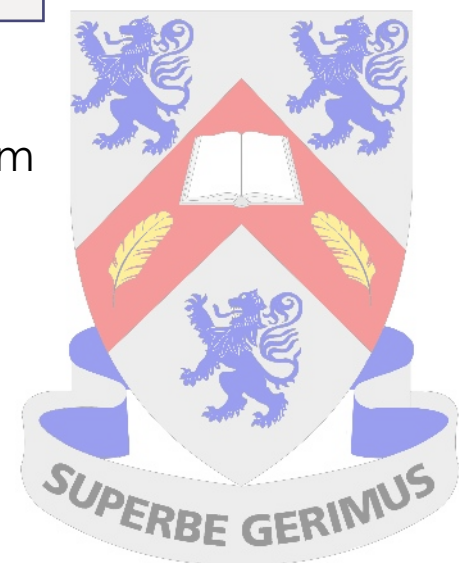
MICROSOFT TEAMS – A TEAM

Click on a Team to see the class feed. For the purposes of this guide I am going to use my 2nd year class.
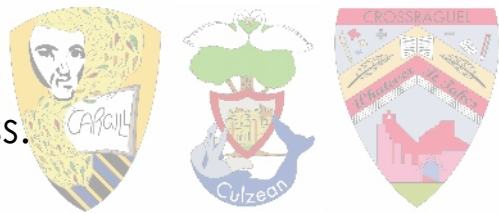
You will be taken to the class **wall** (like a feed in Facebook or Twitter). This is where pupils should ask questions about general classwork or assignments. Everyone in the Team can see what is written on the wall.

Across the top you can switch between different areas of the class. We will look into each of these areas in turn.

Remember, if you want to go into another Team just click the button on the left

NOTE: The class teacher may choose to disable the wall if they feel it isn't required or is being misused. They can stop the whole class from posting to it or individual students. This will not affect a pupils ability to submit work or access files, it would only stop them from posting to the wall.
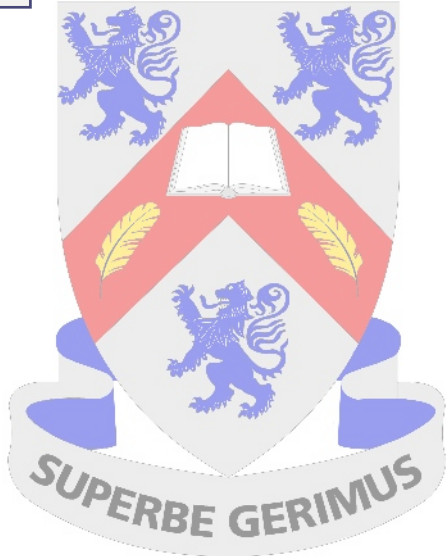
Let's look at the files section. In here your teacher will save and store any files you may need to access.
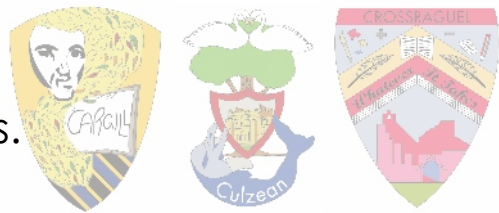
Any files stored in the **Class Materials** folder will be read only (ie you will not be able to edit them). Most teachers prefer to store files in here as it prevents students from accidentally overwriting a file.

Students can download files to their own computer or device. Just click on the circular check box next to the file name and click **download**.

Alternatively, students can save files to their **OneDrive** by selecting the file and choosing **Copy** from under the 3 dots
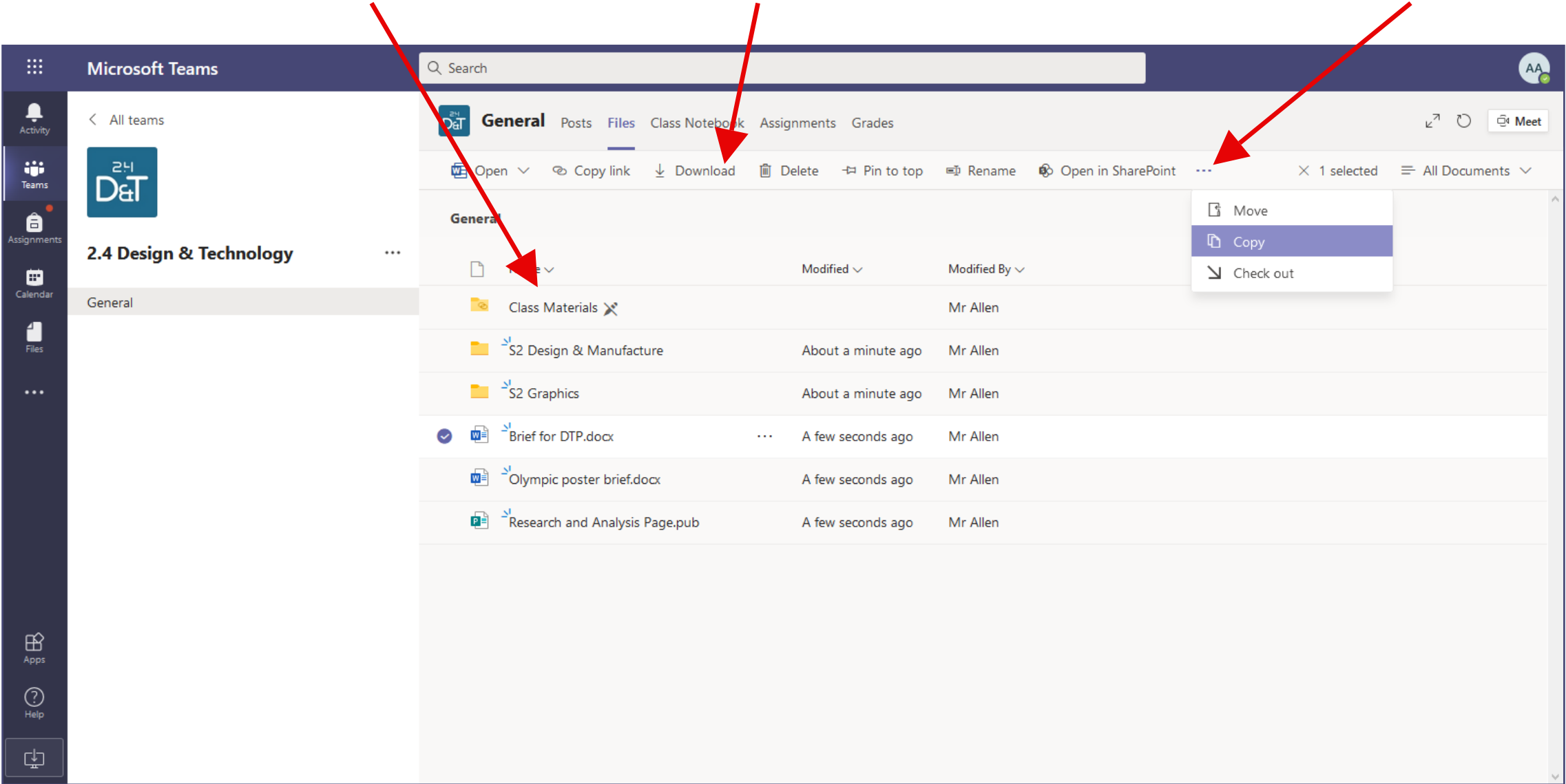
NOTE: A student can edit a Word or PowerPoint document just by clicking on it as all Microsoft programs are built into Teams. If they are accessing a document in the **Class Materials** folder they will need to save it their **OneDrive** before editing it.
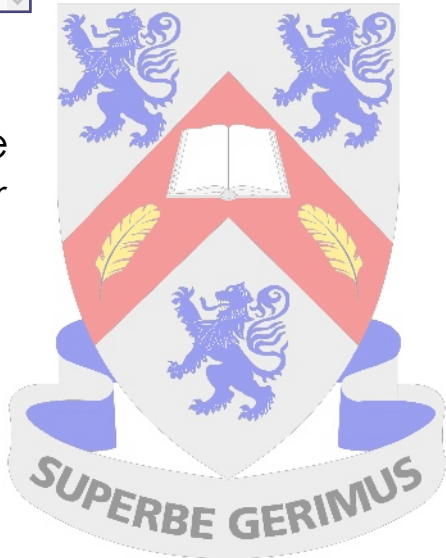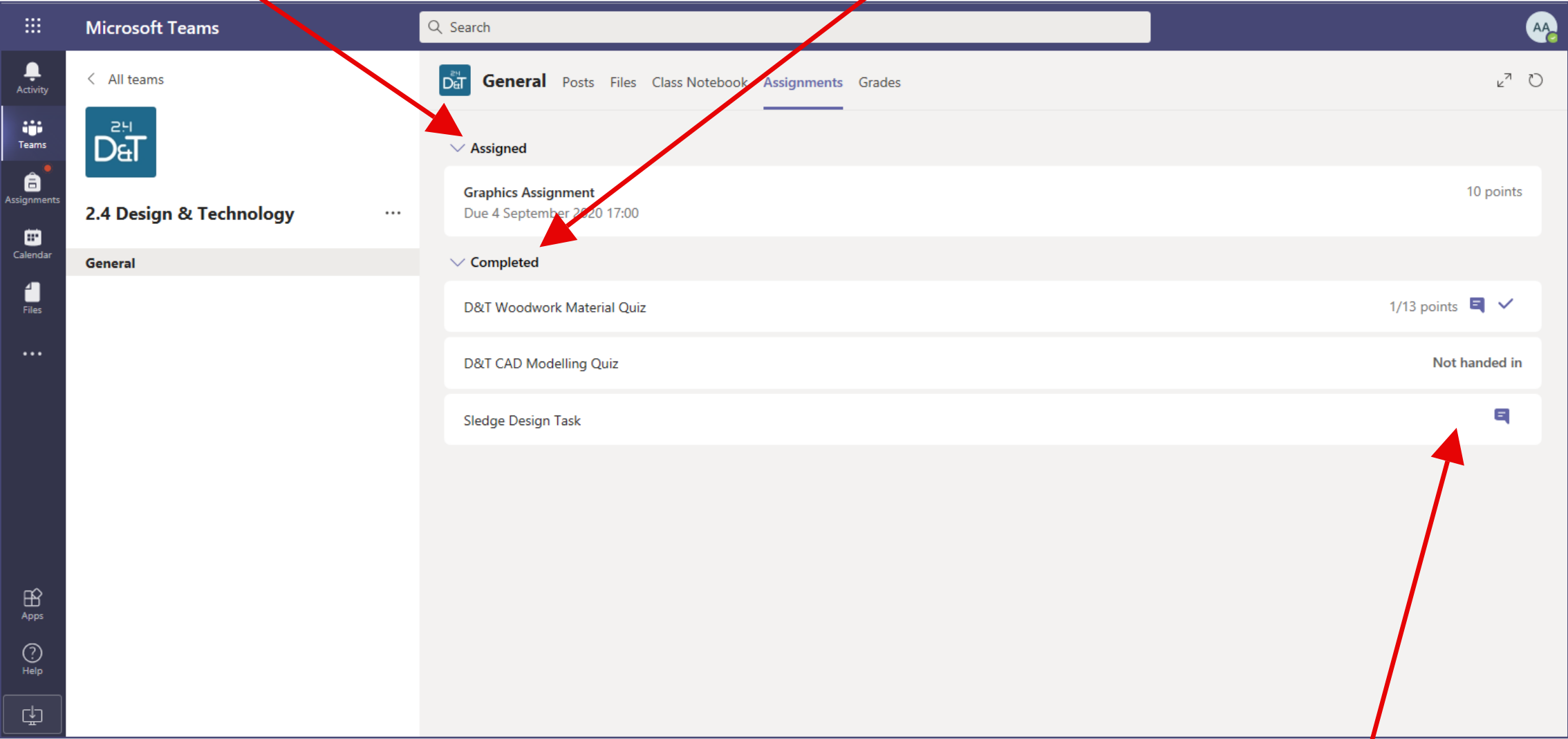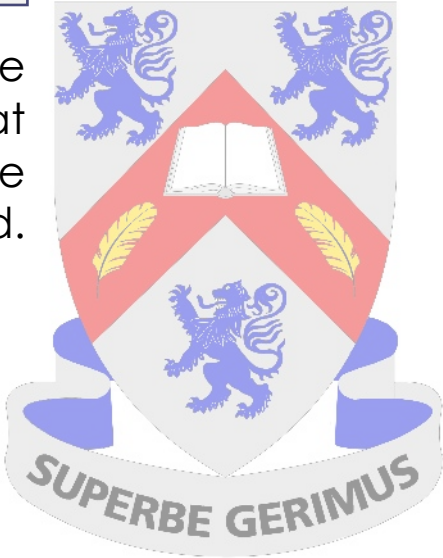
MICROSOFT TEAMS – ASSIGNMENTS

Next is the assignments tab.

Under **Assigned** you will see any current assignments. These should include the due date

**Completed** will show details of all previous assignments

On the right you will be able to see the status of your previous assignments. The **text box** means that written feedback has been given, a **blue tick** means that marks have been applied to the assignment and **Not handed in** means that the task has not been submitted.
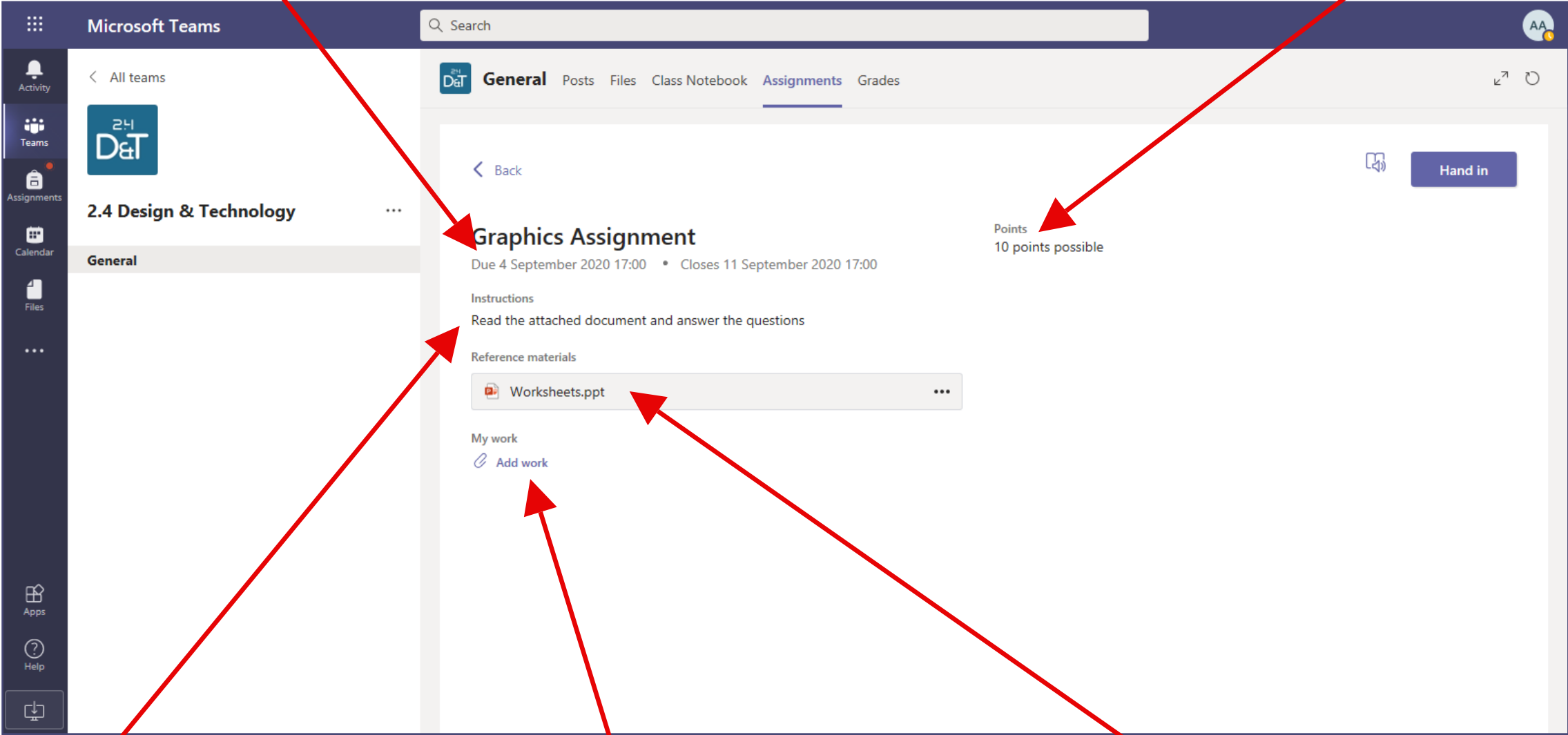
MICROSOFT TEAMS – ASSIGNMENTS

Let's have a look at the Graphics Assignment in more detail
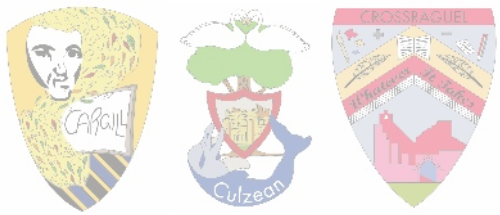
Under the assignment title you will see the date and time it is due. You may also see a **Closes** date and time. If it is included this is a date that your teacher will accept submissions until. You will not be able to submit after the closes date.

If used, **points** will show you how many marks the assignment is out of

Microsoft Teams

< All teams

2.4 Design & Technology

General

General Posts Files Class Notebook **Assignments** Grades

< Back

Hand in

Graphics Assignment
Due 4 September 2020 17:00 • Closes 11 September 2020 17:00

Points
10 points possible

Instructions
Read the attached document and answer the questions

Reference materials

Worksheets.ppt   ...

My work

Add work

The **instructions** section will include any guidance from your teacher

Reference materials will include any files your teacher has included to help you complete the assignment

You will use the **Add work** button to attach your completed assignment. Once you have added work you need to remember to click **Hand in** at the top right
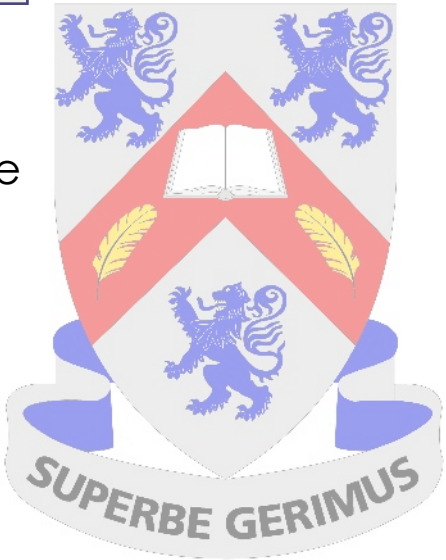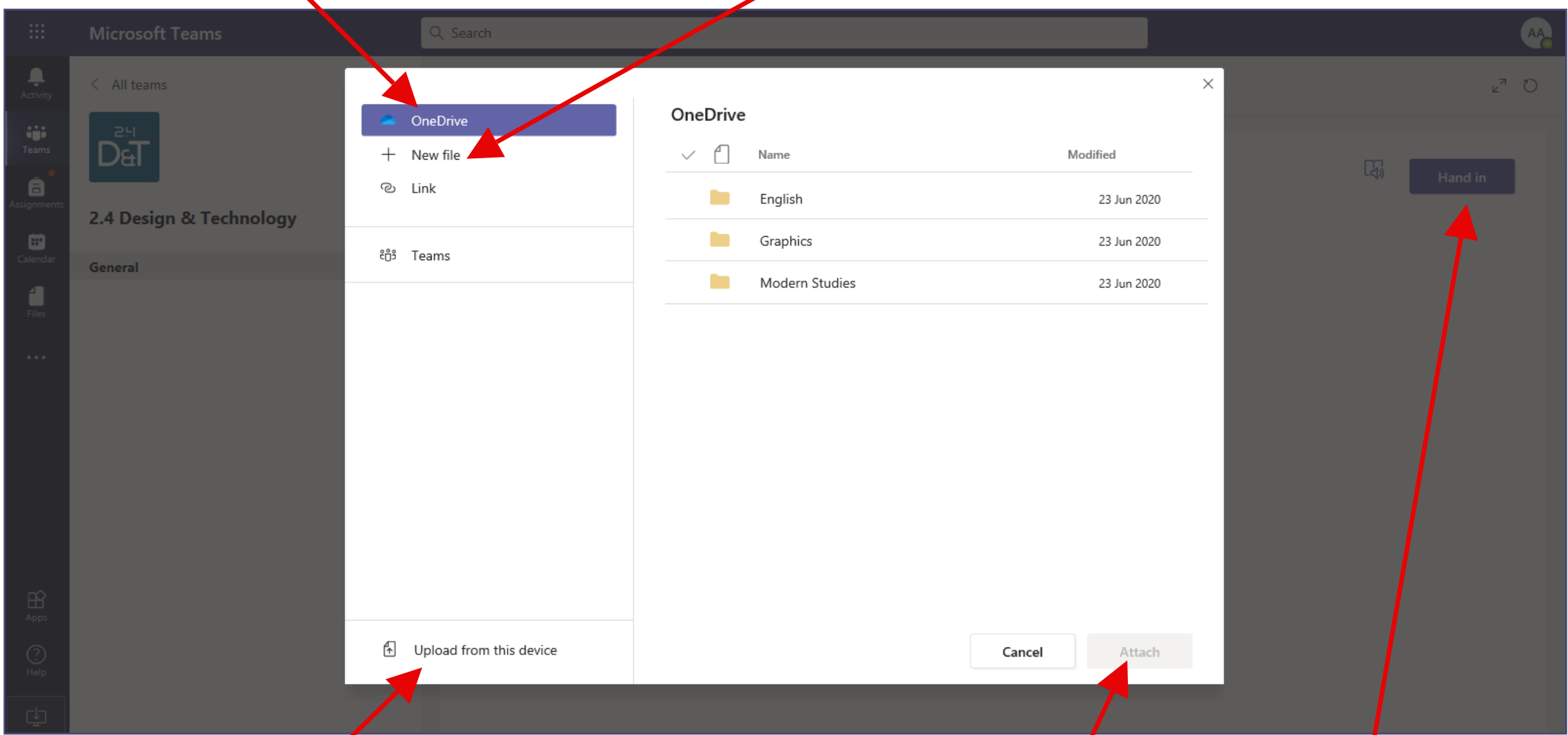
MICROSOFT TEAMS – SUBMITTING AN ASSIGNMENT

When you are ready to submit work click Add work under the My work heading. You will see the screen below.
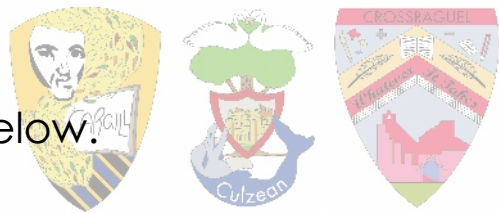
Alternatively you can create a new Word, PowerPoint or Excel file to complete the assignment. This will automatically save to your OneDrive

The default option will allow you to select a file from your **OneDrive**

The most likely option is to upload from the computer or device you are working on. To do this click **Upload from this device** and select the file(s) you want to attach. You can submit up to 10 files.

NOTE: If you are using a phone or tablet you can use this to upload photos of your work.

Once you have selected the file(s) you want to submit click **Attach** and then **Hand in**.

NOTE: The **Hand in** button will change to **Undo hand in**. You are able to edit your submission up until the closing date.
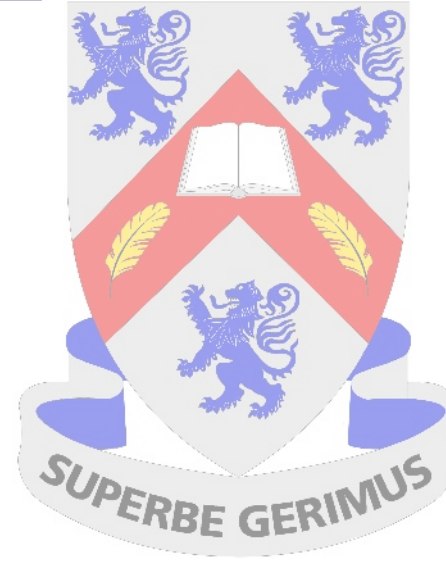
There is also a video guide to using Glow and Teams on the school website (go to Covid-19 Support in the Parent Zone):

www.carrickacademysayr.weebly.com