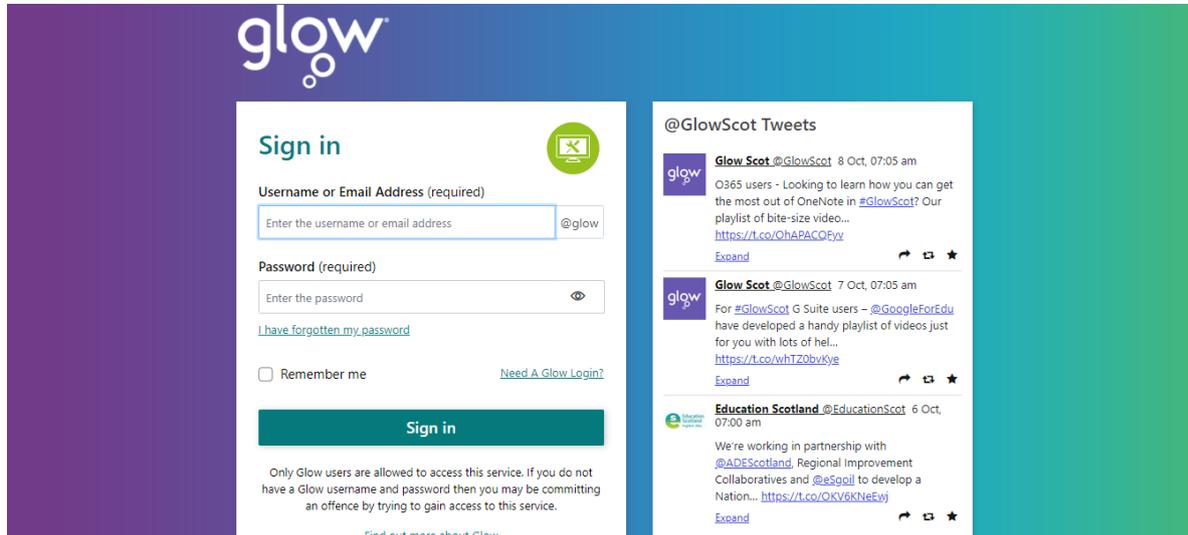


## Online Support -

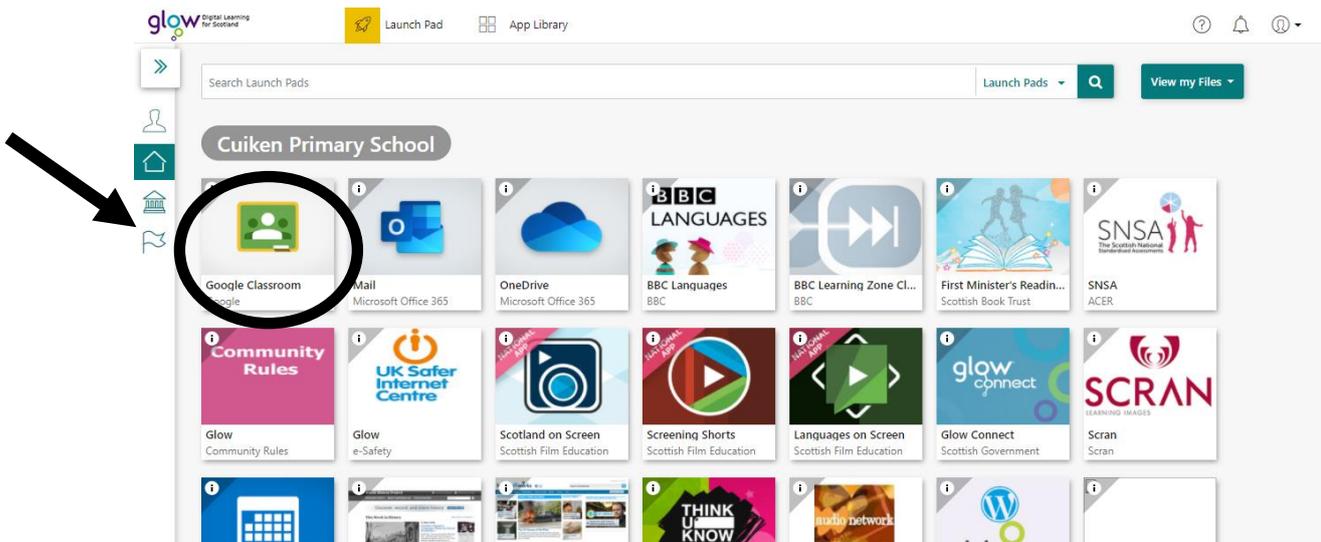
### Glow, Google Classroom, Uploading Work, Accessing Feedback, Accessing Google Meets and Data

Start by searching for Glow via Google



Use your username and password to log in to glow - the passwords are case sensitive and there is a space between the 2 words in each password.

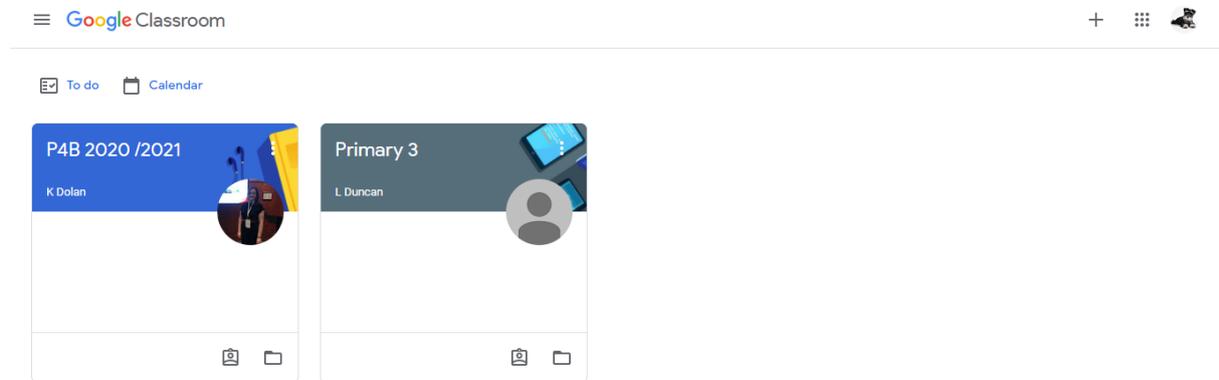
Once logged in you will see the Cuiken Primary School dashboard - ensure that you click on the house icon on the left hand side. Google Classroom should be the first tile that appears.



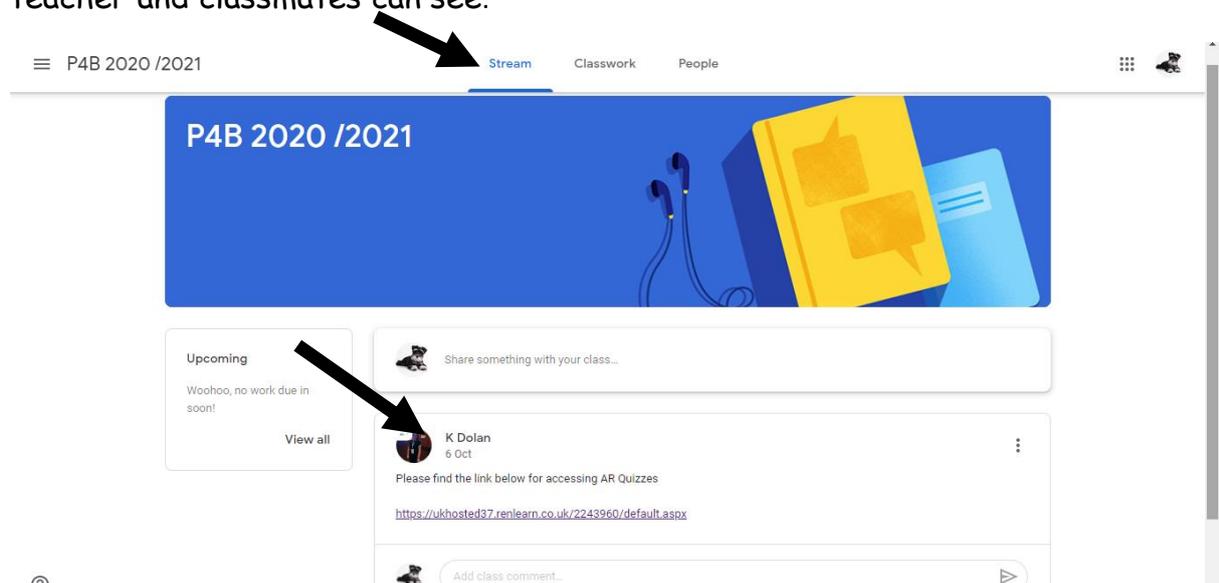
You may be asked to verify your email to access Google Classroom - this is different from your Glow email address. The email is your glow username

followed by @mc.glow.scot. For example if your user name is mcsmith1 it would be mcsmith1@mc.glow.scot.

Each pupil has been accepted in to their Google Classroom - click on the classroom that is for this year - 2020 - 20221



Once in Google classroom you can leave comments on the stream which your teacher and classmates can see.



To access work click on 'class work' and there will be a folder where work will be saved. This will also appear on the stream. There may be different folders for different curriculum areas.

☰ P4B 2020 /2021 Stream **Classwork** People

📁 View your work 📅 Google Calendar 📁 Class Drive folder

All topics Home Learning Grids

## Home Learning Grids

📅 Home Learning Grid Aug - Oct 2020 No due date

🔍

If you have a question about a task you can either leave a comment on the stream or you can leave a comment by clicking on the task under classwork.

☰ Primary 4 Cuiken Primary School Stream **Classwork** People

- 📅 Writing Task - linked to Novel Study 7 No due date
- 📅 Film Review 6 No due date
- 📅 Newspaper Article - Linking to Fish in R... 3 No due date
- 📅 Writing Task - Pros and Cons - Linked to... 5 No due date
- 📅 Windy Day Poem 11 No due date

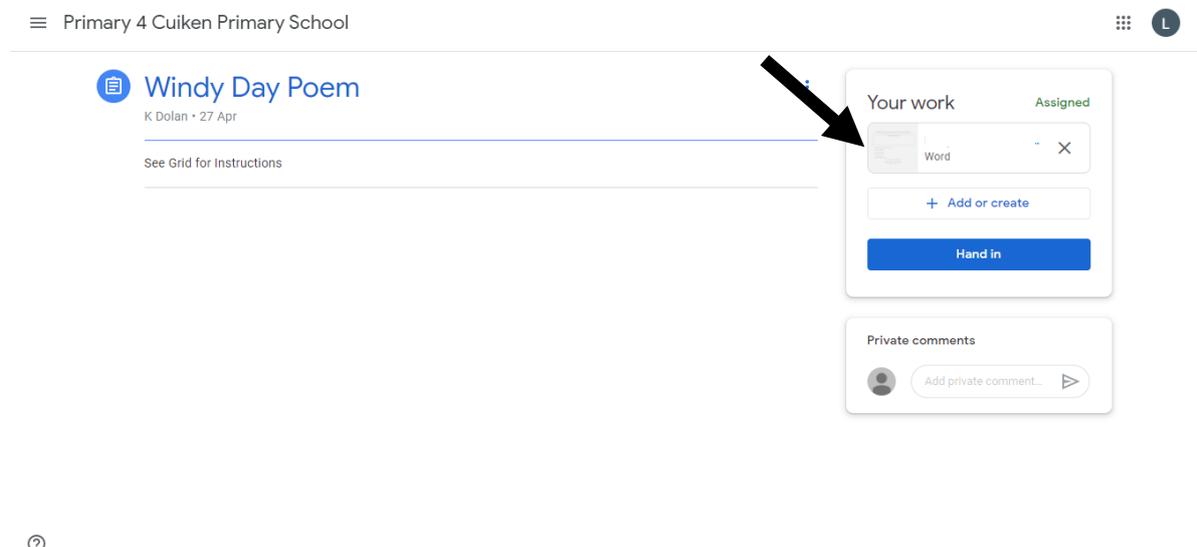
Posted 27 Apr Handed in

See Grid for instructions

11 class comments

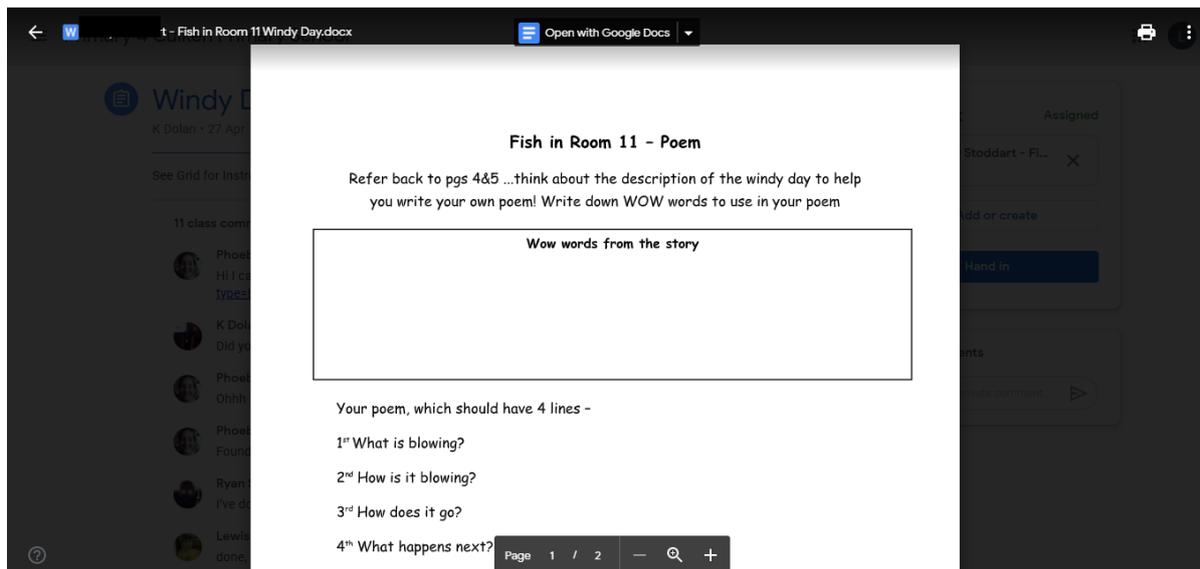
[View assignment](#)

Some tasks will be set where the teacher has created a document for you to edit. Click on the word document to open it...



The screenshot shows a task page for 'Windy Day Poem' by K Dolan, dated 27 Apr. The page includes a link to 'See Grid for Instructions'. On the right, a 'Your work' panel is visible, which is 'Assigned'. It contains a 'Word' document icon, a '+ Add or create' button, and a 'Hand in' button. Below this is a 'Private comments' section with an 'Add private comment...' input field and a submit button. A black arrow points from the 'Word' document icon to the text above.

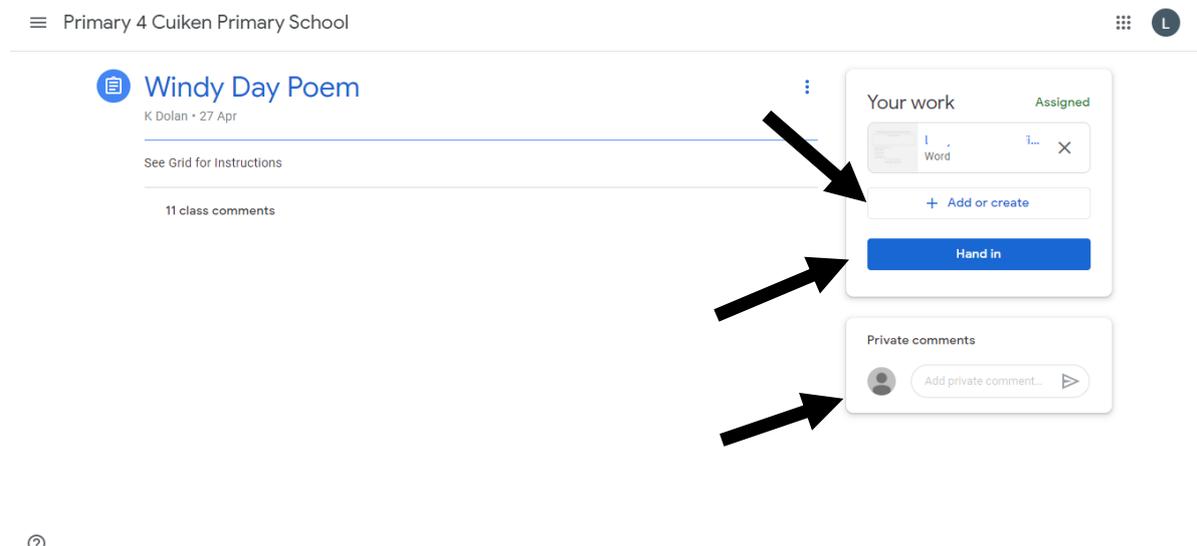
To edit the document you must open with 'Google Docs'. This will automatically save your work as you type. Or you can download and save the document to your device.



The screenshot shows a Google Docs document titled 'Fish in Room 11 - Poem'. The document content includes instructions to refer back to pages 4&5 and to write a poem using 'WOW words from the story'. A large empty box is provided for writing the poem. Below the box, it says 'Your poem, which should have 4 lines -' followed by four numbered questions: '1<sup>st</sup> What is blowing?', '2<sup>nd</sup> How is it blowing?', '3<sup>rd</sup> How does it go?', and '4<sup>th</sup> What happens next?'. The document is viewed in a browser window with a dark theme, and a 'Hand in' button is visible on the right side of the interface.

If you choose to do it through Google Docs then click hand in when complete or if you have saved the document to your device then click add or create.

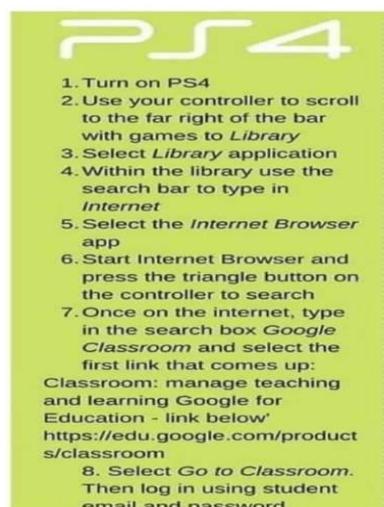
You can also leave a private comment too which only your teacher will see.



Here is a link to support with accessing Google Classroom for children and grownups -

<https://www.youtube.com/watch?v=ZWkjYYvEGOA&feature=youtu.be>

You can access Google Classroom via an app from the app store or also via games console's - please see the image below...



## Google Classroom Instructions

### How to access online learning grids

1. Login to Glow (username and password has been provided)
2. Click on the 'Google Classroom' tile
3. Click on the class tile eg. P6
4. Select 'classwork' at the top of the screen
5. Under 'home learning January 2021' there is a document with a notepad symbol next to it. Click that
6. The grid will be attached along with a note from the teacher
7. Click on the document to see it full size
8. The grid will show various tasks for different curricular areas

### How to complete work online

1. Login to Glow (username and password has been provided)
2. Click on the 'Google Classroom' tile
3. Click on the class tile eg. P6
4. Select 'classwork' at the top of the screen
5. Under 'home learning January 2021' there is a document with a notepad symbol next to it. Click that
6. On the right hand side of the screen it will have 'your work'.
7. Click on the 'add or create' button and you will have many options to pick from.
8.
  - If you want to upload a photo of something you have made or a photo of work in a jotter then you can select the paperclip symbol and it will allow you to attach the photo from Google Drive
  - If you wish to complete the work on a document then select 'doc' and start typing. Once completed you can 'hand in' using the button at the top
  - DO WE NEED A PART HERE ABOUT SAVING STUFF TO GOOGLE DRIVE?

### How to submit completed work online

1. Once work has been completed (as above) whether a story, picture of work in a jotter or clip, you can now 'hand in' so it is sent to the teacher as completed
2. Go through steps 1-6 above but then instead of selecting 'add or create' in step 7, you will select 'hand in'.
3. This will send the work to the teacher. You can add a private comment to the teacher that only they can view.
- 4.

#### How to access teacher feedback on a completed piece of work

1. On main page, select 'classwork' at top of the page
2. Once on that page, select 'view your work' on the top left hand side of the page
3. This will bring up a list of work you have completed
4. Select 'returned' on the left hand side of the page
5. This will display any work that has been submitted along with feedback from the teacher

#### How to access a Google Meet

1. Make sure you are logged into Google classroom via Glow
2. Ensure that if there is more than 1 Google email linked to the device that you are using that the one is selected for your child's Glow username - it should start with mc and then end in @mc.glow.scot
3. On main class stream a link will appear 5 minutes before the Google Meet will start.
4. Click on the link and you will be accepting into the call.
5. Make sure your microphone is on mute until you are asked to talk.
6. Please see code of conduct for further details.

Please see the below link for information on how to increase data on mobile devices:

<https://get-help-with-tech.education.gov.uk/about-increasing-mobile-data>