

PARENTS GUIDE TO GLOW



What is GLOW?

Glow is Scotland's nationally available digital environment and can support learning across the whole curriculum.

Glow is not just one place or platform, instead it offers a username and password that gives access to a number of different web services.

Funded by the Scottish Government and managed by Education Scotland, Glow provides a safe, online environment for educators, learners and parents to communicate and collaborate using services such as Glow Blogs, Microsoft Office 365, Microsoft Teams, G Suite and Glow RM Unify Launch Pad.

Using Glow in learning:

Glow is used by learners and educators across Scotland in lots of different ways. For example, you can:

- share ideas and learning resources – across classes, schools and local authorities;
- create digital content such as blogs and OneNote digital notebooks;
- join communities to discuss specific topics or get help with difficult concepts;
- manage deadlines and projects using tools in Microsoft Office 365;
- communicate, collaborate and co-create with other Glow users.#

There are 2 ways to access GLOW.

- 1) Via a computer or laptop
- 2) Via a device, tablet or phone.



Accessing GLOW with a device or tablet.

Step 1:

Download the Microsoft Teams App.

If you encounter problems installing the app, you may need to update your system software via 'updates'.

Step 2:

Log into the Microsoft Teams App using a GLOW **email address** and GLOW password.

Your child's GLOW email address is:

glowusername@glow.sch.uk

Your child's GLOW password is the same as their password to access GLOW via a laptop or computer.



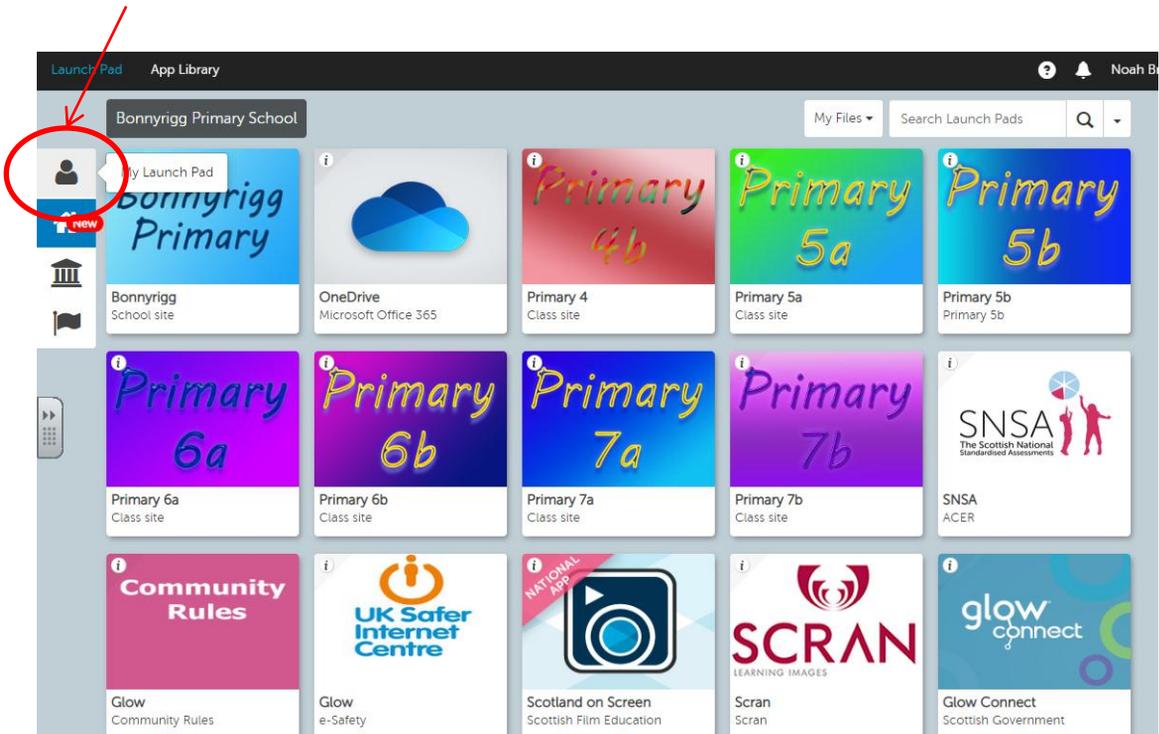
Logging your child into GLOW

Once you have logged into GLOW, you will be taken to the launch page. You will need to access your child's Launchpad to access **Microsoft Teams**.

Microsoft Teams is an application on GLOW which allows your child to access Microsoft Office Online, save files, and communicate with each other and their teacher.

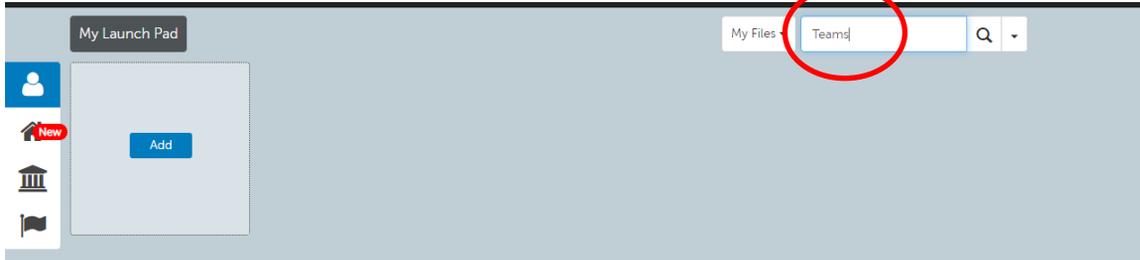
Teachers can also provide assignments and feedback via Microsoft Teams

Launchpad

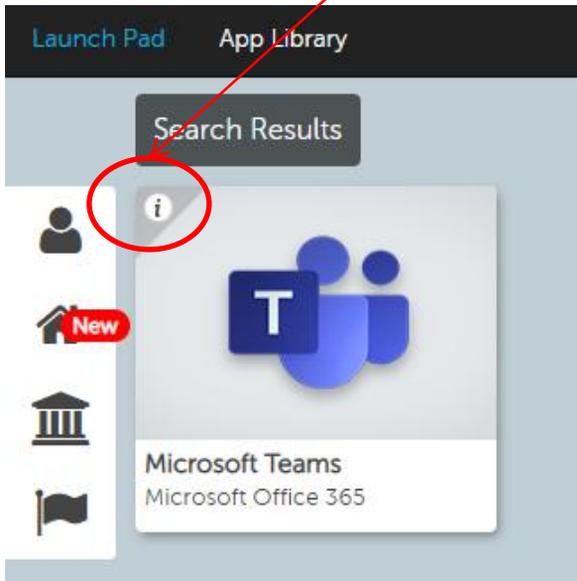


Logging your child into GLOW

Search from the top left to locate the 'Teams' app.



This will bring up Microsoft Teams. Choose the small **i** symbol to then add it to your child's launchpad. This will make it easier to access each time they log into GLOW.



You can then Launch the app

Microsoft Teams



From Microsoft Office 365

Launch

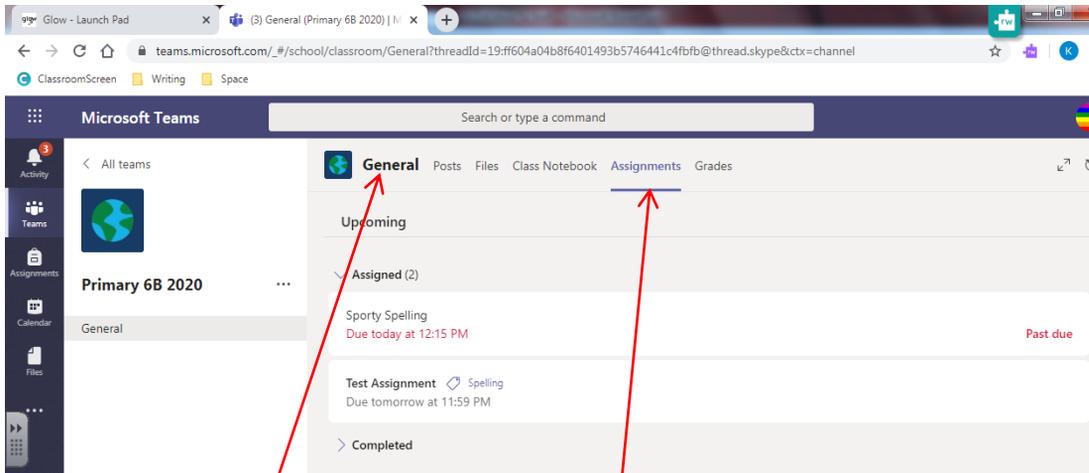
Add to my Launch Pad

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 Unity App gives direct web based access to Microsoft Teams.



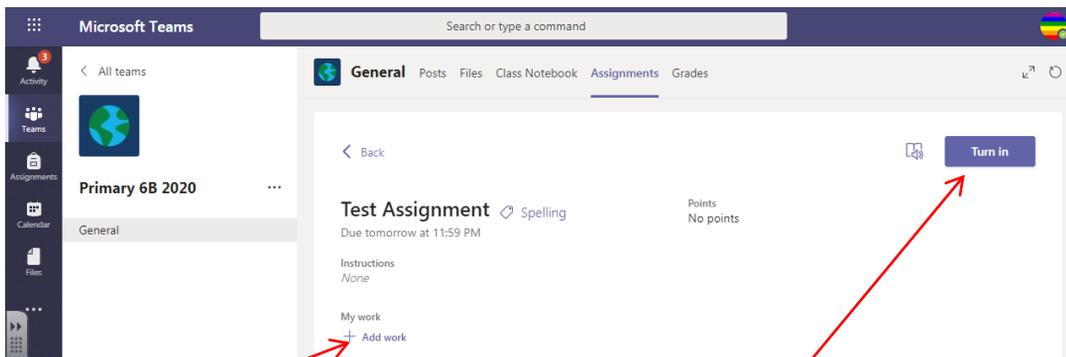
Accessing your child's assignments



The top tab of **General** is the homepage for the team.

They can view any assignments by clicking on the **Assignment** tab.

This will list all active assignments and provide information about due dates.



Your child will need to attach work on the **add work** tab.

This will show them their **One Drive** where any documents created on GLOW will be saved.

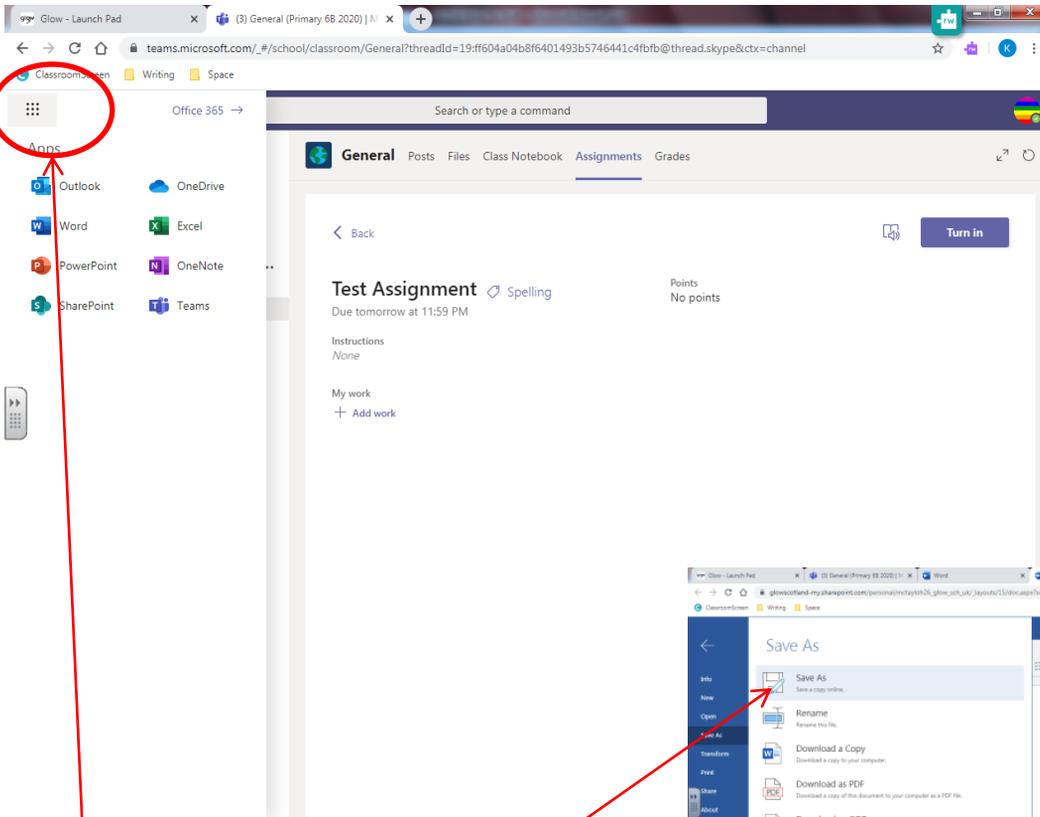
When they are happy they can choose **Turn In**.

A pretty animation will play to show it has been successful.

They can also retrieve an assignment if they have pressed 'turn in' too soon.



Using Microsoft Office



These are all the Microsoft Applications that your child can use for free.

They can access and use these at home.

Opening one will open a new tab. They can then use the software exactly as they would at school.

Any saves will be made to their **One Drive**.

When submitting work for an assignment, all documents on their One Drive will be there to choose from.

