A Guide to Using Microsoft Teams at Home

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.

Glow is restricted to learners and educators to ensure that it is a safe online environment. Your child will have a unique Glow username and password in order to access Glow- these will be shared through separate communication.

An Introduction to Microsoft Teams

Microsoft Teams allow members of a team (in our case children from a class and their teacher) to communicate and share resources with one another over a secure platform.

This guide will support you to install the appropriate apps and will provide a quick guide in how to use these to support home learning.

For the time being classes will only be using the 'Posts' and 'Files' tabs within Microsoft Teams. However, through time if further functions within the app are going to be used then additional 'How to…' guides will be created.

Your child may already have the Microsoft Teams app added to their Glow Launch Pad. If so, then this can be accessed directly by clicking on the Teams tile.

If your child does not yet have the Microsoft Teams app then they can add it to their Launch Pad by following steps in Part 1 of this guide.

Part 2 of this guide will demonstrate how to use some of the basic features within Microsoft Teams.
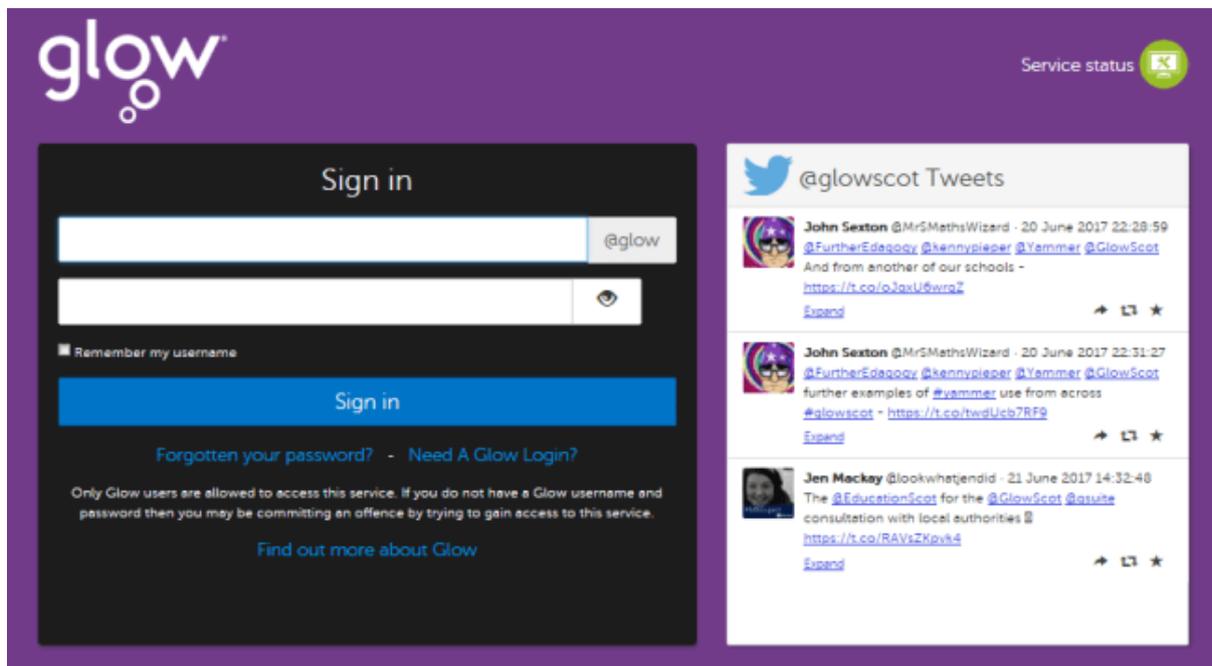
This guide is written from the viewpoint of installing Microsoft Teams on PC or Laptop.

However, Microsoft Teams can also be downloaded onto android and apple mobile devices.

Step 1: Logging into Glow

Visit the Glow sign in screen: https://glow.rmunify.com/

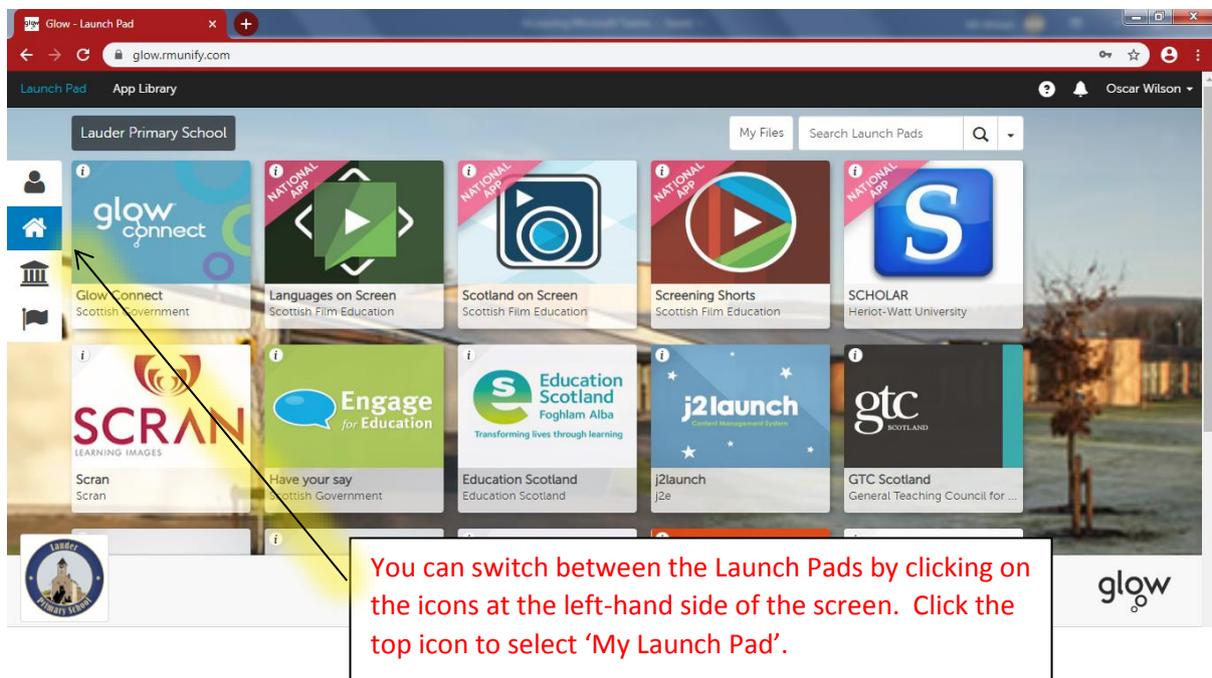Enter your username and password in the boxes shown (clicking the eye icon allows you to see your password as you type it in) then click 'Sign in'.

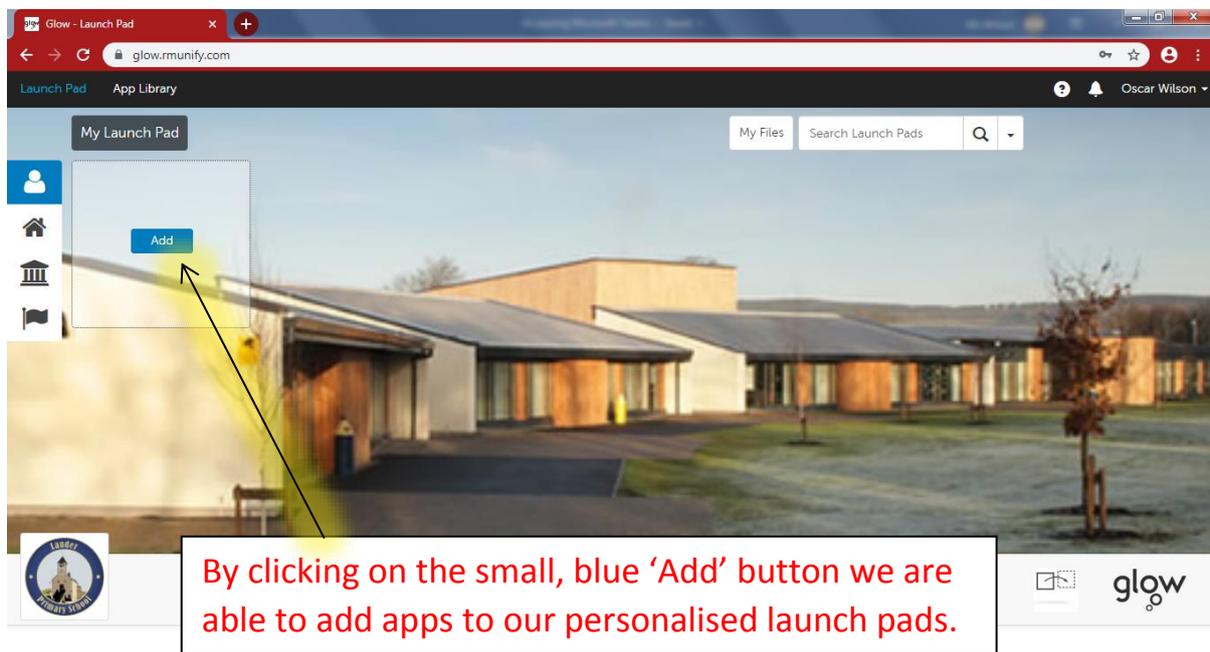**Step 2: Understanding the different Launch Pads**

Within Glow there are four different Launch Pads. These allow apps to be pinned under four different levels: 'Scotland', 'Scottish Borders', *Your School* and 'My Launch Pad'.

This guide will focus on adding apps to your own personalised launch pad- 'My Launch Pad'

You can switch between the Launch Pads by clicking on the icons at the left-hand side of the screen. Click the top icon to select 'My Launch Pad'.
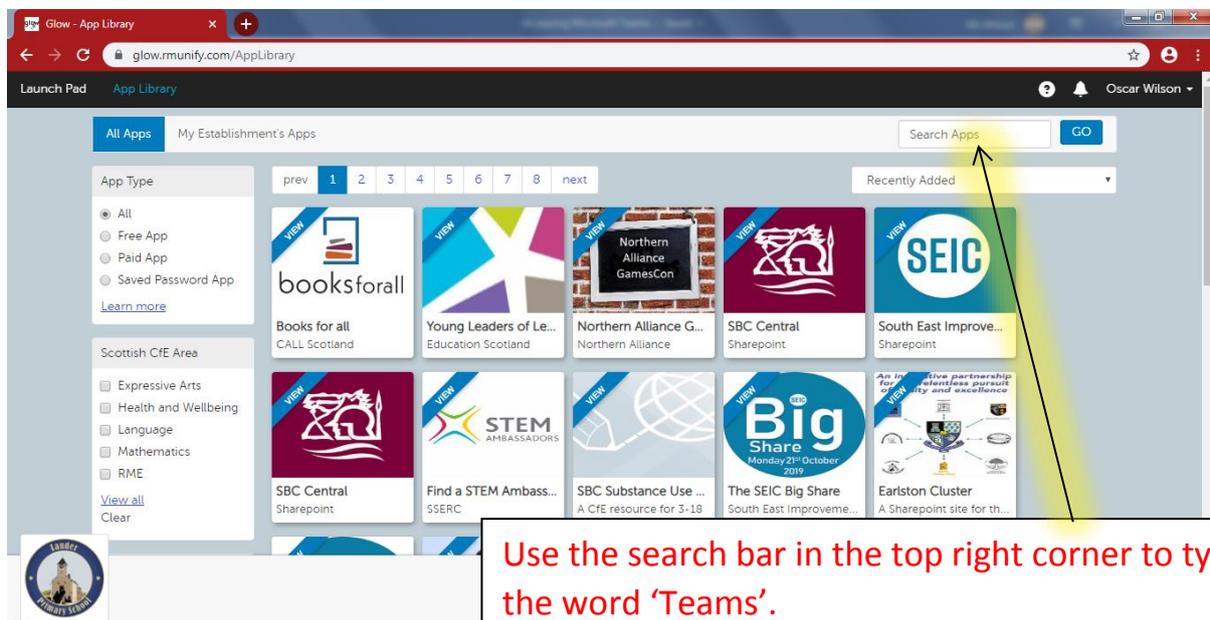
Step 3: Understanding 'My Launch Pad'

You will notice that the background for this screenshot displays Lauder Primary School. This is due to the fact this is the school in which my son attends. Your child's launch pad will likely have a background photo of their school.

By clicking on the small, blue 'Add' button we are able to add apps to our personalised launch pads.

Step 4: Finding Microsoft Teams in the App Library

Once you click on the small, blue 'Add' button you will be presented with two options: 'Personal Tile' or 'App from Library'. For this task please **select 'App from Library'.**
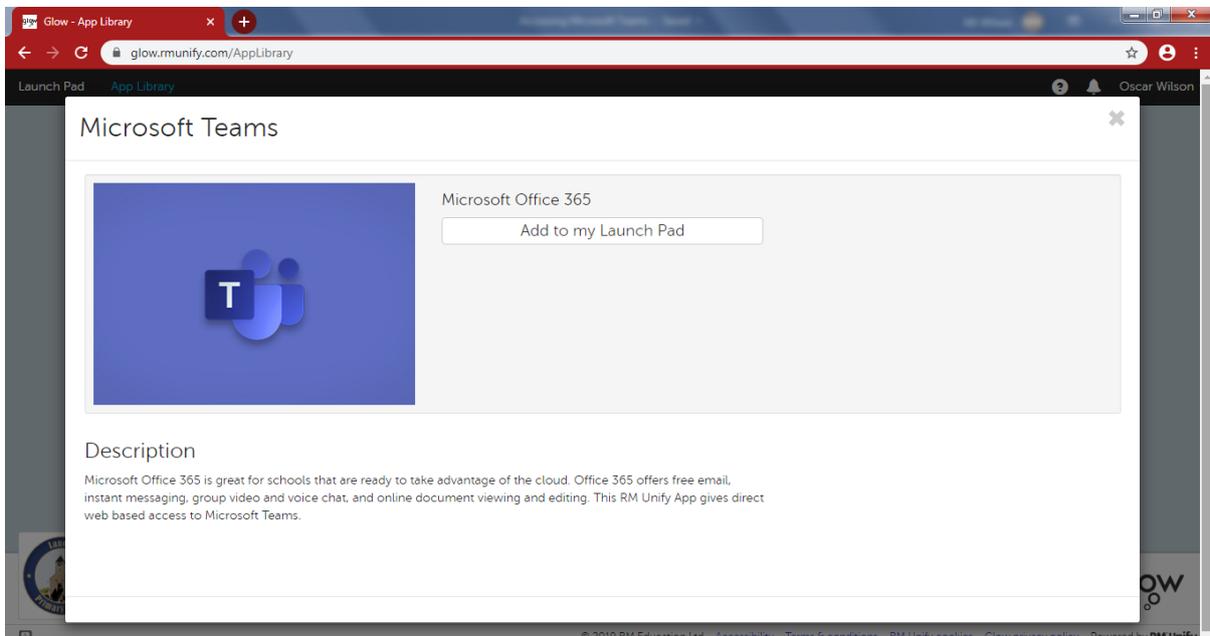
You will then be in the national app store for Glow containing a mixture of free and paid apps to support a range of curricular areas.

Use the search bar in the top right corner to type the word 'Teams'.

Step 5: Adding Microsoft Teams to 'My Launch Pad'

Once you have typed the word 'Teams' into the search box you should see the Microsoft Teams tile. Click on this tile and select '**Add to my Launch Pad'**

Following this you may now close the pop up box and return to your launch pad by clicking on the words 'Launch Pad' along the black ribbon near the top of the page.

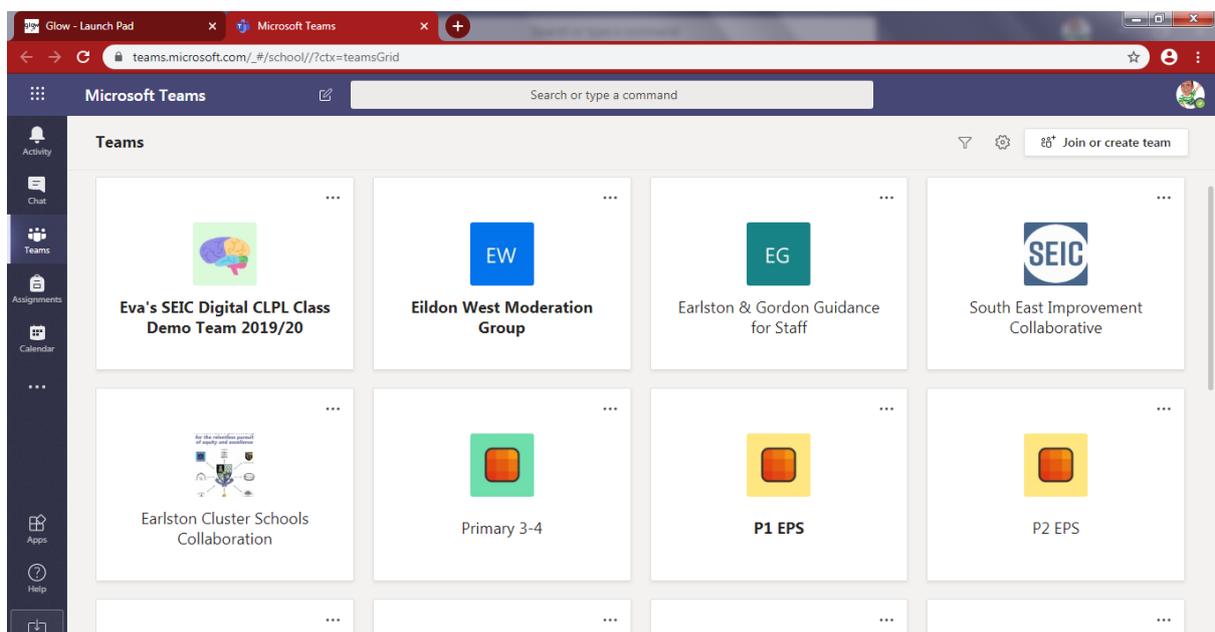<mark>**Congratulations, you have now added Microsoft Teams to your Glow Launch Pad.**</mark>

Within Part 2 of this Guide we will guide you through some of the features within Microsoft Teams.
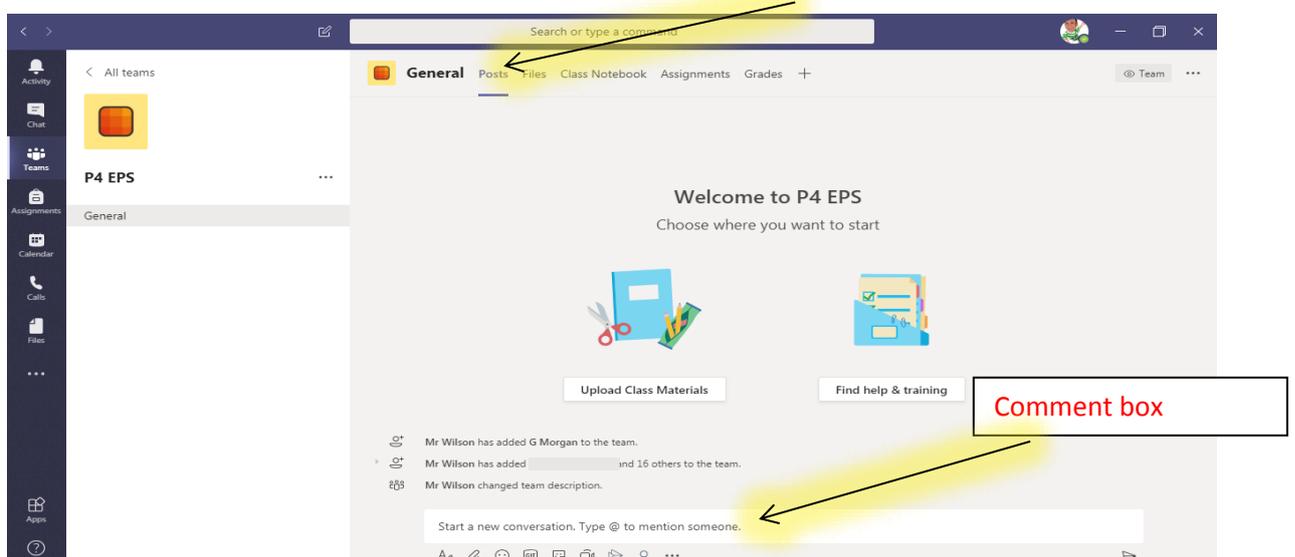
Step 1: Finding your class Team page

Within Microsoft Teams you may be part of a number of different teams. Each team has it's own dedicated space for collaborating and sharing resources in a space where only people who have been added to that team can access.

Within my own launch pad I am part of teams at school, authority and national level. Your child will probably only be able to see one or two teams. Find the Team which is most likely to be for your child's class. This will probably have their class name written below a small logo.

Step 2: Using the Posts feature

Once clicked on your class Teams page you will be able to see about five tabs along the top of the screen. The first of these which we will focus on is 'Posts'.

The 'Posts' section within Microsoft Teams will allow children and teachers to communicate with one another within a secure page. To write a message simply type into the comment box at the bottom of the page then finish your message by pressing 'enter'. Your message will then be added to the open forum for all members in the team to see.
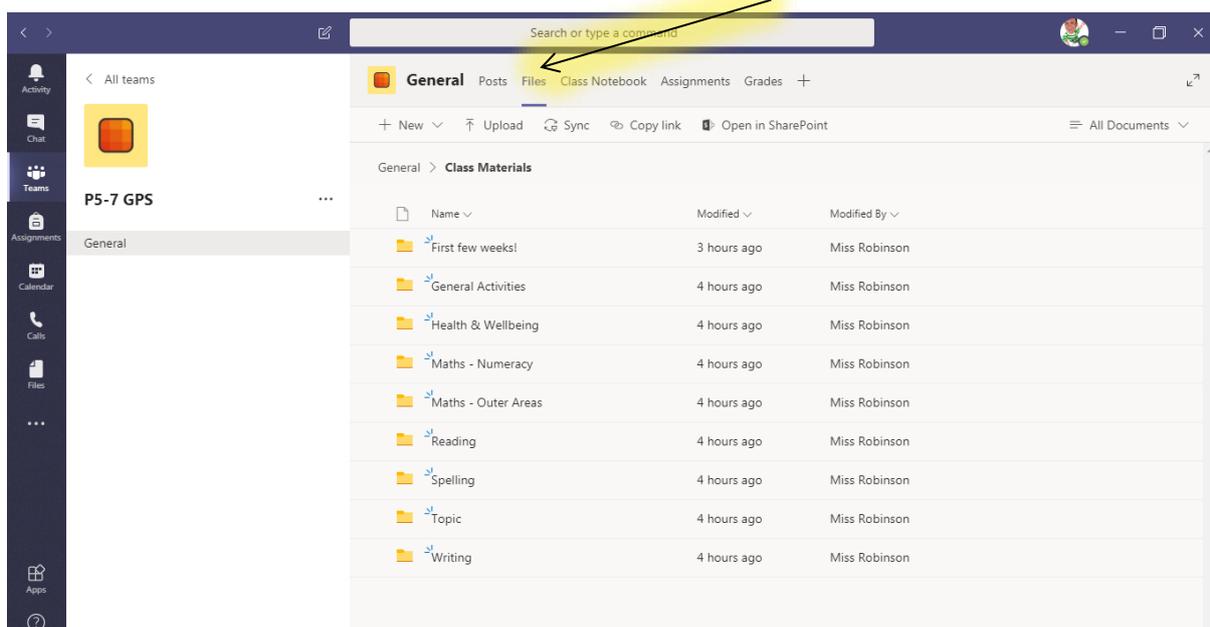
Children and teachers can also use this feature within teams to attach documents by clicking on the small paperclip underneath the comment box and uploading a file.

To begin with children may want to use the chat forum to say hello to one another. This is fine, however following this we encourage children only to use this feature to add questions and comments regarding learning. This will save important messages from getting lost within long posts of friendly welcome messages.

If your teacher has posed you a question or challenge within this section of teams page then we suggest you click on 'reply' just below their message to answer rather than typing a comment into the box at the bottom of the page. This will allow all comments relating to a particular topic to stay in the one place.

Step 3: Accessing Files

For home learning it is important that the class teacher has a secure place to share all necessary files with their class. These can be accessed by clicking on the second Tab along the top of the page, titled 'Files'.
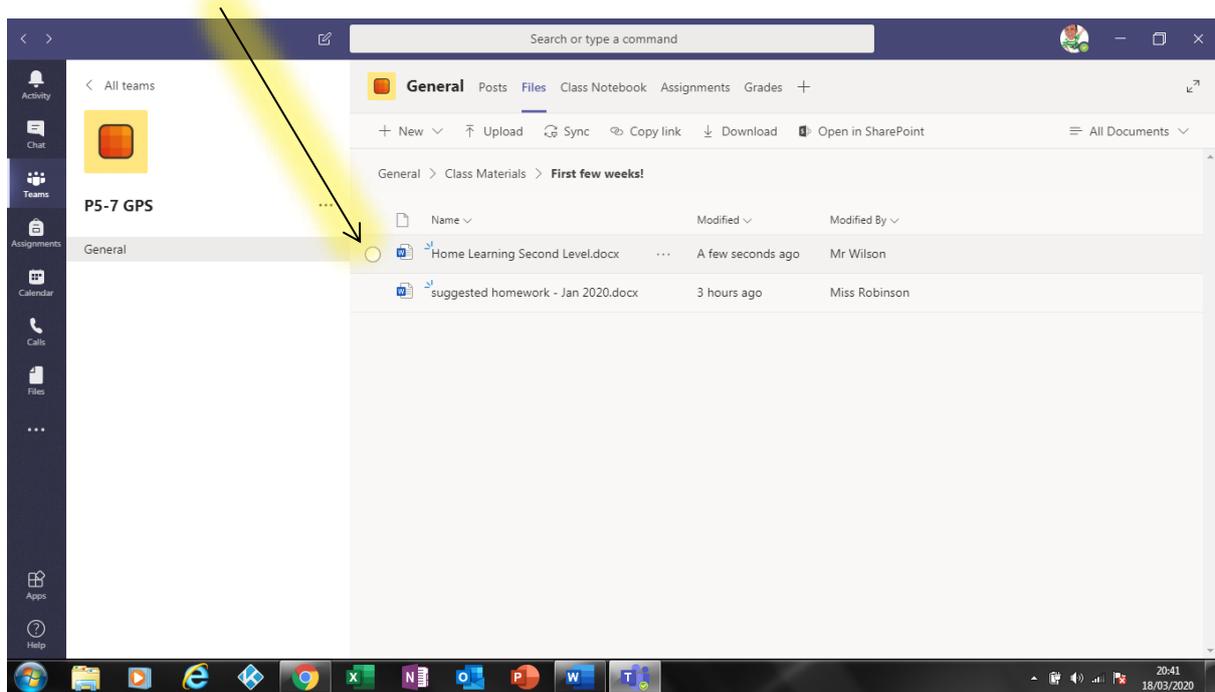

Once you click on the Files tab, click on the folder titled 'class materials'. This will allow you to see resources which have been uploaded by the teacher.

Within this class the teacher has arranged resources within a range of folders so that they can be easily organised and found by children. However, your child's class teacher may have a different format for arranging files.

Step 4: Downloading Resources

To download resources from the files section, hover the pointer over the file you would like to download. You will then see a small circle appear to the left hand-side of the document.

By clicking within this circle you are selecting this document ready to download onto your device. You are able to select more than one document at a time.

Finally click on the download button on the grey ribbon near the top of the page.

A pop up should appear on your pc/laptop showing you the folder it has been downloaded to. Failing this, check your 'downloads' folder of your computer.

Congratulations, you have (hopefully) now learned the basics of using Microsoft Teams.