Microsoft TEAMS
User guide for Pupils

Microsoft TEAMS is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in professional learning communities, and communicate with school staff – all from a single experience in Office 365 Education.

My GLOW username and password

Username	
Password	**bern01**

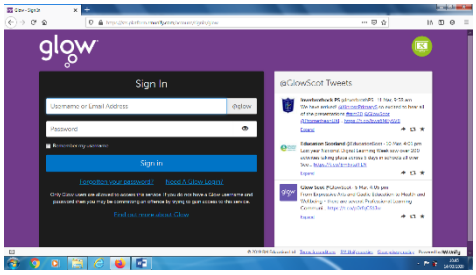
You will be invited to change your password the first time you logon.

How to access both GLOW and TEAMS

1. Google ‘GLOW’
2. Click

Glow - Sign In - RM Unify

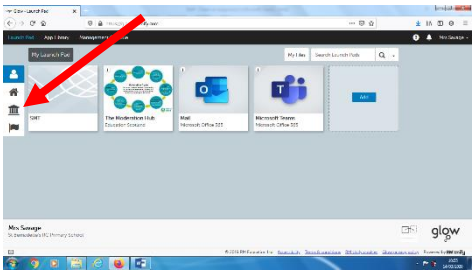
sts.platform.rmunify.com › account › signin › glow



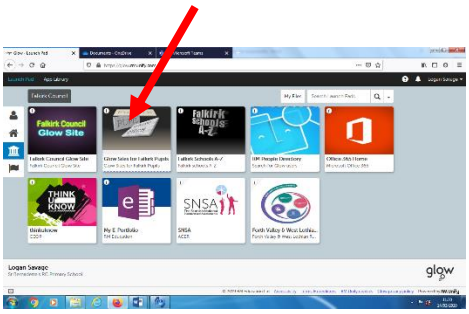
3. Enter your username. Something like: gw09surnameforename@glow
4. If you can’t remember your password, please have this reset by Mrs Savage.
   Email: stbernadettesprimary@falkirk.gov.uk or marianne.savage@falkirk.gov.uk

5. Click on the TEAMS tile on your launch pad

6. If you do not have the TEAMS tile, click on the Falkirk Council tab

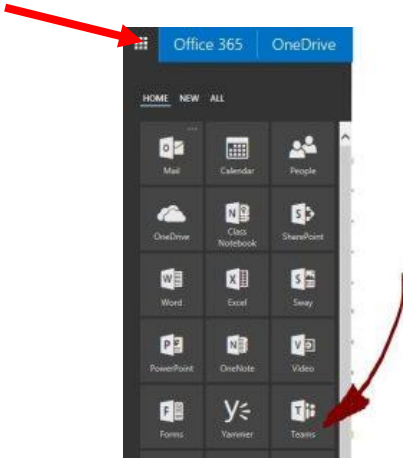


7. Click on Glow Sites for Falkirk Pupils

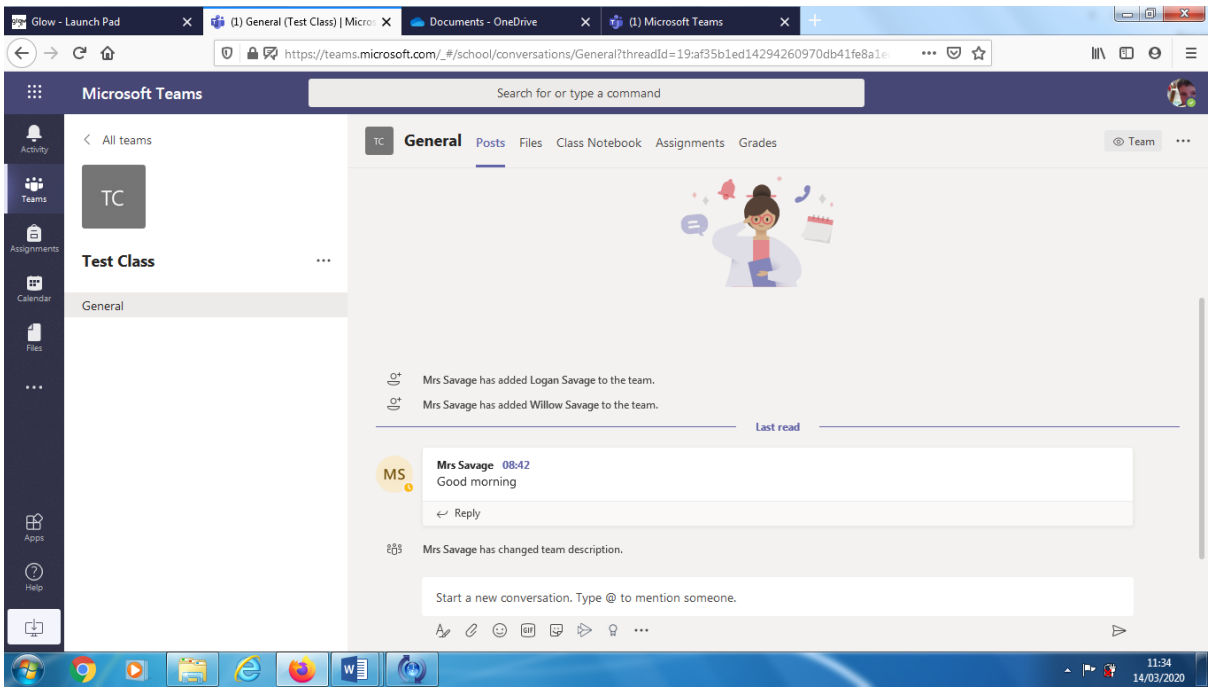


8. Click on the 9-square waffle at the top left of Office 365 and choose the Teams tile. Any Class TEAMS which are already set up for your school, and to which you have access, will appear in the teams navigation column.

9-square waffle

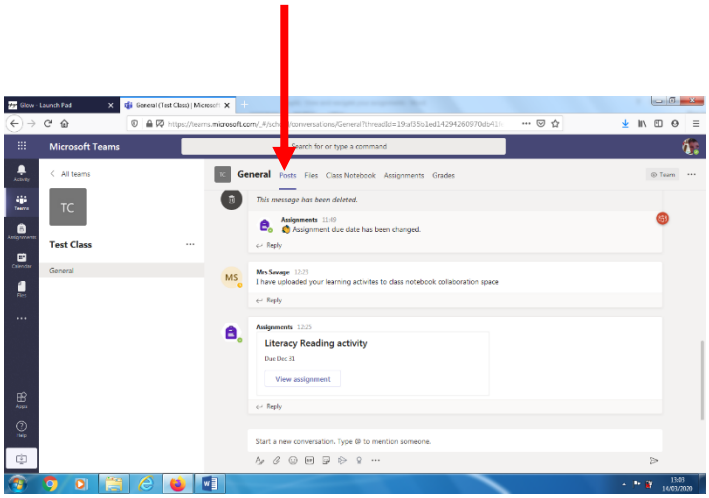


You can also log in directly to the Microsoft TEAMS portal https://teams.microsoft.com/ – simply use your full GLOW email address (which will likely be something like: gw09surnameforename@glow.sch.uk).



Where do I find my Learning?

Posts



When an assignment has been added you will be notified in 'Posts'.

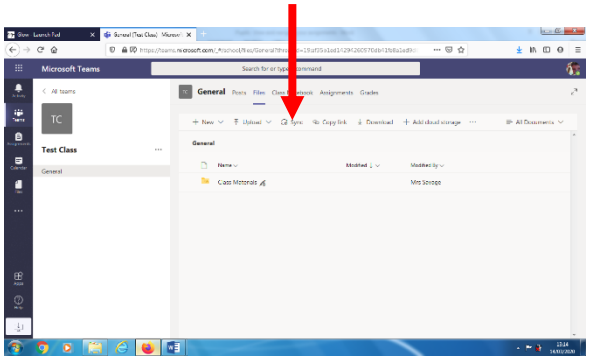
You can add comments or ask questions.

Please remember, this is a shared space and everyone can see your comment.

Remember!

Please remember that teams **must** be treated as an online class jotter. You should not post or comment anything that you wouldn't write in your school jotters.

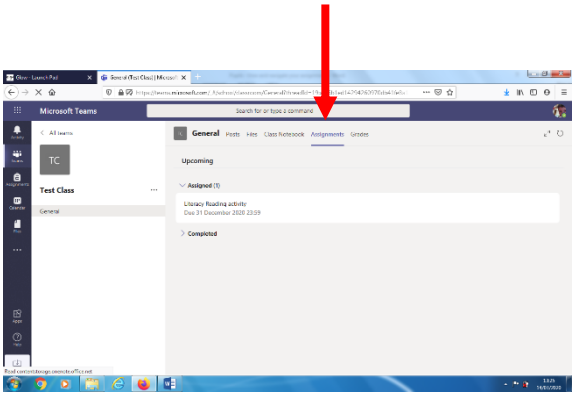
Files



Your teacher can upload any learning files in this space.

This might be teaching notes / tips; reading activities; links to online digital resources.

Assignments

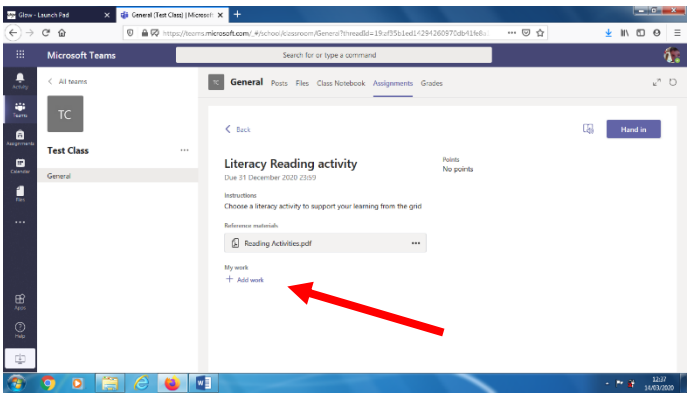


Your learning tasks which your teacher has set will be here.

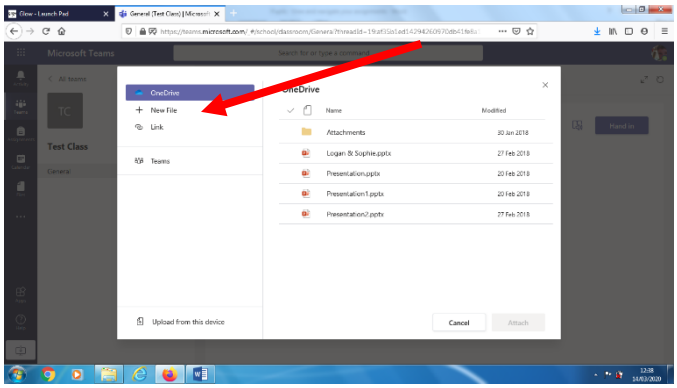
Completing learning in Assignments

In Assignments

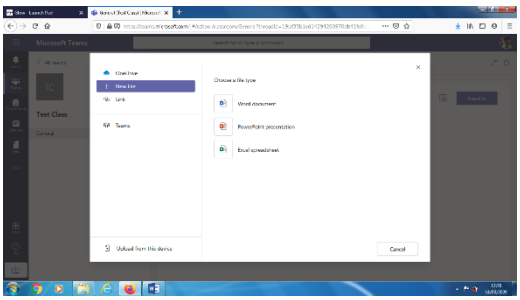
Click '+ add work' underneath the assignment your wish to complete.



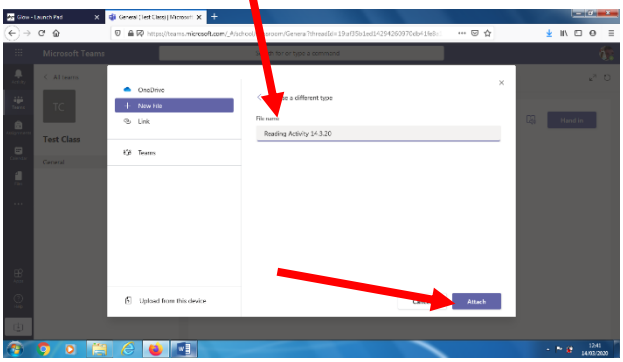
Click '+ New file'



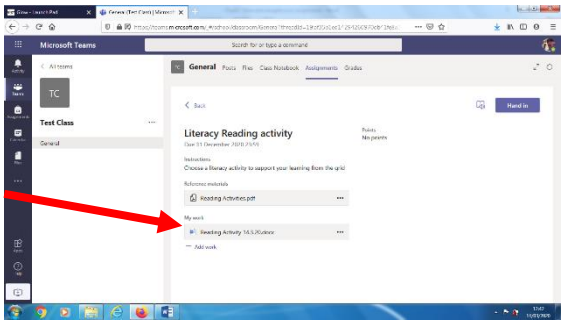
Choose how you wish to present your learning



Name your file and click 'attach'



Click on the file you have just created and complete assignment. Only you and your teacher can see your learning.

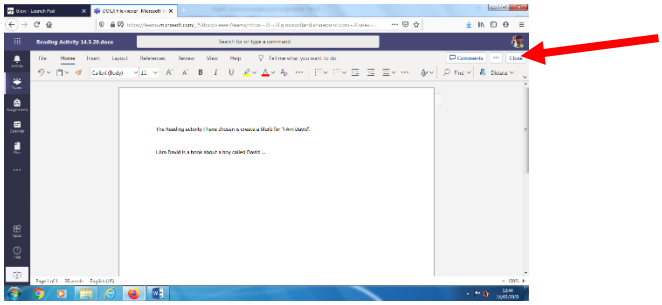


When completed click ‘close’.

Your work automatically saves.

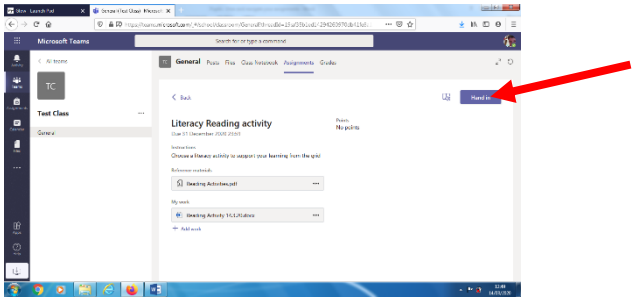
You do not need to complete work in one sitting.

You can return at any time to finish it.



When you are completely finished, click ‘hand in’.

Your teacher can now look at your finished learning.



What if I have recorded my learning in another way?

You do not need to record your learning straight into assignments. You can choose to record and save your learning elsewhere on your computer, in a jotter, as a picture or model.

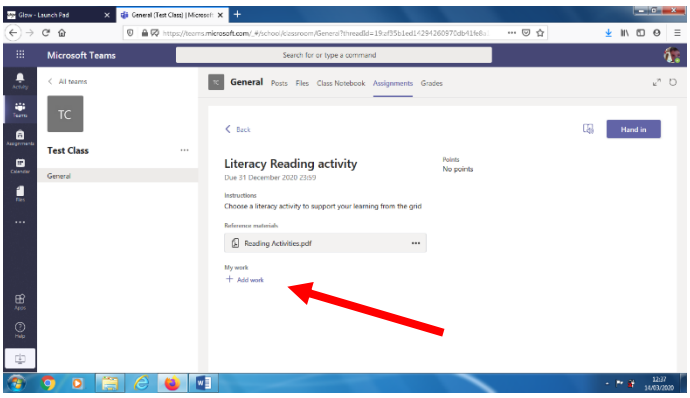
Once you have completed your learning, you will need to take a photograph of it and upload it.

How to upload learning:

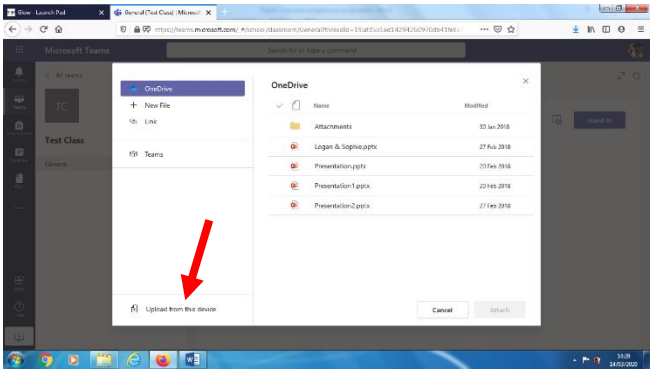
In Assignments

Click ‘+ add work’ underneath the

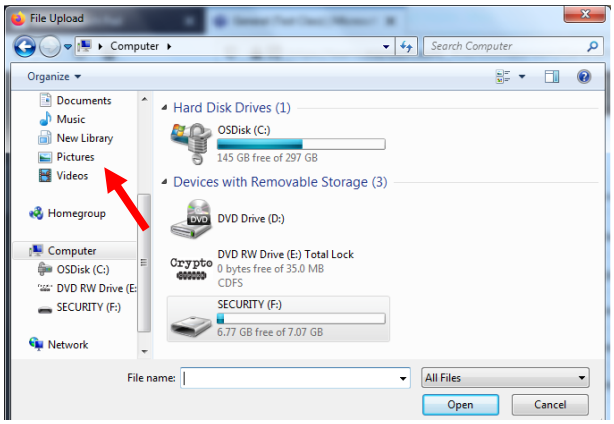
assignment your wish to complete.



Click ‘Upload from this device’

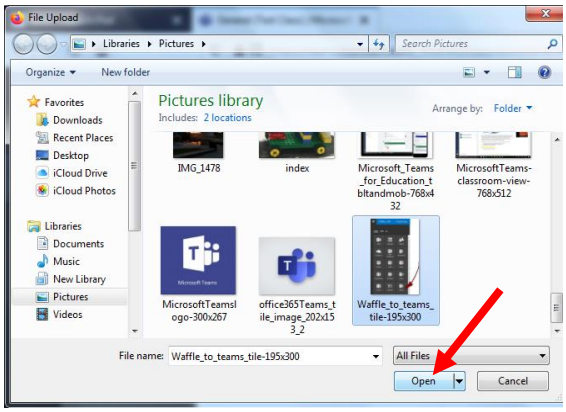


Your photo should be saved in ‘pictures’

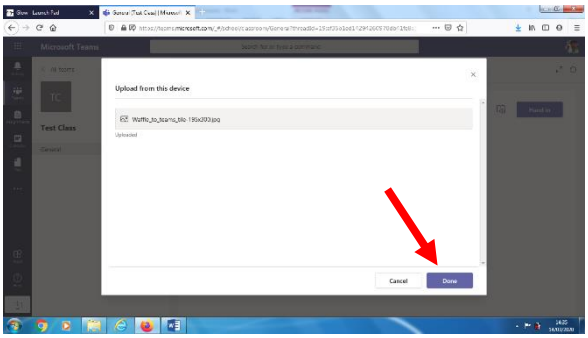


Click on the photo you wish to upload.

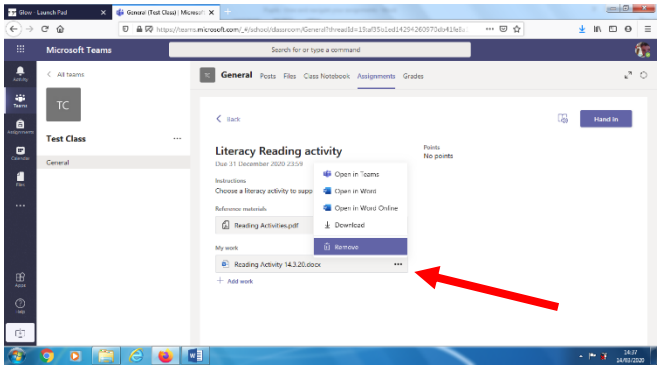
Click ‘open’



Click ‘done’ when it has uploaded



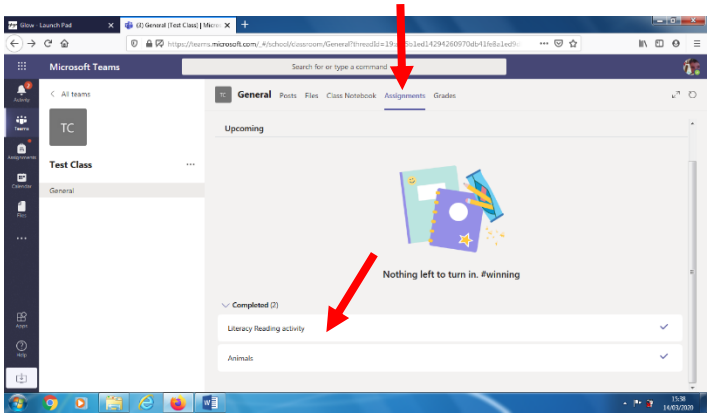
If you upload the wrong thing, don’t worry, click ‘…’ and ‘remove’



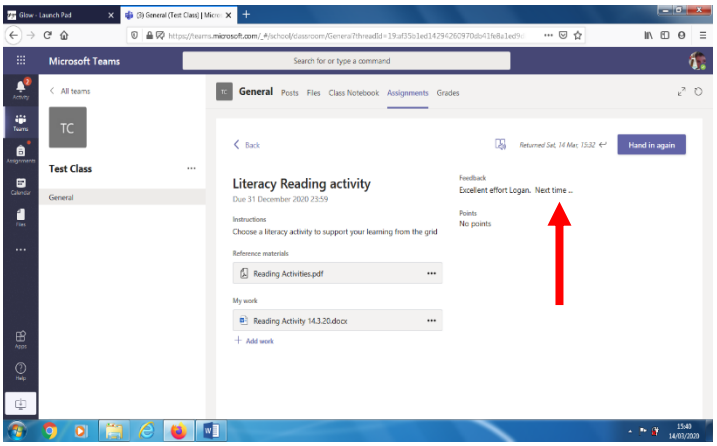
Receiving Feedback

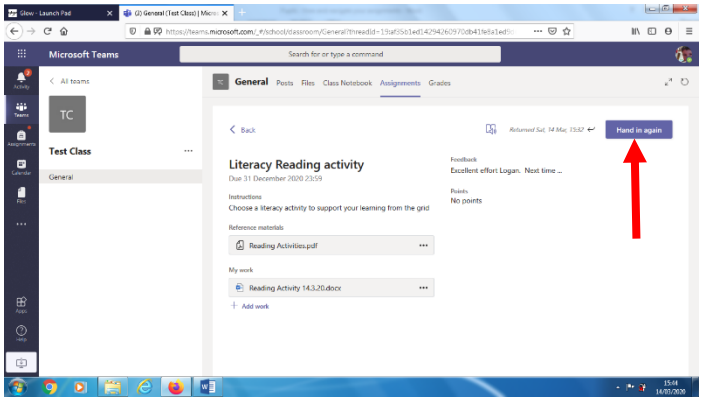
After you have handed in your learning, your teacher will be able to look at it and give you feedback.

Click ‘Assignments’ and the learning you wish to look at to see if you have any feedback.



Any feedback from your teacher can be read here.



Following feedback you can revisit your learning and hand it in again.

Your teacher will look at your changes and may provide you with more feedback.