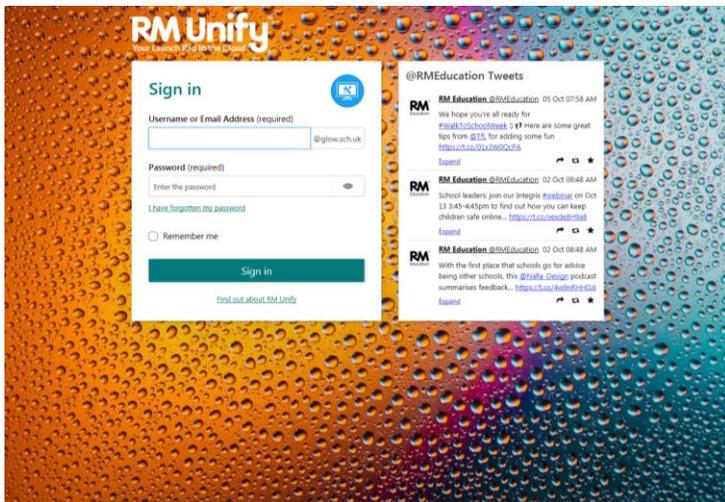


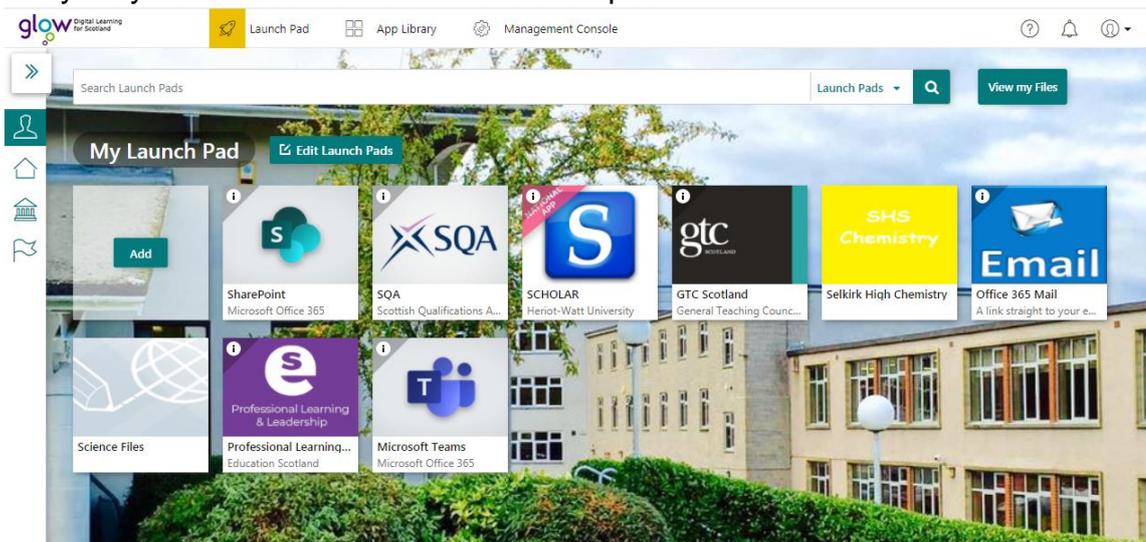
# Teams



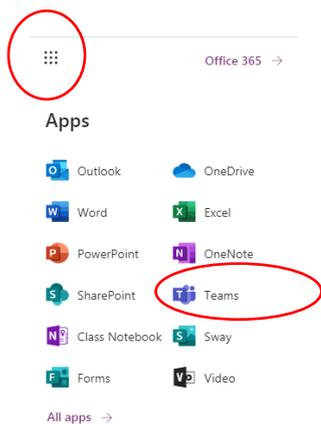
Students have a Teams app on their iPads but it is also available on the web. They sign in using their glow username and password after searching for 'glow' in a search engine such as Google.



They may have a teams tile on the launch pad:



If not, select email and then Teams from the 'waffle' in the top left corner:



The Teams app can be downloaded for both iOS and Android systems onto phones and tablets etc.

Teams can also be accessed from X-box and PS4 if you have problems with the iPad and don't have another device.

#### For Xbox users:



1. Turn on Xbox One and launch Edge\*
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk).
4. Enter the password.  
( Optional) You can choose to save the username and password on the browser for easier access next time.
5. Follow this link for a useful video tutorial:  
<https://youtu.be/rWTwAflKbkU>

\*If your console doesn't have the Edge browser, it can be downloaded in your Store.

#### For PlayStation users:

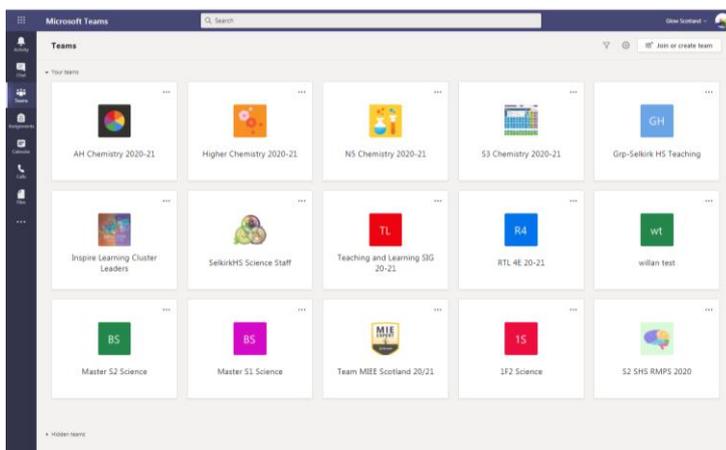
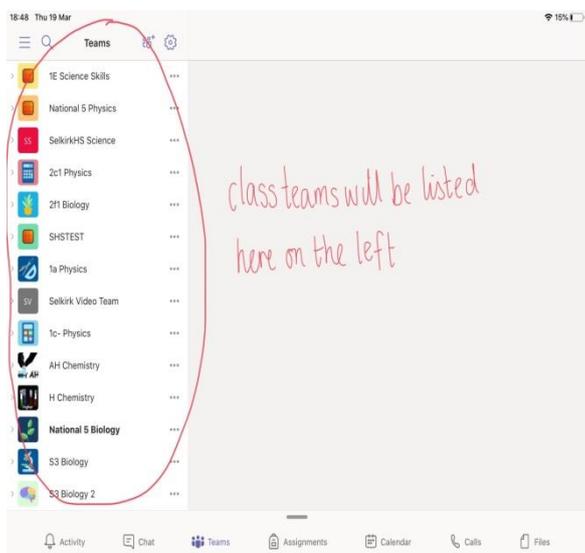


1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk)
4. Enter the password
5. Follow this link for a useful video tutorial: <https://youtu.be/mHTHaXhccDE>

The class teams will be listed down the left in the iPad view and across the page on the webpage.

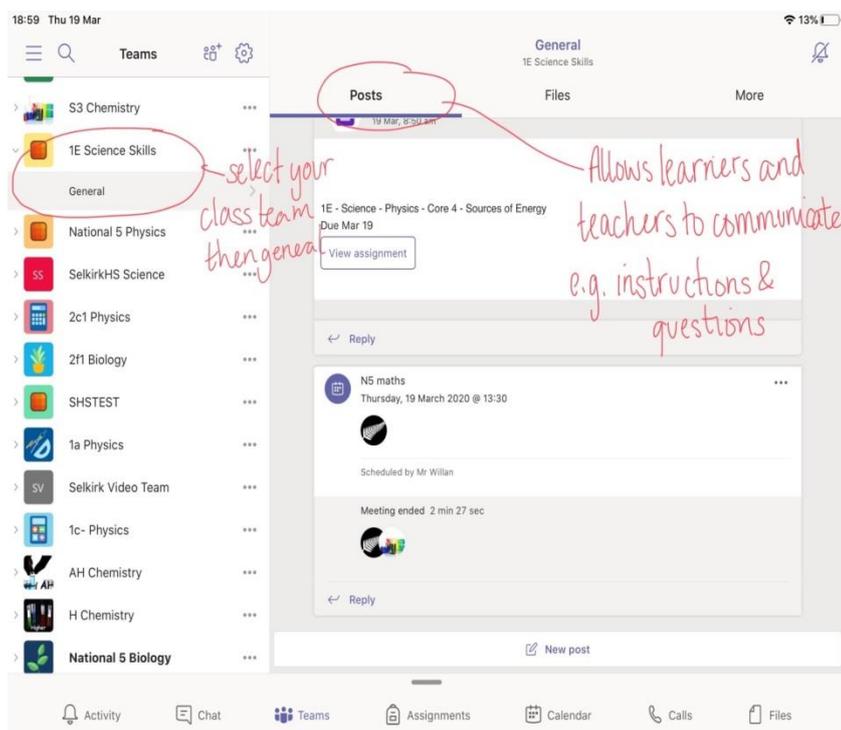
### App view

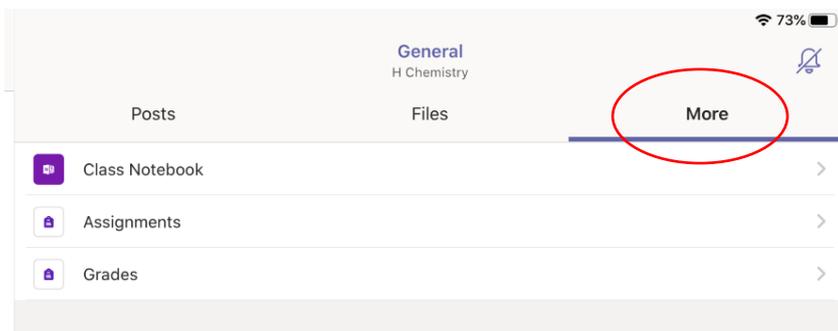
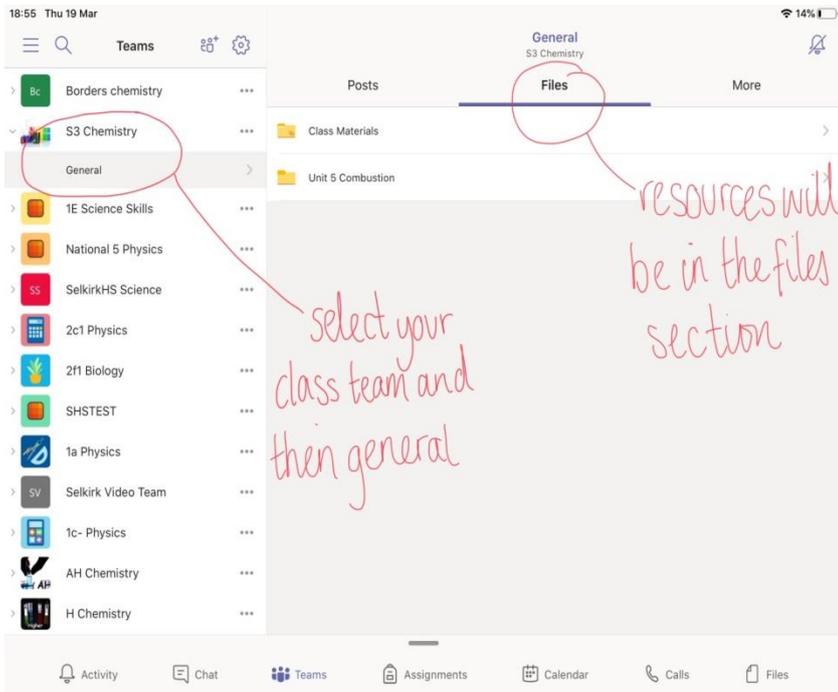
### web view



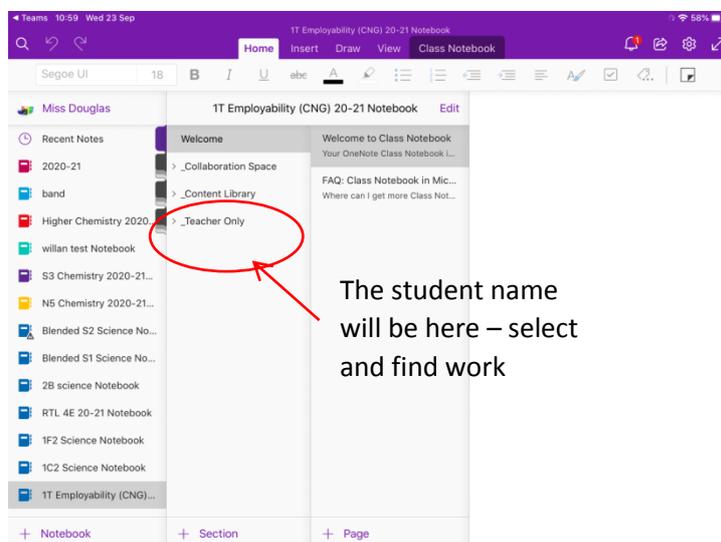
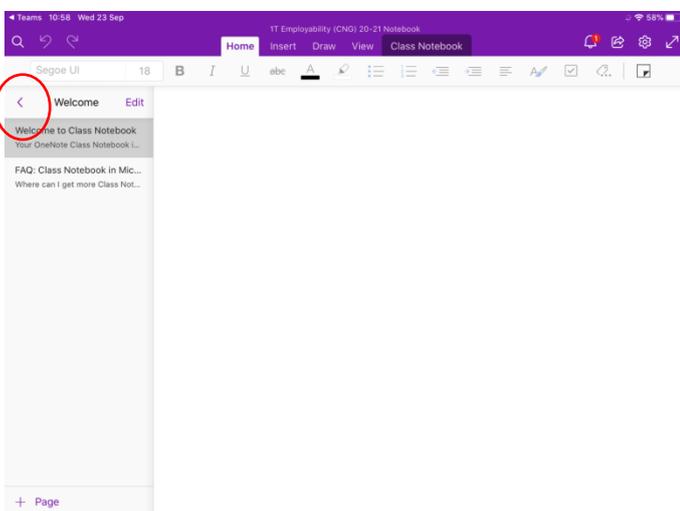
Students should select the class then general. They will then see tabs along the top.

- **Posts:** This is where announcements will be. Students can join any class calls from here (or their calendar).
- **Files:** They will normally have folders with materials such as word documents, power points and recordings.
- **More:** Assignments for the class can be accessed here and so can the Class Notebook.



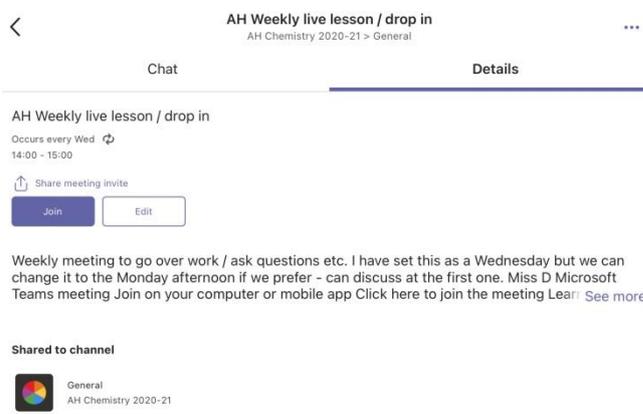
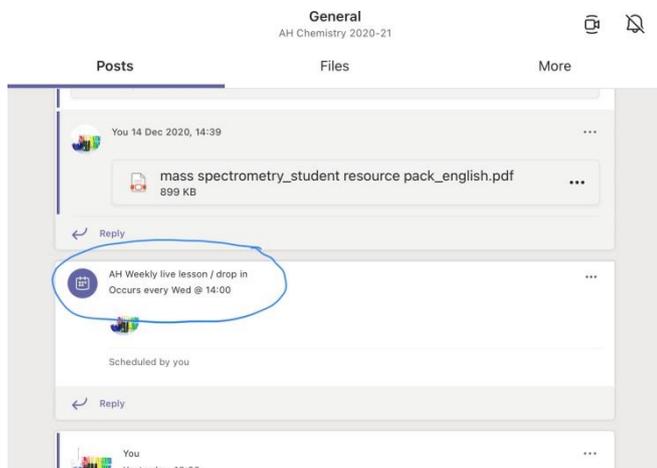


Class Notebook will take you to OneNote which many subjects are using.



## Teams Calls / Live lessons

Pupils join the call from the posts section of their Team. Once the meeting has started there will be a purple join button but if they are first, they can select the meeting then details to find the purple join. Pupils will wait in the lobby until admitted by a teacher.



## Online classes

### Teachers will:

- ensure that they are logged into Teams when delivering lesson to have full access to the management console
- discuss roles and responsibilities with pupils at the outset of delivery
- be punctual at the beginning and end of each lesson and use the 'lobby' function to control access
- notify all pupils/parents and schools of any cancelled classes or change in arrangements
- provide all the information / materials pupils need for each lesson
- set up a protocol for labelling of files for pupils
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection
- prevent a one-to-one situation at the end of a class staff by disconnecting all participants from the Teams meetings at the close of the lesson.

### Students will:

- only use their GLOW email address for class communication
- be punctual for all lessons
- access the files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors and iPad ready before the lesson begins
- submit assignments on time in accordance with the agreed protocols
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about modesty and respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share recordings/images of the class outwith the class environment