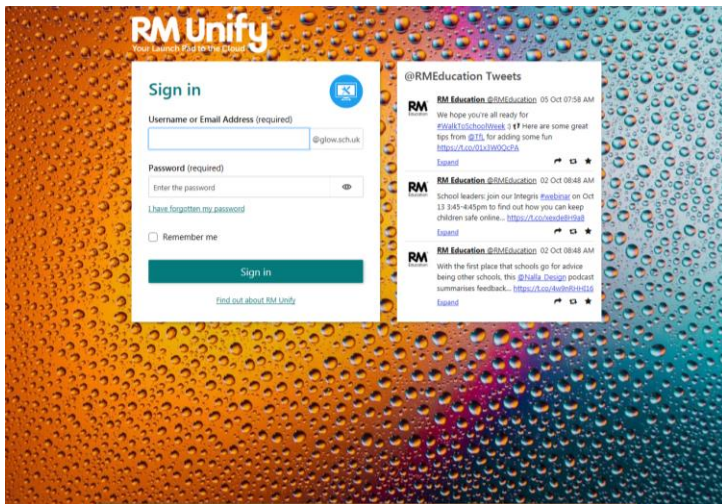


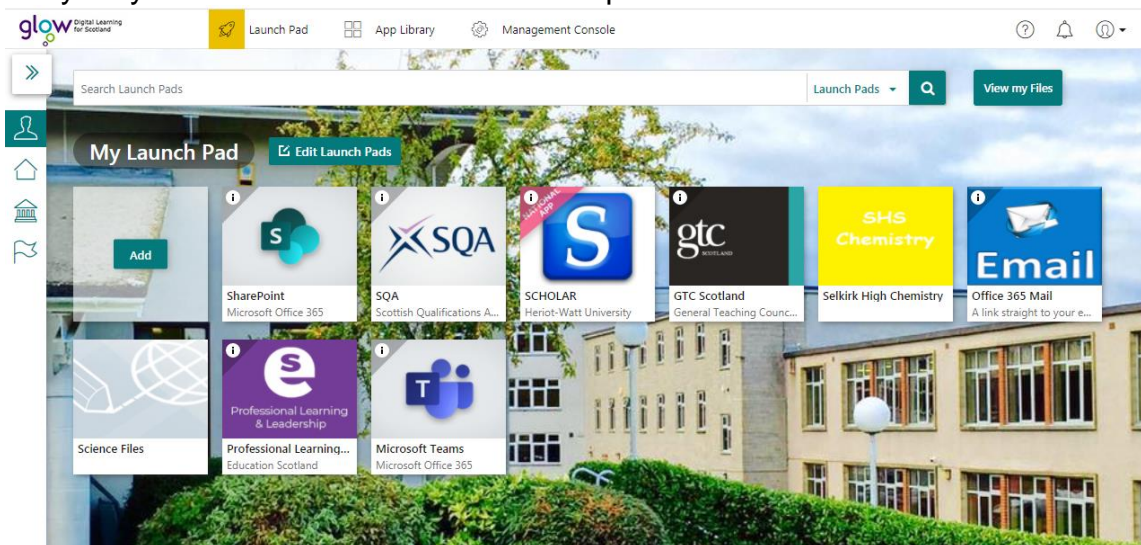
Teams



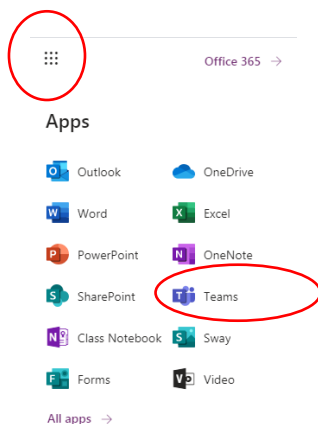
Students have a Teams app on their iPads but it is also available on the web. They sign in using their glow username and password after searching for 'glow' in a search engine such as Google.



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:

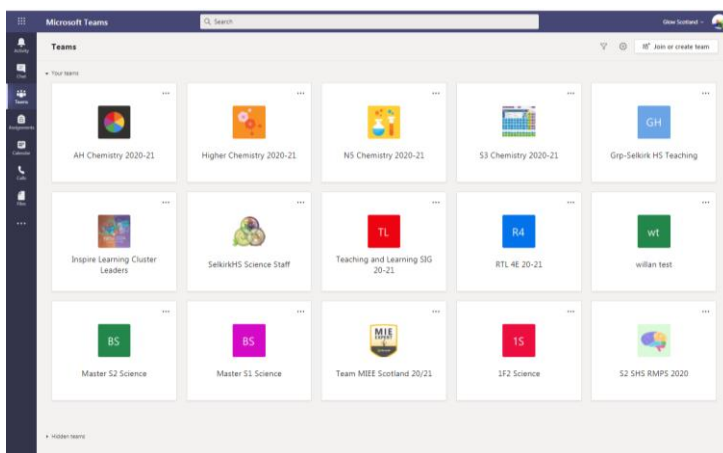
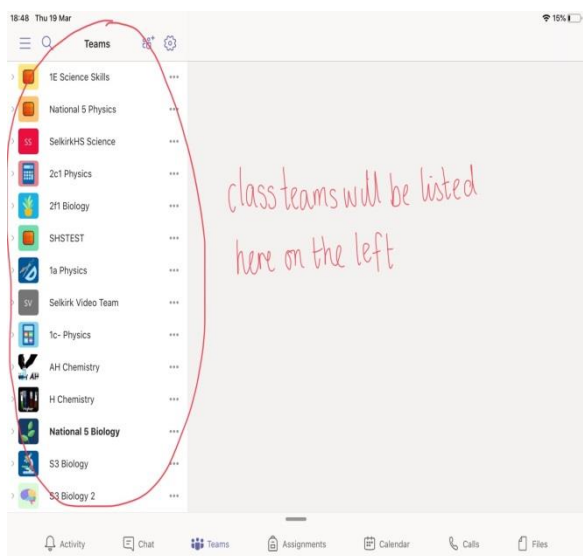


1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk)
4. Enter the password
5. Follow this link for a useful video tutorial: 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

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

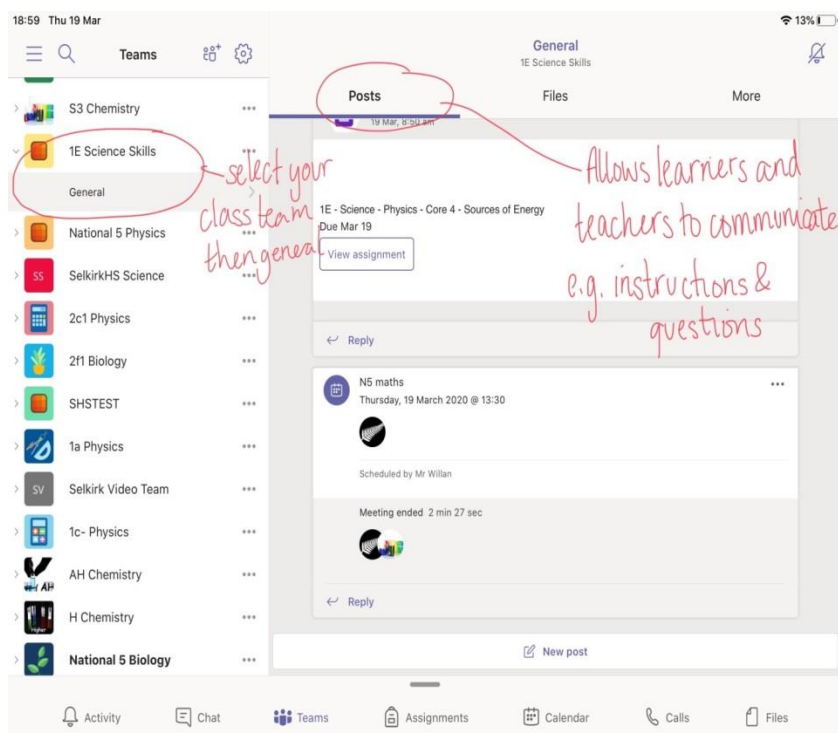
App view

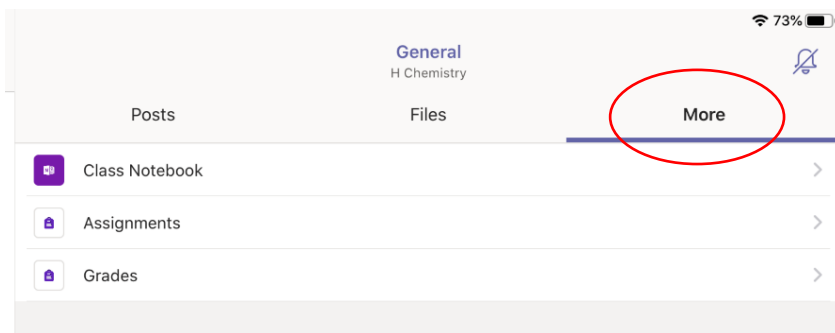
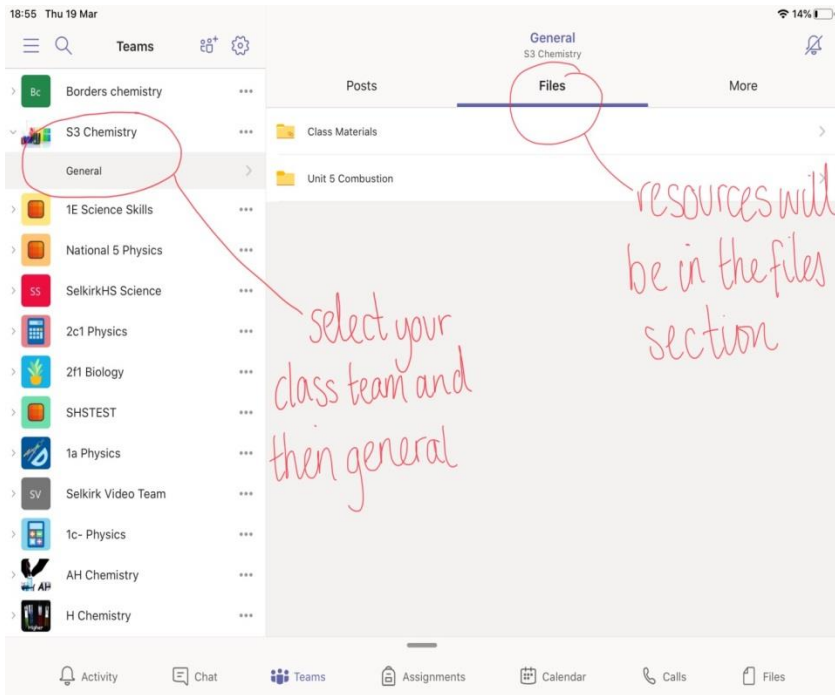
web view



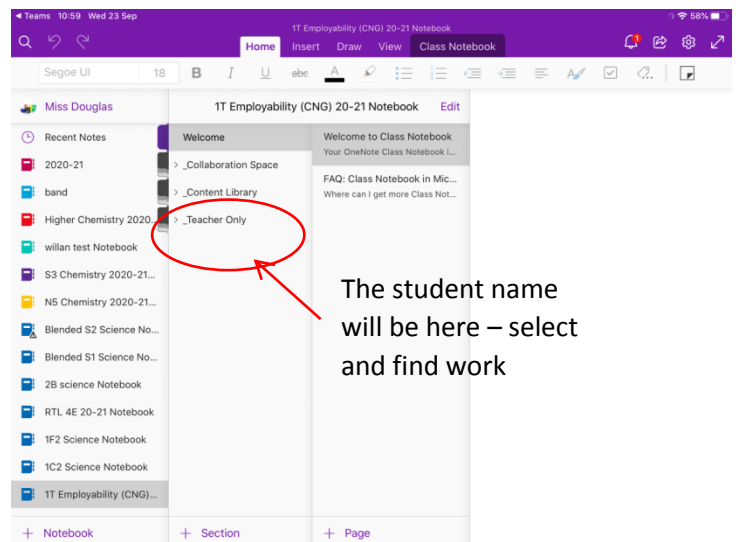
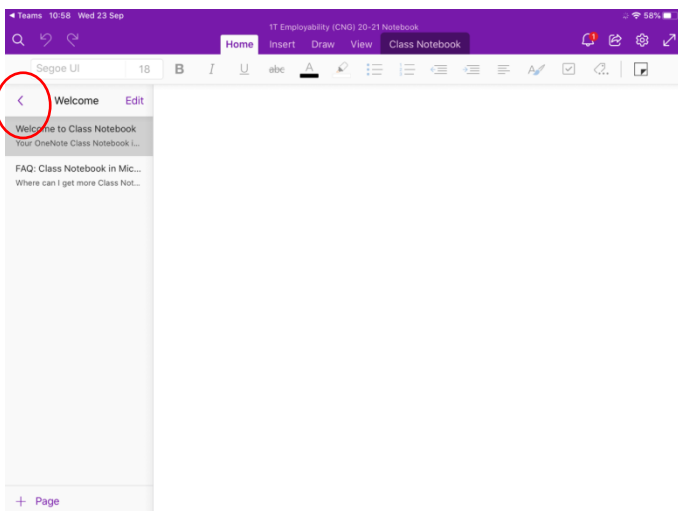
Students should select the class then general. They will then see tabs along the top.

- **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.



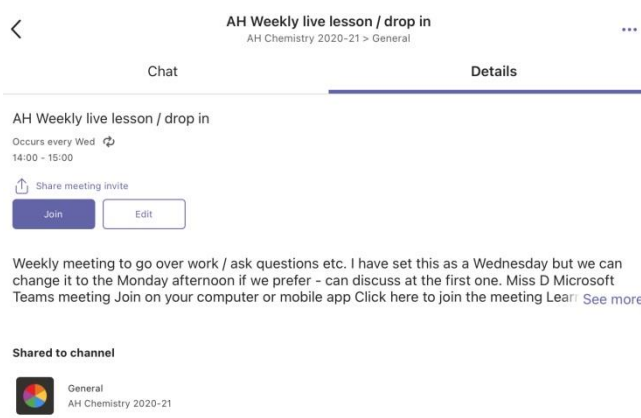
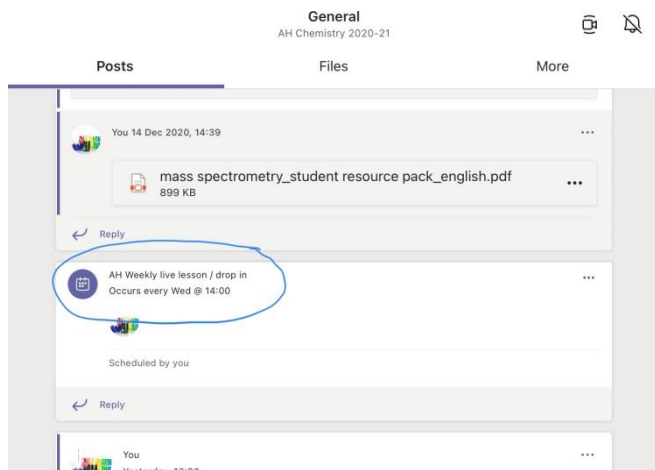


Class Notebook will take you to OneNote which many subjects are using.



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