



## Help sheets for Microsoft Teams



Dear Children, Parents and Carers,

Primary 3/2 to Primary 7 are using a computer platform known as Microsoft Teams (see later for reasons why we use Teams).

Each child can use their *GLOW* account and access this Microsoft Teams virtual classroom. Here they can join their teachers and classmates online.

Your child's email address and password have already been issued by the school. If you are still having any problems with these then please contact Mrs. Connolly directly on [gw10connollyanne@glow.ea.glasgow.sch.uk](mailto:gw10connollyanne@glow.ea.glasgow.sch.uk)

I have attached in an appendix a step-by-step guide on how to get into *GLOW*.

On the following pages, are instructions on how to access and log on to Microsoft Teams, and some information on why we are using Microsoft Teams.

- (A) How to get to Microsoft Teams from your *GLOW*-based email.
- (B) Downloading Microsoft Teams onto your Windows desktop or laptop computer.
- (C) Downloading Microsoft Teams to your tablet, iPad or phone.
- (D) Using the Microsoft Team app on an Apple desktop or MacBook, and help with logging in to the Teams app for the first time.
- (E) Getting started in your new home-learning virtual class!
- (F) Why do we use Microsoft Teams?
- (G) This is how Mr. Luke introduced Microsoft Teams to his class...

If at all possible, please take time to explore and familiarise yourselves with the Microsoft Teams programme, it is a very useful resource.

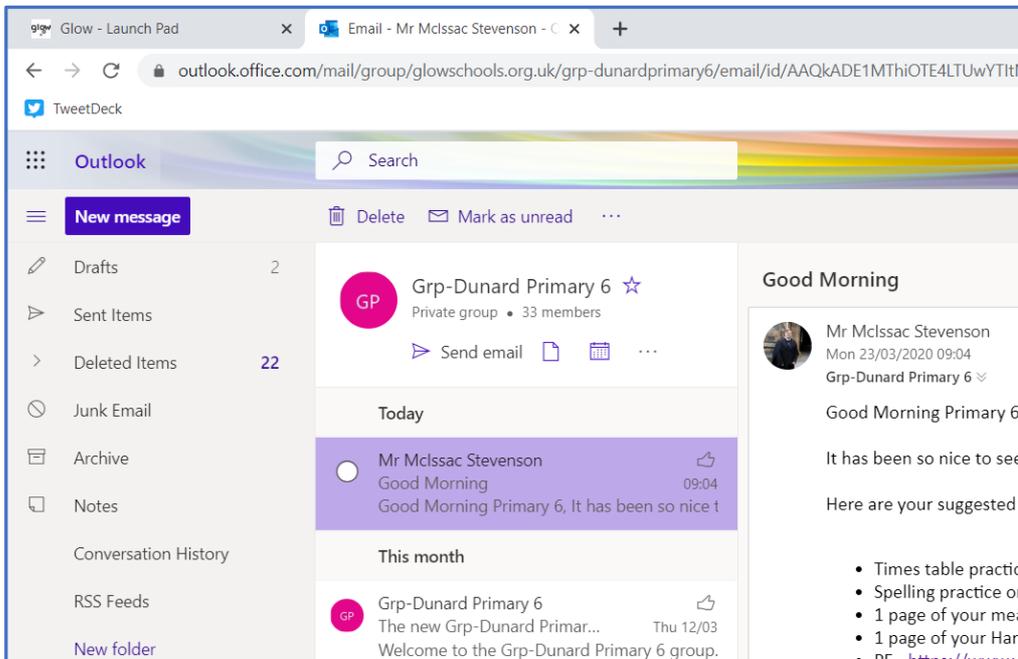
We hope that these pages have been useful.

Best wishes,  
The Dunard Staff Team

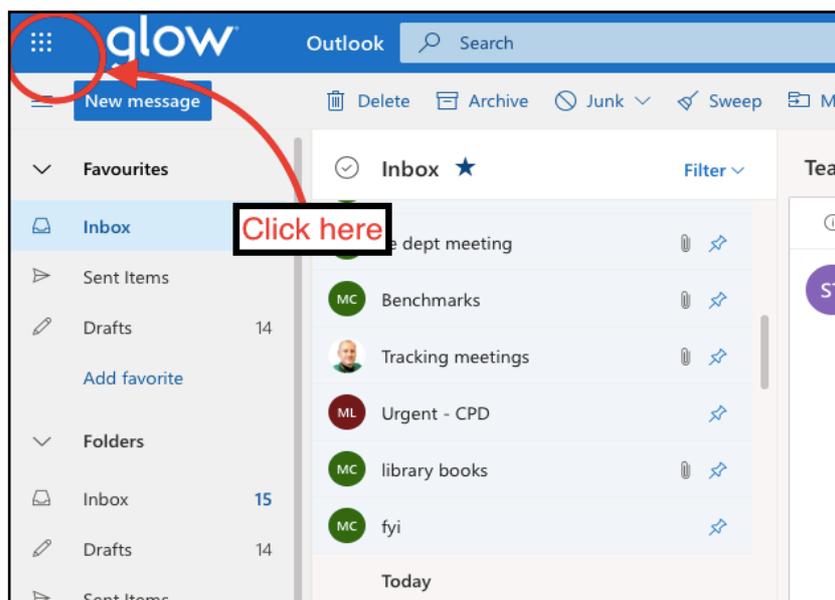


(A) How to get to Microsoft Teams from your GLOW-based email.

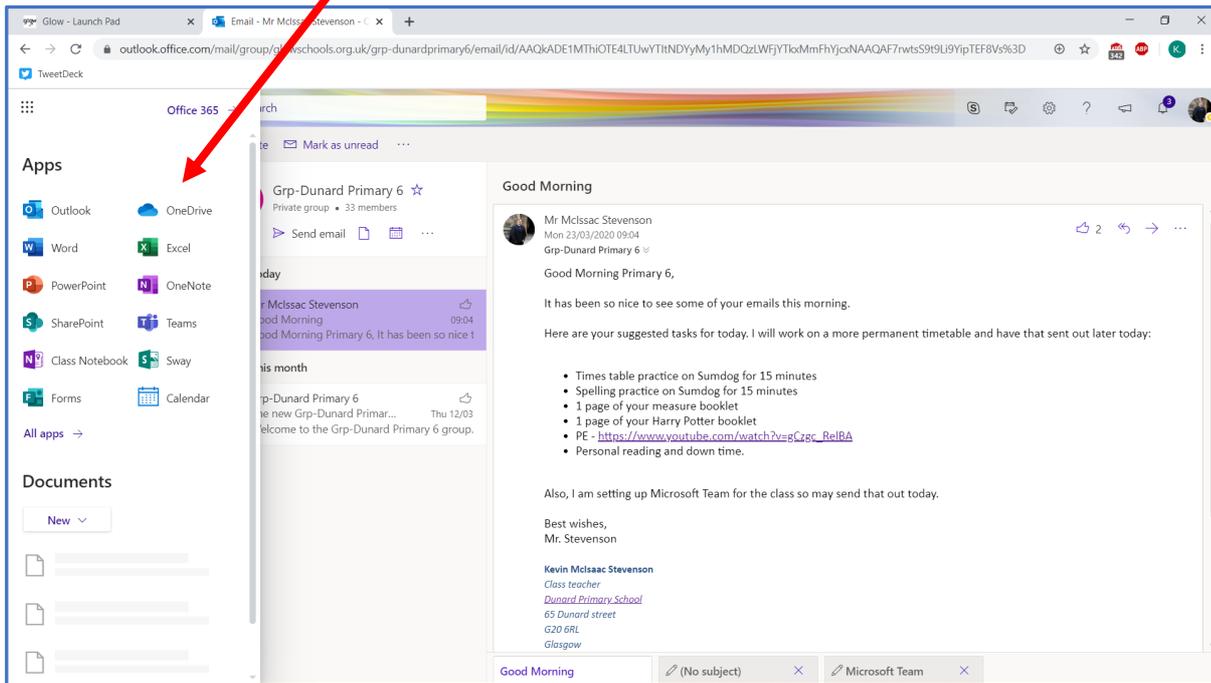
1. First, you need to open your GLOW-based email account.  
(If needed, see our separate help sheet on how to access your GLOW - linked email account).



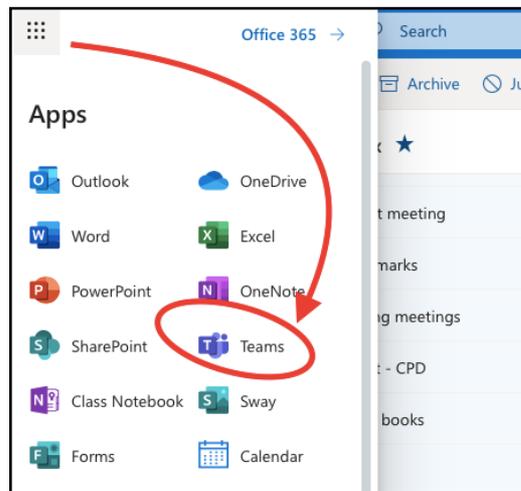
2. Click on the dots beside the 'glow' Outlook name at the top left.



### 3. This should bring down the following menu:



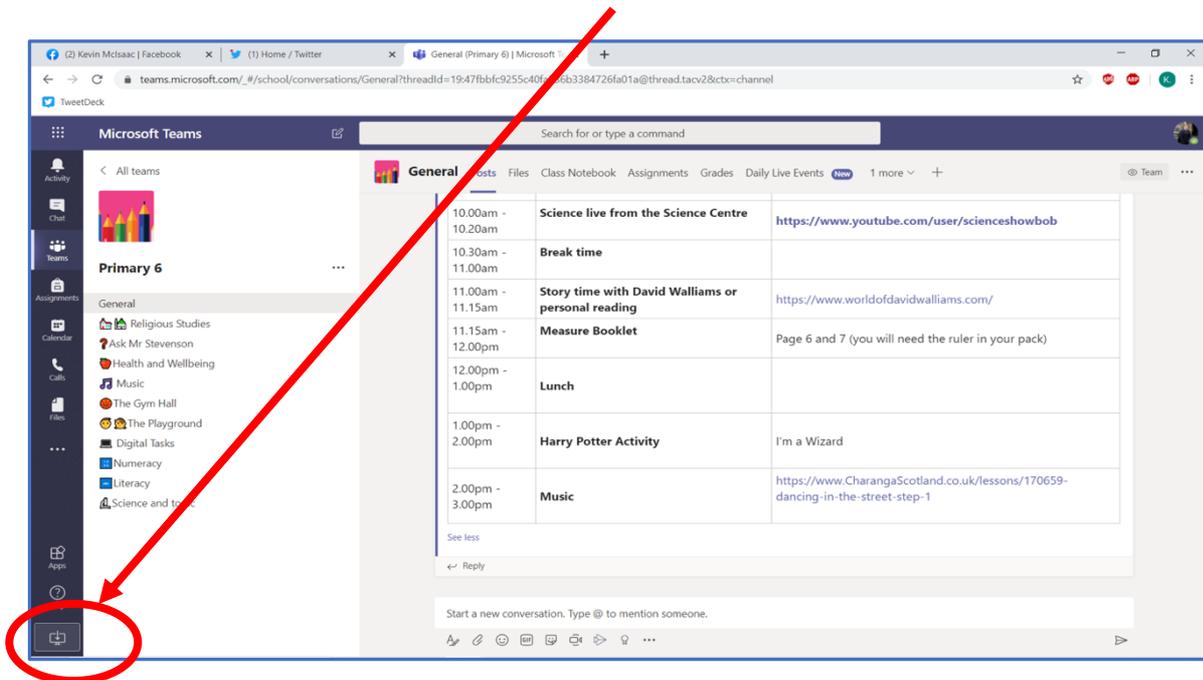
### 4. Click on 'Teams'



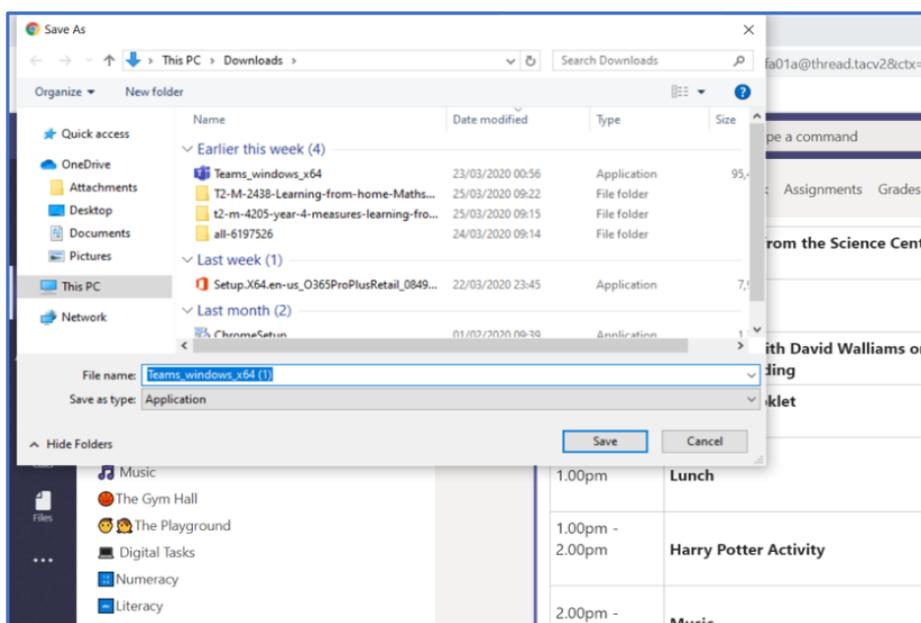
5. You will now be in your Teams home page on your computer. You can now access and explore your virtual class and all the channels (look further in these help sheets).

(B) Downloading the Microsoft Teams app onto your Windows desktop or laptop computer.

1. Once you are in Microsoft Teams in your internet browser (by following the steps in part A above), you can download it onto your desktop computer or tablet as an app.
2. Just click on the download icon here.



3. Follow the instructions to download the app to your desktop.



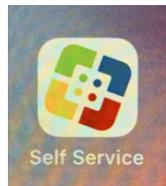
(C) Downloading Microsoft Teams to your tablet, iPad or phone .

1. If you are downloading the app onto a **tablet, iPad or phone**, go to your App store and search for Microsoft Teams. Look for the app with this icon:



2. If you are using a **school iPad**, you would download the app in the 'Self-Service' app of the iPad.

- (a) Click on this icon:



- (b) Choose to 'Install' the Microsoft Teams app.
- (c) Leave the Self-Service app.
- (d) Look for the Teams app on your iPad and click on it to open.



Keep reading on...

(D) Using the Microsoft Team app on an Apple desktop or MacBook, and help with logging in to the Teams app for the first time.

1. When you try to access Teams on a Mac you may not have any issues. However, some children/parents have had issues with the downloaded app. Hopefully these steps will help.

2. Download the app from this site:

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

3. When downloaded and installed, open the app and follow the logon steps below.

4. Additional instructions for MacBook or iPhones or non-school iPads:

- When you open your downloaded app for the first time, it will ask for your organisation email
- login by using your GLOW account but

the first part of your email address is as normal

but the second part of your GLOW login email address is like this:  
@glow.sch.uk

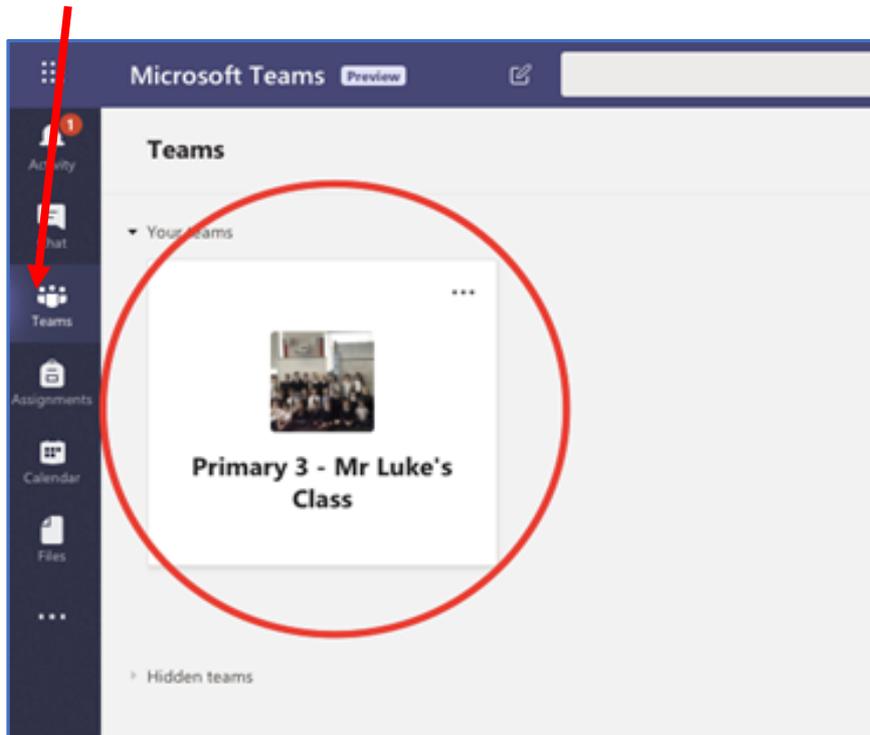
NOT your usual ending ...@glow.ea.glasgow.sch.uk

e.g. gw19montgomeryjohn@glow.sch.uk

- The app should then take you to a GLOW password page. On this you use your normal GLOW password.
- The Teams app may ask for certain permissions. Allow access to the microphone, etc. and click 'Next'. You should now have access to the Microsoft Teams app.

(E) Getting started in your new home-learning, virtual class!

1. When you arrive in Microsoft Teams, click on the **Teams** button on the left-hand side.

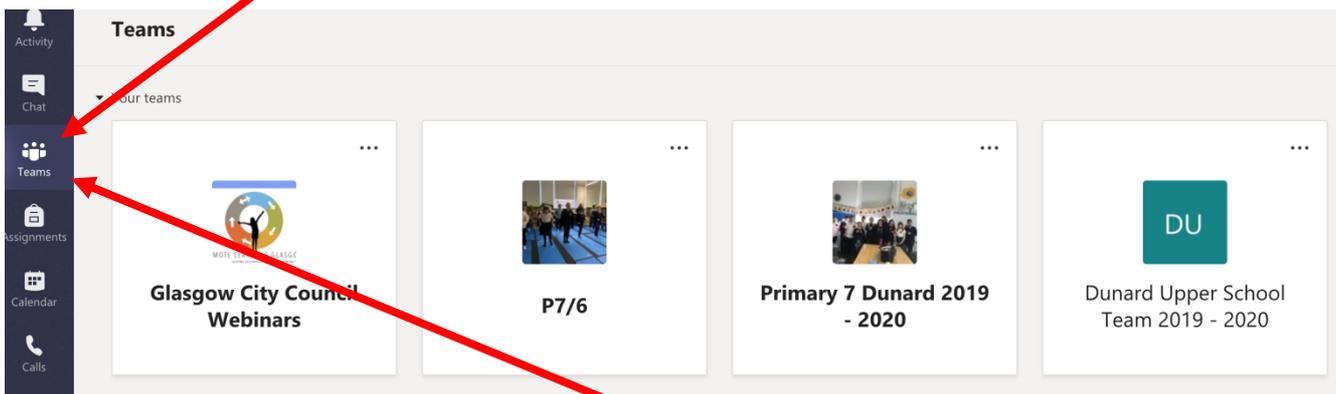


This will show you which class Teams you are in.

Your teacher has already set up the class team and added you.

Click into your class.

When I click on my Teams button, I have lots of classes. You will probably only have one.

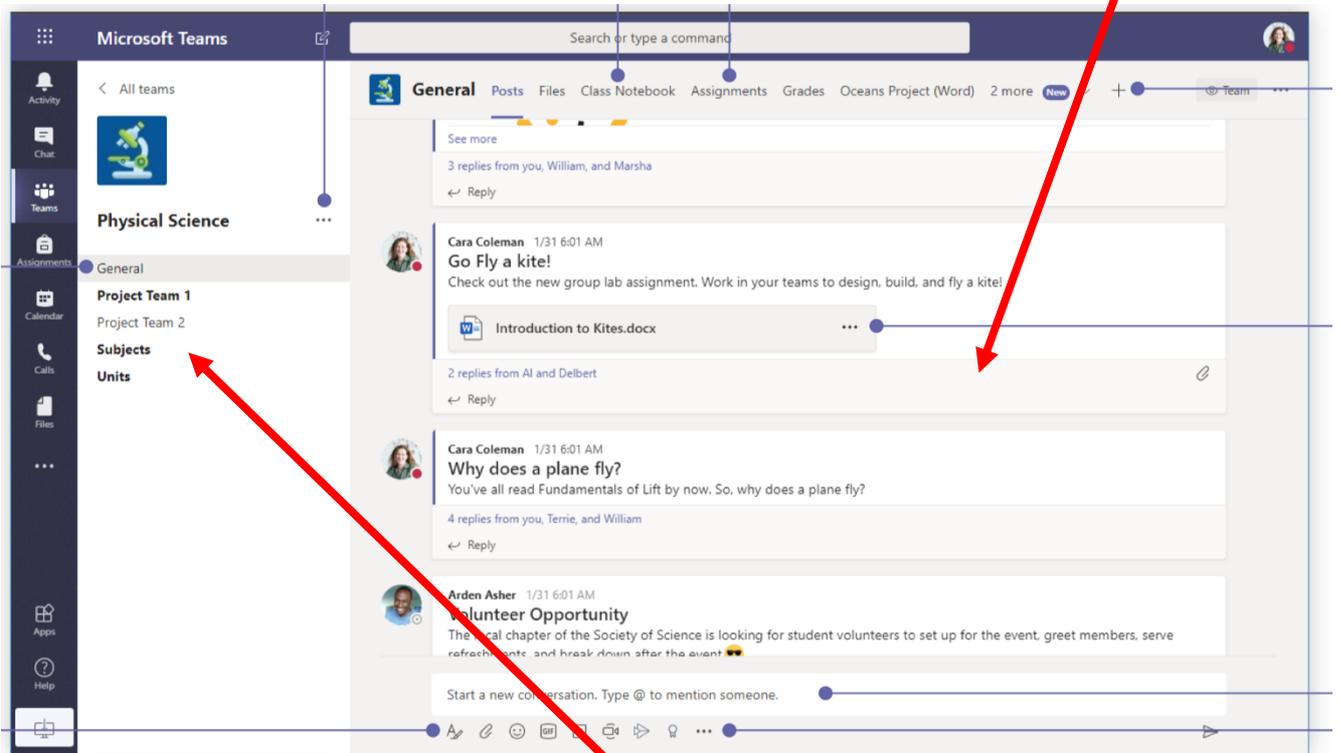


So, when you arrive in Microsoft Teams, click on the **Teams** button.

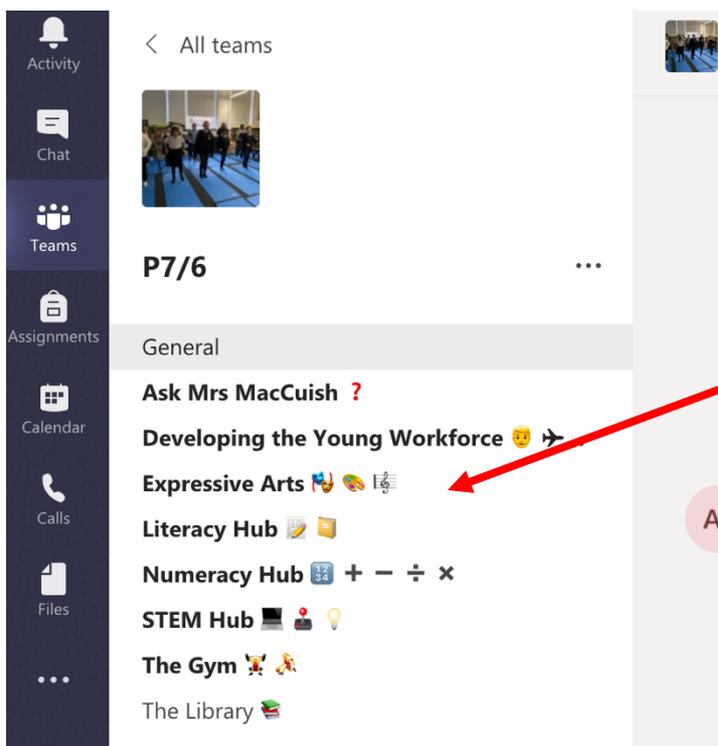
Then click on your class Team to enter it.

## 2. Channels:

Inside your Team, there is a place for working and messaging your teacher.



And a place for classes, which are called channels.  
Your teacher has placed work in different classes in these channels.



Here is Mrs. McCuish's P7/6 classroom, with all of her classes (called channels).

Your class teacher may have provided lots of nice classes such as:

- *'The Literacy Corner'*

This is where literacy work will be shared and where lessons and resources for reading and writing tasks will be posted.

- *'The Math and Numeracy Corner'*

This is where you will find the maths work for the day or week, perhaps with additional online resources.

- *'Ask the teacher'*

A space to ask any questions that you may have about work or tasks.

- *'The Gym Hall'*

This is where links to PE activities will be posted, and a space where you can share any PE you've been doing at home.

- *'The Library'*

If you have read any books you could post a book review.

- *'The Playground'*

A space where pupils can communicate and talk to each other. This will of course be monitored and moderated by the teacher and Mrs. Connolly. Please remember, our values are friendship, kindness and respect.

These are just some class areas that may be in your class Teams account.



## Tabs are very useful too!

At the top of the page, in each class you will find tabs. You will find two very important tabs...

**Posts** - This is the 'feed' (area) where work will be set by your teacher and you can message your teacher.

and

**Files** - This is where you will find videos, images and worksheets that have been uploaded by your teacher for the children.



Now, explore these tabs, along with your channels, and see what your teacher has been saying and doing in your new class!

## (F) Why do we use Microsoft Teams?

- Microsoft Teams allows teachers and pupils to share information, message online, and work together remotely. It is a *group chat and collaboration platform*.
- On Microsoft Teams (we usually just call it 'Teams'), teachers can message their classes daily, set work tasks, and in return teachers can receive questions, messages and work back from their pupils.
- Teachers will regularly be watching their Teams account throughout the school day to check in and answer questions from pupils.
- Teams provides a virtual classroom with multiple subjects or learning areas, where teachers can create **channels** for curriculum subjects in order that information is separated. Your child will have access to e.g. a Numeracy channel, a Literacy channel, a Health and Wellbeing channel, where specific work and tasks, videos or website links will await them.
- Microsoft Teams can normally be accessed regardless of which computer, tablet or smartphone you use (see the notes above).
- Microsoft Teams "glues" together a collection of other Microsoft applications that your child has access to, via their *GLOW* account. It works with Outlook (email) and Microsoft programs such as Word and PowerPoint, making it easy for teachers to set tasks and for pupils to upload work.
- As well as supporting teaching and learning, Teams is a great opportunity for students to build and practice digital citizenship alongside their continued learning.



(G) This is how Mr. Luke introduced Microsoft Teams to his class...

## Microsoft Teams Guidance

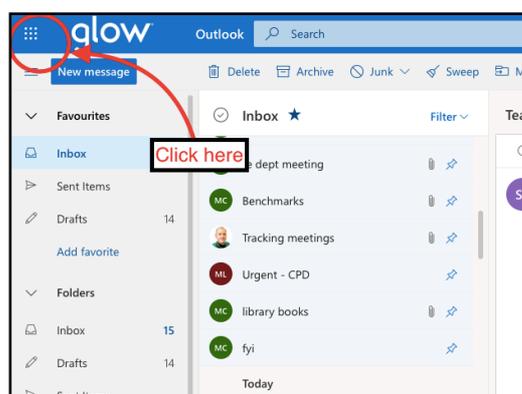
Dear Parent/Carer, boys and girls,

I have been working hard to create a user-friendly place for us to share our work, chat to each other and just make sure that everyone is in the loop. For the moment this will take the form of using Microsoft Teams.

Every day I will be issuing work for the day, adding a story for the children to listen to and making video tutorials for many of the tasks I've issued. Lots of you have already managed to find your way to Microsoft Teams (well done!) but to those of you who haven't yet managed to find where the Microsoft Teams page is hiding, I hope that these instructions will make it clear for you.

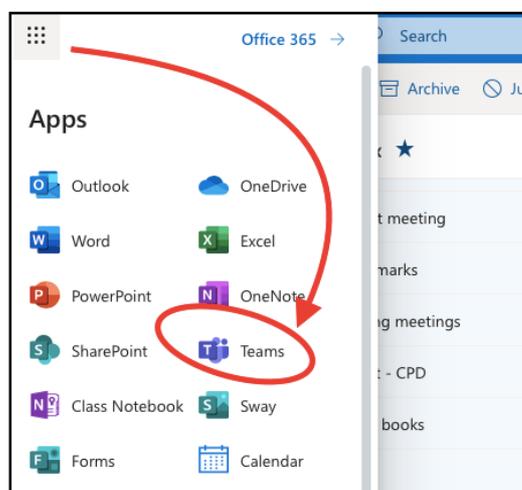
### Step 1.

Open your emails, and click on the small dots at the top of the page. (this might look different if you are using a mobile device)



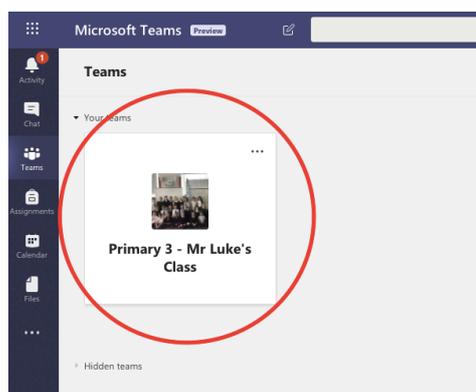
### Step 2.

Select Microsoft Teams from the drop-down menu.



### Step 3.

Now select the team Primary 3 - Mr Luke's Class.

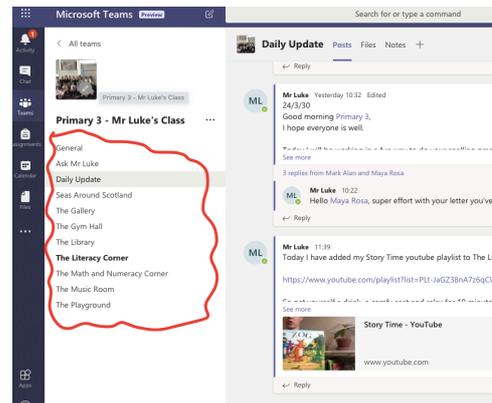


#### Step 4.

Once you have clicked on Primary 3- Mr Luke's Class, you will be taken into the classroom where you will find lots different classes.

Here you will find the following classes:

- Ask Mr Luke
  - A space to ask any questions that you might have, or just to have a chat with me.
- Daily Update
  - This is where I will be posting the daily timetable and making you aware of any new things that are happening
- Seas Around Scotland
  - Topic space until Easter holidays
- The Gallery
  - A space to upload any pictures that you would like to share but don't fit in the other classes (for example, a beautiful piece of art work)
- The Gym Hall
  - This is where I will be posting links to PE activities and where you can share any PE you've been doing at home.
- The Library
  - Every day I will be posting a link to my YouTube channel where there will be a story for you to listen to, just like milk time! If you have read any books you could post a book review, or you could record yourself reading it for others to enjoy.
- The Literacy Corner
  - This is where our literacy work can be shared and where I will be posting lessons and resources here for you to work on.
- The Math and Numeracy Corner
  - This is where you will find the maths work for the day, complete with video tutorials, online resources and Learning Intentions.
- The Music Room
  - Some children have already been posting videos of themselves playing their instruments or singing a song. This will also be used to direct our music lessons in the coming weeks.
- The Playground
  - The fun space where children can communicate and talk to each other without a teacher interrupting. This will of course be monitored and moderated by myself, but I will be leaving this area for the children to personalise.



There will be more classes popping up as the weeks go by, but hopefully this will give us a good starting point.

Keep reading for further tips and information!

### Step 5.

Within each class you will find the following tabs at the top of the page:

Posts - This is the feed where work will be set and we can communicate with one another

Files - This is where you will find videos, images and worksheets that have been uploaded by myself and the children.

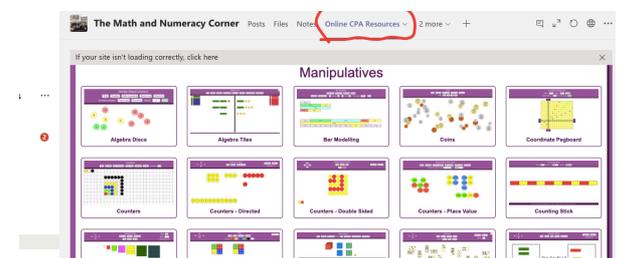
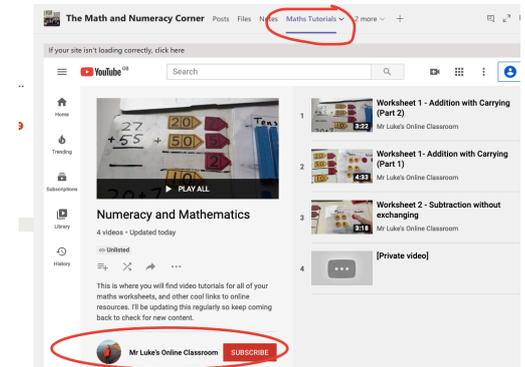
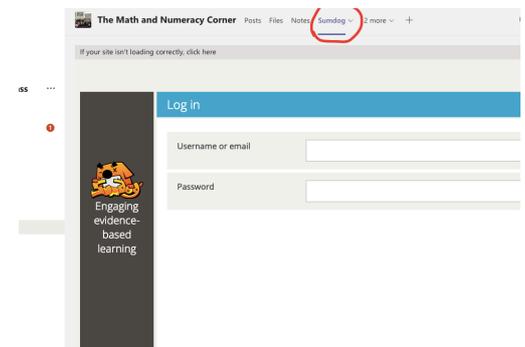
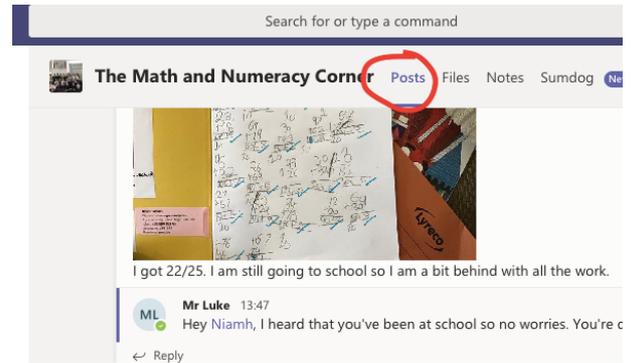
SumDog - You will also find a SumDog tab that will make accessing the site really easy.

Mr Luke's Classroom (YouTube) - There are also tabs on some of the pages that will link to inline video tutorials or stories that have been recorded to assist you with some of the work that we have been doing. (Feel free to subscribe for any updates)

Online CPA Resources - There is also an easily accessible link in the Math and Numeracy Corner to Concrete, Pictorial, Abstract (CPA) resources.

If at all possible, please take some time to familiarise yourselves with the Microsoft Teams programme. Feel free to ask questions or comment either by return to this email or, even better, in the Ask Mr. Luke or Playground tabs.

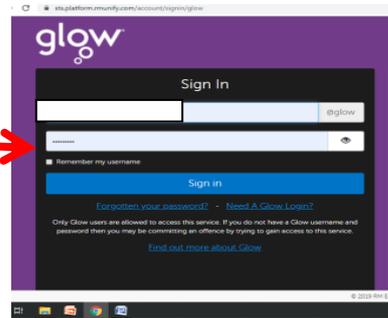
I hope that this has been useful.





**A) Instructions to access GLOW from Google:**

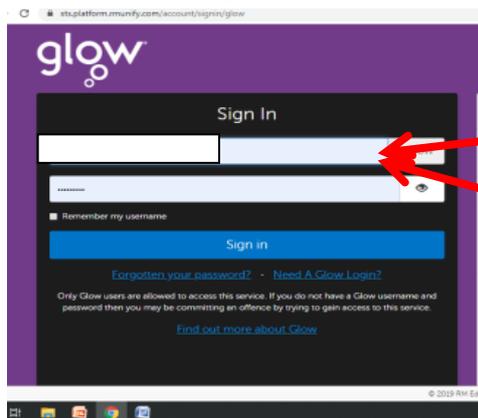
- Type in 'GLOW'
- Click on **GLOW –Sign in RM Unify**



Most staff are sending home learning via Class GLOW groups which will go directly to your child's GLOW email. **Please click on the email tile in GLOW to access your child's work.**

**B) Please find below the instructions to download Microsoft Office to your child's GLOW launch pad.**

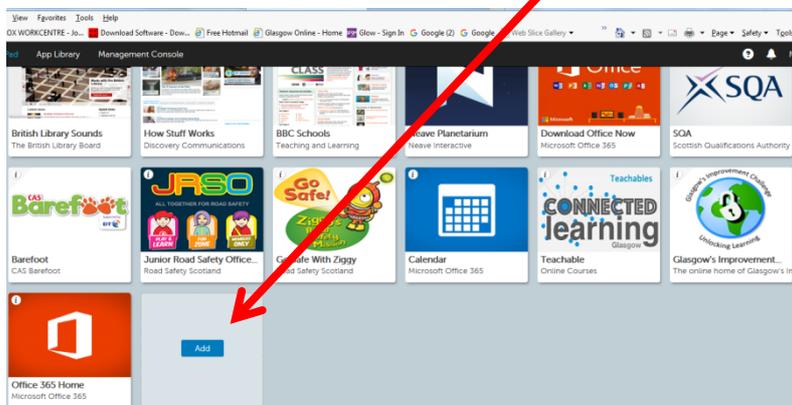
1. Login to Glow with your Login/password, this can be found inside your child's Home Learning jotter.



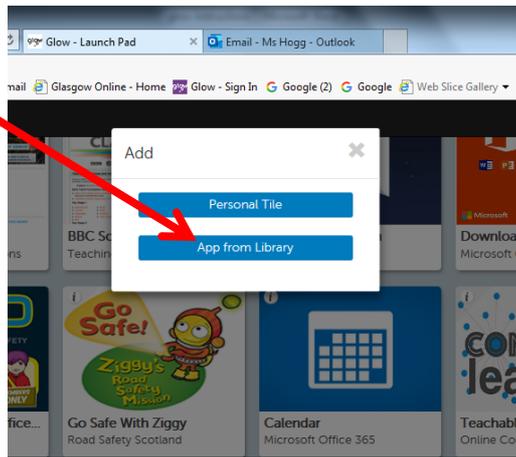
Username: type in GLOW email

Password

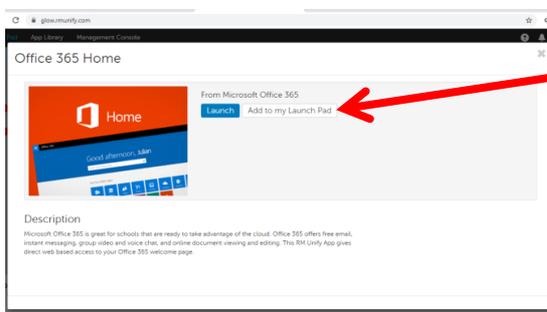
2. The Launch pad will appear. Find the **Add** button –and click.



3. Choose 'App from library'



4. Now, click through the pages (to about page 6) to find the Microsoft Office tile.



5. Click on 'Add to my Launchpad'

5. Return to the GLOW launch pad. The Microsoft tile should now be there.



6. Your child now has access to Microsoft programmes –e.g. Word, PowerPoint- and other tools that can be used from home.

C) In addition, to the above, please follow steps two and three (add, App from library) to download additional tiles that your child may find useful at home, e.g. 'BBC Scotland Learning', 'BBC Bitesize', 'Go Safe with Ziggy', 'Tig Tag Junior', etc.

Please check your email regularly to see ideas, activities and work for your child.  
Warm wishes,

The Dunard Staff Team