



# Microsoft Teams and Microsoft OneNote Parent/Carer Guide



Version 1 – March 2020

Dear Parents and Carers,

As part of our Home Learning plans, we have created a guide to support you using Microsoft Teams and Microsoft OneNote software. This will enable you to access resources for your child, communicate with your child's Class Teacher and record your child's learning in their Class Notebook (like an online jotter).

We have provided a jotter for your child to write in with their logins for StudyLadder, Sumdog and Glow, however, any additional tasks can be uploaded or completed in their Class Notebook. This is useful if you would like to share photographs of your child's learning with their teacher, as it can be accessed through a range of smart devices and technology. This is also useful for your child to practise enhancing their digital technology skills.

Both Teams and OneNote are free to download as an app for various devices (smartphones, tablets and laptops) and you can also access these through your internet browser. Please note, Teams does not work on Safari internet browser (default for Mac/Apple devices). However, you can either download Google Chrome browser (for free) or the app versions of the programmes for these devices.

This is not a fully comprehensive guide, but we hope that it will support you to use technology to promote and record learning for your child during this difficult time. We have included steps for both the web versions and app versions of MS Teams and MS OneNote in attempt to support you with whatever technology you already have at home.

If you have any additional questions or queries, please do not hesitate to contact the school office via email at [office@westercladdens.e-dunbarton.sch.uk](mailto:office@westercladdens.e-dunbarton.sch.uk).

Thank you for your continued support,

The Team at WCPS



## Glow Privacy Policy

Our Commitment to Data Privacy is committed to comply with the EU General Data Protection Regulation (GDPR).

### Key GDPR Requirements

The following are a few examples of the key GDPR requirements that apply to both individuals and ourselves:

- Committing to security and privacy measures required under the GDPR.
- Assisting our customers with satisfying their GDPR data security and privacy requirements.
- Notifying regulators of personal data breaches on our systems and promptly communicating any such breaches to our stakeholders and end-users.
- Ensuring when our staff that access and process our users' personal data they are bound to maintain the confidentiality and security of that data.
- Ensuring that all personal data is held to the applicable data management, security and privacy standards required under the GDPR

### Privacy Information

We will apply appropriate protection and management of any personally identifiable information you share. Any personal information you do provide will be held and processed in accordance with the Data Protection Act 1998 (DPA) and the GDPR. We will not pass on your details to any third party unless you give us permission to do so.

### Privacy Notice – How We Process Your Personal Information

Any personal information provided will only be used to discharge our statutory functions and other relevant legislation, maintain our accounts and records and to support and manage our staff. We will only use

information for those purposes, but we will share it with others for other purposes where it is legal and justifiable.

We will manage, maintain and protect all information according to the requirements of the DPA and other legislation. We also adhere to our own information policies and government best practice.

We take your privacy seriously and are committed to responsible handling of personal information in accordance with our Information Charter, which is as follows.

### We will:

- make sure you know why we need it.
  - ask only for what we need and not to collect too much or irrelevant information.
  - protect it and make sure nobody has access to it who should not.
  - let you know if we share it with other organisations to give you better public services – and if you can say no.
  - make sure we do not keep it longer than necessary.
  - not make your personal information available for commercial use without your permission.
- 
- Please note that any photographs/tasks completed shared on Microsoft OneNote (via your child's Class Notebook) will only be viewed by your child, their Class Teacher and the Senior Leadership Team at Wester Cleddens Primary School.
  - Please ensure that you are using the sections outlined in the guidance below.
  - The Collaboration Space is open to everyone in a class, and all class members can read, write and view anything that any member of the class posts in this part of the notebook. Teachers and pupils can also create new sections and pages in ways that work best for them.

## OneNote Class Notebook and Microsoft Teams

Microsoft Teams has been set up so that each class has an online network that can enable parents to support learning whilst communicating with the school.

This works hand-in-hand with Microsoft OneNote software. This is where your child has a Class Notebook (online jotter) set up for them to use. It really helps if you have both apps downloaded onto your smart phone, tablet or laptop, however, your child can still access these using a web browser too.

### Step 1 – Accessing Microsoft Teams and General Forum

You can do this by downloading the apps onto your device or logging into the Glow website via <https://glow.rmunify.com/>.

If you are logging in via the website, you or your child enters their username (as seen on the inside of their Home Learning jotter e.g. gw2Obloggs joe) and then their password below. The screen may ask you to review and accept the RM Unify cookie policy and then it will take you to your child's Glow Launch Pad.

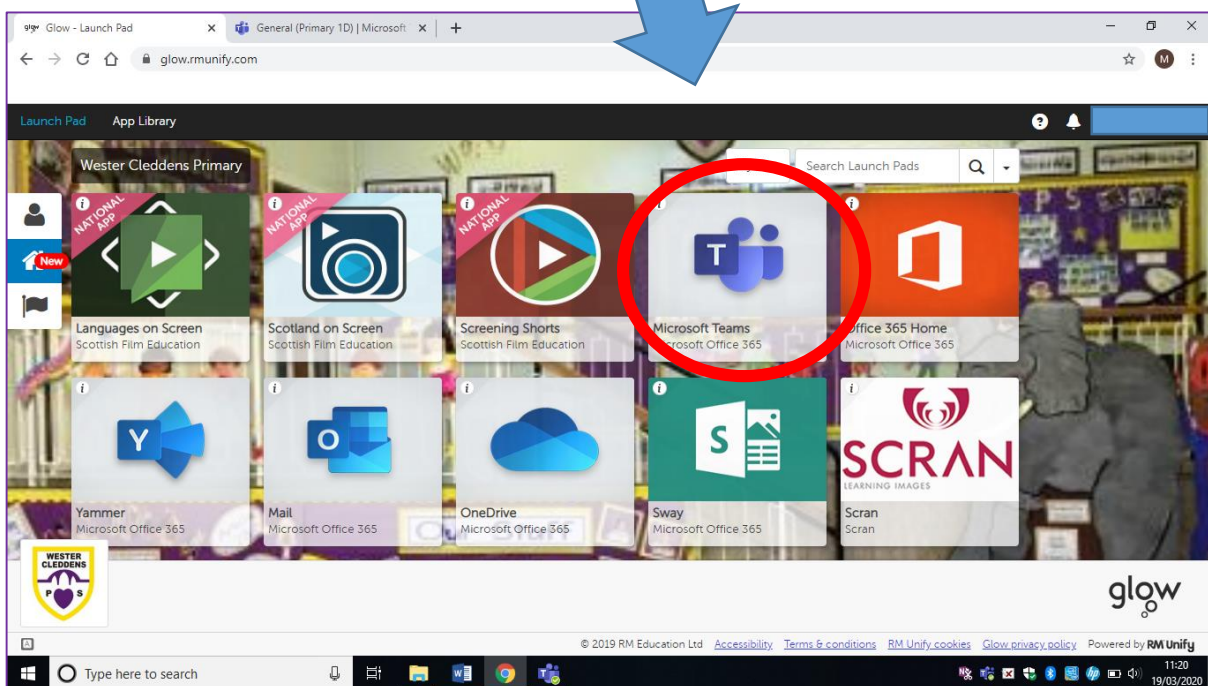


Figure 1 - Glow Launch Pad

This will display several apps including Microsoft Teams, click this icon and it will direct you to your allocated Team. This should then display an icon of your child's stage e.g. Primary 1D. Click this icon to be directed to the General forum.

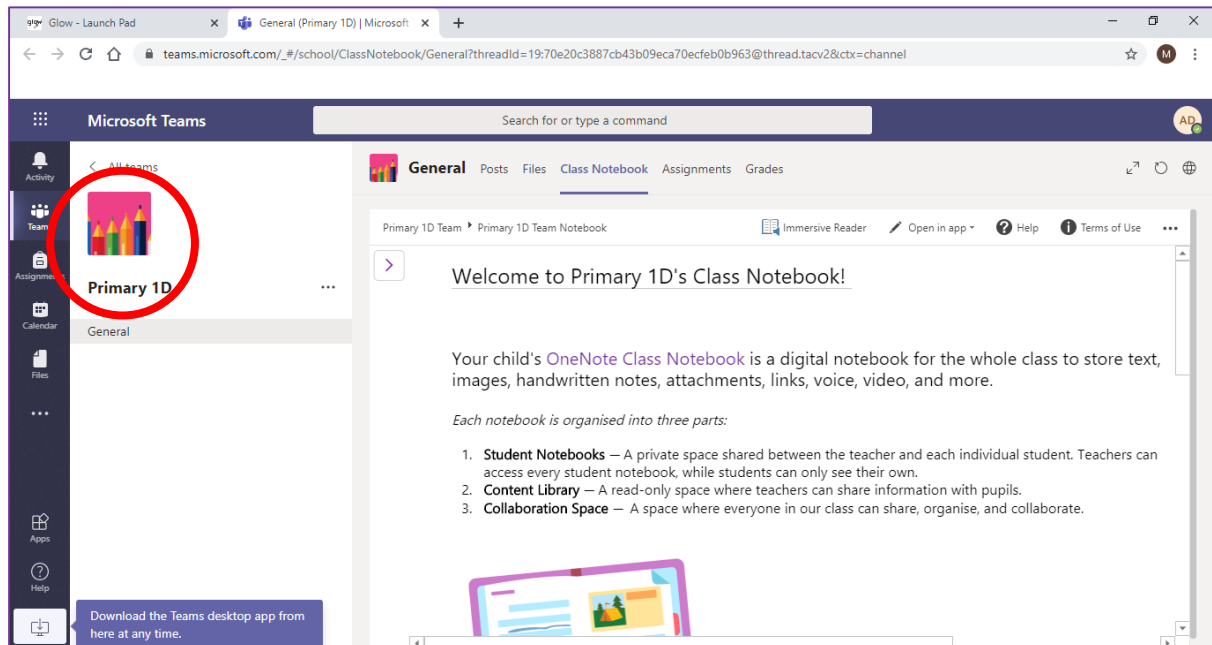


Figure 2 - General forum and Class Notebook

If you are logging in via the app, you or your child must enter their username as above and add @glow.sch.uk to the end of this to allow you to login (or it will display 'Please enter a valid sign-in address'). For example, gw2Obloggs joe@glow.sch.uk. This will redirect you to the Glow Sign In website where you or your child should enter their password and click Sign in.

This will take you to a page which displays 'Get homework done anywhere.' click Next, then click Next again, then click Got it. You should now be directed straight to the General forum for your child's class.

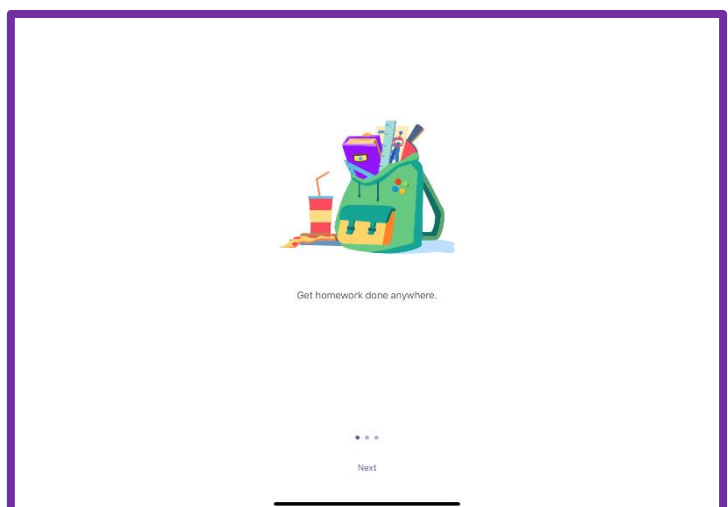


Figure 3 - Teams App opening

The screen should then open as below. If not, ensure your child's class Team is selected on the left hand side.

Next, select the More tab at the top right-hand corner.

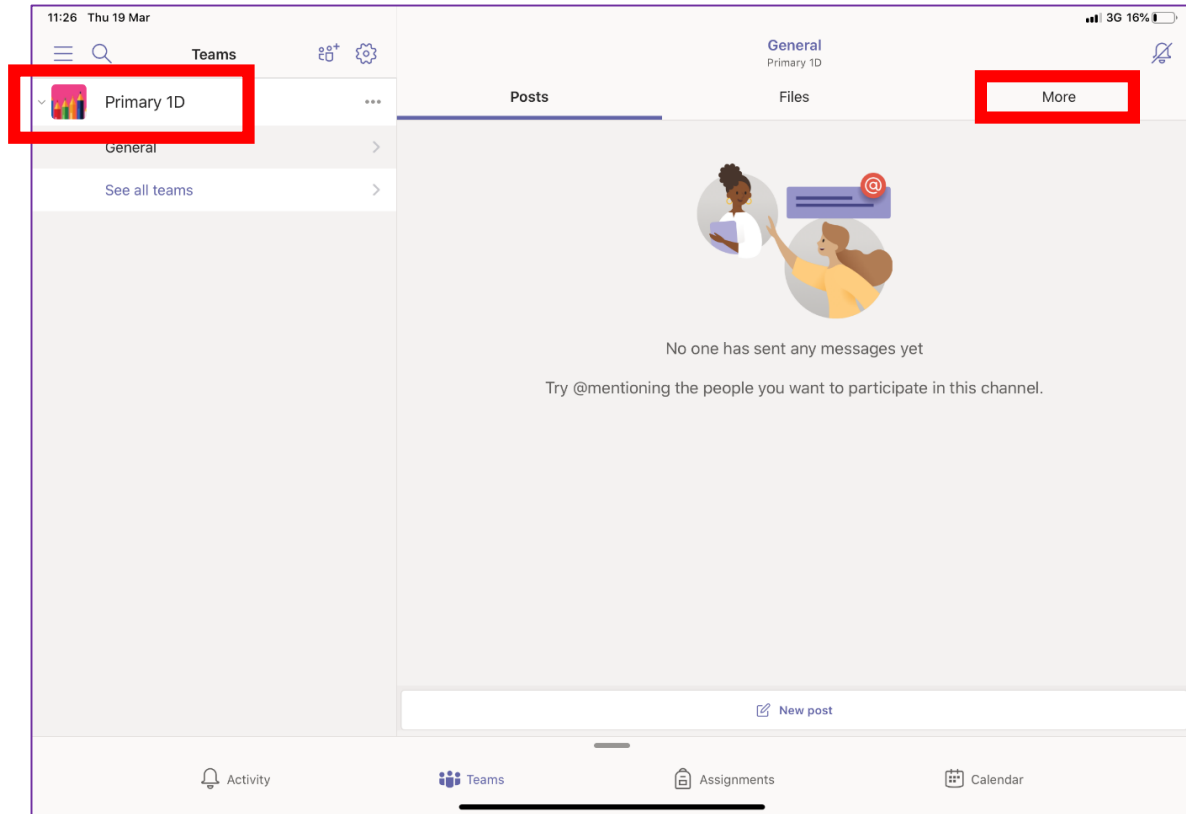


Figure 4 - App screen when Teams is logged in

Select the Class Notebook option as below and this will then open the Microsoft OneNote app. You may need to download this for free from your device's app store.

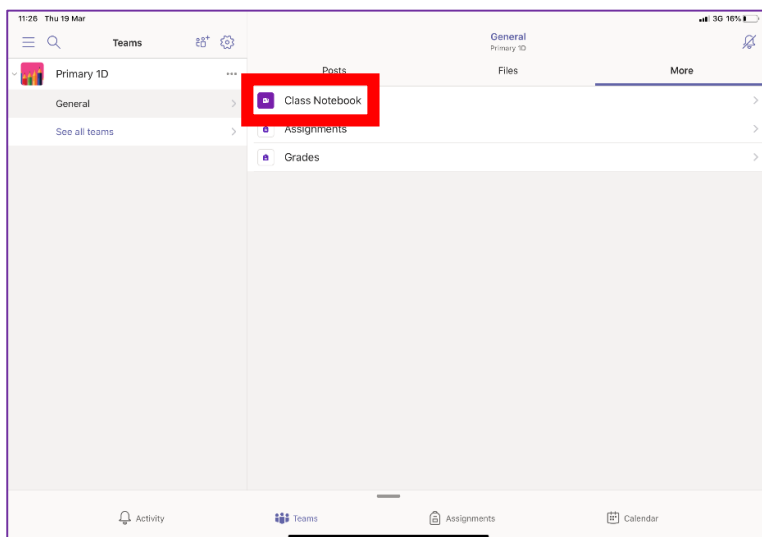


Figure 5 - Teams App screen 'More' tab



## Step 2 – Accessing your child’s Class Notebook

If you are using the website version, the screen will display similar to below. Click the arrow circled below to open your child’s Class Notebook. Please ensure the Class Notebook tab at the top of the screen is selected.

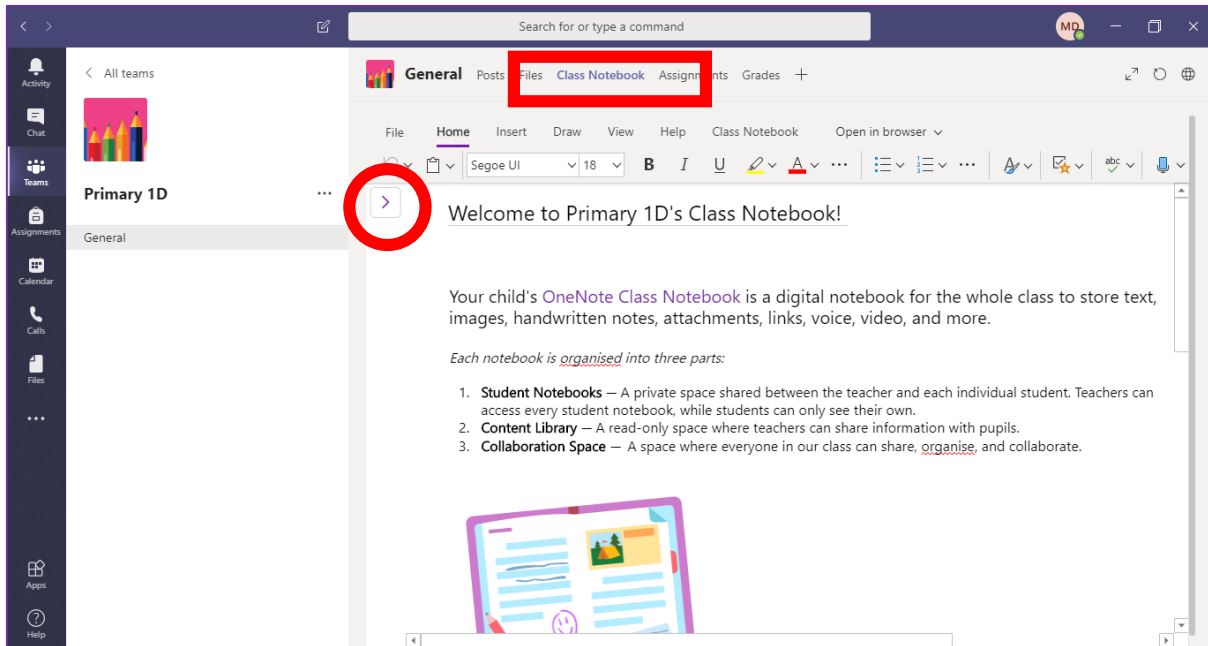


Figure 6 - Class Notebook Welcome page

There is some brief welcome information stated on the Class Notebook area and your child’s name should appear in the tabs as shown above.

When you click your child’s name, a number of tabs should display underneath. They should read: Literacy, Maths, and Health and Wellbeing. These tabs are where your child’s work can be completed or stored.

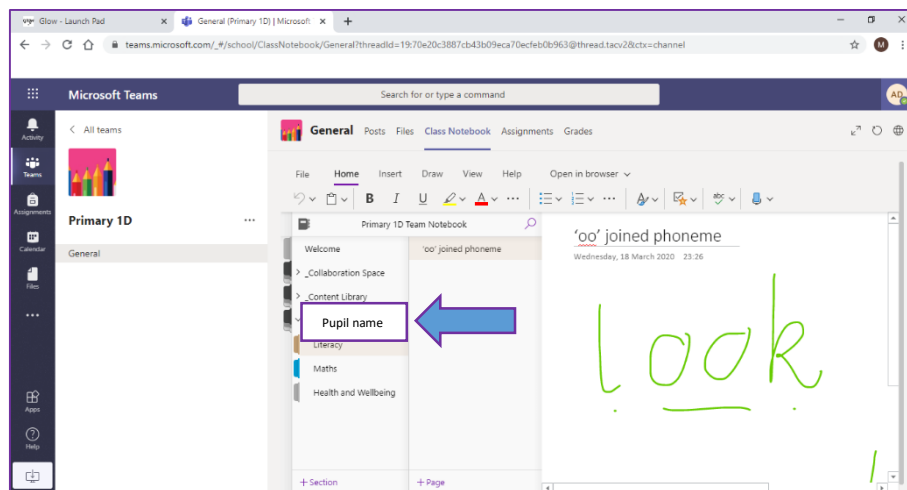


Figure 7 - Class Notebook tabs



If you are using the app version of Teams, you will be required to download the app version of Microsoft OneNote as well. These work together hand-in-hand as an online platform for Microsoft Teams.

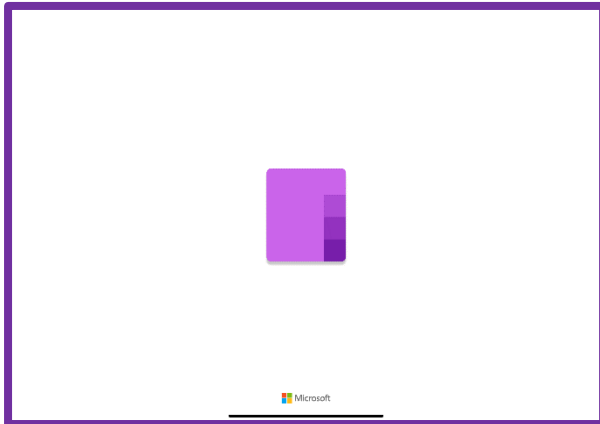


Figure 8 - OneNote opening screen

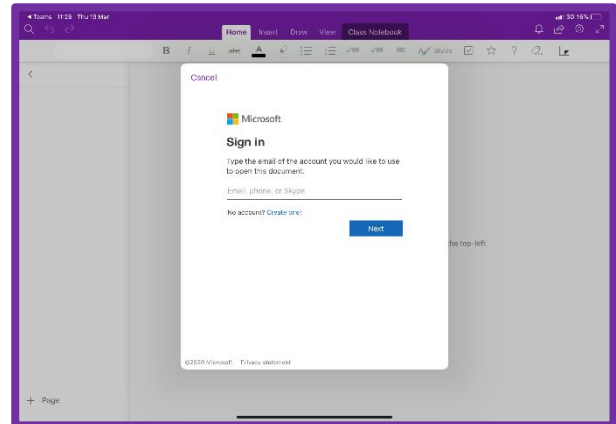


Figure 9 - Sign in screen for Glow

Remember to log in using your child's Glow username plus **@glow.sch.uk** at the end so that the app recognises this as an email address.

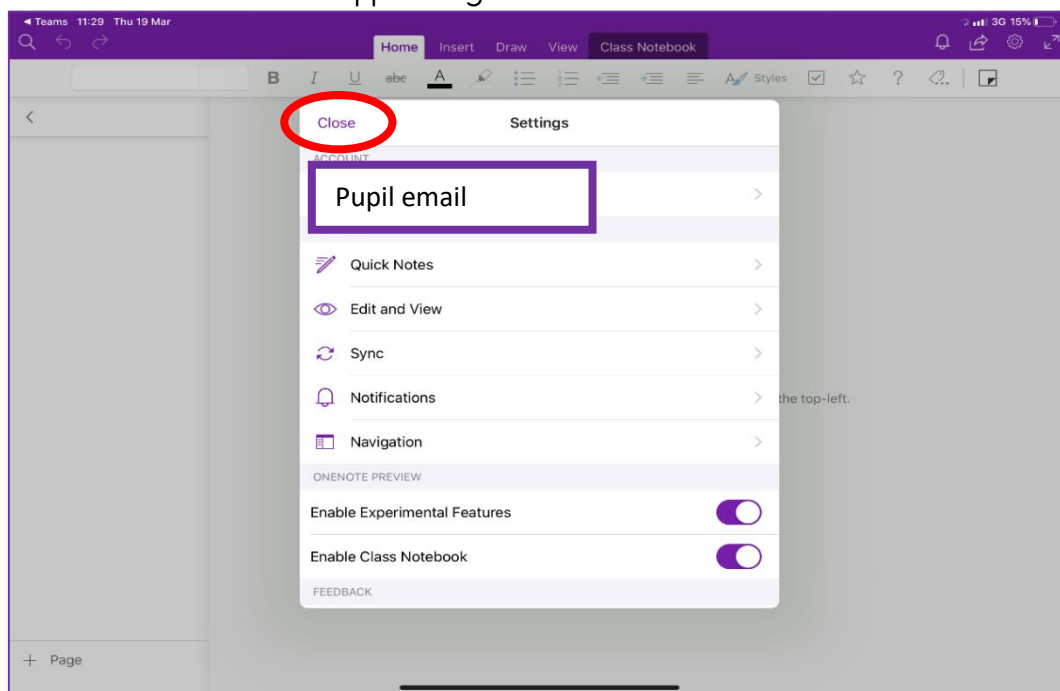


Figure 10 - App screen once logged in

The screen above will appear. Click 'close' (circled above) to go to the main screen. If no Class Notebook appears, please close the app, go back into the Teams app and follow the above steps again to access your child's Class Notebook.

### Step 3 – Adding pages to Class Notebooks

You can add new pages for each activity you complete. This will allow your child's teacher to see and respond to your child's learning. You and your child can keep activities organised by using a new page each time your child completes a task – just like they would in a school jotter.

If you are using the web version, click the + symbol to add a page as circled below. You can give each page a title to describe what activity your child is completing.

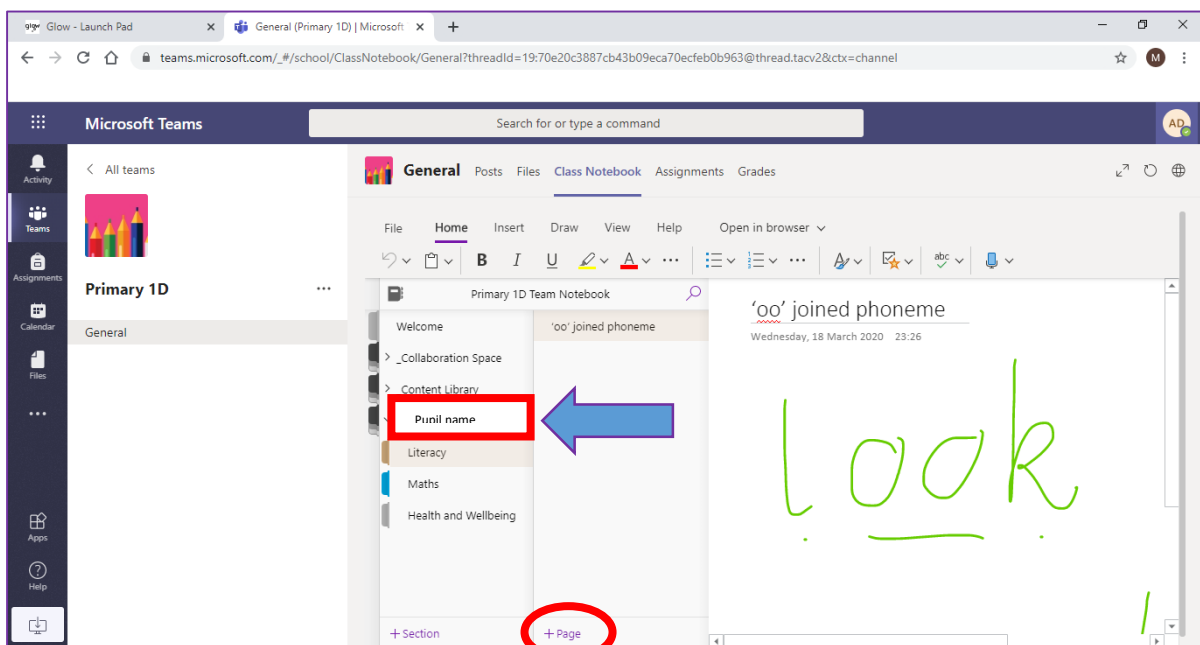


Figure 11 - Adding a page for each activity

As the example above, this is an infant spelling activity. These are saved as you go along, meaning you do not need to worry about things being lost if you forget to save them or if your device's battery goes flat (provided you are still connected to the internet).

It is helpful if you click the correct tab beforehand, for example, click **Maths** then add a page to add an activity to your child's Maths section of their Class Notebook.

If you are using the app version, the screen will appear almost exactly the same as above. The steps to add a page using the app are the same.

## Step 4 – Completing an activity on a page

If using the web browser, you can add your page title. Click anywhere on the white page then you can begin typing.

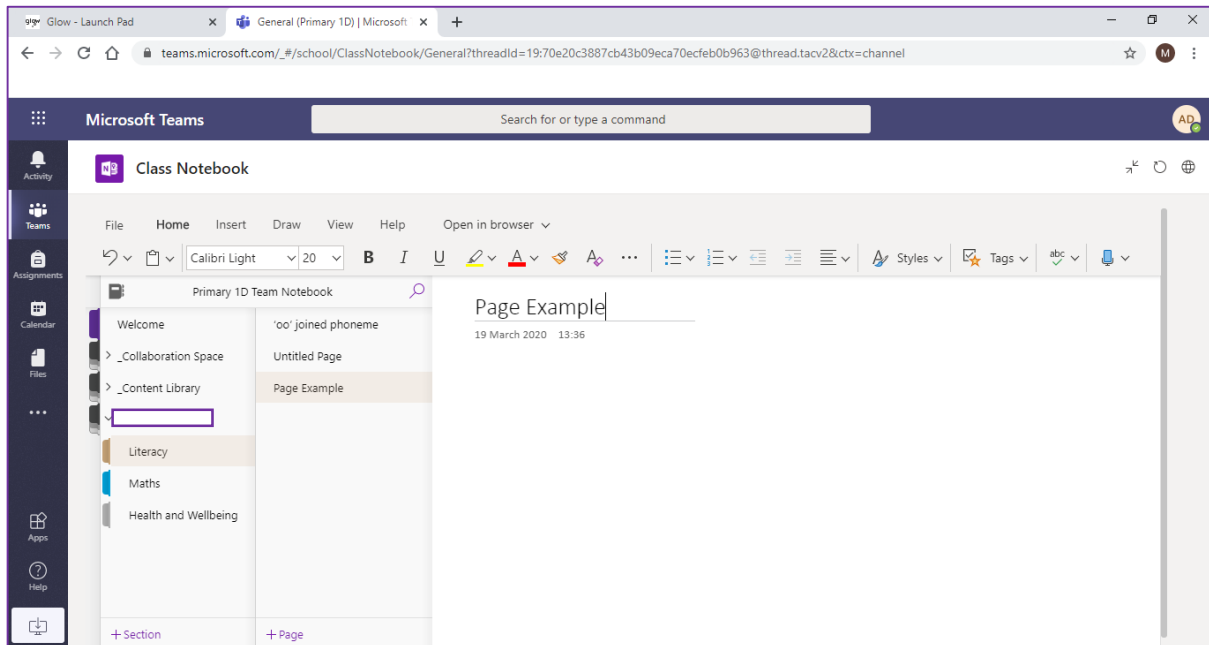


Figure 12 - completing an activity in web version

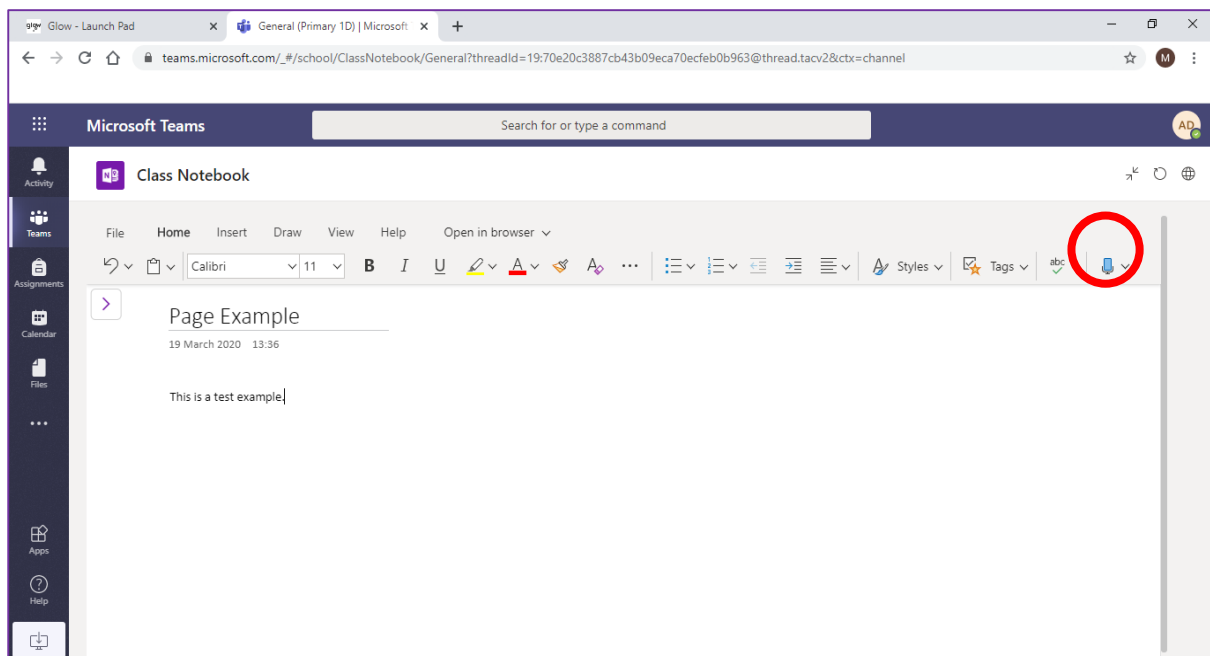


Figure 13 – Dictation feature

In this feature, you can also **dictate** to your device to type what you are saying. You can do this by selecting the microphone icon, as circled above.

Your browser will ask you to grant permission to use your device's microphone – you must select **Allow** for this function to work.

If you are using the **Dictate** feature, please remember to say words to punctuate sentences when needed, for example, saying 'full stop' or 'new paragraph'.

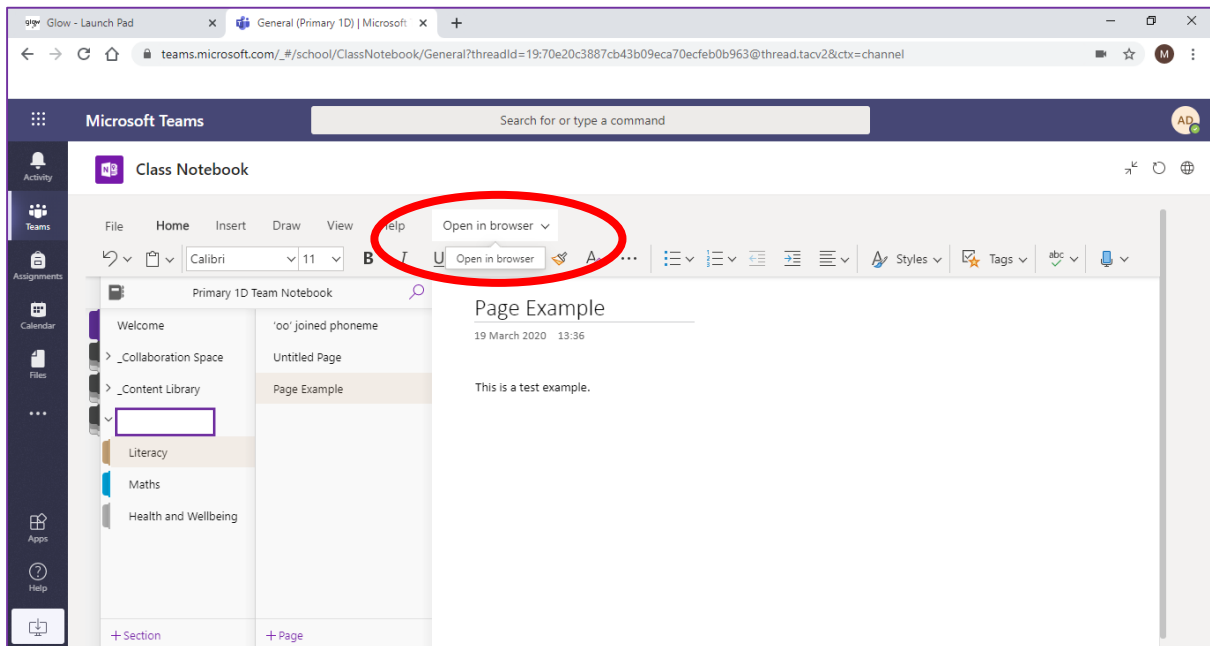
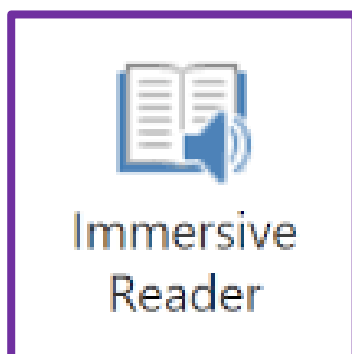


Figure 14 - web browser version

If you click Open in browser as above, you can also access the **Immersive Reader** tool. There is a separate guide to using this. This can benefit children as they progress throughout the school, as it has several features that can support children's learning.



## Step 5 – Ideas for activities

On both versions, children can draw, write and type by using the Draw feature.

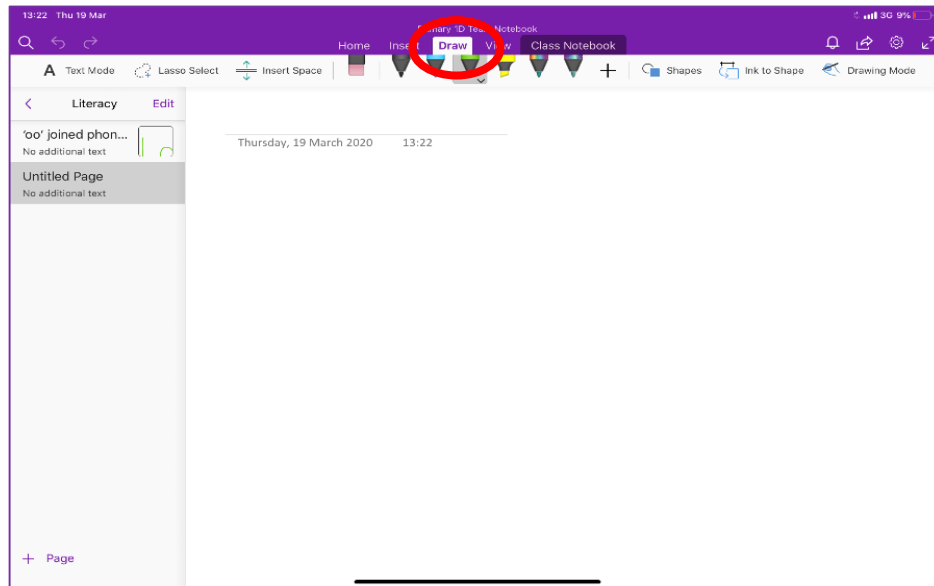


Figure 15 - App version draw feature

By using the options provided, children can practise handwriting, letter formation, written workings/calculations or just have fun drawing!

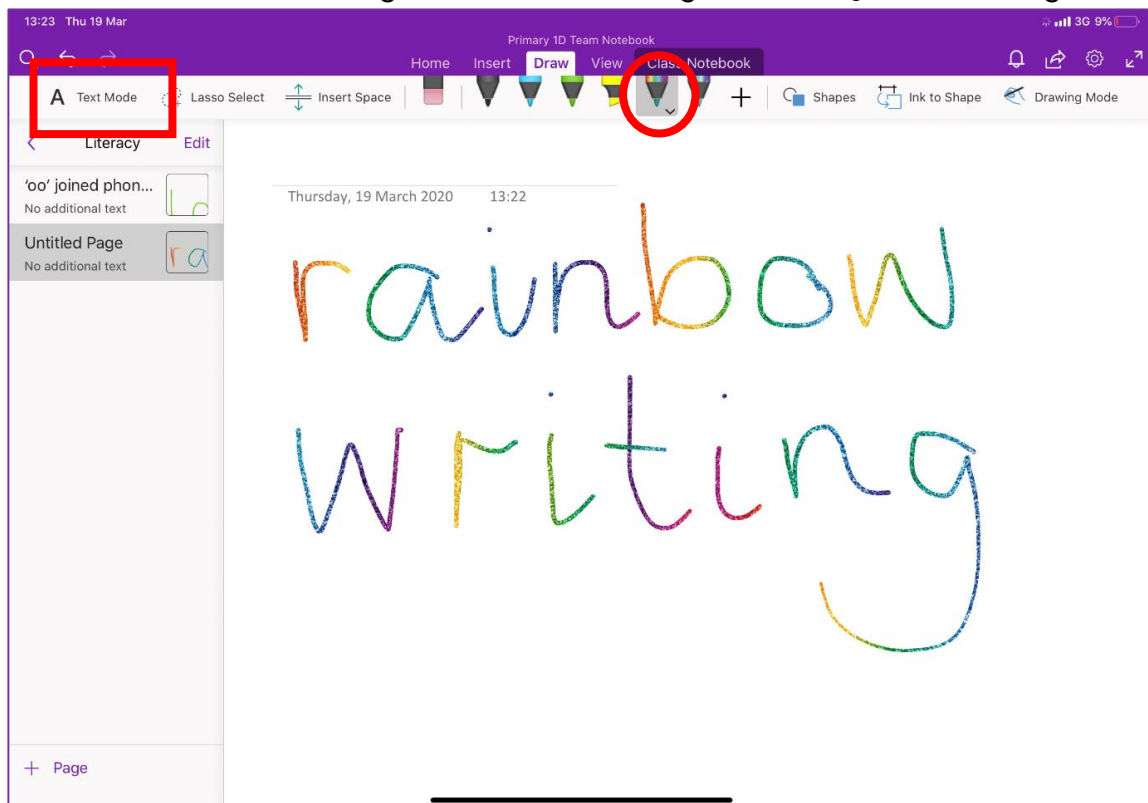


Figure 16 - rainbow writing example

Text can also be added here, before or after drawing. This can be done by selecting Text Mode then clicking anywhere on the page.

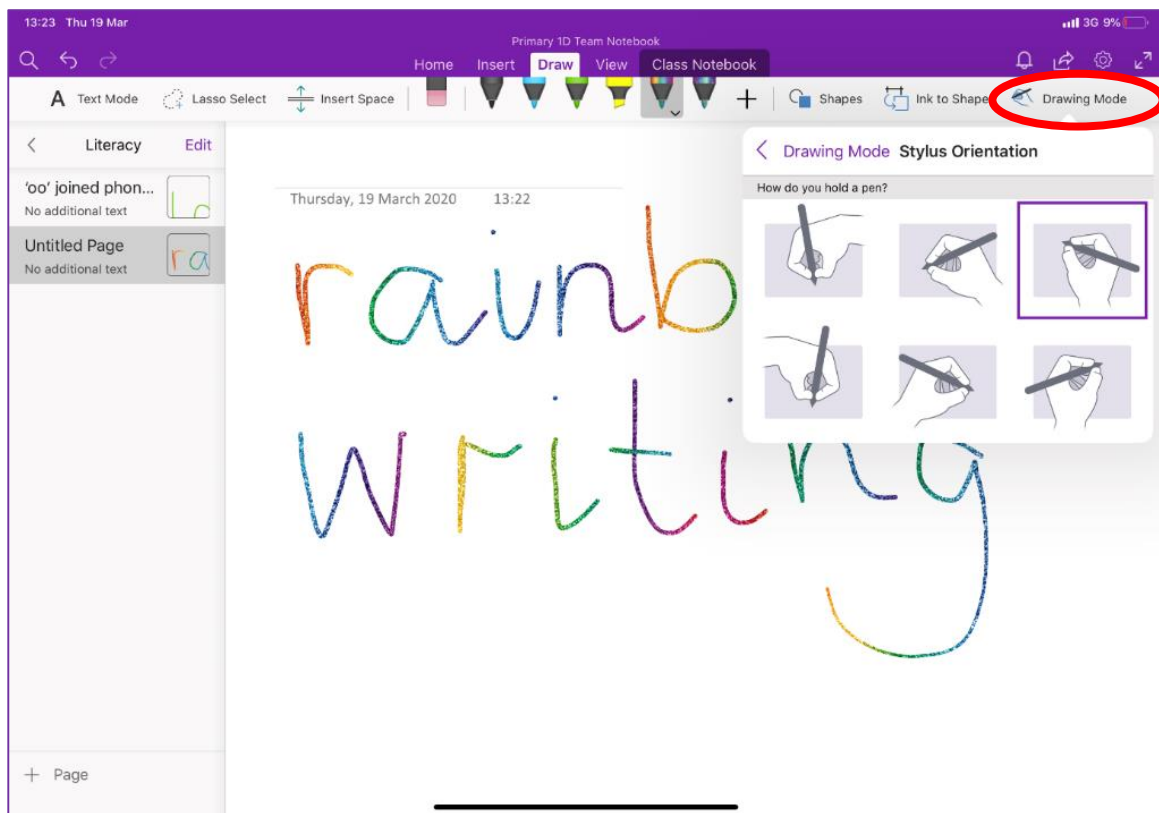


Figure 17 - left or right hand orientation settings

If you have a stylus pen to use for your device, you can change orientation of how your child uses this, please see the image above. This can support both left-hand and right-hand positions, so that your child can lean comfortably whilst writing and the device will recognise this.



If you wish to insert a photograph into a page, please click the **Insert** tab at the top bar and then it will let you choose whether you want to select the **Camera** or a picture from your device that you have already taken.

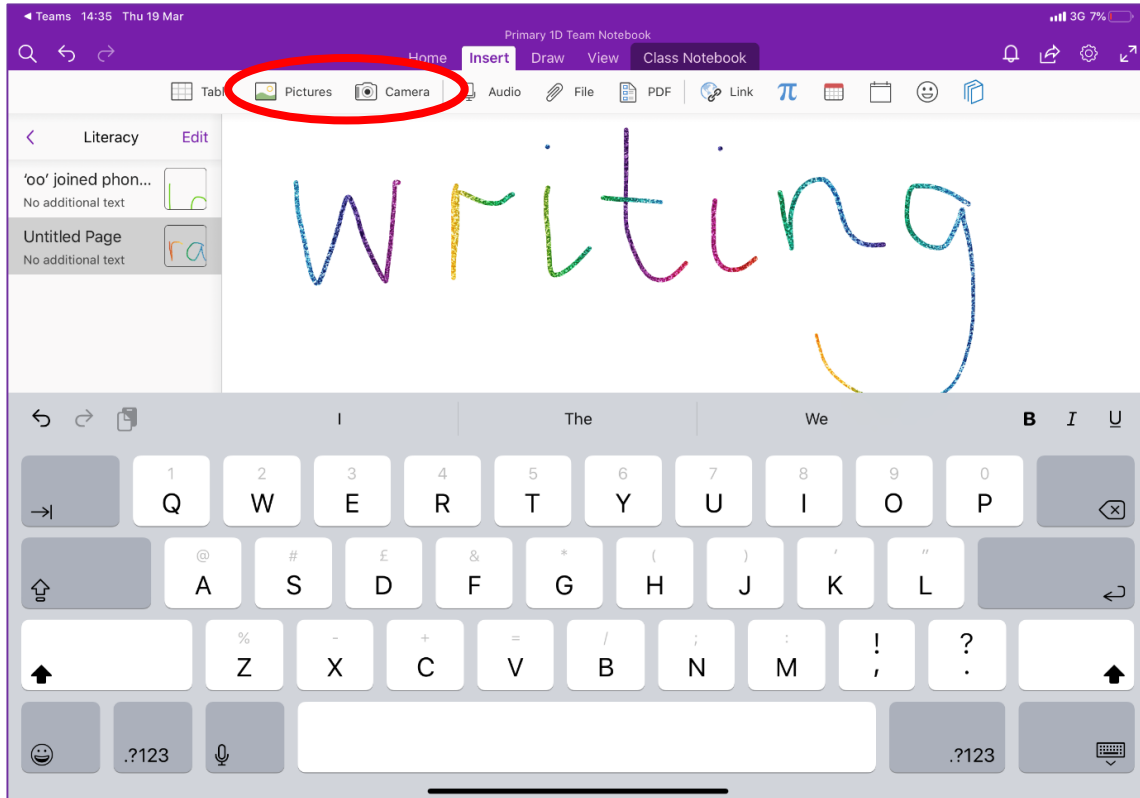


Figure 18 - adding photographs or pictures

If you wish to add a photograph via the web version, you can do this by using the same steps as above, however, you may need to make sure that you have clicked on the page for this to work correctly.

We hope this guide will help answer any questions you may have regarding the set-up of these resources. Again, if there are any questions regarding anything within this guide, please contact the school office via email [office@westercladdens.e-dunbarton.sch.uk](mailto:office@westercladdens.e-dunbarton.sch.uk).

