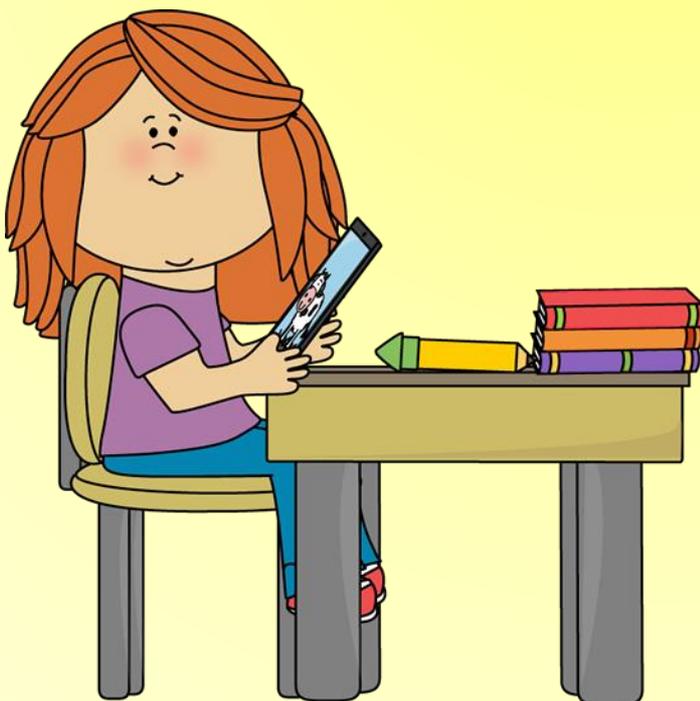


October 2020

Wester Cleddens Primary School

STEP BY STEP GUIDE TO MICROSOFT TEAMS



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Microsoft Teams Pupil Help Guide

How to log in to Glow and Microsoft Teams (Web Browser)

Use the search bar on your web browser to type in **Glow RM Unify** and press **Enter** on your keyboard or select the magnifying glass to search or you can type in the following to your search bar and hit Enter:

<https://sts.platform.rmunify.com/Account/SignIn/glow>

1. To log in to Microsoft Teams, you must use your Glow username and password.

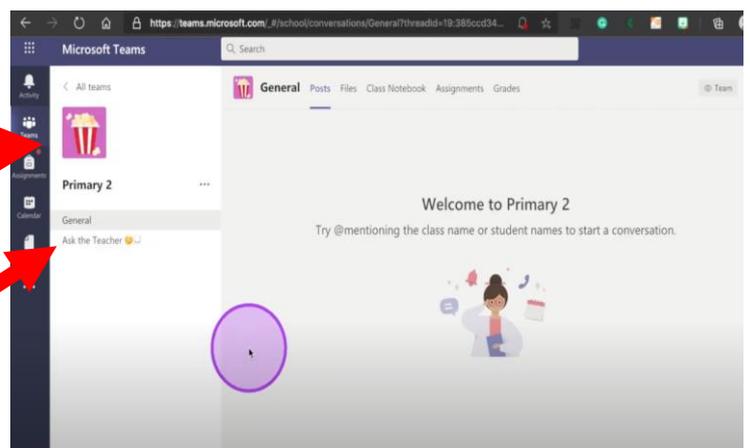
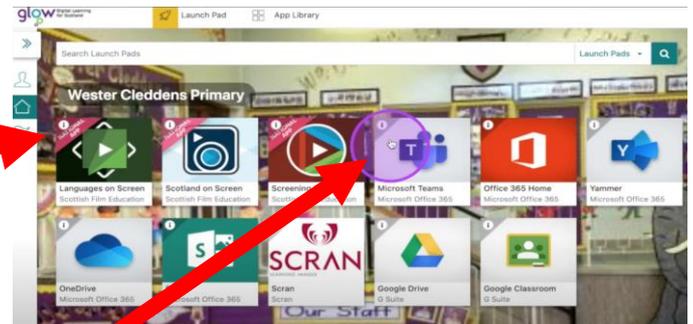
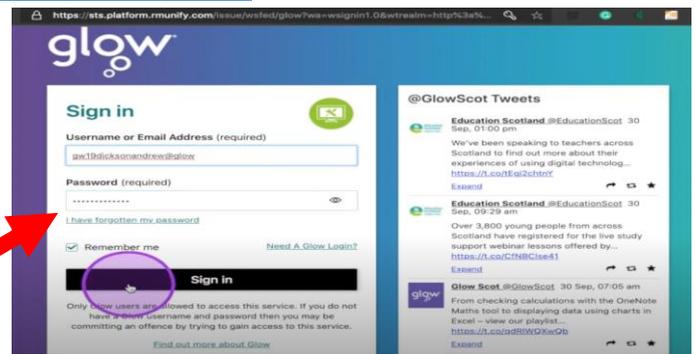
2. Type in your **Username** and **Password** in the boxes on the screen. The top box is for your **username** and the bottom is for your **password**.

3. Select **Sign In** and this will load up your Glow Launch Pad.

4. Look for the Microsoft Teams icon on the Launch Pad screen. If this does not appear, go to the **search bar** at the top of the screen and type in **teams**.

5. Select the Microsoft Teams icon. Once you do this, it will ask you to **Get the app** or **use the web app instead**. To see your class straight away, you should select **use the web app instead**.

6. Your Microsoft Teams app icon should appear, **select this icon**. You will then see the screen to you **right**. You can then see the **General** channel of your class Teams page.

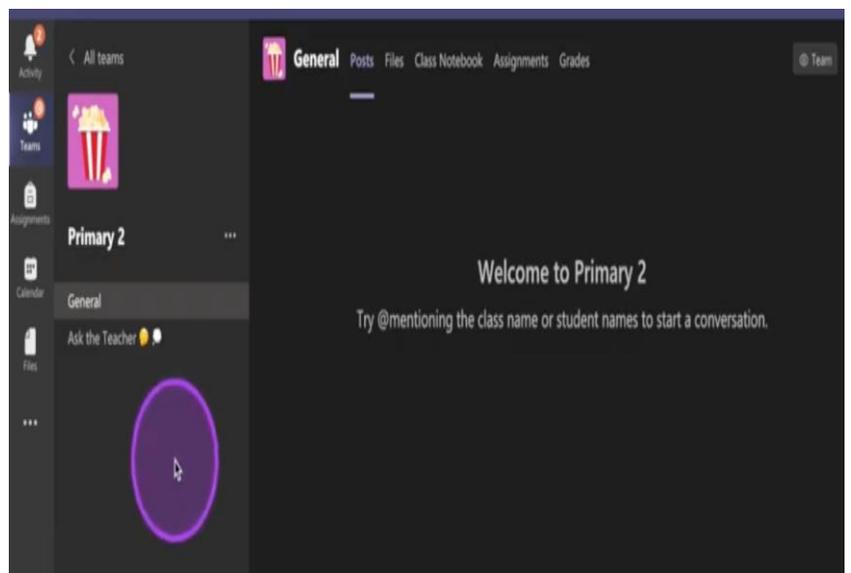


How to log in to Microsoft Teams (Desktop or Mobile App)

1. Select download Teams App when you sign in to Glow or you can download the Teams App for free from the Apple Store or Google Play Store.
2. Once your App is downloaded, Select the Microsoft Teams icon to open the app.
3. Type in your **username (for example gw19bloggsjoe)** and then **type @glow.sch.uk at the end of the username to turn this into your Glow email address** in the box that says **Sign-in address**.
4. Select **Sign in** and the Glow website sign in screen should appear.

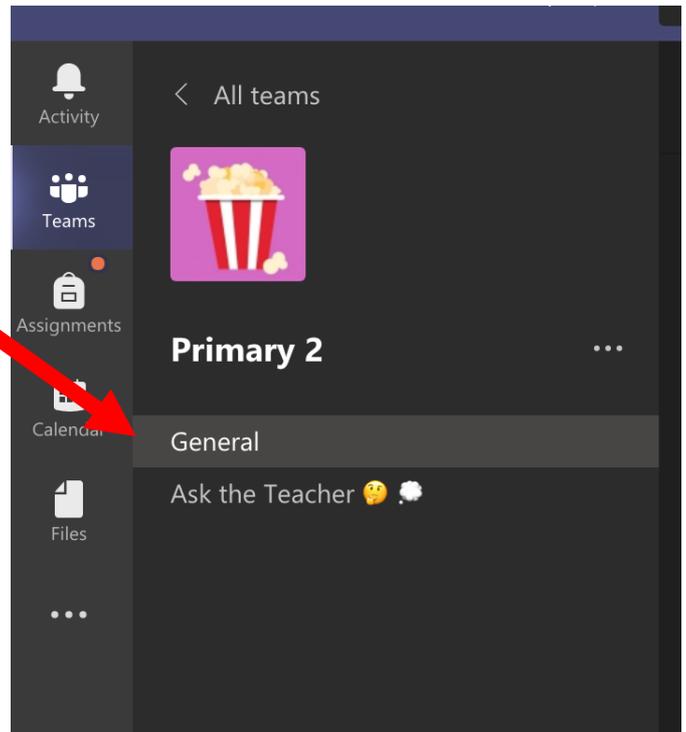
5. *Please note, your screen may have a white background opposed to black. This can be changed in settings.*

6. Your email address should be typed in **automatically**. All you now have to do is type in your password.
7. Select **Sign In** and this will take you straight to your **class Teams icon**.
8. Select your class **icon** and this will load the **General** channel of your class Teams page.

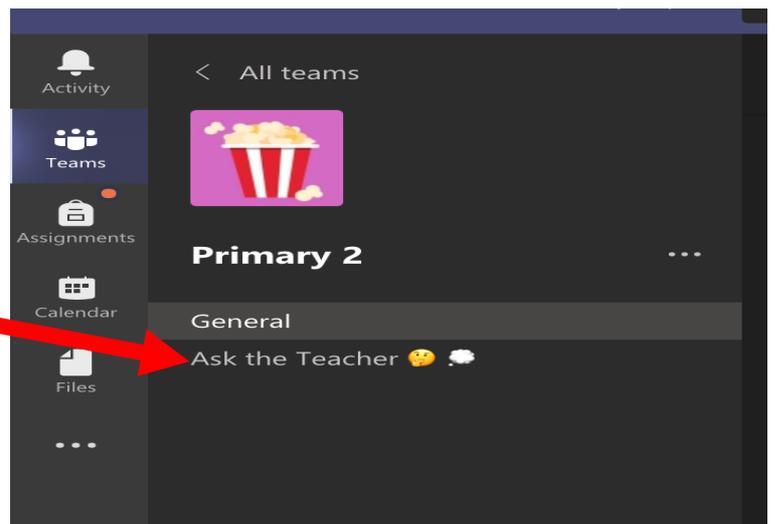


How to ask for help on channels

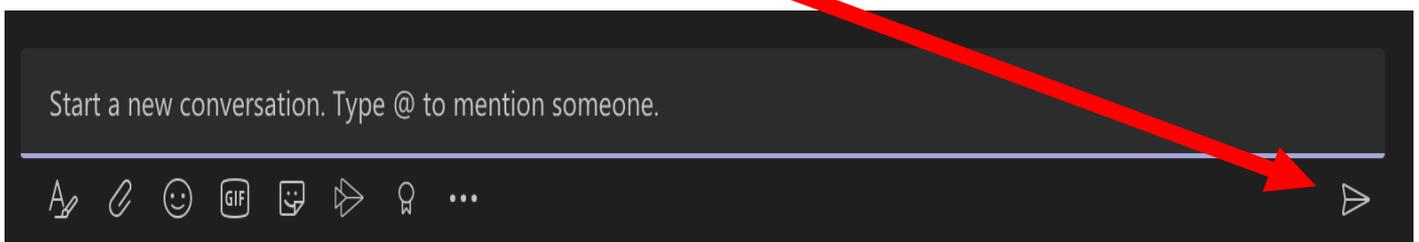
1. The **General** channel is for teachers to post announcements and information on. Pupils cannot post or comment on this channel.



2. The **Ask the Teacher** channel is where you can post questions or comments **where every member of the class can see what is asked.**



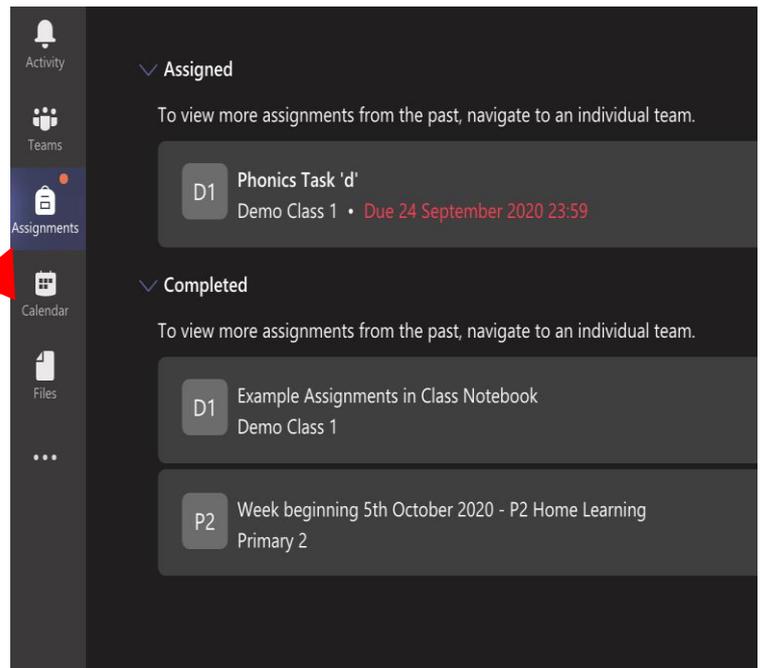
3. You should select the **New conversation** button to type a comment or question and then send this to your teacher by pressing the **send** button (which looks like a little **paper aeroplane**).



4. If you need to contact your teacher privately, you should ask your parent or carer to contact our school office via email at office@westercladdens.e-dunbaton.sch.uk.

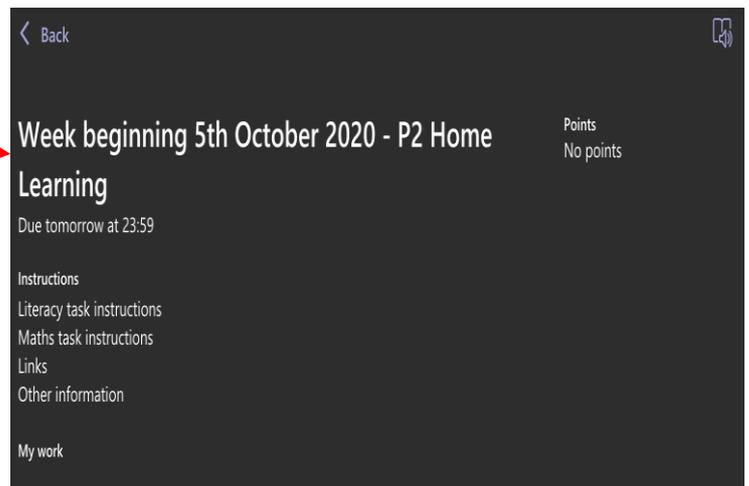
How to see your Assignments

Once you have logged in to Microsoft Teams, on the screen you should see an icon which says **Assignments** with a bag icon above the word (left of the screen on a desktop/laptop or bottom of the screen on a phone or tablet).



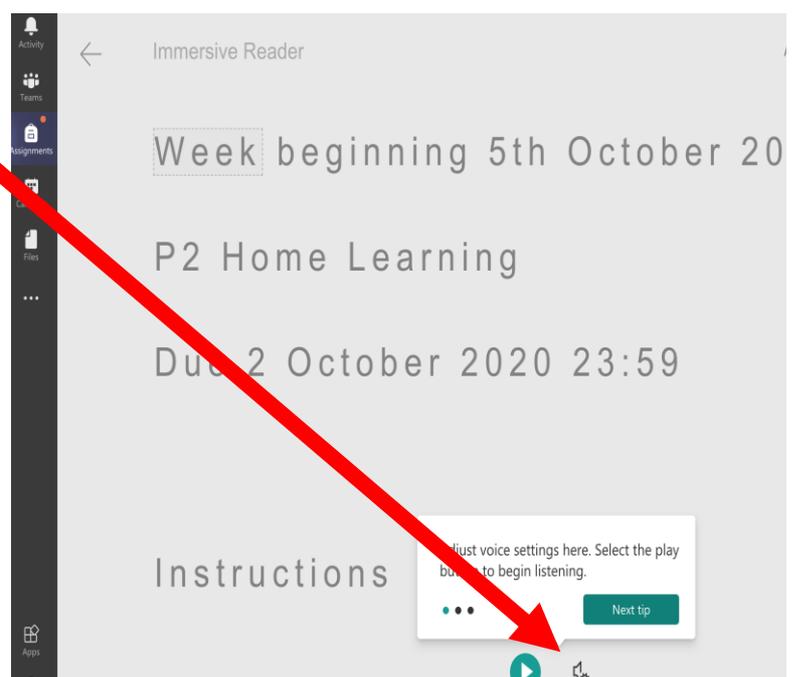
1. Select the **Assignments icon** and this will show you what tasks your teacher has set for you.

2. Select one of the **Assignments** and instructions will appear on the screen telling you what your teacher would like you to do for this task.



3. If you need help reading what the instructions say, you can select the **Immersive Reader icon** (this looks like an open book with a speaker on top).

4. Select the **play icon** at the bottom of the screen and this will read the **Assignment title, due date and instructions** out loud for you.



How to upload work to Assignments

1. Once you have completed your task using the instructions on **Assignments**, you can send this to your teacher.

2. To send your work, **select the Assignment** you have completed (for example, **Literacy Task**).

3. Select the words that say **'My work'** or if using the app on your phone or tablet click on the paper clip that say **'Add work'** and this will open a box for you to upload your work.

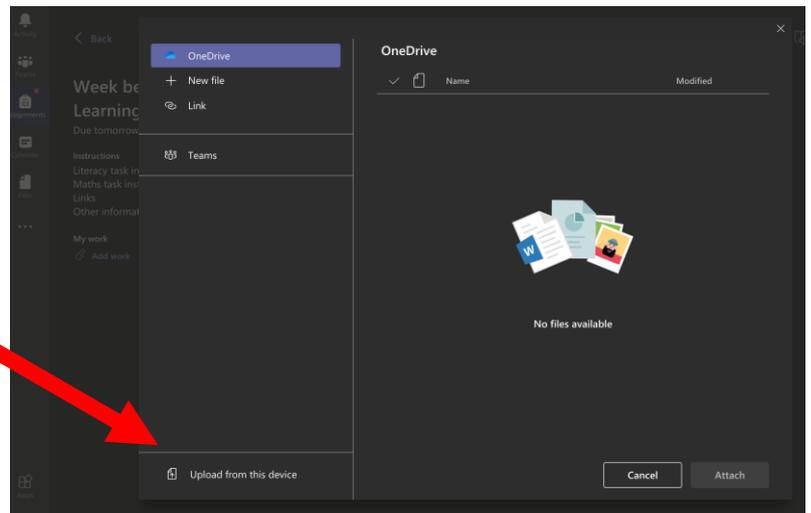
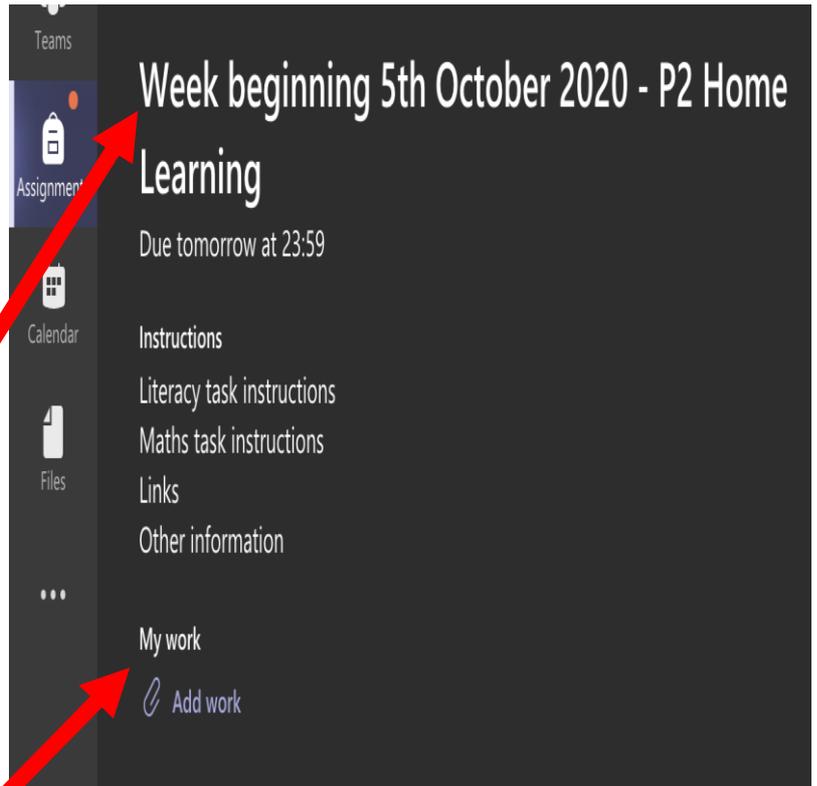
4. You can **upload a photo** by selecting **Upload from this device**.

5. Look for the photo or video you want to send and select this. You can **upload multiple photos** using this method.

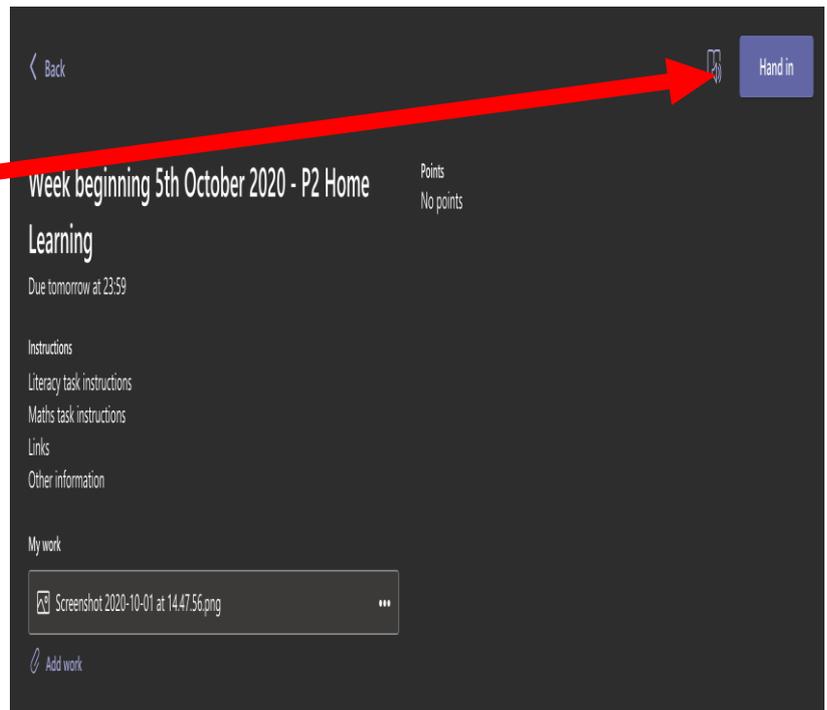
6. You can also **upload other files, such as Microsoft Word files**, by using the **Upload from the device** option too.

7. Select the **Done or Attach** button on the screen.

8. Please note, if you are using a phone or tablet this may appear slightly different.



9. Once you have uploaded the files you want to send to your teacher, **select the Hand in button** on the screen to send your work to your teacher. It is important that you remember to press the Hand in button, otherwise your Class Teacher will not be able to see your work.

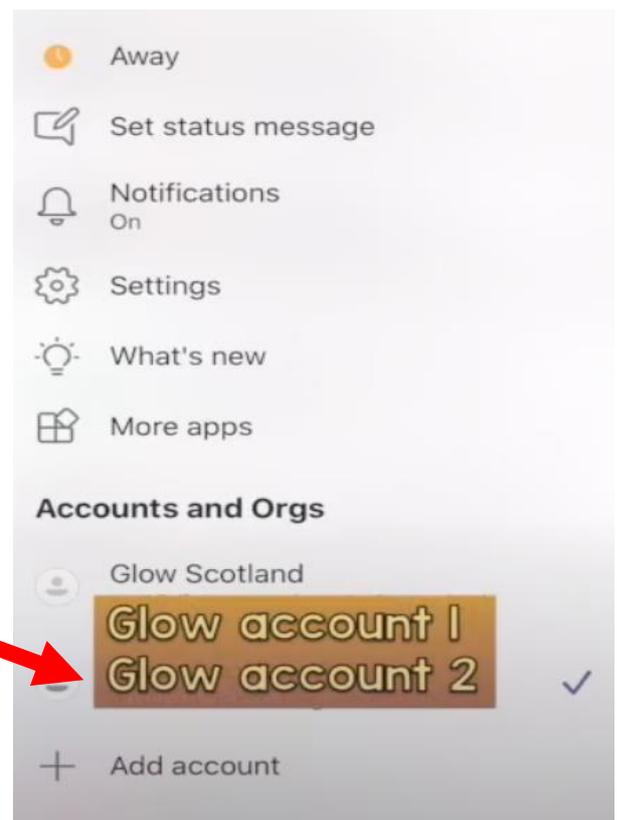
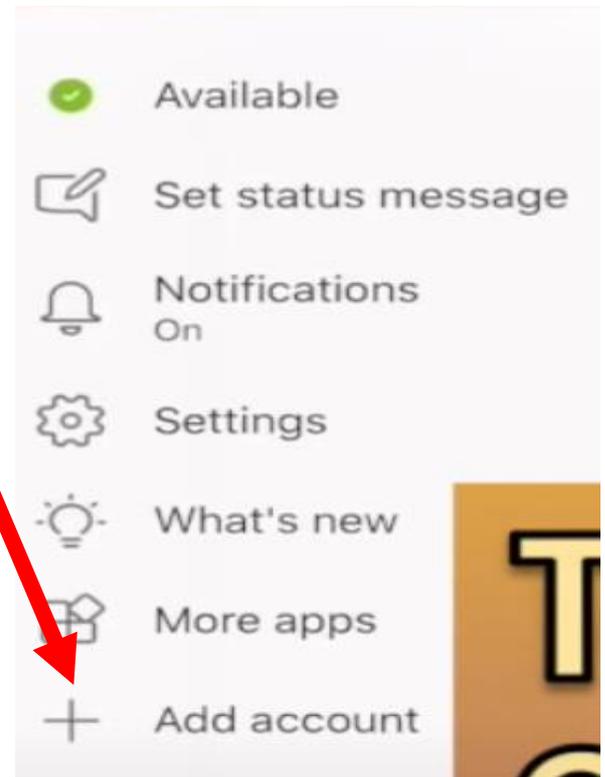
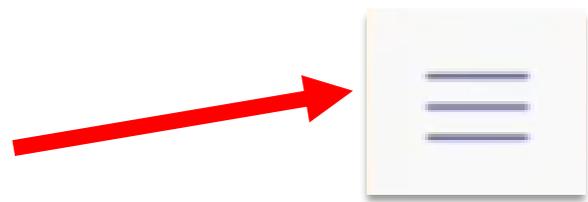


10. An animation should appear on the screen to let you know that your work has been handed in. If you hand in on a phone or tablet, you may not see this animation.



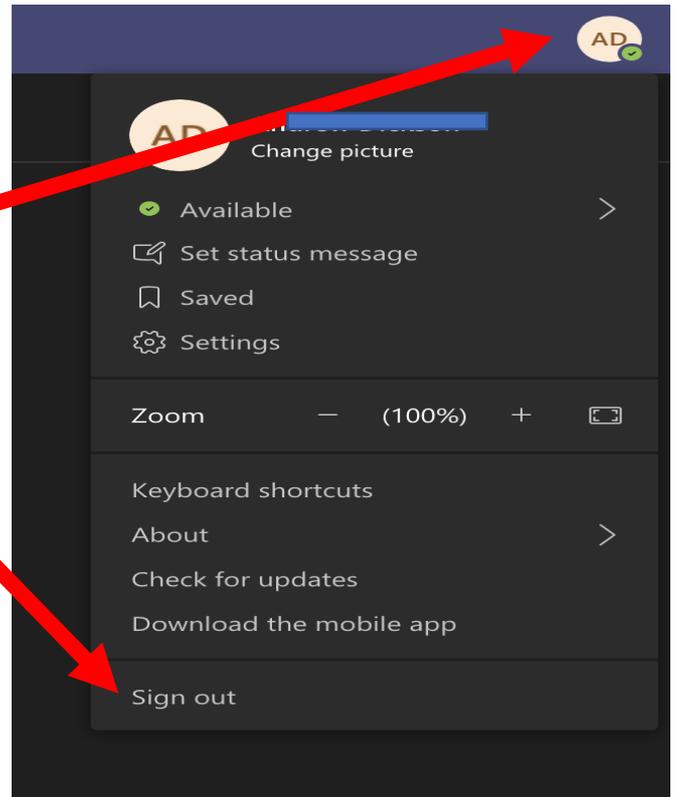
How to switch between accounts (if you are sharing a device with your brother or sister)

1. To switch between accounts on a **mobile device**, look for the **Menu icon** on the screen, which looks like three horizontal lines.
2. Select this and then look for the + **Add account** option at the bottom of the menu.
3. Select **sign in with another account** and enter the **Glow email address** (for example gw19bloggsjoe@glow.sch.uk) in the **Sign-in address** box.
4. Enter your **password** in the password box (as described above).
5. This will log you in as the newest user, and you can now **switch between accounts** using the **Menu icon** like in **Step 1**.
6. To switch, select the **Glow email address** of who is using Microsoft Teams and this will automatically switch to their Microsoft Teams account. It may ask you to re-enter the password for the account, so please keep these safe!



How to log out from the App

1. At the top right-hand side of the screen, select the icon with your initials or photo.
2. Select the **Sign out** option at the bottom of the menu.
3. You can then log in using different account details if you are sharing a device with a sibling.



If you become really stuck with something which cannot be sorted, please ask your parent or carer to contact the school office via email at office@westercladdens.e-dunbarton.sch.uk and we will try our best to support you with any issues.

We look forward to seeing all of your fabulous work on **Microsoft Teams Assignments** very soon!

