Thomas Muir Primary School

Parent/Carer Guide

Microsoft Teams

and

Assignments Tool

Updated:

January 2021

Contents

1. <u>Introduction Letter</u>

Dear Parents and Carers,

We have created this guide to support you and your child with the use of Microsoft TEAMS and the Assignments function at home. This will enable you to access online resources during the temporary lockdown period.

All pupils have been provided with Glow login details and have access to their account via the RM Unify login page if using a web browser, or via the MS Teams app if using a tablet device. This guide will support you with setting up your child's accounts at home.

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

We hope that this guide will support you to use the technology to promote and record learning for your child throughout the temporary lockdown period.

We have included steps for both the web versions and app various of MS Teams in an 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@thomasmuir.e-dunbarton.sch.uk.

Thank you for your continued support.

Team TMPS

2. Glow Privacy Policy

Glow Privacy Policy

Our Commitment to Data Privacy is committed to comply with the EU General Data Protection Regulation (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 GDPR. We will not pass on any of your details to any third party unless you give us permission to do so.

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 no
- Let you know if we share it with other organisations to give you better public services – and if you can say no to this sharing
- 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 or 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 Thomas Muir Primary School.

Please ensure that you are only using the sections outlined in the guidance below.

Please Note: 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.

3. <u>Getting set up on Microsoft Teams on a Laptop / Desktop computer</u>

Microsoft Teams

Microsoft Teams has been set up so that each class has an online network that can enable class teachers and parents to support learning at home.

**Step 1 – Accessing Microsoft Teams and General Forum via Glow (Laptop/Desktop computer)**

You can do this by 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 and then their password. (see login details given to your child in their Home Learning jotter).

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.

This will display the Microsoft Teams App. Click this icon and it will direct you to your allocated Team.

If this app does not show straight away. Click on the house symbol at the left side of the page and scroll down. You will find the TEAMS app at this point.
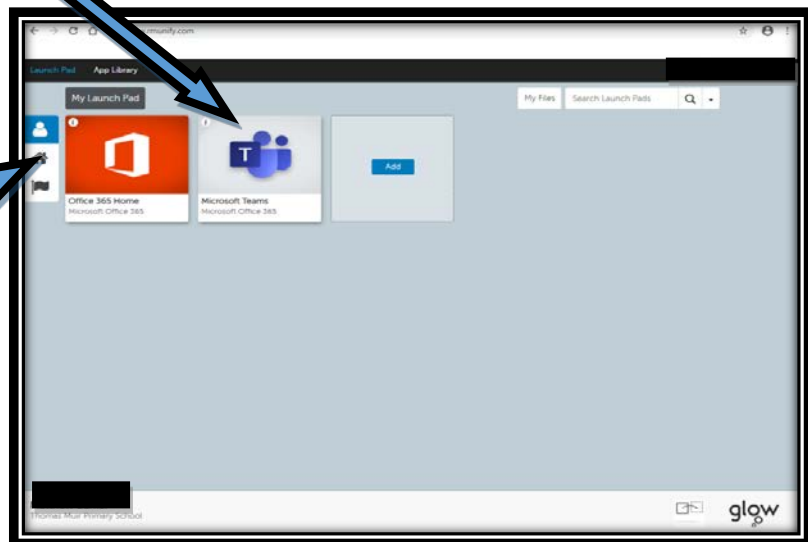
This should then display an icon of your child's stage (e.g. Primary 4a). Click on this icon to be directed to the General Forum. This is where the class teacher will post any information regarding your child's learning.
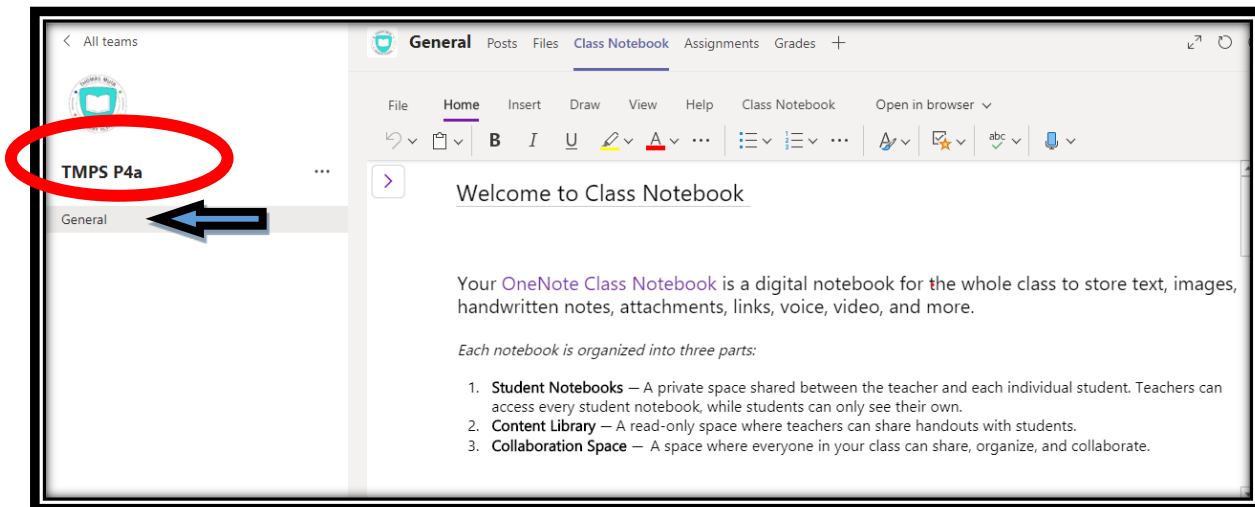
4. Getting set up on Microsoft Teams using an iPad or Android Device

Step 1 – Go on your device's app store and download the Microsoft Teams app. This are free to download.

When logging in via the app, you or your child must enter their username (as sent to you) **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, gw20bloggs.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.
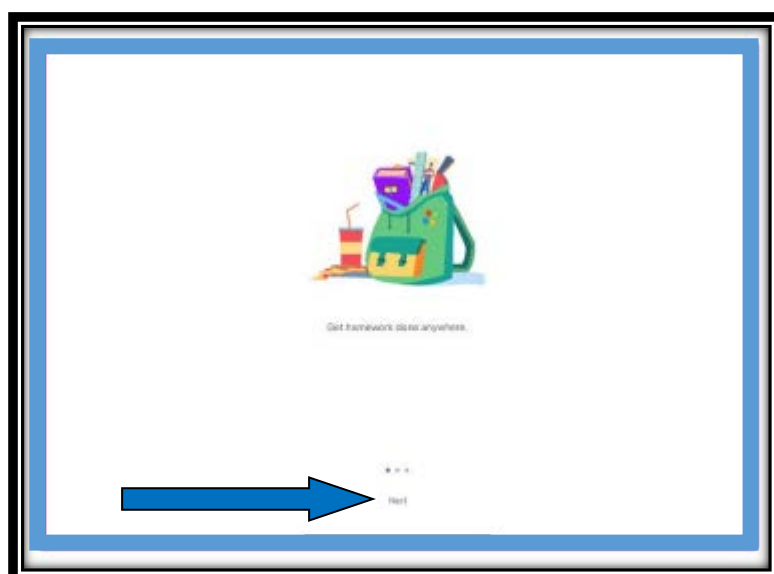
5. **Using the Assignments Function**

During this period of remote learning, your child's teacher will set assignments throughout the week on Teams and will inform you when they are due.

Once an assignment has been created, a notification will appear on the General feed on the Teams page. You can access the assignment either by clicking on this or by clicking the 'Assignments' tab at the top of the screen.
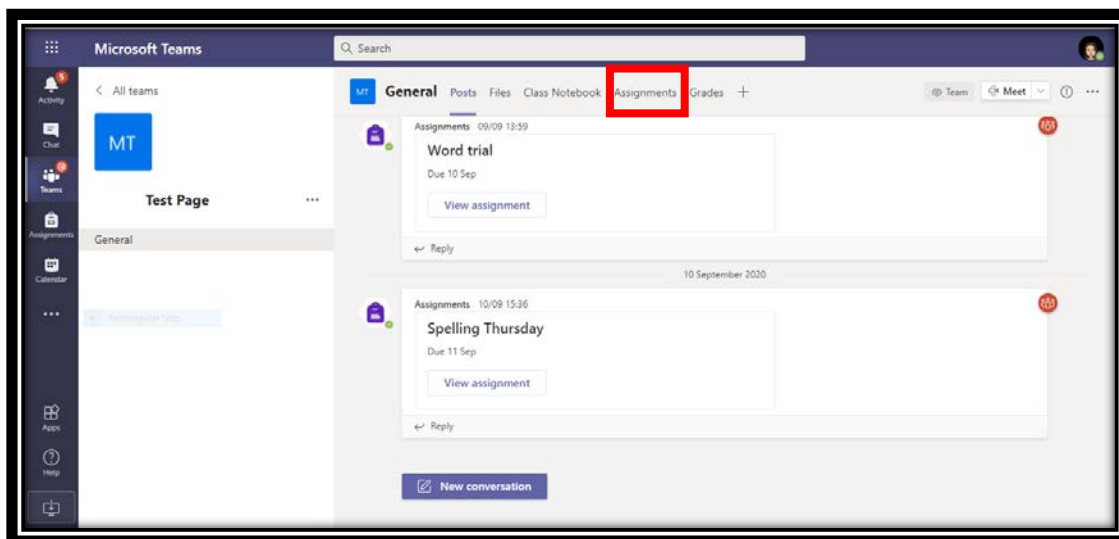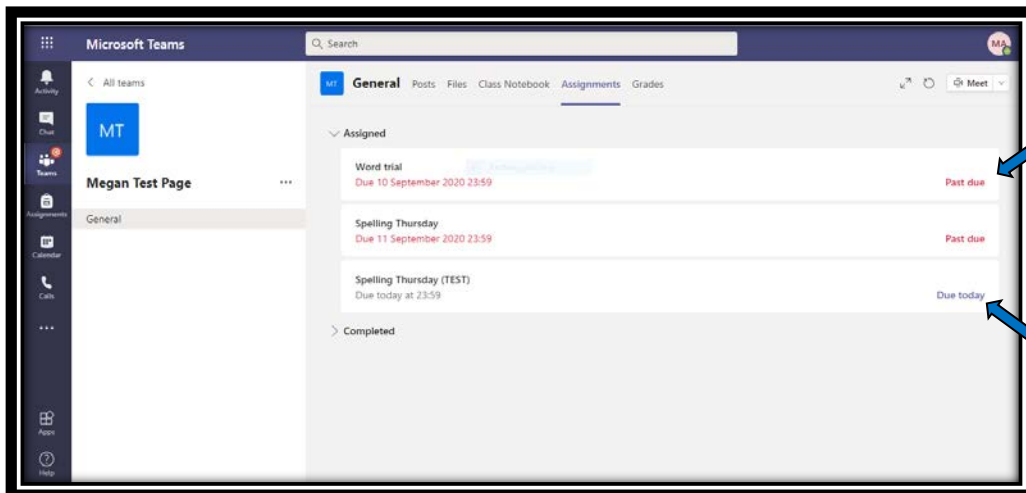

Once you have clicked on this, it will bring up the screen below. To view any assignments set, click on the 'Assigned' tab.
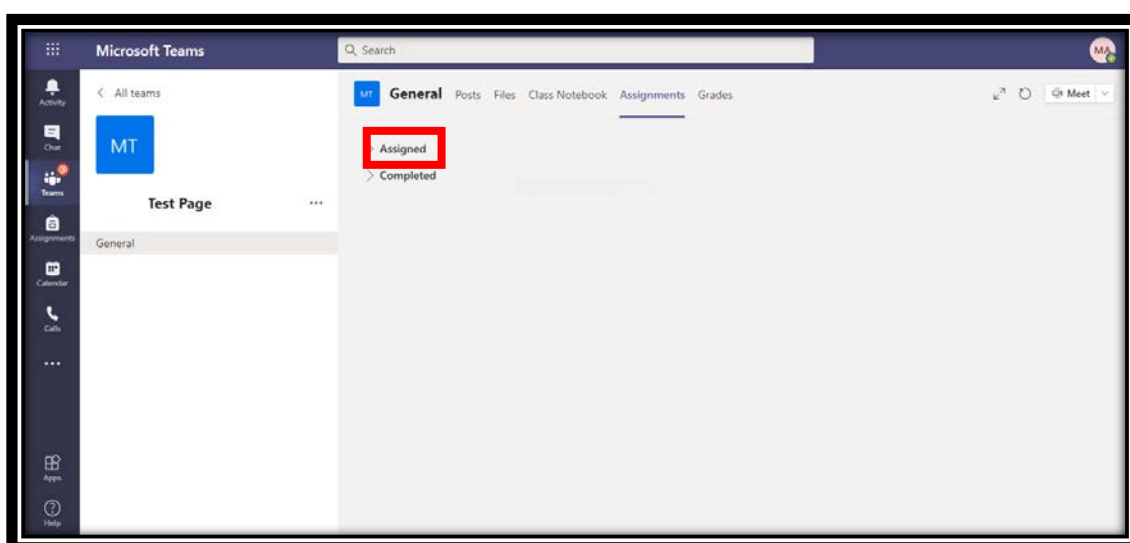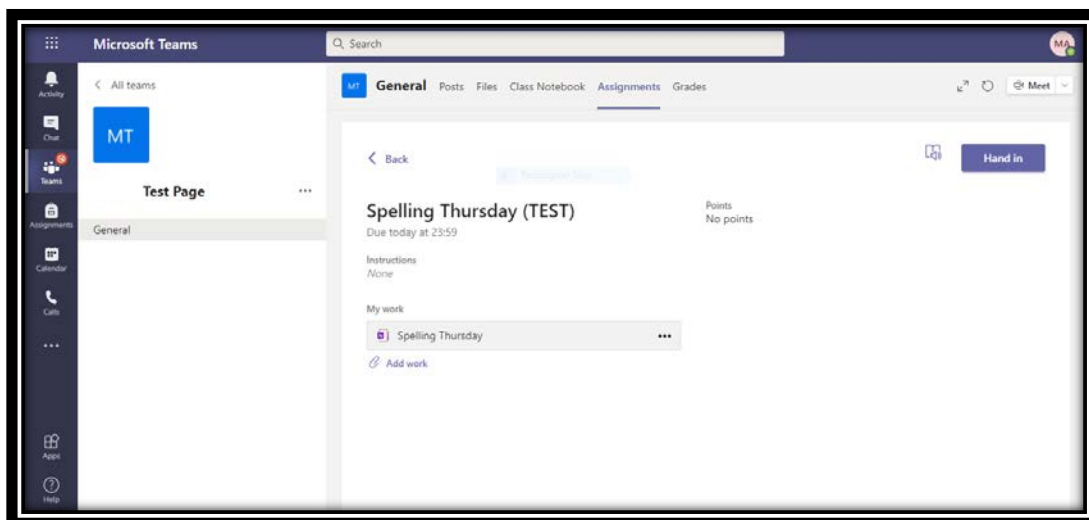
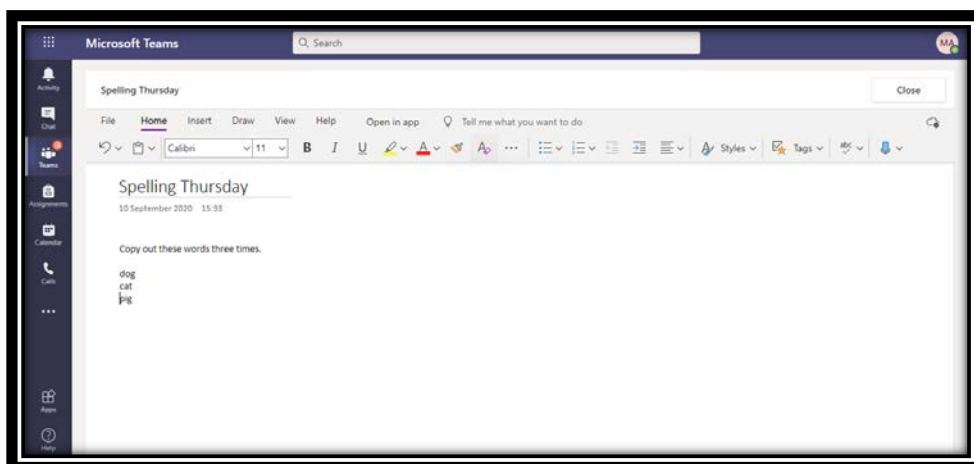Once you click this, all assignments will appear.

Overdue assignments will appear red.

Set assignments will appear in black.

To begin to work on an Assignment, click on it. This will then bring up the instruction screen. On this screen, the title, due date, instructions and resources needed for the assignment will appear.


To access the resources, click on them.

Once your child has completed their task, they will need to return to the Assignments tab in Teams in order to hand it in. The best way to do this is to take a photo or video of the work and upload it or upload a word document or PowerPoint if this appropriate to the task.

To do this, return to Teams and click on the Assignments tab at the top.
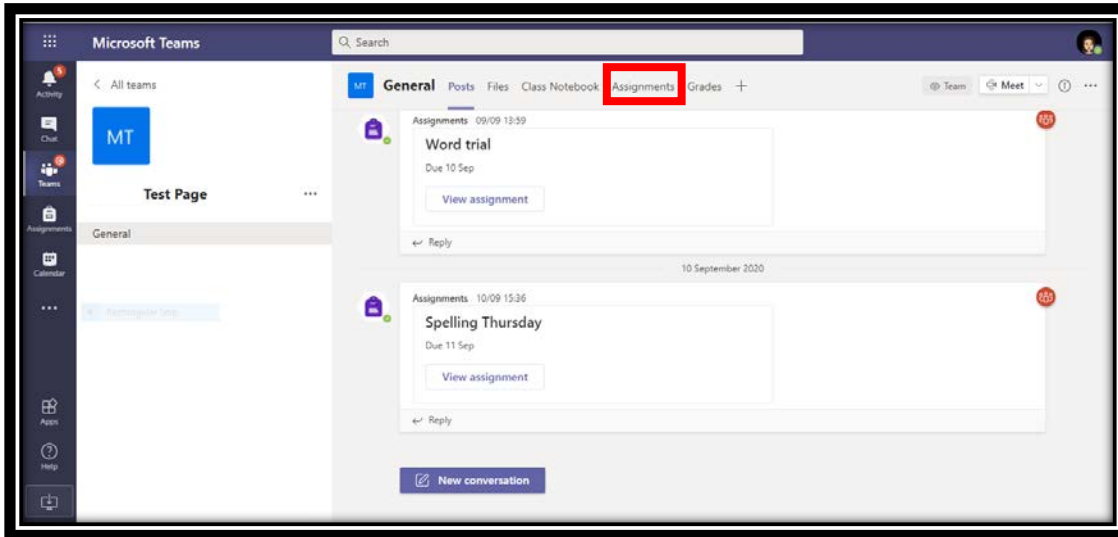
Then click on the assignment that has been completed. This will return you to the instruction screen as shown below. Click **Add work.**
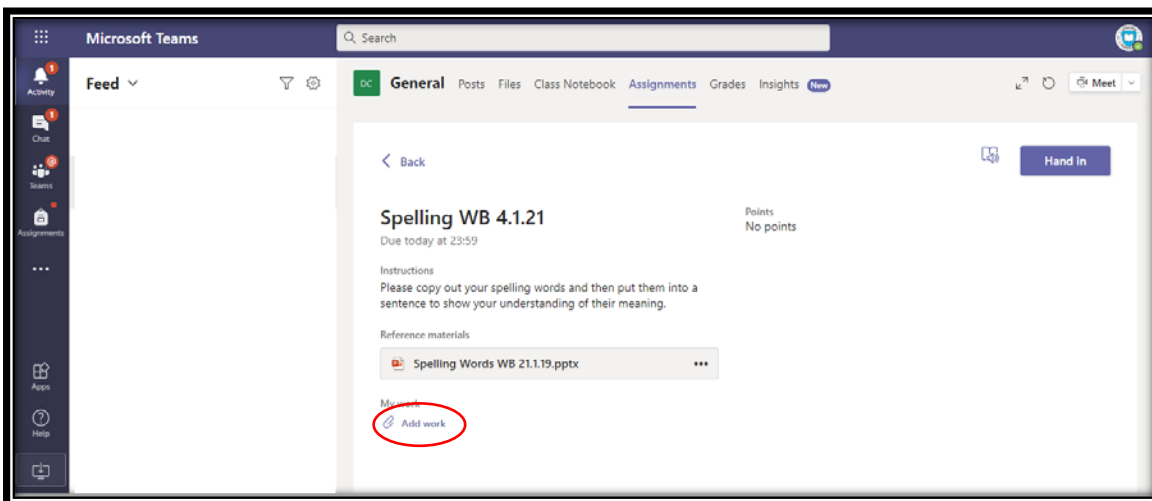
You will then have the option to upload a word document or PowerPoint. You can also upload an image that has been saved on your computer/device by clicking on **Upload from this device.**
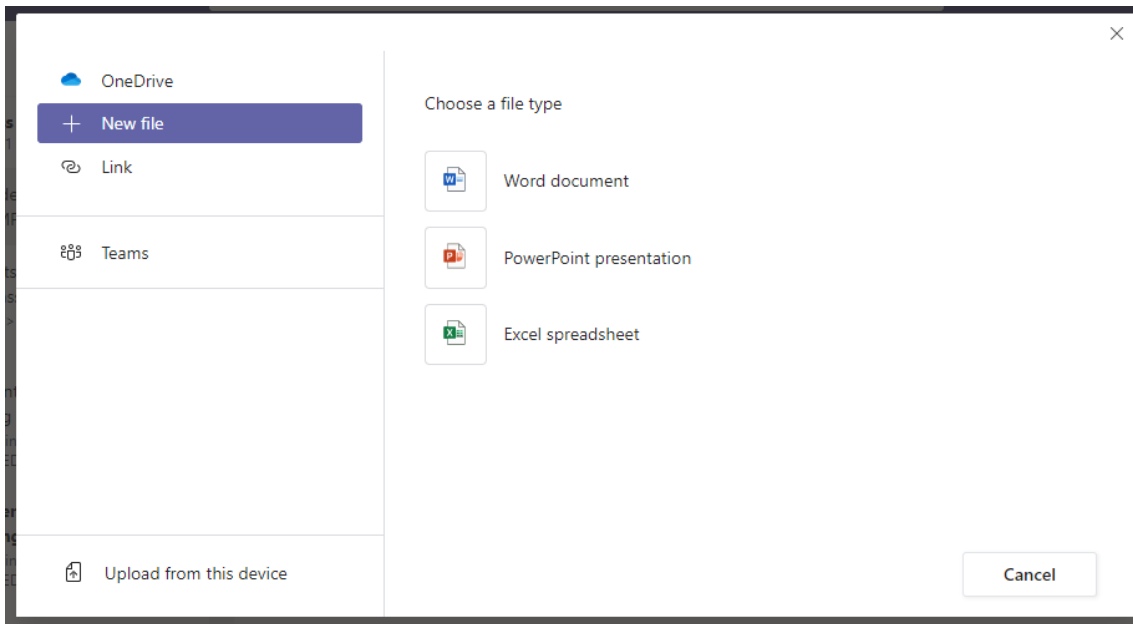
Then click the '**Hand In'** button on the right side of the page. This will then notify the class teacher that the assignment has been completed and is ready to be assessed.

When the teacher has left feedback on the work, your child will get a notification to let them know that their work has been assessed.
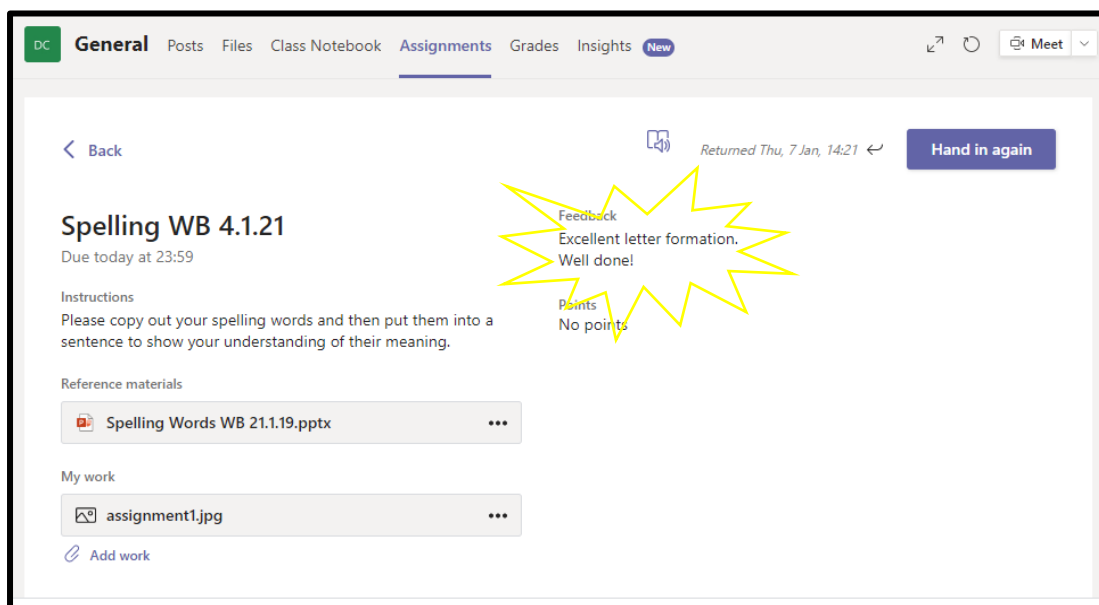
We hope this guide will help answer any questions you may have regarding the set-up of these resources and the use of them.

As these platforms were used extensively throughout lockdown by schools all over the country, there are many 'How to' videos available on YouTube or through Glow Blogs that you will be able to access should you encounter any issues or wish to support your child with upskilling themselves on using these platforms with more independence.

However, if you do have any questions regarding anything within this guide, please contact the school office via email office@thomasmuir.e-dunbarton.sch.uk.