



Education Resources
Executive Director Tony McDaid
Robert Owen Memorial Primary School
Head Teacher Mrs Margo Thomson

Our ref: RMc/NM
Your ref: Online Learning
If calling ask for: Miss McAllister
Phone: 01555 662486
Date: 3rd September 2020

Dear Parents/Carers,

As was mentioned in our COVID-19 Recovery Plan, we are putting plans in place should the school ever need to close due to COVID-19 or certain classes have to stay at home due to self-isolation.

During lockdown, we used Microsoft Teams for online learning for our pupils.

Microsoft Teams is a digital hub that brings conversations, meetings, files and apps together in one place. With Microsoft Teams, our school can create collaborative classrooms, connect in professional learning communities, or communicate with school pupils and staff.

We will continue to use Microsoft Teams for some homework and will use this platform in the event of a closure.

We have created a simple guide on getting started with Microsoft Teams to allow pupils to access a variety of learning experiences at home.

We hope you find this learning platform useful and be reassured that we are here to help with any difficulties you may have.

Yours sincerely,

Miss Ruth McAllister

Depute Head Teacher

Smyllum Road Lanark ML11 7BZ Phone: 01555 662486 Fax: 01555 661513
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1) How to join your class

First of all, you have to access your Glow email. Google 'Glow RM Unify' and then input your Glow email and password. Each student has an individual email address in the following format: gwyearlastnamefirstname@glow.sch.uk (student's last name and first name)

For example: Joe Bloggs

Username: gw19bloggsjoe@glow.sch.uk

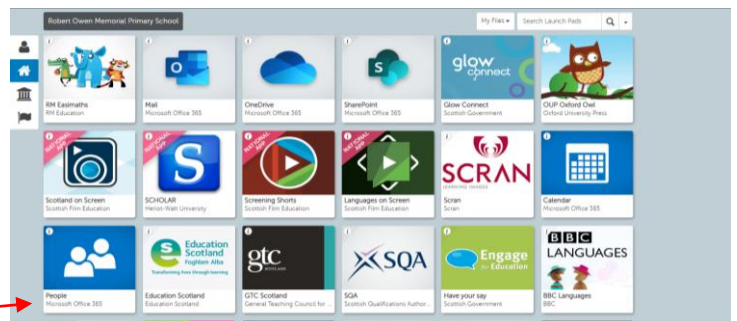
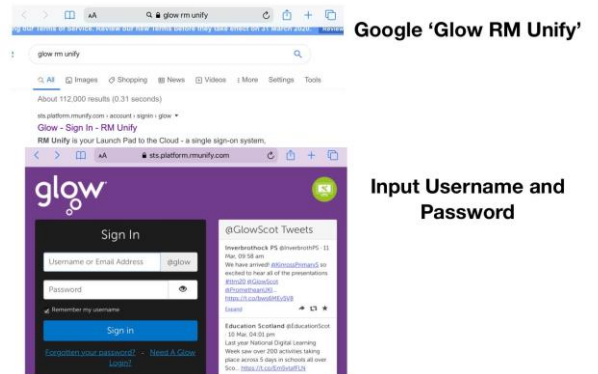
We suggest that you change your password on initial login. If you want to change your password, go to the top right hand corner of your Glow Launch Pad and click on your name. You will then see 'change password.'

If you have any problems with your Glow email or password or you do not know your Glow email address or password please contact Miss McAllister.

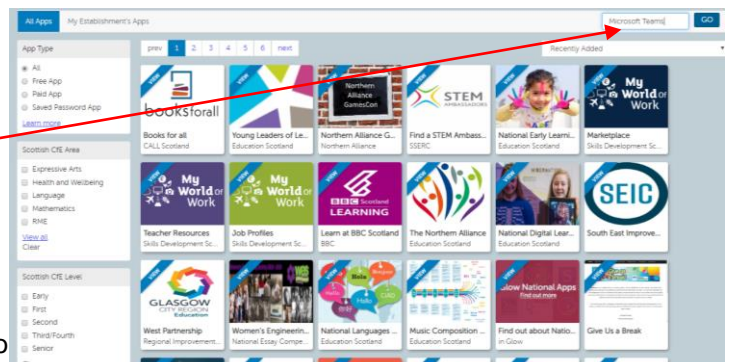
gw07mcallisterruth@glow.sch.uk

Once you have accessed your Glow Launch Pad, you then have to download Microsoft Teams onto your Glow Launch Pad. This is what your Glow Launch Pad will look like.

Accessing Glow email.



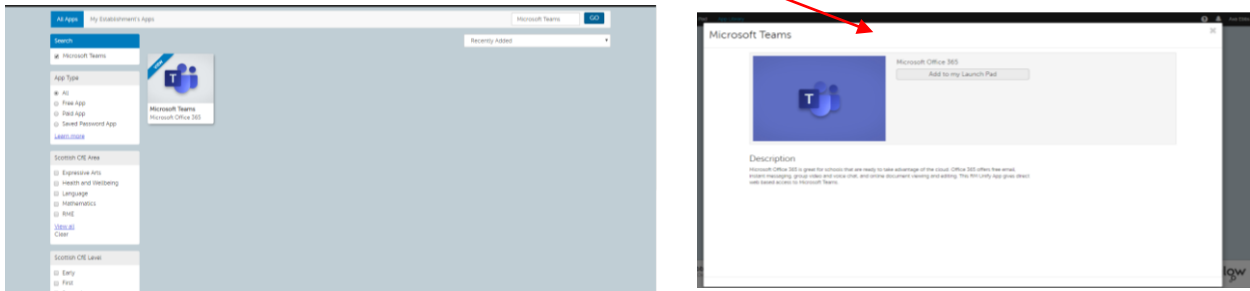
Go to 'App Library' and search for 'Microsoft Teams.'



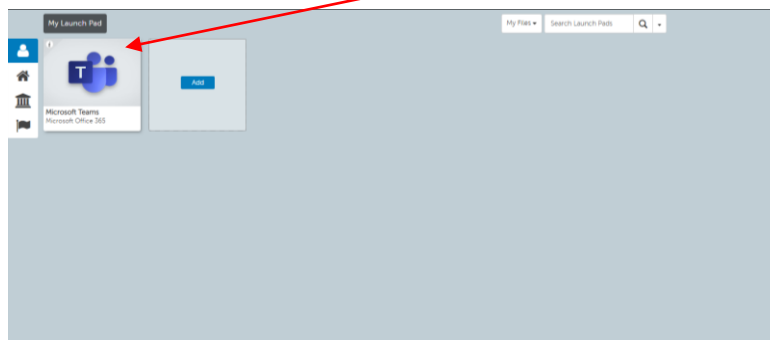
Smyllum Road Lanark ML11 7BZ Ph
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Once the tile for Microsoft Teams appears, click on it and you will be given the option to add Microsoft Teams to your Launch Pad.



Return to your Launch Pad and the Microsoft Teams tile should now be visible.

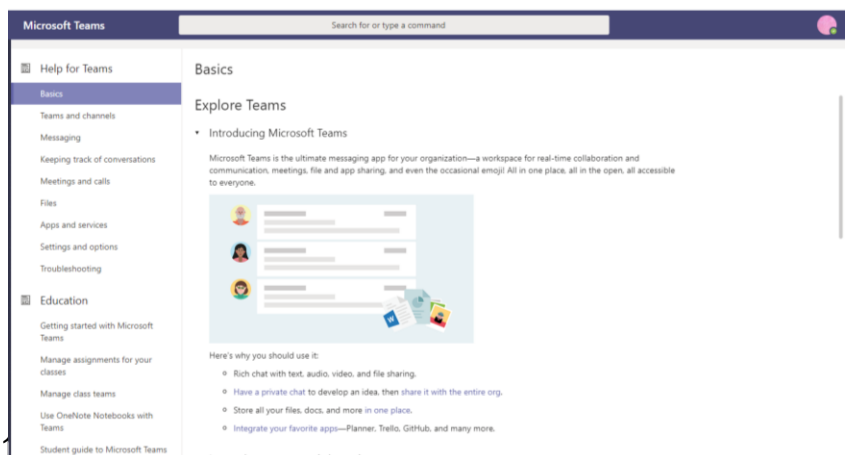


Once this is installed, you are ready to use Microsoft Teams and join your Team (class.)

2) Joining Teams (Classes)

A team is your class that you are part of at Robert Owen Memorial Primary School.

The school has already created the classes and learners are enrolled in the correct class.



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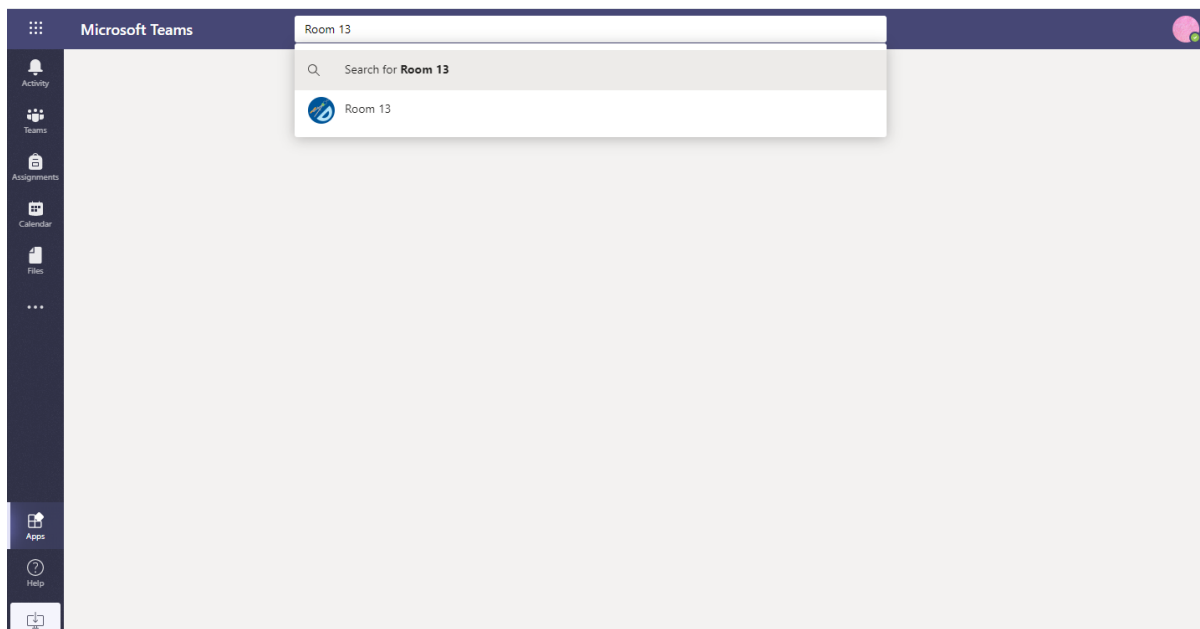


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This is what Microsoft Teams will look like when you first access it.

All you need to do is access your Team, which is named after your room number, for example, Room 13. On the top search bar, search your room number, for example, 'Room 13.' Click on your Room when it appears and this will take you to your online learning.



3) Accessing Information on your Team

In your Team, your Class Teacher will post activities for you to complete if you wish.

On the Microsoft Teams platform, you can complete tasks, talk to other pupils and your teacher if required.

For further information on how on getting started with Microsoft Teams, please use the following link: <https://education.microsoft.com/course/87c99804/0>

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