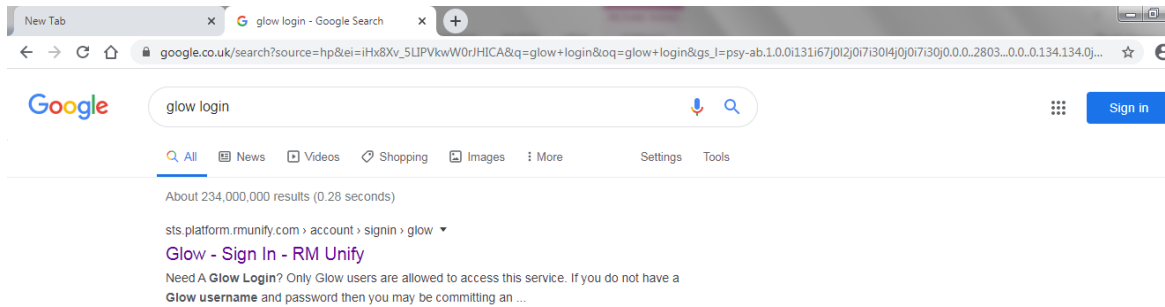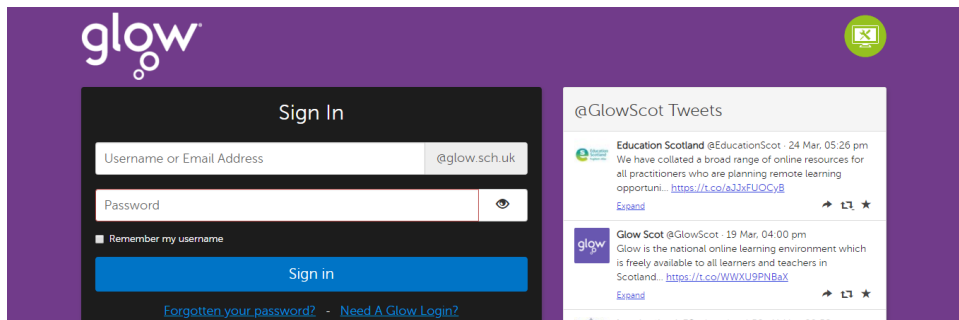# WORKING WITH ONLINE LEARNING PLATFORMS

Learners will be accessing work digitally whilst we are learning from home. This is not a comprehensive set of instructions how to use the different platforms but to explain the functions of the different platforms.
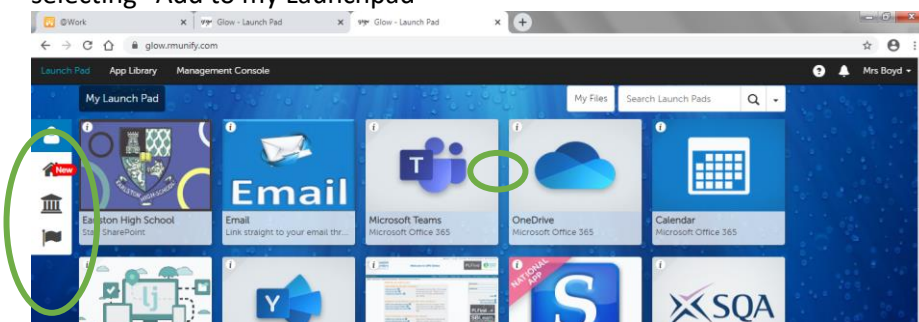
GLOW

GLOW is the national intranet that provides a wide range of functions. This is available on internet-enabled devices through your web browser and can be downloaded onto mobile phones too.
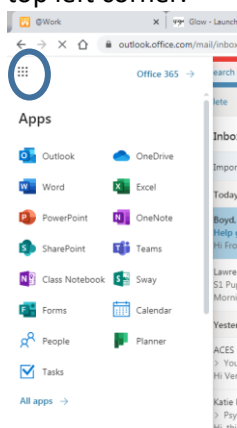

All learners should have their GLOW login details.

Once signed in they will have access to a range of tools and applications from their Launchpad. They can also access the Earlston, SBC and National Launchpads using the icons at the left hand side of the screen. Tiles can be added to their Learner Launchpad by selecting the *I* in the top left of the tile and selecting "Add to my Launchpad"

From the Email app learners can access a range of tools/programs bly licking on the "Waffle" in the top left corner:
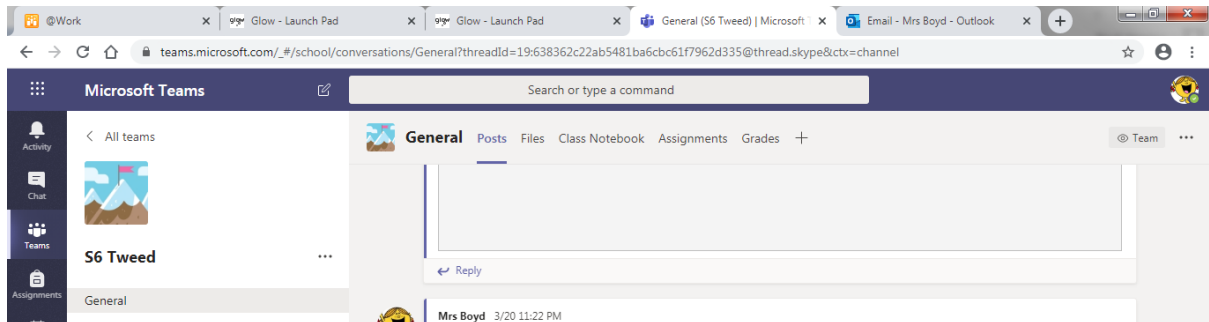
TEAMS

Teams can be accessed from within GLOW on any internet enabled device, direct from the IPAD (it should be installed from Self Service App if not already downloaded) and can be downloaded onto mobile phones.

Learners will have a class TEAM for each class. TEAMS allows the class and teachers to communicate and collaborate on work.

The TEAM has different TABS along the top:

Posts – allows learners and teachers to post and reply to messages. If assignments have been set they will appear in the Posts tab too.

Files – learners can attach and upload files. Files in the Class Materials Files cannot be edited by learners and they will need to download a copy if needed.

Assignments – this will show learners what tasks their teachers have set for them. They may be required to upload/submit work electronically to this page. When they have done this they need to remember to select HAND IN (top right corner) and the teacher will be able to access their work and provide feedback. The following link shows how to upload files to TEAMS Assignments: posts https://youtu.be/6AuO-oe98E8

Class Notebook – some teachers are using OneNOTE as a class notebook. Learners can access tasks and information here.

Parents cannot access TEAMS directly as it requires a GLOW login.

SHOW MY HOMEWORK

SMHW can be accessed from within GLOW on any internet enabled device, direct from the IPAD (it should be installed from Self Service App if not already downloaded) and can be downloaded onto mobile phones. Parents have an individual PIN which will allow them to access the work that has been set for their child. If prompted for a sign in – learners should choose "Sign in with RM Unify" and use their GLOW login details.

Teachers will be using SMHW to communicate homework/tasks that have been set. Teachers can issue instructions, attach resources and include weblinks. Instructions for deadlines and submission (online in SMHW, through TEAMS or email) will be provided when the task is published. Some teachers may use SMHW simply to signpost to the class TEAM or they may duplicate the task/resources in case either of the programs has technical difficulties.

Learners can also send comments to their teacher directly through SMHW if they do not understand something about the task set.

The following link shows how to upload files to SMHW.
https://help.teamsatchel.com/en/articles/2912000-submitting-my-work-online .

This second link takes you to a general SMHW help page.
https://help.teamsatchel.com/en/collections/1695417-learners