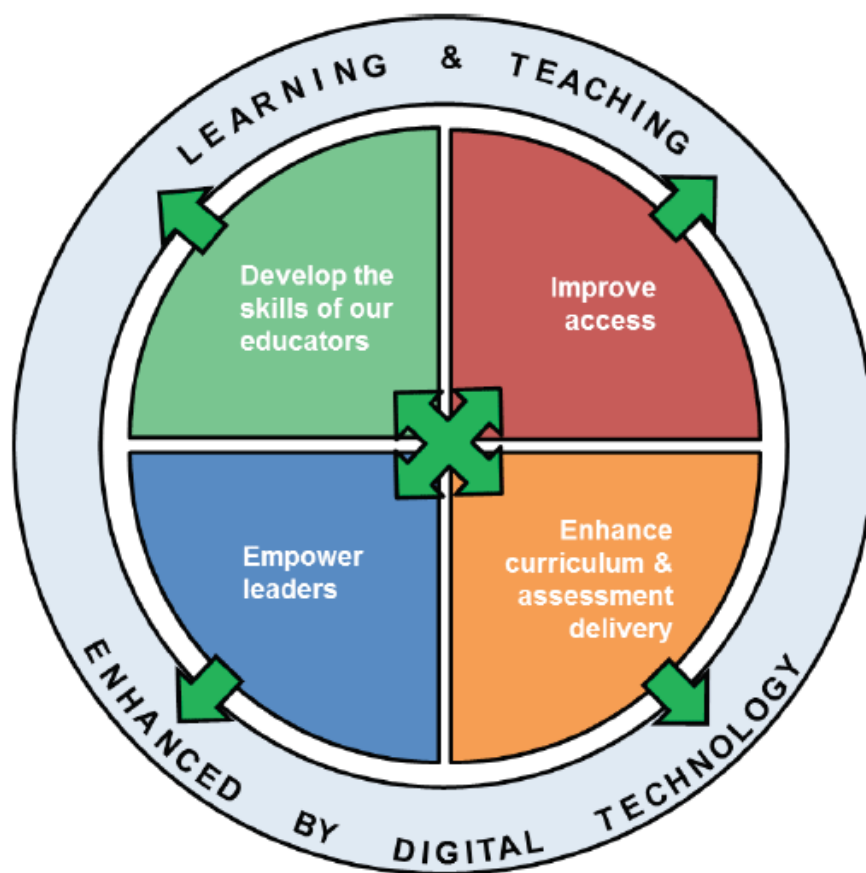


# Digital Literacy: A Support Guide for Parents/Carers

## Supporting Learning in the Secondary Curriculum in Orkney



*'If used effectively and appropriately, digital technology can enhance learning and teaching, equip our children and young people with vital digital skills and crucially, it can lead to improved educational outcomes.'*

**A Digital Learning and Teaching Strategy for Scotland (2016)**

Digital technology is an important tool that is used in all subject areas. The use of digital technology enriches learning and teaching in the classroom and this can also be supported at home. It provides exciting learning experiences that help pupils develop a range of skills in their subjects as well as develop general and specialist digital skills that are so vital for learning, life and work in an increasingly digitised world.

In Orkney we believe that it is vitally important to support learners and their families with Digital Literacy.

Each pupil entering Secondary Education in Orkney will now be given Digital Literacy lessons as part of their transition, as a priority.

Digital Literacy has been increasingly taught within our schools, but the recent Lockdown experience has highlighted for us, the need to ensure that all of our pupils have a sound knowledge and understanding of how to access on line learning.

These lessons will introduce learners to the Digital platforms and support the development of the skills that they will use right across the curriculum throughout their time in school, and beyond

This Introduction to Digital Literacy has been designed to introduce you to the Digital platforms that your child will use in secondary school allowing you as parents/carers to support your child's learning at home.

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## 1 - Accessing Glow



### **What is Glow?**

Glow is Scotland's nationally available digital environment. It is managed by Education Scotland and is used to support learning across the whole curriculum.

### **Access to Glow**

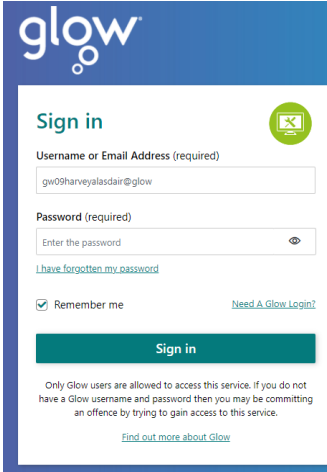
Access to Glow is restricted to learners and educators. Your child will have been issued with a username and password.

Glow can be accessed from the KGS Website under LINKS or by following this link.

<http://www.kgsorkney.com/links8.html>

## 2 - Logging in to Glow - A Step by Step Guide

1. Follow the Glow link from the KGS website - <http://www.kgsorkney.com/links8.html>
2. Once on the login page as shown below your child will need to enter their username and password. Their username will be similar to this 'gw09mousemickey'. **TOP TIP** - save the login page to your favourites bookmark in your web browser for quicker access.



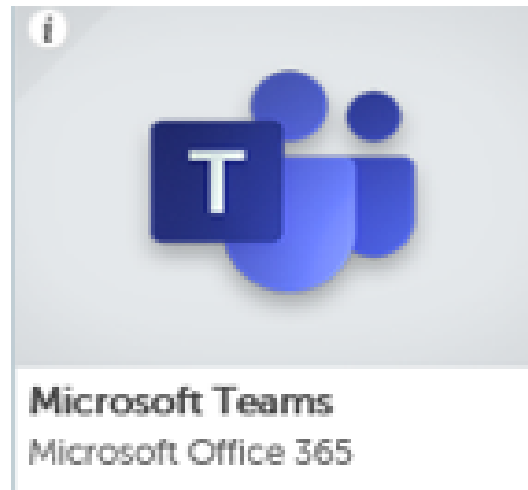
The image shows a screenshot of the Glow login page. At the top left is the 'glow' logo. Below it is the 'Sign in' heading. There are two input fields: 'Username or Email Address (required)' with the text 'gw09harveyalasdair@glow' and 'Password (required)' with the placeholder 'Enter the password'. A 'Remember me' checkbox is checked. There are links for 'I have forgotten my password' and 'Need A Glow Login?'. A green 'Sign in' button is at the bottom. A disclaimer at the bottom states: 'Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.' with a link 'Find out more about Glow'.

3. Your child should now be logged in and will be able to access their Glow email account, Teams pages and all necessary Microsoft Office Apps from their Launchpad.

### 3 - Accessing Microsoft Teams

The Teams application is where you will find work set by your child's teachers.

The Teams tile can be found on your child's Launchpad and looks like this.



## 4 - Downloading the Teams App

Accessing Teams via the Glow webpage should work well but like any internet site, it can become overloaded if there are too many people trying to access it at once. Downloading the Teams Desktop or Mobile App should make the experience much faster and more reliable.

1. In your Google search bar, type 'download Teams app'

[www.microsoft.com](#) > [en-gb](#) > [microsoft-teams](#) > [download-app](#) ▼

[Download desktop and mobile apps | Microsoft Teams](#)

**Download** Microsoft **Teams** now and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft **Teams** app.

2. Choose to download the app and sign in using your child's Glow email address and the same password as before. The email address will look similar to this: [gw09mousemickey@glow.sch.uk](mailto:gw09mousemickey@glow.sch.uk)
3. If you are using a Mobile or a Tablet then search for Microsoft Teams in your App Store and click download. This is free and will use the same Glow login details as normal but you will only have to enter these once.

## 5 - Accessing Teams Through a Games Console

Glow can also be accessed from a games console which may free-up home laptops and other devices for use elsewhere in the family home.

It may not be available on all console formats but these guides will help Xbox and Playstation users:



1. Turn on PS4 and launch Internet Browser  
(Select Library, then Applications)
2. Enter the URL <https://glow.rmunify.com>
3. Once loaded enter your child's username, this will be the part before@glow.sch.uk
4. Enter the password
5. Follow this link for a useful video tutorial:  
<https://www.youtube.com/watch?v=mHTHaXhccDE>



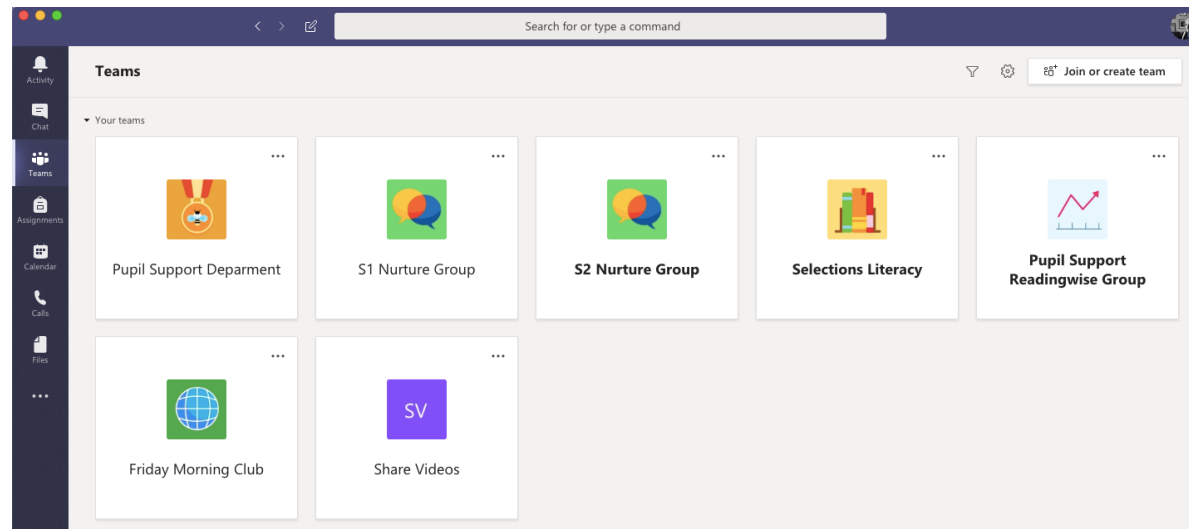
1. Turn on Xbox One and launch Edge\*
2. Enter the URL <https://glow.rmunify.com>
3. Once loaded enter your child's username, this will be the part before @glow.sch.uk
4. Enter the password (Optional: You can choose to save the password on the browser for easier access next time)
5. Follow this link for a useful video tutorial:  
<https://www.youtube.com/watch?V=rWTwAfLKbkU>



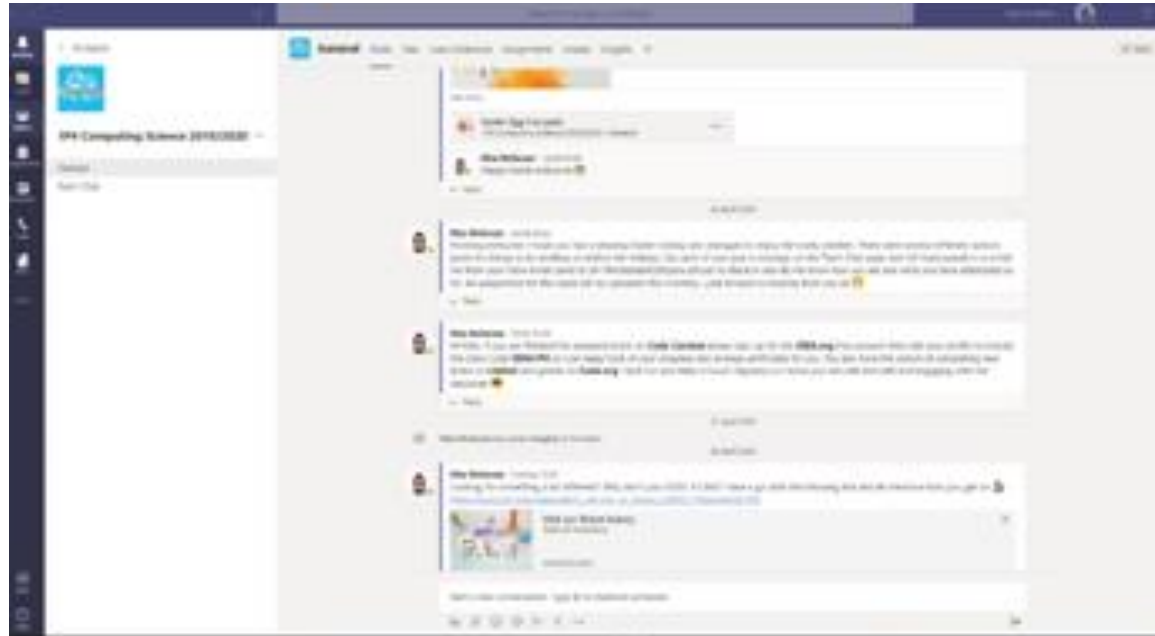
## 6 - Using Teams

Once logged in your child will see their Teams Launchpad which will have an icon for each team they are part of.

1. Click on the Team you want to access. As you can see in the screenshot some of the teams have the team name in bold. If you see this then it means there is an update to check on. You might want to click into that team first.

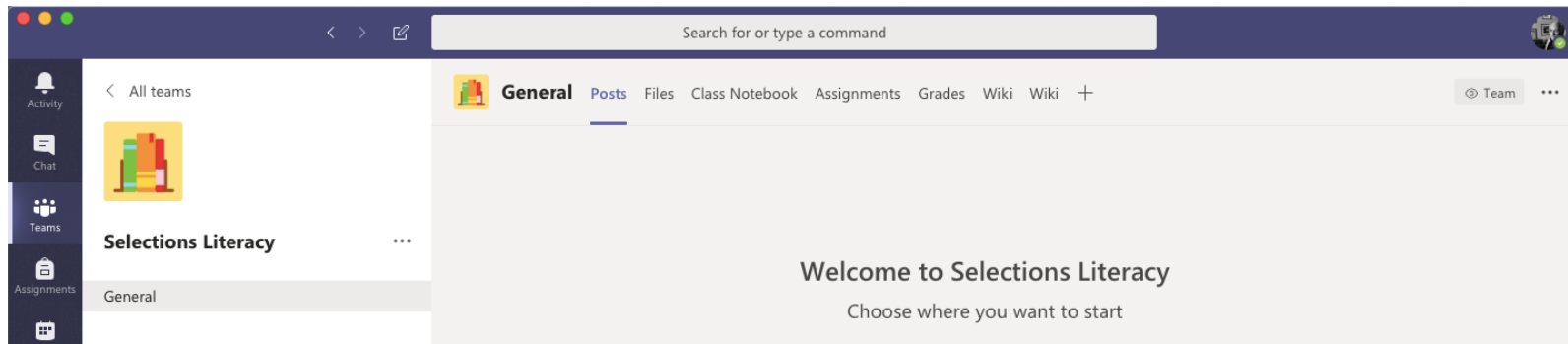


2. You will now see a Team feed with posts from your teacher detailing tasks that have been set.



3. Read through any of the posts you might have missed from your teacher since you last logged on and click on the tasks set.

4. In each Team there will be various sections similar to the ones shown below.

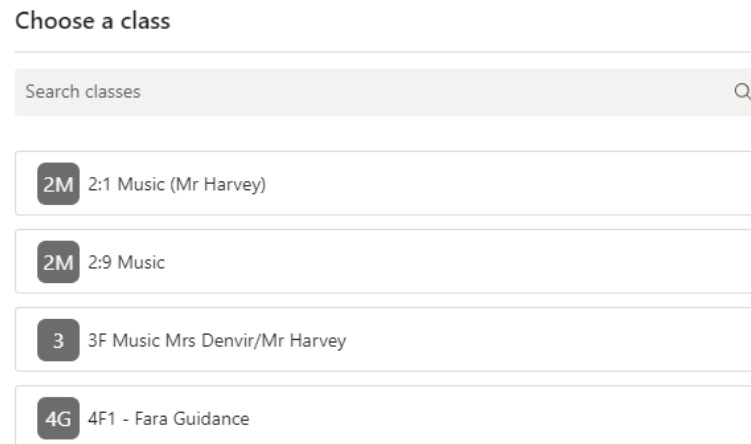


## 5. Explaining the sections

- **Posts** - contains posts and tasks from the teacher on the general information tab.
- **Files** - contains any files that have been added to the Team by the teacher.
- **Assignments** - contains any assignments the teacher has set, along with the date they are due.

## 7 - Teams Assignments

1. Opening up Teams will show you all the class Teams that your child has access to.
2. You can click on each class tile to see what the teacher has posted and what assignments have been set. If you want a list of the assignments for all subjects then you can choose the Assignments tab on the left panel and this will list them for you.



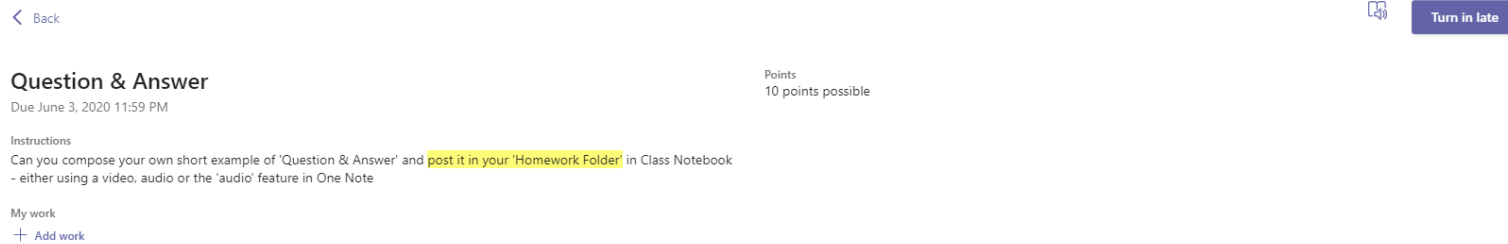
3. All the assignments set for your child will be shown in a list, detailing which subject they are for. You can click on each one to see what the assignment includes, when it is due and if it has been completed yet.

4. You will see the date when the assignment is due to be completed. If an assignment is overdue it will show the date in red.



A screenshot of a digital assignment list. At the top, there is a header 'Assigned (3)' with a dropdown arrow and a link 'View more past due'. Below this, three assignment cards are listed. Each card shows the assignment title, the due date 'Due June 3, 2020 11:59 PM' in red text, and the status 'Past due' in red text on the right side. The assignments are: 'Getting to know you...the new S3s', 'Question & Answer' (with '10 points' listed above the 'Past due' status), and 'Welcome to S2'.

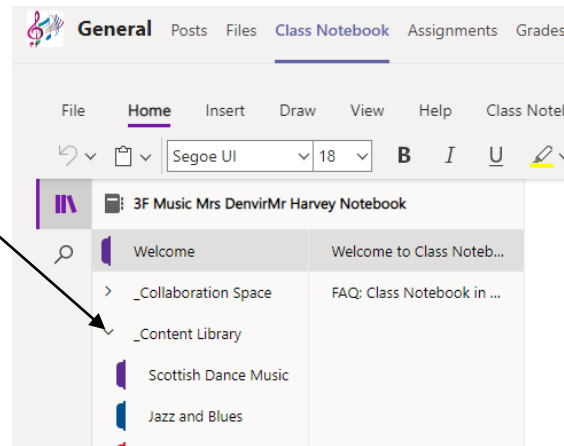
5. Once your child has completed the assignment set, they can upload the file using the 'Add work' section of the assignment and selecting 'Turn In'.



A screenshot of an assignment page. At the top left is a '< Back' link. At the top right is a 'Turn in late' button with a speech bubble icon. The main heading is 'Question & Answer' with 'Due June 3, 2020 11:59 PM' below it. To the right, it says 'Points 10 points possible'. Under 'Instructions', it reads: 'Can you compose your own short example of 'Question & Answer' and post it in your 'Homework Folder' in Class Notebook - either using a video, audio or the 'audio' feature in One Note'. At the bottom left, under 'My work', there is a '+ Add work' button.



3. Open the Content Library to see any resources that have been shared by the teacher.



4. Look for your name and select it. This will give you access to the space where you can share your own work with your teacher.

5. The links below will take you to videos that explain One Note Class Notebook in more detail.

- [https://youtu.be/4IGQtA-\\_lds](https://youtu.be/4IGQtA-_lds)
- <https://youtu.be/qcJXZ4jBRgQ>

## 9 - Glow email

As part of the *Glow* environment all learners have an email account.

Pupils are expected to use this email account when communicating with teaching staff. Teaching staff will not respond to pupil emails from any other email provider.

Pupils should get into the habit of regularly checking their *Glow* email account.

The *Glow* email tile can be found on the Launchpad once your child has logged into *Glow*



Follow the link which will take you to a video that explains how to access *Glow* email.

<https://youtu.be/B67cYjx1Glg>



## 10 - One Drive

One Drive is an online cloud storage system that gives all users up to one terabyte (1TB).

One Drive will allow your child to upload and store documents, images and videos securely in the cloud, giving them anytime access to the resources they need.

The One Drive tile can be found on the Launchpad once your child has logged into Glow.



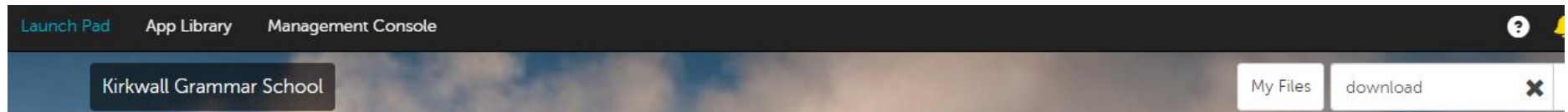
1. What is One Drive - <https://youtu.be/d4J7Q9xIVws>
2. How to use One Drive - <https://youtu.be/q3AvuQrsMhA>

## 11 - Making Use of Microsoft Office

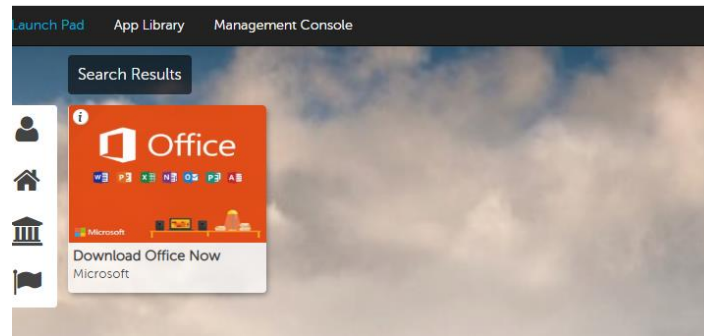
1. In order to complete some tasks your child will need to have access to Microsoft packages like Word, Excel or Powerpoint.



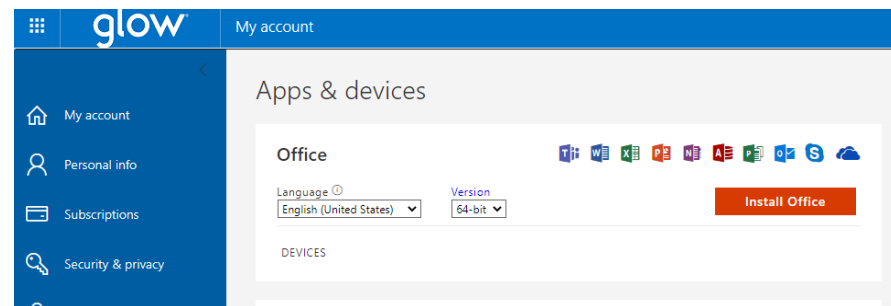
2. These are accessible, free of charge, to all learners through Microsoft 365 with their Glow logins.
3. On the Glow Launchpad type download into the search bar



4. Select the Download Office Now tile



5. Select Install Office and follow the download instructions. Then log in with your child's Glow details.



6. Once downloaded, this will give you Powerpoint, Word, Excel, Outlook, Once Drive and Access. Your child will be able to use these applications for any appropriate task.

7. Follow the link to view a video explaining the steps - [https://youtu.be/4\\_cOujpIyGw](https://youtu.be/4_cOujpIyGw)

## 12 - Video Guides

Below are links to short video clips that demonstrate and explain everything that has been covered in this Support Guide.

### 1. How to log into Glow -

- Accessing and logging into Glow
- Accessing Teams and email

<https://www.youtube.com/watch?v=5vuNUss-HRI&t=3s>

### 2. Downloading the Teams App

[https://www.youtube.com/watch?v=J46EzJJ\\_f-Y&list=PLv9EVcJ8WJjCfEQx3D6YCMVw5MmIsBuO&index=12](https://www.youtube.com/watch?v=J46EzJJ_f-Y&list=PLv9EVcJ8WJjCfEQx3D6YCMVw5MmIsBuO&index=12)

### 3. Introduction to Using Teams

- Teams Launchpad
- Accessing individual Teams
  - Posts
  - Files
  - Assignments

[https://www.youtube.com/watch?v=u\\_W5Ron0o8c&list=PLv9-EVcJ8WJhqlM3ibuGzLC-E5Ct26WbW&index=4](https://www.youtube.com/watch?v=u_W5Ron0o8c&list=PLv9-EVcJ8WJhqlM3ibuGzLC-E5Ct26WbW&index=4)

### 4. Teams Assignments

- Handing in a completed assignment or piece of work
- Viewing teacher feedback

<https://www.youtube.com/watch?v=MV5SlxcW5AU&t=3s>

## 5. OneDrive

- Accessing OneDrive
- Sharing files

<https://www.youtube.com/watch?v=gwY3fMuD3mg&list=PLv9-EVcJ8WJhqlM3ibuGzLC-E5Ct26WbW&index=24>

## 6. Downloading Office 365

<https://www.youtube.com/watch?v=420ZCIsIDTU&list=PLv9-EVcJ8WJhqlM3ibuGzLC-E5Ct26WbW&index=25>

## 8. Accessing Teams Through a Games Console

- Playstation

<https://www.youtube.com/watch?v=5vuNUss-HRI&t=3s>

- Xbox

<https://www.youtube.com/watch?V=rWTwAfLKbkU>

## 9. One Note Class Notebook

- <https://youtu.be/4IGQtA-lds>
- <https://youtu.be/qcJXZ4jBRgQ>

## 10. Glow email

- <https://youtu.be/B67cYjx1Glq>

## 11. One Drive

- <https://youtu.be/d4J7Q9xIVws>
- <https://youtu.be/q3AvuQrsMhA>

## 12. Making use of Microsoft Office

- [https://youtu.be/4\\_cOujpIyGw](https://youtu.be/4_cOujpIyGw)



