



• **Eastertoun Primary and Early Years Centre**
Pupils Guide to Accessing TEAMS

Below you will find details of how to access Glow Teams on a computer from home. There is also an app you can download onto your phone and some devices.



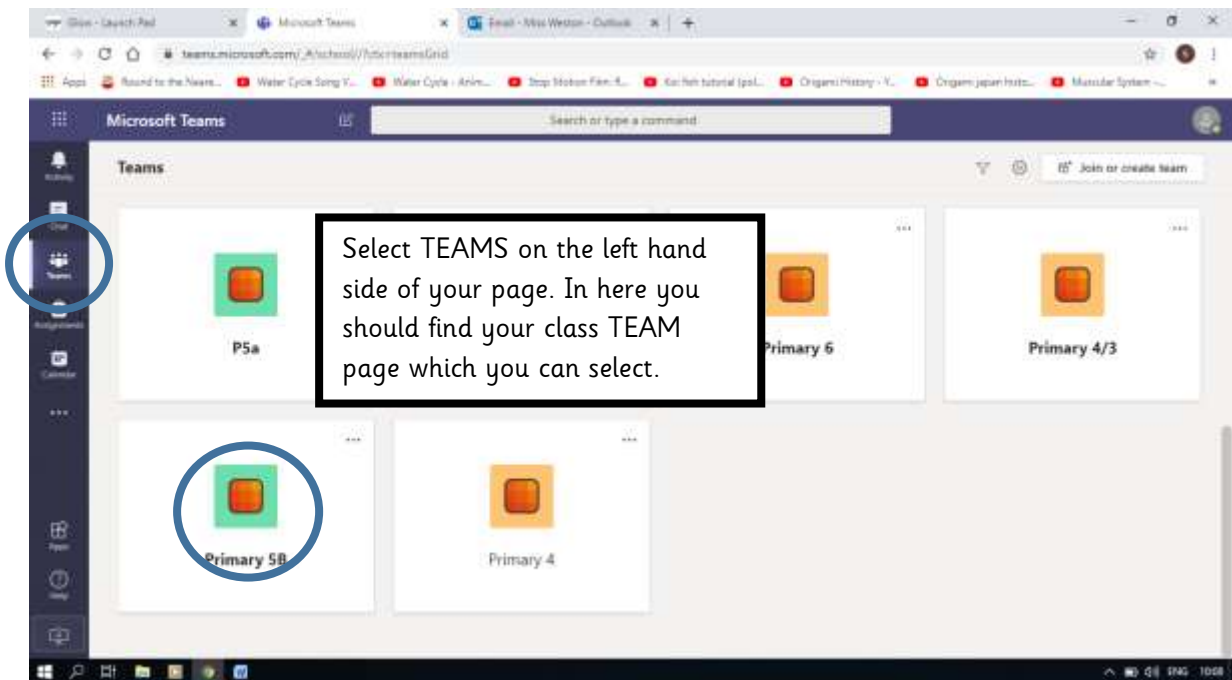
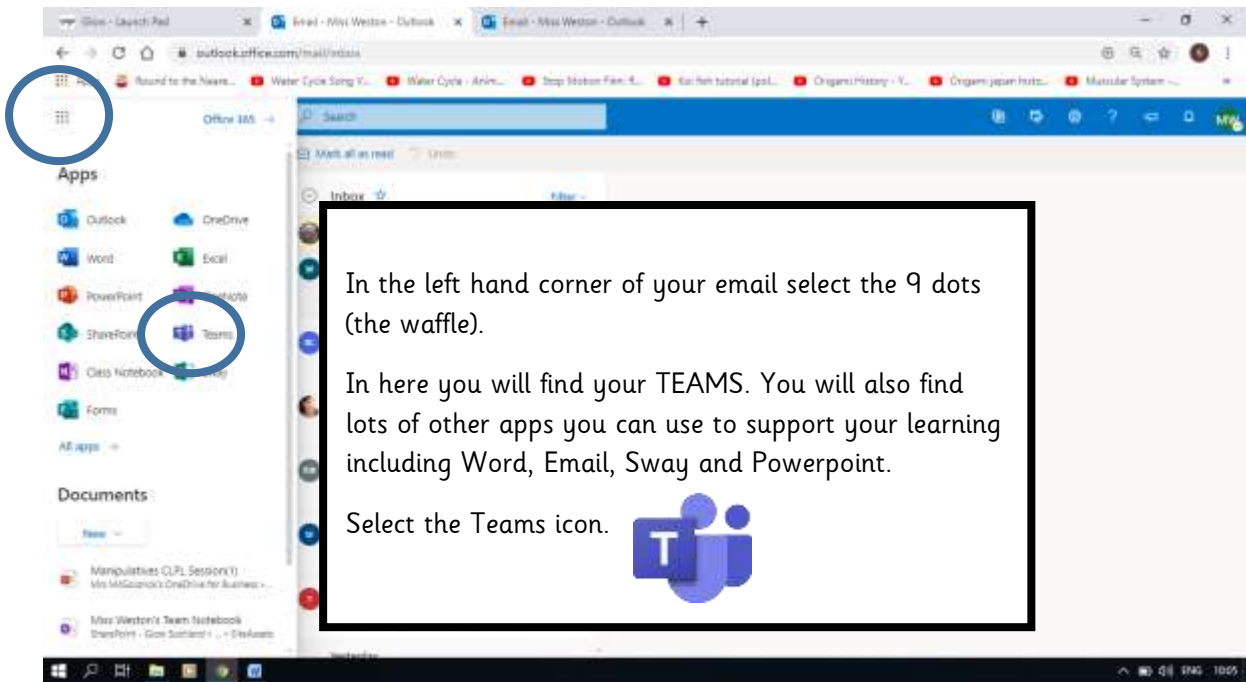
Access the internet and log into 'Glow Scotland' using your username and password. You may need to type @glow.sch.uk after your username if you are using a tablet or phone.

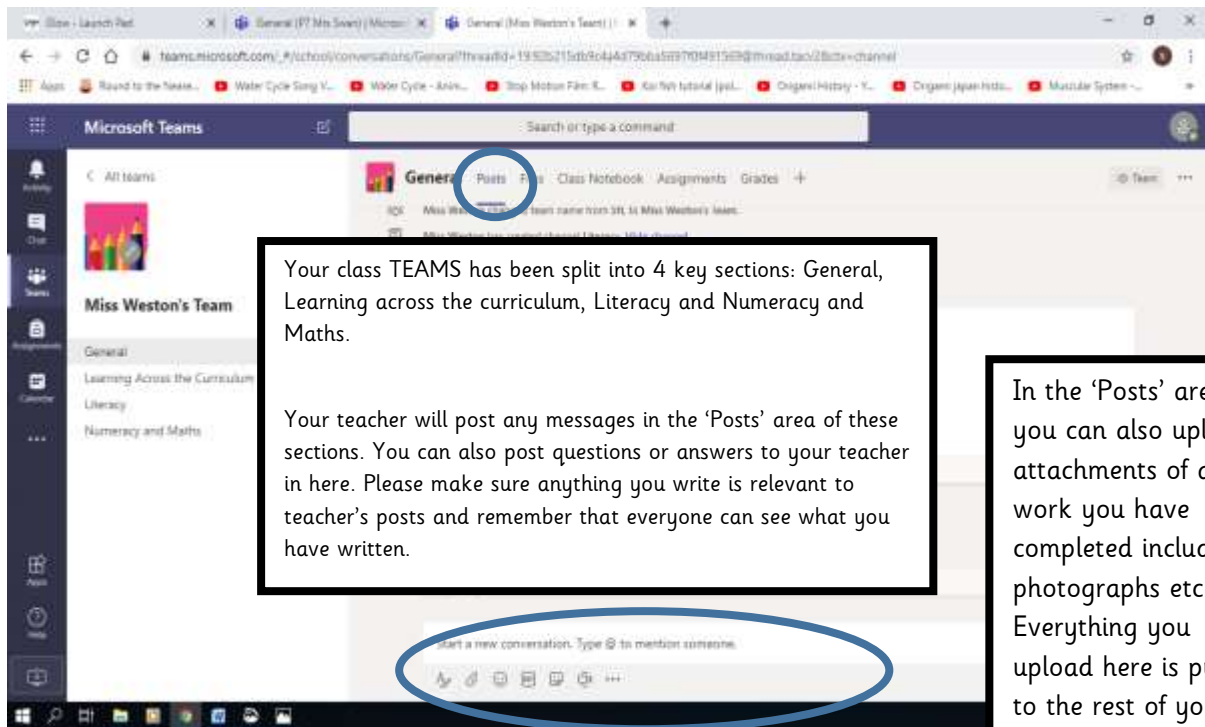
This was issued by your class teacher. If you have any problems logging on please email the school email address (wleastertoun-ps@westlothian.org.uk) ensuring you include your full name and class:

Your email will be directed to the appropriate member of staff and we will endeavour to get back to you with new login details as soon as possible.

Select your mail box.

If you can't see this select a different icon on the left hand side.

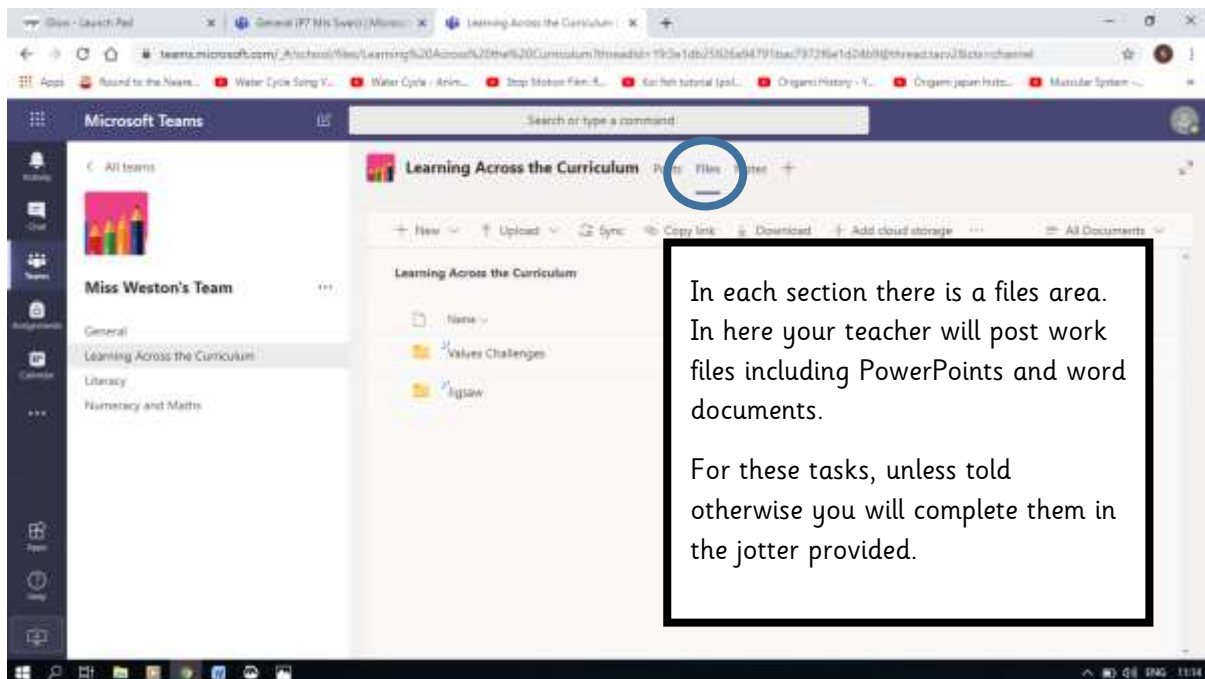




Your class TEAMS has been split into 4 key sections: General, Learning across the curriculum, Literacy and Numeracy and Maths.

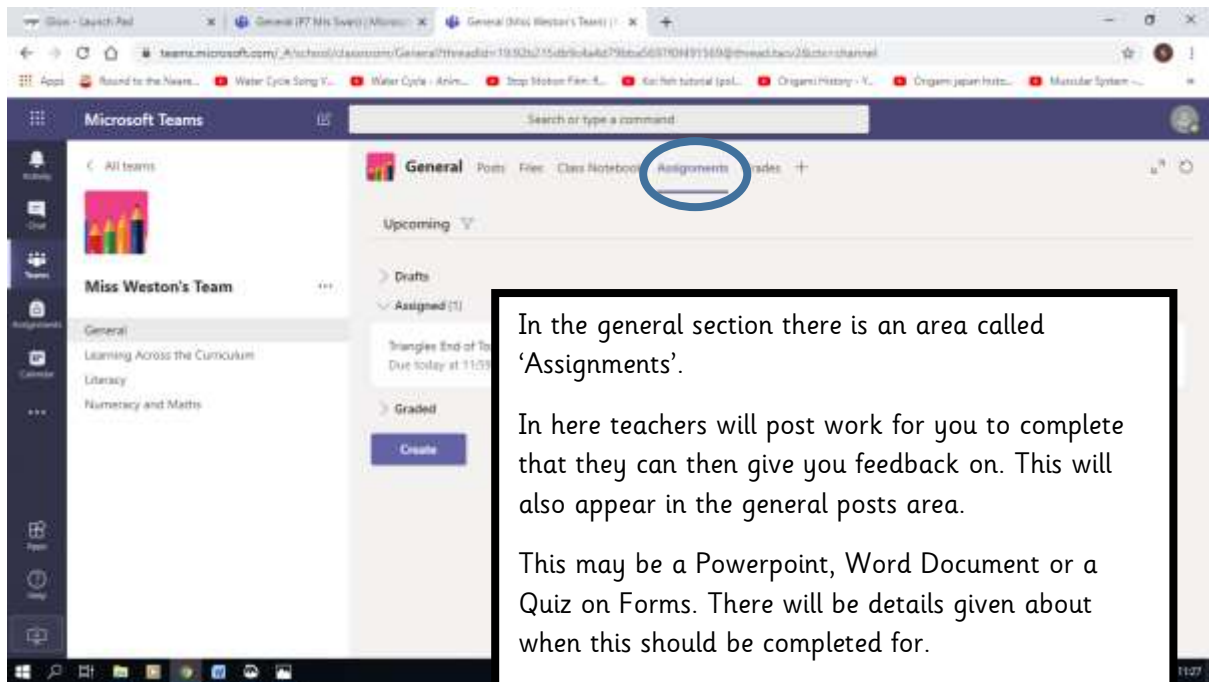
Your teacher will post any messages in the 'Posts' area of these sections. You can also post questions or answers to your teacher in here. Please make sure anything you write is relevant to teacher's posts and remember that everyone can see what you have written.

In the 'Posts' area you can also upload attachments of any work you have completed including photographs etc. Everything you upload here is public to the rest of your class.



In each section there is a files area. In here your teacher will post work files including PowerPoints and word documents.

For these tasks, unless told otherwise you will complete them in the jotter provided.



In the general section there is an area called 'Assignments'.

In here teachers will post work for you to complete that they can then give you feedback on. This will also appear in the general posts area.

This may be a Powerpoint, Word Document or a Quiz on Forms. There will be details given about when this should be completed for.

When you turn in your assignments teachers will mark them and you will get to see your feedback.