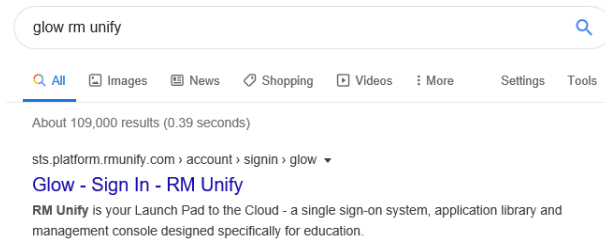


How to use Glow and Teams

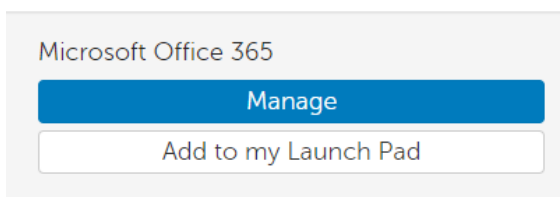
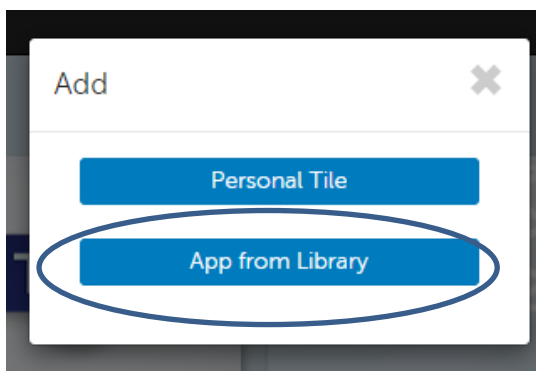
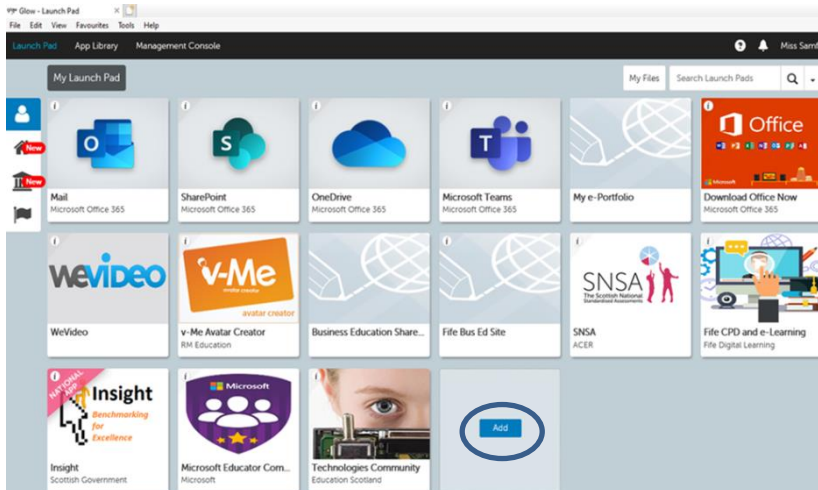
Step 1 – Go to google and search for RM Unify – click on the first link



Step 2 – sign in with your usual Glow login details.

Step 3 – when you are logged in to Glow, you will see your glow launch pad. Please check that you have the following tiles – Mail, OneDrive and Microsoft Teams.

Step 4 – If you don't have these apps follow the following steps – click on the add tile, click on app library, click on the tile that you need then click add to my Launch Pad.



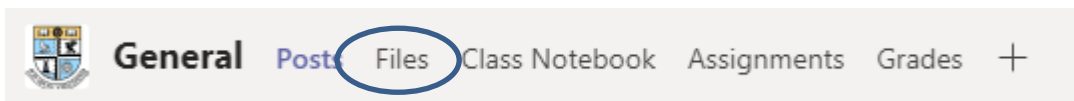
Accessing Teams

Once you have logged in to Glow and downloaded the teams app sign in using your Glow email address and normal glow password. Your Glow email is your normal Glow username with @glow.sch.uk on the end of it.

Once you log in to teams you should see all of the teams you have been added to – in here you should find a team called **Viewforth High School**. This is the team you will use to access work while you are currently working from home.

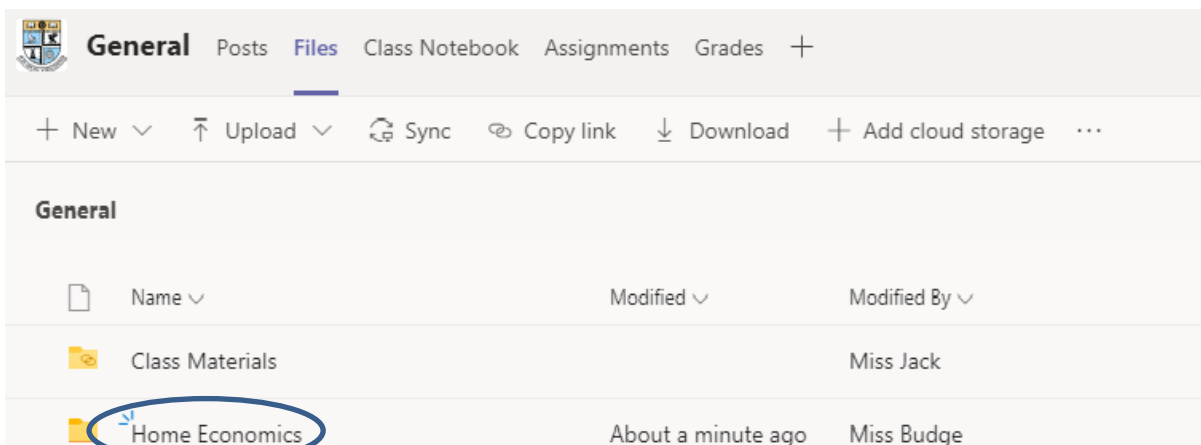
Viewforth High School Team Page

Once you are on the Viewforth High School team page click on files at the top of the page.

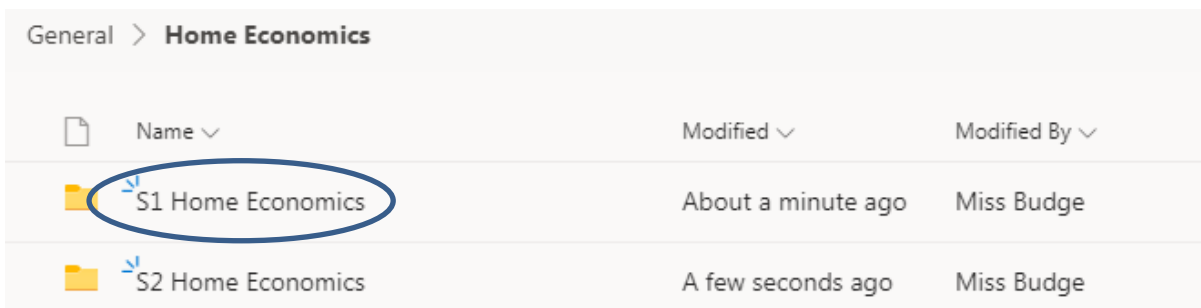


In here you will find a folder for each department. Whilst working from home you can follow your normal daily timetable and access work for each subject from the folders.

Click on the subject you wish to do work for -



Then click on your year group or subject -



In this folder you will find a variety of tasks you can complete whilst you are working from home. Ensure that you download the document and complete it on your own device. Save this work when completed and discuss how your teacher would like to mark/review this when you return to school.