

Turnbull High School

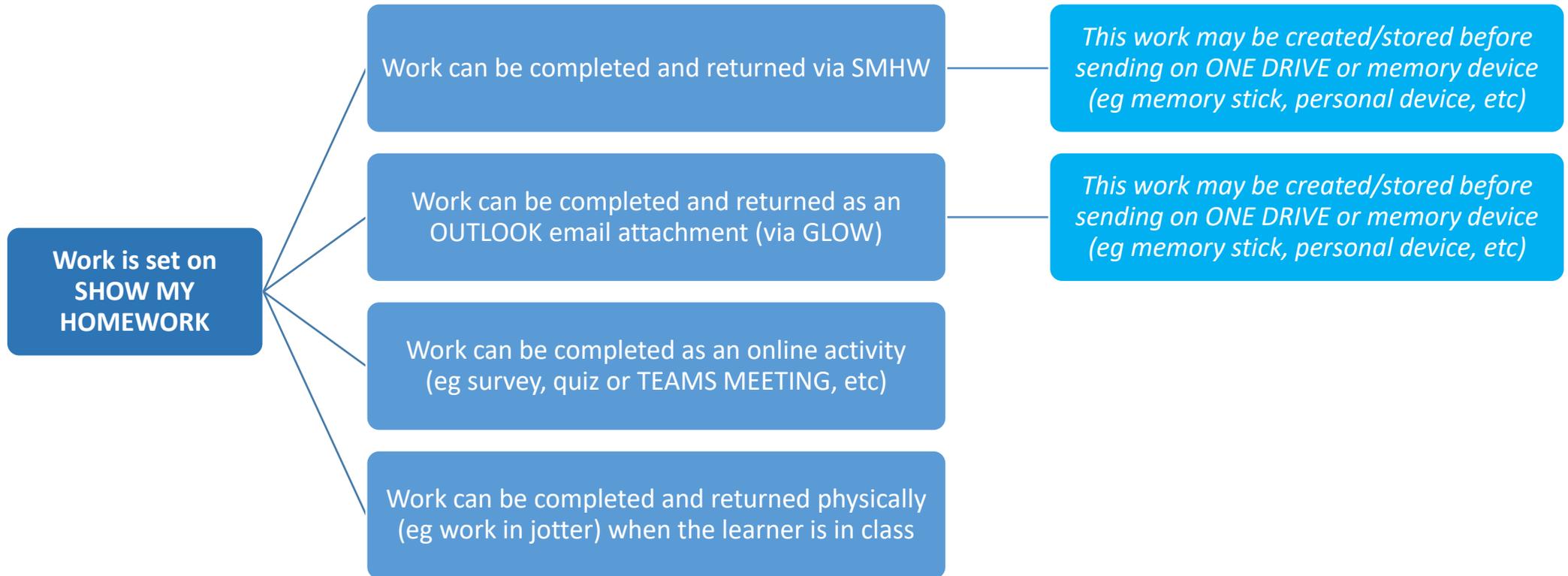


DIGITAL LEARNING

Overview and support notes

Digital Learning Overview

Digital Learning is used to provide learners with the opportunity to use ICT to complete educational activities both in and out of school. The main ICT systems we use in Turnbull to support digital learning activities are **SHOW MY HOMEWORK** and **GLOW**. A overview of how we use these systems to do this can be seen below.



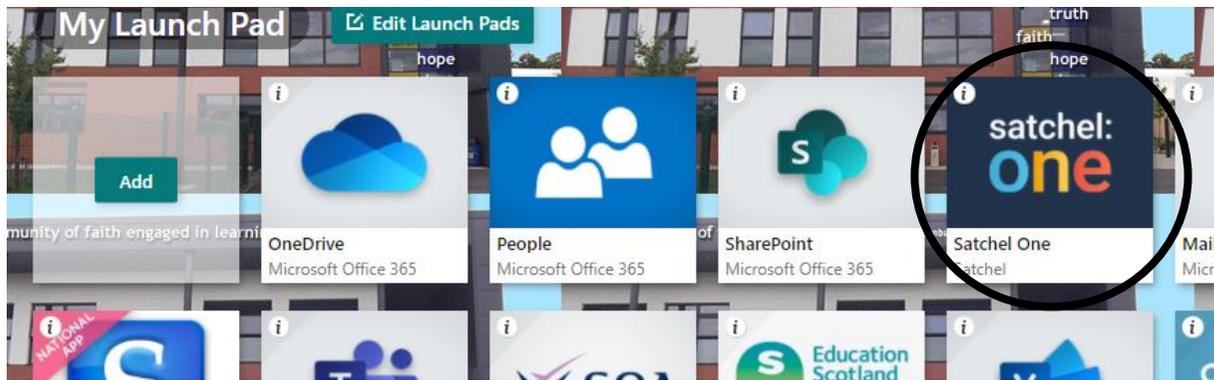
An overview of the ICT systems outlined above can be found in the remainder of this document.

Show My Homework – Pupil Guidance

Accessing Show My Homework

Show My Homework (SMHW) allows students to check and submit homework and any blended learning tasks. Students can access SMHW as follows:

- 1 Log into GLOW and click on the SACHEL ONE tile on your GLOW launch pad.

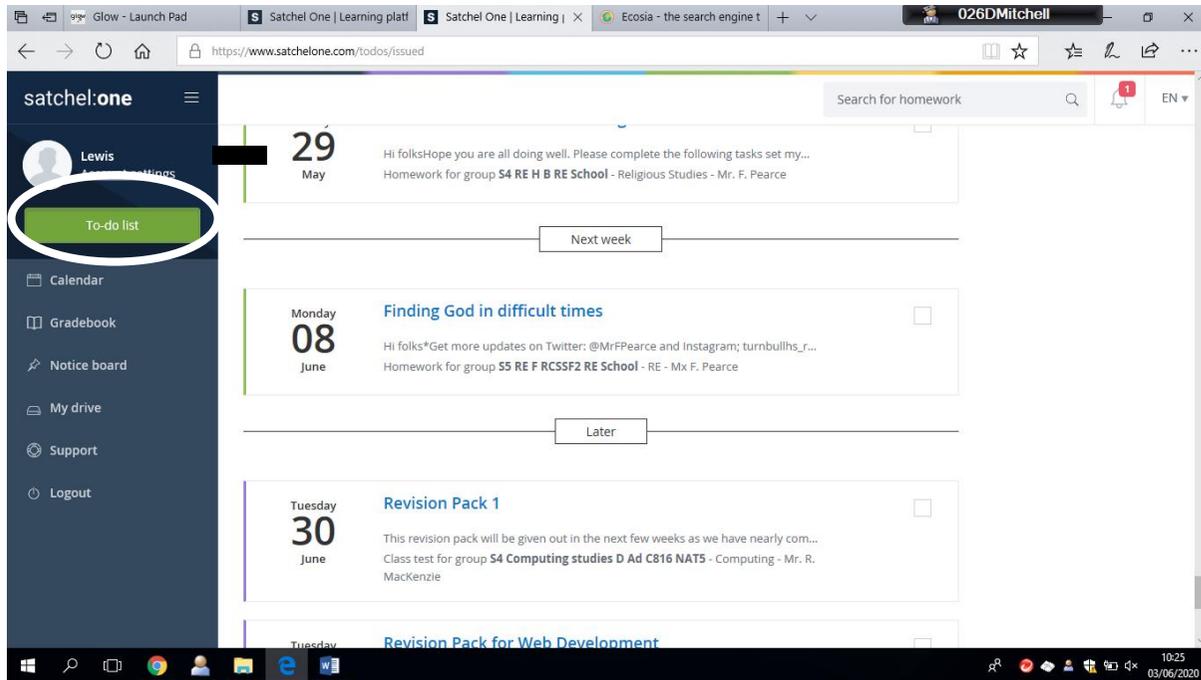


- 2 Use the SMHW app (use the RM UNIFY sign in option and enter full GLOW email address [eg ed026aexample20@glow.sch.uk] and GLOW password)
- 3 Use the SMHW link on the School Website (www.turnbull.e-dunbarton.sch.uk) to search ALL homework set without any passwords

Show My Homework – Pupil Guidance

Managing work set

When SMHW loads, choose the **TO DO LIST** option to see a list of tasks to be completed. Click on a task to see the details. Your tasks may use other online resources (eg Teams or **BLOGS** [accessed via links or the **FAMILY LEARNING** tile in GLOW]) and will tell you how your work should be submitted (eg in class, via email, online submission, etc).

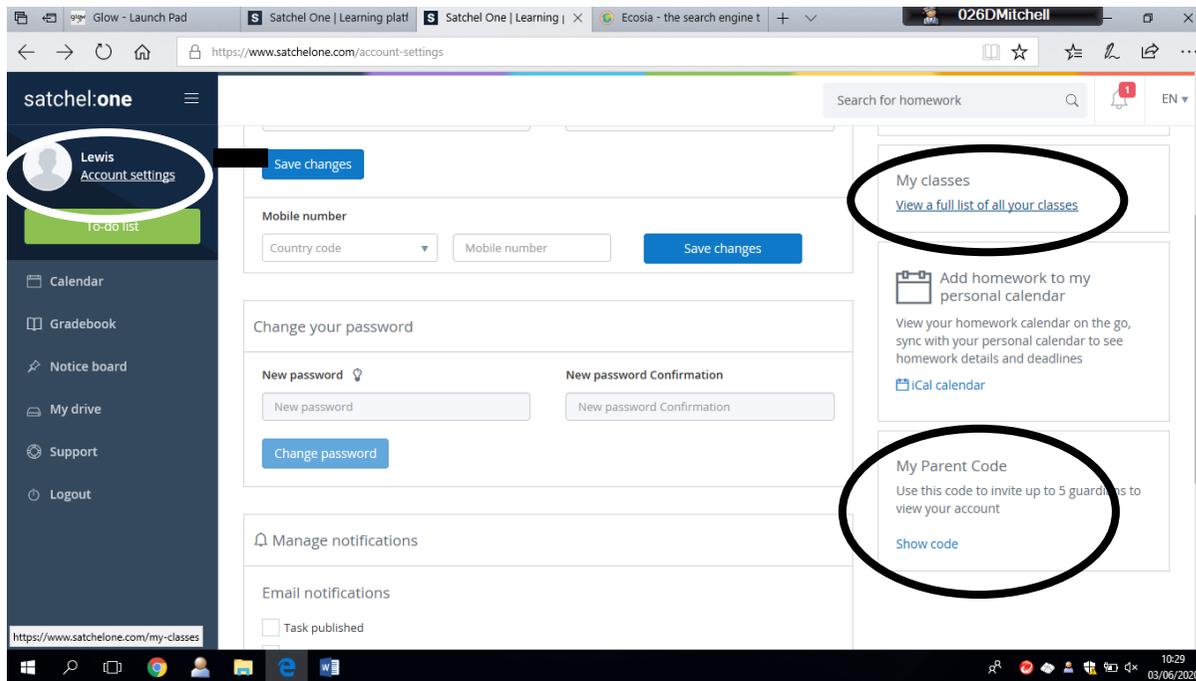
A screenshot of a web browser displaying the Satchel One 'To-do list' page. The browser's address bar shows 'https://www.satchelone.com/todos/issued'. The page has a dark blue sidebar on the left with a menu containing 'Lewis', 'To-do list' (highlighted with a white circle), 'Calendar', 'Gradebook', 'Notice board', 'My drive', 'Support', and 'Logout'. The main content area shows a list of tasks. The first task is for '29 May' with the title 'Hi folks-Hope you are all doing well. Please complete the following tasks set my...' and a checkbox. Below it is a 'Next week' button. The second task is for 'Monday 08 June' with the title 'Finding God in difficult times' and a checkbox. Below it is a 'Later' button. The third task is for 'Tuesday 30 June' with the title 'Revision Pack 1' and a checkbox. The bottom of the screenshot shows the Windows taskbar with the date '03/06/2020' and time '10:25'.

You can also use the **GRADEBOOK** functions to check your progress on marked tasks and the **NOTICEBOARD** functions for information about activities around the School.

Show My Homework – Pupil Guidance

Managing your data and sharing parental log in codes

You can check the **CLASSES** you are signed up to receive homework for and your **PARENTAL ACCESS CODE** (for them to use with the SMHW app) by clicking on the **ACCOUNT SETTINGS** options and then using the appropriate option.

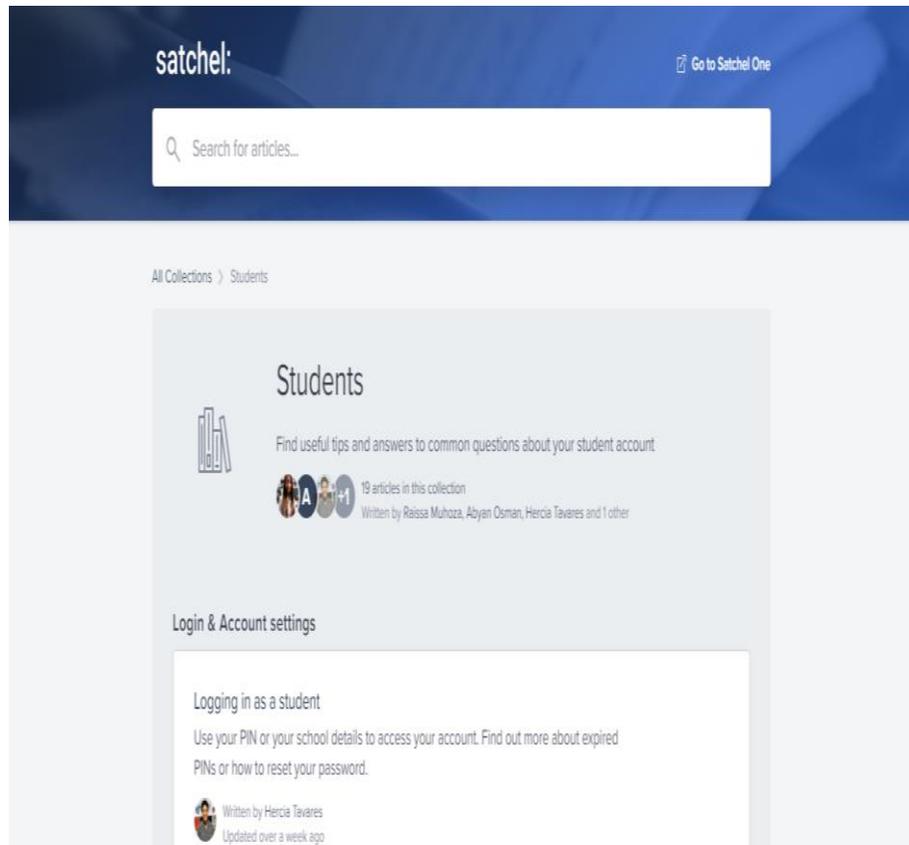


The screenshot shows the Satchel One account settings page. The left sidebar contains navigation options: Lewis Account settings (circled in black), To-do list, Calendar, Gradebook, Notice board, My drive, Support, and Logout. The main content area includes sections for Mobile number, Change your password, Manage notifications, My classes (circled in black), Add homework to my personal calendar, and My Parent Code (circled in black). The My Parent Code section includes the text "Use this code to invite up to 5 guardians to view your account" and a "Show code" link. The browser address bar shows "https://www.satchelone.com/account-settings".

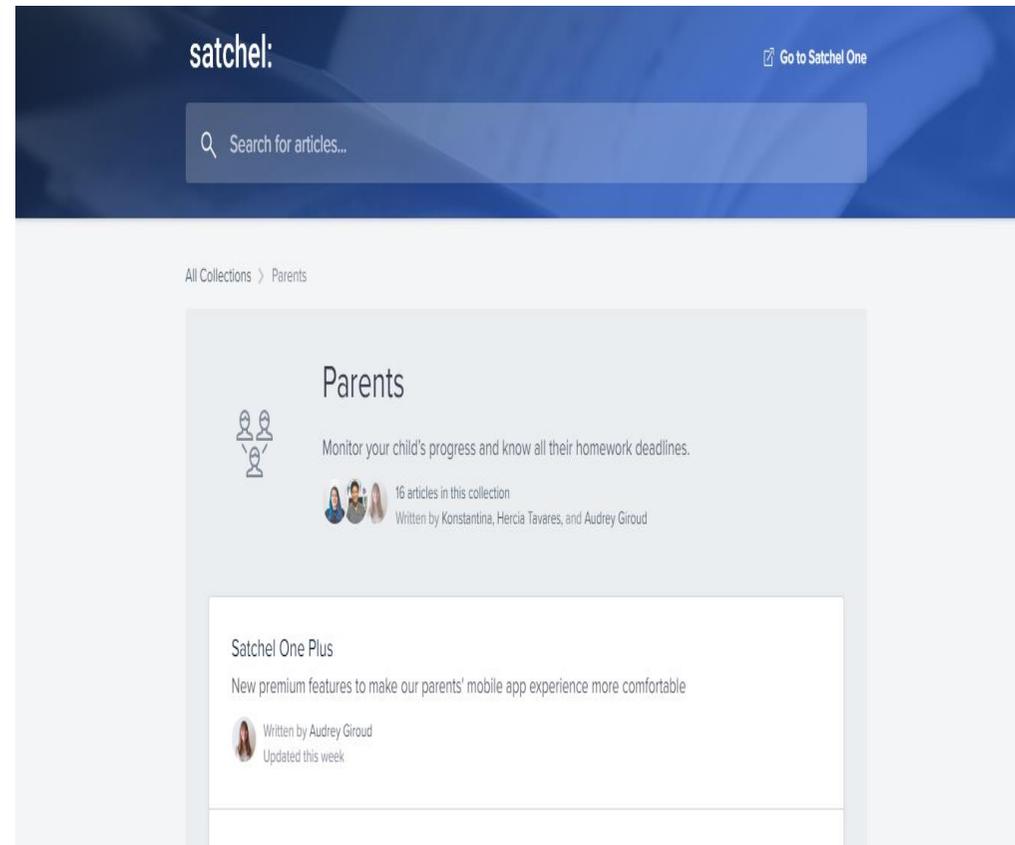
Show My Homework – Pupil Guidance

SMHW Help and Support

You can get support with any feature of SMHW for students and parents at from Satchel One (the company who makes SMHW) at their website - <https://help.satchelone.com/en/>.



The screenshot shows the Satchel One help page for Students. At the top, there is a search bar with the placeholder text "Search for articles...". Below the search bar, the breadcrumb "All Collections > Students" is visible. The main content area is titled "Students" and includes a sub-header "Find useful tips and answers to common questions about your student account." Below this, there is a collection of 19 articles, with a sub-header "19 articles in this collection" and a list of authors: "Written by Raissa Muhoza, Aboyan Osman, Hercia Tavares and 1 other". At the bottom of the page, there is a section titled "Login & Account settings" with a sub-header "Logging in as a student" and a paragraph: "Use your PIN or your school details to access your account. Find out more about expired PINs or how to reset your password." Below this, there is a small article snippet: "Written by Hercia Tavares Updated over a week ago".



The screenshot shows the Satchel One help page for Parents. At the top, there is a search bar with the placeholder text "Search for articles...". Below the search bar, the breadcrumb "All Collections > Parents" is visible. The main content area is titled "Parents" and includes a sub-header "Monitor your child's progress and know all their homework deadlines." Below this, there is a collection of 16 articles, with a sub-header "16 articles in this collection" and a list of authors: "Written by Konstantina, Hercia Tavares, and Audrey Giroud". At the bottom of the page, there is a section titled "Satchel One Plus" with a sub-header "New premium features to make our parents' mobile app experience more comfortable" and a small article snippet: "Written by Audrey Giroud Updated this week".

GLOW Access and Overview

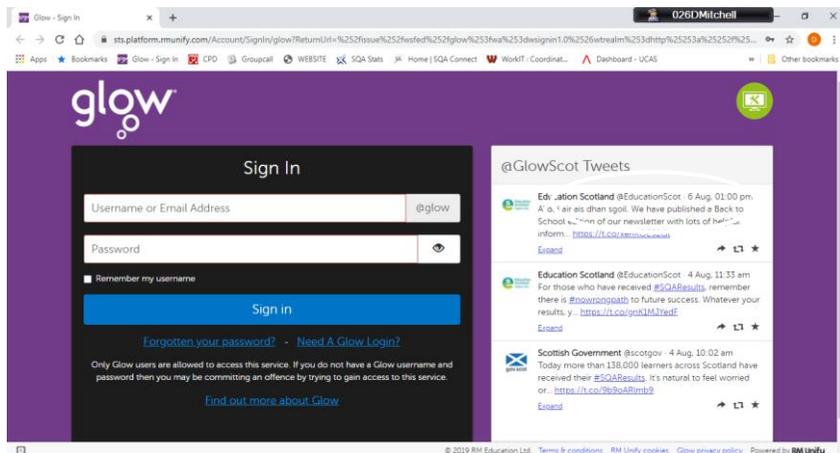
What is GLOW?

GLOW is an educational network that lets every student and teacher in Scotland access and share information and resources (eg e-mail). It is secure and should not be accessed by anyone but the intended user.



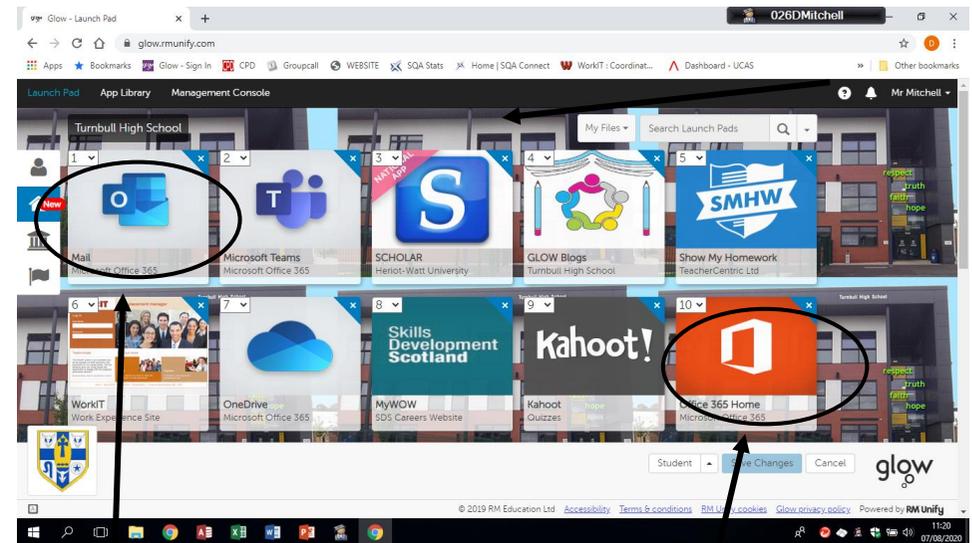
Logging into GLOW

Go the **GLOW SIGN IN WEBPAGE** (in school this is automatically the homepage in School based Internet Explorer and at home you can go to it at glow.rmunify.com) and enter your username and password in the log in boxes.



Using the GLOW Launch Pad

When you log into GLOW, the screen that appears is the **GLOW LAUNCH PAD**. This allows you easy access to apps and areas in GLOW.



Eg, the **MAIL** app takes you to your school **OUTLOOK** e-mail account that you can access anywhere with internet access and at any time (eg home)

Eg, the **OFFICE 365 HOME** app allows you to download a **FREE** copy of Microsoft Office (ie Word, Excel, etc) to use at home.

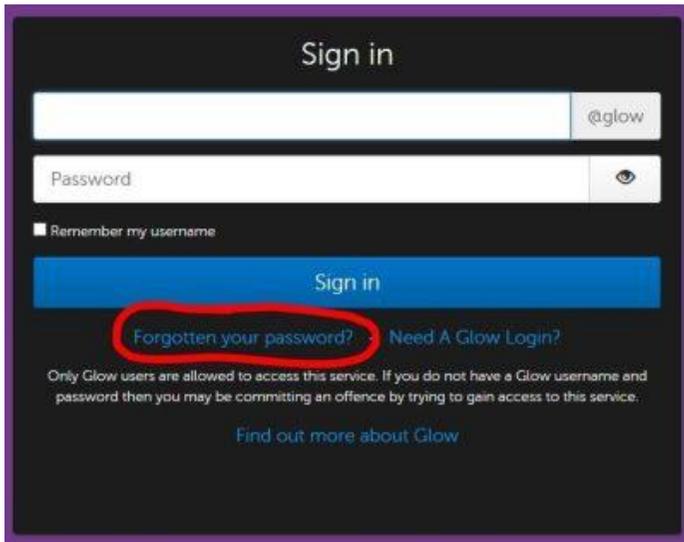
GLOW Access and Overview

Resetting your Glow password

To be able to reset your Glow password, you must first set up a recovery email address (you will be prompted to do this when you first log in to Glow).

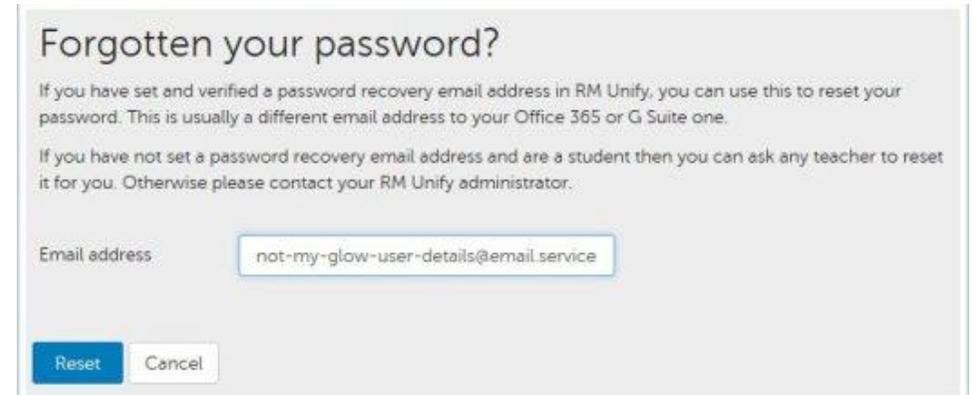
If you have not previously set up a password recovery email when prompted you can still do this when you are logged in to Glow. On the RM Unify Launch Pad click on **your name** at the top right and select **My Profile**. On the left click on **Password Recovery**. Type in an email address (not your Glow O365 email address) and follow the instructions to verify it. You can now use this email address to reset your password using the **Forgotten your Password?** link on the Glow log in screen.

- 1 Click on the 'Forgotten your password?' link on the Glow sign in screen:



The screenshot shows the Glow sign in screen. It features a 'Sign in' header, a username field with a '@glow' placeholder, a password field with an eye icon, and a 'Remember my username' checkbox. Below these is a blue 'Sign in' button. A red circle highlights the 'Forgotten your password?' link, which is next to the 'Need A Glow Login?' link. At the bottom, there is a disclaimer: '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.' and a link to 'Find out more about Glow'.

- 2 On the next screen that appears, enter your password recovery email address then click 'Reset'.



The screenshot shows the 'Forgotten your password?' screen. It has a title 'Forgotten your password?' and two paragraphs of text. The first paragraph says: 'If you have set and verified a password recovery email address in RM Unify, you can use this to reset your password. This is usually a different email address to your Office 365 or G Suite one.' The second paragraph says: 'If you have not set a password recovery email address and are a student then you can ask any teacher to reset it for you. Otherwise please contact your RM Unify administrator.' Below the text is an 'Email address' field containing 'not-my-glow-user-details@email.service'. At the bottom are 'Reset' and 'Cancel' buttons.

- 3 A confirmation message will then appear on the screen:



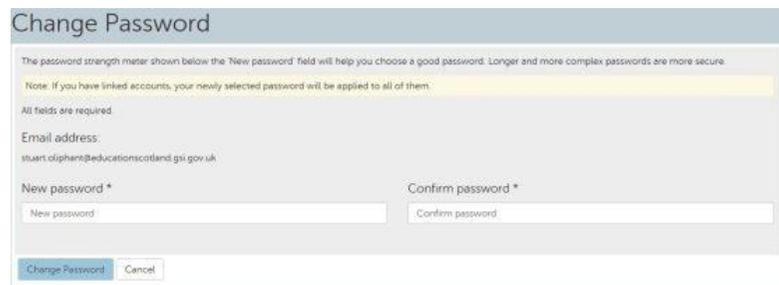
The screenshot shows the 'Forgotten your password?' screen with a confirmation message. The title is 'Forgotten your password?'. The message reads: 'We've sent an email to 'not-my-glow-user-details@email.service'. To proceed with the password reset please click on the link in that email. Note this link will expire in 24 hours.'

GLOW Access and Overview

4 Check the inbox of your recovery email address for a message like this:



5 Click on the link to reset your password (or copy the password reset link and paste it into your browser) to get to the password reset screen.



6 Complete the 'New password' and 'Confirm password' fields. Accept your new password by clicking 'Change password'. The screen will change to this:



7 Click on the 'Sign in with new password' button to access Glow. You will receive confirmation to your password recovery email that your password has been reset.

GLOW Help and Support

Any member of teaching staff can reset your password for you.

Help and support pages for the use of GLOW can be found at:

<https://glowconnect.org.uk/>

GLOW – Outlook E Mail

Access to Outlook and overview of features

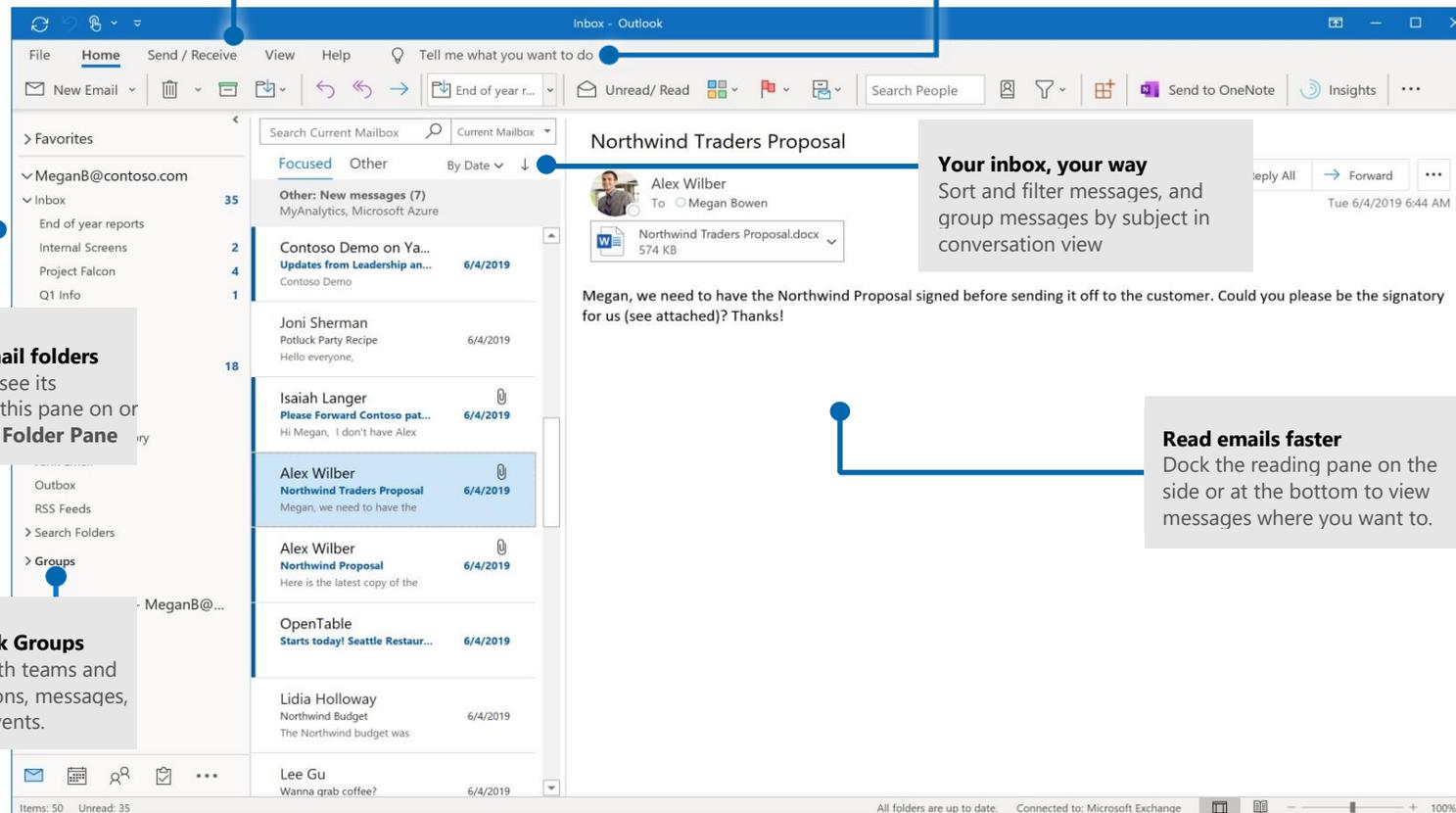
Outlook allows you to communicate via email in GLOW. You can access Outlook by choosing the tile on your GLOW launch pad. The main features of this software can be seen below.

Explore the ribbon

See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.



GLOW – Outlook E Mail

Outlook also allow you to easily switch between Mail, Calendar, People, and more.

Switch your point of view
Select to see how busy your days, weeks, and months are.

Sunshine required?
Glance at the weather forecast to make sure your meeting or event won't be rained out.

Navigate your schedule
While looking at the current day, week, or month, select the Back or Forward arrows to switch the current view.

Search your calendar
Start typing in the Search box to instantly find meetings and appointments.

Look back — or way ahead
Need to look up a past event or want to schedule something in the distant future? Select the small arrows to the left and right of the current month to skip to the day you want.

Change your point of view
Select to switch between Mail, Calendar, People, and more.

View shared Calendars
Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

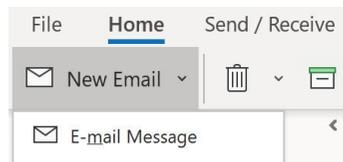
Create new items in place
Right-click anywhere to create a new meeting, appointment, or other event.

The screenshot shows the Outlook Calendar interface for October 2019. The main view is a weekly grid for the week of October 29th to November 4th. The interface includes a navigation pane on the left with 'My Calendars' and 'Team: Miriam Graham' sections. The top ribbon shows 'Calendar - Outlook' with various view options like 'Day', 'Work Week', 'Week', 'Month', and 'Schedule View'. A search box is located in the top right. Weather information for Washington, D.C. is displayed at the top. Callout boxes with blue lines pointing to specific UI elements provide detailed instructions on how to use these features.

GLOW – Outlook E Mail

Creating new messages

To create a new message in Outlook, On the ribbon, select **Home**, and then select **New Email**.



Next steps with Outlook

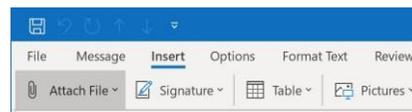
[Get free training, tutorials, and videos for Outlook](#)

Ready to dig deeper into the capabilities that Outlook has to offer? Visit

https://support.microsoft.com/en-us/office/outlook-training-8a5b816d-9052-4190-a5eb-494512343cca?wt.mc_id=otc_home

Attaching files

You can attach a file, picture or a document to a message by using the **Attach File** button while composing a new message and then selecting the file you want to attach.



GLOW - OneDrive

Access to OneDrive and overview of features

OneDrive allows you to store your files in GLOW so that they can be accessed and shared anywhere online. You can access OneDrive by choosing the tile on your GLOW launch pad. The main features of this software can be seen below.

The image shows a screenshot of the OneDrive web interface with several callout boxes explaining key features. The interface displays a file list for 'East Region Sales' with columns for Name, Modified, Modified By, File Size, Sharing, and Activity. A file named 'Annual Financial Report (DRAFT).docx' is selected, and its properties are visible in the right-hand pane.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Information Pane
See file information, recent activity, and manage access permissions to the file.

Shared
View and sort files with date shared, activity, or who they are shared with.

Discover*
View trending content in your organization and content relevant to your work.

Recycle bin
Recover files you've accidentally deleted up to 93 days.

Shared libraries
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

Download
Download a copy of a file to work offline on a device.

Flow
Create and manage automated workflows.

Search
Find your content throughout OneDrive, SharePoint sites, and Microsoft Teams.

Sharing status
See which files are being shared and who they're shared with.

Manage access
See who can access a file, and manage what people can do with it.

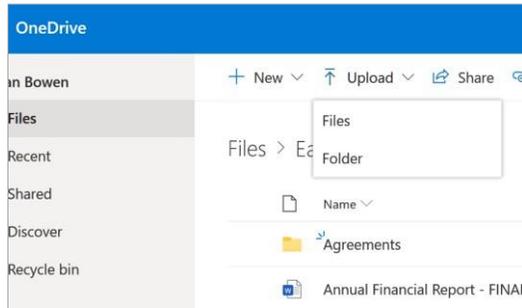
Activity
See the sharing, viewing, and editing activity for a file.

| Name | Modified | Modified By | File Size | Sharing | Activity |
|---|--------------------|-------------|-----------|---------|----------|
| Agreements | About a minute ago | Megan Bowen | 0 items | Private | |
| Annual Financial Report - FINAL.docx | May 22 | Megan Bowen | 22.2 KB | Private | |
| Annual Financial Report (DRAFT).docx | February 9 | Megan Bowen | 22.2 KB | Shared | |
| Audit of Small Business Sales.xlsx | February 9 | Megan Bowen | 21.0 KB | Shared | |
| Coffee House Design.pptx | August 7 | Megan Bowen | 319 KB | Private | |
| Coffee Houses.pptx | August 7 | Megan Bowen | 28.9 KB | Private | |
| Contoso Electronics Sales Presentation.pptx | May 22 | Megan Bowen | 3.29 MB | Private | |
| Contoso Purchasing Permissions - Q1.docx | February 9 | Megan Bowen | 24.7 KB | Private | |
| Employee Travel - Q3.xlsx | February 9 | Megan Bowen | 20.7 KB | Shared | |
| European Expansion.pptx | May 22 | Megan Bowen | 3.41 MB | Private | |
| Expense Insights.xlsx | February 9 | Megan Bowen | 396 KB | Private | |
| Finance.pbix | February 9 | Megan Bowen | 3.18 MB | Private | |

GLOW - OneDrive

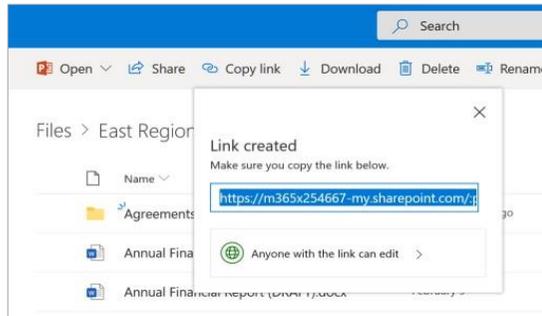
Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from any device. In OneDrive, select **Upload > Files**. Or select location in OneDrive and drag and drop files or folders from your device.



Sharing files by copying a link

You can share a file by copying the link and pasting it in email. In OneDrive, select a file and then select **Copy** link. Copy the link and then paste it into an email to who you would like to share it with (eg teacher).



Next steps with OneDrive

Find help

Explore the help and training for OneDrive and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871124>

Learn about OneDrive Files On-Demand

Access all your files in the cloud without having to download them. Visit <https://go.microsoft.com/fwlink/?linkid=871126>

Get free Office training, tutorials, and videos

Ready to dig in the capabilities that OneDrive has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871128>

GLOW - Microsoft Teams

Access to Teams and overview of features

Teams allows you to communicate via meetings and materials online. You can access Teams by choosing the tile on your GLOW launch pad. The main features of this software can be seen below.

The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". Below this, the "Teams" section displays a grid of team tiles. The tiles are: "Physical Science", "Health Research", "Pineview School Staff", "Pineview School Science Teachers", and "Algebra". A vertical navigation bar on the left contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. A "Join or create team" button is visible in the top right corner of the Teams section.

Start a new
Launch a private or small group conversation.

Use the command
Search for specific items or people, take quick actions, and launch apps.

Manage profile
Change app settings, change your pic, or download the mobile app.

Navigate Microsoft
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize
Click to see your teams. Drag team tiles around to reorder them.

View your
Click to open your teams for your

GLOW - Microsoft Teams

Class Teams

Class teams provide special capabilities tailored for teaching and learning

Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades

Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files

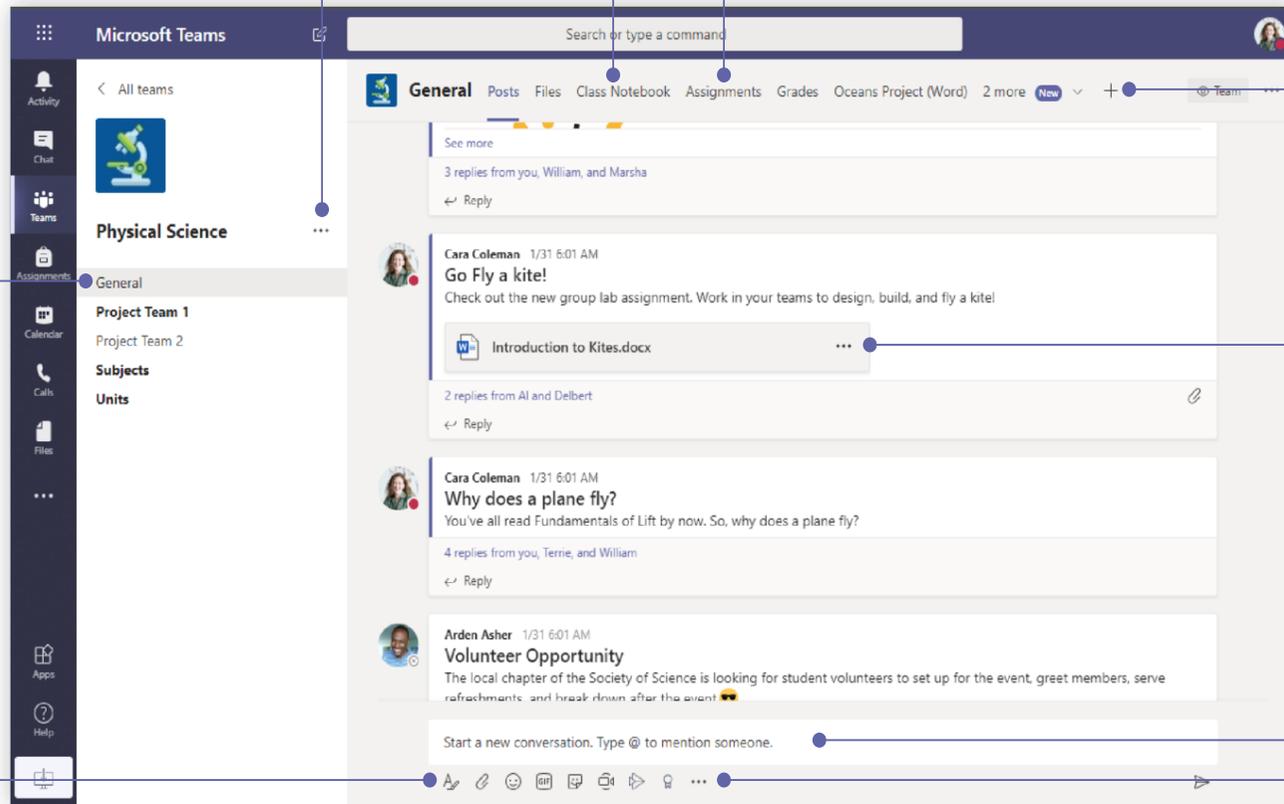
Let class members view a file or work on it together.

Start a discussion with the class

Type an announcement or messages here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

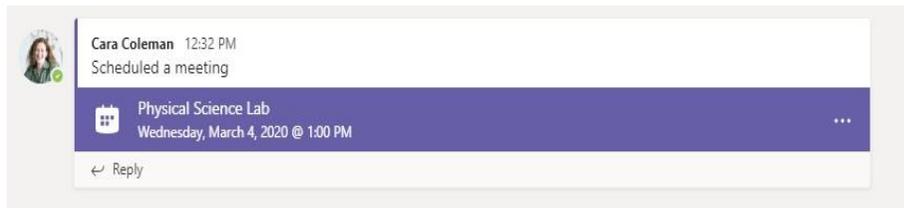
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.



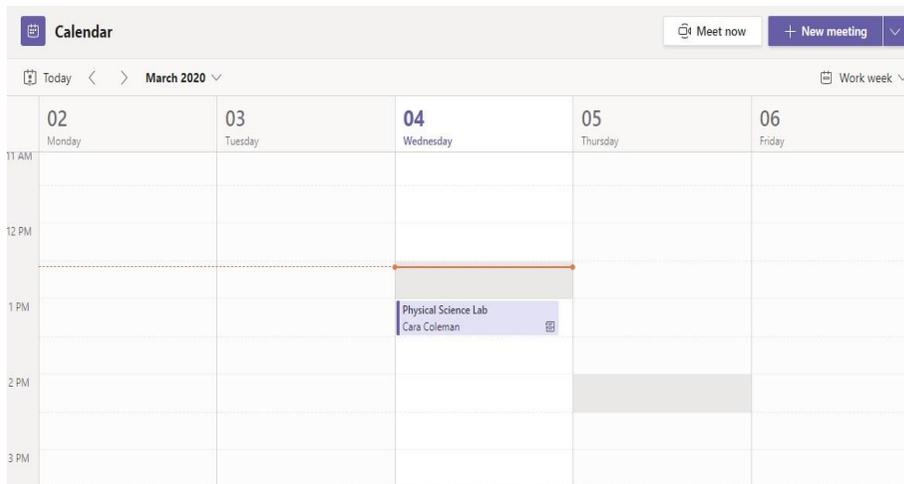
GLOW - Microsoft Teams

Join a meeting

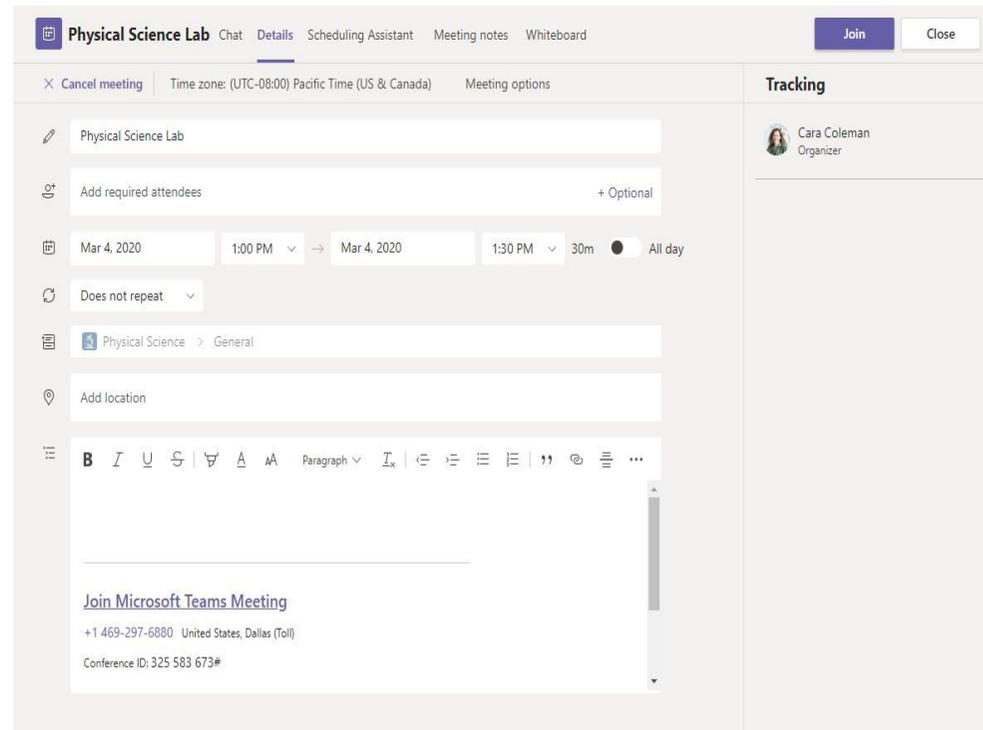
Find the meeting invitation in the channel of your team or on your Teams calendar.



A screenshot of a Microsoft Teams chat message. The message is from Cara Coleman, sent at 12:32 PM. The text says "Scheduled a meeting". Below the text is a purple meeting card for "Physical Science Lab" on Wednesday, March 4, 2020, at 1:00 PM. There is a "Reply" button at the bottom left of the message.



A screenshot of the Microsoft Teams calendar interface. The calendar is for March 2020, showing days 02 (Monday), 03 (Tuesday), 04 (Wednesday), 05 (Thursday), and 06 (Friday). A meeting titled "Physical Science Lab" by Cara Coleman is scheduled for Wednesday, March 4, 2020, from 1:00 PM to 1:30 PM. The interface includes "Meet now" and "New meeting" buttons at the top right.

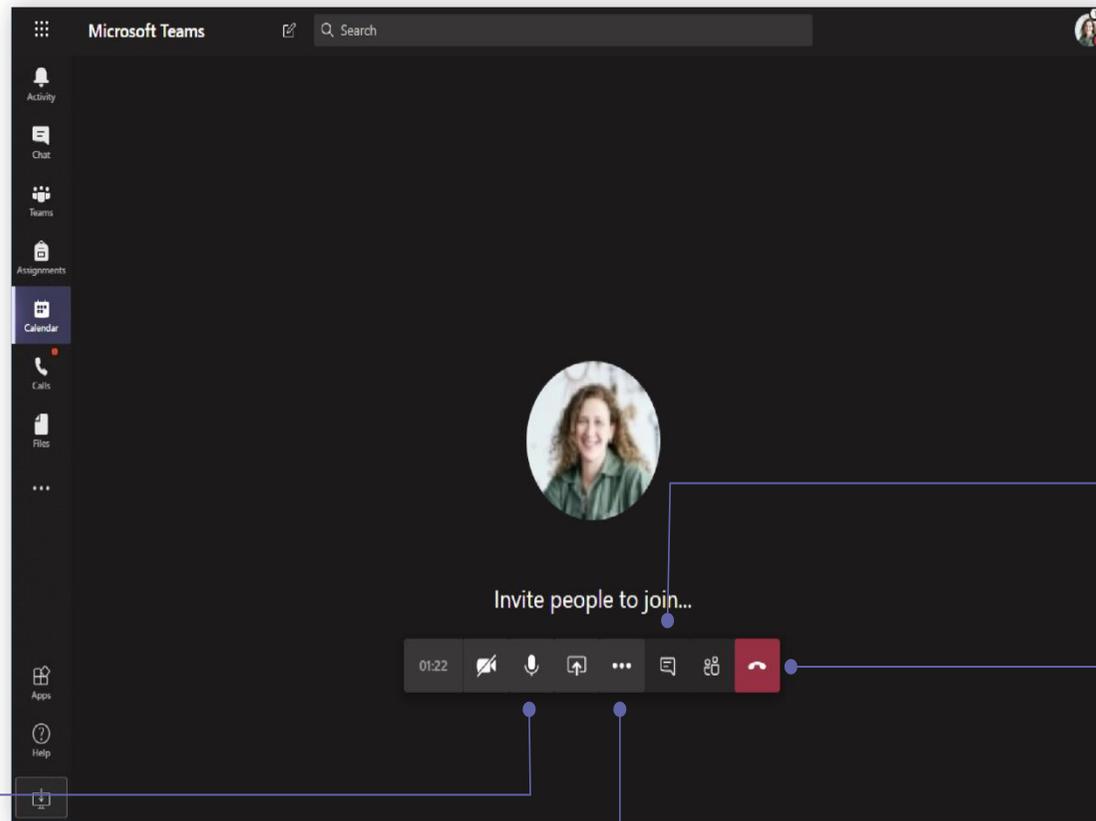


A screenshot of the Microsoft Teams meeting details page for "Physical Science Lab". The page includes a "Join" button and a "Close" button. The meeting title is "Physical Science Lab". There is a section for "Add required attendees" with a "+ Optional" link. The meeting date and time are "Mar 4, 2020" from "1:00 PM" to "1:30 PM" for "30m", with an "All day" toggle. The meeting repeats "Does not repeat". The meeting location is "Physical Science > General". There is a section for "Add location". The meeting details include a "Join Microsoft Teams Meeting" link, a phone number "+1 469-297-6880 United States, Dallas (Toll)", and a "Conference ID: 325 583 673#". The right sidebar shows the organizer as "Cara Coleman".

GLOW - Microsoft Teams

Participate in a meeting

Share voice and messages during the online call.



Mute and unmute

Send chat

Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the

The meeting will continue even after you have left.

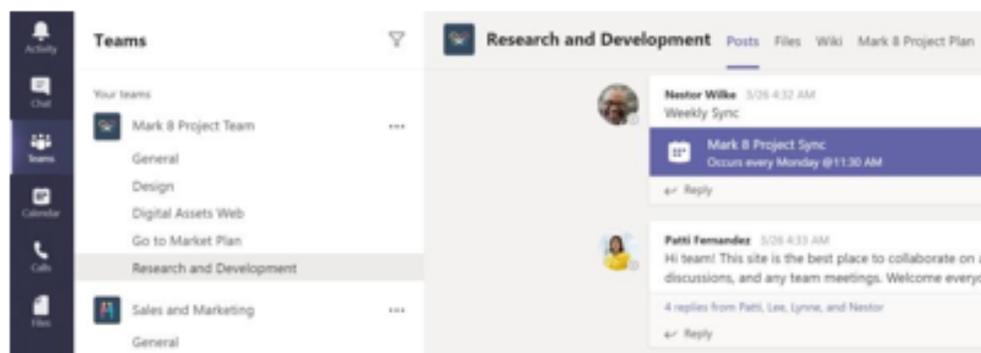
Access additional call

Start a recording of the meeting, change your device settings and more.

GLOW - Microsoft Teams

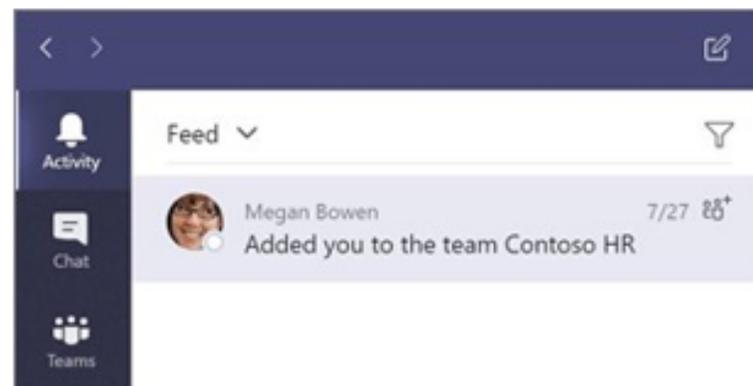
Picking a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams** and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



Staying on top of things

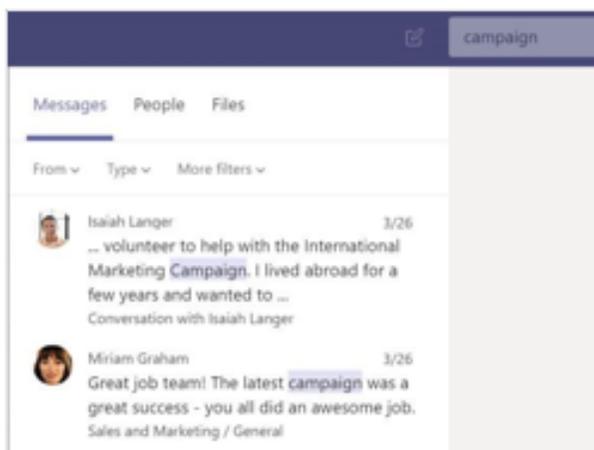
Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.



GLOW - Microsoft Teams

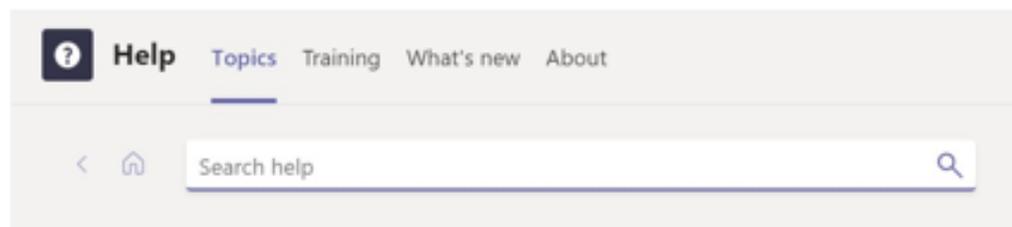
Searching for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.



Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



Next steps with Teams

See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** > **Give feedback**. Thank you!