

From mountain to sea

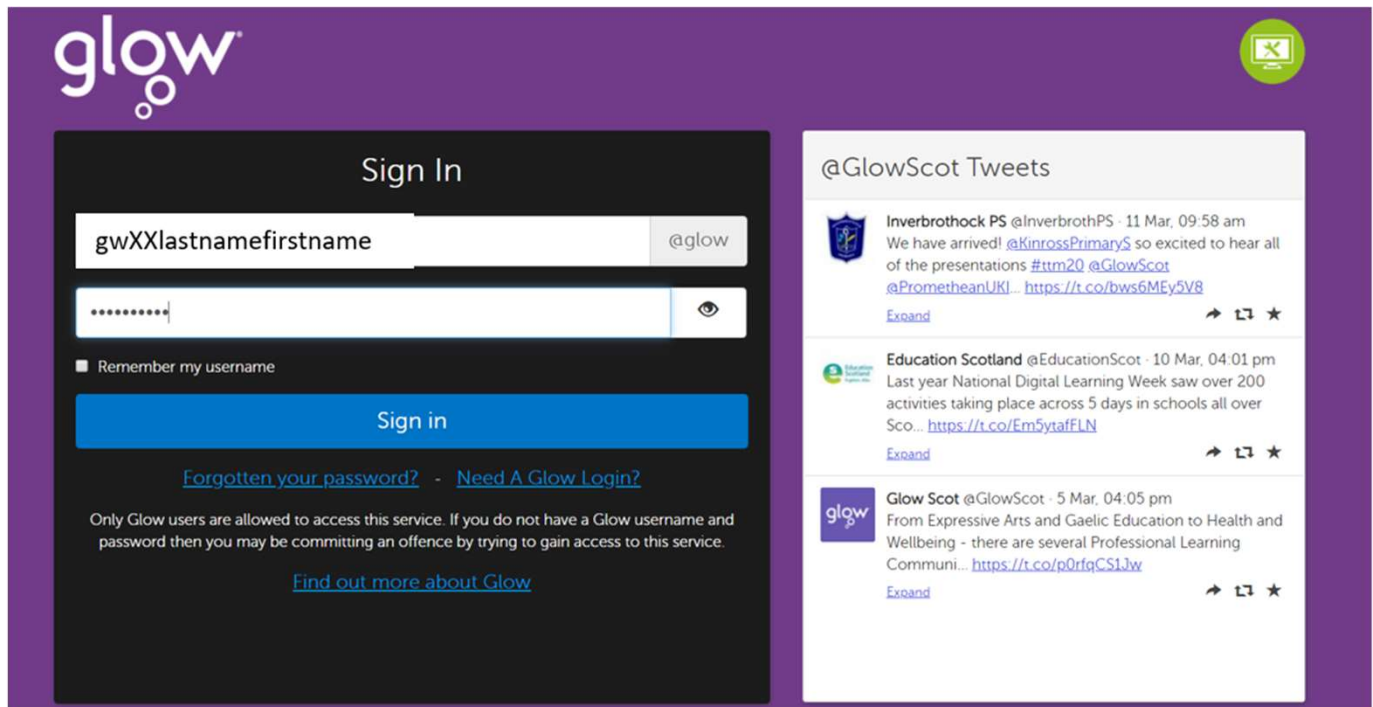
Aberdeenshire
COUNCIL



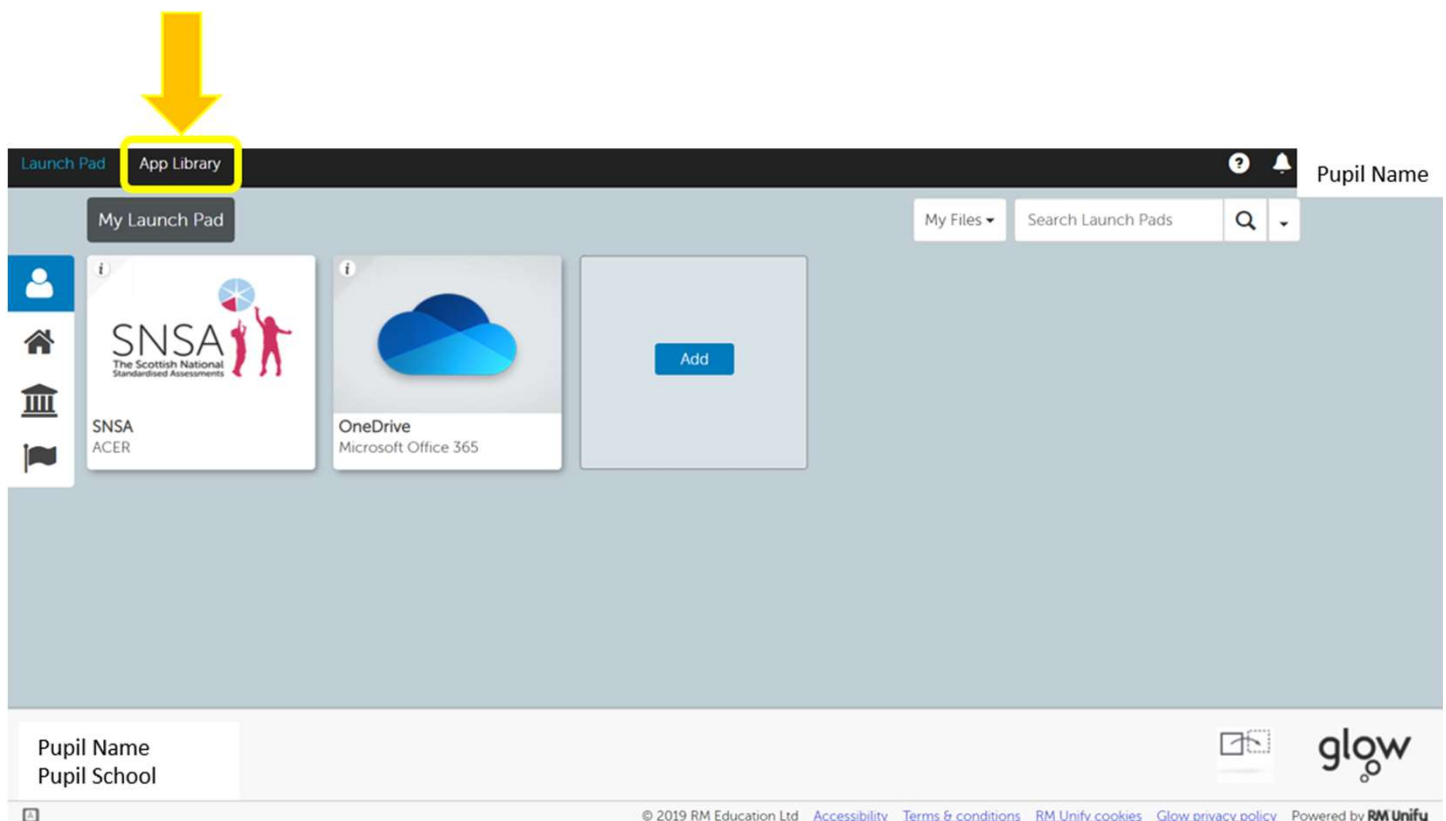
How to use Microsoft Teams to learn online

Gordon Primary School – March 2020

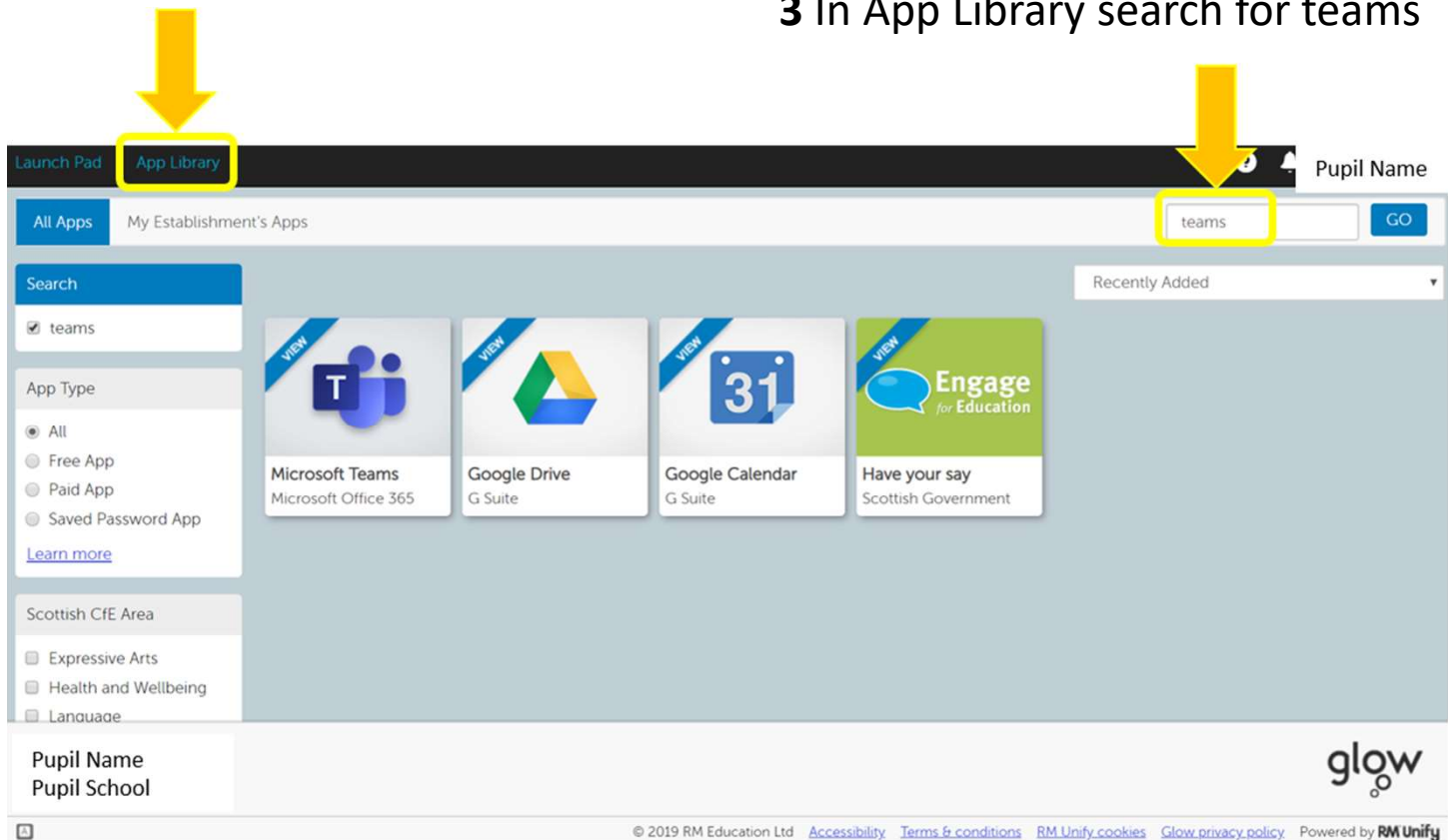
1 Go to <http://glow.rmunify.com>



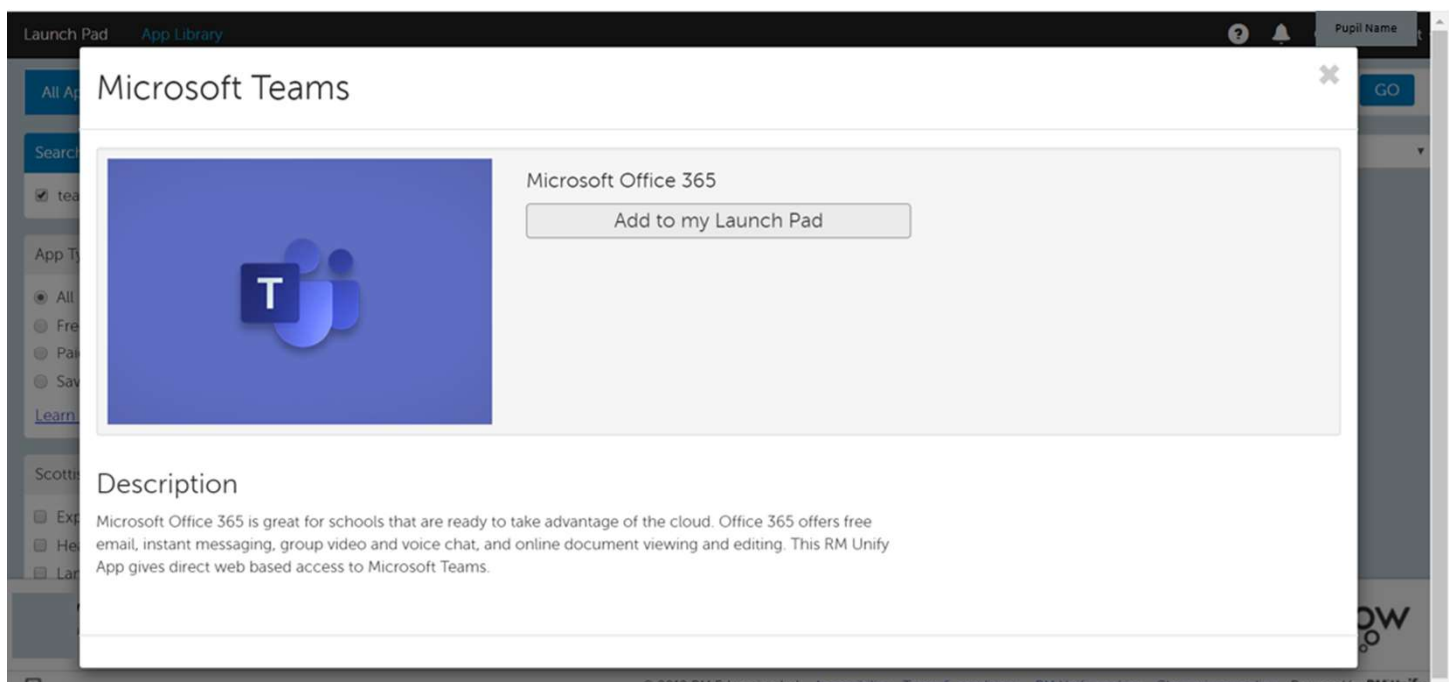
2 Click on App Library

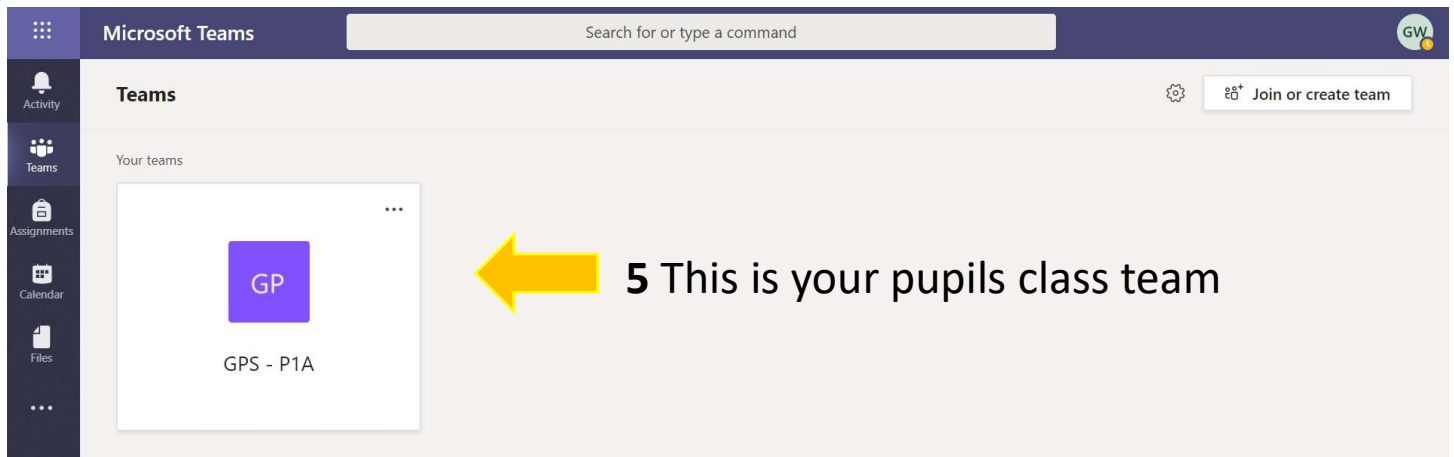


3 In App Library search for teams



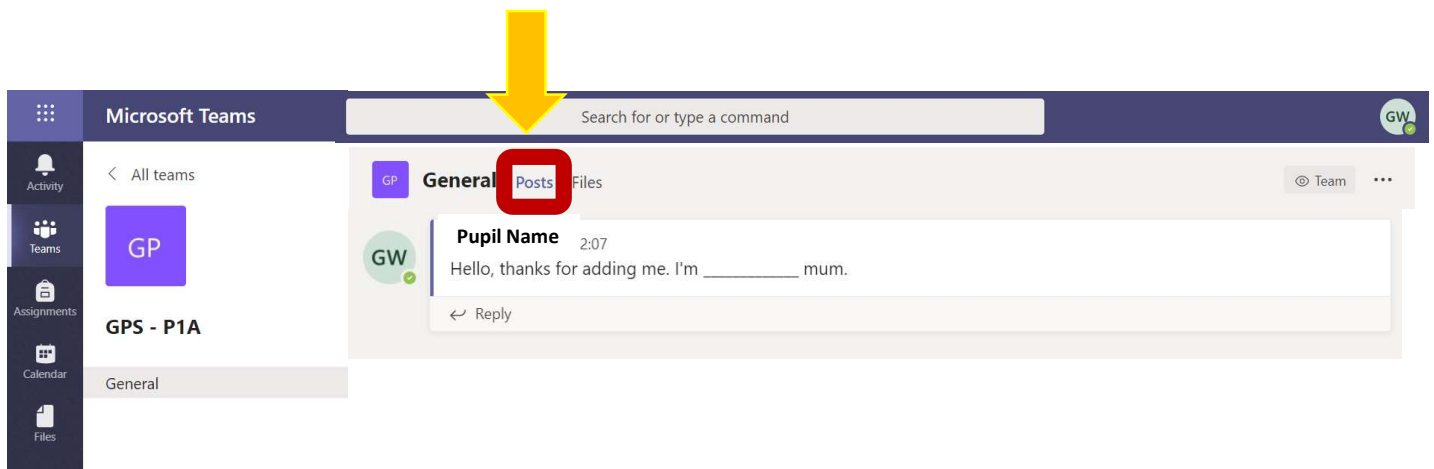
4. Add teams to My Launch Pad



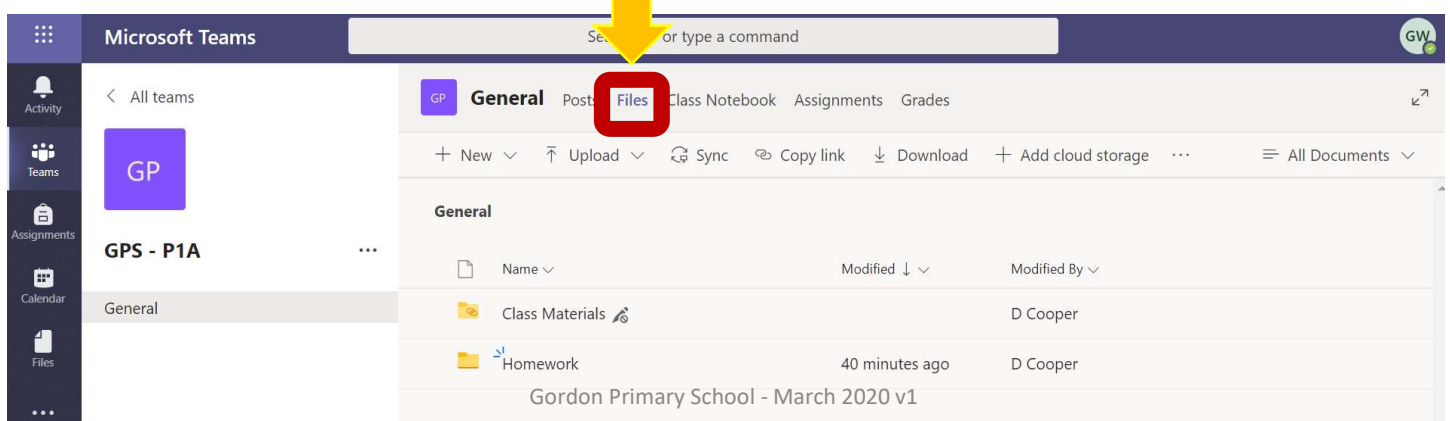


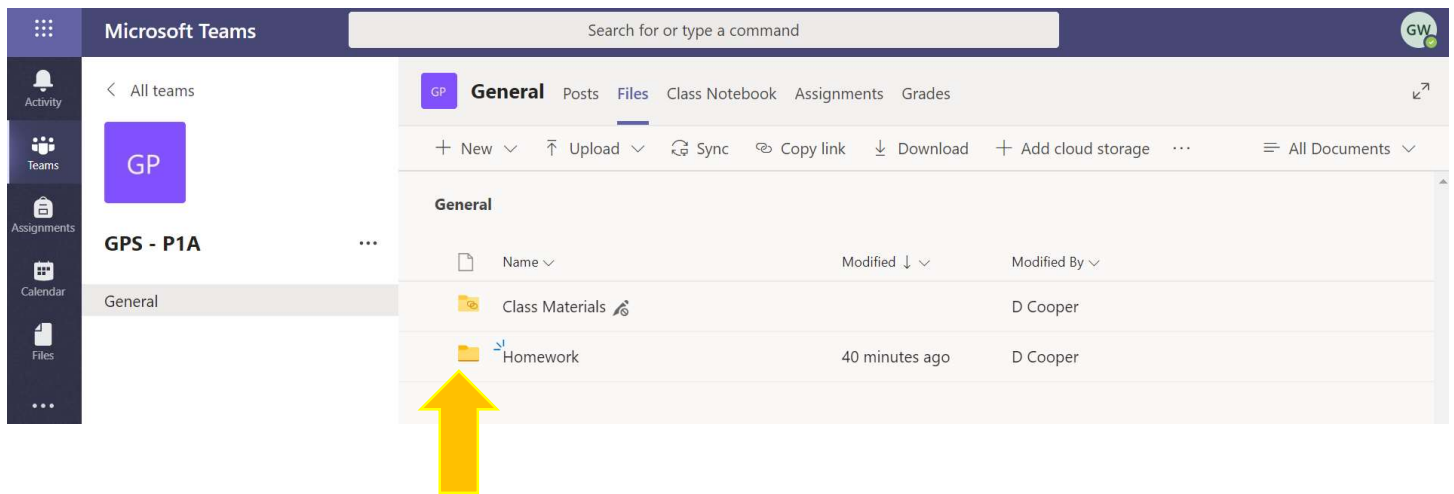
6 Posts on teams is like Facebook, everybody in the class can see the message.

7 GLOW is secure, only other people in the pupils class can see the messages you post here.

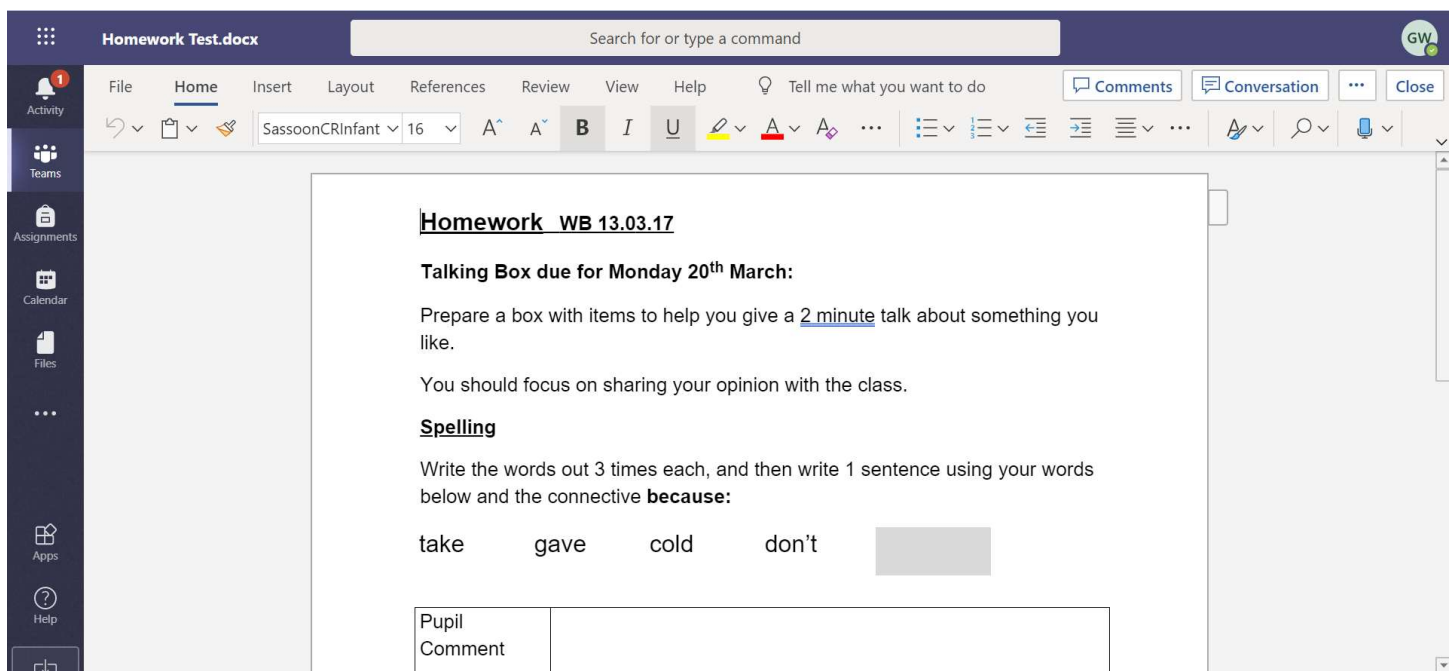


8 Files has class worksheets, and information for parents, everybody can open and read the files here



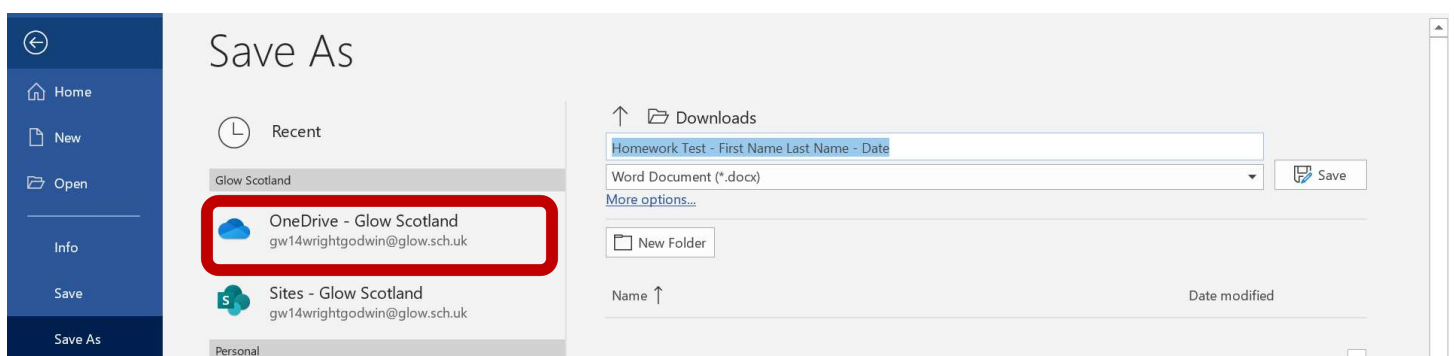
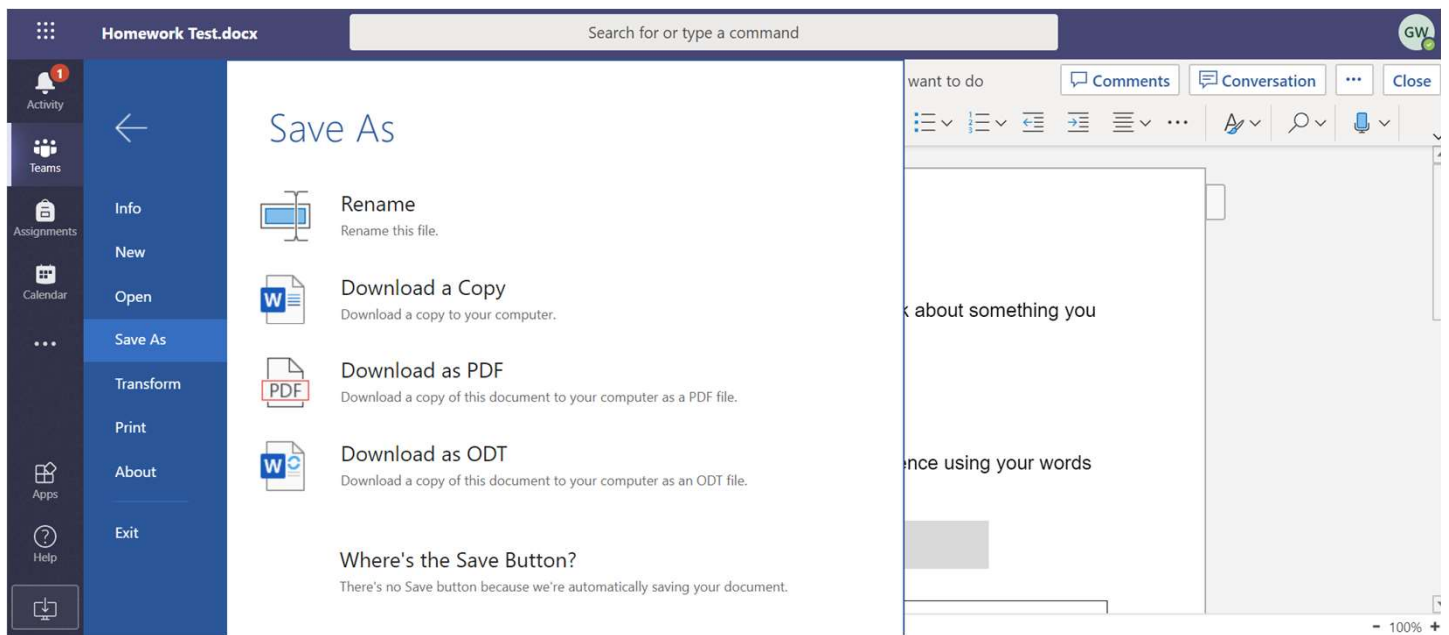


9 Teachers will put homework into folders in files.



10 Open the folder and double click on the file to open it. If you have any questions, feel free to click on “Posts” and ask in the class team.

11 If you download a copy, your child can type their answers (if it is a Word document).



12 You can save work to your pupils OneDrive Account (the blue cloud) this is private, no one else in your child's class will be able to see their work and upload to the pupil's shared folder. (see additional handout)