From mountain to sea

Aberdeenshire
COUNCIL

Uploading Work to Teachers through GLOW

Gordon Primary School – March 2020
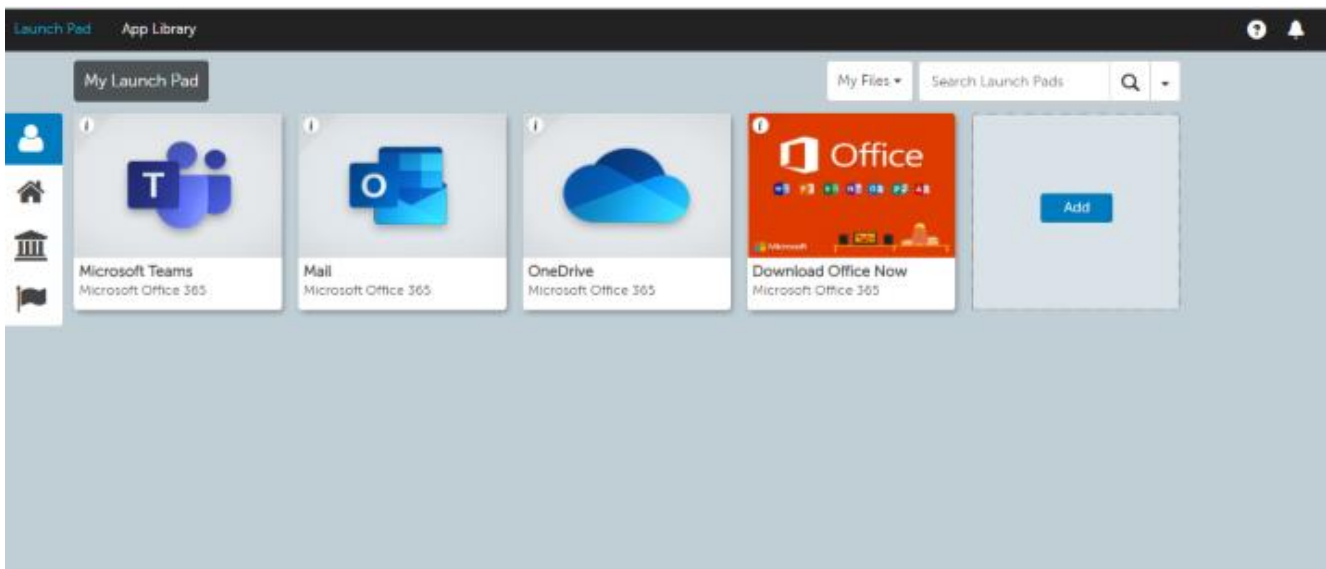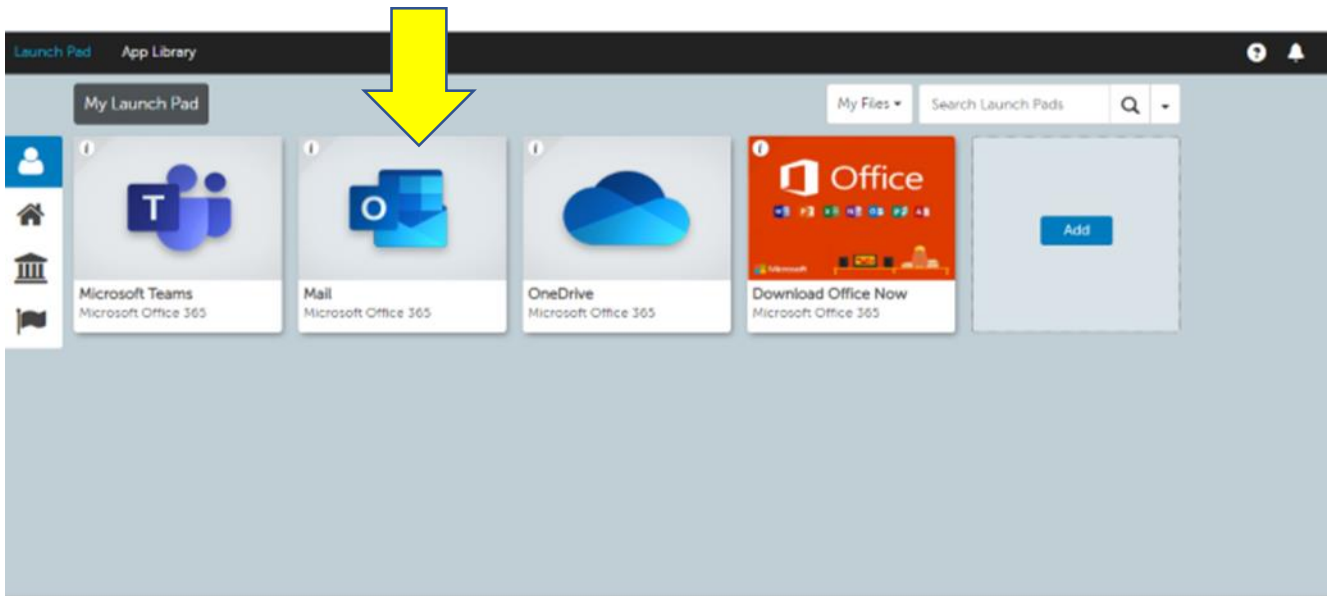
1 Go to http://glow.rmunify.com
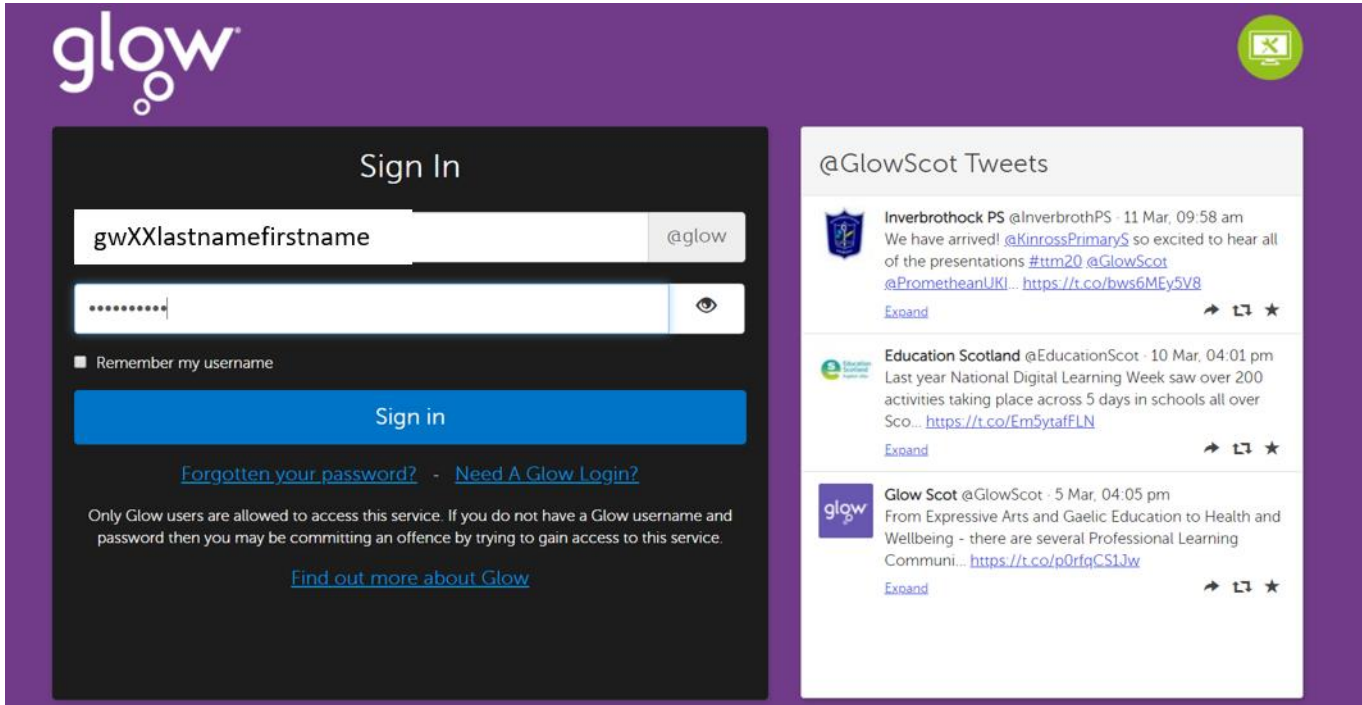
2   Pupil Launch Pad should have the screen set up already.
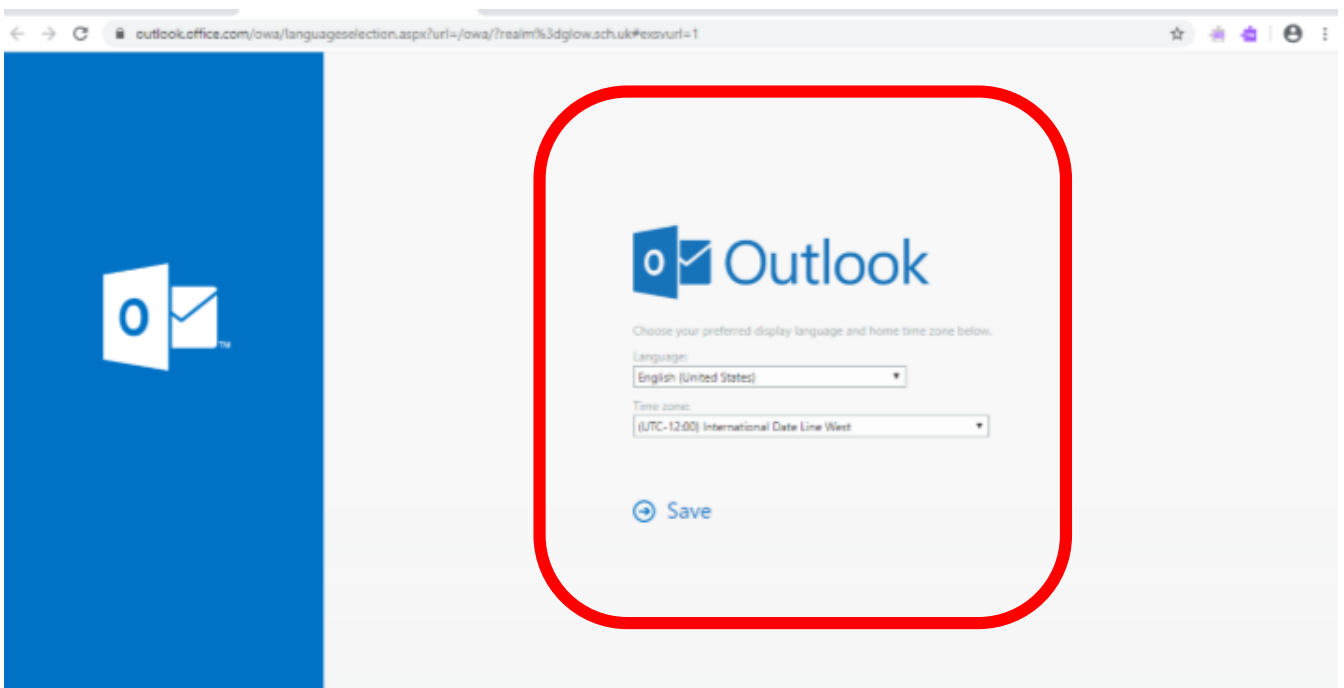
If not see GLOW and Teams handout.
Some teachers may have added additional tiles to
support home learning.

3 Click on Mail Tile

4. If accessing Mail for the first time some set up is required.
If you do not see this screen move on to **step 8**

Outlook

Choose your preferred display language and home time zone below.

Language:

English (United Kingdom)   ▼

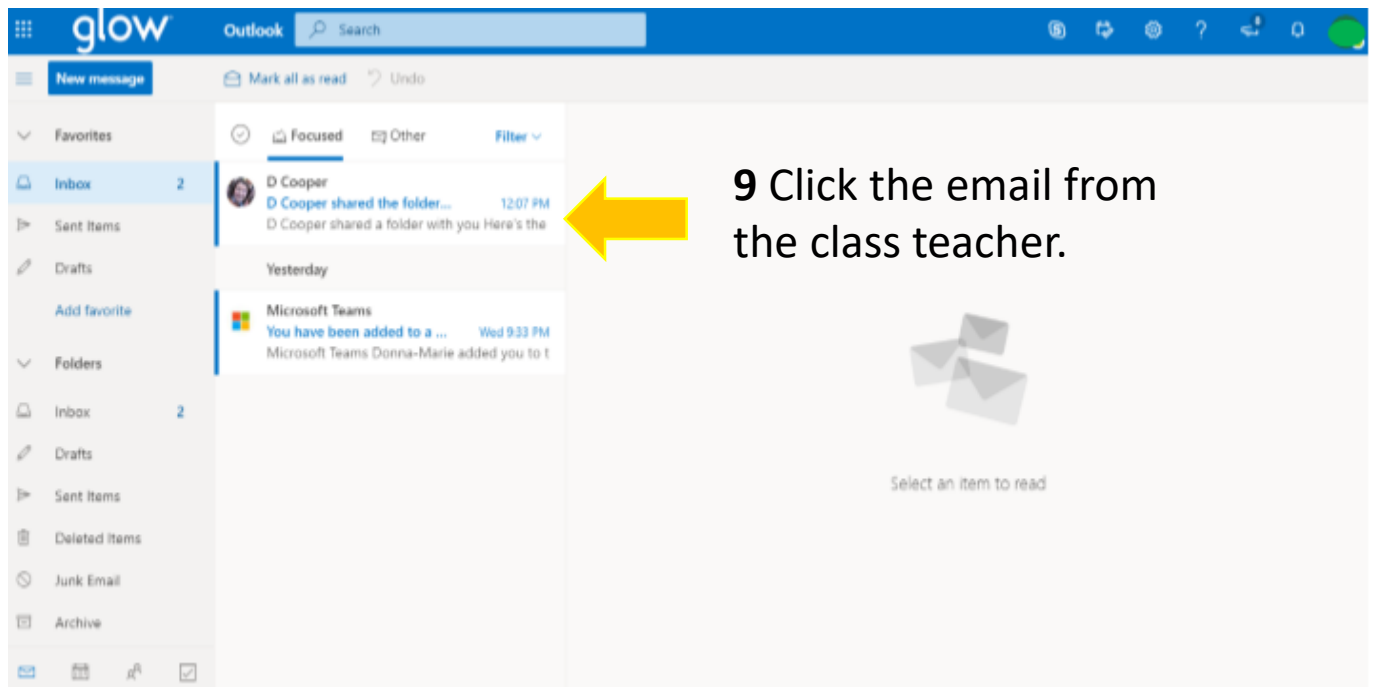**5** Set the language to English (United Kingdom)

Time zone:

(UTC+00:00) Dublin, Edinburgh, Lisbon, London   ▼

→ Save

**6** Scroll to find the time zone that includes Dublin, Edinburgh, Lisbon, London

7 Click Save to complete this step.

8   In the emails there should be a recent email to inform pupils that their teacher has shared a folder.

glow   Outlook   🔍 Search

New message   ✉ Mark all as read   ↺ Undo

∨ Favorites

🔲 Focused   ✉ Other   Filter ∨

⌂ Inbox   2

⊳ Sent Items

D Cooper
D Cooper shared the folder...   12:07 PM
D Cooper shared a folder with you Here's the

9 Click the email from the class teacher.

✎ Drafts

Yesterday

Add favorite

Microsoft Teams
You have been added to a ...   Wed 9:33 PM
Microsoft Teams Donna-Marie added you to t

∨ Folders

⌂ Inbox   2

✎ Drafts

⊳ Sent Items

🗑 Deleted Items

⊘ Junk Email

🗔 Archive

Select an item to read

9 This will open a new tab with access to a secure folder belonging to the teacher that only they and the pupil will have access to.
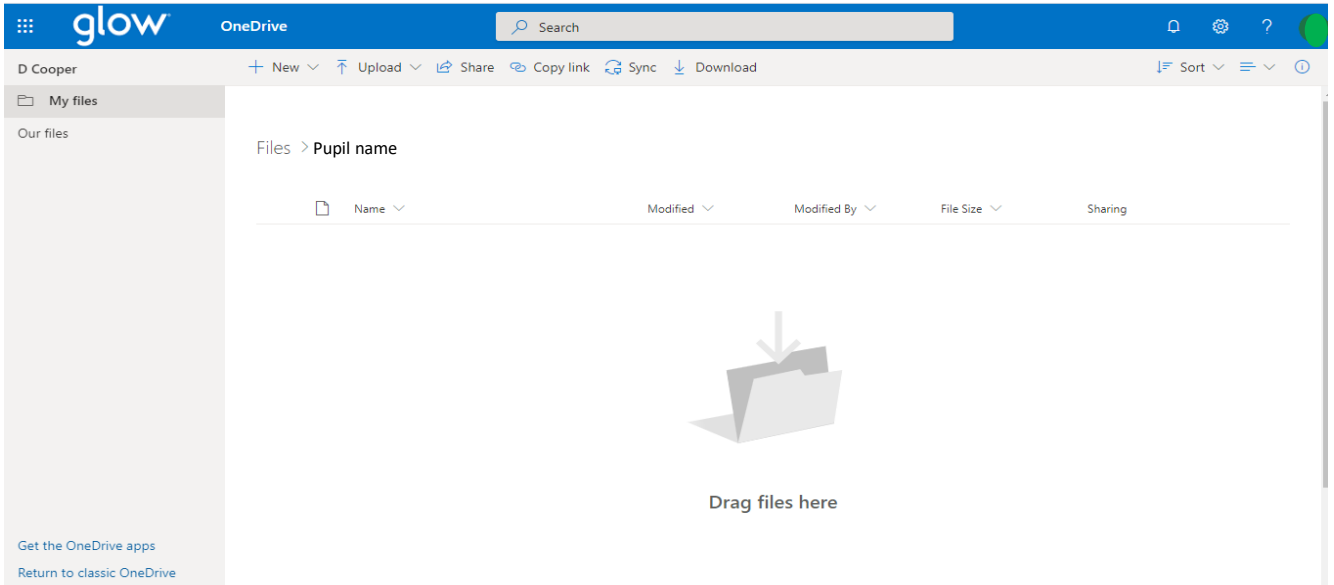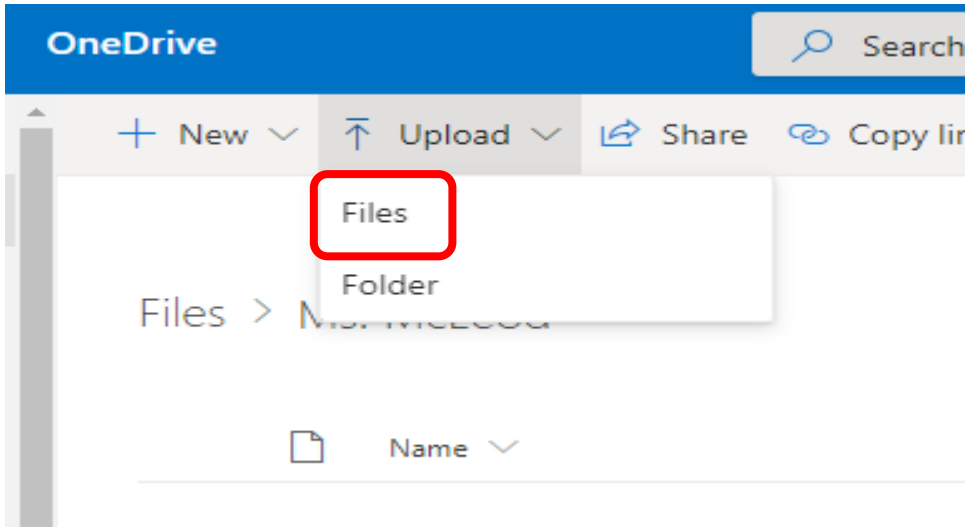

10 Files and pictures can be clicked and dragged into the folder from a desktop or pen drive or we can follow the longer process using the upload button.
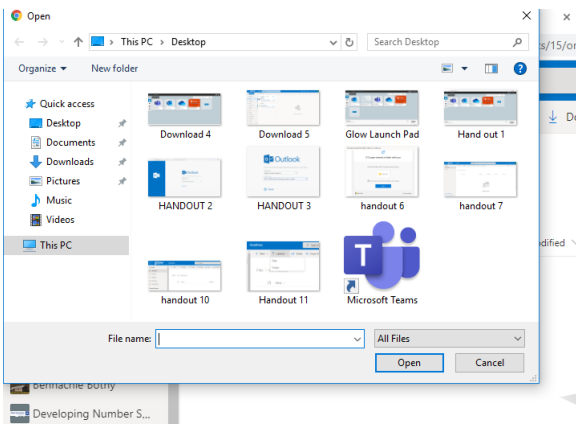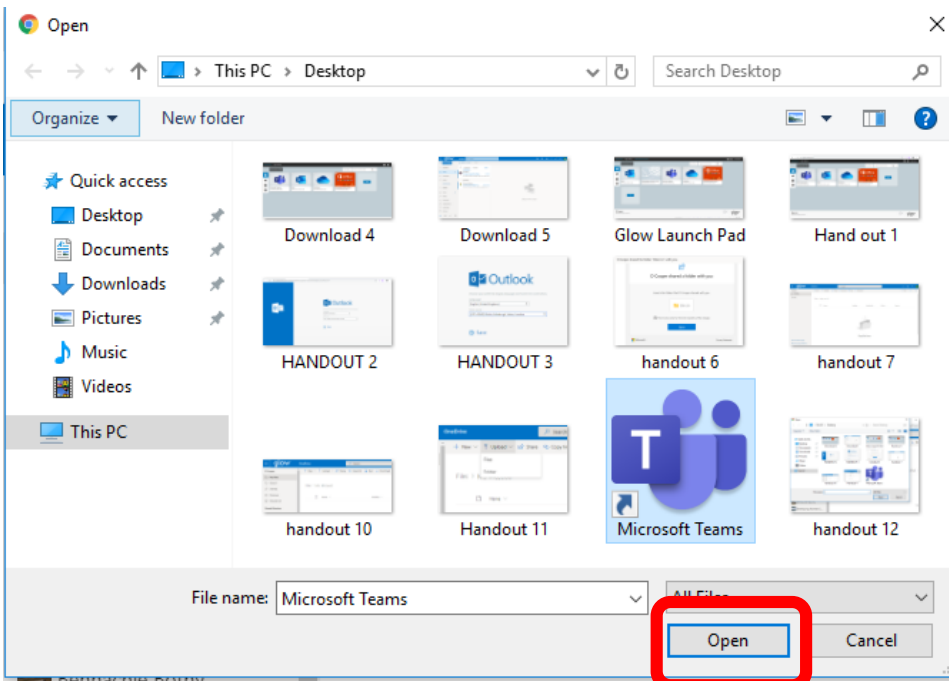
11 Click **Upload**
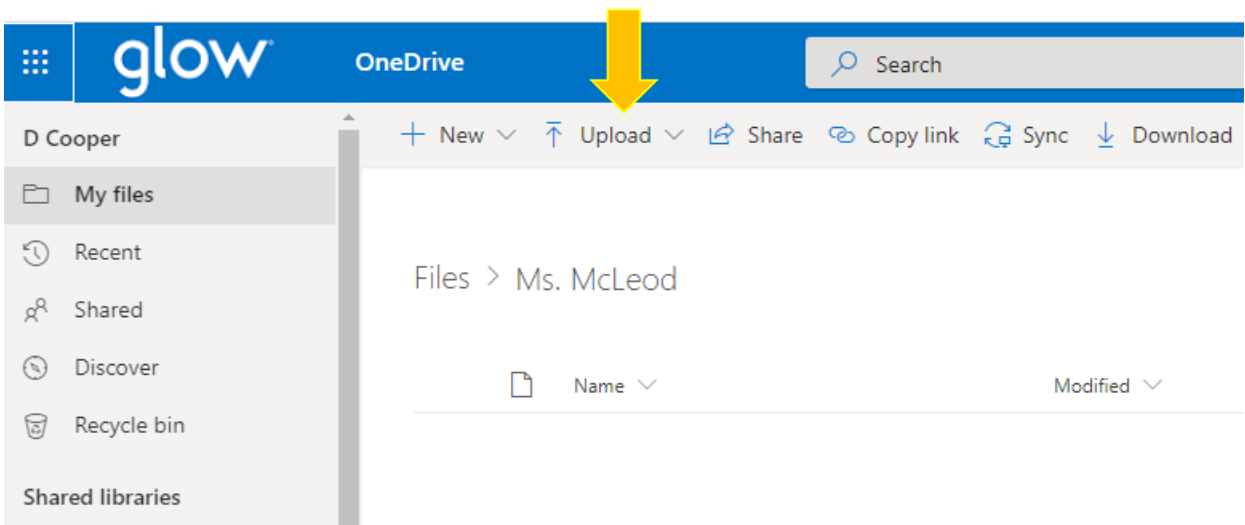
12 Select the files option.

13 Select the file wanted.

14 Ensure the correct file is highlighted or the name is in the box before clicking **open**.

15 The file should appear in the shared folder for both the pupil and teacher to access.

Files > Ms. McLeod

		Name ∨			Modified ∨	Modified By ∨	File Size ∨	Sharing
✓	📰	Microsoft Teams.exe	↪	⋮	A few seconds ago	D Cooper	1.71 MB	Private

Any files shared this way are only visible to the pupil, their parents and the teachers with access to the folders.