

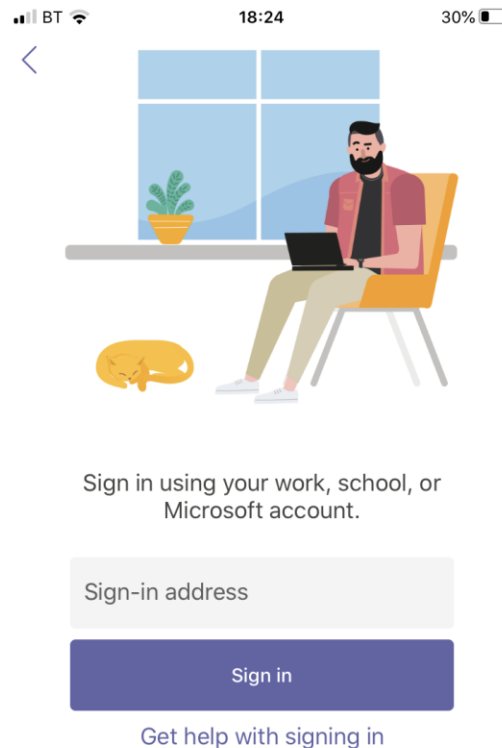
# Microsoft Apps for Mobile/Tablet

Suggested apps to download to make online learning and teaching easier; Outlook, Teams and OneNote.



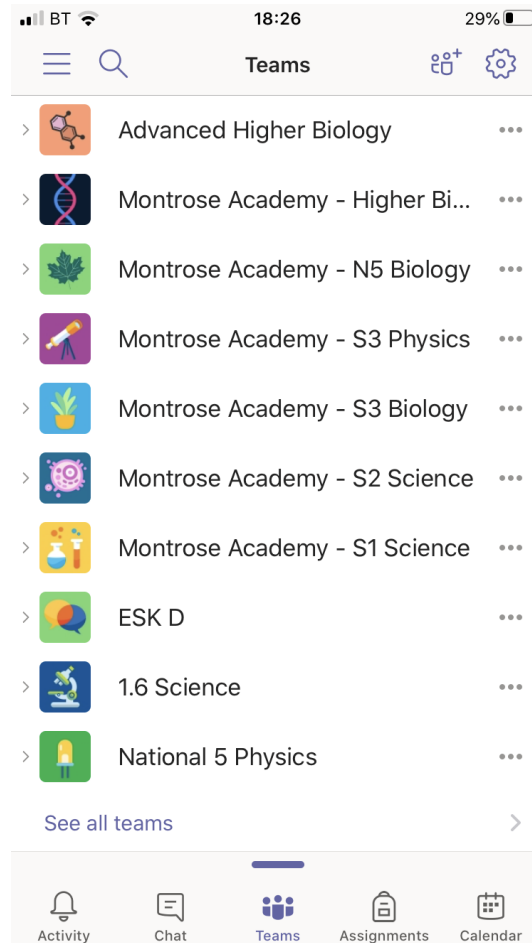
# App Logins

All pupils in Scotland have a glow login. It can be used for all Microsoft apps. Username will be in the format `gw##surnamelastname@glow.sch.uk`



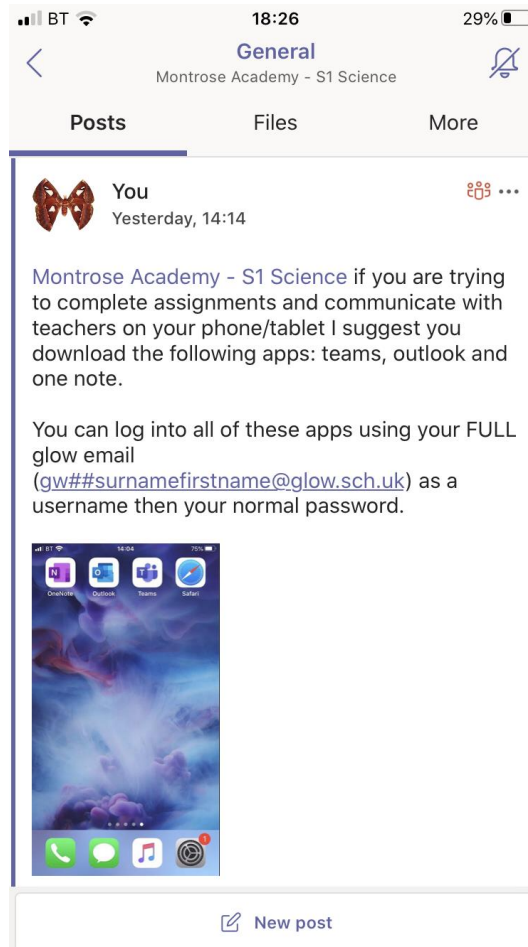
# Microsoft Teams

Many departments are using Microsoft Teams to share learning and teaching with pupils. Each “team” a pupil is part of will have its own tab on the Teams homepage.



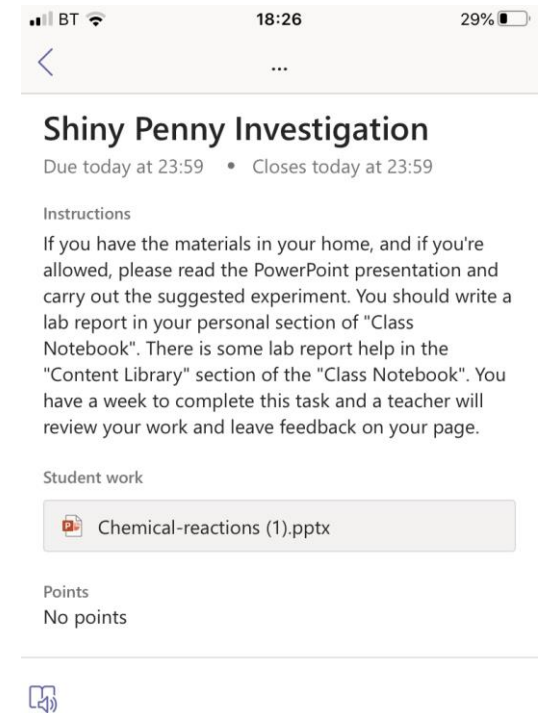
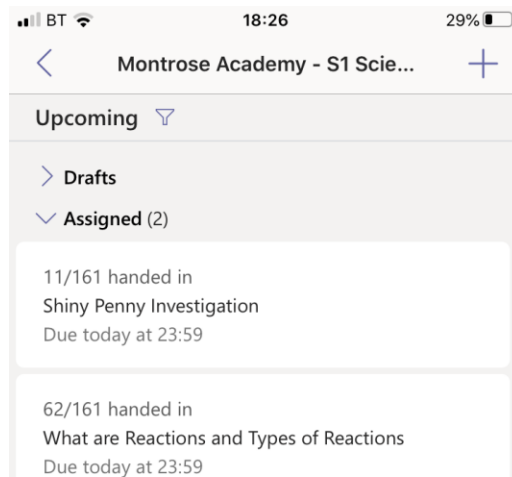
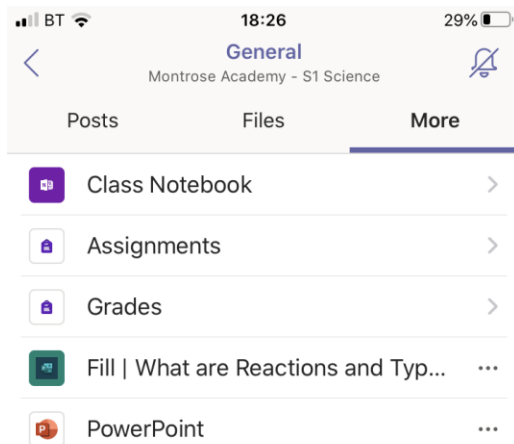
# Microsoft Teams - Posts

Through the “general” area of a Team “posts” can be used by teachers to give instructions, or by pupils to request help. It is most efficient when a contact is “tagged” using “@name”.



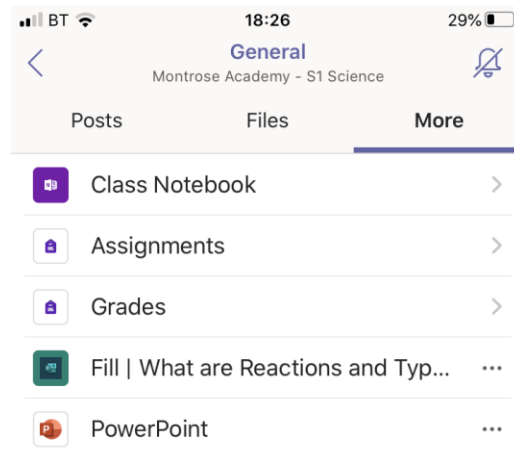
# Microsoft Teams - Assignments

Work set by teachers can be found through “more” tab then “Assignments” section of a Team. Click on an assignment for more detail/resources.



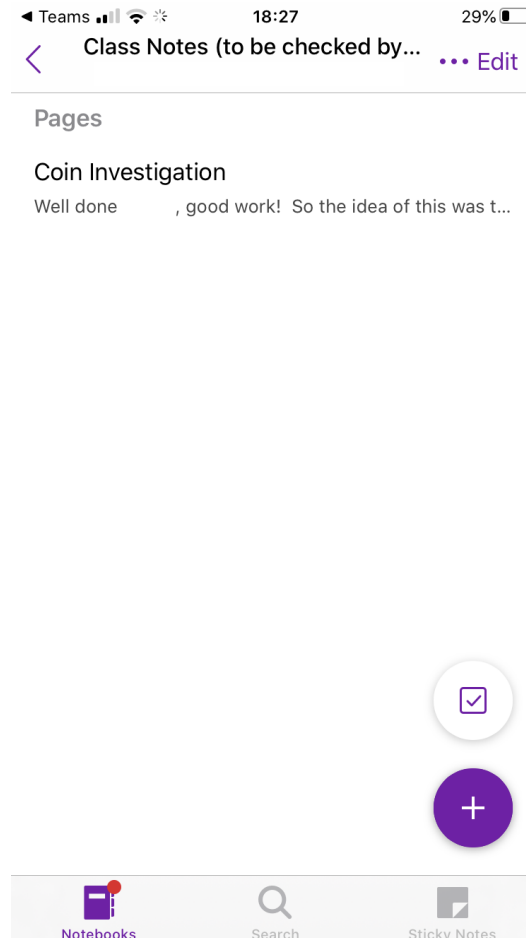
# Microsoft Teams – Class Notebook

Every pupil in the team has their own area of the “Class Notebook” which can be found through the “more” tab. Clicking on the Class Notebook will open the OneNote app.



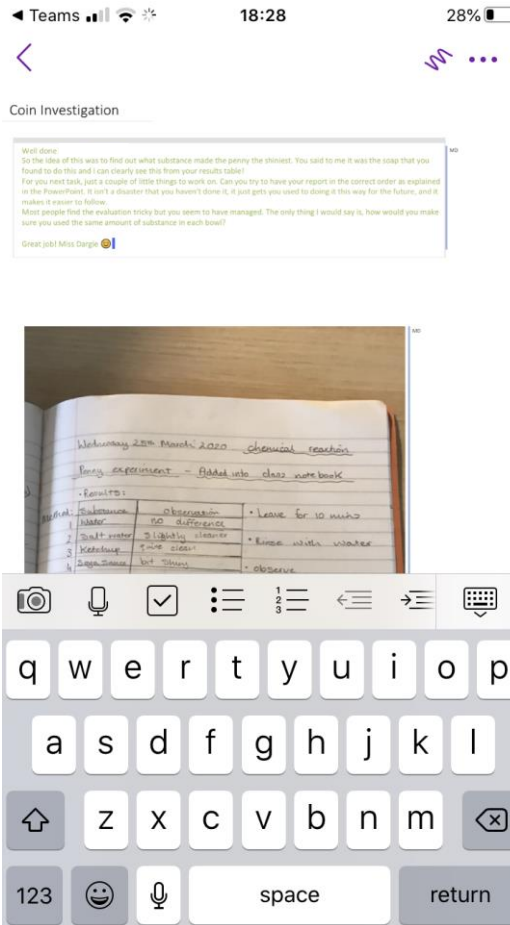
# Microsoft Teams – Class Notebook

Only the individual pupil and their teacher can view work here. It works like a word document both can type on. New pages can be added using “+” icon. Click on a page to open it.



# Microsoft Teams – Class Notebook

Pages of the Class Notebook function like a word document. Pictures can be inserted too. Rotate screen and change “zoom” level to get a better display of a notebook page.





# Microsoft Teams – Files

Teachers can upload files they want pupils to use in the “Files” section of a Team.

