

St Andrew's Academy



LEARNING AT HOME GUIDE FOR PUPILS AND PARENTS

INTRODUCTION

We recognise the challenging circumstances in which we all find ourselves, will at times cause stress and anxiety for pupils and parents/carers. . We have created this guide to simplify how pupil work will be made available for pupils who are self-isolating.

MICROSOFT TEAMS

Pupils have a class Team for each subject, this is where class teachers will post work for pupils to complete. Pupils can access Teams on a mobile phone, tablet or laptop.

Mobile/Tablet

1. Download the Microsoft Teams App
2. Pupils should login with their glow e-mail address and password

Laptop/Desktop

1. Open a browser (Internet Explorer, Chrome, Edge)
2. Search for **GLOW**
3. Pupils should login with their glow e-mail address and password
4. The Teams app should be visible on the pupil's launch pad (if the Teams app is not visible, follow the instructions in our Useful Guides on the next page)

TEAM CODES

If pupil's are missing subject Teams they can join the class team using the Team Code. Team codes can be found on our school website.

<http://www.standrewspaisley.com/microsoft-teams.html>

LOGIN DETAILS

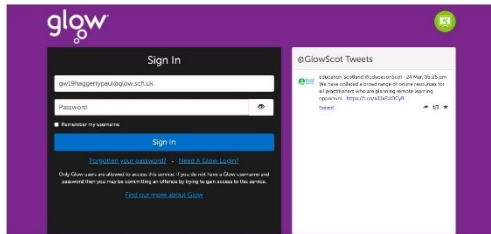
Pupils will require their GLOW login details to access Microsoft Teams. Pupils can request these details by completing the form below.

[GLOW LOGIN DETAILS REQUEST](#)

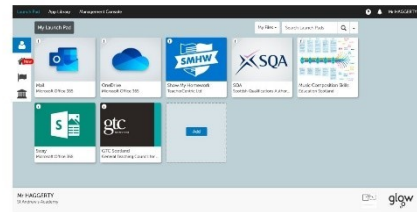
USEFUL GUIDES

ADDING TILES TO YOUR LAUNCH PAD

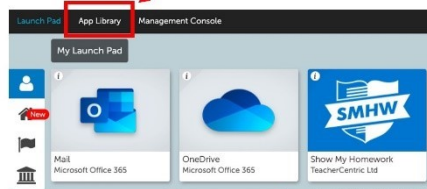
Login to your glow account!



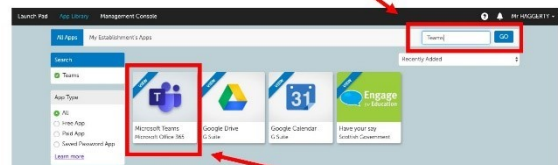
This screen is called your launch pad...



Click 'App library'.



Search 'Teams'...

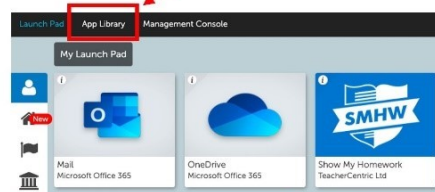


and then click the Microsoft Teams tile!

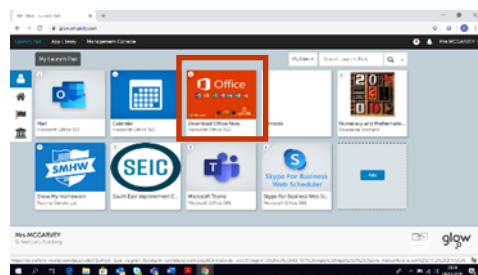
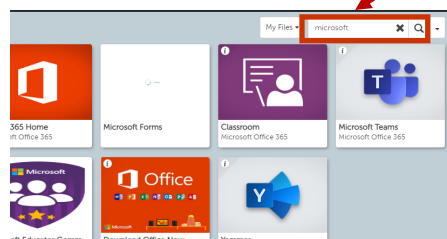
ACCESSING MICROSOFT OFFICE

Pupils can install Microsoft Word, Excel and PowerPoint onto their device through GLOW.

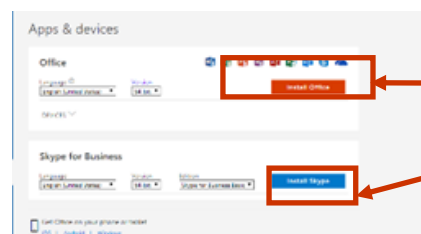
Click 'App library'.



Search for 'Microsoft'



Click 'Install Now'



Click here to install on your tablet or phone

CONTACT US

Guidance teachers/Depute Head/Head Teacher can be contacted using the link below. Pupils can also contact us if required using this link.

<http://www.standrewspaisley.com/contact-us.html>