Burnside Primary School

'How to' Guides – Home Learning

January 2021

Version 1.0

Contents...

How to access Glow and Google Classroom

All pupils have access to Glow both at home and at school through their username and password which begins gw…@glow.sch.uk

Through this you can access many great apps and sites. This is how you can access Google Classroom for online teaching and resources.

Your child can use Google Docs, Sheets, Slides and Forms all for free online through Google Drive and classroom. This can be done through a browser such as Google Chrome or Microsoft Edge or by downloading the apps onto mobile devices such as mobile phones or tablets.

You can also download 5 free copies of Microsoft Office through Glow onto 5 separate devices. This is per Glow user.

Glow Login

1. Your child should already know their username and password for Glow. This is issued by the school, who can reset passwords if required. If you have any queries and require a glow username or password please contact your child's class teacher and/or Mr Campbell at deputeht2@burnside-pri.s-lanark.sch.uk

2. Check your child has access to Glow by searching for 'Glow RM' online or from the following link: https://sts.platform.rmunify.com/account/signin/glow
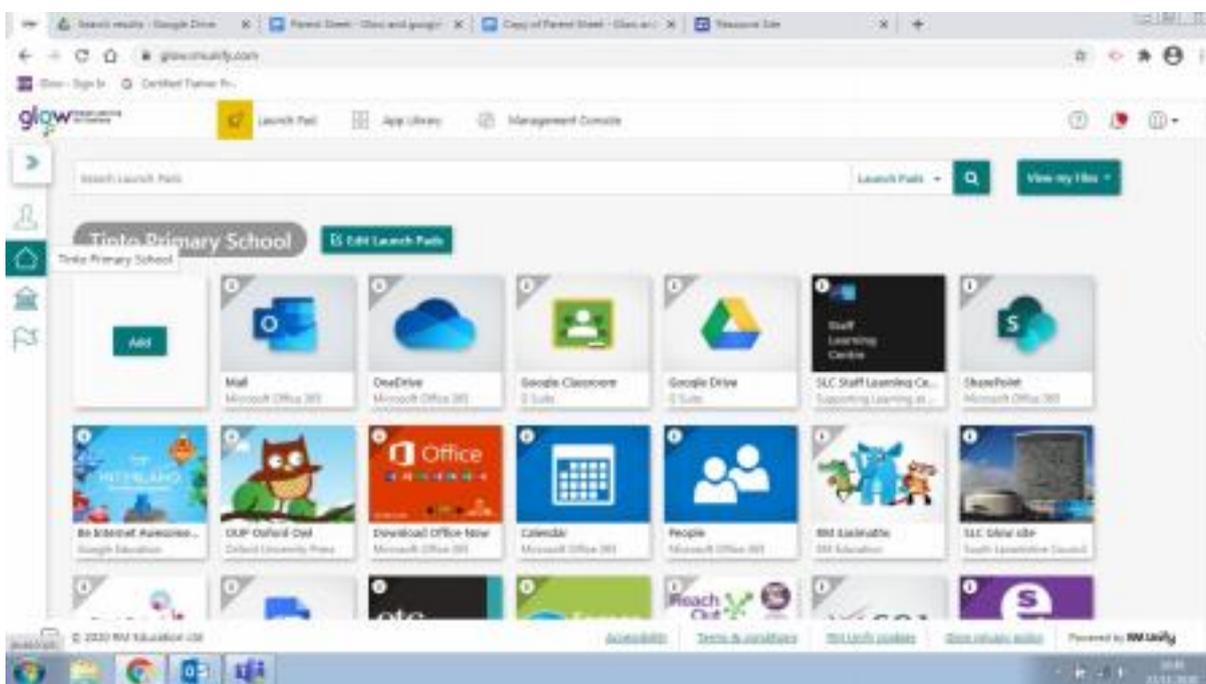

3. When Glow opens you will be on the pupil Launchpad.

4. To access Google classroom Click on this tile (or search apps)

Pupils may then be asked to verify their account in a google login page the first time they log into Glow/Google Classroom/Google Drive. If so, they should enter the following after their username (glow username as in point 1 above) username@<mark>sl.glow.scot (note the different ending to the previous)</mark> and then their Glow password. **Please do not use an adults glow username and password as this will not allow access to google classroom – this is only accessed by children's email accounts.**
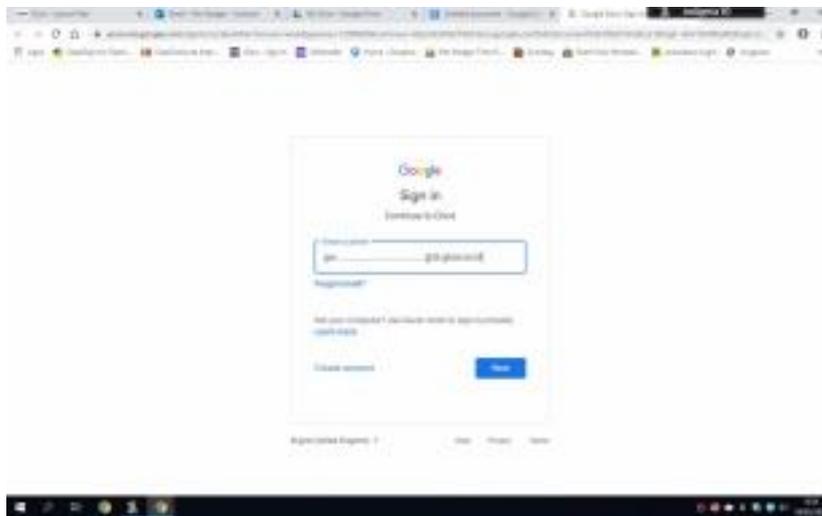
On a mobile device such as a tablet or phone - the google classroom app can also be downloaded from either Apple App Store or Google Play. However, you will find you cannot access google docs and sheets unless you also download those apps too. You may want to download the Google Apps (below) onto mobile devices (this will give you the full complement of apps necessary for google Classroom to work across all devices);
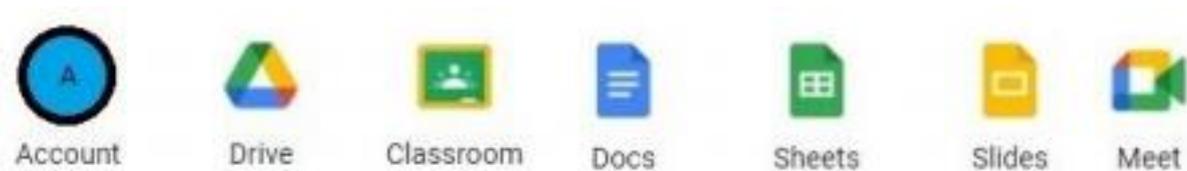
5. If you need Microsoft office on your laptop/computer, please download your free copies from Glow Launchpad. There is a tile Download Office Now. Click on tile and office will be downloaded to your device (see below)

How to access Google Classroom from an Xbox and PS4

This guide should help you access Google Classroom at home via your PS4 or XBOX console. Both of these devices support the use of a keyboard and mouse via USB connectors, but can also be used simply to access the Google Classroom platform.

PS4:

1. Click the WWW icon on your PlayStation console. This can be found either on your home screen or in Library -> Apps.
2. When your PS4 web browser opens, enter the URL
   https://glow.rmunify.com/
3. Log in to Glow using username and password.
4. Click on the Google Classroom Tile (if it is not on your child's home Dashboard you can find it via the search function).
5. This should open Google Classroom and allow you to access your child's classwork.
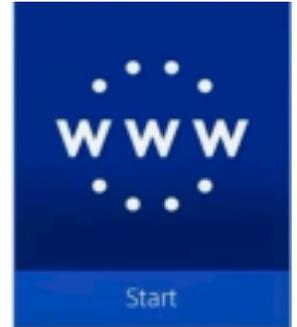
XBOX:

1. Click on the Microsoft Edge icon on your Xbox home screen.
2. When your XBOX web browser opens, enter the URL
https://glow.rmunify.com/
3. Log in to Glow using username and password.
4. Click on the Google Classroom Tile (if it is not on your child's home Dashboard you can find it via the search function).
5. This should open Google Classroom and allow you to access your child's classwork.

Google Classroom Guide

This guide is for all parent/carers as well as pupils and details how to use Google Classroom and the many different features that class teachers may use for online learning/teaching.

All pupils should now have been added to their Google Classroom. If you are still having difficulty accessing Google Classroom please contact deputeht2@burnside-pri.s-lanark.sch.uk or contact the class teacher as detailed within the letter uploaded to the app on 8th January 20 entitled 'Google Classroom Letter'

On the Google Classroom screen you should be able to see details of work that is **due** (see below).

Google Classroom is divided into different sections and looks like this:-
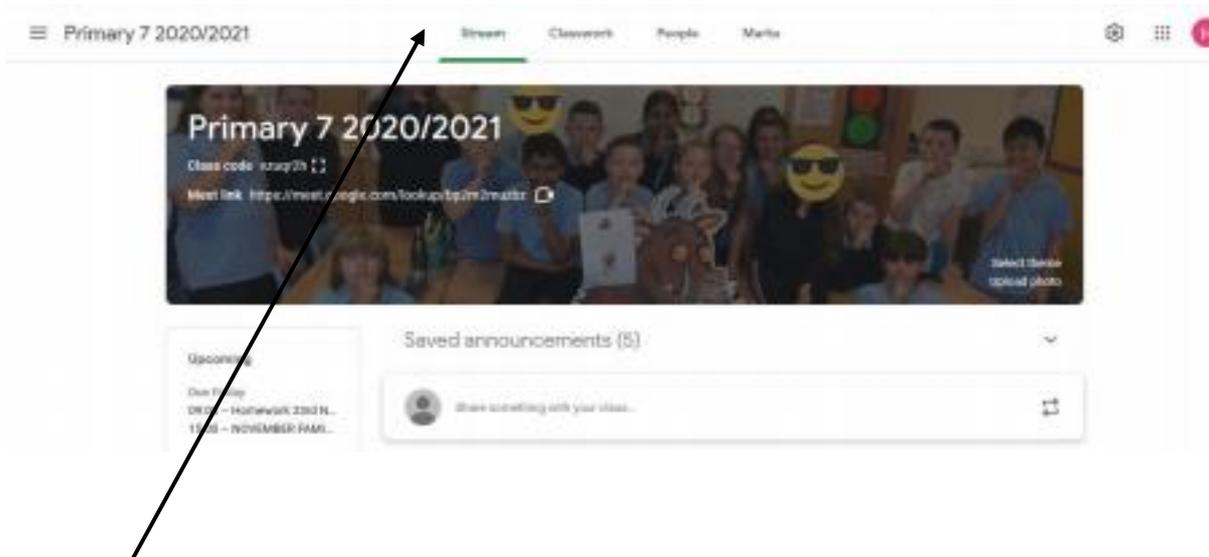
1. **Class Stream**

   This is the Stream where **students** can post comments, work and photos etc. They will also find details of their assignments and classwork here. **Anything posted by students on the stream can be seen by all classmates and teachers**. Teachers, on the other hand, can create posts specific to individuals and groups.

2. **Classwork**
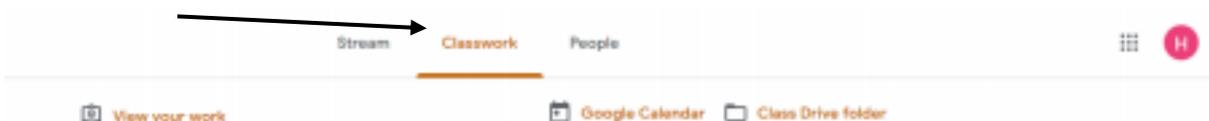
   In the classwork tab, students will be able to see any work that they need to complete. The details of any assignments will be shown by clicking on the heading. Students can then read the instructions and see any files attached to the assignment.

3. **Submitting classwork**

   The simplest way to complete classwork is to open the attachment and complete tasks in this document or do it on a Doc/Slide and attach it back to the document. Alternatively, the work can be completed in books or on paper and students can take a picture of their work and attach it.

   When students are finished, click on the MARK AS DONE button.

   Please note there will be no requirement for children to submit every task to their teacher(s) for marking. Teachers will advise whether work is to be pupil or teacher assessed. This will vary across the work. Pupils should record themselves as 'present' on the daily register.

Completing the 'daily' register

On the class stream the register will be in the form of a 'Question'.

1. Go to classroom.google.com.
2. Click the class   Classwork/Stream.
3. Click the question 'Register' view question and mark as 'present', submit/turn in.

'Turn in' an assignment

Students 'turn in' (submit) their work online in Google Classroom. Depending on the type of assignment and attachments, this will read 'Turn in' or 'Mark as done'.

If the pupils need to edit work that they have turned in, they can 'unsubmit' the assignment before the due date, make the changes, and resubmit.

Pupils can attach one or more files to their work. They can also open new files in Google Docs, Slides, Sheets, and Drawings, complete set tasks directly within these applications and can then attach them to their assignment. However, you can't attach a file that you don't own.

1. Go to classroom.google.com.
2. Click the class   Classwork.
3. Click the assignment   View assignment.
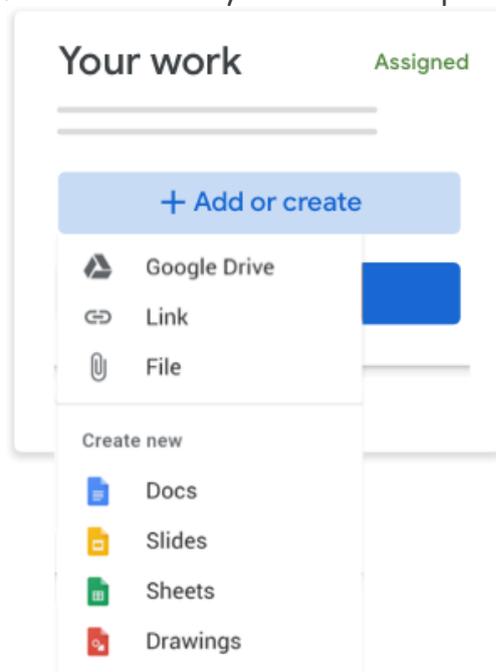4. To attach an item:

a) Under their work, students will click Add or create ▸ select Google Drive ▸, Link 🔗, or File 📎.
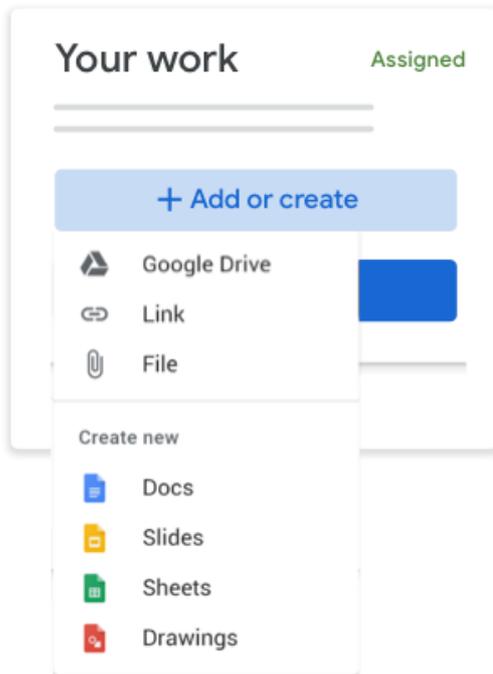
b) Select the attachment or enter the URL for a link and click Add.

5. To attach a new document:

a. Under pupils work, click Add or create ▸ Docs 📄, Slides , Sheets , or Drawings 🖼. A new file attaches to your work and opens.

i.

b. Click the file and enter their information.

6. (Optional) To remove an attachment, next to the attachment's name, click Remove .
7. (Optional) To add a private comment to the child's teacher, under Private comments, children will enter the comment and click Post and then Click 'Turn In' and confirm.

The status of the assignment changes to Turned in.
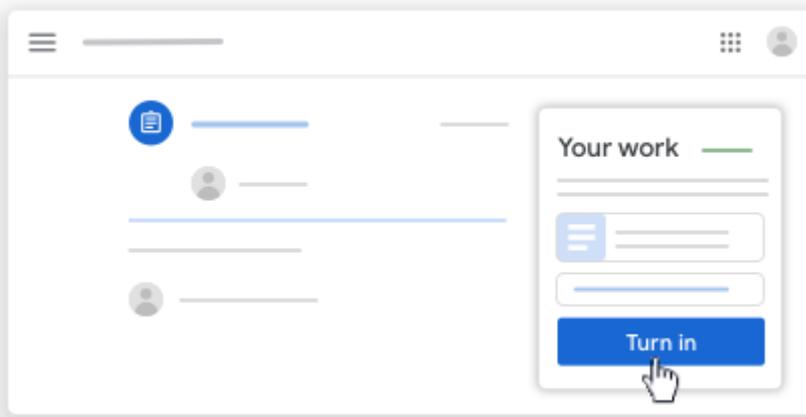
Important: If you get an error message when you click 'Turn in', please send a direct message to the teacher.

Turn in a quiz assignment

1. Go to classroom.google.com.
2. Click the class   Classwork.
3. Click the assignment   View assignment.
4. Click the form and answer the questions.
5. Click Submit.
    If the form is the only work for the assignment, the status of the assignment changes to 'Turned in'.
6. If there's more work to do for the assignment, click Open assignment.

'Turn in' an assignment with a document assigned to you

If your teacher attached a document with your child's name in the title, it's their personal copy to review and edit. As your child works, the teacher can review their progress before you click Turn in.

1. Go to classroom.google.com.
2. Click the class   Classwork.
3. Click the assignment   View assignment.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, click Turn in and confirm.
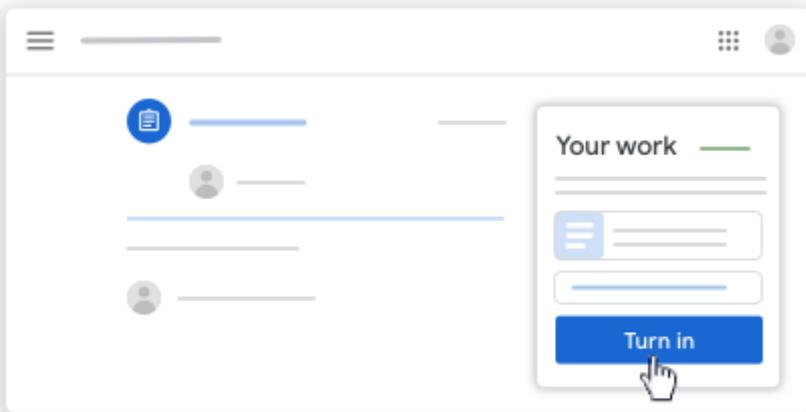
The status of the assignment changes to Turned in.
Important: If you get an error message when you click Turn in, please contact the class teacher.

Mark an assignment done

1. Go to classroom.google.com.
2. Click the class   Classwork.
3. Click the assignment   View assignment.
4. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post   .
5. Click 'Mark as done' and confirm.

The status of the assignment changes to Turned in.

Unsubmit an assignment

If your child wants to make changes to an assignment that they have already turned in? Just unsubmit the work, make the changes, and turn it in again.

Important: Any assignment turned in or marked 'done' after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class   Classwork.
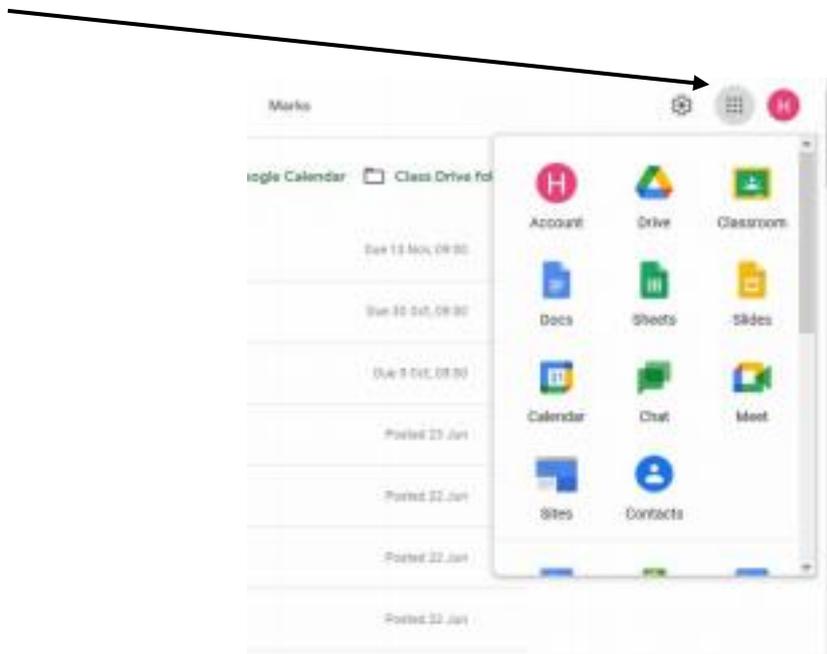3. Click the assignment   View assignment.

4. Click Unsubmit and confirm.
   Note: This assignment is now unsubmitted. Turn it in again before the due date.
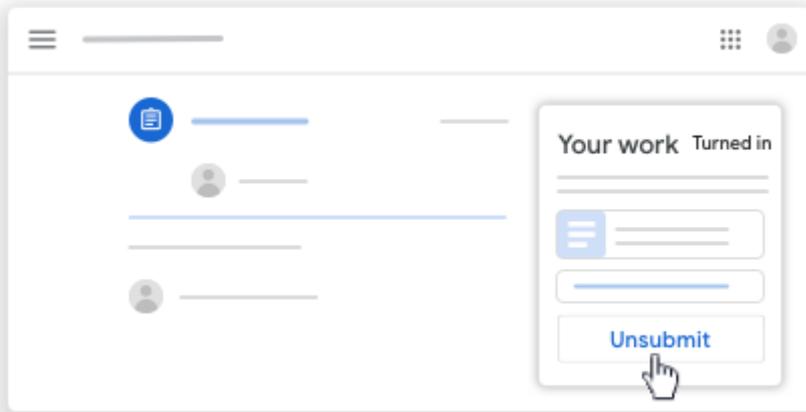
4. Slides/Docs

To access slides/docs etc. click on the waffle on the top right hand corner of your screen.

5. Microsoft Word/PowerPoint

To access Microsoft Office including Word/PowerPoint etc. pupils need to return to their Glow Launchpad and click on mail or OneDrive (especially if using a Chromebook), if this is not pre-loaded onto your device.
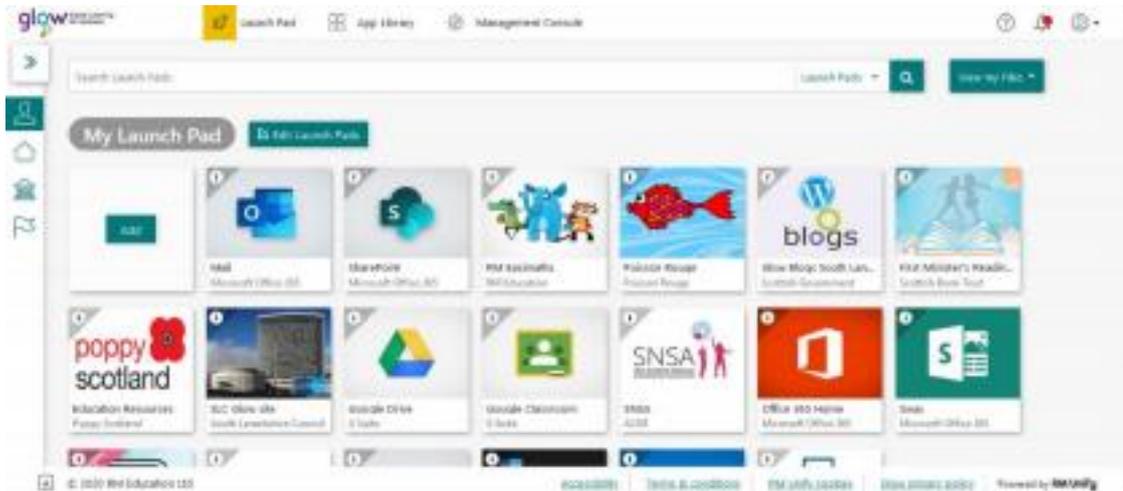
Once they have opened their Mail or OneDrive click on the waffle in the top left hand corner.
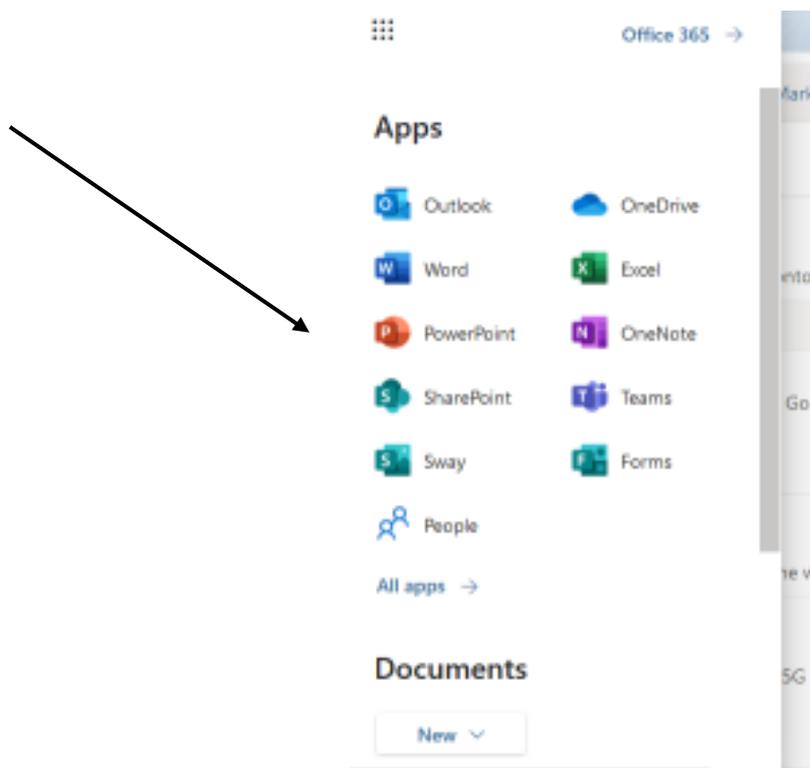
Videos/Guides
There are lots of good videos/tutorials online which will show you how to use Google Classroom. Here are some good guides which you may find helpful.
https://www.youtube.com/watch?v=2Iowi-gmbys
https://www.youtube.com/watch?v=IgS-hoSIjnw
https://www.youtube.com/watch?v=88idNZxeZbo

Troubleshooting / FAQs/ Hints and Tips

REMOTE LEARNING

FAQ's

We are sure for many of you it has been an interesting start to remote learning, trying to work out how to access everything and ensure the children can complete some of their tasks. If you haven't managed to get on yet, please don't worry as it is new for everyone, just let us know.

We, as a staff, have been adapting to the changes too and although we are somewhat familiar with Google Classroom it can be difficult to solve individual technical issues as it's the first time we have used this platform with everyone at home, at the same time. Please do bear with us, we will do what we can to help but are also searching for answers!

There have been some common issues that have cropped up, so please see below for answers to these. They may or may not work depending on your device, but hopefully this can be a starting point.

Does my child need to sign on at 9am and do their tasks in a certain order, or at a certain time?

No, we have deliberately designed the tasks to give you a degree of flexibility in terms of completing them. Once the tasks are uploaded on Google Classroom by 9am, they will be available for your child to complete for the rest of the day (and the rest of the week). Please access these when it works for you.

I have more than one child at the school – do they all need to log in at the same time?

No, we understand that many families do not have the devices available to allow all children to work at the same time. Again, please arrange when they will log in to suit you.

I've forgotten my child's login details/they are having trouble accessing their tasks. Can you help?

Please email your child's teacher for support, or contact them on Google Classroom. Mr Campbell who is our ICT coordinator is also available to help on deputeht2@burnside-pri.s-lanark.sch.uk

My child cannot access Google Classroom. It is asking for me to request access what do I do?

Don't worry! Please ensure your Google/Gmail accounts have been logged out of any other family member's details – making sure that it is the **child's** email address that is used – as Google Classroom will link the two together and will block access. If you get a message advising that you cannot access the classroom and need to 'request' access then please log back out and in. W**e cannot grant access for adults into Google Classrooms.**

My child is trying to open a file/audio clip/video and it's not working. What do I do?

If you can, try to access the file from another device to see if it's a formatting issue with the current device you're using. If this does not work, please get in touch with your child's teacher as they may be able to send the file to the child directly. Unfortunately, due to the nature of remote learning many people are using a host of different devices, so we cannot always guarantee they will work for everyone – but we will certainly do our best.

Should I expect my child to be working from 9am to 3pm?

Not at all. We have set daily tasks (one Literacy, one Numeracy and Maths and one other curricular area) which we would encourage your child to complete. Additional work can be found on the uploaded Activity Grids but there is no requirement for you to do any of these or indeed all of it – every family circumstance is different and we appreciate this varies greatly. It is important that pupils have regular breaks as well as time to play and exercise indoors and outdoors.

I'm having trouble viewing some of the content on my device

Sometimes different internet browsers (e.g. Safari on an iPad) make it challenging to access Glow/Google Classroom effectively. As Google Classroom is a Google program, we suggest downloading a version of **Google Chrome** to your mobile/tablet and access Glow/Google Classroom that way.

You can also download the google classroom app (via your device app store) to your mobile device/tablet. In order to access **all** features of Google Classroom within the app we also suggest downloading **Google Drive, Google Docs, Google Sheets, Google Slides** and **Google Meet.**

Will my child's teacher undertake 'Live Teaching' and what will this look like?

At this moment primary schools within the Stonelaw Learning Community are working towards this. Currently, this will involve pre-recorded teaching at this time and we will soon explore some aspects of Live Interaction using Google Meet – details will follow and as information and guidance becomes available this will be communicated via the school app.

If you have any other issues or concerns, please just get in touch and we'll see what we can do. We have had lots of engagement and comments on Google Classroom which has been fantastic, and it has been lovely catching up with the children. We will respond to these as soon as we can, and just ask you to be patient with us (and technology – which is not always easy!)