St. Hilary's Primary School

Guide to Online Remote Learning



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Useful Apps for Learning

Google Classroom
Google Classroomis an onlinelearning platform that provides a teacher/student friendly
complete assignmentsand
as websites, documentsjnstructional videos and notes.
You are best to downloadthis app onto your device.



Google Drive
This app allows you to access files saved to cloud storage on any device. A great way to be able to work both at school and at home.
All file formats are supported including Microsoft applications.

Microsoft Outlook
Access your school (Glow) emails quickly and conveniently on the go!

Google Docs
Google Docs is like Microsoft Word where you can take notes and complete essays and worksheets. You can also

receive feedback from your teacher.

to access GoogleDoc work posted on Google Classroom.

Microsoft Lens
This app allows you to scan written work, turn an image into a document and much more! You can use the built in Immersive Reader on printed text by taking a picture of it and uploading it to the app.

Glow is Scotland's nationally available digital learning network.

Glow is not just one place or platform, instead it offers a username and password that gives access to a number of different web services.

Glow is restricted to learners and educators to ensure that it is a safe online environment.

Your child will have a unique Glow username and password in order to access Glow.

Your Glow username is the same one you had at primary school. They all follow the same format

The number is usually the year you started school or nursery

gw12username

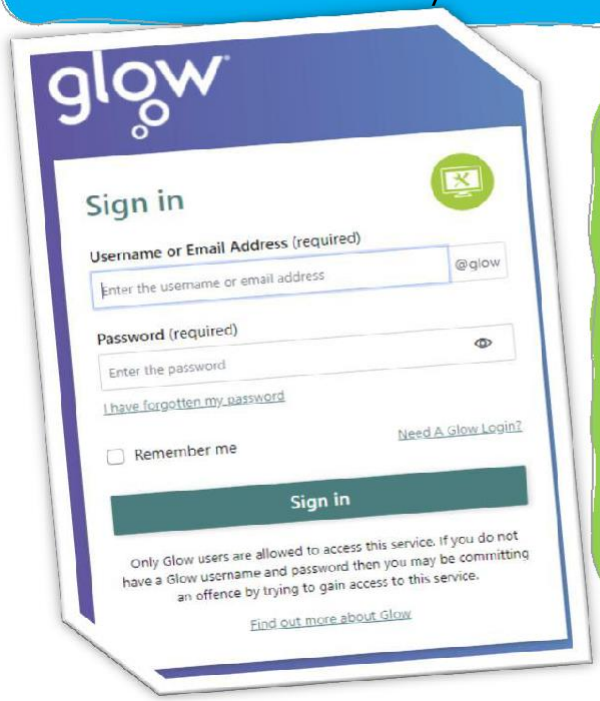
gw stands for Glow

is usually your surname followed by you first name

<u>Your Glow Username, Email and Password</u>

Your teacher will give you a copy of your Glow Username, email address and password.

You should take a note of your username as this is what you will use to log in with.



<u>Logging into</u>

<u>Glow</u>

Open a web browser and Search for Glow Login.

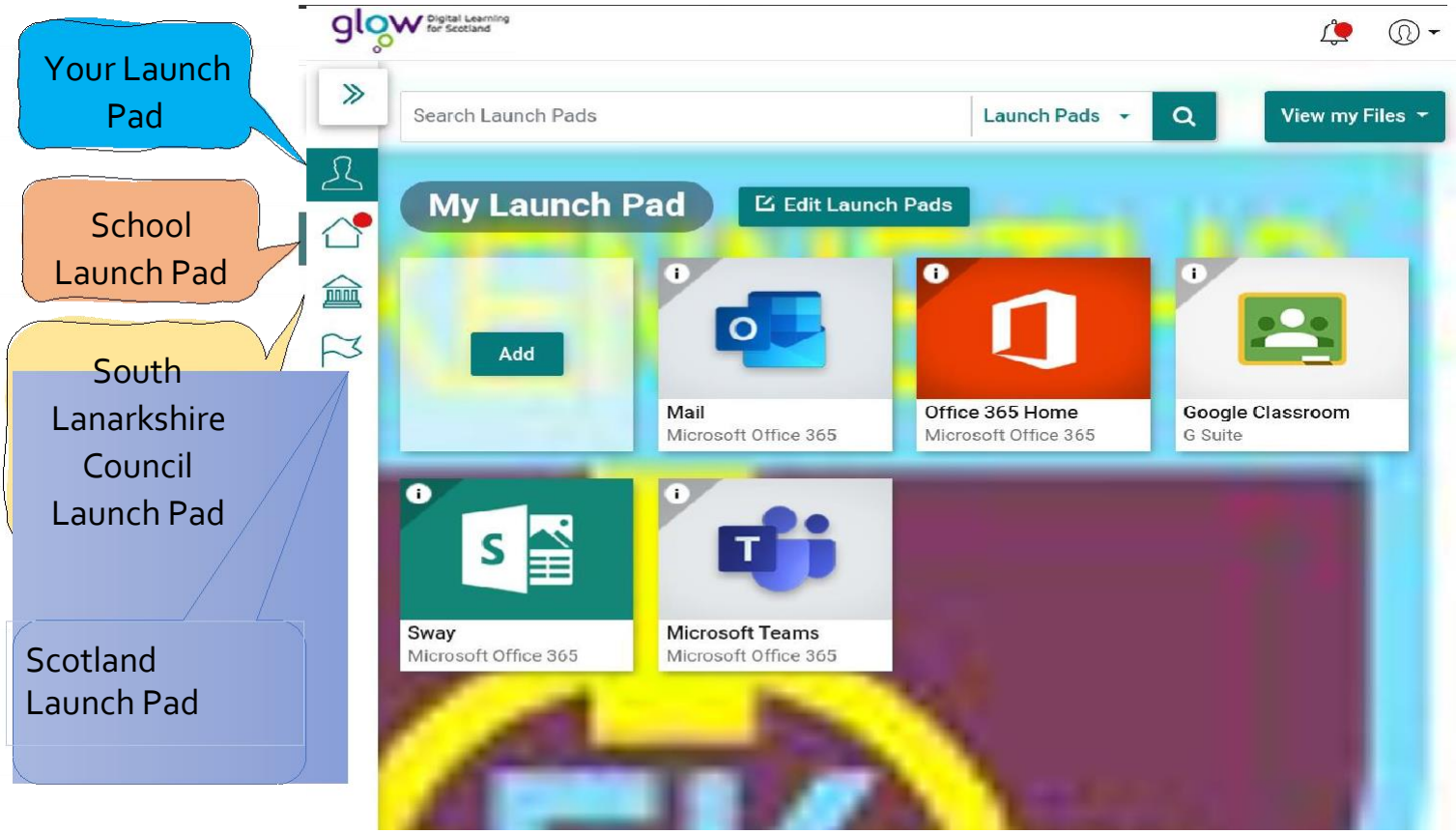
Locate the following website:
https://glow.rmunify.com/

Enter the username and password that your teacher gave you.

Launchpads

When you log into Glow you will see a pupil Launchpad. The first time this will be the school launchpad.

You will have your own launch pad which you can customise with the apps that you use most. Once you have done this, you will automatically start with your launch pad in future.

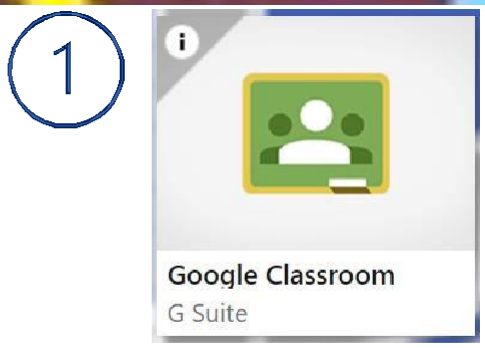


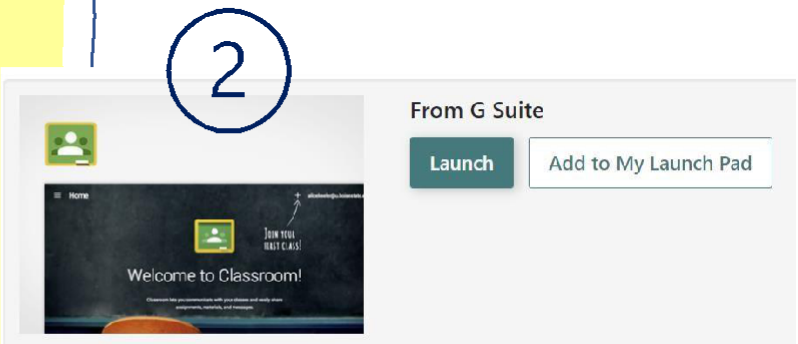
Your LaunchPad

Add the following Apps to your Launch Pad:

* Google Classroom
* Google Drive
* Mail

1. To add an app to your Launch Pad click the 'i' icon in the corner of the app tile.
2. Next click'add to my Launch Pad'.





Google Classroom

An introduction to Google Classroom

Google Classroom, is a communication and collaboration application. It is a virtual classroom.

Google Classroom allows members of a team (pupils from a class and their teacher) to communicate and share resources with one another over a secure platform. We would suggest that after accessing your child's classroom, you and your child familiarise yourself with the platform together. This is where teachers will set work and send messages within the class stream.

This guide will support you to install the appropriate apps and will provide a quick guide on how to use these to support learning at home.

Your child may already have the Google Classroom app added to their Glow Launch Pad. If so, then this can be accessed directly by clicking on the Classroom tile. If your child does not yet have the Google Classroom app then they can add it to their Launch Pad by following the steps in the previous pages.

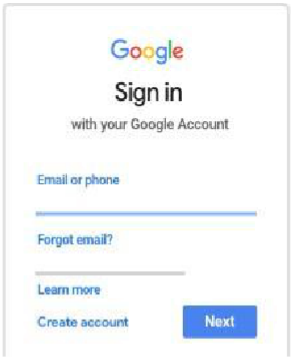
Google Classroom Phone App

Google Classroom has an app for both Android and iOS that you can download to your smartphone or tablet. With it, you can do some of the things that

you can do through a Web Browser.

On the Welcome Screen, click Get Started.

- Add a new account by adding your account details:



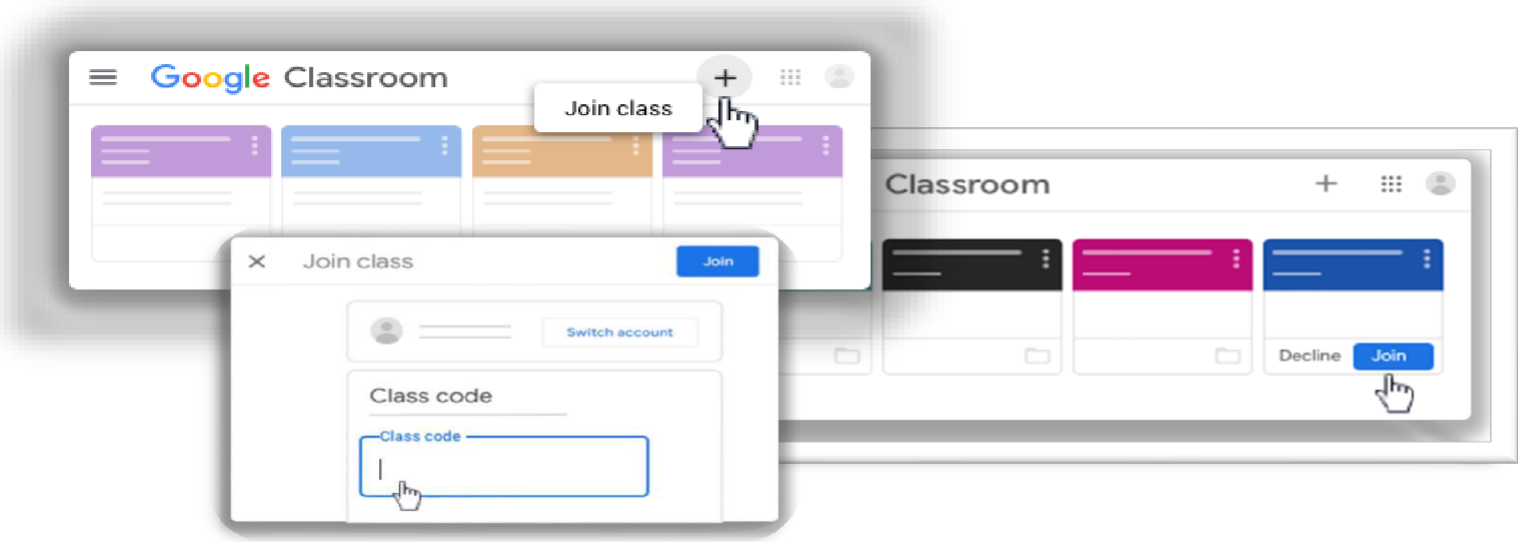
Please note: that the ending has changed from @glow.sch.uk to @sl.glow.scot
(This change is applicable to all Google based Applications)

gw(No.)username@sl.glow.scot

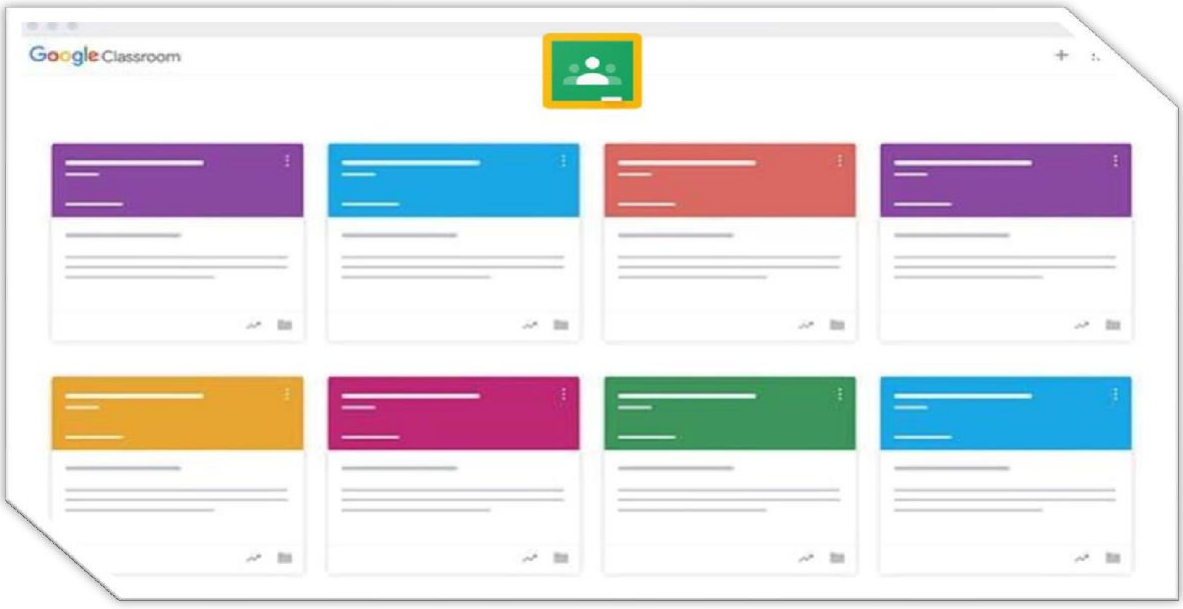
Your child will then be taken to the Glow login page where they should sign in as normal.

Joining a Google Classroom

Normally, your teacher will add you to a Google Classroom, but they may give you a join code or link. Within Google Classroom you may be part of several different Classrooms. Each Classroom has its own dedicated space for collaborating and sharing resources where only people who have been added to that classroom can access.

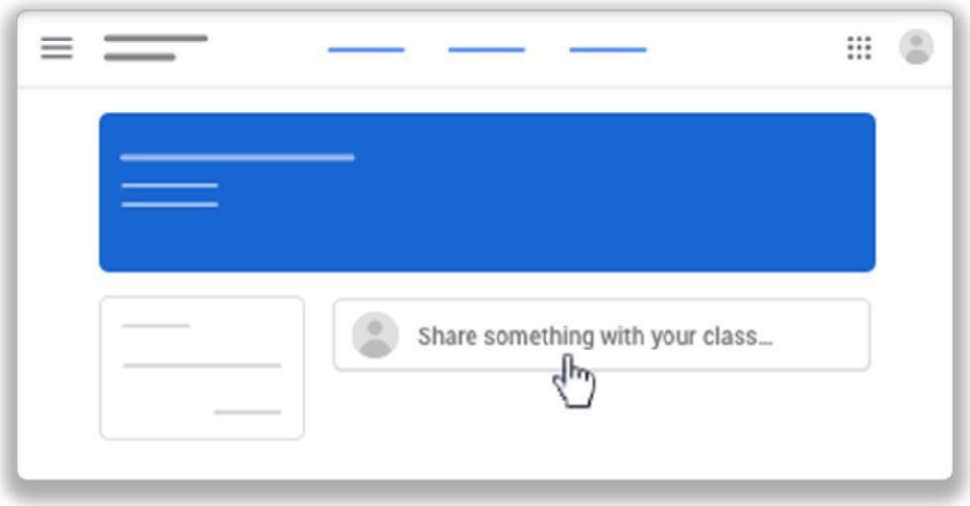


Google Classroom will display all of the classes that your child has joined. Click on any class to enter or click in the upper left corner to see a list of classes and switch between classes.



Posting Comments

In your Google Classroom, you can post comments in the stream.



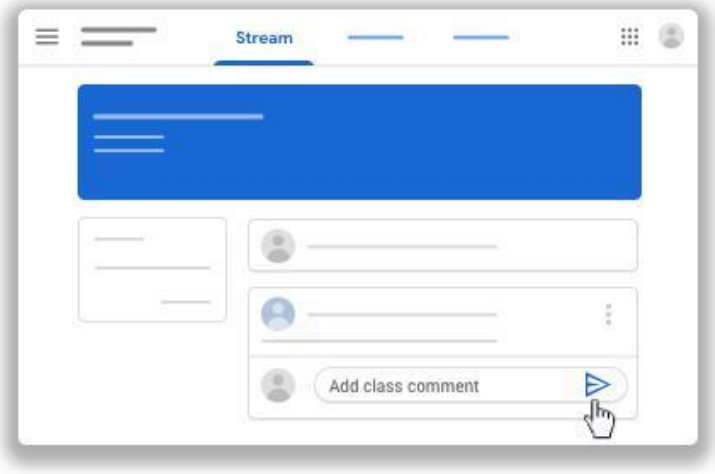
The stream section within Google Classroom will allow pupils and teachers to communicate with one another within a secure page.

To write a message, simply type into the 'comment box' at the top of the page then finish your message by clicking 'Post'. Your message will then be added to the 'Stream' for all members to see.

Pupils and teachers can also use this feature within teams to attach documents by clicking on the small paperclip 'Add' underneath the 'comment box' and upload a file from Google Drive, link, YouTube clip or File.

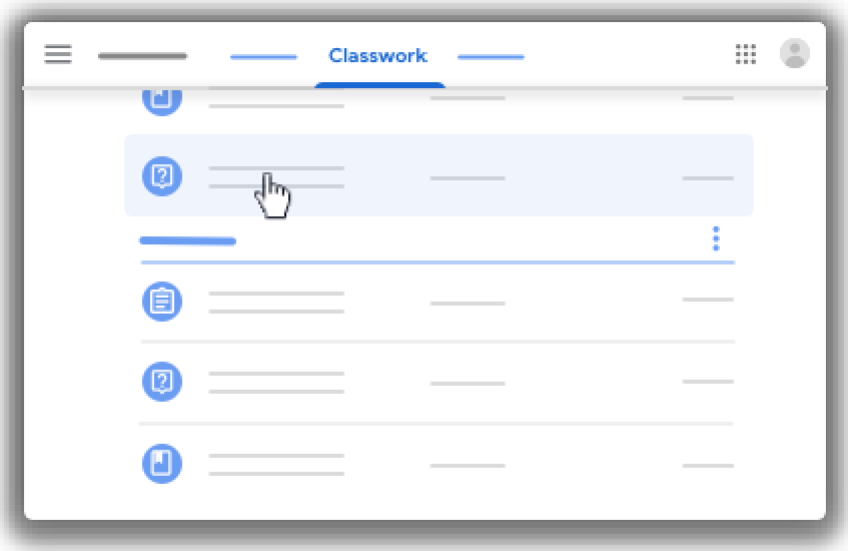
To begin with pupils may want to use the 'Stream' to say hello. This is fine, however, following this we encourage pupils to only use this feature to add questions and comments regarding learning. This will stop important messages from getting lost within long posts of friendly welcome messages.

If your teacher has posted a question or challenge within this section then we suggest you click on 'add class comment' just below their message to answer rather than typing a new comment on the 'Stream'. This will allow all comments relating to a particular topic to stay in the one place.



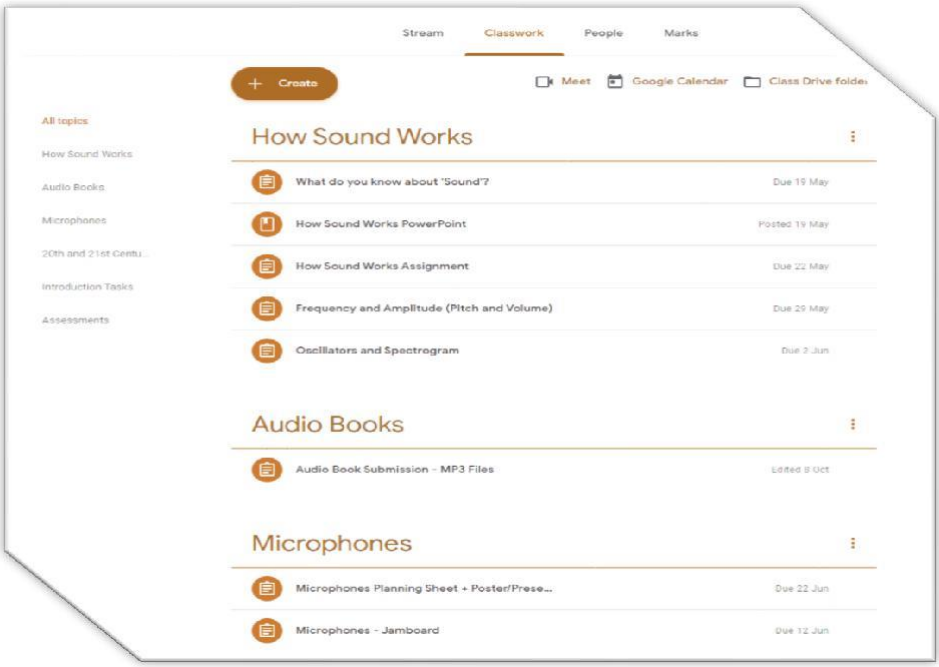
Accessing Files

For home learning it is important that the class teacher has a secure place to share all necessary files with their class. These can be accessed by clicking on the 2nd tab along at the top of the page called 'Classwork'.



Once you click on the Classwork Tab, you should be able to see the assignments, materials and topics posted and uploaded by the class teacher.

Within this class, the teacher has arranged resources from a range of topics so that they can be easily organised and found by pupils. However, your child's class teacher may have a different format for arranging files.



'Classwork Tab'

This is where your child will access curriculum content set by the teacher. This is the best way of accessing the content set rather than having to worry about searching the stream.

Within the 'Classwork' Tab you will see all your child's assignments. When they click on an assignment, they will see the following information:

- Due Date
- Task Description and Details (if applicable)
- Resources Needed
- Status of the Assignment

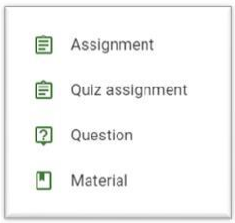
From this page, pupils will be able to hand in tasks once they are completed as well as add files, create slides shows, images, video, or audio recordings to be submitted.

Any curriculum content added will mostly be in the form of a Google Doc, Google Slides or other Google Suite app. (If you are using a tablet, you will be required to download additional free apps) as this will allow your child to edit and hand in their work individually to the teacher. Other types of documents may have to be downloaded in order to be accessed.

Classwork will be added regularly and may have a due date for completion. Teachers will be able to see your child's progress and support them where necessary and can add comments directly to pupil's work or by private comment.

Tasks and Assignments

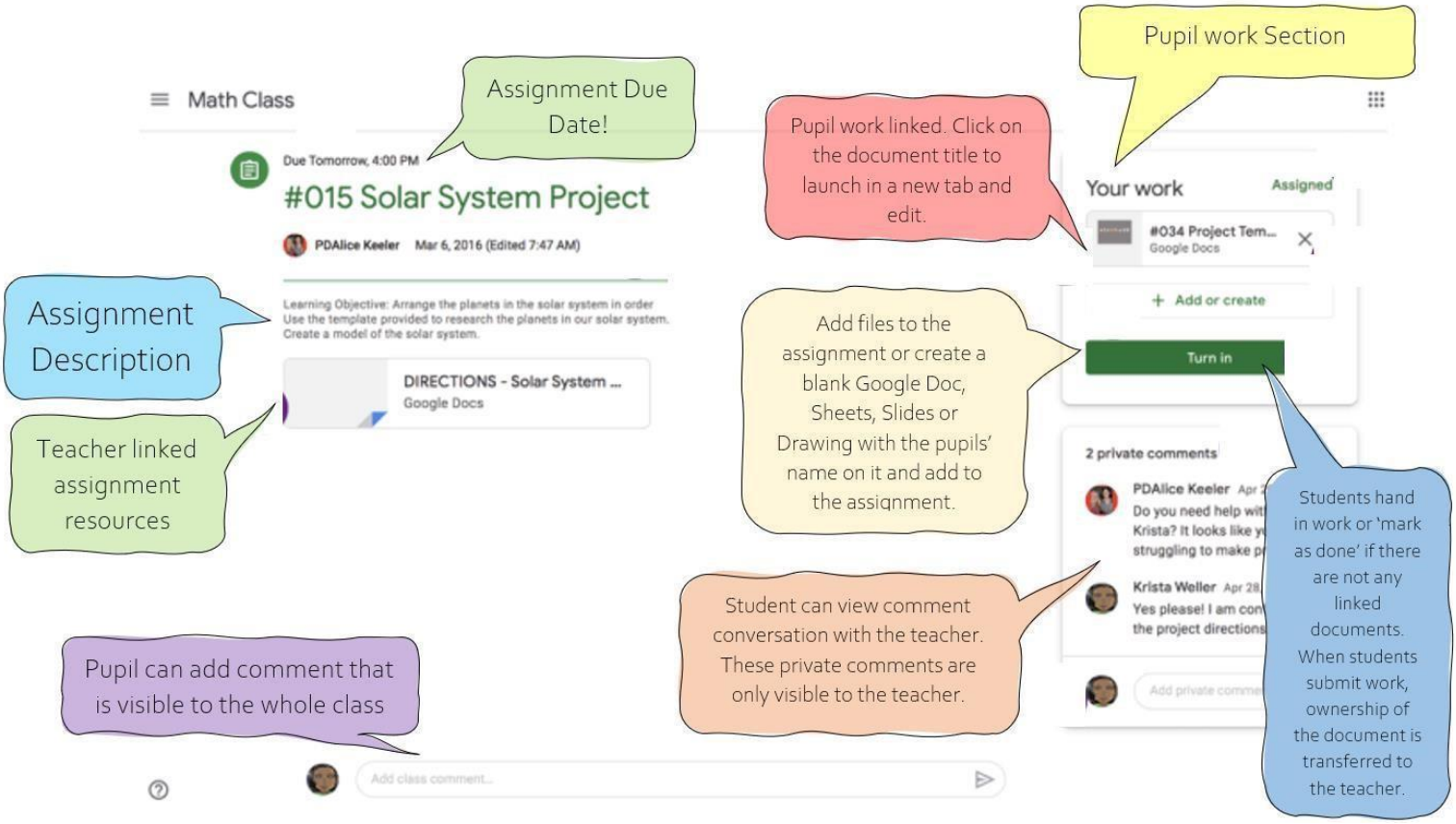
Tasks (Assignments) for pupils to complete will be posted on the Google Classroom page. If you miss any, do not worry! They remain in the Google Classroom page to be accessed.



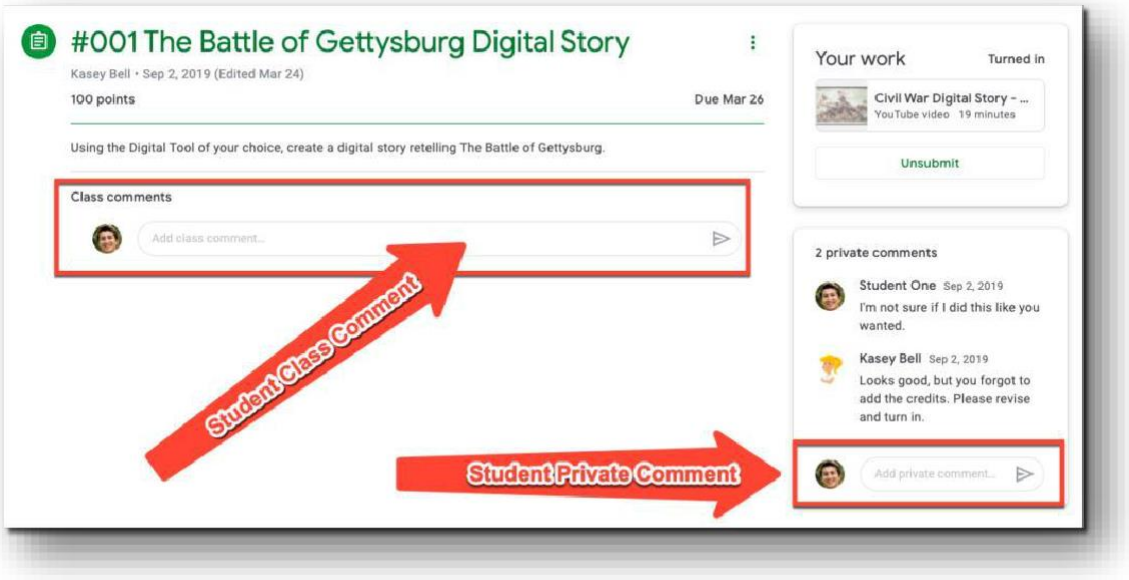
Assignments in Google Classroom are paperless versions of traditional assignments that students would receive through a hand-out. The clipboard icon in the upper left corner indicates that the post is an assignment for students to complete.

When a pupil clicks on an assignment, it will take them to the task that they must complete and submit electronically. There may also be links to other resources that

will help students complete those assignments. Teachers may grade these assignments and return with a score and/or comment via the classroom.



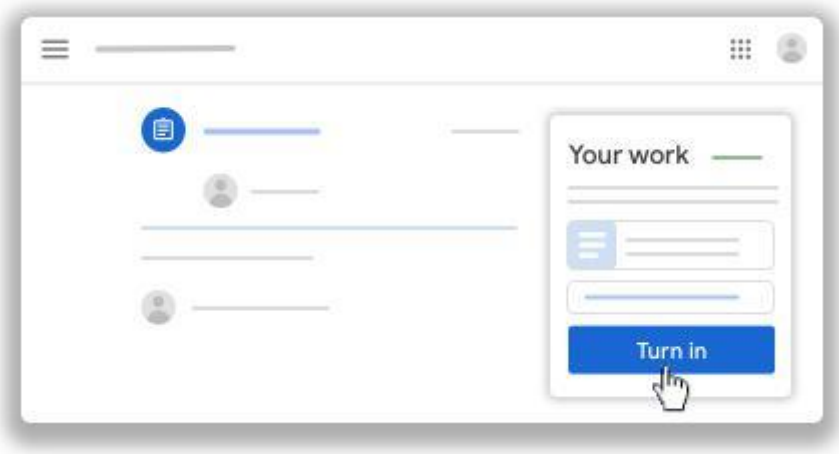
If your child is having difficulties with a piece of work, they can post a comment using the private message function at the right hand side of the screen to message the teacher.



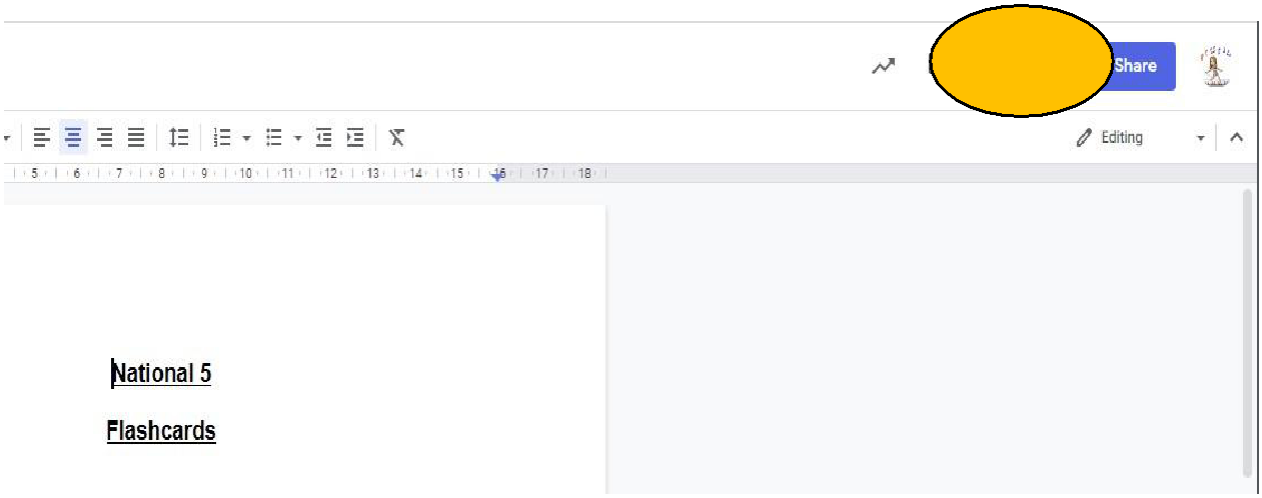
Please note that teachers are working in school with groups of children throughout the week so may not be able to respond immediately. Teachers will get notifications of private and class comments that are added and will respond appropriately.

Submitting Assignments

When a pupil opens an assignment, there will be a 'turn in' or 'hand in' button at the side of the post.



In addition, if the assignment is a Google Doc, Slide or Sheet, pupils will find the same button at the top of the assignment document.



In the top right-hand corner of the assignment post there will be a status message telling you if the assignment is:

- 'Assigned' (still to be completed)
- 'Missing'
- 'Done'
- 'Handed inLate'

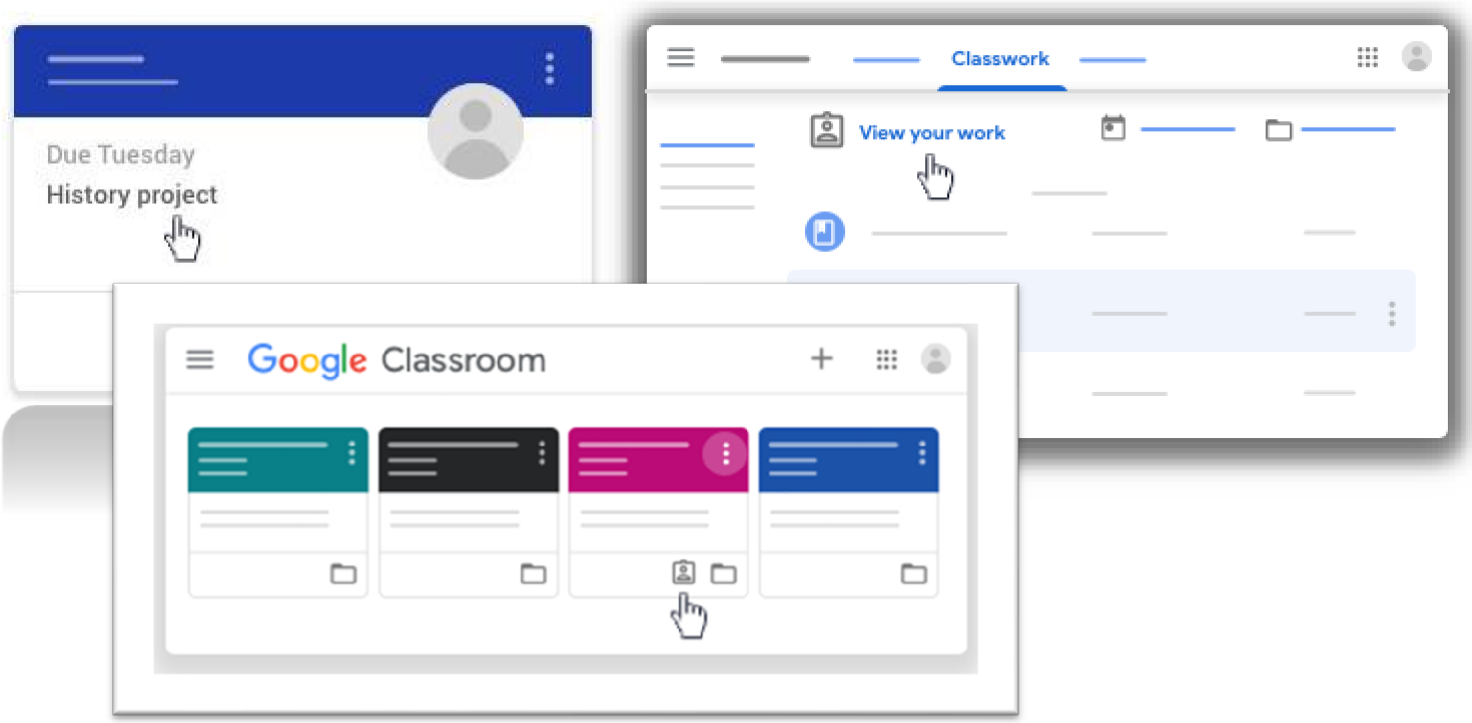




Viewing Outstanding Work

You can quickly see all your upcoming work and latest announcements in 3 different ways:

- The class overview page
- Using your class card and clicking on 'Your Work'
- The 'Classwork' Tab and 'Viewing your work'

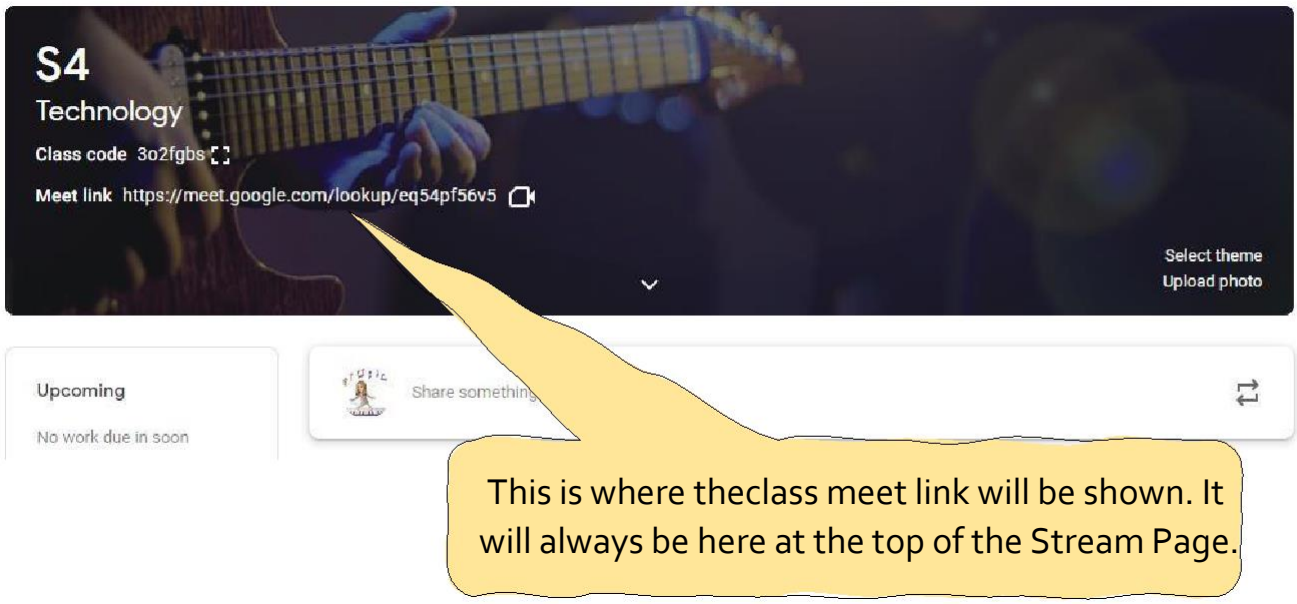


Accessing Google Meet for Online Learning

As we work through this period of uncertainty, staff, parents and pupils are looking for ways to continue education and stay connected. Google Meet is a video conferencing tool which allows teachers to connect with your child 1:1, to facilitate remote instruction. Google Meet is part of Google's Suite of Applications and is fully integrated into Google Classroom.

Google Meet is designed to work on the Chrome browser. You will need the Google Hangouts Meet app if using it on an iPad, iPhone or Android device.

Teachers can facilitate meetings through Google Classroom to allow for learning to take place during periods of self-isolation. Teachers will communicate with pupils through the Stream where a link will also be posted.



Pupils should click on the link located within their Google Classroom page. Pupils will be given instructions by their class teacher on when this class link will be accessible.

Google Meet Features

Google has integrated features that can be utilised during the Meet session. These are as follows:

- Video and audio preview screen ○ After clicking on your meeting code or link, you can adjust your camera and microphone before entering the meeting. You'll also get a preview of who has already joined the meeting
- Adjustable layouts and screen settings ○ Meet automatically switches the layout to display the most active content and participants
- Screen sharing ○ Present your entire screen or an application window to share presentations, materials or collaborate on documents



Accessing Support

Pupils can regularly access support from their teachers. If further assistance and guidance is required please contact the school office. Telephone 01355 232 066
Email: gw2oslcsthilarysupport@glow.sch.uk

Please download School App for Parents to hear the latest news from our school.

Search for School App for Parents in the Google Play or Apple App Store. When you have downloaded the app please search for our school name (St. Hilary's EK) to see our dates, news and receive messages.