

## Setting up GLOW Teams (If the children have not already done in class)

Step	Instruction
1	Log into GLOW.
2	Go into App Library (on black bar, top left).
3	Search Apps and enter word Teams, then press GO.
4	Press icon Microsoft Teams, and click add to my Launch Pad.
5	Close window and go to Launch Pad (on black bar, top left).
6	Then click on icon Microsoft Teams and it will open a new window.
7	Press tile to access your team (will be your child's class)

## How to access your Microsoft Teams Group

Step	Instruction
1	When you click on Teams you will enter a 'chat room'.
2	The teacher will have a welcome on the Posts page. They may also have tasks signposted for the children to complete.
3	To access Files you will find recent folders which the Class teacher has added.
4	Within these are a number of resources and work documents which the children will find useful to support their learning.
5	Within the files page the Class Teacher will have signposted resources in Numeracy and Mathematics, Literacy and Health and Wellbeing. There may also be information relating to other curricular areas such as Science, Social Studies or Technology.
6	In some classes the children can work on group tasks as these will have been set up so that the children can add information they have discovered as part of their research.