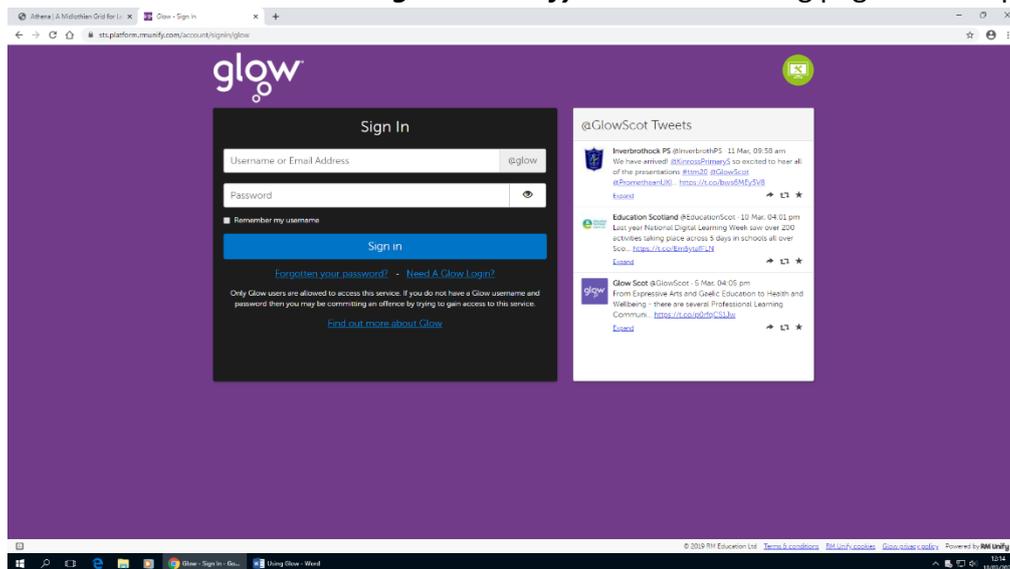


Using Glow

This document will show you how to sign on and a few pointers to get you started.

How to sign on

1. On a web browser search for **glow rm unify** and the following page should appear



2. All children should have been given a copy of their username and should know their password.
 - a. The username is split into the following parts;
 - i. MC (could be capitals or lower case)
 - ii. first 5 letters of surname
 - iii. first letter of first name
 - iv. 2 digit number (randomly given when user name set up)

For example, Douglas Kerrigan would have a user name of

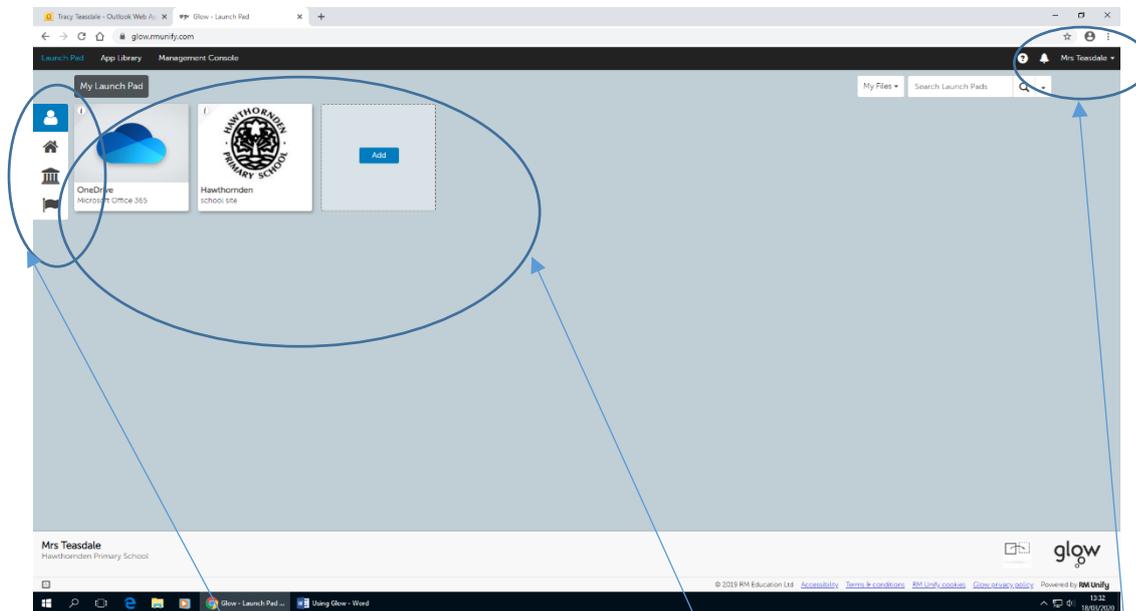
MCKerrid32

3. Password – this is known to the student

Any issues signing on then please email c.elsey@mgfl.net

Finding your way around

When you sign in you will see the *launch pad*. Everyone's is slightly different but there are some key similarities.



Different launch pads – the first one is unique to you (and can be changed by you to have your favourite apps on;

The 2nd one is the same for everyone in a particular school

The 3rd one is the same for everyone on the Midlothian system

The 4th one is the same of everyone in Scotland

Tiles – these are different applications that can be launched from here. You can tailor these to be whatever you wish.

When you launch a tile they are usually opened in a new tab

Log on. This shows who is logged on. To log off then click the arrow to the right of the name which will give a drop down menu from which to log off

Useful tiles

There are lots of tiles that you may want to look at but the following 3 may be of particular interest. When you launch a tile they are normally opened in a new tab.

Class tile

This would be the tile that your class teacher may have set up which is particular for your class.

The screenshot shows a SharePoint site for 'Primary 6a'. The header includes the 'glow' logo and 'SharePoint'. The main content area has a large, colorful 'Primary 6' title. Below the title, it says 'Welcome to P6a's GLOW Page' and 'Regularly visit this site so you can keep up to date with learning, homework and so much more!'. There is a link: [Click here to practice your mandarin!](#). On the left, there is a navigation menu with items like Home, Notebook, Documents, Recent, P6a, Photos, Diary, Announcements, Pages, and Site contents. Below the main content, there is an 'Announcements' section with a table of updates.

Title	Modified
PE kit is on tuesday and wednesday	15 November, 2016
Painting tops on Tuesday	11 November, 2016
Homework is always OUT on Monday and DUE on Thursday	28 October, 2016

Hawthornden tile

This is where you class teacher may have put on information that you could look at

The screenshot shows a SharePoint site for 'Hawthornden Primary School'. The header includes the 'glow' logo and 'SharePoint'. The main content area displays a grid of tiles for different primary classes: Primary 5a, Primary 5b, Primary 6a, Primary 6b, Primary 7a, Primary 7b, and Primary 7c. On the left, there is a navigation menu with items like Home, Documents, Recent, vSlider Video Carousel, Announcements, Newsfeed, Site Contents, and Site contents. The footer contains links for Accessibility, About Glow, Privacy Policy, Help and Feedback, Report a Concern, Cookie Policy, and Community Rules. Copyright information for 2016-2017 is also present.

Onedrive tile

This is very useful site for work.

Menu.
This shows any files created; shared files and any that have been deleted

This is where files can be created (**New**); saved on the computer (**upload**); refreshed so any changes to shared can be seen (**sync**).
See below for more information

Whatever menu is clicked on appears here.
You can right-click on the file name for a list of options such as renaming the file

Can be used to change how things look on the screen.

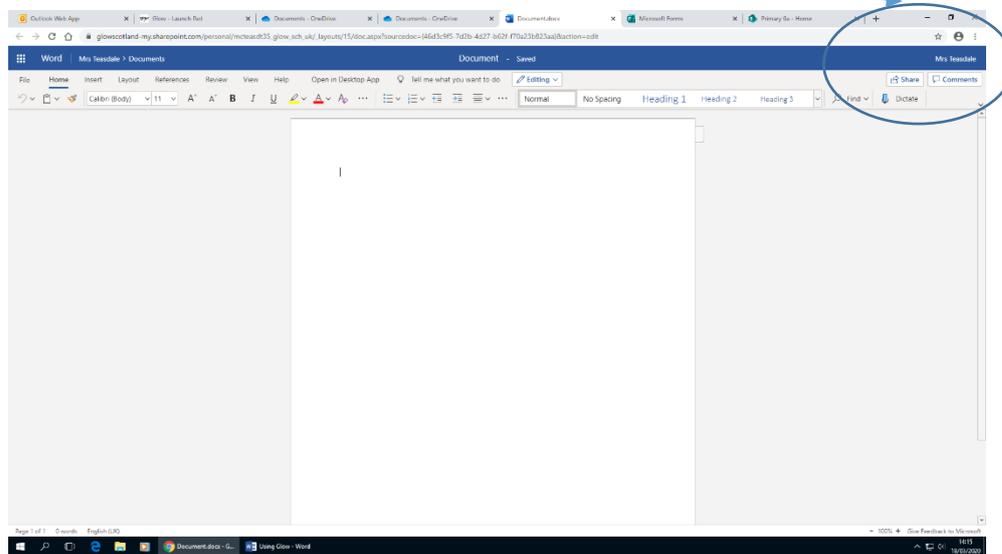
To create a new file

- From the screen above click on new.
- There are a variety of types of files to create. The most common and known to the children will be word and power point.
- Any file will normally open in a new tab.
- Files are saved automatically

To share a file

PLEASE NOTE – FILES SHOULD ONLY BE SHARED WITH KNOWN PEOPLE IN THE SCHOOL

- Click the *share* option on the menu



- Type in the person's name and they should appear on the list if they have a glow sign in.
- A message will be sent to the recipient to tell them they have a file someone wants to share with them
- People can then amend the files together