

Contingency Planning – Kyle Academy March 2020

We recognise the importance of being prepared for unforeseen events in school life so here's how Glow can be used as one of our key assets to continue to deliver education during an unexpected event.

Glow is an anytime, any device and anywhere service – all you need is a device with an internet connection. It can be used at home, from another school building or even to support students away from school. All students and school staff in Scotland are entitled to a Glow account. To login to Glow, visit <https://glow.rmunity.com>.

Microsoft Office 365

Glow provides full access to Microsoft's Office suite including: Mail, Word, PowerPoint, Excel, OneNote, OneDrive and SharePoint. As well as using this service online through Glow, learners can download a full version of Office 365 for free to their personal devices. This can develop skills with Office applications, support their learning outside school and use collaborative tools such as Sway to create and share interactive presentations.



After logging in to Glow, click the orange **Download Office Now** tile from the *Kyle Academy Launch Pad* and follow the download/install instructions.

Microsoft Teams

Microsoft Teams offers a range of O365 tools integrated in one place bringing together conversations, content and apps to enhance collaboration between groups of learners. Class Teams can provide:

- The ability to create online classrooms and flexible access to learning materials.
- The digital tools necessary for collaboration and co-creation, allowing pupils to work in groups.
- A conversations area for learners to plan their work, self-assess and seek support.
- An area to store evidence of learning, and the provide feedback and support on learning activities.
- A central point of storage for subjects, topics or projects which can be shared with staff and students.

At Kyle Academy, many of our teachers have already setup a Team for their classes and most students should be familiar with accessing content in this manner.

Students can access *Microsoft Teams* by selecting the tile on the Launch Pad, or, by downloading the free app from their app store. App users must login with their full glow email address (username@glow.sch.uk) and Glow password.



Confidential Personal Login Details

Student Name:	
Glow Username:	
Glow Email Address:	
Glow Password:	