



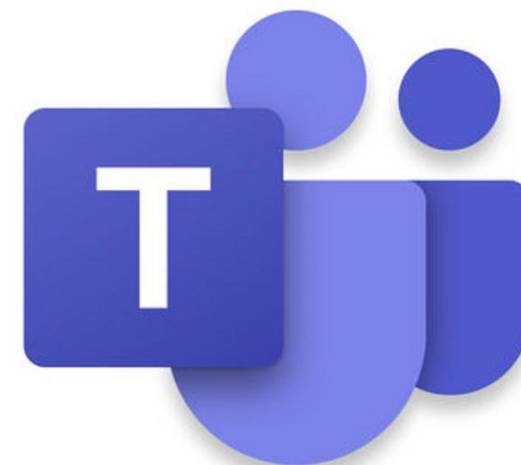
Kyle Academy



Microsoft Teams

A GUIDE FOR STUDENTS AND PARENTS

MOBILE APP ACCESS



This detailed guide will cover the following:



Accessing Microsoft Teams



Navigating your Class Teams



Assignments



Additional Information

How to access Microsoft Teams

There are three main ways to access Microsoft Teams.
This guide will focus on the **Mobile App**.



LOGIN TO GLOW
FROM YOUR **BROWSER**



★ **RECOMMENDED** ★

DOWNLOAD THE
DESKTOP APP

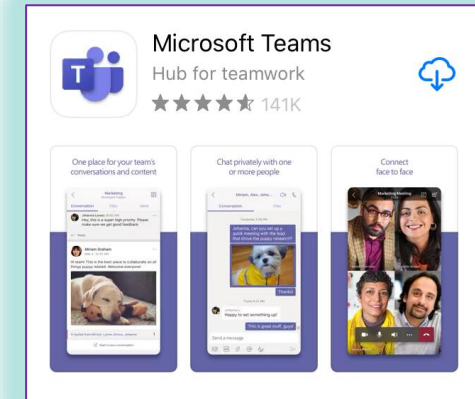


DOWNLOAD THE
MOBILE APP

Download the Mobile App

The Microsoft Teams *Mobile App* is available on both iOS and Android devices.

1. Open your *App Store* and **search** for **Microsoft Teams**.
2. Follow the download and install instructions.
3. When prompted, **enter your glow email address** in the format username@glow.sch.uk then click **Sign in**.
4. You will be redirected to the purple glow login page. **Enter your glow password** and **Sign in**.
5. It is recommended to **allow** notifications, and access to your microphone (for live lessons delivered in Teams).



Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to
work together.

sa20potterh@glow.sch.uk

Sign in

 Sign up for free

Cancel

glow

Sign In

sa20potterh@glow.sch.uk

.....



☒ Remember my username

Sign in

[Forgotten your password?](#)

[Need A Glow Login?](#)

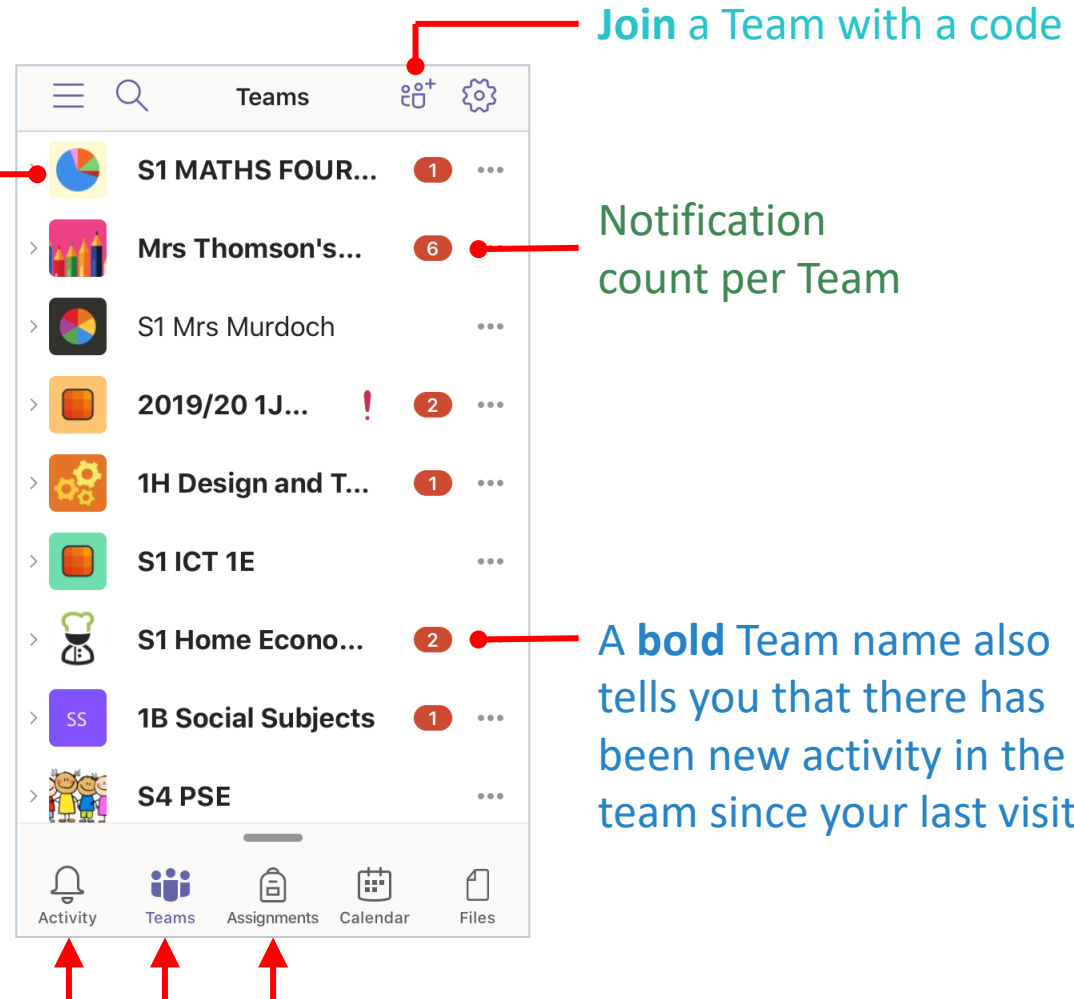
Only Glow users are allowed to access

Navigating your Class Teams – List View

Click the **name** of the Team to view the list of channels.

Rather than the tiled grid view on the browser or *Desktop App*, here your Class Teams will be listed.

The following screenshots were taken from an **iOS** mobile device. The layouts shown here may vary slightly to those on an Android device.



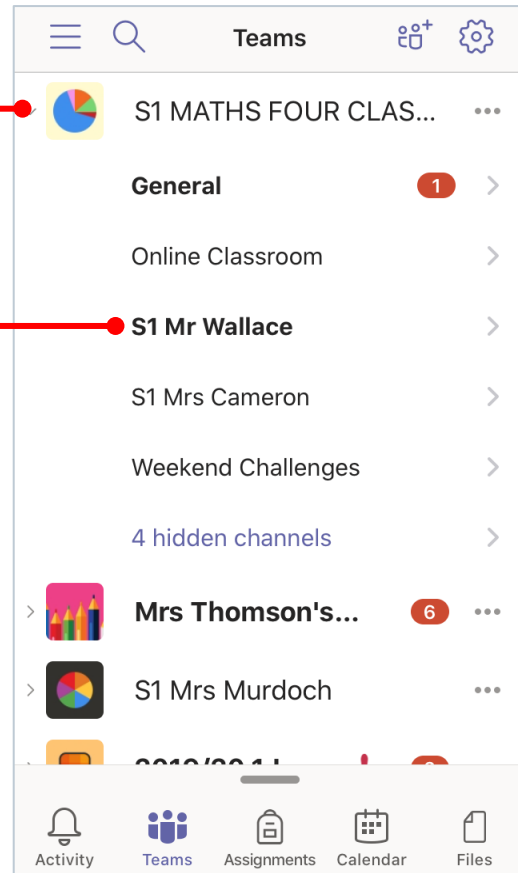
Switch between **Activity Feed**, your **Teams** and **Assignments**.

Navigating your Class Teams – Teams Setup

Click to **view** the channels in the Team.

A **bold** channel name shows that there has been recent activity.

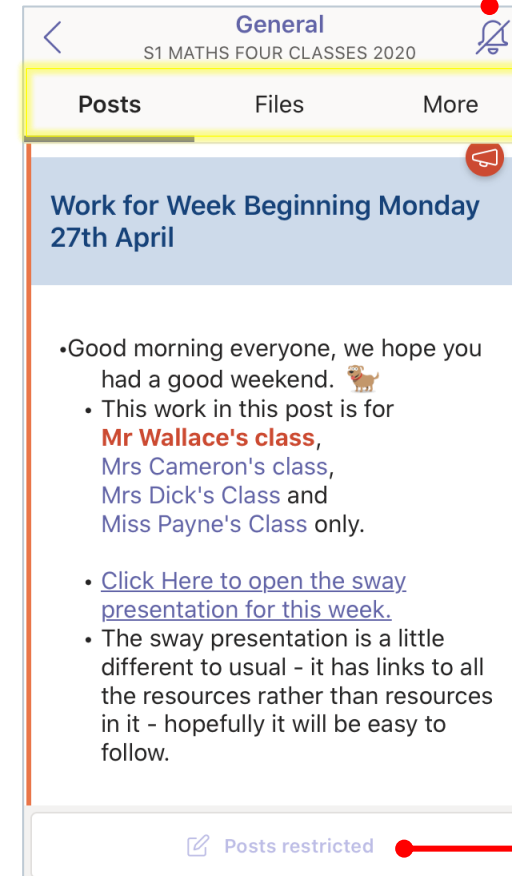
Every team has channels. Teachers will typically set **tasks** and **assignments** for the week ahead in the **General** channel.



Switch on channel notifications.

Within each Team, and each channel, you can navigate between the tabs for **Posts**, **Files** and **Assignments**.

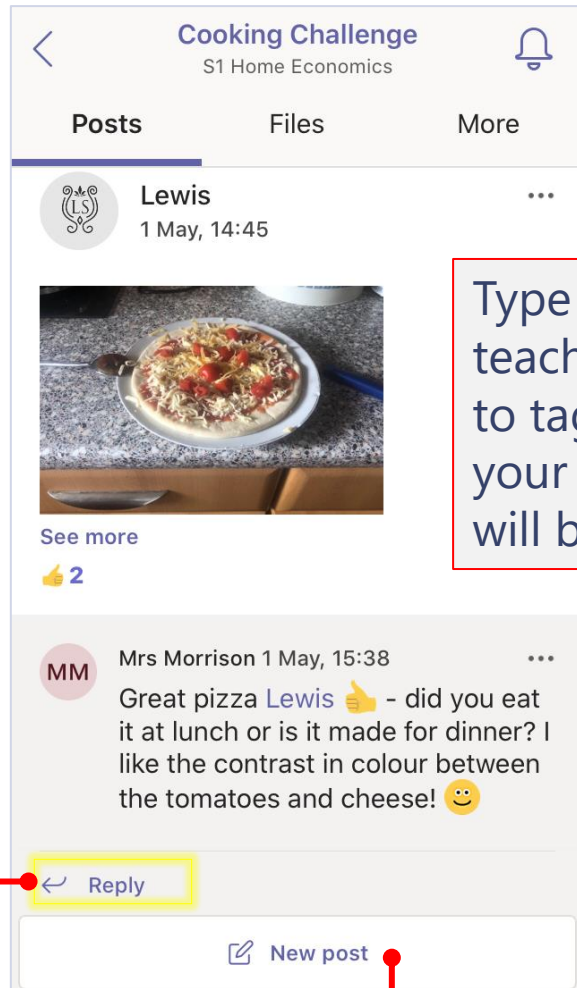
Click **More** to view Assignments and Grades – only available within the **General** channel.



Posts from students will likely be disabled in the **General** channel.

Navigating your Class Teams – Posts & Files

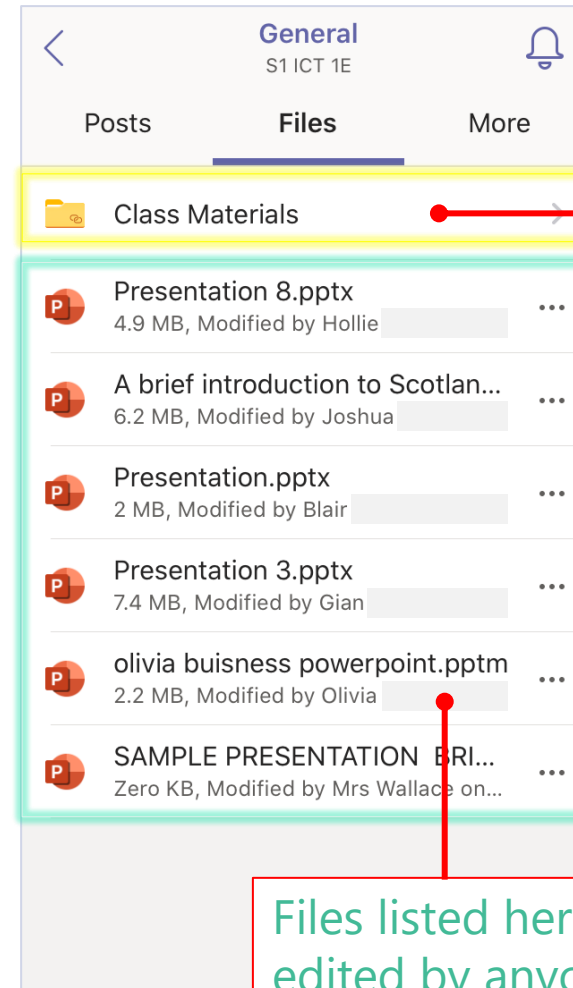
Within the appropriate channel, students can contact their teacher for help, or attach a file or image for review.



Type @ then the teacher's name to tag them in your post. They will be notified.

Click **Reply** to continue the conversation.

Only start a **new post** if you need to!



Within the **Class Materials** folder, you can open a **read-only** file, or download your own copy to edit then submit. Students cannot save into the Class Materials folder.

Files listed here can be opened and edited by anyone in the Team. A file attached to a post will also appear here.

How to view your Assignments

Select the **Class Team** then click **Next**.

Click on **Assignments**.

Quickly **filter** to another class.

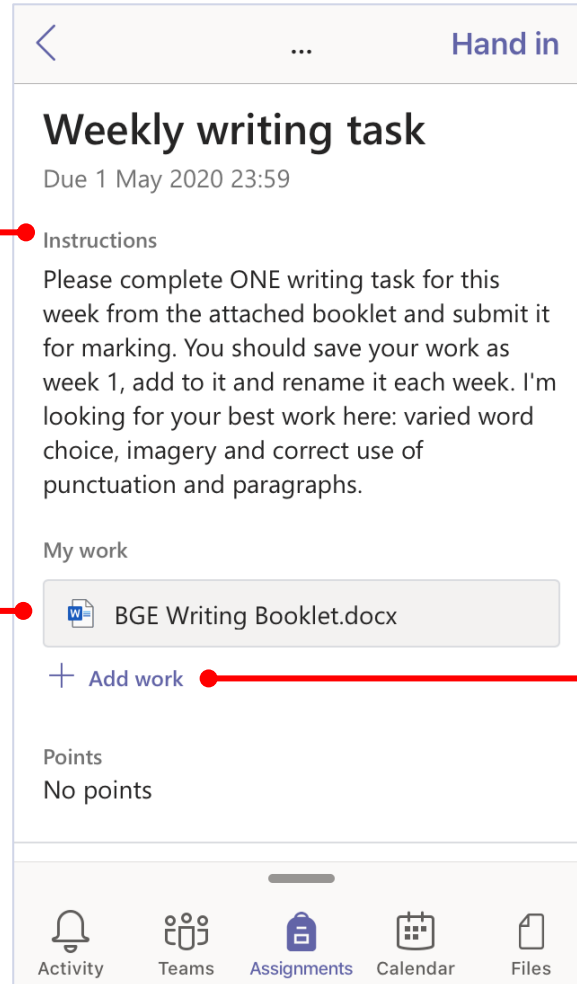
View **assigned, late** and **completed** assignments by class.

The image displays two screenshots of the Microsoft Teams mobile app interface, specifically the 'Assignments' section. The left screenshot shows the 'Choose a class' screen with a list of classes: 'Mrs Thomson's S1 Eng...' (selected), 'S1 Home Economics', 'S1 ICT 1E', and 'S1 Mrs Murdoch'. A yellow box highlights the 'Mrs Thomson's S1 Eng...' class, and another yellow box highlights the 'Next' button. The right screenshot shows the 'Assigned' and 'Completed' assignments for the selected class. The 'Assigned' section lists two tasks: 'Week three writing tasks' (Due 24 April 2020 16:00) and 'Reading for enjoyment booklet' (Due 1 May 2020 23:59). The 'Completed' section lists one task: 'Weekly writing task'. Red arrows point from the text annotations to the corresponding UI elements: the 'Mrs Thomson's S1 Eng...' class, the 'Next' button, the 'Assignments' icon in the bottom navigation bar, the class filter icon, and the 'Assigned' section header.

How to open, edit and submit Assignments

You can easily **view** the details for the assignment.

Your teacher may have included a worksheet or template for you to complete and return.



When you have completed the tasks, you should click **Hand in**. Your teacher can then review your work and return feedback to you.

By opening the worksheet, you may or may not be able to edit the document from your mobile device.

If you have pre-installed Office 365 on your mobile device, you should be able to edit and your work should save automatically as you go.

You can also click **Add work** to upload your own copy, then **Hand in** as normal if you've had problems saving.



Look for the **Immersive Reader** icon to read aloud and customise your reading preferences.

Additional Information



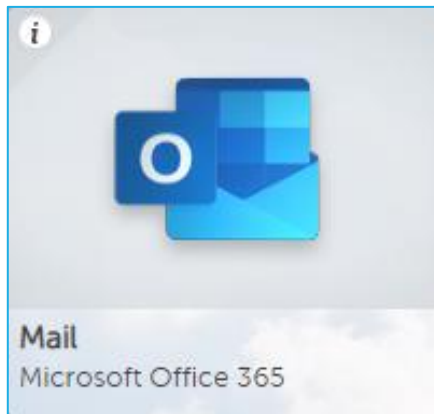
All students in Scotland can download the latest version of Microsoft Office for free, on any device.

Look for the **orange** tile on your *School Launch Pad*. Full install instructions on the next page.

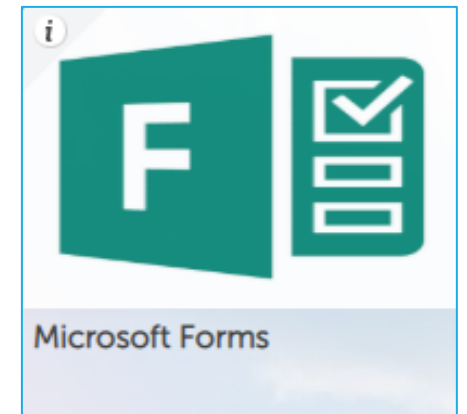


Say goodbye to your USB flash drive. Students have **unlimited cloud storage** on their personal **OneDrive**. This also provides an easy way to share files and work collaboratively.

Students have access to Glow Mail. This can be used for contacting their teacher privately. Email addresses take the form *username@glow.sch.uk*.



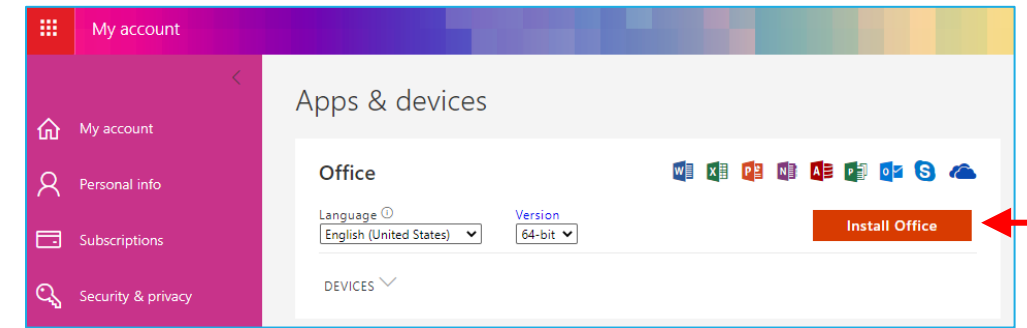
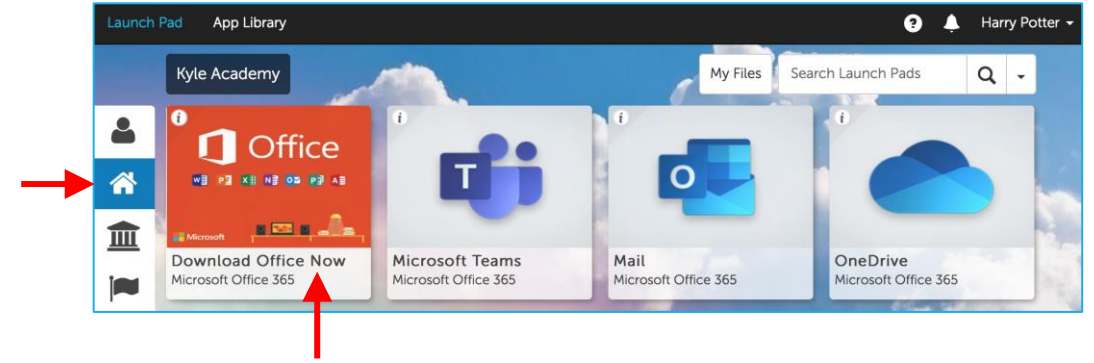
When opening a **Sway** or a **Form** using the link provided by your teacher, you may need to **sign-in** with your **Glow email address**.



Download Microsoft Office 365

It is highly recommended that you download the latest version of Microsoft Office 365 to your computer, for free.

1. Login to Glow and navigate to the *School Launch Pad*.
2. Click on the **orange Download Office Now** tile.
3. Click **Install Office** and follow the download and install instructions. Available on Windows, iOS and Android.
4. When prompted, **enter your glow email address** in the format username@glow.sch.uk then click **Sign in**.
5. You will be redirected to the purple glow login page. Enter your glow password and **Sign in**.



Note: You may need to uninstall an older version on your computer. Afterwards, you will have full access to **Word**, **Excel**, **PowerPoint**, **OneNote**, **Access**, **Publisher**, **Outlook**, **Skype** and **OneDrive**.