



**MR SIMPSON**



PT Computing

# Marr College

Family Learning  
Digital Resources

**MISS  
WYLLIE**



PT Business Education

Family Learning Event



# Introduction

- Intro to Glow
- Download Office 365 (FREE!)
- Teams
- Calendar
- Immersive Reader
- Dictate
- ClickView
- Office Lens
- Website – help videos



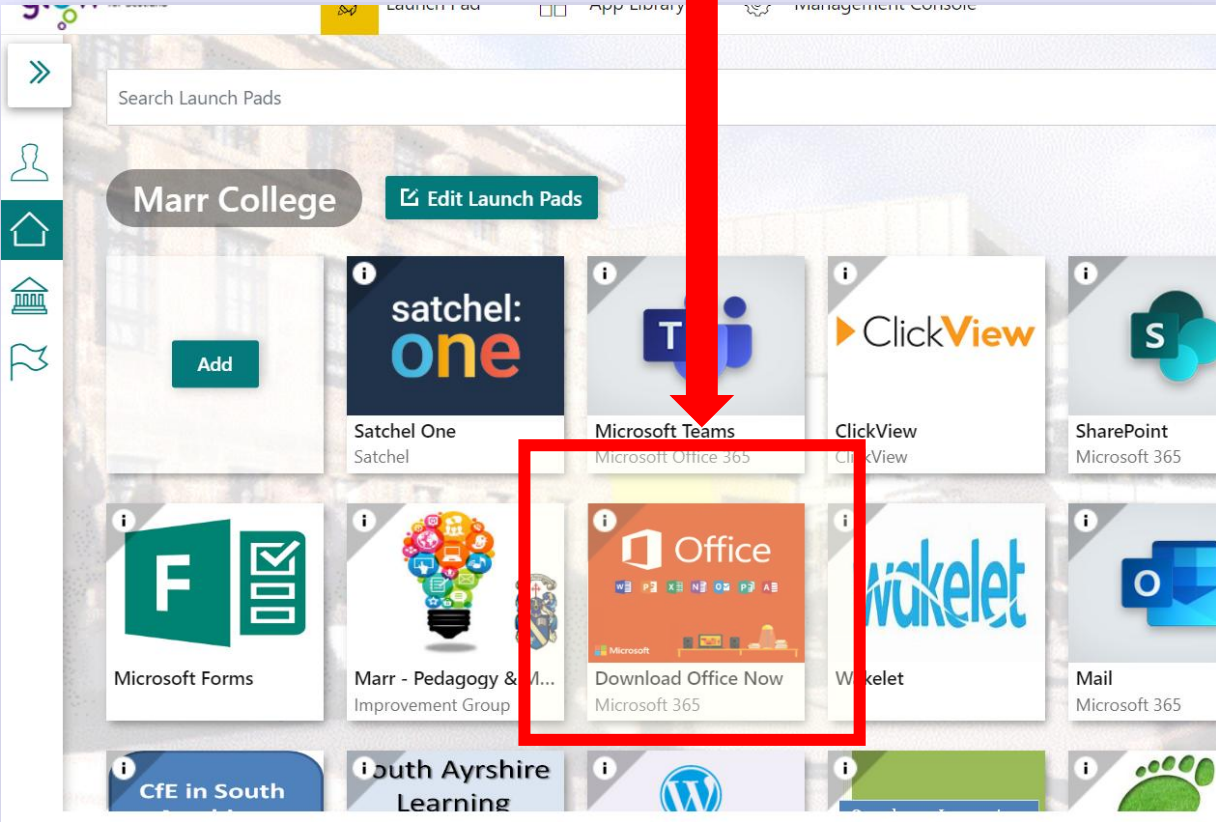
# Intro to Glow

The screenshot displays the Glow Launch Pad interface. At the top, the browser address bar shows <https://glow.rmunify.com/?/>. The navigation bar includes the Glow logo (Digital Learning for Scotland), a 'Launch Pad' button, an 'App Library' icon, and a 'Management Console' icon. Below the navigation bar is a search bar labeled 'Search Launch Pads' and a 'View my Files' button. The main content area is titled 'My Launch Pad' and contains a grid of application tiles. Each tile features an icon, a title, and the provider's name. The tiles include:

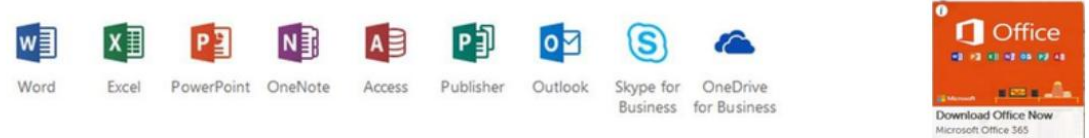
- Add** (Green button)
- Microsoft Teams** (Microsoft Office 365)
- SharePoint** (Microsoft 365)
- OneDrive** (Microsoft 365)
- Download Office Now** (Microsoft 365)
- SAC Computing Netw...**
- Technologies Group** (Group)
- Google CS First** (Google for Education)
- Marr Computing Vide...**
- Calendar** (Microsoft 365)
- Office 365 Home** (Microsoft Office 365)
- Be Internet Awesome ...** (Google Education)
- Be Internet Legends** (Google for Education an...)
- Marr - Pedaqoqy and ...** (Improvement Group)
- CODE.org** (Computing dept.)
- Satchel one** (Satchel)
- Sway** (Microsoft 365)
- SCHOLAR** (Heriot-Watt University)
- Microsoft Forms**
- Mail** (Microsoft 365)
- Google Classroom** (Google Workspace for E...)
- Gmail** (Google Workspace for E...)
- Noteable Live** (EDINA, University of Edi...)
- blogs** (Glow Blogs South Ayr... (Scottish Government))



# Download Office 365



## Download Microsoft Office free with GLOW



Click on the tile below to watch a short video on how to download Office 365 for free on up to 5 devices - including software Word, Excel, Access, PowerPoint and the MS Teams desktop app completely free of charge.





# OneDrive



Unlimited cloud storage

Synchronised across all devices – mobile app

All files backed up and stored securely

Can share files with others to collaborate or view



# Digital Fire Drill



## Marr College

Community | Ambition | Respect | Equality

Click the links to access:



Home	News	Our School	Parents	Pupils	Departments	Online Learning
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## Learning from Home?

### Follow the Student Digital Fire Drill

**Summary** - scroll down for video and full .pdf version



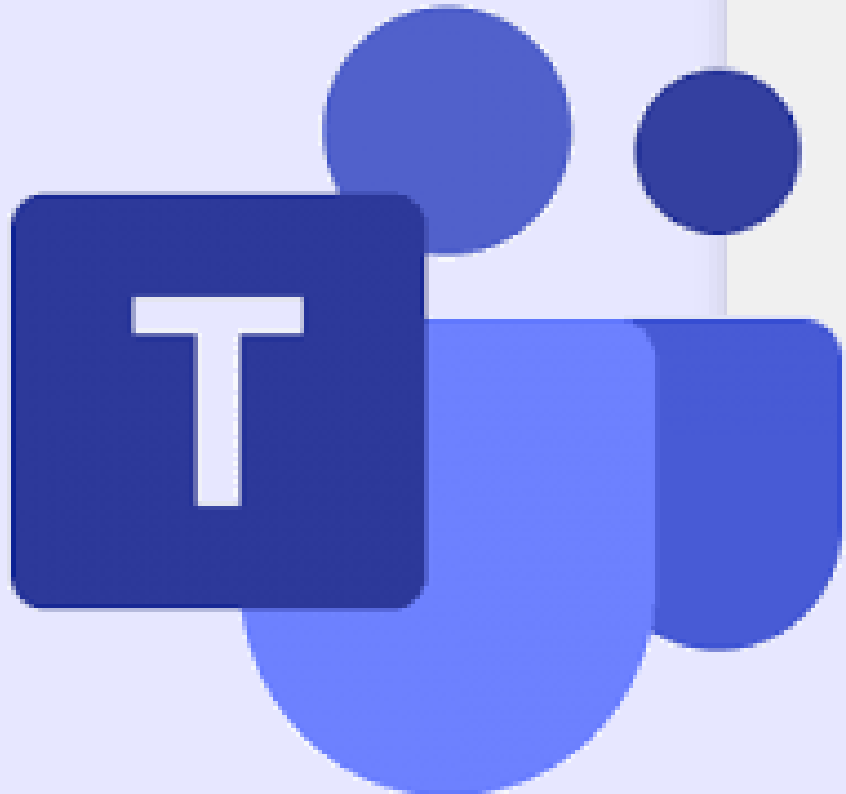
In school we plan for emergencies, for example, we have regular fire drills so that all students and staff know exactly what to do when the alarm sounds.









With this in mind we have created a Student Digital Fire Drill to set out clearly what you need to do when learning from home. Whether this be for a snow day, flood, or global pandemic!

-  [Download the Full Student Digital Fire Drill here](#) or view below.
-  [Download the South Ayrshire Self-Isolation timetable and help guide here](#)



# Teams



-  Higher and NPA Accounting 2023 24 ...
- General ...
-  Assignment Notifications
-  Starter Tasks
-  Helpdesk - Ask the Teacher
-  Ice Breakers and Fun
-  Meetings
-  Exit Pass
-  Praise



# Teams Assignments

Assignments in Teams allows:

- Typed feedback and comments
- Video feedback
- Your teacher to upload further questions, example answers or marking schemes
- Option to 'return' or 'return for revision'

The screenshot displays the 'Student Work' section of a Microsoft Teams assignment. It shows two files: 'Higher SS Test 1.xlsx' and '3. SS Mini Test 3'. Below the files is a 'Feedback' section with a text input field labeled 'Enter feedback'. At the bottom of the feedback section, there are three icons: a video camera icon, a paperclip icon, and a plus sign. Red boxes and arrows highlight these icons, with labels 'Record video feedback' pointing to the camera icon and 'Upload a file or marking scheme' pointing to the paperclip icon. Below the feedback section is a 'Points' section with a progress bar showing 0 / 15. At the bottom of the interface is a blue 'Return' button with a dropdown arrow.



# Calendar

Deadline shown on calendar – marked as homework

The screenshot shows the Microsoft Teams calendar interface. The top bar includes the Microsoft Teams logo, a search bar, and a user profile icon (PD). Below the top bar, there are navigation options for Activity, Teams, Assignments, Calendar, Files, and Apps. The main calendar view is set to May 2023, showing a grid from Monday (15th) to Friday (19th). The time slots range from 2 PM to 9 PM. Several assignments are visible:

- Monday, 15th: 3. CLASSWORK - LEARNING TOOLS FAMILY LEARNING 2023 24 (3 PM - 4 PM); 4. HOMEWORK - Spreadsheet Intro FAMILY LEARNING 2023 24 (4 PM - 5 PM)
- Wednesday, 17th: 2. CLASSWORK - ACCOUNTS CASH FAMILY LEARNING 2023 24 (4 PM - 5 PM)
- Thursday, 18th: 1. HOMEWORK - HEALTH AND FAMILY LEARNING 2023 24 (4 PM - 5 PM)

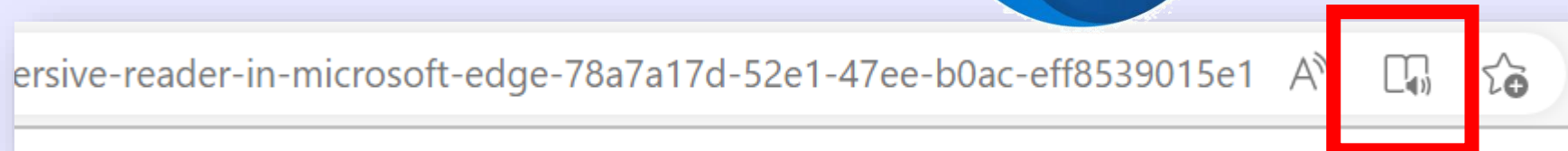
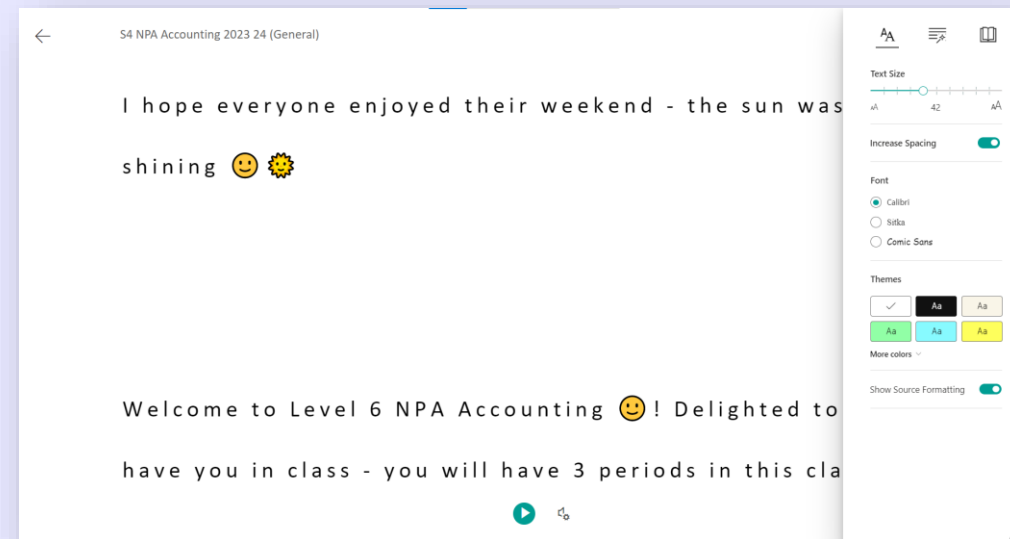
A red box highlights the assignment '1. HOMEWORK - HEALTH AND FAMILY LEARNING 2023 24' on Thursday, 18th, with a red arrow pointing to it from the text box above.



# Immersive Reader Demo

You can access Immersive Reader in:

- Teams
- OneNote
- Forms
- Edge
- Word and more!

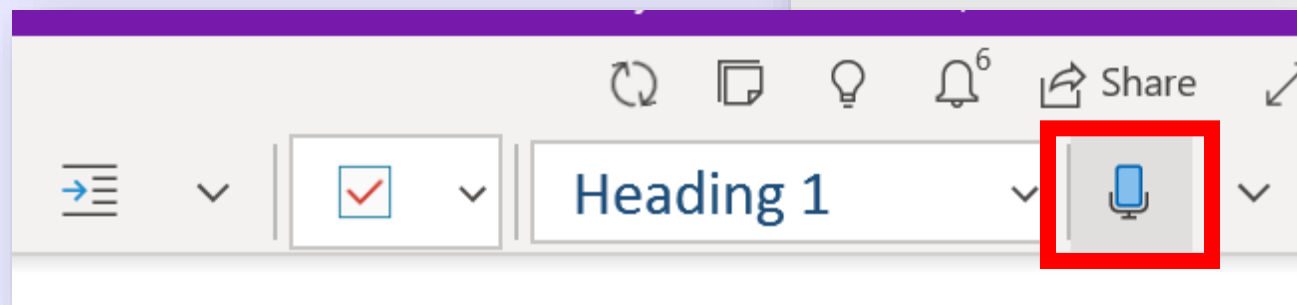
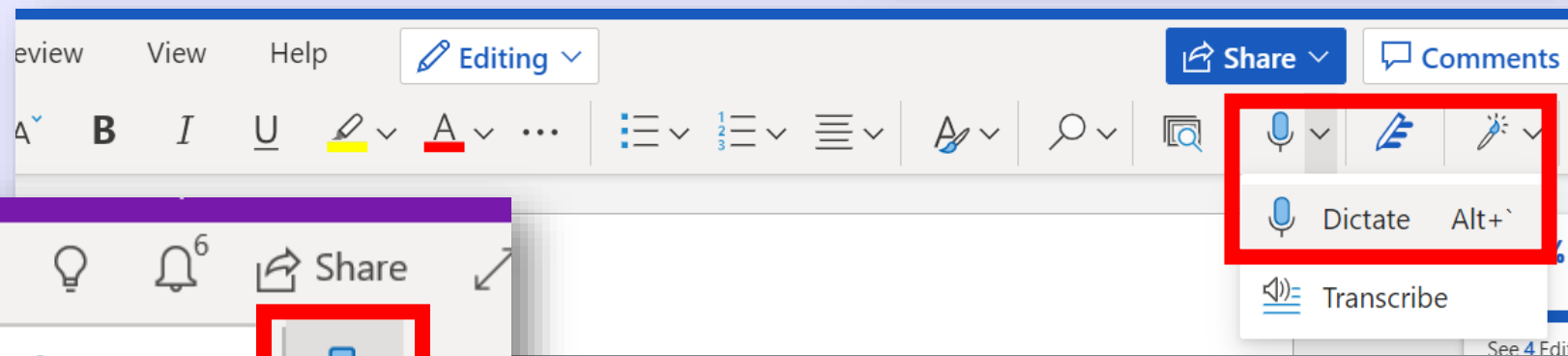
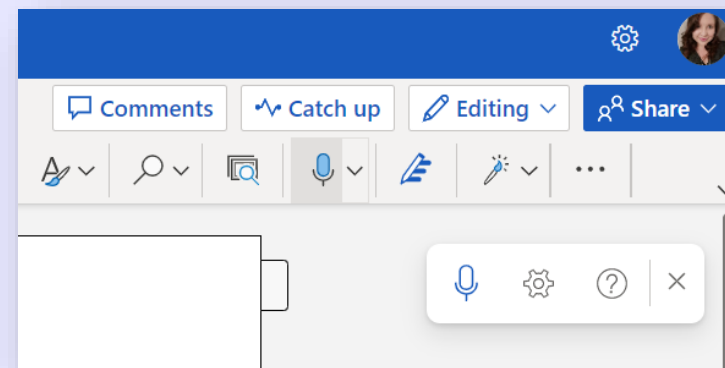




# Dictate

Students can use dictate when completing tasks from home or in class.  
This is available in:

- Word
- OneNote
- PowerPoint





# ClickView



Dashboard

Libraries

Exchange

Workspace

Playlists

TV

Search...

Marr College Video Library

South Ayrshire Shared Library

West OS

## Featured Videos

THE FEARSOME KILLING DRAGON

HOW ARE DIAMONDS FORMED?

FINDING THE MAIN IDEA S01 • E02  
The Main Idea in Information Texts

DOMES OF THE ROCK

BBC TEACH: A TO Z OF RELIGION AND BELIEFS S01 • E20  
Temples

WILLIAM SHAKESPEARE

TIMELINES OF EVERYONE  
William Shakespeare

## Search by Curriculum

Filter ClickView Libraries by subject, year level and outcome.

Search

ELEMENTS OF ART

Year level Strand Sub-strand Code

The element of shape is defined and described in this video using colourful animation and the examining Hilma af Klint, 'Arrival of the Normandy Train, Gare Saint-Lazare' by Claude Monet and Paul Gauguin's

3:21 Show video

ELEMENTS OF ART

ClickView  
ClickView



# SQA SITE – TOP TIPS





# SQA website

https://www.sqa.org.uk/sqa/47436.html

Gmail YouTube Personalised Maps Glow - Sign In

SQA

National Qualifications 2020/21

Site search

Subjects

## National 5 Business Management

National Qualifications	Business Management	National 5	Higher	Adv Higher
NQ home				
National Qualifications in 2020/21				
<b>Subjects</b>				
Baccalaureates				
Skills for Work				
Unit search				
Exams and results				
About National Qualifications				
Support and resources				
Understanding Standards				
Quality Assurance				

**Subject updates** +

**National 5 to Advanced Higher Course information for 2020-21** +

Receive updates

**Course Specification** +

**Past Papers and Marking Instructions** +

**Coursework** +

**Course reports** +

This section holds course updates for this years assessments.



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## National 5 Business Management

Subjects

Business Management

National 5

Higher

Adv Higher

### National Qualifications

NQ home

Subjects

NQ Unit search

Baccalaureates

About National Qualifications

Assessment changes

Support and resources

Understanding Standards

Exam results

Developing learners' skills

### Updates and announcements

Subject updates

+

Understanding the next steps for Business Management

+

### Essential information

Receive updates

Course Specification

+

Course Reports

+

### Assessment

Specimen Question Papers

+

Past Papers and Marking Instructions

+

Coursework

+

### Resources

Understanding Standards

+

CPD

+

This section holds course outlines and information about the course structure. It will also contain the examiner's reports with analysis of performance in previous exams.

This can be useful as you can see the pitfalls that have caught out other students across the whole of Scotland and learn from their mistakes!



# Course Specification

This contains a list of all the units in the course and a breakdown of all the topics covered. This would be useful during revision to make sure you have covered all topics, or to highlight areas you think you need to focus on.

## Skills, knowledge and understanding for the course assessment

The following provides details of skills, knowledge and understanding sampled in the course assessment. The question paper and the assignment can draw on any of the mandatory content listed in the areas below.

Understanding business	
Role of business in society	Factors of production, production of goods, provision of services, consumption of goods and services, satisfaction of human wants, sectors of industry (primary/secondary/tertiary), and sectors of the economy (private/public/third).
Customer satisfaction	Methods of maximising customer service and their importance.
Types of business organisations	Sole traders, partners, private limited companies, local government organisations, non-profit-making organisations, and social enterprises.  Understanding how enterprising skills and qualities help these organisations develop.
Objectives	Profit, provision of a service, social responsibility, survival, customer satisfaction, market share, and enterprise.
External factors	Political, environmental, social, technological, economic, and competitive



# Course Reports

## Section 1

Question 1 (c): Many candidates described external factors but did not detail the effect of the factors.

Question 1 (d): Some candidates compared objectives rather than features.

Question 2 (b) (i): Candidates did not describe the method of production being used. Many only identified the method.

Question 5 (a): The use of technology in operations was very poorly done, and in many cases omitted. Many candidates gave very general answers and some candidates gave marketing or human resources uses as opposed to operations. As stated in the Course Assessment Specification, candidates should be able to describe the use of technology in all four functional areas.

Question 5 (b) (ii): Candidates showed poor knowledge of terms associated with inventory. These are part of the National 5 course that fall under suppliers and over/under stocking.

This is a report that combines feedback from all the markers for that particular paper. It gives feedback on the areas that students did well and also areas that they did poorly in.

This will help you avoid similar mistakes.



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## National 5 Business Management

Subjects



Business Management

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### National Qualifications

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Subject updates +

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This section holds past papers, marking schemes, specimen papers for the new courses and examples of coursework or assignments



# Past papers and marking schemes

## Specimen Question Papers

## Past Papers and Marking Instructions

Assignment tasks are assessment materials that have been used in previous years. They can be used to help candidates prepare for the assignment Component.

### 2018

#### Past Papers

- [National 5 2018 Assignment Past Paper \(1,693KB\)](#)
- [National 5 2018 Assignment Electronic Files Past Paper \(2,028KB\)](#)
- [National 5 2018 Electronic Files Past Paper \(922KB\)](#)
- [National 5 2018 Instructions to Teachers Past Paper \(163KB\)](#)
- [National 5 2018 all Past Paper \(1,123KB\)](#)

#### Marking Instructions

- [National 5 2018 Assignment Marking Instructions \(941KB\)](#)
- [National 5 2018 mi Marking Instructions \(1,042KB\)](#)

### 2017

#### Past Papers

- [National 5 2017 Assignment Past Paper \(1,279KB\)](#)

Gives you access to past papers and the SQA marking scheme. For subjects that require files e.g.

Administration/Accounting these are also available on the website.

Also available for coursework and assignments.



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## National 5 Business Management

Subjects



Business Management

National 5

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### Essential information

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### Assessment

Specimen Question Papers +

Past Papers and Marking Instructions +

Coursework +

### Resources

Understanding Standards +

CPD +

This section is used by teachers but is also very useful for students! It contains resources issued by the SQA to teachers to show what will gain marks in an exam and what will not be accepted.



# Understanding Standards

The screenshot shows the SQA website interface. At the top, there is a navigation bar with links for 'Home', 'Using the site', 'Subjects', 'News', and 'Contact'. Below this is a breadcrumb trail: 'Home > Subjects > Business Management > National 5 > Question Paper > Candidate 1 > Q1'. The main content area is titled 'Section 1 - Question 1' and includes a table with columns for 'Question', 'Marking Instruction', 'Candidate Response', and 'Your Mark'. The 'Candidate Response' column contains handwritten text for two parts of a question.

Question	Marking Instruction	Candidate Response	Your Mark
(a)(i)		Caroline took up training before she started her business which ensures customers that she has the correct skills and is properly qualified to be a dog groomer. She managed a salon before setting up her own business which means she has had proper experience.	
(ii)		Because she has had the proper training and experience	

This is a great website that gives you access to examples of candidates answers and exactly how they were marked.

If you know the standard expected of you then you are better able to answer the questions asked to gain full marks!