



# Marr College

## Microsoft Teams

Student/Parent Guide



# 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 ways to access Microsoft Teams but this guide will focus on the **Browser** and the **Desktop App** as they have a similar interface.



LOGIN TO GLOW  
FROM YOUR **BROWSER**



★ **RECOMMENDED** ★

DOWNLOAD THE  
DESKTOP APP



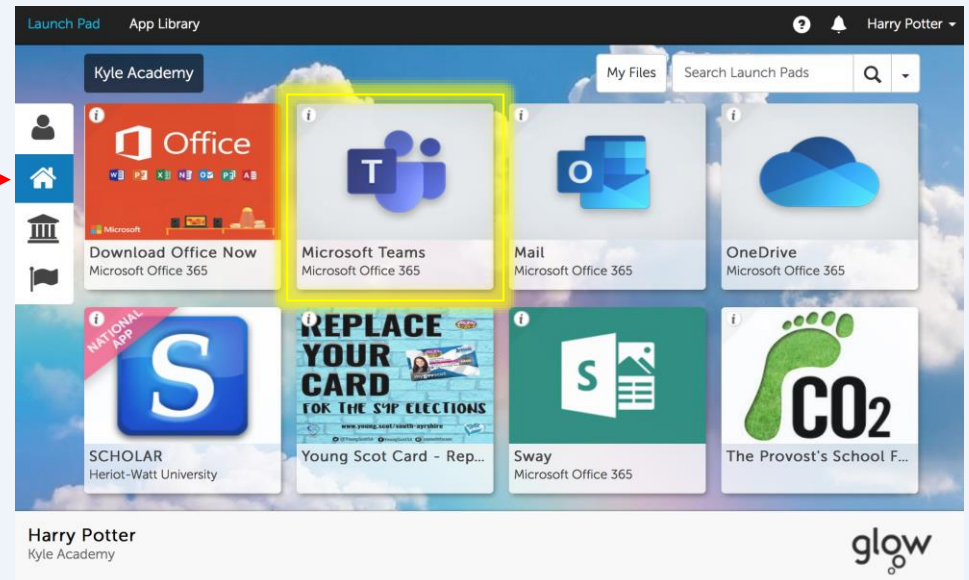
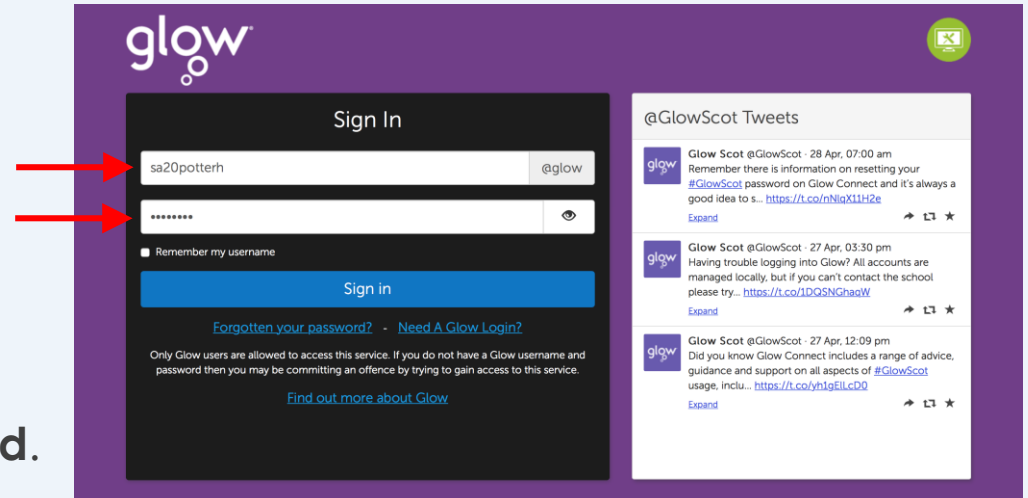
DOWNLOAD THE  
**MOBILE APP**



# Option 1 - Login to Glow from your Browser

Recommended browsers for effectively using Microsoft Teams are **Microsoft Edge** and **Google Chrome**.

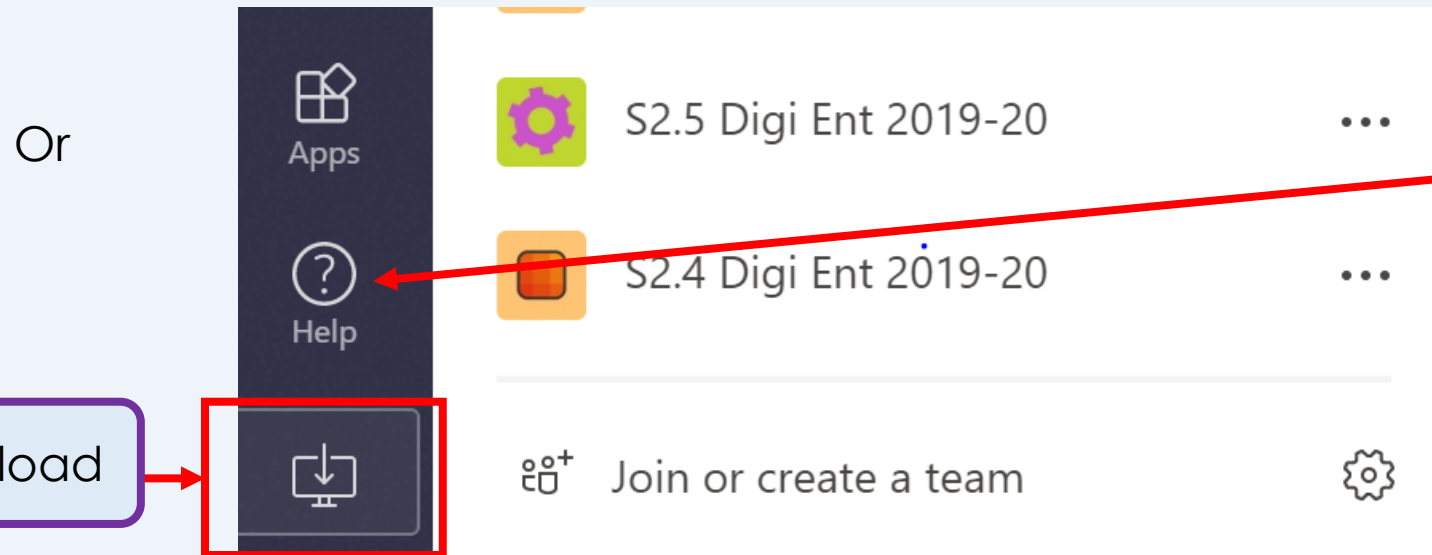
1. Visit the **purple glow login page** at [glow.rmunify.com](http://glow.rmunify.com).
2. Sign-in with your **glow username** and **glow password**.  
If you need a reminder of your username and password, please contact the school.
3. Click on the **home** icon to view the *Marr College Launch Pad*.
4. Click on the **Microsoft Teams file** to open in your browser.



# Option 2 – Download the Desktop App

★ Recommended ★

Download the MS Teams Desktop app. This can be done individually by clicking here:



The 'Help' feature is also a great way to find quick tip videos on how to use Teams

Once installed and you sign into your GLOW account  
(glow username e.g. [sa17studenta@glow.sch.uk](mailto:sa17studenta@glow.sch.uk))

The app will launch as soon as you log into your computer. This will save you having to login to GLOW each time you want to use Teams.



# Option 2 - Download the Desktop App

★ Recommended ★

It is highly recommended that you download the Microsoft Teams Desktop App to your computer.

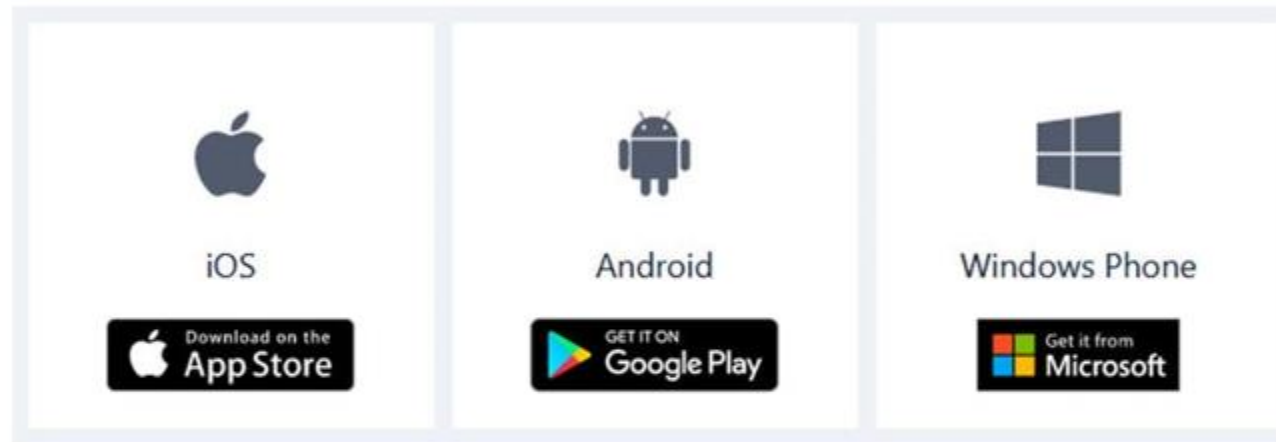
1. [Click here to open the Microsoft website.](#)
2. Click **Download for desktop.**
3. Follow the download and install instructions.
4. When prompted, **enter your glow email address** in the format *username@glow.sch.uk* then click **Sign in.**
5. You will be redirected to the purple glow login page. **Enter your glow password** and **Sign in.**

The image shows two screenshots side-by-side. The left screenshot is the Microsoft Teams login page, titled "Microsoft Teams". It features an illustration of four diverse people in a circle. Below the illustration, it says "Enter your work, school or Microsoft account." There is a text input field containing "sa20potterh@glow.sch.uk" and a blue "Sign in" button. A red arrow points from the text in step 4 of the instructions to this input field. The right screenshot is the Glow login page, titled "glow" in white on a purple background. It has a "Sign In" section with a text input field containing "sa20potterh@glow.sch.uk", a password input field with a red arrow pointing to it from the left, a "Remember my username" checkbox which is checked, and a blue "Sign in" button. Below the button are links for "Forgotten your password?" and "Need A Glow Login?". At the bottom, there is a disclaimer: "Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service." and a link "Find out more about Glow".



# Option 3 – Download the Mobile App

This is available across all platforms



<https://teams.microsoft.com/downloads>

Scan the QR code for  
direct access



# Navigating your Class Teams – Grid View

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

Click on a **file** to open that Team.

A **bold** Team name also tells you that there has been new activity in the team since your last visit.

Search for or type a command

Activity 16

Teams

Assignments

Calendar

Files

...

Teams

Notification count per Team

Join a Team with a code

Join or create team

Your teams

S1 MATHS FOUR CLASSES 2020

Mrs Thomson's S1 English

S1 Mrs Murdoch

2019/20 1J Computing Science

1H Design and Technology - Miss Anderson

S1 ICT 1E

S1 Home Economics

1B Social Subjects

Click the **three dots** to **hide** an inactive team.





# MS Teams Interface

The screenshot displays the Microsoft Teams interface. On the left, a vertical sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, Help, and a 'Join or create a team' button. The 'Teams' section is highlighted with a red box and contains a list of teams, including 'South Ayrshire Digital Cham...', 'General', 'CPD', 'N5 Administration C1 2019-20', 'N5 Administration E1 2019-20', 'S2.8 Business 2019-20', 'Higher Accounting 2019-20', 'S3 Admin 2019-20', 'S2.9 Business 2019-20', 'S2.7 Digi Ent 2019-20', 'S2.5 Digi Ent 2019-20', and 'S2.4 Digi Ent 2019-20'. The main area shows the 'General' channel of a team, with a search bar at the top and tabs for Posts, Files, Class Notebook, Assignments, Grades, and Insights. The chat history includes a post from 'Miss Wyllie' asking for a scholar log in, a question about 'COGS manufactured?', and a meeting started notification. A blue box highlights the chat area, and a blue arrow points from the 'S2.7 Digi Ent 2019-20' team in the sidebar to the chat area.

Here you can view and access all of the Teams you are a member of

In the post section you can ask questions to your teacher. You can tag members in posts and they will reply to your message.

Your teacher might also leave you instructions here.

You can upload files so your teacher can see them.



# Navigating your Class Teams – Team Setup

Most teacher announcements will be set in the **General** channel.

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

Search for or type a command

Activity Chat Teams Assignments Calendar Calls Files

**Teams**

- Using OneNote and Glow
- 1 hidden channel
- South Ayrshire digital clpl
- DT Demo Team
- General
- Questions and Queries
- Starters
- Team Meetings
- HN** Higher and NPA Account...
- General
- Meetings
- Questions and Queries
- Starter Tasks
- BS Business Skills Apprentic...
- General**
- Daily Quiz and Starters
- NB N4/5 Business Managem...

**General** Posts Files Class Notebook Assignments Grades 1 more

Miss Wyllie 10:34 Edited

## Week Beginning 05.05.2020

### Week Outline

#### Lesson 1

Hopefully you will be able to join me for the meeting on today - see the **Meetings Channel**. I would also like you to familiarise yourself with Microsoft Teams and your Class Notebook. Watch the following help videos: <https://wke.lt/w/s/tA-Ss9> and complete your **target setting sheet** in the class notebook.

See more

**Student Video Guides - Use of MS Teams**

A collection of help guides as an introduction to Microsoft Teams - watch the clips below to learn more about how we will be using Teams this year.

wke.lt

Start a new conversation. Type @ to mention someone.

Change between **Posts**, **Files** and **Assignments** for this Team.

You can **show / hide** channels which are relevant to you.



# Navigating your Class Teams – Posts

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



Only **start a new conversation** if you need to. Common mistake.

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

Click **See more** to read the full message.

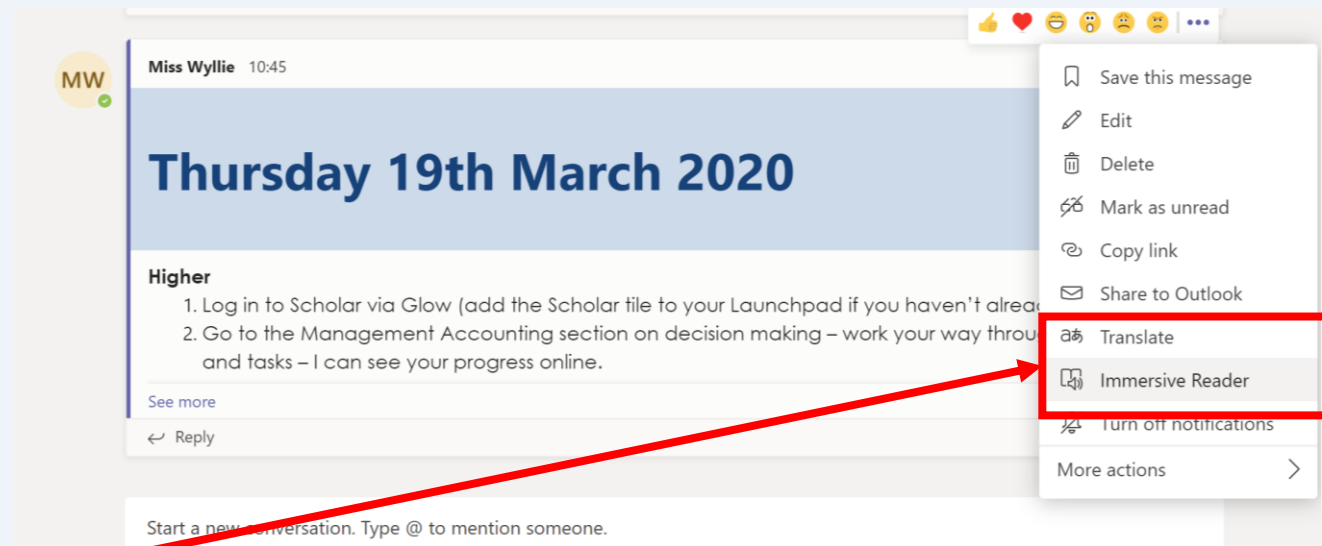
Click **Reply** to continue the conversation.

# Immersive Reader

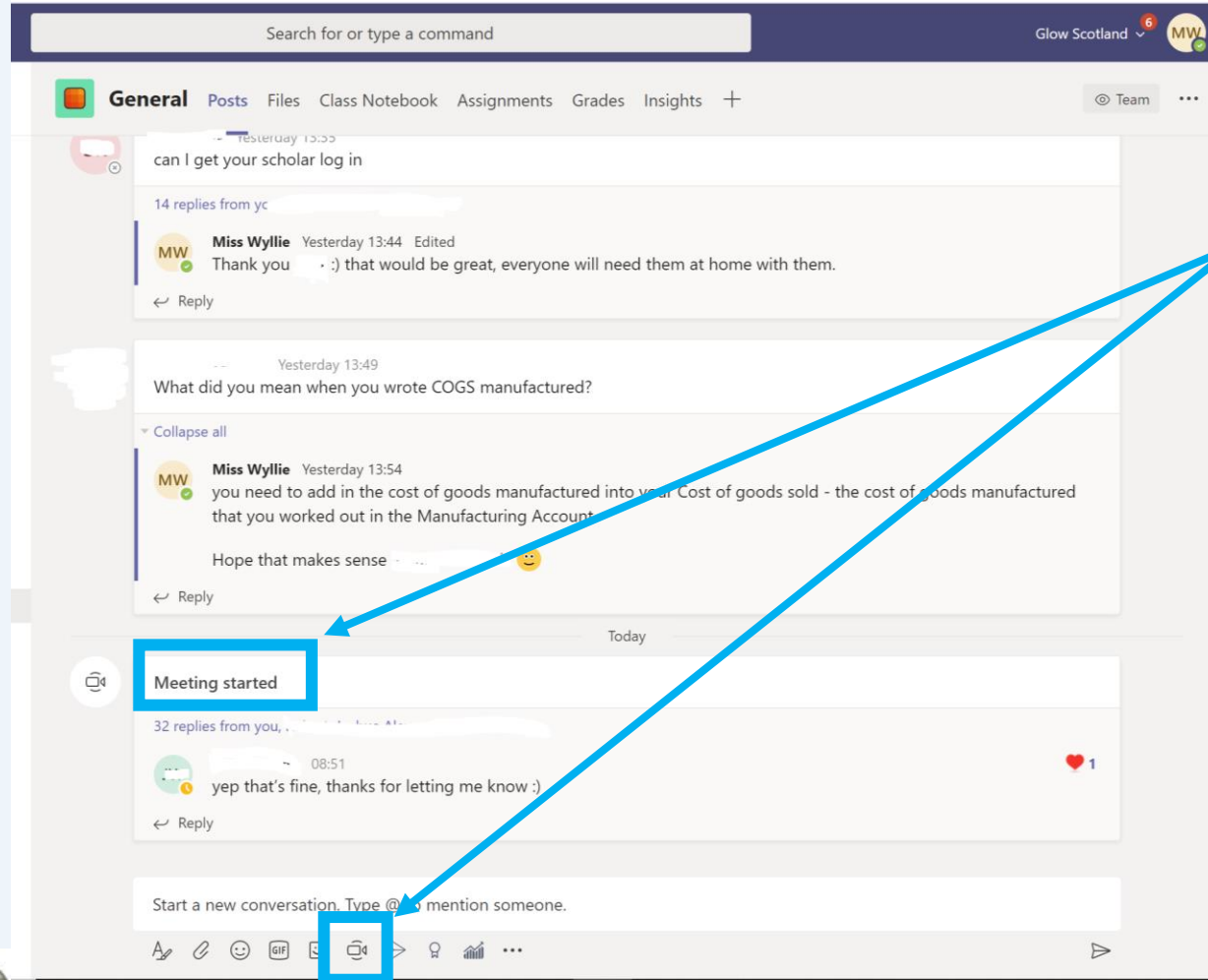
Click on any comment to switch to Immersive Reader which will read text aloud, translate text, change the page colour and has a picture dictionary.

See this video for more information:

<https://www.youtube.com/watch?v=HfkaAORlzTM>



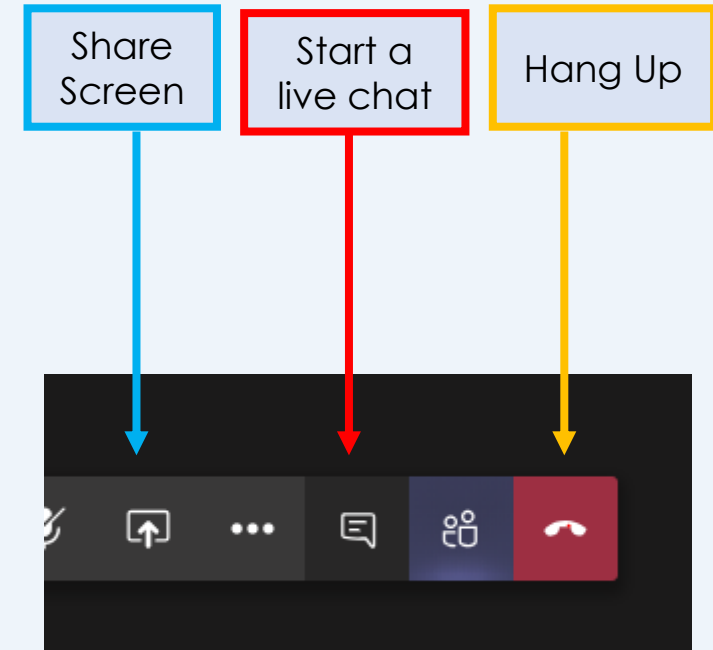
# Joinin a Meeting



Teams also allows live meetings and calls like Skype.

This allows teachers to share screens and live chat with students.

Chats are saved as a thread in the post section for all members to access later.



# Accessing and Downloading Files

Microsoft Teams interface showing the 'Files' tab in a 'General' channel. A file named '001 Homework Booklet' is selected, and its context menu is open, showing options like 'Copy link', 'Download', 'Delete', 'Pin to top', 'Rename', and 'Open in SharePoint'. A red box highlights the 'Files' tab and the three dots menu for the selected file. A red arrow points from the 'Download' option in the menu to the explanatory text box on the right.

You can access PowerPoints, Notes, Tasks, Solutions etc from the files section in Teams.

Click on the 3 dots and you can then download files to your own device to work on from home.

You can also upload your own files outwith the Class Materials folder—but anyone can in the Team can access them.

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.



# Class Notebook/OneNote

The screenshot shows the OneNote Class Notebook interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Class Notebook' tab is highlighted. Below this is the ribbon with 'File', 'Home', 'Insert', 'Draw', 'View', and 'Help' tabs. The 'Home' tab is active, showing a ribbon with various tools. A red box highlights the 'Dictate' button (a microphone icon) in the ribbon. Another red box highlights the 'Expand' button (a right-pointing arrow) in the ribbon. A third red box highlights the 'Class Notebook' tab in the top navigation bar. The main content area shows a page titled 'Cash Budget Test 1' with a date of '30 October 2019 10:35'. The page contains handwritten red text: '18/20 = 90%', 'Excellent', 'Well done. Just', 'on credit sale', and '(1)'. Below the text is a table titled 'McLeod PLC Production Budget for the 6 months July to December'. The table has columns for 'July', 'Aug', and 'Sep'. The rows are 'Cash Sales' and 'Credit Sales'. The values for 'Cash Sales' are 1200 for July, 1400 for Aug, and 1000 for Sep. The values for 'Credit Sales' are 4000 for July, 4000 for Aug, and 2000 for Sep.

McLeod PLC			
Production Budget for the 6 months July to December			
	July	Aug	Sep
Cash Sales	1200	1400	1000
Credit Sales	4000	4000	2000

Click to expand

Dictate

Class Notebook works as an electronic ring binder/jotter.

Staff and students can print or upload files to a page.

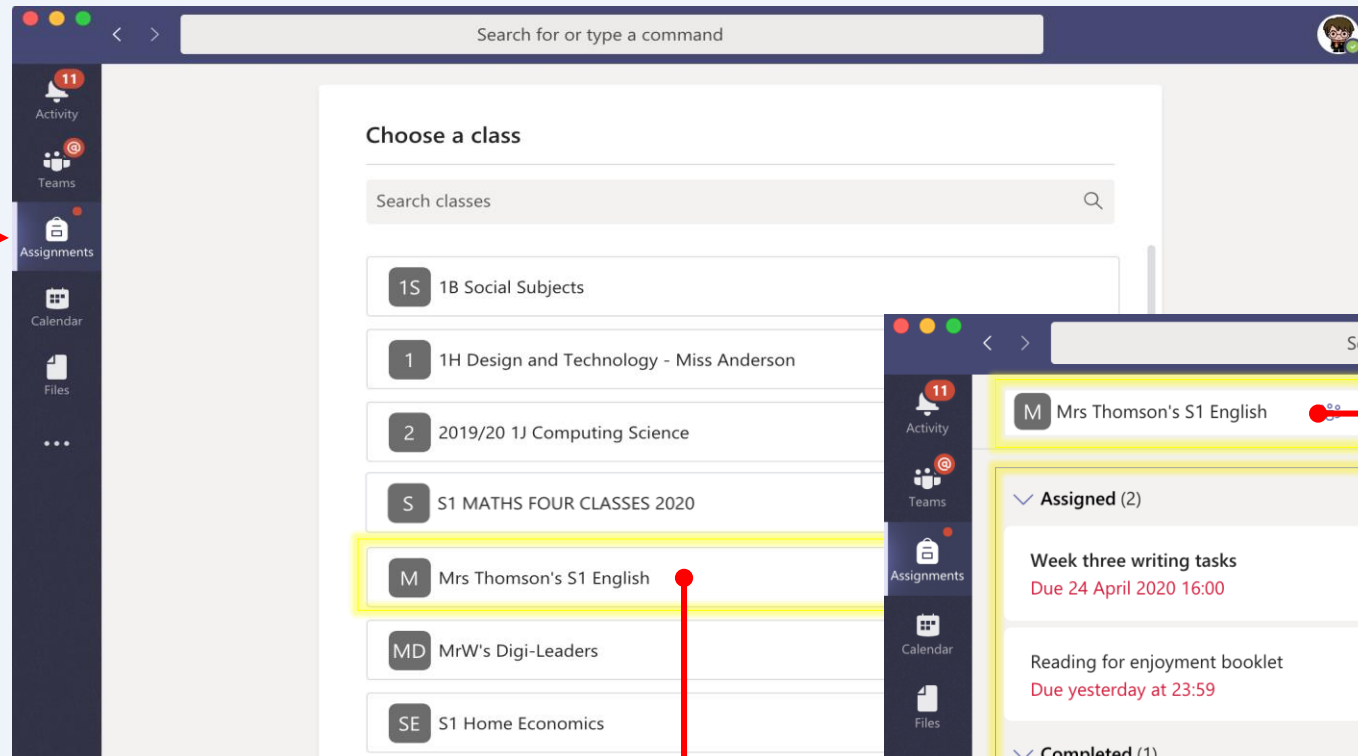
They can also type directly onto the page – this will save automatically and the teacher will be able to view what they type live.

This allows teachers who use OneNote to mark digitally.

You can also use Immersive Reader and dictate (will type as you speak)



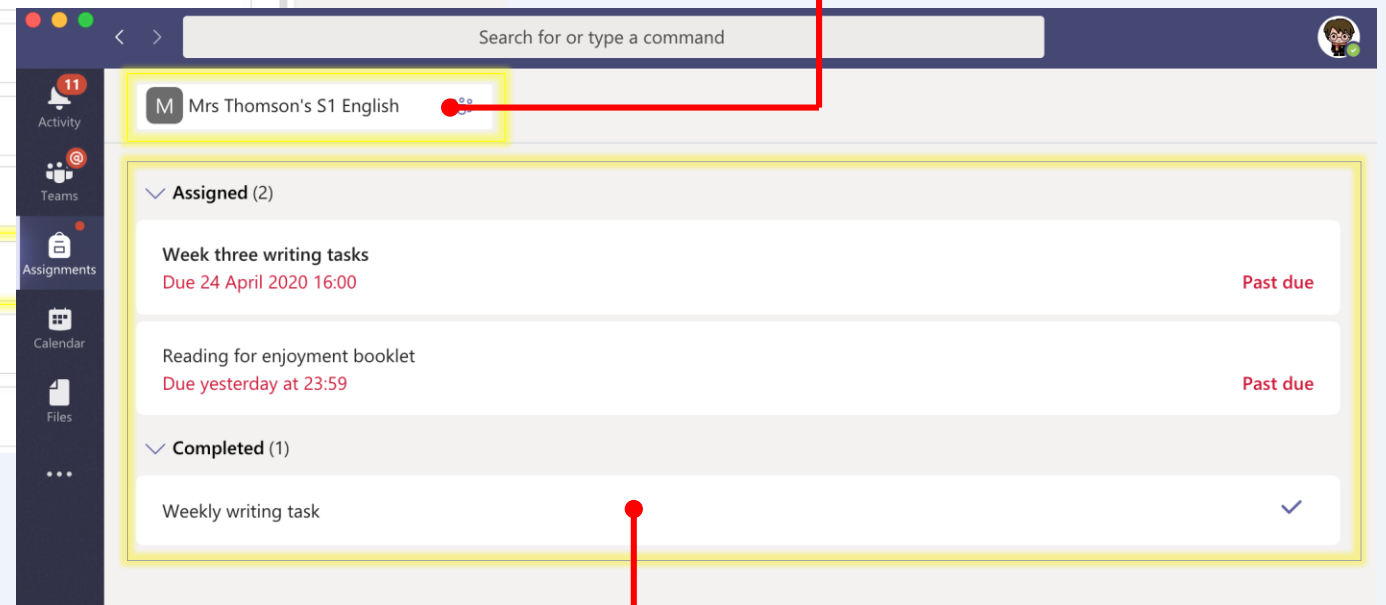
# How to View your Assignments



Click on **Assignments**.

Click on the **Class Team**.

Quickly **filter** to another class.



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





# How to View your Assignments

You can also view Assignments directly within the Class Team...

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes 'Activity', 'Teams', 'Assignments', 'Calendar', and 'Files'. The 'Assignments' icon is highlighted with a yellow box, and a red arrow points to it from the text 'Navigate to the General channel'. The main area shows the 'General' channel selected, with the 'Assignments' tab highlighted in a yellow box and a red arrow pointing to it from the text 'Click on the Assignments tab.'. Below the tabs, the 'Assigned (3)' section is visible, listing three assignments: 'Week three writing tasks' (Due 24 April 2020 16:00, Past due), 'Reading for enjoyment booklet' (Due 1 May 2020 23:59), and 'Weekly writing task' (Due 1 May 2020 23:59). A red line points from the text 'View assigned, late and completed assignments by class.' to the 'Assigned (3)' section.

Click on the **Assignments** tab.

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

Navigate to the **General** channel



# 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.

The screenshot shows the 'Assignments' tab in Microsoft Teams. At the top, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the navigation, there is a 'Back' button and a 'Hand in' button. A yellow circle highlights the 'Hand in' button. Below this, the assignment title 'Weekly writing task' is displayed, followed by the due time 'Due tomorrow at 23:59'. Under 'Instructions', the text reads: 'Please complete ONE writing task for this week from the attached booklet and submit it for marking. You should save your work as week 1, add to it and rename it each week. I'm looking for your best work here: varied word choice, imagery and correct use of punctuation and paragraphs.' Below the instructions, there is a section for 'My work' which contains a file named 'BGE Writing Booklet.docx'. To the right of the file name are three dots. A dropdown menu is open, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. Below the file, there is an 'Add work' button and a 'Points' section showing 'No points'.

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

Launch **Immersive Reader** to read aloud and customise your reading preferences.

Click the **three dots**, then **Open in Word Online or Desktop App** for quick editing. Your work should save automatically as you go.

If you are having problems editing, you should **Open in Word** or **Download** a copy. You can then **Add work** to upload your own copy, then **Hand in** as normal.



# Additional Information



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

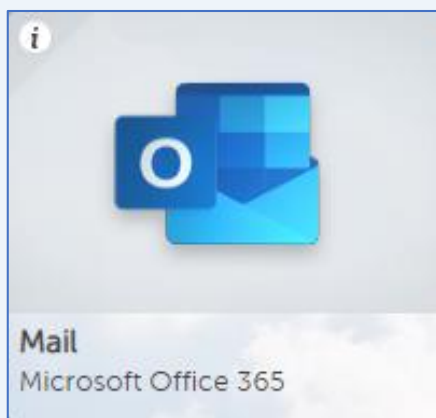
Look for the **orange** tile on your *School Launch Pad*. Full install instructions on the next page.



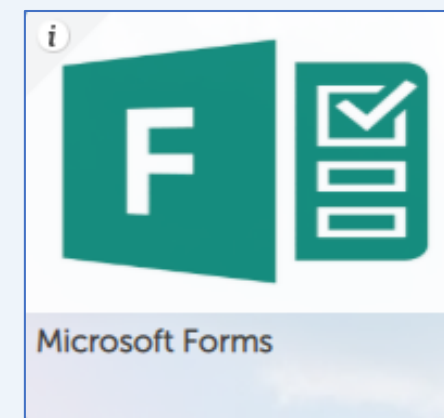
Say goodbye to your USB flash drive. Students have **unlimited cloud storage** on their personal **OneDrive**.

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**



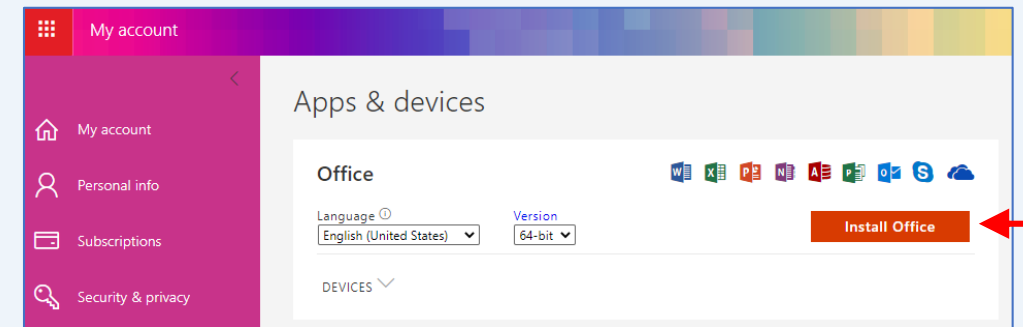
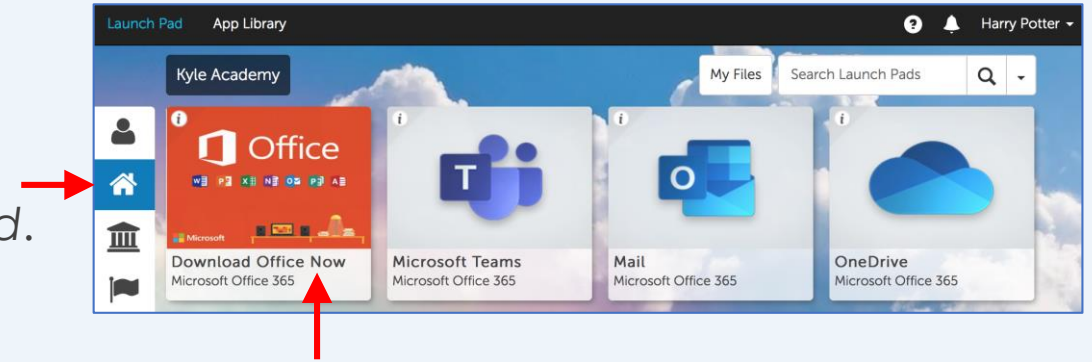
When opening a **Sway** or a **Form** using the link provided by your teacher, you may need to **sign-in** with your **Glow email address**.



# 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**.

