COVID SUPPORT FOR PUPILS ISOLATING AT HOME

QUICK REFERENCE GUIDE FOR PARENTS AND PUPILS

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COVID SUPPORT TIMETABLE FOR PUPILS ISOLATING AT HOME

NOTE: All letters in the class codes are lower case

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:55 - 09:45			**Modern Studies** Colette McGinley Queen Margaret Academy (8.45 – 10.20) **Class Code: kezvbjg**	**Computing/NPA Cyber Security** Robert Elder Girvan Academy **Class Code: 8vm9b3w**	
09:45 - 10:35	**History / Modern Studies** Colin Moncrief Marr College **Class Code: kezvbjg**	**Mathematics** Nicola McGarry Ayr Academy **Class Code: l2dot23**	**Computing/NPA Cyber Security** Lee Moffat Girvan Academy **Class Code: 8vm9b3w**	**Mathematics** Amy Yip Prestwick Academy **Class Code: l2dot23**	**Biology** Lynsey Melvin Carrick Academy **Class Code: wcqzwtb**
10:50 - 11:40		**Art** Bonnie Reynolds Ayr Academy **Class Code: yyq10g1**	**Mathematics** Amy Yip Prestwick Academy **Class Code: l2dot23**	**Geography** Bethany Hamilton Queen Margaret Academy (10.40 – 11.30) **Class Code: kezvbjg**	**Mathematics** Paul Weaver Queen Margaret Academy (10.40 – 11.30) **Class Code: l2dot23**
11:40 - 12:30	**Mathematics** Linsey Gibb Carrick Academy **Class Code: l2dot23**	**RMPS** Matthew Crammond Queen Margaret Academy (11.30-12.20) **Class Code: kezvbjg**	**Computing** Lynsey Allen Prestwick Academy **Class Code: 8vm9b3w**	**Biology** Louise Anderson Kyle Academy **Class Code: wcqzwtb**	**Physics** George Robertson Marr College **Class Code: wcqzwtb**
12:30 - 13:20	**Design and Technology** Amanda Love Prestwick Academy **Class Code: sd6y11f**	**Mathematics** Sandra Sayce Queen Margaret Academy (12.20 – 1.10) **Class Code: l2dot23**			
13:20 - 14:00			**Physics** Gary Clark Kyle Academy **Class Code: wcqzwtb**	**Mathematics** Nicola McGarry Ayr Academy **Class Code: l2dot23**	**Chemistry** Chris Hathaway Belmont Academy **Class Code: wcqzwtb**
14:00 - 14:50	**Geography** Lauren Ball Carrick Academy **Class Code: kezvbjg**	**Geography** Karen McHaffie Marr College **Class Code: kezvbjg**	**Music** JoAnn Spreadbury Carrick Academy **Class Code: dm1qqxo**	**Modern Studies** Jennifer Risk Belmont Academy **Class Code: kezvbjg**	**Computing/NPA Cyber Security/NPA Games Development** Gareth Rae Girvan Academy **Class Code: 8vm9b3w**
14:50 - 15:40	**English** Keith Dunlop Queen Margaret Academy **Class Code: de3r7k9**	**History** Nicola Crawford Carrick Academy **Class Code: kezvbjg**			

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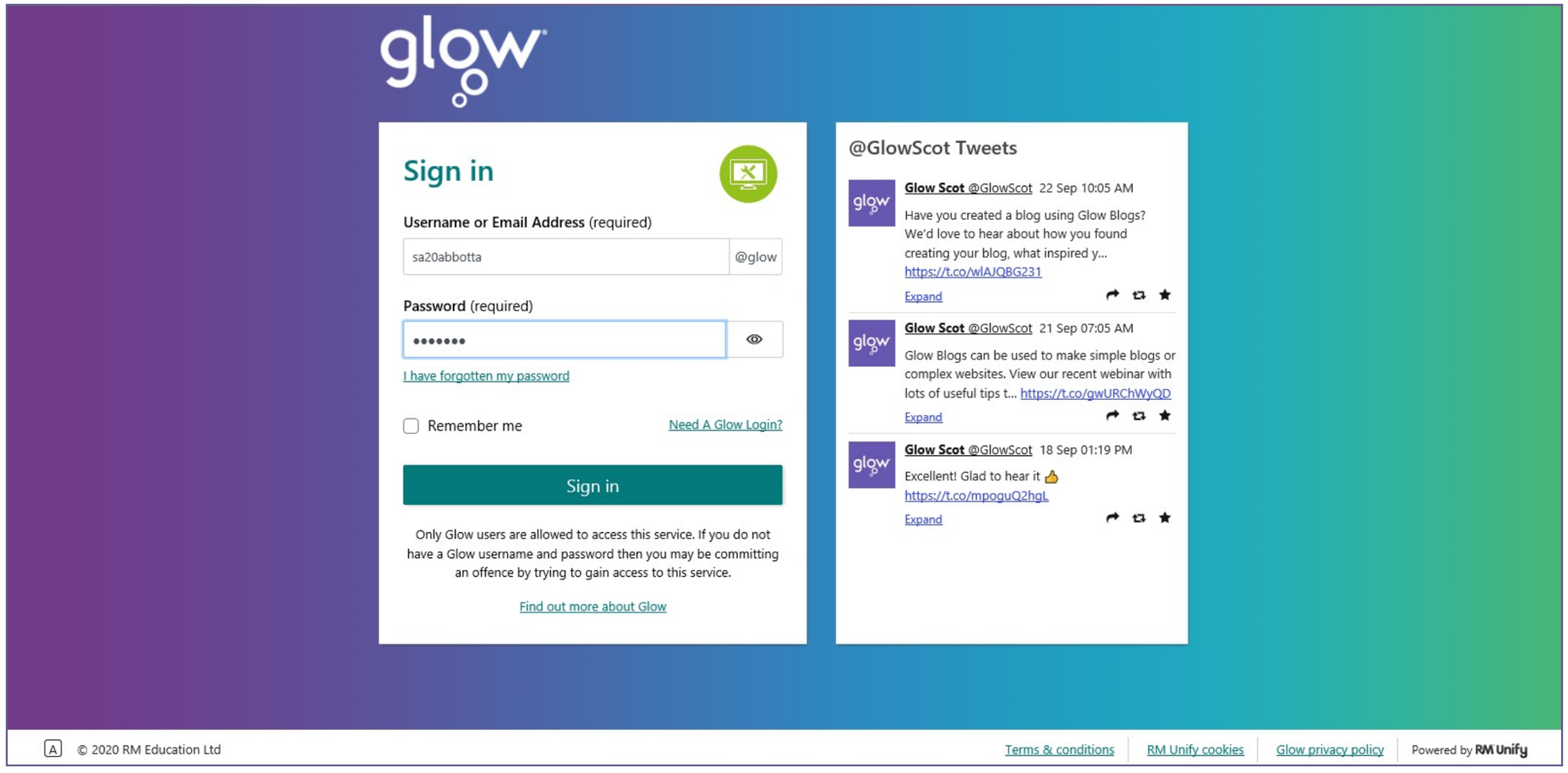
LOGGING IN

First of all Google Glow, the first result should take you to the login page below

Students should login using their South Ayrshire computer login (eg sa12allenj) and their Glow password.



Any teacher can reset a forgotten password

This guide will use the login of a made up student for GDPR reasons

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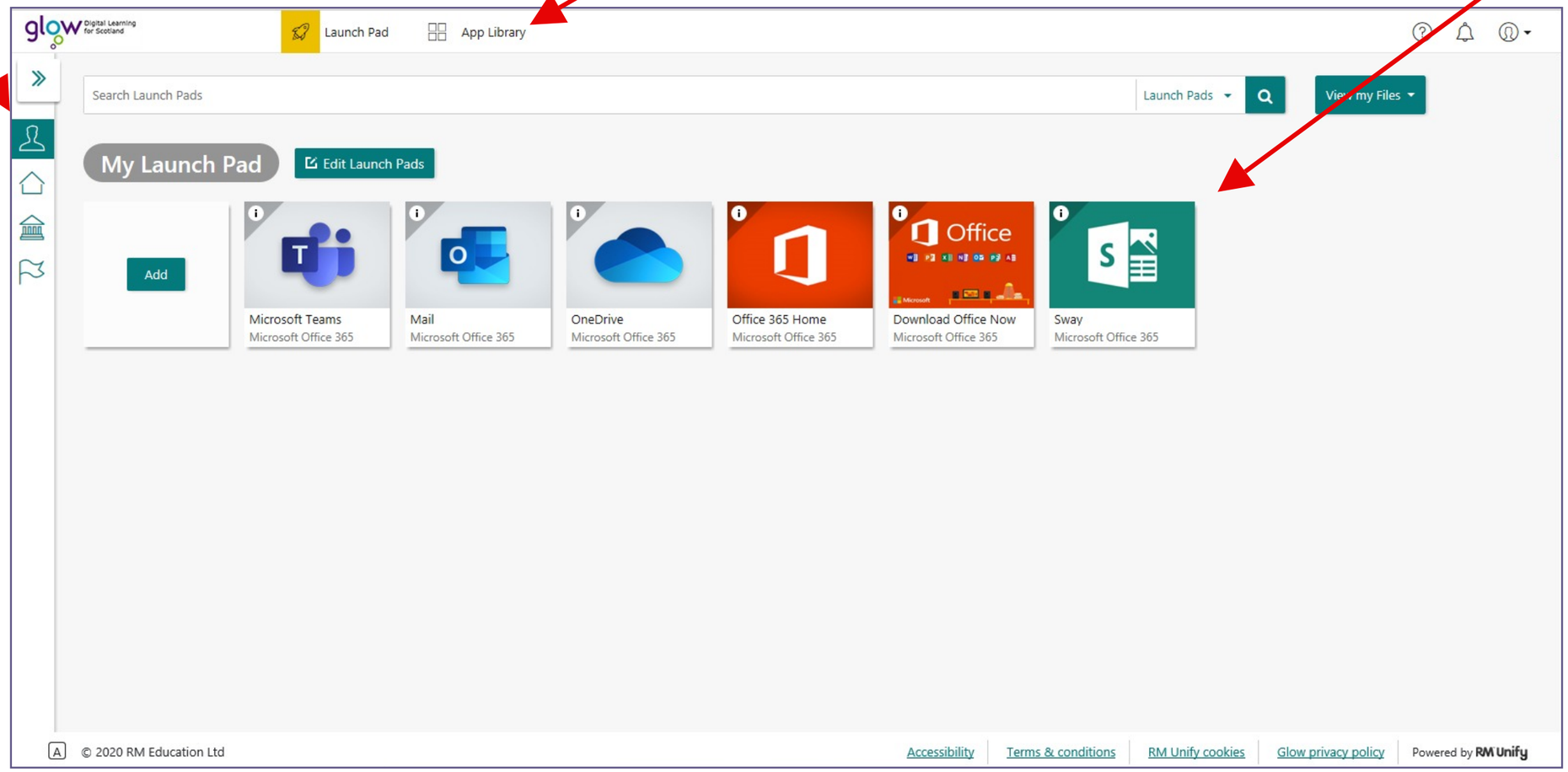
THE LAUNCH PAD

Once you login you will be taken to your **launch pad**. Lets take a look around this page.

You can switch between your school, South Ayrshire, Scotland and your own personal **launch pads** here. To be honest, you'll probably just use your own.

If you are missing a program (or app) from your launch pad then you can search for it in the **App Library**

Apps on Glow are the same as apps on your phone



There are some apps you will want to make sure are on your launch pad:

- **Microsoft Teams** (this is where work will be assigned and handed in)
- **Mail** (in case you wish to contact a teacher directly)
- **OneDrive** (your Glow hard drive where all your files will be saved)
- **Office 365 Home** (complete Microsoft Office suite of programs, you **DO NOT NEED TO BUY OFFICE 365**)
- **Download Office Now** (you can download Office 365 **FREE** so you can use the programs offline)

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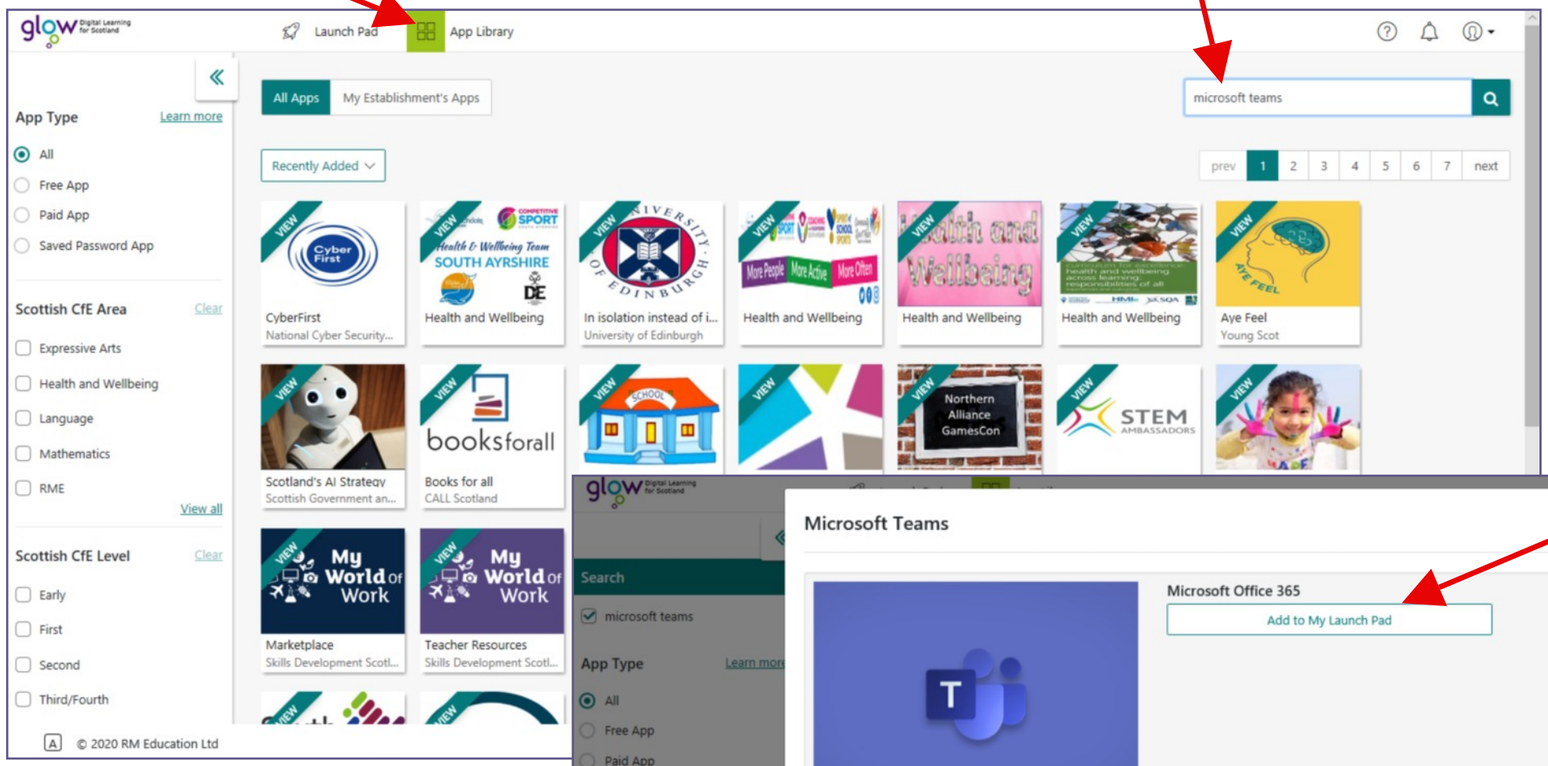
ADDING A TILE TO YOUR LAUNCH PAD

Not all apps will be automatically added to your launch pad. Here's how to add them.

Go to the **app library**

In the search box type the name of the app you are looking for eg **Microsoft Teams**, and click Go



Click on the app and select **Add to my launch pad**. Press the x in the corner and it should now appear in your launch pad. Go back to your launch pad by selecting it on the top left corner

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MICROSOFT TEAMS - HOMEPAGE

Back in your launch pad lets click on the **Microsoft Teams** app. It may take a minute to load. Let's look around the landing page.

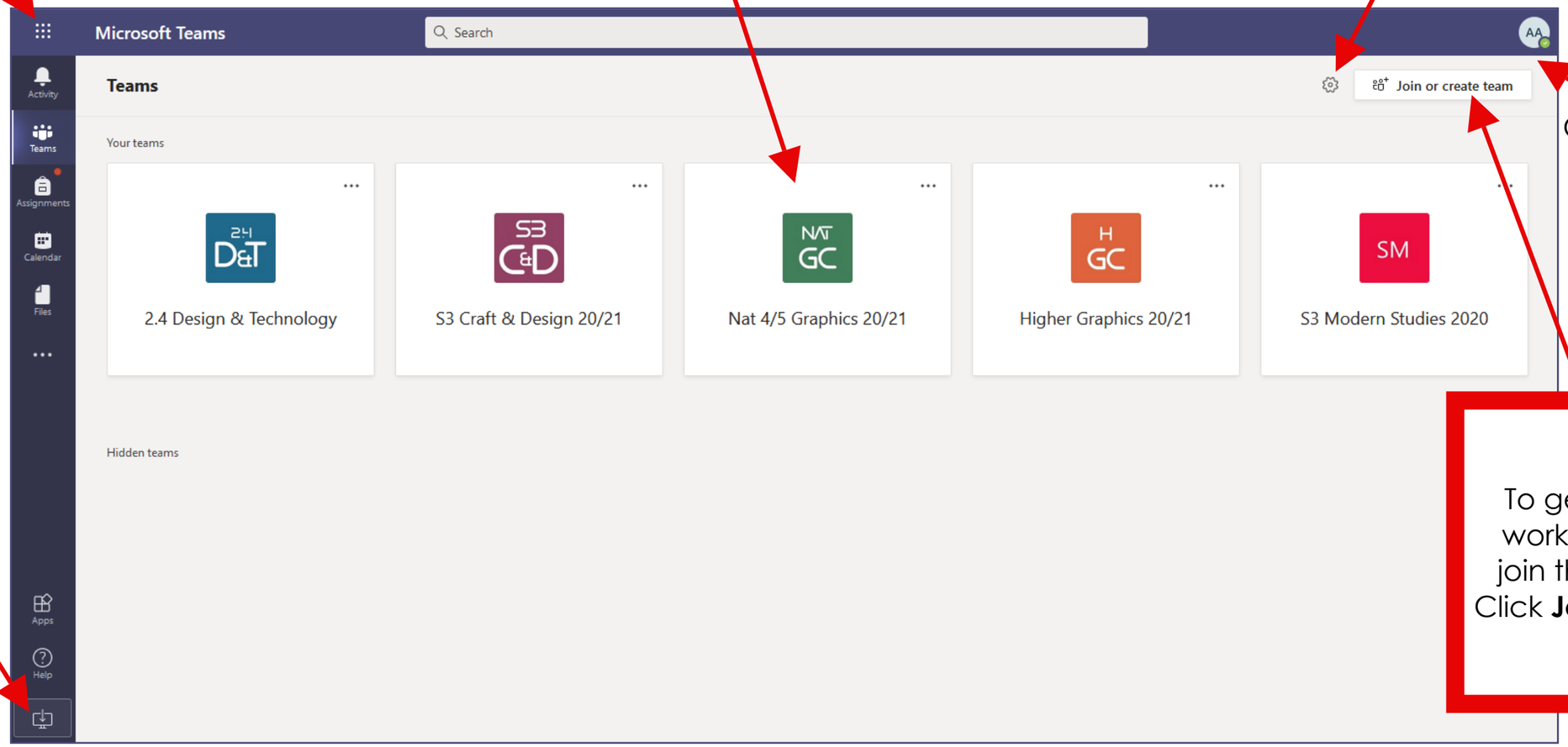
The 9 nine dots in the corner allow you to quickly access other Microsoft programs (ie Word or PowerPoint)

The tiles (or Teams) are each of the classes the student is a member of. This may be blank.

The settings button would allow you to change the layout or theme of your landing page

Click on your initials to edit your profile picture

You can click the monitor icon to download a desktop version of Microsoft Teams



To get help with your work you will need to join the correct team. Click **Join or create team**

The panel on the left has a variety of options

- **Activity**: will show up any notifications when the teacher has posted a message or assignment to the Team
- **Teams**: will take you back to the above page so you can switch to a different Team
- **Assignments**: allows you to look through the assignments for each individual class
- **Calendar**: lets you add in deadlines, assignments, homework tasks, etc
- **Files**: will take you to the files section for each Team

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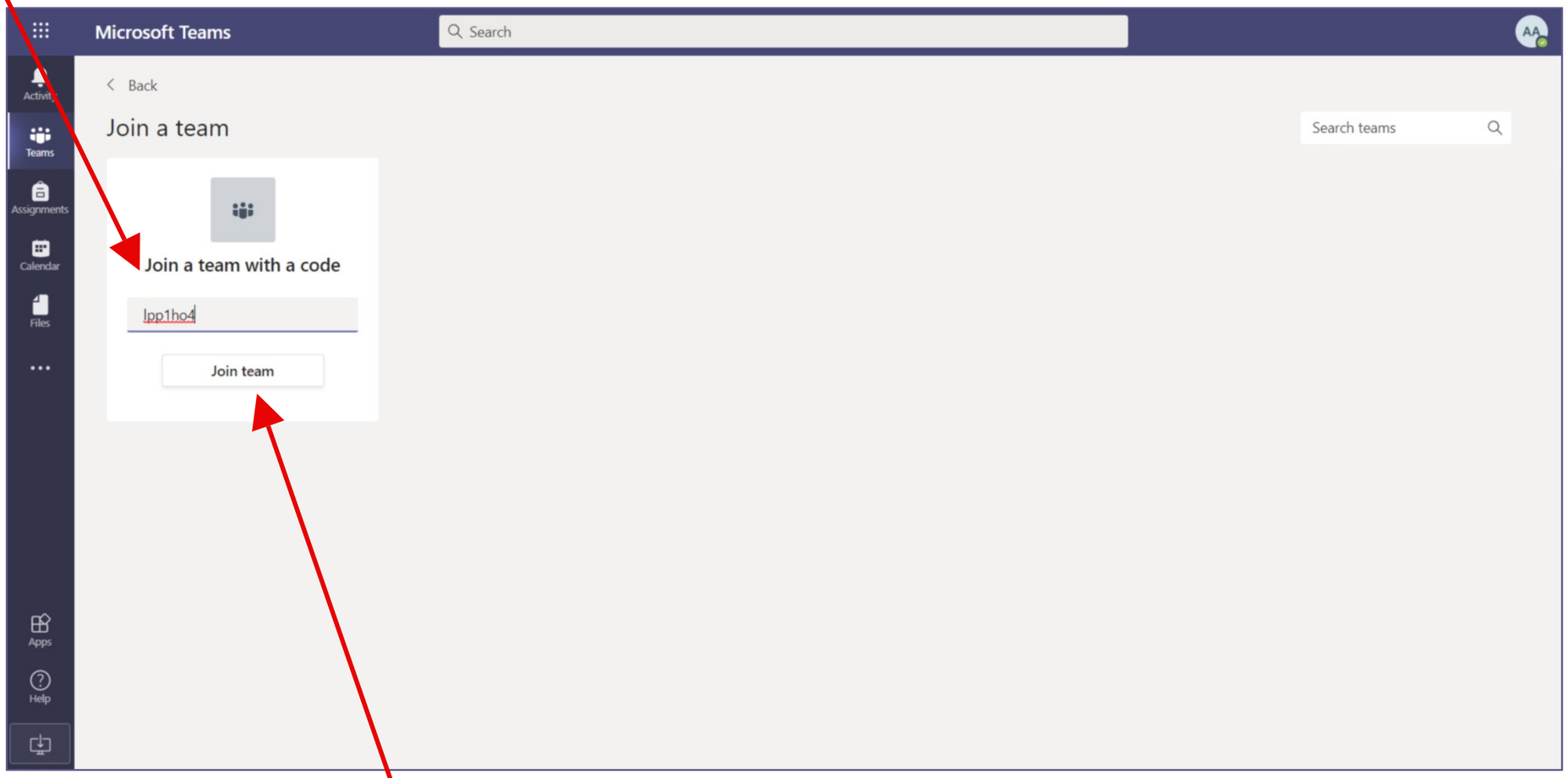
MICROSOFT TEAMS - JOINING A TEAM

Once you have clicked **Join or create team** in the upper right corner you will be taken to this page

Enter the code for the team you wish to join. These codes can be found on page 2



Once you have entered the code, click **Join team** and you'll automatically be admitted the team

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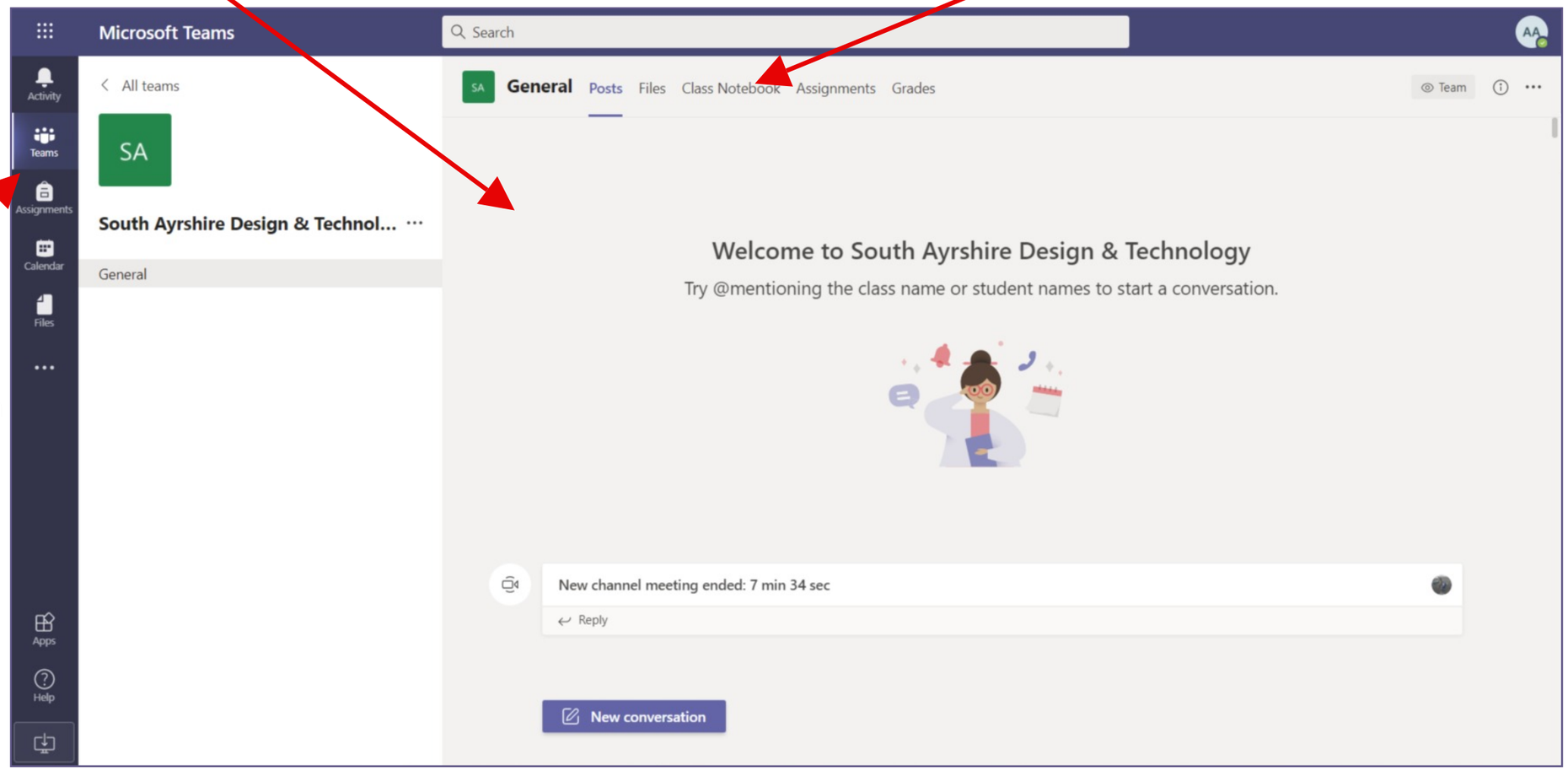
MICROSOFT TEAMS – A TEAM

Click on a Team to see the class feed. For the purposes of this guide I am going to use my 2nd year class.

You will be taken to the class **wall** (like a feed in Facebook or Twitter). This is where pupils can post questions out with the allotted class time. The teacher may not reply until the time the lesson begins. Everyone in the Team can see what is written on the wall.

Across the top you can switch between different areas of the class.

Remember, if you want to go into another Team just click the button on the left



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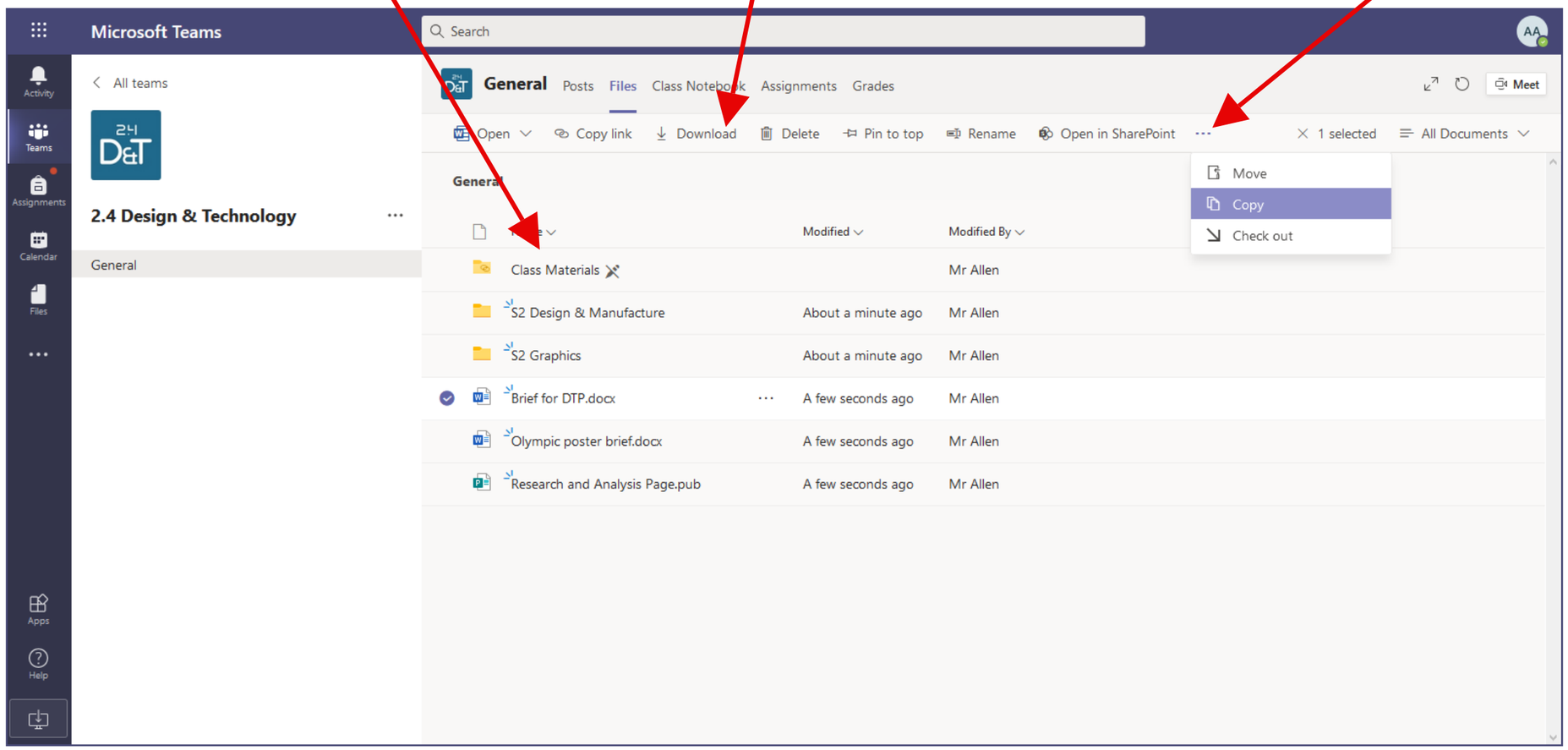
MICROSOFT TEAMS - FILES

Let's look at the files section. In here your teacher may save and store any files you may need to access.

Any files stored in the **Class Materials** folder will be read only (ie you will not be able to edit them). Most teachers prefer to store files in here as it prevents students from accidentally overwriting a file.

Students can download files to their own computer or device. Just click on the circular check box next to the file name and click **download**.

Alternatively, students can save files to their **OneDrive** by selecting the file and choosing **Copy** from under the 3 dots



NOTE: A student can edit a Word or PowerPoint document just by clicking on it as all Microsoft programs are built into Teams. If they are accessing a document in the **Class Materials** folder they will need to save it their **OneDrive** before editing it.

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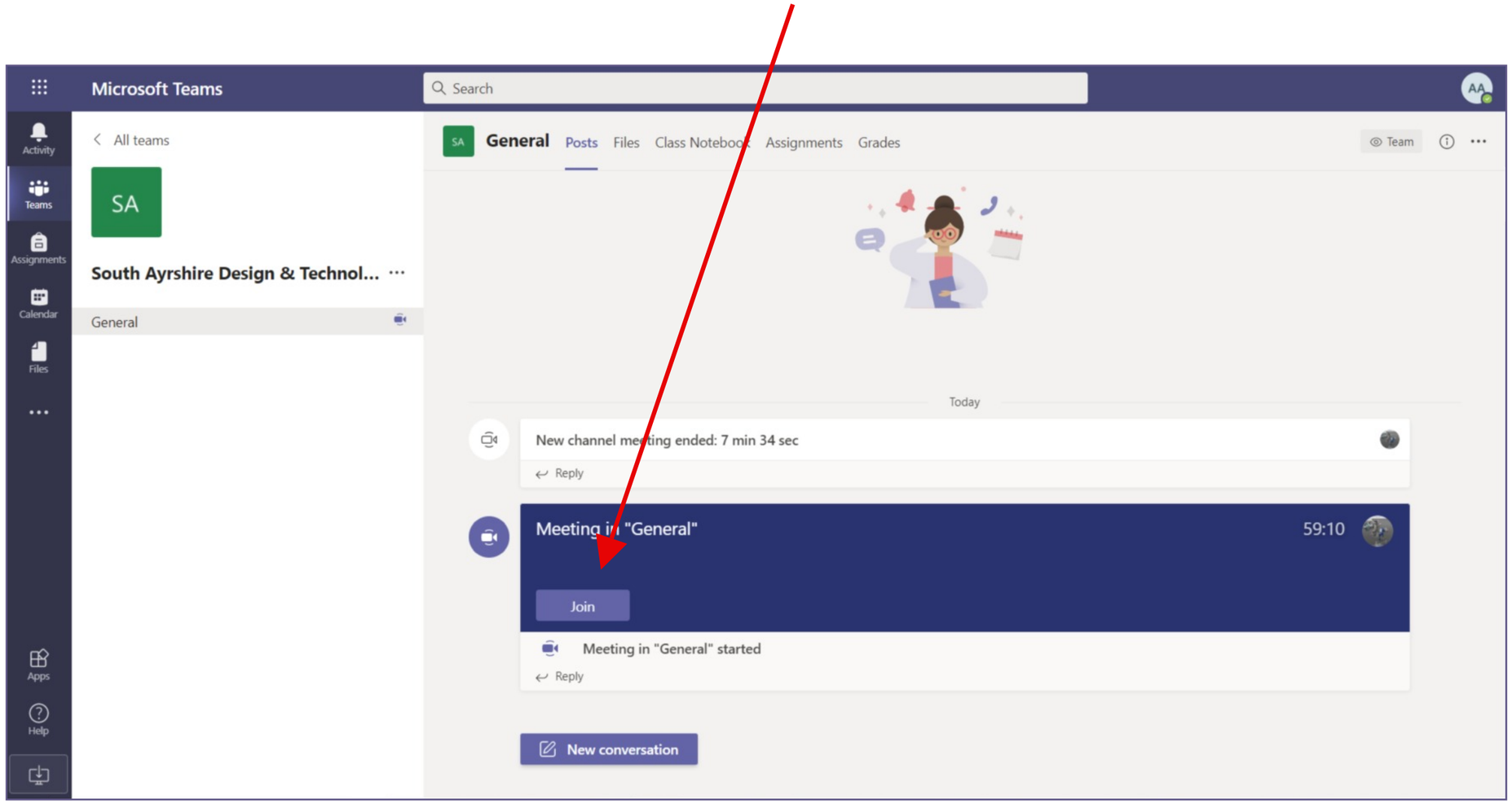
MICROSOFT TEAMS - MEETING

If you need help with a subject you should join a meeting

At the time indicated on page 2 the teacher will start a class meeting. This will appear in **Posts** section of the relevant team. To ask the teacher questions click the **Join** button



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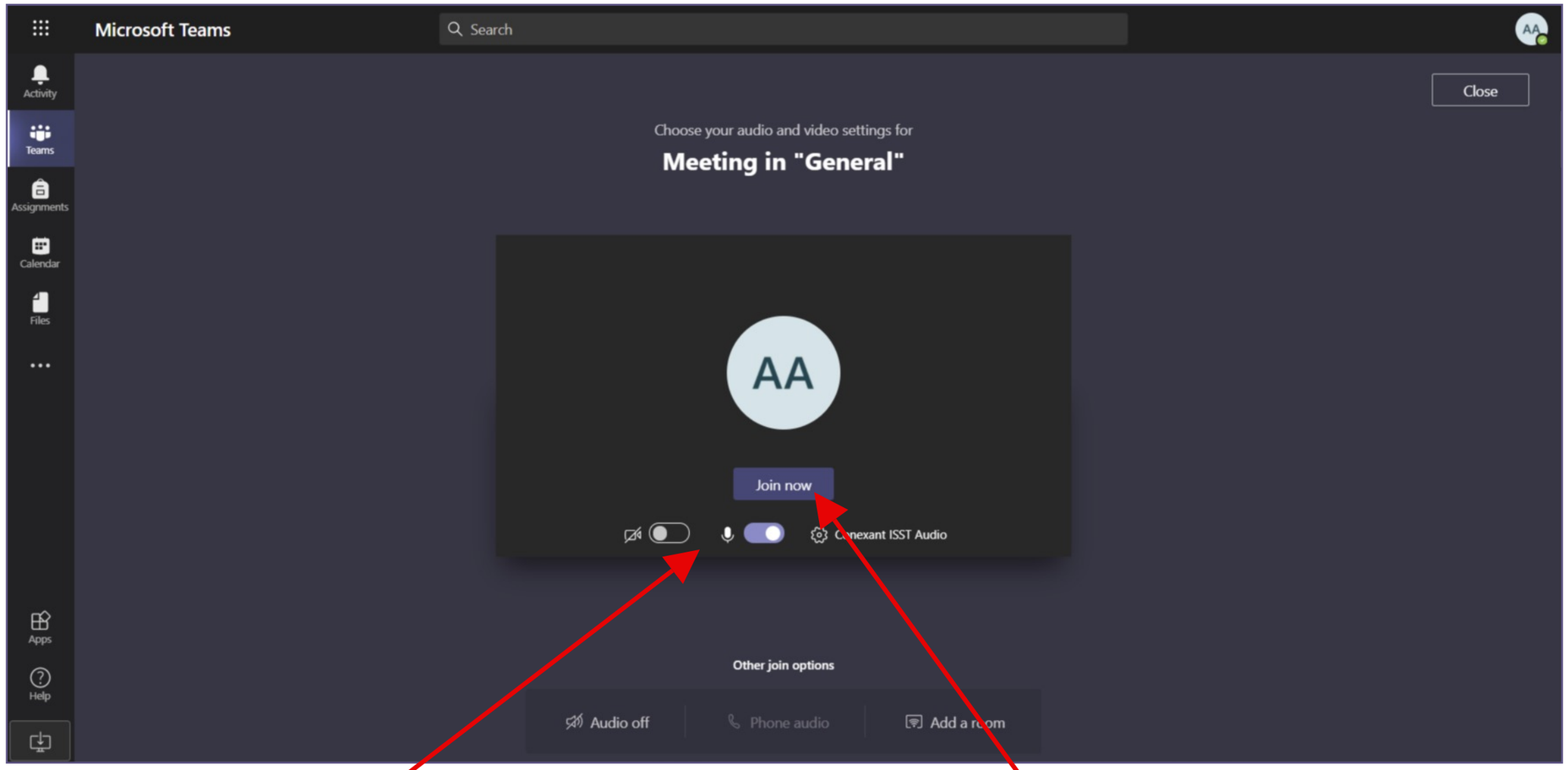
MICROSOFT TEAMS - MEETING

Once you click Join you'll get the following window



You can toggle your camera and/or microphone on or off Don't worry if you are using a device or computer that doesn't have a microphone, you can still join the meeting to get help.

Once you are ready click **Join now**

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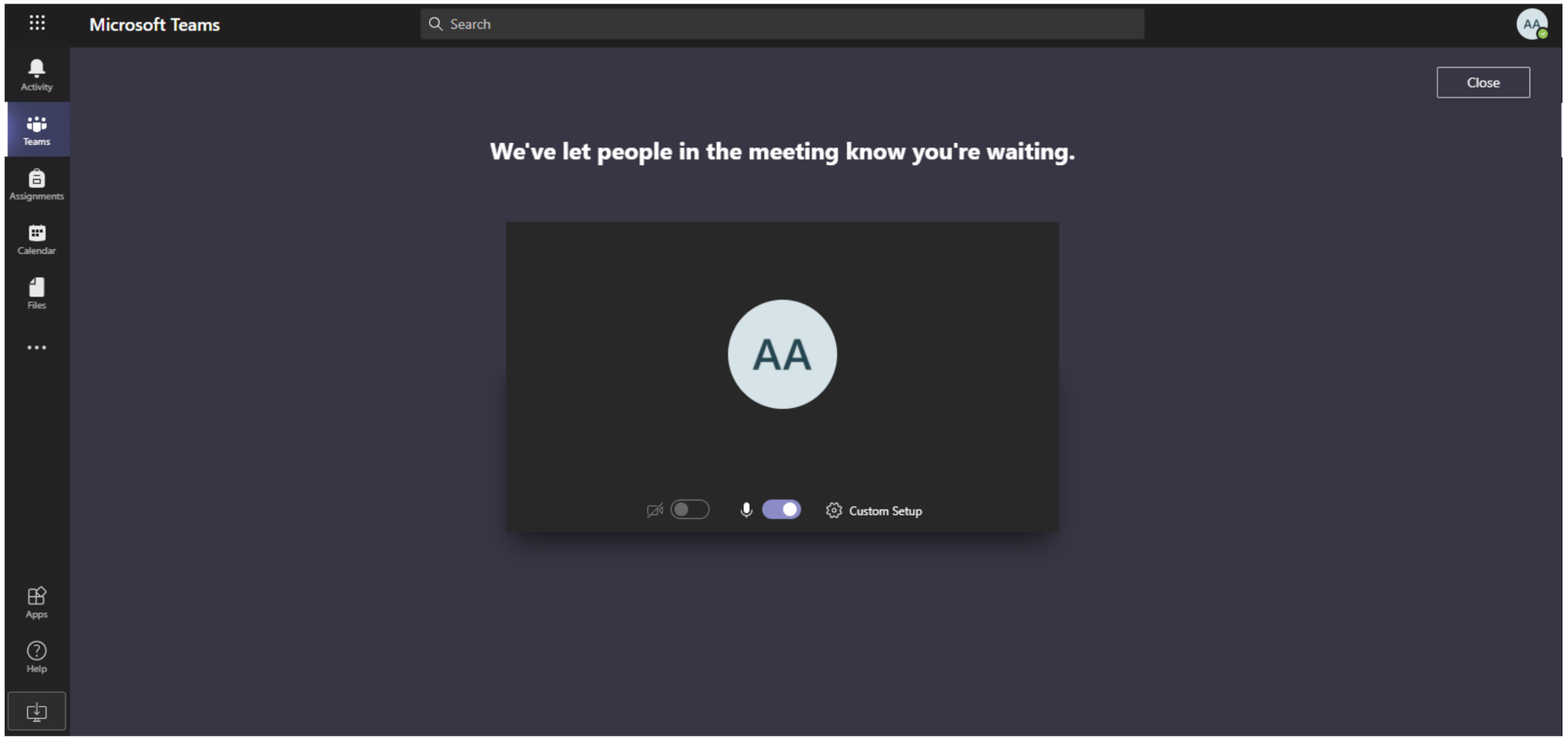
MICROSOFT TEAMS - MEETING

It may be that the teacher has set up a waiting room for the meeting. This means that you'll need to wait to be admitted. In this case the teacher is dealing with pupils on a 1 to 1 basis. At this point you'll just need to wait your turn.



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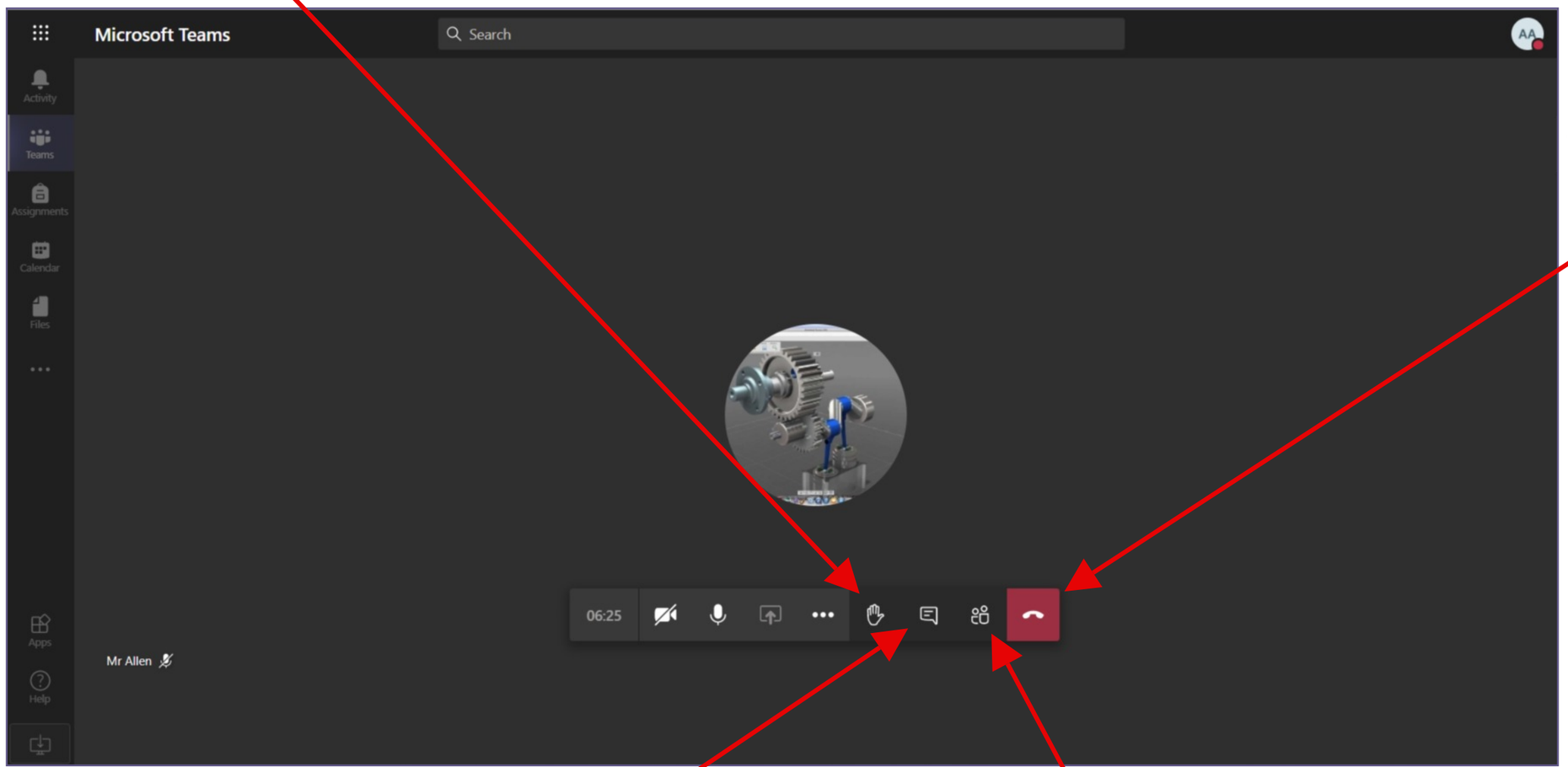
MICROSOFT TEAMS – IN A MEETING

Once you have joined the lesson you should see a page like the one below

If there are people already talking you should click the **Raise hand** button. This will let the teacher know you wish to ask something.



Once you are finished remember to click **Hang up**

If you don't have a microphone select **Show conversation**. This will open a panel on the right hand side of the window where you can type in a question. Everyone can see what is typed in the conversation pane.

Show participants will let you see all the people that are currently in the meeting

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