Glow/Google Classroom User Guide
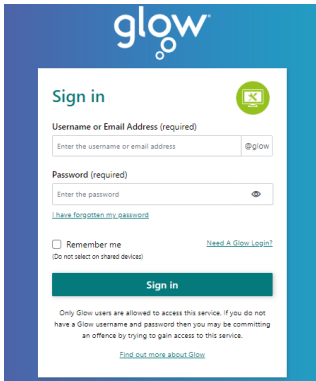
You will receive a Glow username and password from your teacher. Please keep this safe and <mark>do not share your password with anyone else.</mark>
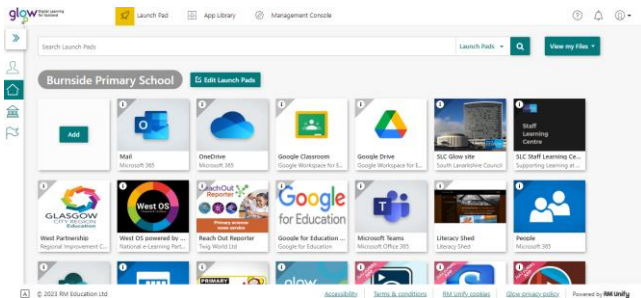
Signing into Glow

Visit the Glow sign in screen https://glow.rmunify.com/ We recommend using Google Chrome to access Glow and Google Classroom.

Enter your username and password in the boxes shown (clicking the eye icon allows you to see your password as you type it) then click 'Sign in'.

Please note that your password is all in lower case and you need to add a space between the two parts of the password.
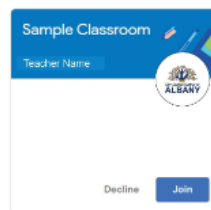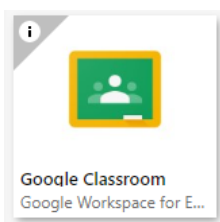
Characters in **bold** are numbers, not letters. Please ensure you enter a zero if needed instead of a letter o.

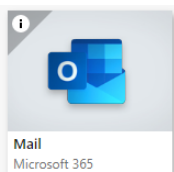Once you login you will be taken to the launchpad screen.

Accessing Google Classroom

Your teacher will add you to a Google Classroom for accessing homework and updates about your class. Click on the Google Classroom tile on the launchpad to get started. This should open a new tab in the web browser.

If you can see a Classroom page similar to this sample, then click the Join button.

If you do not have a join request waiting, you will need to check your email inbox for the invitation link to join the classroom. Go back to the Glow launchpad and click on the Mail tile.

Check here for an email from your teacher with an invitation to join the classroom. This sometimes goes to a part of your email inbox named 'other' if your inbox has a 'focused inbox' set up. From this email you will have a link to click on to join the classroom.

You do not need a class code to access Google Classroom. We send out invitation links to all pupils to ensure the classroom stays secure with only the correct pupils present in it without the code being shared to others. Parents are not members of these Google Classroom, only pupils.

If you are asked to sign in to Google Classroom, please enter your username with @sl.glow.scot at the end. This is used for all Google services and is on your login card.

Google Classroom

There are 3 main parts to Google Classroom that you will see across the top of the page.

Stream – This is a news feed with the most recent posts displayed at the top. Messages and tasks from the class teacher will be displayed in here.

Classwork – Homework tasks and activities that have been set by the class teacher and are required to be 'handed in' are shown in the classwork tab. Teachers may choose to organise these into different categories or subjects.

People – This tab shows all the pupils and staff that are members of the classroom.

Using the same device for more than one child at home

When you use the same device, you must ensure that you sign out fully before the next person attempts to sign in, otherwise you might find you are unable to log in. From the Google Classroom page, click the circle in the top right corner of the screen then choose 'sign out'. Close this tab on your browser to return to the Glow launchpad. To sign out from the launchpad, also click in the top right of the screen and choose 'sign out'. You might be prompted with another screen with a green 'complete sign out' box, click this also. Close the full browser window and open a new one before signing in with another user.

Another way around this is to use an 'incognito window' on your browser, which will make changing between users a bit easier. On Google Chrome, access the browser settings by clicking on the three dots in the top right corner of the window then click on new incognito window. You should still log out fully, close and reopen the browser window before the next user signs in.

Mobile Devices

Google Classroom app is available for both iOS and Android. When signing in to create the account, please remember to use the @sl.glow.scot ending on the username.

Google Drive/One Drive

Two personal storage drives are available on your Glow account, both can be accessed from the launchpad. Anything created in Google Classroom will automatically save in Google Drive. Work created using Microsoft Office online will be saved automatically to One Drive.

Free Download Microsoft Office 365

Office 365 Pro Plus allows all Glow users to download the latest version of the Microsoft Office Suite on to a total of 15 home machines and personal devices, free of charge.

This provides access to a range of products such as Word, Excel, PowerPoint, Access and OneNote. Glow users can download the Microsoft Office Suite on to five PCs or Macs, five tablets and five phones.

To download, log into Glow on the device you would like to install Office on. Click on the Office tile in the Glow launchpad and follow the instructions.