Lanark Primary School

Our guide to accessing online learning:

This supplements the LPS ICT Support website created for parents/carers which you can find at:

https://sites.google.com/sl.glow.scot/lanarkps-pupil-icthomelearning/home
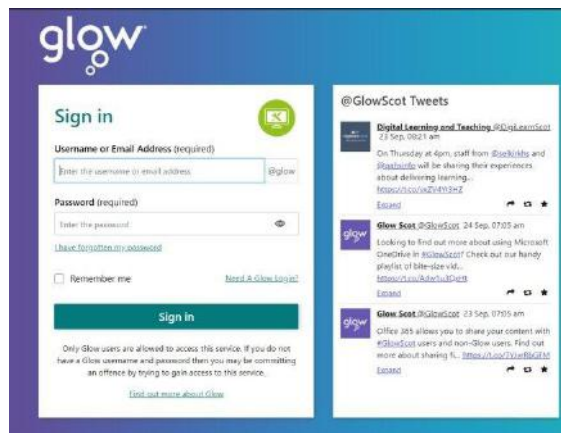
Accessing Glow and Google Classroom

Using Google Chrome

Accessing Google Classroom Instructions

To access the classroom use the instructions below. If you are using a mobile or tablet then you will need to download the Google classroom app.
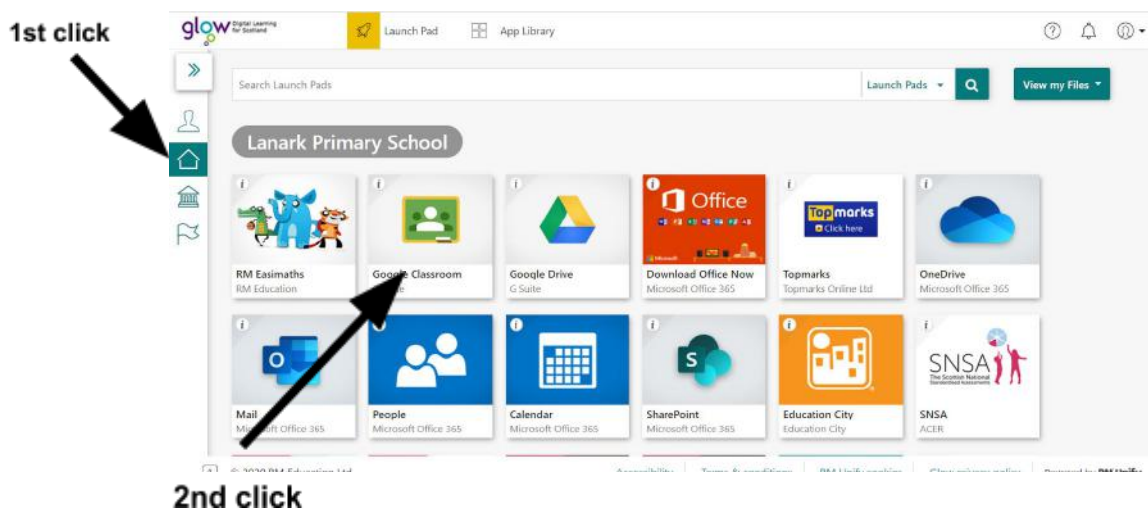
1. Google RM Unify Glow

2. Click on Glow – Sign In – RM Unify

3. Login in using the login details issued to you.

4. You will then be taken to the Glow Launch Pad – on the left hand side are 4 icons – click on the one that looks like the little house – this will take you to the Lanark Primary page.

5. Find the Google Classroom Tile and click on this.

6. You should see a tile for your child's class – click on this tile and this will take you in.
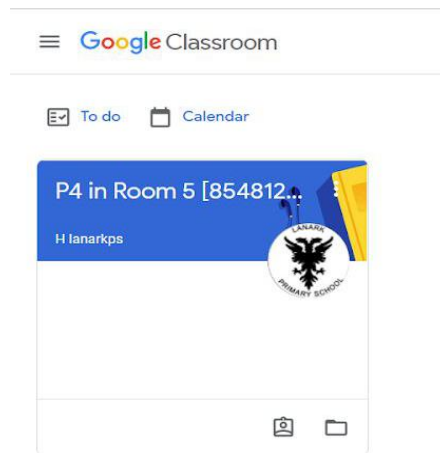
7. When you are in the classroom you will be able to see the work set by the class teacher.

There are some helpful videos made by the school which you may find useful at this point:

https://sites.google.com/sl.glow.scot/lanarkps-pupil-icthomelearning/home
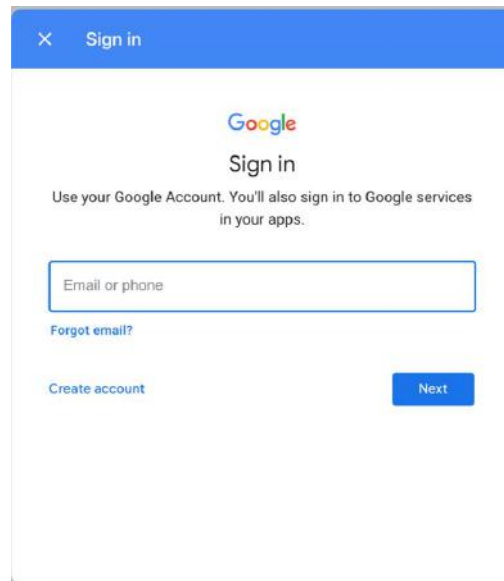
Accessing Google Classroom

Using a Phone or Tablet Device

Accessing Google Classroom Instructions
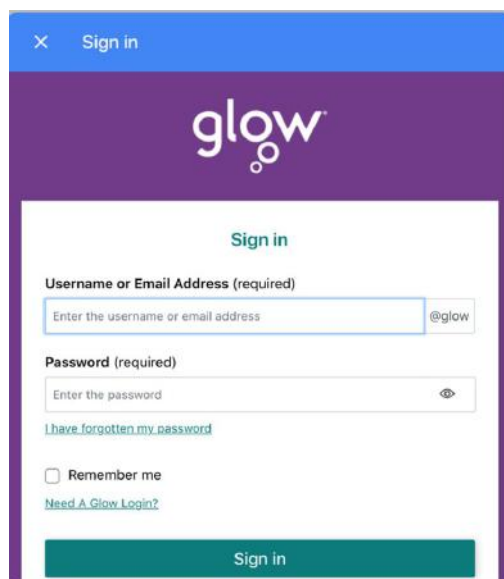
1. Download the Google Classroom App from the App Store.

2. When you open the app you will be taken to the Google sign in page.

3. Enter the Google Account Username **(@sl.glow.scot)** at the end. Then tap next.

4. Enter the Password. Then tap next.

5. This takes you to the Glow Login page, so just fill in the username and password again. This will then give you access.

6. If you are using multiple Google accounts then in the classes page make sure that the correct account is logged in. Tap the circle at the top right of the screen to add or change accounts.
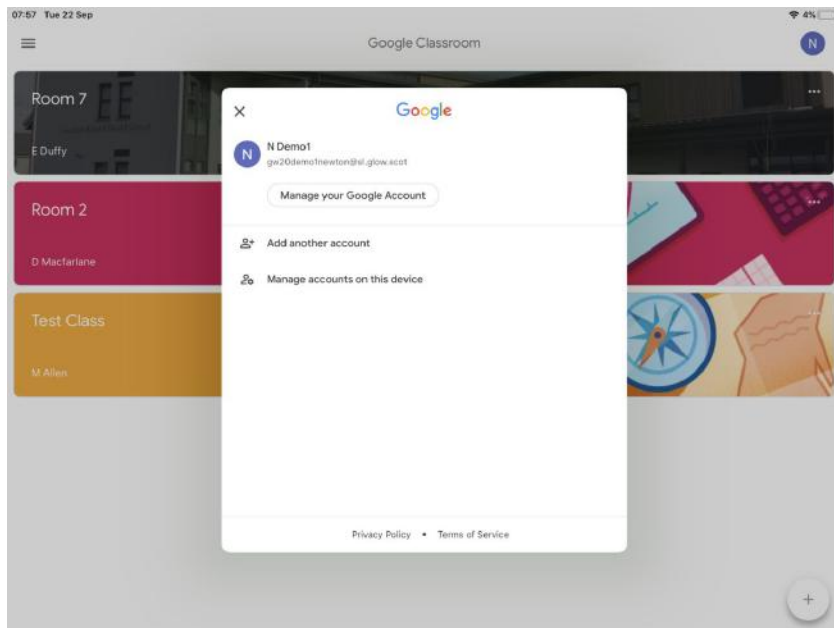
If you are using a mobile/tablet, we advise that you also download the following apps:

Google Classroom

Google Docs

Google Slides

Google Sheets

Google Drive

Switching Google Accounts

On a laptop

On a device

personal account. If I now search for glow login, I will get in but not able to access assignments (wrong email)

I need to switch accounts first to ensure full access. That means siblings will also have to be careful!
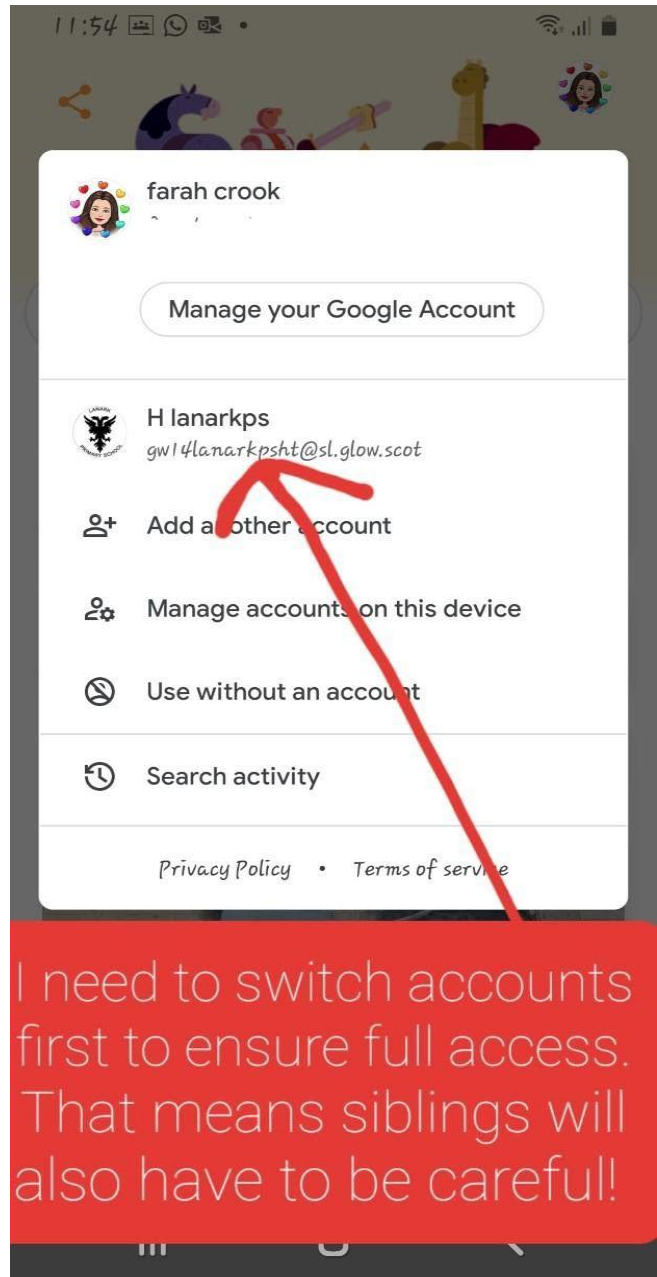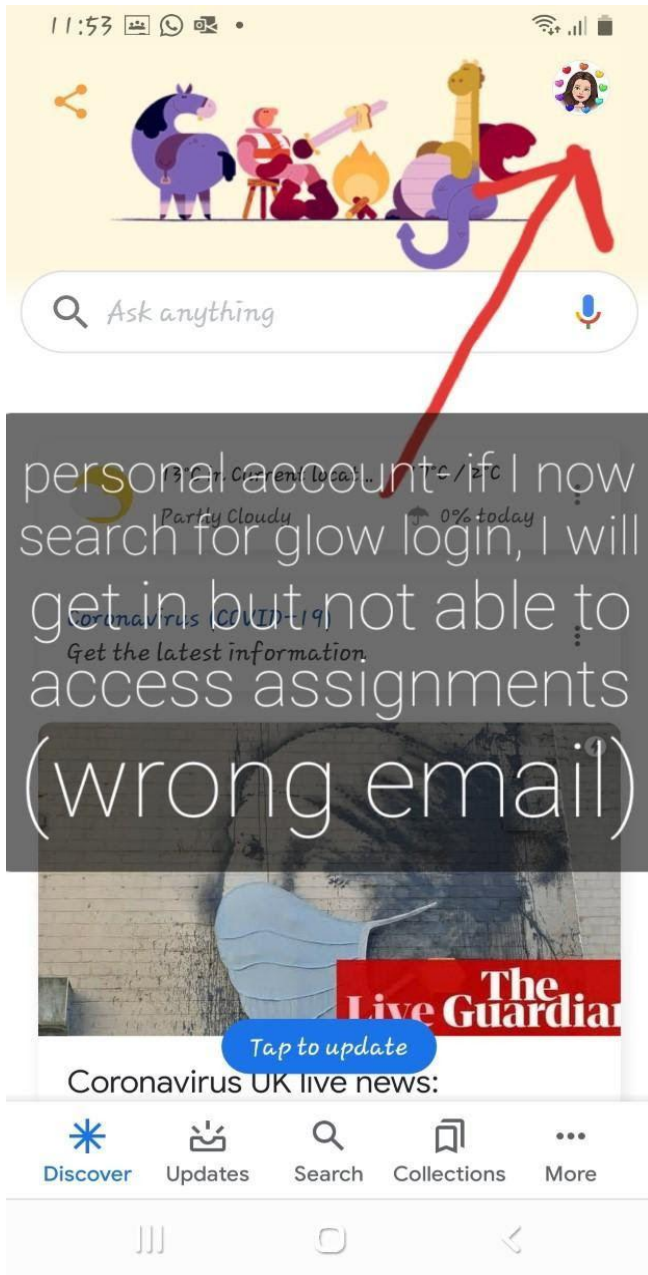
Using Google Classroom

There are 3 tabs: Stream, Classwork and People.

Stream

Your teacher will leave messages for the class on the Stream to read.

In the event Home Learning online, this will be used as a way for children and teachers to communicate with each other (a bit like a social network page!)

On the left hand side of this page, you will find any assignments that have a specified 'due date'.

People

This tab has a list of everyone in your class. You shouldn't need to use this tab.

Classwork

Your teacher will use this tab to add details of learning activities for you.

How to access and find out your learning tasks:

Due date
Lets you know when tasks are to be completed and 'handed in' by.

Topic Title
Helps you to find your tasks and information easily.

Click on the name of the task to read the instructions to help you complete your learning.

Click on the 'View assignment' button to get a closer look at the task instructions and attachments/links.

How to complete, save and submit your work:

Click to open the Google Docs, Slides, Sheets or Form to complete your task. Remember if using a device you will need to download these Google apps.

Google automatically saves your work as you go along. This means when you close down the task, it will still have your work. It also means that making changes is easy.

Add or Create
This button lets you add any files from your device or Google Drive.

This button lets you create a new file to complete your learning task.

Numeracy: Patterns

M Oswald • 29 Sep (Edited 29 Sep)

Due 9 Oct, 15:00

L.I: To complete a pattern.
S.C.: A pattern repeats itself.

1 Complete the Patterns worksheet using Google Docs. Remember to 'HAND IN' this piece of work to be marked.

2 Play the 'Shape Patterns' game on Topmarks. Try to get 15 out of 15 at each level. Good luck! 🍀

Shape Patterns
https://www.topmarks.co.uk/ord...

Class comments

Your work — Assigned

Lanark Primary - P...
Google Docs ✕

+ Add or create

Hand in

Private comments

Add private comment...

Weblinks/YouTube
Click on the link to be taken automatically to the webpage.

REMEMBER to read the task instructions before clicking.

Private Comments
Add a private comment to ask for help or to tell your teacher how you got on with your learning.

Hand In
When the task is finished click the 'Hand in' button. This will let the teacher know you have completed your work and your work can be marked.

Teachers will not know work has been completed if the task is not 'handed in'.

Uploading and handing in a task on Google Classroom that has not been made using the Google Suite Apps

We understand that some tasks may not be completed using the G-Suite Apps (Google Docs, Sheets, Slides and Forms).
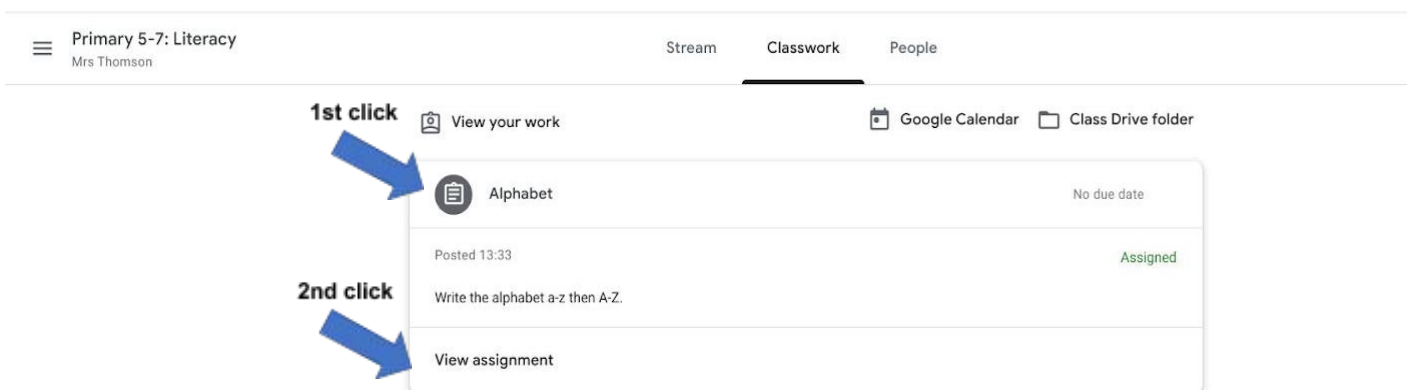
Here are some helpful instructions to help you upload a piece of your child's work e.g. a PowerPoint presentation, Publisher document, Microsoft Word Document, Excel or a photograph/screenshot.

This function means that any work completed using a different method can be shared with the class teacher.

Step 1

Click on the task you would like to upload a file or a photograph to.
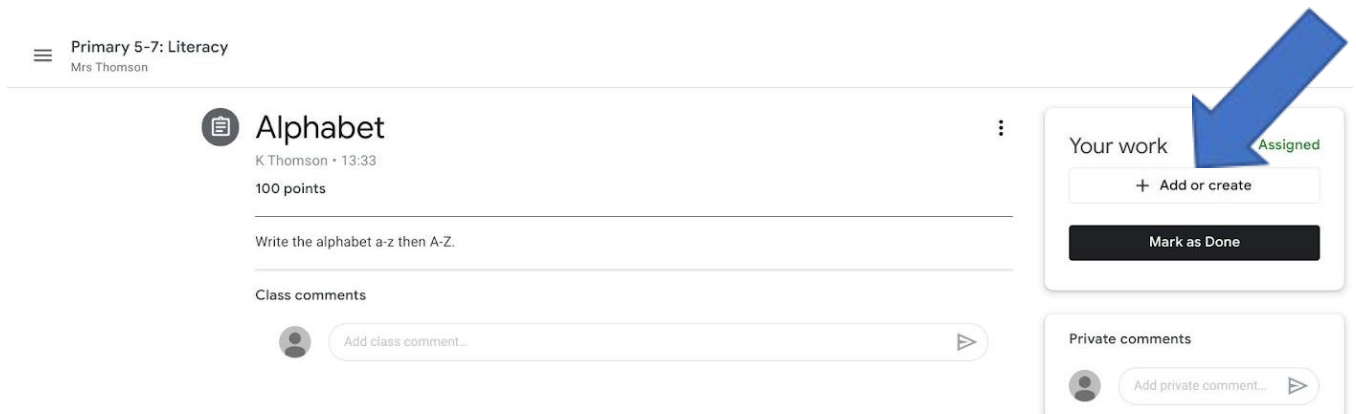
Then click the 'View assignment' button.

Step 2

Next click the '+ Add or Create' button that is on the right hand side of the page.

Step 3

This will give you 7 options, please pick the best option depending on what you are uploading.

Click on 'File' if uploading a photograph, PDF or a Microsoft Office document/excel/presentation.

Click on 'Google Drive' if uploading something created on the G-Suite e.g. Docs, Sheets, Slides.

Step 4

Select the best option and click insert, which is located at the bottom right hand side of the screen.

Once you have successfully uploaded a document or photograph it will appear in the top right hand corner.

Step 5

Then click the 'hand in' button.

Top Tips for
Uploading and Submitting Assignments

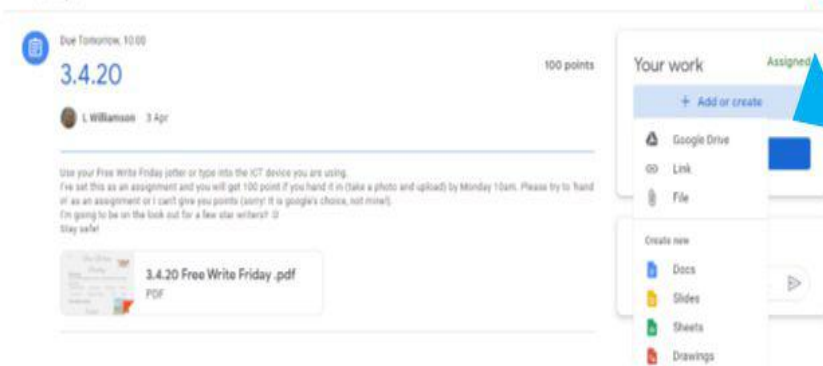Instructions for 'submitting' your work.

1. ≡ **Google** Classroom

Room 7 2019-20
Primary 5
I. Williamson

Due tomorrow
10:00 – 3.4.20

When you log on you will see that there are 4 pieces of work that are 'due'.

Click on the date and time it is due to be submitted.

2. Room 7 2019-20
Primary 5

Due Tomorrow, 10:00
3.4.20   100 points

I. Williamson   3 Apr

Use your Free Write Friday jotter or type into the ICT device you are using.
I've set this as an assignment and you will get 100 point if you hand it in (take a photo and upload) by Monday 10am. Please try to 'hand it' as an assignment or I can't give you points (sorry! It is google's choice, not mine!).
I'm going to be on the look out for a few star writers! :)
Stay safe!

3.4.20 Free Write Friday .pdf
PDF

Your work   Assigned

+ Add or create

△ Google Drive
⊕ Link
📎 File

Create new

📄 Docs
📊 Slides
📗 Sheets
📕 Drawings

Click on ' + Add or create '

and upload a file (photo of your jotter or file made on your computer) or use the create new document to type your work straight into a document online.

3. Room 7 2019-20
Primary 5

Due Tomorrow, 10:00
3.4.20   100 points

I. Williamson   3 Apr

Your work   Assign

+ A

Hand in

Hand it in   ✕

When you're ready to submit all your files for this assignment, remember to hand it in.

got it

3.4.20 Free Write Friday .pdf
PDF

A class comments
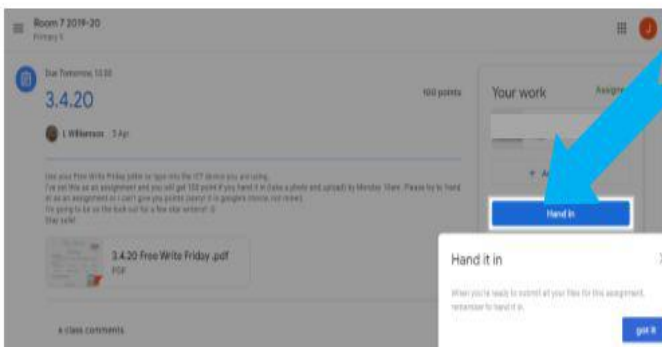
Make sure you click 'Hand in' when you are done so that I can see and mark your work!

Accessing Teacher Comments

Once your work has been 'handed in' and the teacher has looked at the work, they will mark it by leaving a private comment.

1. Click on the name of a task which you have handed in.

2. Click on 'View assignment'

3. At the right hand side of the screen there is a section which says 'Private Comment' – this is where you will find your teacher's feedback.

Spelling Group 2 - 14.9.20
C Macrae · 14 Sep

Due 17 ... 23:59

Subject specific words - Art
1. Write down 3 other words which fits into the category.
2. Create at least 3 sentences which each contain at least 2 of your spelling words.

Your work — Handed in

Daniel Campbell - Spelli...
Google Docs

Unsubmit

1 private comment

C Macrae 17 Sep
Great subject words and sentences Daniel!

Add private comment...

4. If you wish to add a comment back to the teacher, this is also where you would write it.

5. The teacher might make a comment on the Google Doc, Slides or Sheets task itself. So you can reopen your work to see their comments and marking. The Private Comments column can also be seen when you reopen the task.

6. A teacher can also 'return' your work to you if they feel that you need to re-check some of your work. You can make the changes and corrections and then re-submit your work.

REMEMBER...
Teachers can only mark work that has been 'handed in'.

Just like in class it is important to look back at the marking and feedback from your teacher.

Did you know that you can access Glow and Google Classroom using an Xbox or Playstation?

Glow and Google Classroom can be opened on Xbox and Playstation. There isn't an app for children to add to these consoles. Instead, children can use the built-in browsers that are on the two devices. On Xbox, it is Microsoft Edge. On Playstation, it is the "www" browser. If you are not sure how to find these build-in browsers, use the search function on the device home screen.

Steps for accessing Glow:

1. Open the browser.
2. Type in **glow.rmunify.com** in the URL bar.
3. Type in your Glow Username **(@glow.sch.uk)** and password.
4. The Glow Launch Pad will open up.

Steps for accessing Google Classroom:

1. Open the browser.
2. Type in **classroom.google.com** in the URL bar.
3. A prompt for a Google account will appear.
4. Type in your Google Account Username **(@sl.glow.scot)** and password.
5. The Classroom home screen will open up.

Children will be able to use their controllers to click on the classroom tiles, open up assignments and type. Children should also be able to access Google Docs, Slides, Sheets and Forms as the device is being used via a web browser. There is no need to download additional apps. If students have a keyboard they can plug this in to help with completing tasks on their device easily.

More LPS Support

School Website:
http://www.lanark-pri.s-lanark.sch.uk/

Pupil and Home Learning Support Website:
https://sites.google.com/sl.glow.scot/lanarkps-pupil-icthomelearning/home

School Twitter:
@LanarkPrimary

School App:
Please contact the school with any ICT issues using the app.

ICT Support Email:
Please contact the school with any ICT issues using this email address:

LanarkICTSupport@glow.sch.uk

Remember to download the School App for the most up-to-date communications!