

# 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-ict/home>

# Accessing Glow and Google Classroom

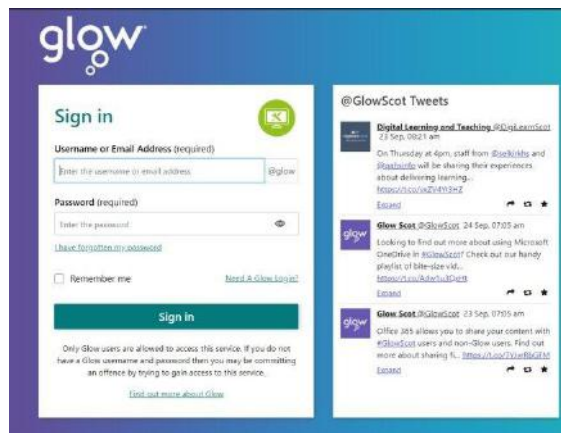
## Using Google Chrome

### 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.

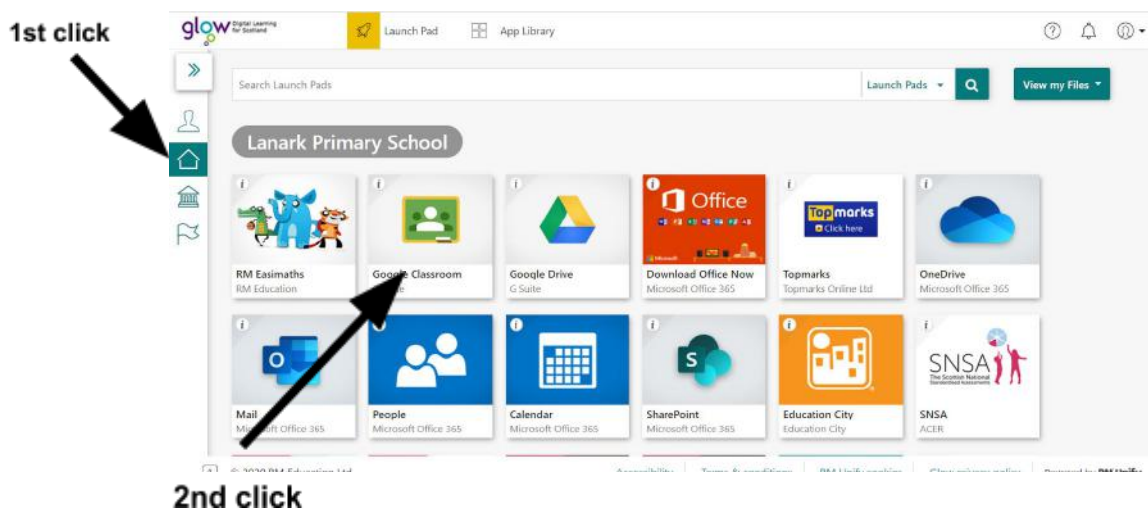
1. Google RM Unify Glow

2. Click on Glow – Sign In – RM Unify



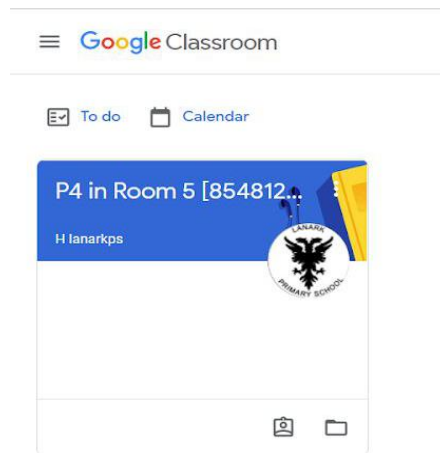
3. Login in using the login details issued to you.

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

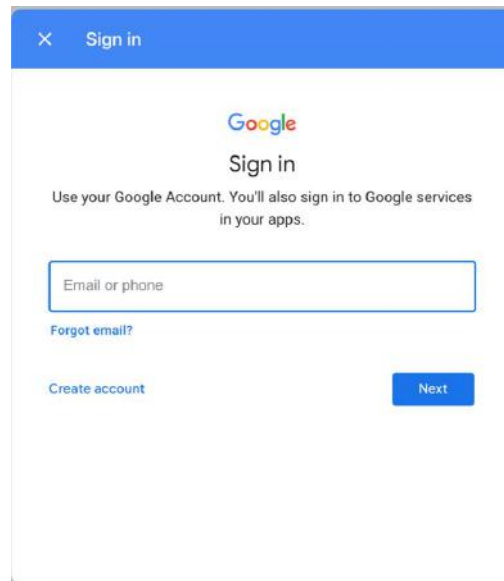
## Using a Phone or Tablet Device

### Accessing Google Classroom Instructions

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



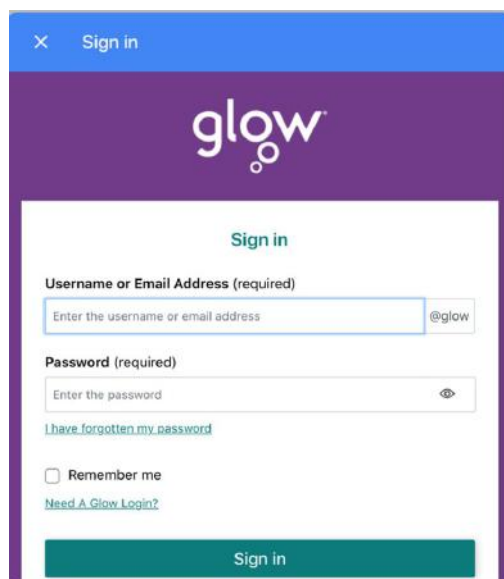
2. When you open the app you will be taken to the Google sign in page.

The image shows the Google sign-in page on a mobile device. At the top, there is a blue header with a close button (X) and the text "Sign in". Below the header, the Google logo is displayed in its multi-colored font. Underneath the logo, the text "Sign in" is centered. Below this, a smaller line of text reads: "Use your Google Account. You'll also sign in to Google services in your apps." There is a text input field labeled "Email or phone". Below the input field, there is a link for "Forgot email?". At the bottom left, there is a link for "Create account". At the bottom right, there is a blue button labeled "Next".

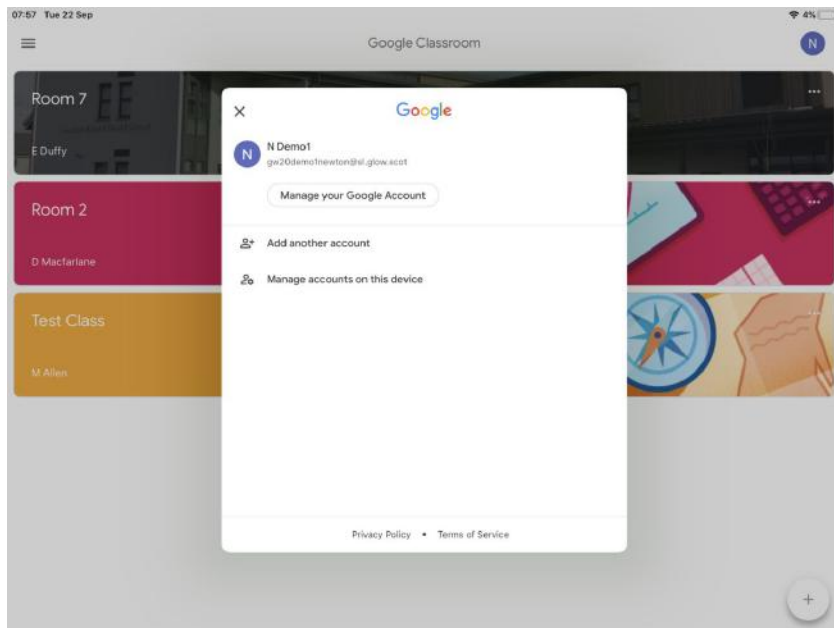
3. Enter the Google Account Username (**@sl.glow.scot**) at the end. Then tap next.

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.

The image shows the Glow login page on a mobile device. At the top, there is a blue header with a close button (X) and the text "Sign in". Below the header, the "glow" logo is displayed in white on a purple background. Below the logo, the text "Sign in" is centered. There are two text input fields: the first is labeled "Username or Email Address (required)" and contains the placeholder text "Enter the username or email address" followed by "@glow"; the second is labeled "Password (required)" and contains the placeholder text "Enter the password" followed by an eye icon. Below the password field, there is a link for "I have forgotten my password". At the bottom left, there is a checkbox labeled "Remember me". Below the checkbox, there is a link for "Need A Glow Login?". At the bottom center, there is a green button labeled "Sign in".

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

**Accessing Google Classroom**

**TOP TIP**  
If you experience difficulties accessing, check you are using the Glow Google account (the one that starts gw...) to access Google Classroom and not your own or a family member's personal home Google account.

Accessing Google Classroom Glow Launch Pad

Accessing Google Classroom via. apps, devices and mobiles

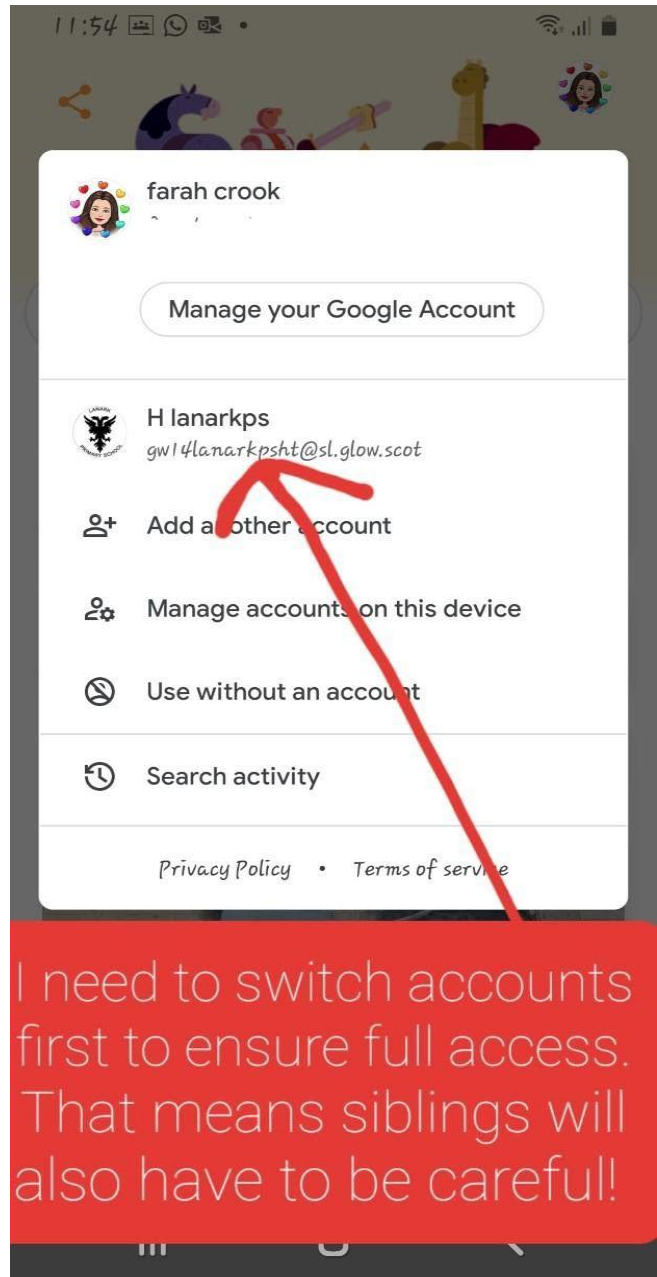
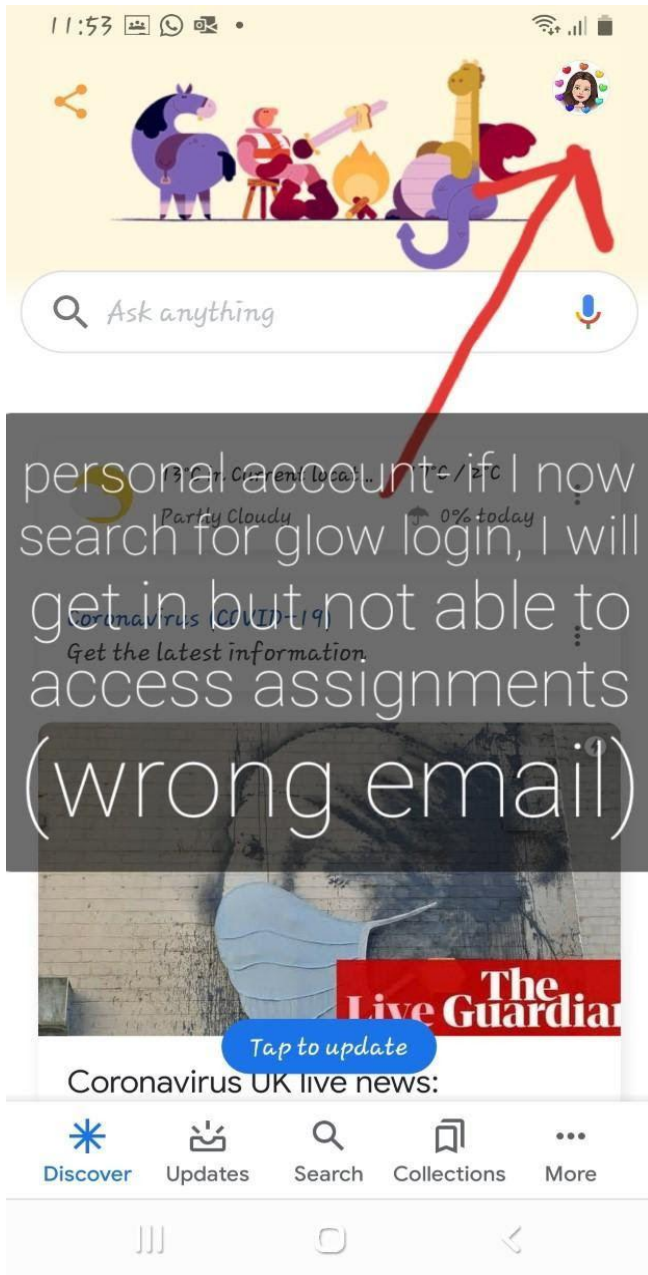
Pupils need to be in their own account

## On a laptop

This is my personal google account. I can log in to Glow and my emails but cannot access classroom activities unless I switch accounts

This is my glow school account. I can log in to my emails and access classroom activities

# On a device



# 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!)

The screenshot shows the Google Classroom interface for a class named 'P4 in Room 5 [8548129][2020]'. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Stream' tab is selected. Below the tabs is a blue header with the class name and a banner image featuring a yellow book and a blue folder. Underneath the banner, there are two posts. The first post is titled 'Upcoming' and contains the text 'Woohoo, no work due in soon!' with a 'View all' button below it. The second post is from 'H lanarkps' dated '17 Sep' and contains the text 'Welcome to our Class Home Learning Page. Here you will find your weekly homework tasks. Click on the Classwork tab at the top of the class page to find your tasks!'. A large black arrow points to the 'Upcoming' section.

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:

The screenshot shows the Google Classroom interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below the tabs, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main content area displays a list of homework tasks under the heading 'Homework (w/b 5th Oct 2020)'. The tasks listed are 'Numeracy: Patterns' (due 9 Oct, 15:00) and 'Numeracy: RM Easimaths' (no due date). Below this, there is another section titled 'Homework tasks to do each week' with tasks 'Literacy: Listening and Talking Task' and 'Numeracy: Big Maths Learn Its' (both with no due date). A red box with an arrow points to the 'Due date' column, explaining its purpose. Another red box with an arrow points to the task titles, explaining their purpose. A third red box with an arrow points to the task name 'Literacy: Listening and Talking Task', explaining that clicking it leads to the task details. Below the list, a detailed view of the 'Literacy: Listening and Talking Task' is shown, including the posting date, instructions, and a PDF attachment titled 'TALK HOMEWORK TERM ...'. A 'View assignment' button is visible at the bottom of this view. A fourth red box with an arrow points to this button, explaining its function. The bottom of the screenshot shows the full task details page, including the title, posting information, instructions, the PDF attachment, and a 'Your work' section with 'Add or create' and 'Mark as Done' buttons, along with a 'Private comments' section.

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.

**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.

# 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

  ▶

## 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).

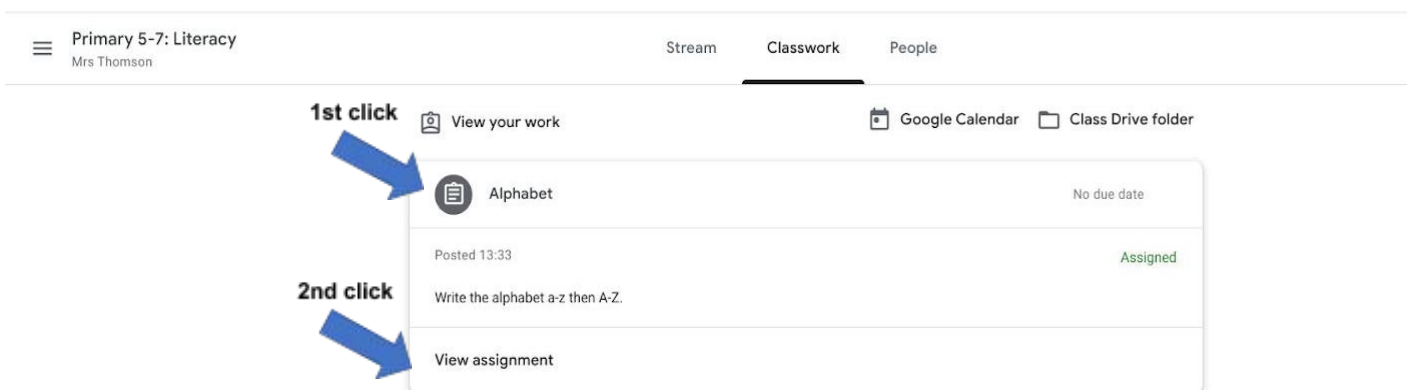
Here are some helpful instructions to help you upload a piece of your child's work e.g. a PowerPoint presentation, Publisher document, Microsoft Word Document, Excel or a photograph/screenshot.

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.

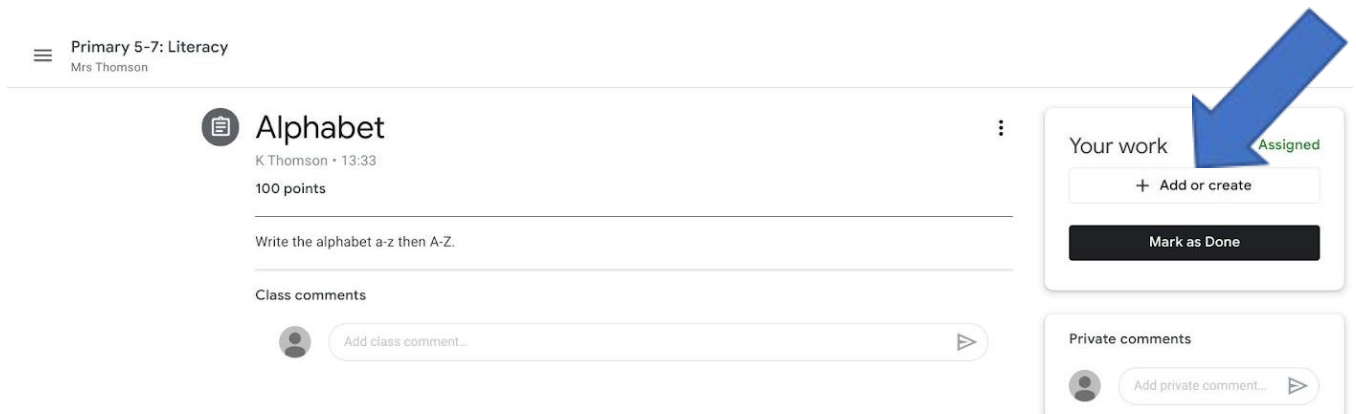
Then click the 'View assignment' button.



The screenshot shows the Google Classroom interface for 'Primary 5-7: Literacy' by Mrs Thomson. The 'Classwork' tab is selected. A task card titled 'Alphabet' is visible, with a 'View assignment' button at the bottom. A blue arrow labeled '1st click' points to the task card, and another blue arrow labeled '2nd click' points to the 'View assignment' button. The task card also shows 'Posted 13:33', 'Assigned', and 'No due date'.

## Step 2

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



The screenshot shows the 'Alphabet' task details page. The task is titled 'Alphabet' by K Thomson, posted at 13:33, with 100 points. The task description is 'Write the alphabet a-z then A-Z.' Below the task, there is a 'Class comments' section with an input field. On the right side, there is a 'Your work' panel with a '+ Add or create' button and a 'Mark as Done' button. A blue arrow points to the '+ Add or create' button. Below the 'Your work' panel, there is a 'Private comments' section with an input field.

### 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



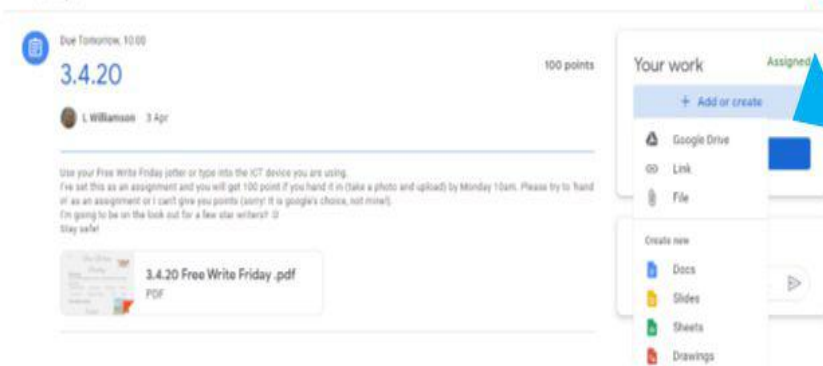
## 1. Google Classroom



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

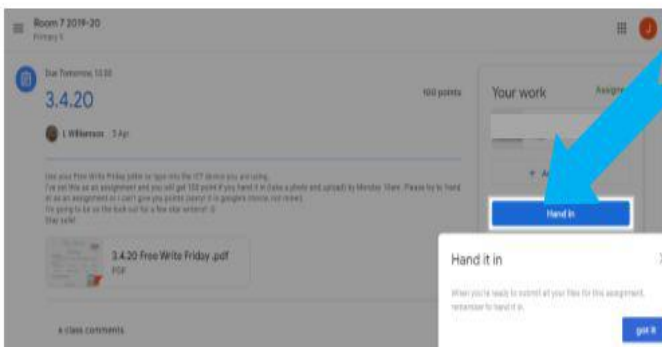
Click on the date and time it is due to be submitted.

## 2. Room 7 2019-20



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.



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.

Week Beginning 14th September ⋮

---

 Crunchie - 14.9.20 Due 17 Sep, 23:59

---

 Reading - 14.9.20  6 Due 17 Sep, 23:59


---

 Spelling Group 2 - 14.9.20  3 Due 17 Sep, 23:59





2. Click on 'View assignment'



---

 Crunchie - 14.9.20 Due 17 Sep, 23:59

---

 Reading - 14.9.20  6 Due 17 Sep, 23:59


---

 Spelling Group 2 - 14.9.20  3 Due 17 Sep, 23:59

Posted 14 Sep Handed in


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.

 aniel Campbell - Spellin...  
Google Docs

3 class comments

---

 [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 Sep 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](https://twitter.com/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](mailto:LanarkICTSupport@glow.sch.uk)

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



**School App for Parents**

Please download **School App for Parents** that lets you see news, dates and receive important messages.

Scan the QR Code or search for **School App for Parents** in the Google Play or Apple App Store. When you have downloaded the app please search for our school name to see our dates, news and receive messages.

GET IT ON Google Play | Download on the App Store

The advertisement features a blue background with white text. At the top, it says 'School App for Parents'. Below that, it explains the app's purpose: 'Please download School App for Parents that lets you see news, dates and receive important messages.' In the center, there is a QR code on the left and two smartphones on the right. The left smartphone shows the app's main menu with options like 'Upcoming Dates', 'What's On', 'The 100-App', 'Homework Club', 'Lunch Menu', and 'App'. The right smartphone shows a news feed with a headline 'Upcoming Dates' and a sub-headline 'Lunch Menu'. At the bottom, there are two logos: 'GET IT ON Google Play' and 'Download on the App Store'.