



### What is Glow?

Glow provides a username and password that gives Scottish learners and educators access to a **number of core web services** and **online resources** for education. Glow is funded by the **Scottish Government**



### Who is it for?

Glow accounts are available to **all schools** and **education establishments** across **Scotland**, including **independent schools** and teacher education colleges/universities.



### What is it for?

Glow accounts provide a variety of safe and secure cloud-based services for **collaborative**, **innovative** and **social learning**, **co-creation**, easy **web publishing**.

One web service that is particularly valuable is Office 365 ProPlus. For all Glow users, it is possible for you to get copies of **Microsoft Office 2016** to use on your home machines - PC, Mac, phones and tablets.

By having this available to you, this will allow you to use a range of Microsoft products (Word, Excel, PowerPoint, Access, OneNote etc) on up to **15 home devices without cost** (the 15 licences being split as 5 for PCs and/or Macs, 5 for tablets and 5 for phones). Please remember that these downloads are intended to last over your child's full school career. If you have a child in secondary school, you may wish to use their download allocation first before using your younger child's download allocation.

### To Download Office 2016

**Step 1:** Type the link below into your search bar or type 'GLOW' into Google. <https://glow.rmunify.com/>

**Step 2:** Log on to Glow using your child's username and password. (See label in your child's homework/communication diary)

**Step 3:** On the Lanark Primary School launch pad, scroll down to the tile- Download Office Now.

**Step 4:** To download the software to a PC or Mac click on this tile and follow the instructions. More information is available from Microsoft on this website:

<https://support.office.microsoft.com>



Note that if you are downloading to an iPad or iPhone the process is different, you have to download the apps from the App Store and then log in using your Glow username. There is more information from Microsoft available on this weblink:

<https://support.office.microsoft.com/en-us/article/Set-up-Office-apps-and-email-on-a-mobile-device>

When logging in, you will be asked to enter your username and this is your Glow username e.g. *gw15examplejames@glow.sch.uk*. Once you do this, you will be transferred to the usual Glow login screen, once you enter your details here your registration is complete. The Glow username will only activate the software for as long as that account is active in Glow.

It is also possible to download the apps from within Microsoft O365 - within O365, click on the **Office 365** link in the top left of your screen and from the O365 home page, click on "Install Office 2016"

### Other useful tiles on Glow:



#### OneDrive

OneDrive is a web service that allows you to save and store draft documents, PowerPoints etc. It is a great way for storing without needing a USB, and can be easily accessed at home or in school. This means that children could store homework or projects on this online web service and access it easily when in school. Similarly, documents could be saved in school and then accessed to be completed or reviewed at home.



#### Mail

Swap email address and use the Mail tile as an opportunity to e-mail friends in a safe environment.

**Content of the emails are monitored by Glow.**



#### RM Books

This is an online library where you can 'borrow' (download) free e-books over a few weeks. Click *School Library* to see the books available.

**Please do not purchase/rent books that are not in the school library.**



#### RM Easimaths

Online Numeracy and Mathematics resource that class teachers may be using to support learning. This resource can also be used at home.