

# BA @ Home

## Getting Started FAQ



*We are using Glow and Microsoft Teams to continue learning during this period of school closure.*

*This is the first of three FAQ help sheets to support online learning at home.*

*Use this help sheet to access online learning.*

### How do I access Microsoft Teams?

#### **1. On a PC/Laptop: app download**

- 1) Click the start button & type/search Microsoft Teams
  - 2) Download the app to your desktop
- \*this is better than access through Glow*

#### **2. On a PC/Laptop: Glow access**

- 1) log into glow: link on school website
- 2) on the Glow Launchpad (top left) click on 'app library'
- 3) type Teams in search bar,
- 4) click the tile and add to my launchpad

#### **3. On a tablet/phone: app download**

- 1) go to your app store
- 2) search for 'Microsoft Teams' & download
- 3) log in using your Glow email address & password

### What if I don't have access to a computer or phone?

We can lend a netbook to pupils who need access to IT. This can be collected between 12 and 1:30pm Mon to Fri in the cafeteria. Please email your Year Head: sarah.moffatt@westlothian.org.uk (S1) grace.burns@westlothian.org.uk (S2/S4/S6), john.fleming@westlothian.org.uk (S3/S5)

### My Glow log in is not working

Any teacher can give you a reminder of your user name and reset your password : either contact a teacher through one of your Teams or email your Year Head.

Take your time typing to make sure it is accurate!

### How is the work organised?

We recommend that you try and follow your normal timetable to give you the routine you're used to.

Periods start at 1) 8:30, 2) 9:20 3) 10:10 4) 11:25 5) 12:15 6) 1:45 7) 2:35

- Click on the **Teams** for your Subject/Year
- Click on the **channel** for your class
- Your teacher will post the work for each period
- Resources will be stored within 'Files'

If you want to do the work outwith the lesson time the post will still be in the conversation for you to access.