

School Closed Glow Group

During periods when the school is closed to pupils and, or, staff due to bad weather, the school will require pupils to make every effort to log on to GLOW and find work and instructions from teachers in this GLOW Group. This Group should be seen by everyone as the first port of call for work and communicating with pupils.

To access Glow you must have 'free' access to the internet.

Accessing Glow

The simplest way to get to the Glow Login page is to navigate to the school website at : www.mearnsacademy.org.uk and then 'click' on the Glow Logo



By clicking on the link the Glow Login page will appear



Enter you username and password in the appropriate boxes to login.

If you have forgotten your username and / or password then please email glowpassword@hotmail.co.uk

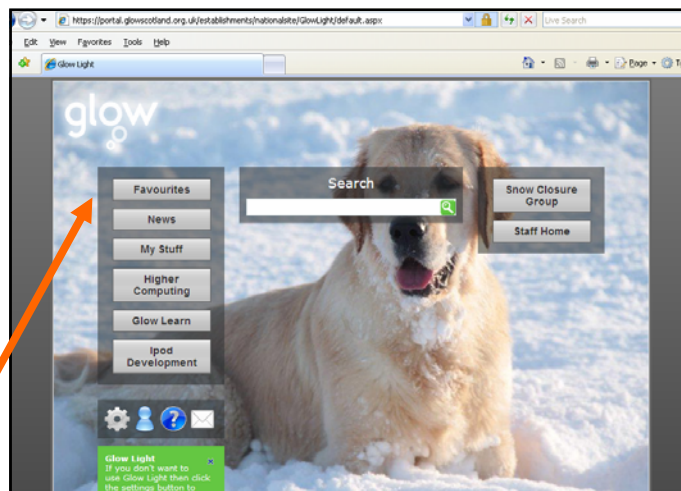
This email account is checked regularly, and you will be advised of your details by return email. Please note this service is not automatic and may take a few hours.

GLOW LIGHT

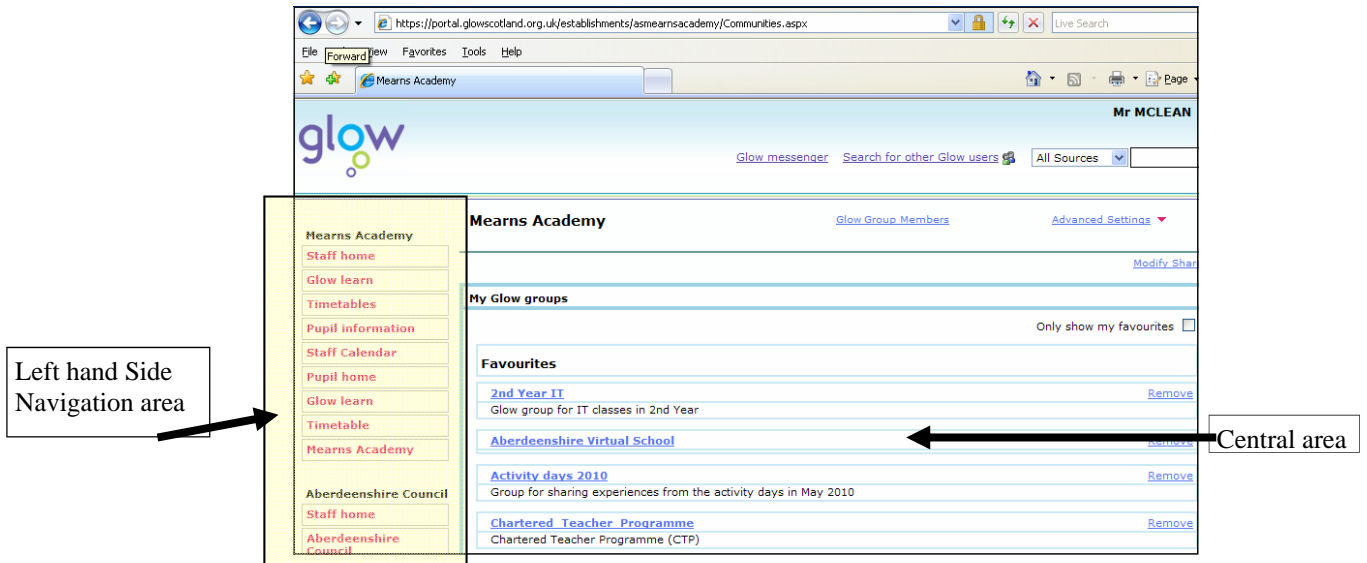
When you have successfully logged in, you will be taken to a page titled 'Glow Light'

The image on the Glow light page changes weekly, the image shown is that for a week in December. The page can also be customised, therefore the buttons you see on your page may differ from those on the image.

You should now click on the **Favourites** button



School Closed Glow Group

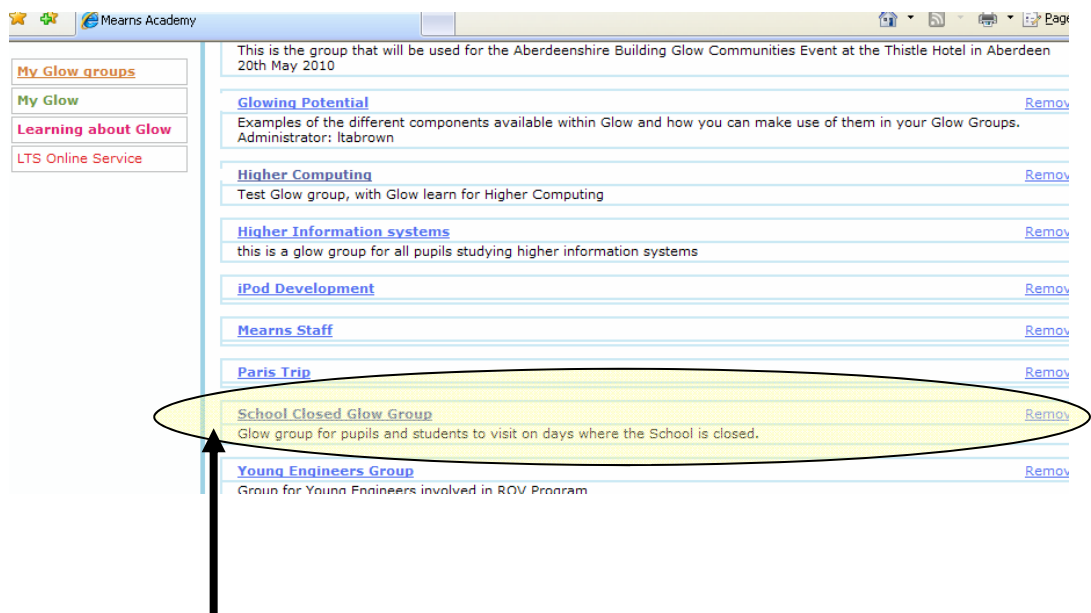


After selecting **Favourites** you are taken to the **My Glow Groups** page in Glow.

This page can be customised, so the view you see may be different from the image above, however the page is formatted in the same way, whatever style is chosen into two distinct working areas

1. On the left side of the page there is a list of areas in Glow— *The items shown will alter depending if you are a teacher, pupil or parent, however you will have sections for Mearns Academy, Aberdeenshire council and so on.*
2. The Central area (My Glow Groups) where there will be a huge list of Glow groups.

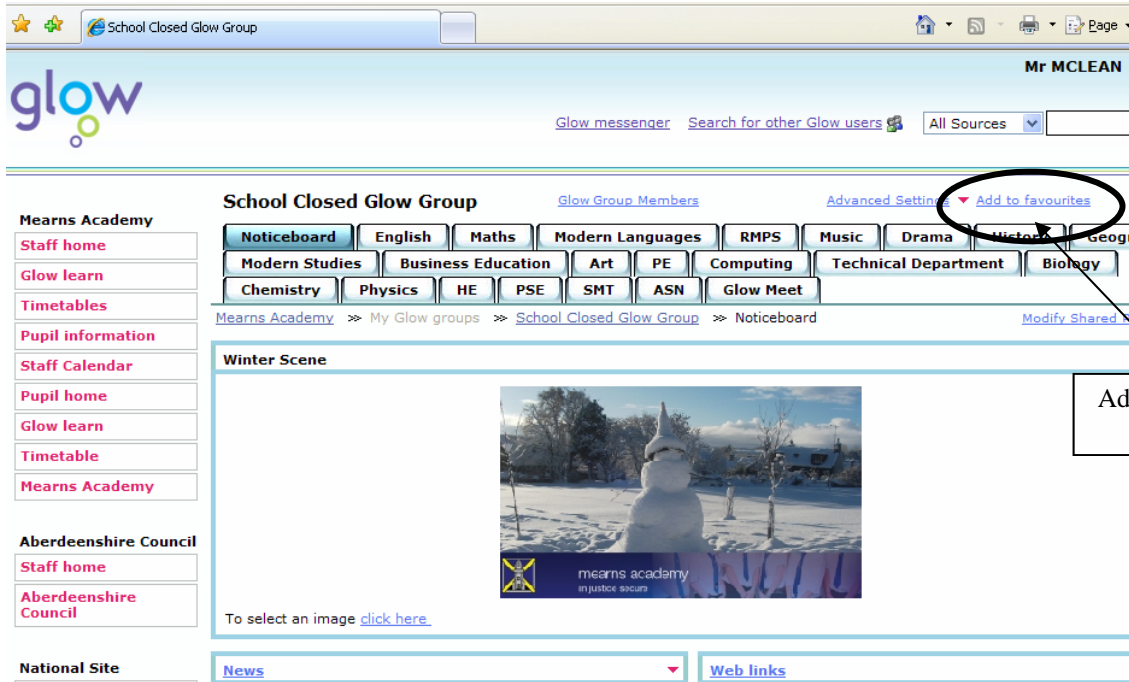
Scroll down this list until you see the **School Closed Glow Group**, and then click on title to open up the Glow Group



This is the required Glow Group.

Remember the list of Glow Groups in your pages will differ from those shown here

School Closed Glow Group

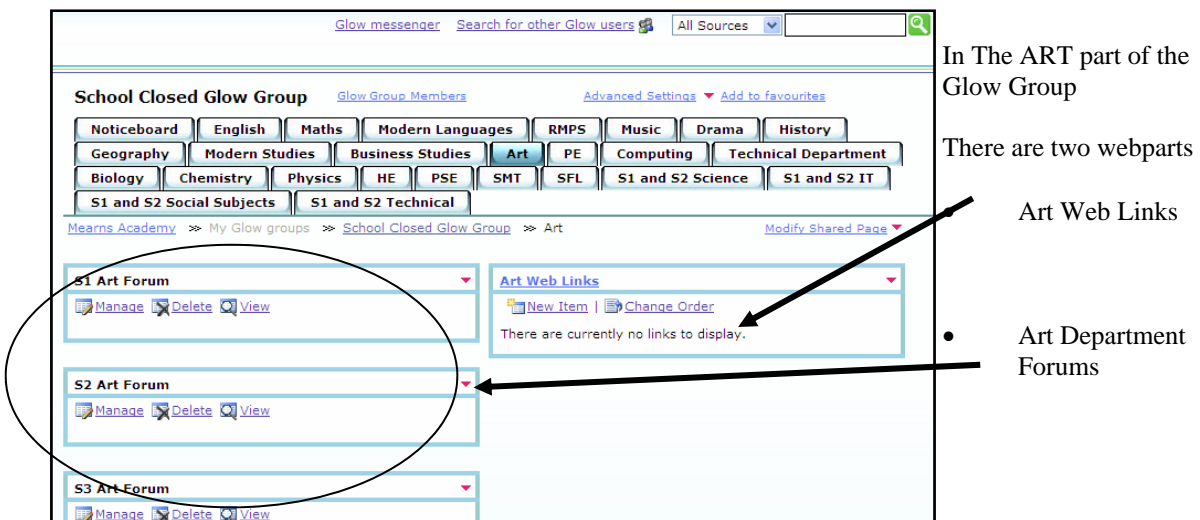


Once the link is clicked from the My Glow groups pages, then the Glow Group will open as shown above. It is then a good idea to click on the *Add to Favourites* hyperlink at the top right of this page.

This is the front page or *Noticeboard* page, and important information may be posted here.

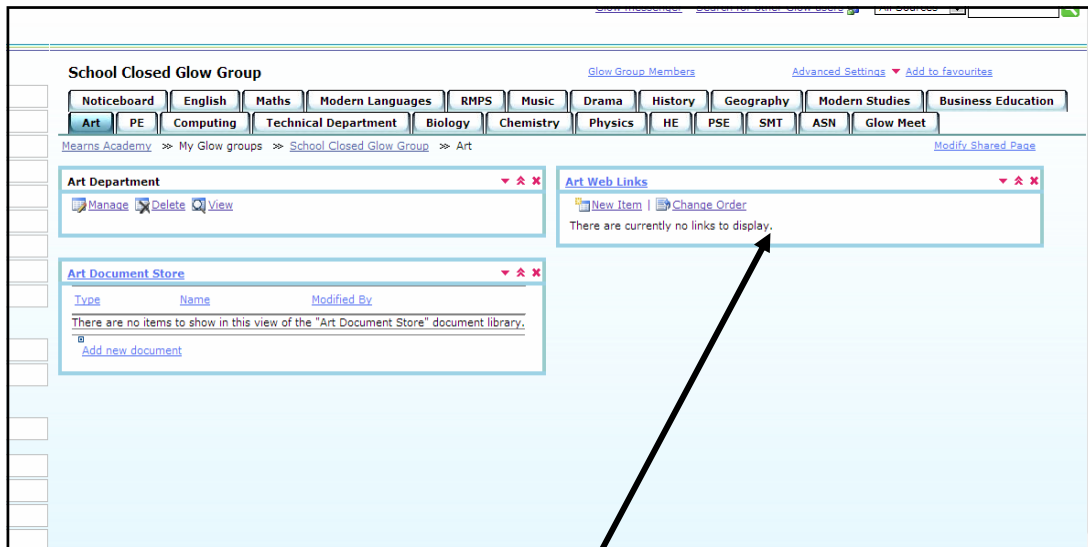
There are tabs at the top of the page for each subject area

Selecting the **ART TAB**, for example

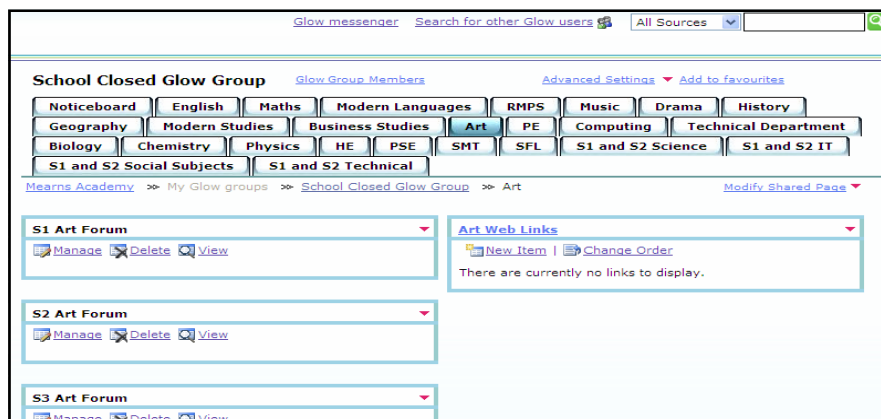


Each department will have a similar set-up. There will be up to 6 forums for year groups, and a single web link area. Please maintain this structure so that pupils are not faced with different structures for each subject tab.

School Closed Glow Group



Clicking on the Art Web Links, will allow you to add shortcuts to preferred web pages, or areas in Glow. This is a straight forward procedure, which is started by selecting the *New Item* hyperlink.



The other webpart to consider is the Glow Forum, here three can be seen, titles S1 Art forum, S2 Art Forum and S3 Art Forum .

In the state shown there are three hyperlinks:

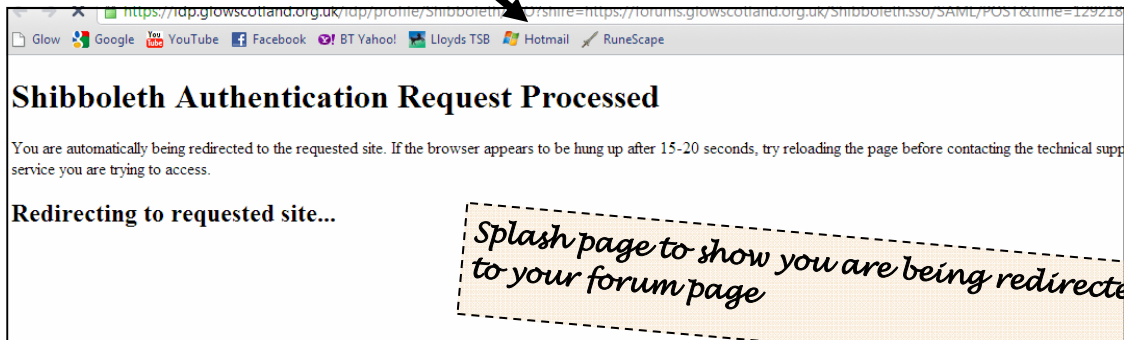
1. Manage, clicking here will give you options on forum style (theme) and post management
2. Delete, clicking here will delete the forum, you will be prompted a number of times to confirm that is what you actually want to do. **THIS WILL REMOVE THE FORUM AND ALL ITS CONTENTS.**
3. View, clicking here will let you view the forum and let you make posts. To get to the forum a splash screen as shown below is seen. This is normal, and after a few seconds your forum will load in a new page.

If you are unsure of any of the procedures shown , then help is available in a number of ways.

- There is a Glow Help hyperlink at the bottom of each page on the site
- There are videos available for all the common tasks
- There is help in school, informal, or formal. Just ask.

School Closed Glow Group

Splash Screen when moving to forum



The next pages describe how a forum may be set up in your department.

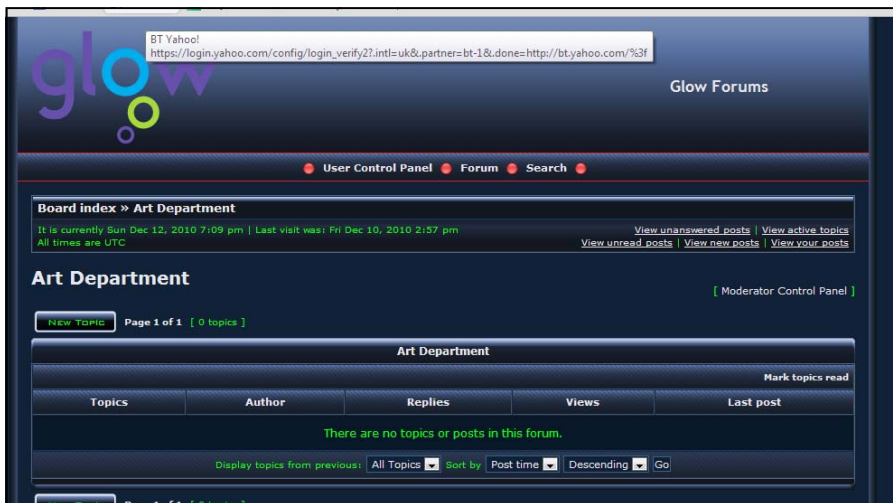
It is very important to note that in this Glow Group ALL teachers are administrators, and therefore can potentially change any part of the group.

All Students and Pupils are contributors, that means they can see every group, and can add to any of the documents stores, web links and forums. In every case though the pupil/student name will be displayed on any item posted.

Please note that under each Year Group Forum there should be 'Topic' posts for each class. This will keep things tidy and each Department will have the same structure. It is up to each department to decide how to manage this.

NOTES

School Closed Glow Group



Rainbow Pearl Theme

Art Department forum using Rainbow Pearl Theme is seen above, then it has been changed in the *manage* link to have the A-Z Retro theme. There a total of 6 themes for you to choose from,



A-Z Retro Theme

It does not matter what theme you choose as each theme has exactly the same features to use. However the position of each feature may vary. For convenience the theme used will be the A-Z retro.

For each Year Group Forum it is up to the Department to decide the best way to name each 'Topic' so that pupils know where they will find work for their class. Please follow this naming system.

[Class Name] [Subject] [Day and date] ie 1J1 English Tuesday 17 December

For those of you familiar with using forums, then the Glow Forums are fairly standard, Administrators—you can customise the forum, and can make a number of changes to the posts (messages uploaded to the forum). Teachers can edit everyone's posts, including deleting, Pupils can ONLY edit their own posts. Each post made by a student or teacher will be annotated with their Glow name,

There are a limited set of document types than can be uploaded to the forum. Office documents are OK as are some images, but for more sophisticated document types then the *documents store* would need to be used.

School Closed Glow Group

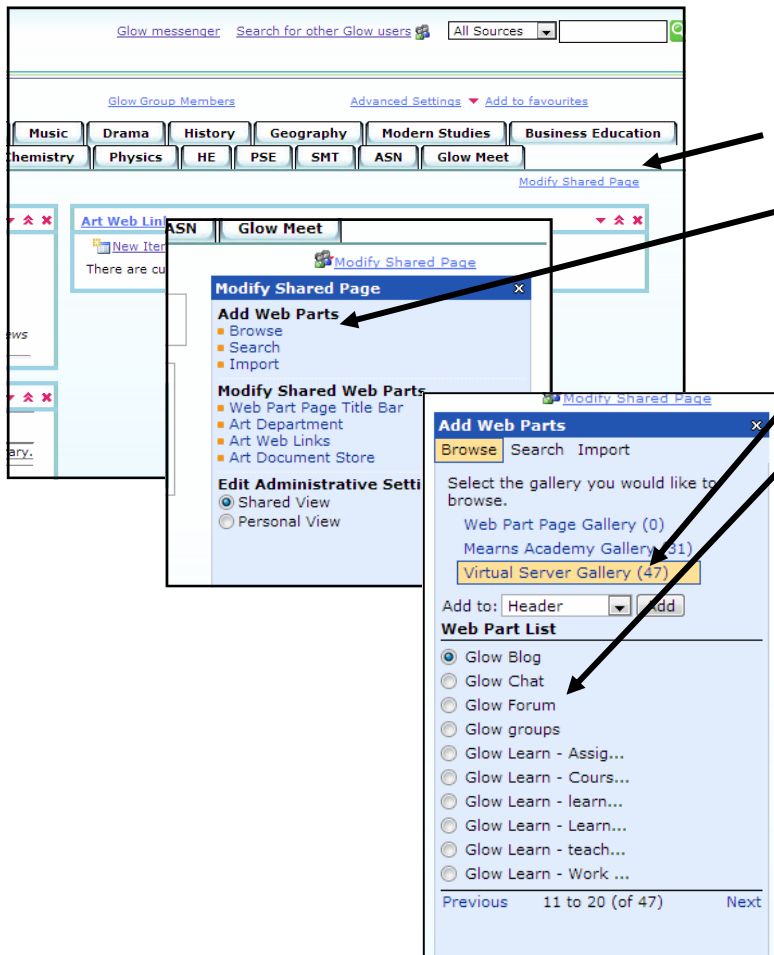
When a post is made, then it is automatically shown in the Glow Group pages. To make a further post simply click on the post name, ie in this case *Mrs Sim S1 Art*

The latest post is always the one displayed in this webpart.

A discussion on how to manage the forums must be made within your department.



Adding additional forums to the glow page



- Click on *Modify Shared Page*
- In the box that then opens, under the heading **Add Web Parts**, choose the *Browse* option
- In the box that then opens choose option by clicking on *Virtual Server Gallery*, then move along pages by clicking the *Next* button until you see *Glow Forum*. Select *Glow Forum* and add to *Body Area 1*

