

Speyside High School



Online Learning Information Pack

January 2021



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How to access your virtual classroom at Speyside High School

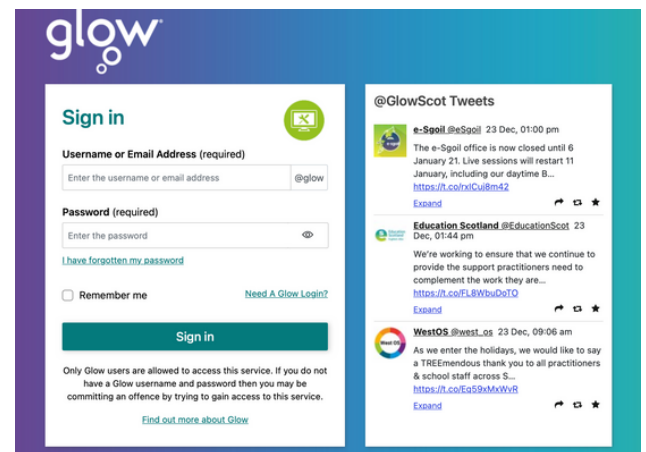
What do I need?

- Laptop/Phone/IPad/Desktop
- Your Glow Username
- Your Glow Password
- Your SMHW Username
- Your SMHW Password



Step One: GLOW

- Go to <https://sts.platform.rmunify.com>
- You will see this screen 
- In the USERNAME section put your GLOW username (e.g. gw16campbelljo)
- In the PASSWORD section put your GLOW password (e.g. Speyside1!) If you have forgotten your password - DO NOT WORRY! Just ask your UPS Teacher to reset it (this can be done via SMHW).
- Click REMEMBER ME and SIGN IN



Step Two : SHOW MY HOMEWORK (If accessing for the first time)

- Go to www.satchelone.com
- Click Log in with PIN option
- Search for our school - Speyside High School
- Type in your school email (your GLOW email)
- Enter your PIN (which you were given)
- Tick "I am not a robot" and complete any security tasks if necessary
- Click Submit
- On the next screen, confirm your email address.
- Choose and confirm a password
- Press Update details
- You can also download the APP and you can also add the SMHW tile to your launch pad on GLOW

Login [Forgot password?](#)


Staff Parent **Student**

I already have an account
 I don't have an account yet

Search school

Enter email address or username

Enter PIN (supplied by school)

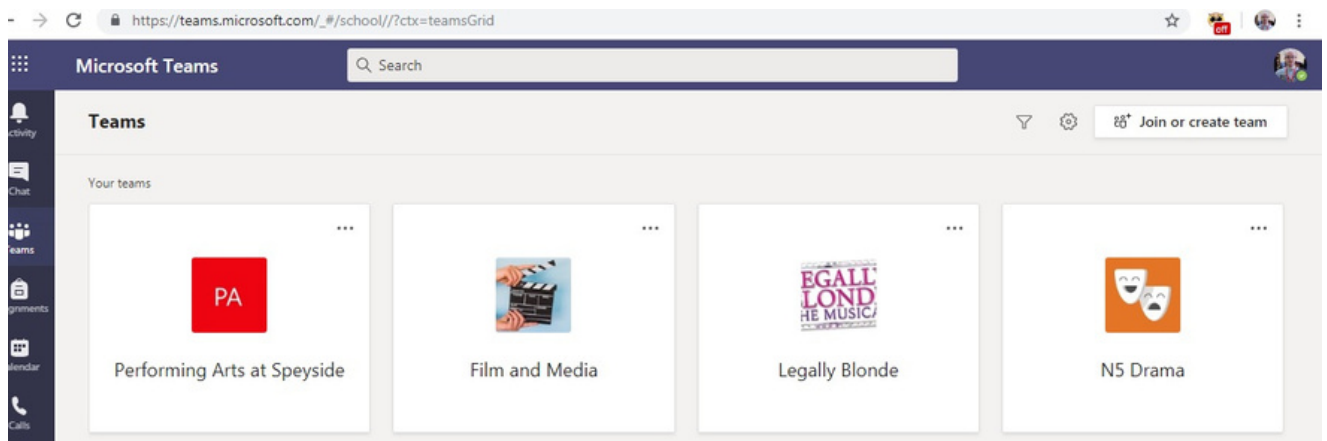
I'm not a robot  reCAPTCHA
Privacy - Terms

Sign up

Step Three: MICROSOFT TEAMS



- Go back to GLOW
- Your LAUNCH PAD is your HOME for all the apps you will need to work.
- You will see a tile called "ADD" - press that.
- A new window will open and you want to press 'FROM APP LIBRARY'
- In the SEARCH BAR type in 'MICROSOFT TEAMS' and press return.
- A new tile will come up - click on it and then press 'ADD TO MY LAUNCH PAD'



Step Four : ACCESSING TEAMS

- Click on the TEAMS tile and it should launch.
- You can download the APP to your phone or Ipad but It may say 'Use Web Launch' and you can press that to take you to your home page.
- You will have been added to several TEAMS - including your HOUSE team (Rinnes, Fiddich or Livet)
- If you think you should have been added to a TEAM but you can not see it then ask your teacher for the CODE.
- Once you have the CODE - go to the TOP RIGHT hand corner where it says 'Join Team'.
- Press that button and add the CODE.

Step Five: GOOGLE CLASSROOM

- Back on the LAUNCH PAD click on the 'ADD' tile again and this time search 'GOOGLE CLASSROOM'.
- Follow the same steps again
- Make sure you are SIGNED OUT of all personal gmail addresses otherwise it won't work.
- Launch the tile.
- Your username is SLIGHTLY different. It will be the same beginning e.g. gw16campbelljo but this time you should ADD **@my.glow.scot** - this is the important bit. Your username should look like gw16campbelljo@my.glow.scot. Hit enter.
- It will go back to GLOW and you log in with your GLOW log in (See Step One)



Tips

- Your launch pad should have all the apps you need for online learning.
- You can download MICROSOFT OFFICE for FREE which gives you PowerPoint, Word etc just search for it in the App Store.
- Remember the different endings of username for Glow and Google Classroom (and **sign out of personal accounts on Google**)
- You may want to add:
 - Microsoft Mail,
 - Google Drive
 - SQA
 - Show My Homework
- Remember to ask your UPS teacher to reset GLOW if needed
- You can also download the apps of Google Classroom, SMHW and TEAMS onto your phone or iPad/tablet
- All your work will be posted on Show My Homework first and your teacher will state which PLATFORM to go to e.g. Google Classroom OR TEAMS for more information or resources etc



ONLINE REGISTRATION



Every weekday morning by 9am you must complete the online registration form on TEAMS whilst you are online learning.

Online Registration is important so we can see who is accessing work and who may be struggling.

It is important that you complete this each morning by 9am.

- Go to your HOUSE Team (Fiddich, Rinnes or Livet).
- At the left hand side of your HOUSE TEAM you will find 'Channels'. Find your Year group channel (e.g. 1R, 2R etc)
- Complete the Form on the Channel by 9am each morning. (It will ask your Name and then a random question)
- Click submit and continue with your work for the day.

Communication



If you need to get in touch with your Guidance Teacher then below are the contact details for each house.

Livet:

Mrs Winwood-Young

Mobile Number: 07800 678 581

Email : Livet.guidance@moray-edunet.gov.uk

Fiddich:

Mrs MacInnes

Mobile Number: 07800 678 578

Email : Fiddich.guidance@moray-edunet.gov.uk

Rinnes:

Mr Craven

Mobile Number: 07825 113410

Email: Rinnes.guidance@moray-edunet.gov.uk

Speyside High School,
Mary Avenue,
Aberlour,
Banffshire
AB38 9QU

admin.speysidehigh@moray-
edunet.gov.uk

01340 871522

Learning and Teaching Information



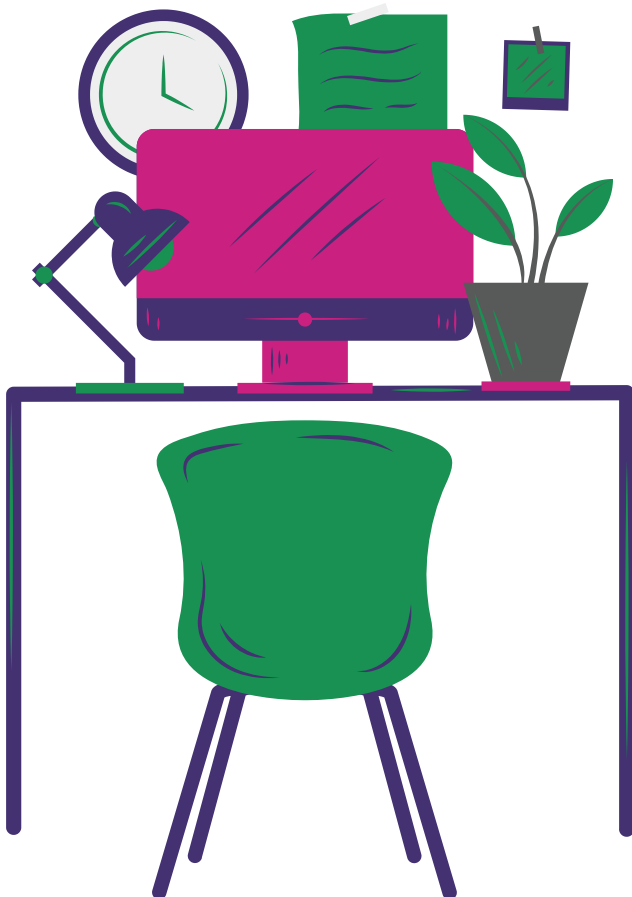
BGE classes will have work set on either the day they would have each subject or on the first day that their teacher would normally teach their year group. For example all S1 Geography classes will have work set on a Tuesday as this is the day that Mr Turner is timetabled for an S1 class.

Senior classes should expect work to be set on the first day that they would be timetabled for each particular subject.

Teachers will set deadlines that are manageable and appropriate to each task.

Students are welcome to contact teachers whenever they need support. Teachers will normally reply during the traditional school day and will prioritise communication during the times they are timetabled for each class. This may mean that students do not always receive immediate replies to their questions, but do not worry, your teachers will reply at the most appropriate time.

Home Learning Timetable



During this period of home learning, we want learning to match the existing school timetable as much as possible. Therefore, work will be issued at a similar time to when learners would normally be in classes and the amount of work issued will reflect what it would be expected pupils would complete in a class.

All pupils should have a copy of their timetables but if not, these are available on parentsportal.

Any problems with accessing parentsportal please contact the school office.

At the timetabled times, teachers will be available for those classes and that is when they will respond to any communications from pupils made at other times.

During Online learning the following classes will be run:

S1:

English and Literacy
Mathematics and Numeracy
Science
Modern Languages
Home Economics
Technical
Physical Education
Computing Science
Geography
History
Modern Studies
Art & Design
Drama
Music

S2:

English and Literacy
Mathematics and Numeracy
Science
Modern Languages
Home Economics
Technical
Physical Education
Geography
History
Modern Studies
Art & Design
Drama
Music

S3:

English and Literacy
Mathematics and Numeracy
Modern Languages

*All other subjects
chosen in columns A to I*

S4:

English and Literacy
Mathematics and Numeracy

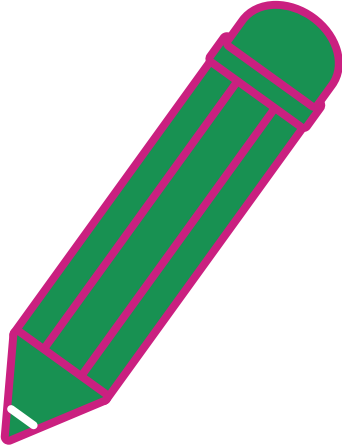
*All other subjects
chosen in columns C to F*

S5/6:

All Advanced Highers, Highers
and National courses or their
equivalents.



Learning and Teaching Information continued...



We appreciate that it may not be possible for pupils to be online for the times of classes so pupils can make contact with teachers at any time but they should not expect a response until the time of their next timetabled class.

If work is on put up on Microsoft Teams or Google Classroom, we ask that a note of this is made in Show My Homework which will continue to be the one place where all work for pupils is listed.

All instructions for work will be posted on Show My Homework.

If you have any difficulties accessing any of the online platforms we are using please contact your UPS teacher



1F Miss MacPherson gw18macphersonfiona@glow.sch.uk

1L Miss Murray gw20murraychristina@glow.sch.uk

1R Mr Naples-Campbell gw16naplescampbelljo@glow.sch.uk

2F Miss Firth gw20firthcaitlin@glow.sch.uk

2L Dr Harris gw09fraserkaty4@glow.sch.uk

2R Ms Childs gw17childslaura@glow.sch.uk

3F Mr Hogg gw15hoggdaniel@glow.sch.uk

3L Miss McWilliam gw20mcwilliamcarrie@glow.sch.uk

3R Mrs Bye-Jensen gw18byejensencharlot@glow.sch.uk

4F Miss Boyd gw14boydcaroline@glow.sch.uk

4L Mr Picksley gw08picksleygeorge@glow.sch.uk

4R Mr Turner gw08turnerkeith@glow.sch.uk

5F Mrs MacInnes gw09macinnesamy@glow.sch.uk

5L Mrs Winwood-Young gw16winwoodyoungtani@glow.sch.uk

5R Mr Craven gw09cravennicholas@glow.sch.uk

S6 Mrs Goodbrand gw08goodbrandpatrici@glow.sch.uk

Learning and Teaching Information continued...

For all year groups, PSE time will be used to check in with their Guidance teacher and engage in any one-to-one discussions required.

Other times should be used to consolidate learning.

Work will be issued on the day that a class normally takes place and for classes that run on several days, work will be issued on the first day of the week that that class takes place.

Teachers will be available to pupils in their classes as per the normal timetable – we do not expect teachers to be communicating with pupils at other times.

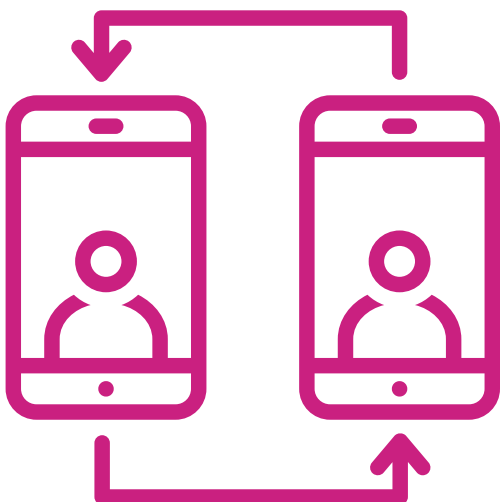
During class times teachers will be able to have one-to-one and group conversations via the online learning platforms that we use.

Resources

For general resources (eg a text book or musical instrument) please contact your teacher who will arrange a time for you to collect the resource from school.



Information from School



In order to keep you up to date with what is going on and any important information that needs to be communicated we ask that you make sure the school has your most up to date email address and contact telephone number.

The School will communicate mainly through

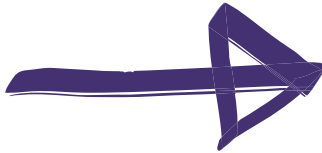
- Group Call
- Email

However you may also want to look at the following

- School Website
- School and departmental Twitter accounts
- School Facebook Page

Other Information

You can now use your XBox or PlayStation to download GLOW and access all your work from there. Use these guides to access them!



For Xbox users:



1. Turn on Xbox One and launch Edge*
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk).
4. Enter the password.
(Optional) You can choose to save the username and password on the browser for easier access next time.
5. Follow this link for a useful video tutorial: <https://youtu.be/rWTwAflKbkU>

*If your console doesn't have the Edge browser, it can be downloaded in your Store.

For PlayStation users:



1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk)
4. Enter the password
5. Follow this link for a useful video tutorial: <https://youtu.be/mHTHaXhccDE>

Websites to help



e-Sgoil provides 45 minute long webinars for a number of subjects in the senior phase. <http://www.e-sgoil.com/studysupport2020/>



Scholar provide online recourses as well as live webinars for a number of senior phase courses. Those pupils that are doing courses supported by Scholar have been issued with a username and password to allow them to access the materials. <https://scholar.hw.ac.uk/>



Moray Digital Support offers students and parents support on how to access online learning as well as staying safe online. <https://sites.google.com/my.glow.scot/moraydigitalschoolshub/home>