

S1 ICT

Contents


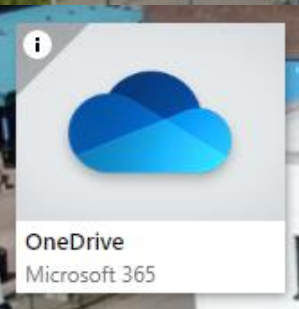
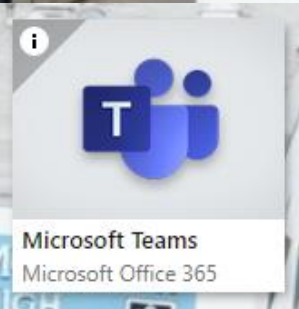
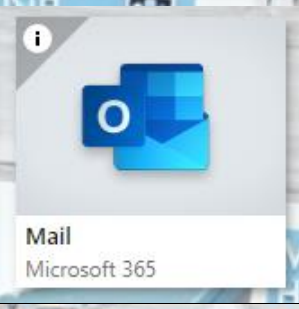
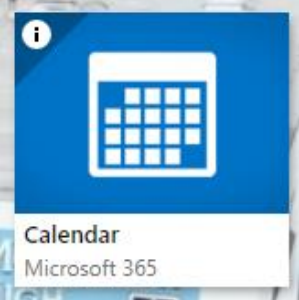
LAUNCH PAD	2
ADDING TILES	3
.....	3
ONEDRIVE – accessing your files	3
FILE MANAGEMENT	4
SETTING UP A FOLDER	5
SETTING UP A DOCUMENT	6
NAMING THE DOCUMENT	6
ADD A TABLE	7
JOINING A TEAM	9
EMAIL	9

GETTING STARTED WITH GLOW

LAUNCH PAD

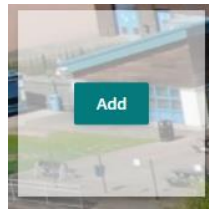
Once logged on your initial screen will take you to your **launch pad**

This should be set up to include the following files -

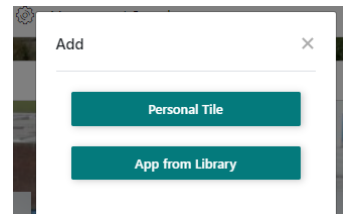
Office 365 Home	 The image shows the Office 365 Home app icon. It features a white 'O' logo on a red square background. Below the icon, the text reads 'Office 365 Home' and 'Microsoft Office 365'. There is a small 'i' icon in the top left corner of the app tile.	Productivity apps are all in one place You can download Office software onto a home device
OneDrive	 The image shows the OneDrive app icon. It features a blue cloud logo on a light blue background. Below the icon, the text reads 'OneDrive' and 'Microsoft 365'. There is a small 'i' icon in the top left corner of the app tile.	Online storage
Teams	 The image shows the Microsoft Teams app icon. It features a blue 'T' logo and three stylized human figures on a light blue background. Below the icon, the text reads 'Microsoft Teams' and 'Microsoft Office 365'. There is a small 'i' icon in the top left corner of the app tile.	Collaboration and communication app
Mail	 The image shows the Mail app icon. It features a blue envelope logo on a light blue background. Below the icon, the text reads 'Mail' and 'Microsoft 365'. There is a small 'i' icon in the top left corner of the app tile.	Send and receive emails
Calendar	 The image shows the Calendar app icon. It features a white calendar grid logo on a blue background. Below the icon, the text reads 'Calendar' and 'Microsoft 365'. There is a small 'i' icon in the top left corner of the app tile.	Record and reminders for events and deadlines

ADDING TILES

1. Select **ADD** button



2. Select **App from Library**



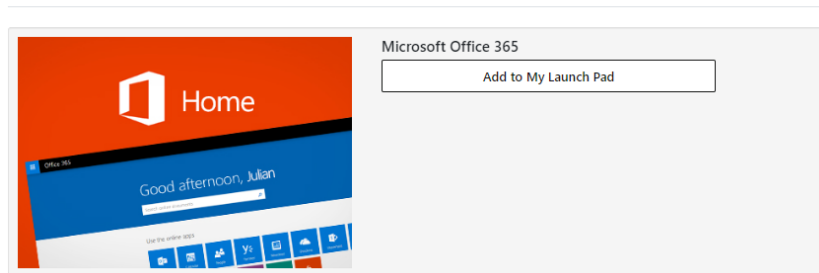
3. In the Search App section type in **mail** and press enter
This should bring up all four required tiles



4. Select each one and add to launch pad

Return to your **launch pad window** and ensure all **5 files** have appeared

Office 365 Home

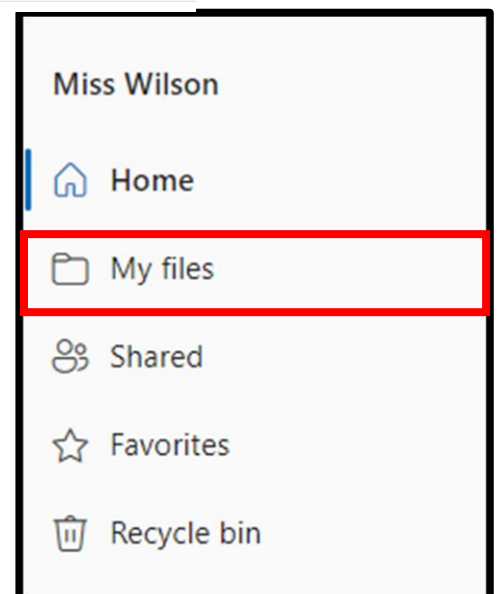


ONEDRIVE – accessing your files

Select the **OneDrive file** from your Launchpad

The initial view will show **recent items**

From the panel on the left-hand side select **My Files**

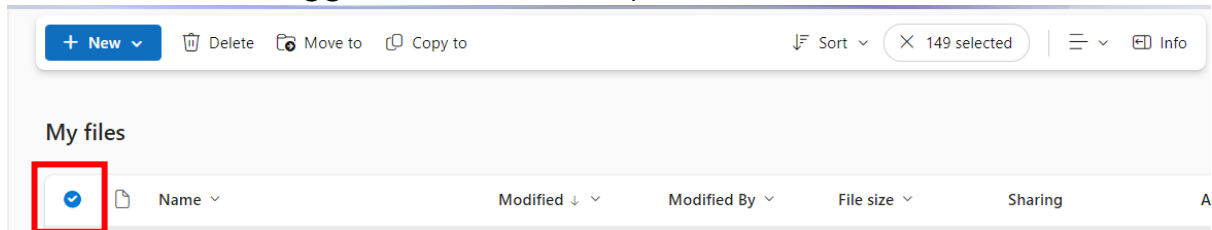


FILE MANAGEMENT

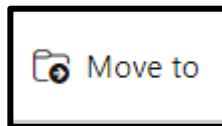
Before you proceed you may wish to create an archive folder or delete any files you no longer require

The easiest thing to do is –

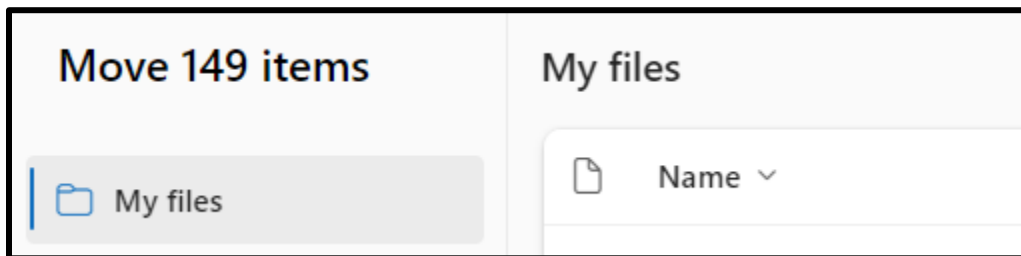
1. Select the **Toggle button** on the top row



2. Select the Move to button



3. This should take you to **My Files** folder [ensure you see this view]

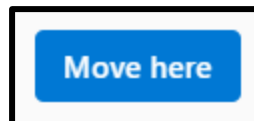


4. Select the **new folder** button



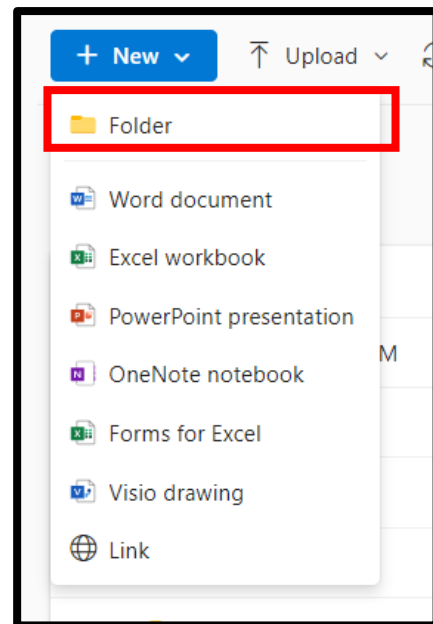
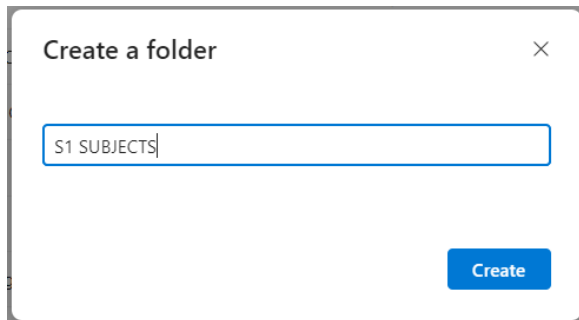
5. Add the name of your Primary School > **Create**

6. Select the **Move here** button



SETTING UP A FOLDER

1. Select **New > Folder**
2. Name the folder – **S1 SUBJECTS**



3. Open the folder and add your subject folders

SUBJECT FOLDERS	SUB FOLDERS
ASN	Learning Zone 1 Learning Zone 2 Room 2
ENGLISH	
FRENCH	Dictionary Skills School and Food Film Study Hobbies DYW
HWB	Physical Education Home Economics Personal Support
ICT	
MATHS	
RME	
SE	Mental Health & Wellbeing Careers RSHP Substance Misuse Health Positive Relationships Anti Bullying Online Safety Road Safety
SOCIAL SUBJECTS	Development Democracy The People of Early Scotland Wars of Independence The Tropical Rainforests The Role of International Organisations
SPANISH	Alphabet and Phonics Numbers All About Me Hobbies
TECHNICAL	


SETTING UP A DOCUMENT

What to do before you start –

1. Select the **OneDrive Tile > My Files**
2. Make sure you are in the correct **Subject folder/ Subfolder**
3. Create and new document and change the file name

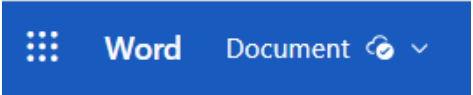
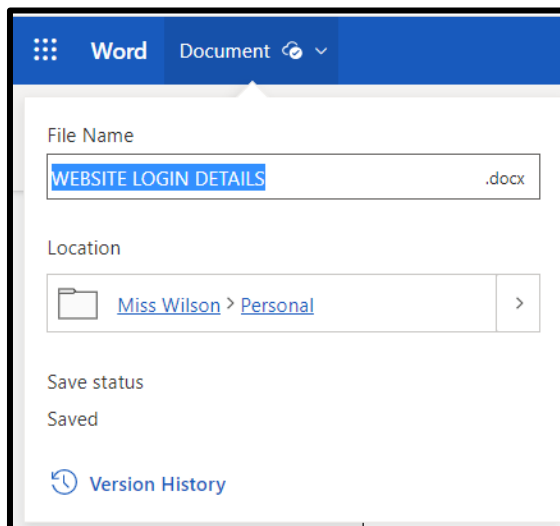
1. Create a folder and name it **personal info**
2. Open the **personal info** folder

3. Select  > **Word Document**

 Word document

NAMING THE DOCUMENT

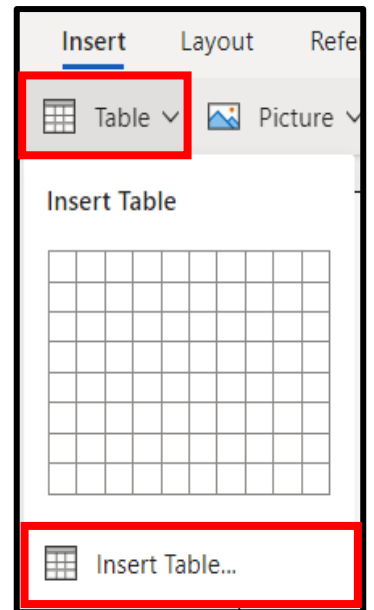
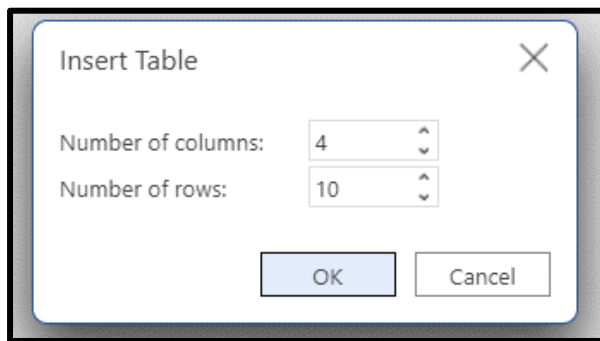
1. At the top left of the document beside the type of document e.g. word select the **document name**
2. Change the name to **WEBSITE LOGIN DETAILS**

 Word Document

3. This will allow you to add the usernames and passwords for any website you are required to use in school
4. Change the layout of the page to **landscape**

ADD A TABLE

1. Select the **Insert** Ribbon
2. Select **Table > Insert Table**
3. Set Number of columns to **4** & Number of rows to **10** > **OK**



4. Add the following Headings in the table

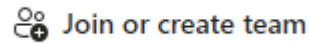
Website Name	Website Link	Username	Password
GLOW	https://sts.platform.rmunify.com/account/signin/glow	gw07wilsonleanne@glow.sch.uk	123456

The first record to add to your table is your GLOW details – this is for practice

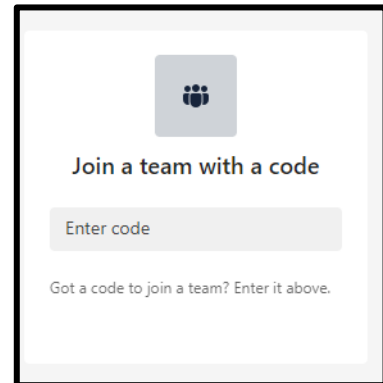
JOINING A TEAM

1. Select the **Team icon** from the Launchpad

2. From top right-hand corner select

 Join or create team

3. Add the following **ep0t6bm** to join the team



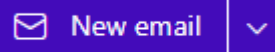
Join a team with a code

Enter code

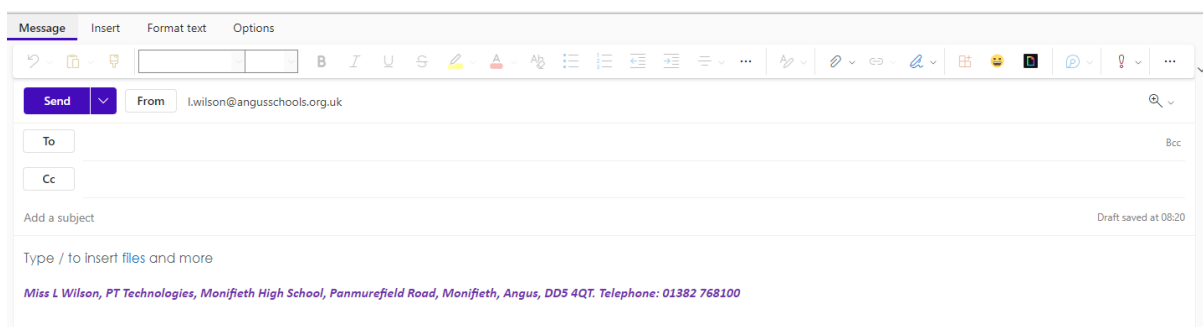
Got a code to join a team? Enter it above.

EMAIL

1. To start a new email, select the

 New email

button



Message Insert Format text Options

Send From I.wilson@angusschools.org.uk

To Bcc

Cc

Add a subject Draft saved at 08:20

Type / to insert files and more

Miss L Wilson, PT Technologies, Monifieth High School, Panmurefield Road, Monifieth, Angus, DD5 4QT. Telephone: 01382 768100

2. Beside the To - type in the recipient glow address OR name and select the appropriate person

3. Always include a subject – purpose of email

4. Add your email message in the Type/to insert files and more section

**Add the English Tile