



What do you need to know about Glow?

The basics

Why use Glow?

Glow offers you access to industry standard facilities and applications such as:

- a) Cloud storage (OneDrive).
- b) Office 365 applications (Word, Excel, Powerpoint and OneNote)
- c) Outlook Mail
- d) Home and school access.
- e) Sharepoint facilities.
- f) Blogging technology.
- g) News feeds.

Staff will begin to publish materials on Glow for their classes so you may have to use Glow as part of your course.

How do I access Glow?

In school, you can access Glow via an icon on your desktop.

At home you can search for **Glow login** on the Internet. Choose the **RM Unify** option from your search results. Alternatively, go to the **Pupils'** section on the school website to find a link to the Glow home page.

Which type of device can I use to access Glow?

You can use your mobile, an iPod, an iPad, tablet or a home computer to access Glow. Really, all you need is an Internet connection.

How much space do I have on Glow?

Pupils have a terabyte of space within OneDrive. OneDrive is just a brand name for cloud storage.

It means you no longer have to rely on your memory stick if you're working on documents at home and in school.

Is there a limit on the file size I can upload to Glow?

Yes, but Glow only starts to have problems with files which are 400Mb or larger.

What do you need to know about Glow?



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I don't have Microsoft applications on my device at home, can I still use Office 365?

Yes. When using the Office 365 applications you are creating files/documents in Glow so it doesn't matter if you don't have Microsoft applications installed on your device.

What type of files can be saved to Glow?

Most file types can be saved to your OneDrive so anything can be stored. However, if you're using a piece of software not contained within Glow you may not be able to open the file; you can download the file onto a computer which has the appropriate software installed on it.

I can't remember my username and password, how do I get them?

You can ask your teacher to re-set your password, or you can go to the LRC to have your password re-set.

Make a note of your username and password on your phone so that you have the information recorded somewhere useful.

I don't have access to the Internet at home, how can I access Glow?

You will be able to access Glow on any of the school's computers: remember the LRC is open after school. You will also be able to access Glow in one of the public libraries.

Please let your teacher know if you are unable to access work on Glow at home.

Working with documents

I can't see a save option when I'm working on documents, what do I do?

The Office 365 applications save work automatically.

Someone has shared a document with me but I can't edit it.

Once you have clicked on the link to open the document choose the **Edit document** option from the top left hand side of your screen.



Outlook Mail

Can I use Outlook Mail in Glow as my home email address?

Glow will be the main way for you to access email facilities in school. As you can log into Glow from home there is no reason why you can't use your Glow email address as your main contact.

What is my Glow email address?

Your glow email address is the following **yourusername@glow.sch.uk**

School site

What is the school site?

The school site will be the area where teachers and other staff will publish resources and information which you for you. Course notes, homework etc. will start to be published online within the school site.

Can I find resources on it now?

The school site will be available within Glow shortly. Already, staff are beginning to add content to the different areas within the school site.

Your teachers will demonstrate where to find work within Glow once they have set up sites for you.