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## Welcome

**You have accessed the Developing your Skills materials for the School site pathway. These materials will help you put your understanding of Glow into context: offering suggestions for possible uses and providing information and practical help.**

You can access these materials via the left-hand menu, which will always be available. Clicking on a menu item will launch the materials for that unit. You can use the 'Next page' and 'Previous page' buttons to move between pages in a unit and can access other units by clicking a different menu item. Alternatively, you can scroll through the entire document using the scroll bar to the right.

Materials can be printed by using the 'Print' button on the toolbar ('File' > 'Print' through the menus).



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## Introduction

Every establishment in Glow, be it a school, local authority or another educational body, has a site which contains information that is relevant to everyone involved in that establishment. It is a useful site because it provides a one-stop shop for all members of your establishment's community, containing appropriate information, in one place.

For staff, their Establishment site will usually be their School site and we will refer to it as such throughout the rest of this document.

The School site is accessed from the left-hand navigation bar within Glow – simply click on the name of the school. If you work at a number of different schools, all of their School sites will be available to you, in your left-hand navigation bar.

Similarly, when Glow becomes available to parents, the sites of any schools that children in their care attend will be listed in their left-hand navigation bar.

Your School site contains a series of web pages (accessed via tabs across the top of the site) which contain relevant information for your school's whole community – staff, pupils and parents. You might, for example, find news items or announcements for a whole range of activities and happenings within the school; information in the school calendar about exams, school holidays,



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and in-service days; information on school clubs and groups like the school football team and also links to separate groups for the people involved in these activities.

Unless you have been given the right to do so, you will not be able to add or modify content within your School site; your school's Glow administrator determines much of the content. Remember, though, that any content on your School site should be appropriate to all members of your establishment's community, so you shouldn't find any 'sensitive' information here. If you notice something that you feel is inappropriate for parents or pupils to see, inform your school's Glow administrator immediately.

Each School site in Glow has a default set of web pages and web parts. Be aware that your own School site might look slightly different to this because the layout you see is determined by your school's Glow administrator.

Usually, a School site will contain four web pages.

- [The Noticeboard](#), which contains the following default web parts:
  - ◇ News – which contains an active list of news items that are relevant to your school community.



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- ◇ What's On – which displays any forthcoming events at your school.
- ◇ Web links – where any web links that may be useful to people at your school are listed.
- ◇ Contacts list – appropriate contact details for your school will be listed here.
- ◇ Image – this can display an image, such as a school logo.

- [Calendar](#)

The Calendar web page displays the forthcoming events for your school from the What's On web part – in calendar format and over a longer period of time.

- [Documents](#)

From the Documents web page you can view and download any documents that your establishment wants to make available to all members of the School site. These might be school policies, newsletters, parental permission letters and pupil handbooks, etc., but **MUST** be appropriate for the whole school community (staff, parents and pupils). Only people who have been given suitable permissions will



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be able to upload or amend documents in this area. Note that further information about permissions can be found in the glossary.

- [Glow groups](#)

This page shows a list of all Glow groups that have been set up within your school, and separates them into those that you are a member of and those you are not a member of. In this way, you can look at the brief description for the Glow groups you are not a member of and determine whether you'd like to ask to join. More information on Glow groups can be found in the **Glow groups pathway**.

The default web pages and web parts in the School site have been listed above. Your school's Glow administrator will determine the final look of your School site, and your entire school community will see this same, shared, view of this site. However, individuals can change their view of Glow by selecting a different theme (by changing their Glow settings in their Staff home site).

For further information on changing your view of Glow, see the **Staff pathway** Learning in Context route materials.



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## Working with school information

Glow can help to smooth the process of working with school-relevant digital documentation and information.

As a member of staff, Glow gives you information on your timetables. If you are a member of staff from a secondary school and depending upon the system your school uses for managing and sharing pupil and staff data, you can access information on cover duties, individual pupils, learning resources, and lots more – and you can access this from any location where you can access the Internet.

Essentially, then, Glow can travel with you, and because of this you can use Glow to help you share ideas and information – with your peers, with your pupils, and even with yourself from different locations.

Initially, in your School site, you probably won't have the authority to upload and manage documents, contacts, news items, etc. However, you will be able to view and/or download any information on your School site wherever and whenever you're logged onto Glow. It may be appropriate in your school situation that you are able to upload and manage information within the School site. You can approach your Glow administrator and they will be able to extend your rights and permission to enable you to do this.



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So, for example, if you wanted to check how your pupils are progressing with a particular project you created in a Glow group and had set them for homework, you could log onto Glow and check your Glow groups. If you needed a copy of your school's Acceptable Use Policy you might log onto Glow and download it from a location in the Documents web page. If you wanted to check the date of the Parents' Evening next month, you could log onto Glow and check the Calendar.

The School site in Glow is there to provide you, and all other members of your school's community, with up-to-date and relevant information about where you work, wherever you are and whenever you log on.



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## Communicating with others

The main communication and collaboration tool in your School site is Glow groups. Glow groups are separated in your School site into those of which you are a member, and all others.

If you are a member of a particular Glow group, you can access it from the Glow groups web page within the School site, simply by clicking on the title of the group. You can also request membership of any Glow group of which you are not yet a member from the Glow groups web page. The administrator of each Glow group will have the authority to decide whether or not to add you to a particular Glow group's membership. A Glow group's administrator may be the school's Glow administrator, but could also be a staff colleague or even a pupil at your school, where appropriate.

In brief though, the administrator of a Glow group can add any number of web pages and web parts to the Glow group. For example, they could include the following: the News web part, to push up-to-the-minute news items to Glow group members; a Documents web part, where documents of interest or collaborative projects could be uploaded; or a Discussions web part where question threads and responses could be posted. An administrator could also add a web part to allow the members of a group to collaborate with each other using a web conference. There could be a moderated chat session between the members of the group.



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## Communicating with others (continued)

You will be able to get more information and further ideas about using Glow to communicate with others from the **Glow groups pathway**. Glow groups have a number of tools to allow effective communication between members of the group.



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## Home/school links

Local authorities will decide when parents will begin to be brought into Glow. At this point they will have access to the School site and will be able to see any information that the school has decided to share with the whole school community. As well as information with more of an administrative focus, there is the option to begin to build partnerships with parents on more of an educational basis. This can be achieved through the School site and Glow groups which are set up within it.



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## Glossary

**Calendar** – The Calendar web part displays forthcoming events (from the What's On web part) in calendar format.

**Contacts list** – The Contacts web part contains a list of contact details (address, telephone, email and/or web address).

**Discussions** – The Discussions web part enables members of a Glow group to have online 'discussions' (in the form of posted message threads and responses) on topics of mutual interest.

**Documents** – The Documents web part is a library of documents (word-processed files, text files, spreadsheets, presentations, audio and image files, etc.) that are relevant to members of the group.

**Glow groups** – Glow groups allow members with common interests to share information and resources and hold online discussions using a number of different methods. Glow groups can provide instant anytime, anywhere secure access to resources and communication tools.

**Glow settings** – This is a web part in a staff member or pupil's site that allows that person to change their password and personal information, to change their view of Glow by selecting a different theme, and (if they have the correct permissions) to change others' passwords.



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**Image** – A web part where you can store, manage and display an image in various places, for example, in My Glow or for the school noticeboard within Glow.

**Left-hand navigation bar** – This is the panel on the left of the Glow page. The left-hand navigation bar provides immediate access to a variety of different areas with a simple click. You can use the left-hand navigation bar to navigate to your My Glow area, your My Glow groups area, your Local Authority site and the National site, amongst others.

**My Glow** – All users (except parents) have an area that is entirely theirs – this is called My Glow. An individual can fully customise this site, and can store a variety of information for personal use. Your school's Glow administrator can help you to organise your My Glow area, but apart from this only those members that you invite to view your personal area will be able to see it. You can learn more about My Glow in the **Staff pathway**.

**News** – A web part that displays a list of links to news items that are relevant to you. Clicking on the link of the title provides you with detailed information on the news item.



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**Noticeboard** – The noticeboard is the first web page in the School site. It contains appropriate and relevant information for your school’s community, such as What’s on, News, Contacts and Web links.

**Permissions** – When you use the portal, you only see the sites and groups that you have access to, and are only permitted to carry out the functions that you have the necessary rights for. In some areas, you may only be able to view information, whilst in others you can upload and contribute information. For some sites, you may have administrator responsibilities which give you full control within that area (e.g. My Glow). An administrator can change your permissions within any area of Glow.

**Portal** – A portal is a web site that acts as a gateway, providing users with access to a variety of related sources of information, resources and services. Glow is a portal.

**School site** – Also known as the Establishment site. This is the home site for your establishment, referred to in this document as the School site. For teachers and pupils this will normally be your school, but it could also be any other educational establishment. The School site contains a series of web pages, maintained by your school’s Glow administrator and relevant to your school. For more on your School site, see the **School site pathway**.



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**Theme** – A theme is a set of colours, fonts, background images and other design elements that you can apply to Glow to change its look.

**Web hosting** – A web part which can be added to My Glow which allows a Glow user to own, add content to and publish a web site. The right to use the Glow Web Hosting service has to be granted to a user by an administrator of Glow.

**Web part** – A self-contained tool or item; a unit of information that can be added or deleted from various pages.

**Video streaming** - A web part which can be added to My Glow which will allow authorised users to manage video resources. It will allow users to search video content, upload video content and tag the video content to include a title, subject, description, target audience and, where applicable, the appropriate objective within the Scottish Curriculum framework. The right to use Video streaming has to be granted to a user by an administrator of Glow.

See Glow help for more detail on each of the items listed in the glossary.

