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Welcome

You have accessed the Developing your Skills materials for the Staff 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 using the 'Print' button on the toolbar ('File' > 'Print' through the menus).



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Your Staff home site is the very first page you come to when you log onto Glow and therefore is your starting point for your journey through Glow.

The Staff home site has been created for all school staff who require access to pupil and staff information at your school. It contains information that is immediately relevant to all of these roles, providing targeted and current items of interest. For example, your Staff home site provides links to news articles that originate from your school, your local authority and national bodies such as Learning and Teaching Scotland. Information from all of these sources can be accessed from the Staff home site, so you can always keep up-to-date.

While your Staff home site is your 'default' or home site (in that it is the first web page you'll access in Glow), you can also navigate to the Staff home site at any time using the left-hand navigation bar to the left of the Glow screen – simply click on the Staff home link towards the top of the panel.

If you work in a number of different schools or other educational establishments, you will have a Staff home site available to you for each establishment.

Your Staff home site is a web page containing a number of web parts. The default web parts in Glow's Staff home sites are covered below. Be aware



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that your own Staff home site might look slightly different to this because the layout you see is determined, in part, by Glow administrators at local authority and establishment level.

Typically, the Staff home site will contain the following web parts.

- [Latest News](#), which contains summary information on, and links to, a number of news items that have been targeted to you from your School site, your Local Authority site, the National site, and any number of Glow groups that you are a member of at these different levels. You can use this web part to check what's new at your school, at a glance, or can follow the links to go directly to different areas of Glow to investigate the news items further.
- The [Learning and Teaching Scotland Education News](#) web part provides a quick round-up of news items relating to education from selected newspapers, the Internet and other sources. It covers current national education news with a focus on Scotland.
- [Inbox](#). This web part shows the number of new messages in your Glow mail inbox and gives you quick access to your Glow mail account. It is only relevant if your local authority has adopted Glow mail.



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- [Courses to teach](#). This web part lists the courses for which you are a teacher and that learners are enrolled in. Clicking on a course launches the course in Teach mode.
- [Assignments to review](#). This web part lists the open assignments for which you are a teacher. Clicking on an assignment allows for marking of the learners' work.
- [Class attendance](#). Depending upon your authority's set up, this web part could provide you with class attendance information from the system your school uses for managing and sharing pupil data.
- [Glow settings](#). This web part allows you to change your view of Glow by selecting a different theme, change your password, amend your own profile and (if you have the correct permissions) change other users' passwords. The Glow settings web part is considered in more detail in the **Staff pathway**, in the Learning in Context route learning materials.

Your school's Glow administrator will determine the final look of the Staff home site; anyone who can see the Staff home site will see this same, shared view of the site – although this will be populated with information which is personal to you. In addition, individuals can personalise their own view of the Staff home site by altering their Glow theme (in Glow settings).



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My Glow is the one area of Glow that is entirely yours – you can use it to store documents, images, links to useful websites and contacts that are of personal importance to you. You can also use it to organise and store work-in-progress for different classes and/or different areas of interest knowing that they will be safe and secure.

You are the main administrator of this area. This means that you have an administrator's authority to change the look and layout of My Glow and to invite other people to view it.

You can amend My Glow to look exactly as you want it to. However, the first time you access this area you will see two default web pages with standard web parts.

The first web page is your Personal space which contains a number of default web parts, including:

- Documents, where you can store text, image, audio, presentation and spreadsheet files, amongst others. You can create a folder structure in this web part to further organise your documents.
- Web links, where you can enter and store useful and/or interesting web links, for easy access to their web addresses.



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- Image, where you can display an individual picture to further individualise this area.
- Contacts list, where you can keep and manage the contact details of friends and colleagues.

The second web page is Calendar which contains the Calendar web part. You can use this calendar to record personal appointments and activities over a period of months.

My Glow is your own, private area in Glow. You can add pages and a whole number of web parts to suit your own purpose within My Glow. Additional web parts that you can add to My Glow to allow for further functionality are Video Streaming and Web Hosting.

Video streaming is the process of providing video content or data via a web page. Research shows that people take in more information when it is presented visually compared with text and voice alone. Glow video streaming can enhance and support learning and teaching in a variety of educational situations. For example:

- moving images add authenticity and reality to the learning context, and can bring the course content alive;



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- helping learners to visualise a process or see how something works, moves or performs;
- combining video with other interactive elements such as communication tools can create rich learning environments;
- learners can replay videos in their own time and at their own speed encouraging anywhere, anytime learning;
- illustrating how theories / techniques can be applied in real life;
- videos can be paused, rewind, replayed etc.;
- streaming will allow for larger target audience participation e.g. Glow group;
- pupils can watch video clips of parts of lessons they may have missed (e.g. experiments).

The Glow Web Hosting service allows a Glow user to own, add content to and publish a web site. Schools that do not already have a web presence could take advantage of the Glow service in order to publish their school web site for the world to see.



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Users can make various types of content visible to a much larger audience. For example, work could be shared across schools within Glow without the need to invite Glow users into a group; good practice could be highlighted to the wider internet community; school events could be publicised to the local community.

The service could also provide Glow users with an additional area for distributing files if their portal space allocations have been used up. For example, a Glow user could create a basic web site for the purpose of storing files for upload and download.

The flexibility of publishing web pages could allow for more creativity in the presentation of information.

Pupils who have the knowledge to create web pages could be allowed to present their work in this format rather than using more traditional methods.

See Glow help for more detail on video streaming and web hosting.



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One of the many advantages of Glow is that it is an online system that is available to its members anytime and anywhere – so long as they can access the Internet.

This means that if you are preparing for lessons at home, you could save your work in My Glow (your personal area of Glow) or a Glow group, and could then access it from your school in the future.

Conversely, if you find some interesting digital material at your school and would like to work on it further at home, Glow takes away the worry of how to do this. You don't need to concern yourself with networks, firewalls or access to personal email accounts – all of which can be a problem when you work in educational establishments. Instead, you can simply use Glow mail, Glow groups or My Glow area to send or store items of interest until you're ready to work on them again.

Links disclaimer

We include links from Glow to other websites which we think will support your understanding of our web pages.



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Many of the links lead to sites maintained by third party organisations or individuals. Glow is not responsible for the accuracy, currency or reliability of these sites and does not necessarily endorse the views expressed within them.

Listings shall not be taken as endorsement of any kind. No responsibility is assumed by Glow for the contents of these pages. Glow will not be able to deal with any queries arising from these external websites - please contact the provider of the relevant website.



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[Assignments to review](#) – A web part that lists the open assignments for which you are a teacher. Clicking on the assignment allows marking of the learner’s work. This web part is connected to Glow’s virtual learning environment, Glow learn.

[Class attendance](#) – A web part that provides class attendance information from the system your school uses for managing and sharing pupil data.

[Courses to teach](#) – A web part that lists the courses for which you are a teacher and that learners are enrolled in. Clicking on a course launches the course in Teach mode. This web part is connected to Glow’s virtual learning environment, Glow learn.

[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 the user 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 other users’ passwords.



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Inbox – This web part shows the number of messages in your Glow mail inbox and gives you quick access to your Glow mail account. It is only relevant if your local authority has adopted Glow mail.

Latest news – A web part that displays a list of links to news items that are relevant to you. Clicking on any of the links will provide you with more detailed information on the news item.

Learning and Teaching Scotland Education News Service – A web part that contains links to education news stories that have been pushed from Learning and Teaching Scotland.

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.



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[My Glow](#) – All users (except parents) have an area that is entirely theirs – this is called My Glow. An individual can 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**.

[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 information on your School site, see the **School site pathway**.

[Staff home site](#) – One of many sites for a school which is dependent upon your role within the school, the Staff home site publishes items of interest to school staff.



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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.

