Dear Parents/Carers

**Google Classroom**

The teachers at Hawthornden are currently setting up new online Google Classrooms and inviting the children in their class to join. With this, your child’s teacher will be letting children know what their Glow and Google usernames are so they can access their Glow account at school and home.

While the children are back at school full time, Google Classroom can be used to share information on the Google Classroom. This might be about what the class have been learning, messages from the teacher for the children or to celebrate success. The children will also be learning about Google Classroom, including the different parts of it and the other apps available in Google Workspace. Teachers might also start to share homework via Google Classroom.

If we move to a blended learning approach (part time in school) or the school closes due to Covid then Google Classroom will be used to share learning tasks for children to complete at home.

**What is Glow?**

Glow is an online platform which is available to all pupils and teachers in Scotland. It was designed by RM Unify. Glow services is a catalogue of free and paid for resources in an application (app) library. One of the resources available through Glow is access to Google Workspace where Google Classroom is one of the apps.

**What is Google Classroom?**

Google Classroom is one of the apps available in Google Workspace. In Google Classroom there are different sections:

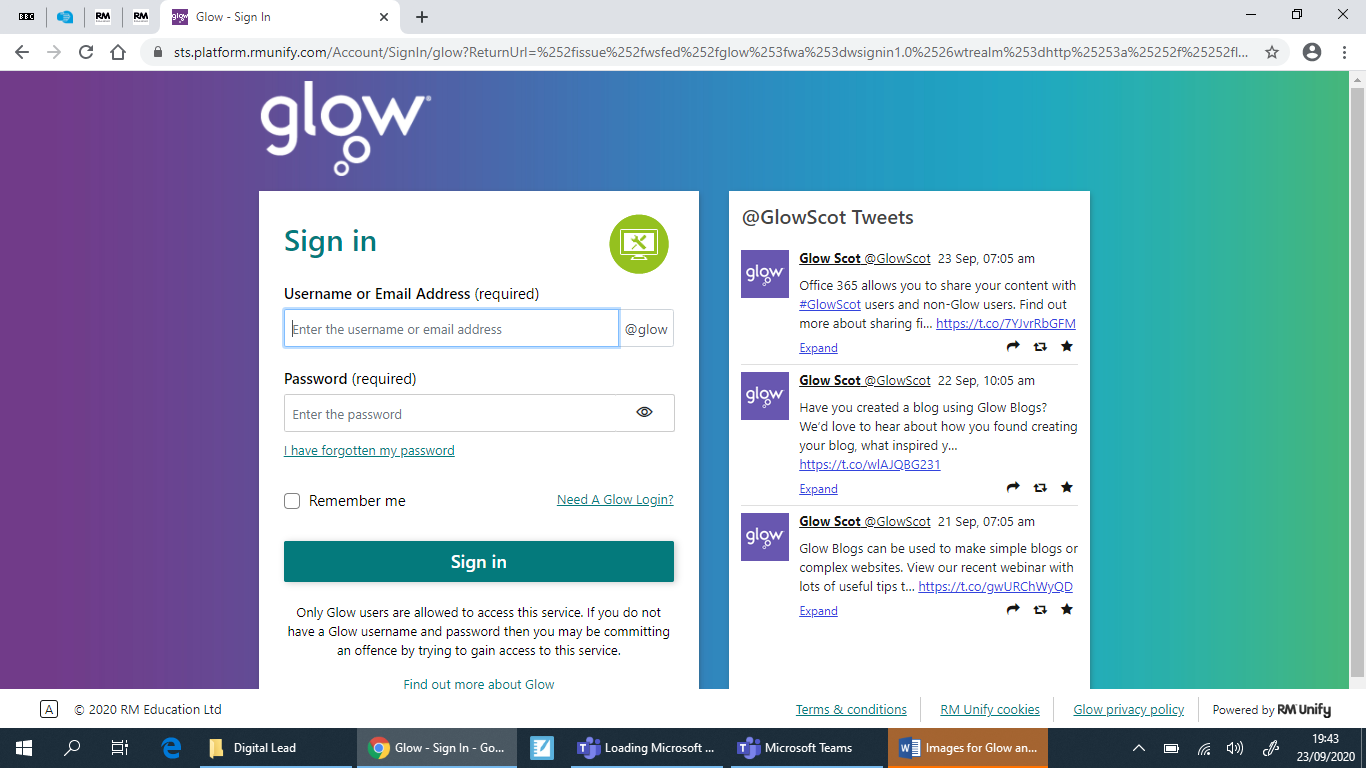
Stream – Where class members can write posts. This could be to share information and ask questions. Teachers can set whether or not pupils can post on the stream.

Classwork – This is where you will find the assignments which have set for the children to complete.

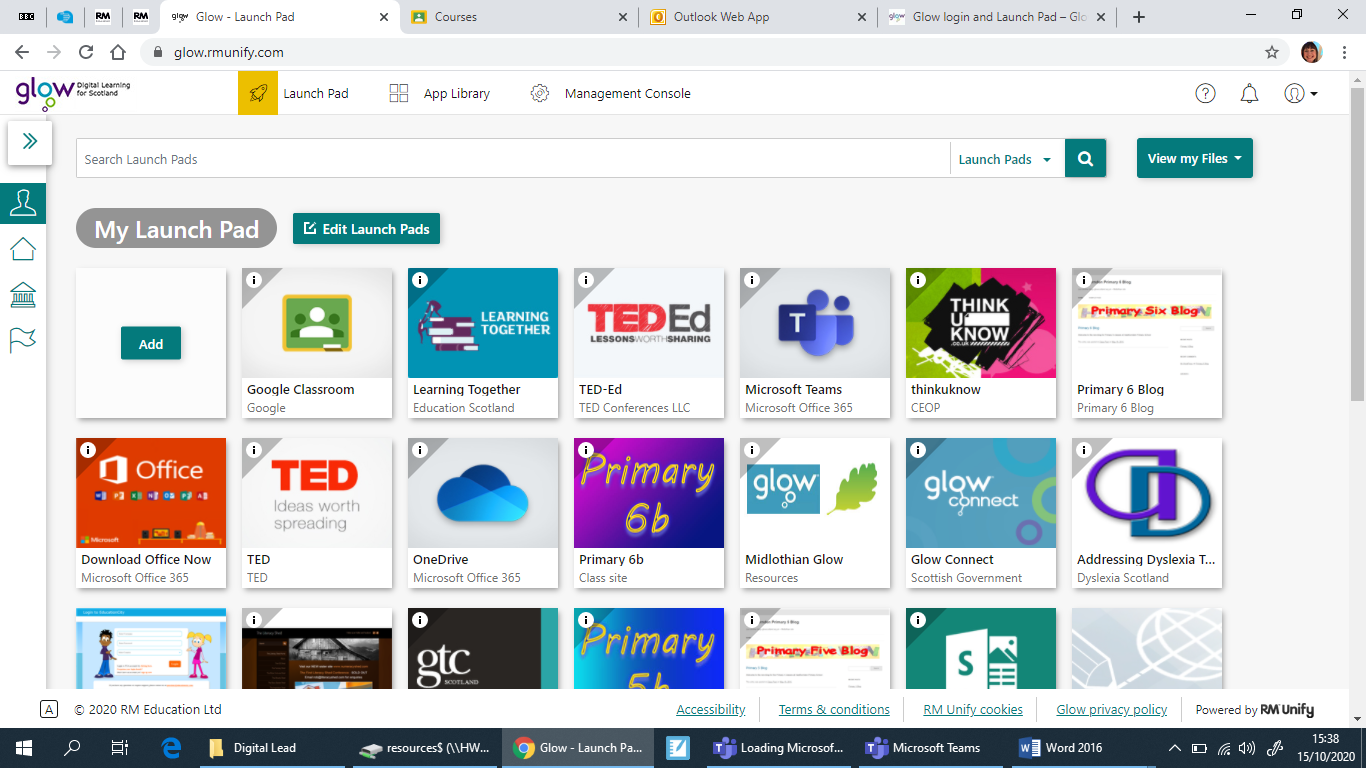
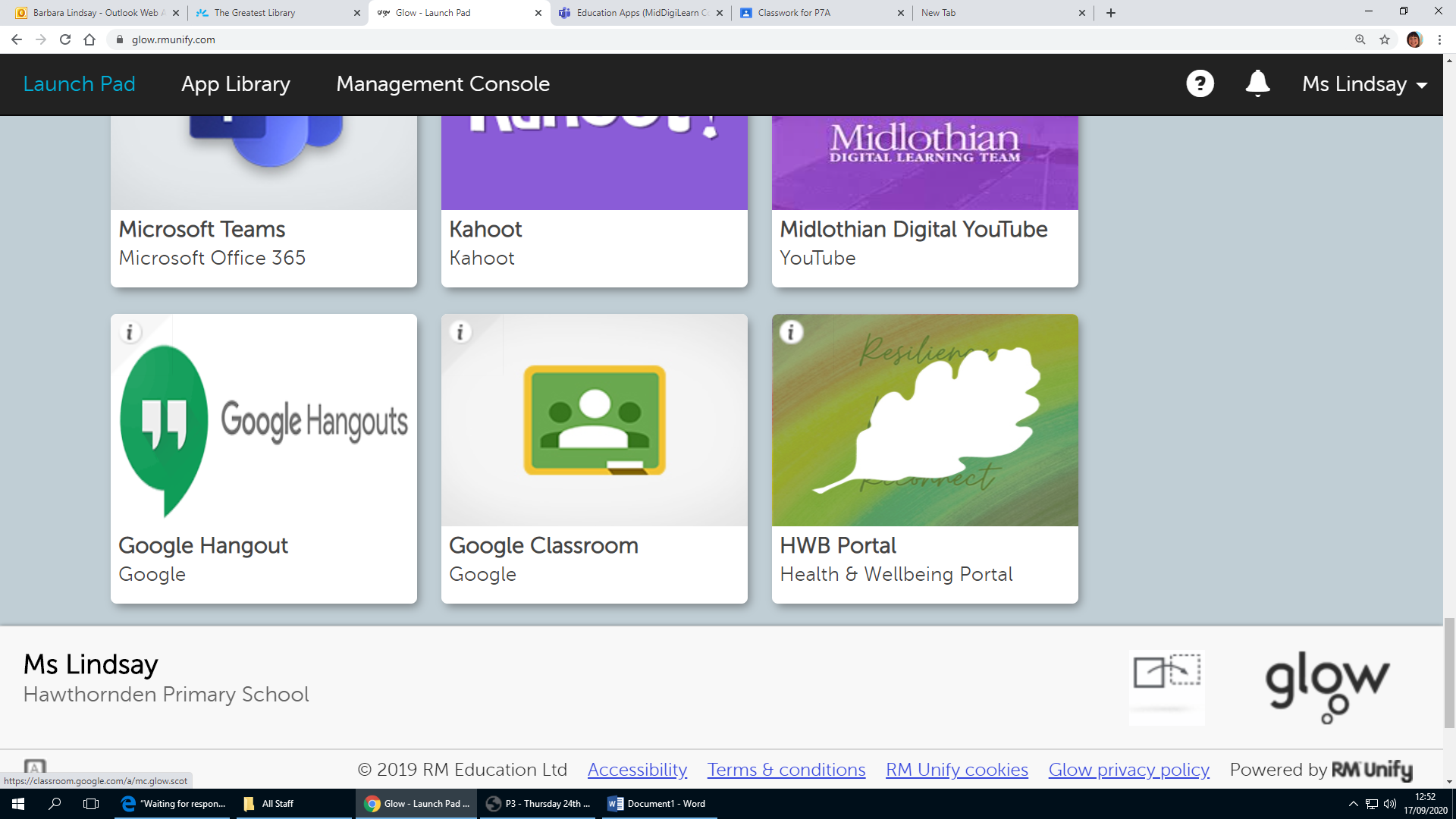
People – This is where you can see who is a member of the Google Classroom.

**How to Access Google Classroom via their Glow account**

1. If you have a Google account, make sure you are logged out before starting this process.
2. Find the Glow sign in page by searching for ‘Glow RM Unify’ using a search engine.



1. Type in your child’s Glow username and password. Your child’s username will begin with ‘mc’ for Midlothian Council followed by the first 5 letters of their surname, the first letter of their name then an assigned 2-digit number e.g mclindsb36
2. On Glow there is a Launch Pad with tiles. Find the tile ‘Google Classroom’. To make this easier to find then click on the ‘i’ symbol, select ‘Add to my Launch Pad’ then close this box. This means that they can find the tile on their own Launchpad (see symbol of a person on the left of the Launchpad). Click on the Google Classroom tile in the Launchpad. This will take you to the Google Classroom app in Google Workspace.



1. You might be asked to verify the Google username e.g. mclindsb36@mc.glow.scot

You should then see the classes which your child is already and member of and any new invites. Accept the invite to join the online classroom or click on the classroom you need to access.



**Glow Passwords**

If your child doesn’t remember their password, your child’s teacher can reset their Glow password to ‘glow’ and you can help your child change this when you sign in to Glow. This password needs to be a certain strength for security so your child may need to add numbers or symbols to their passwords to increase the strength.

**Support for Glow and Google Classroom**

If you need any support with using Glow or Google Classroom you can contact Miss Lindsay, who is available on a Wednesday and Thursday, by e-mailing B.Lindsay@mgfl.net

Kind regards

Barbara Lindsay

Digital Lead