



# BGE Parents Information Evening

## Digital Platforms for Learning Glow, Satchel & Teams

Miss Carlin  
Principal Teacher of Digital Literacy

# What is Digital Literacy?



Digital literacy is defined here as something that:

“encompasses the capabilities required for living, learning and working in a digital society. It includes the skills, knowledge, capabilities and attributes around the use of digital technology which enable individuals to develop to their full potential in relation to learning, life and work.

It encompasses the skills to use technology to engage in learning through managing information, communicating and collaborating, problem-solving and being creative, and the appropriate and responsible use of technology.

# What Digital Platforms do we use to enhance learning?



## Glow

Secure school email and a means of accessing all other tools.



## Satchel: One

Online Diary & communication platform central to Bishopbriggs Academy.



## Microsoft Teams

An extension of the classroom, digital resources available.

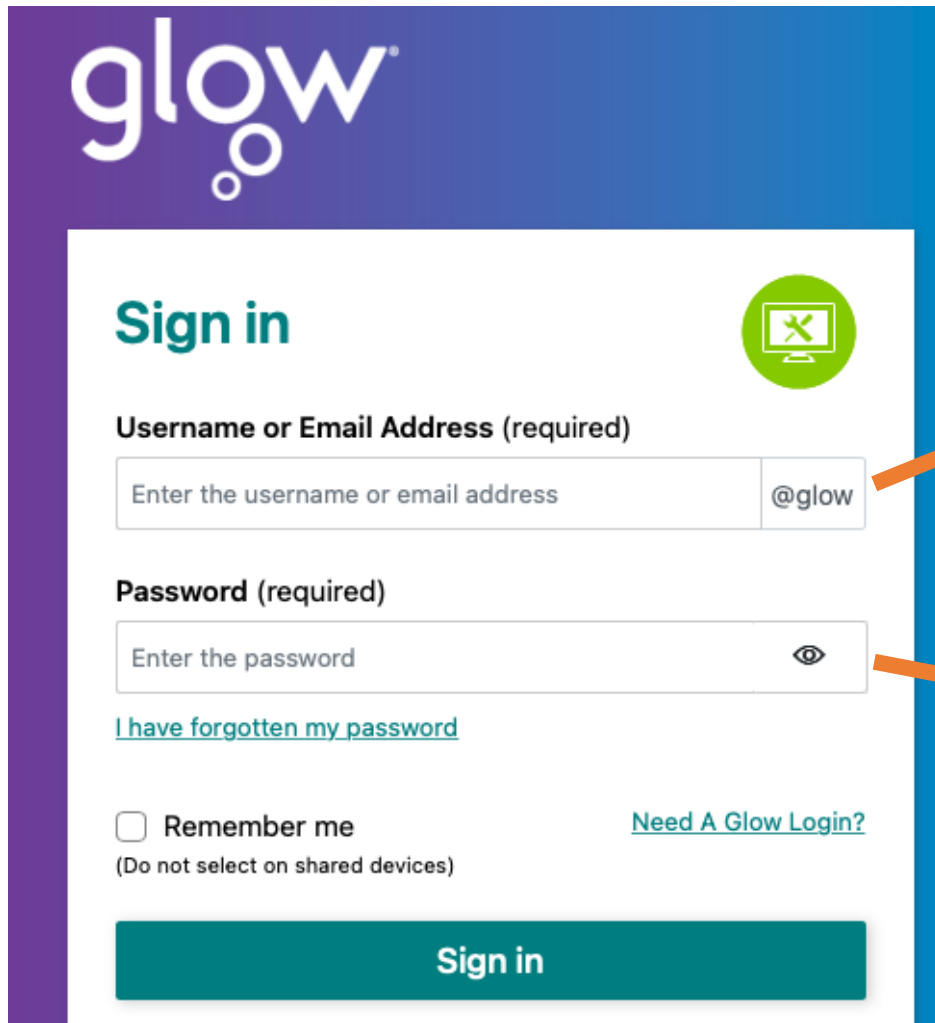


## Youtube

Video platform, further help and support from departments



# Logging in to GLOW:



The screenshot shows the GLOW login interface. At the top is the 'glow' logo. Below it is a 'Sign in' heading with a green icon of a computer monitor with a checkmark. There are two input fields: 'Username or Email Address (required)' and 'Password (required)'. The username field has a placeholder 'Enter the username or email address' and a suffix '@glow'. The password field has a placeholder 'Enter the password' and an eye icon. Below the password field is a link 'I have forgotten my password'. At the bottom left is a checkbox for 'Remember me' with the text '(Do not select on shared devices)'. At the bottom right is a link 'Need A Glow Login?'. A large green 'Sign in' button is at the bottom.

Glow Username – usually starts with ed027 followed by initial & surname and end with the year you joined the school

E.g. if Miss carlin joined in 2022 then Miss Carlin's log in is:

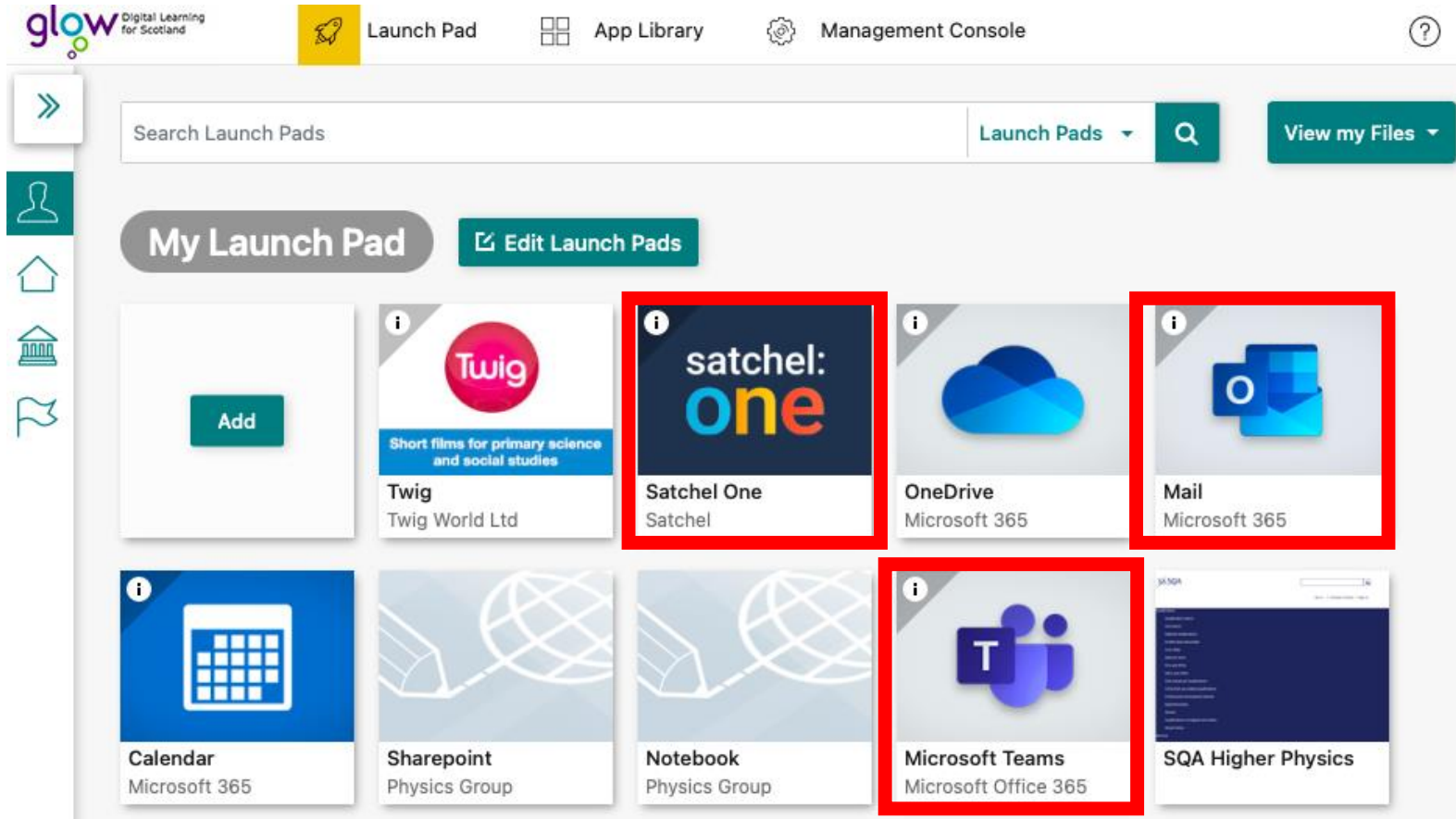
**ed027DCarlin22@glow.sch.uk**

Glow password –

**This can be easily reset if forgotten**



# The Glow Launchpad:



The Launch pad is the homepage of Glow and contains tiles.

The tiles are very much like phone apps - you can search and pin whatever you need to your home screen.

The most used tiles are Mail, Satchel and Teams

If you don't see these you can easily search using the search bar.



# What does Glow do?



**School email  
(Outlook)**



**Microsoft Teams**

(Accessing all the amazing class work &  
Study materials teachers have made)



**Microsoft Word  
(Create documents)**



**Satchel: One**

(The Online Diary to help  
organise time)



**Onedrive**

(Online Cloud Storage for  
documents and work)



**Microsoft PowerPoint  
(Create presentations)**



**Microsoft Excel  
(Create Spreadsheets)**



## \* Side note: Free Microsoft Office Programmes



Click the link below to take you to the website:  
<https://www.microsoft.com/en-gb/education/products/office>



### Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address

`ed027DCarlin22@glow.sch.uk`

GET STARTED



Glow log in email

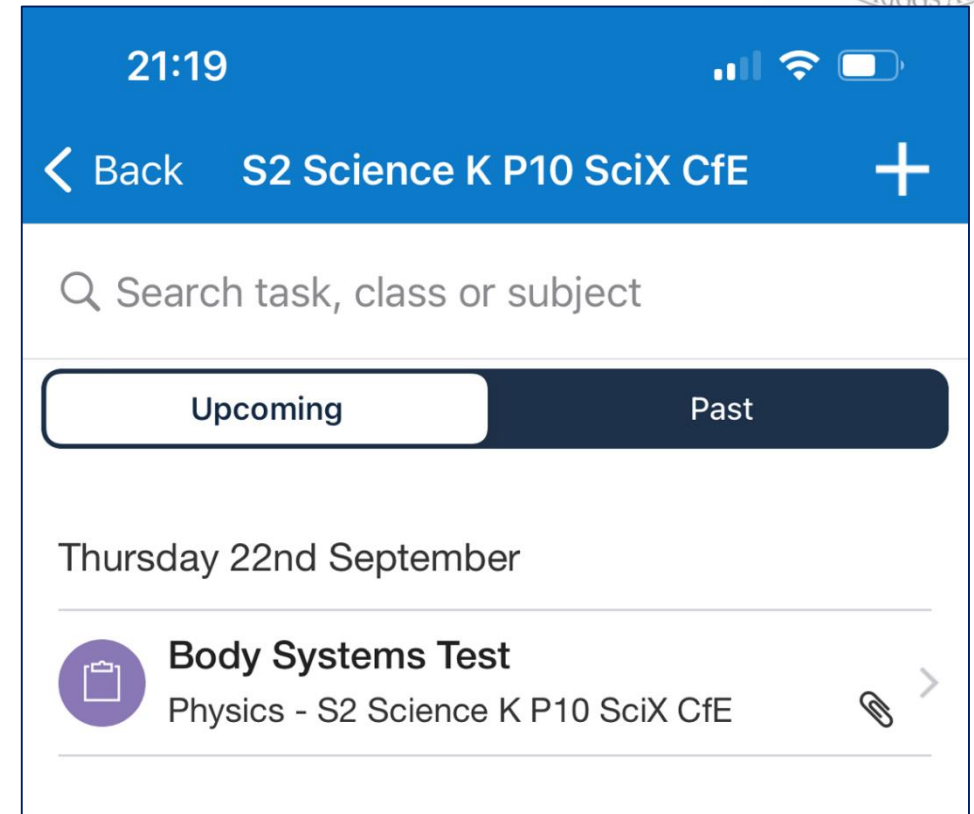
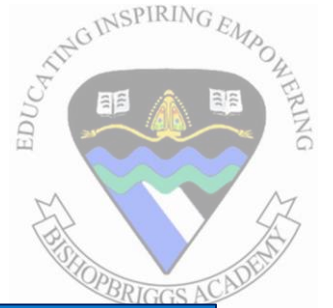


# What is Satchel:One?

Online Diary & communication platform

Class teachers post all homework, assessments, grades, announcements via Satchel to ensure pupils and parents know what is upcoming

Teachers link any relevant materials for pupils – allows ease of use and no longer a stress if they lose materials





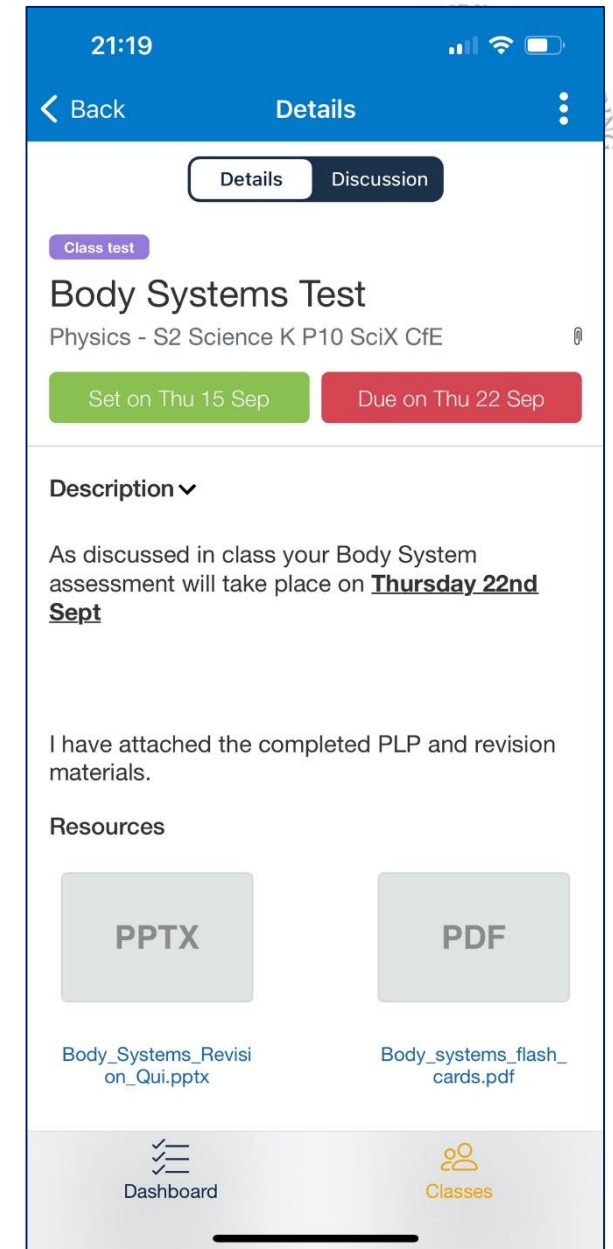


# Benefits of Satchel:One for Learning

Organisation: Pupils are encouraged to take responsibility for own learning, this tool allows pupils to plan their week effectively

Communication: Allows frequent communication between Teachers, Pupils and Parents throughout the year.

Grades are uploaded after assessments for parents to see pupils progress in between our Monitoring and Tracking periods (Reports)





# Accessing Satchel:One



Satchel can be accessed in two ways:

1. Logging into Glow and clicking on the tile
2. Download the free Satchel app to mobile

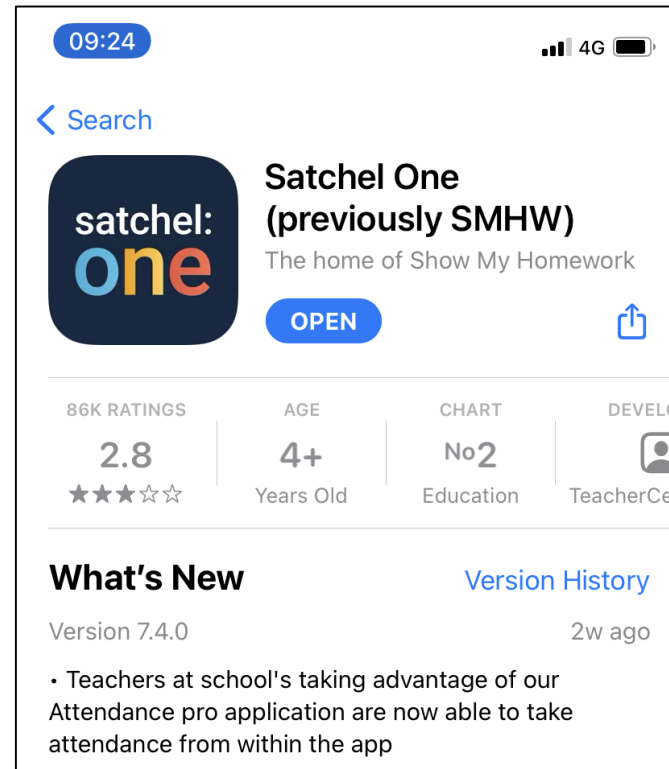
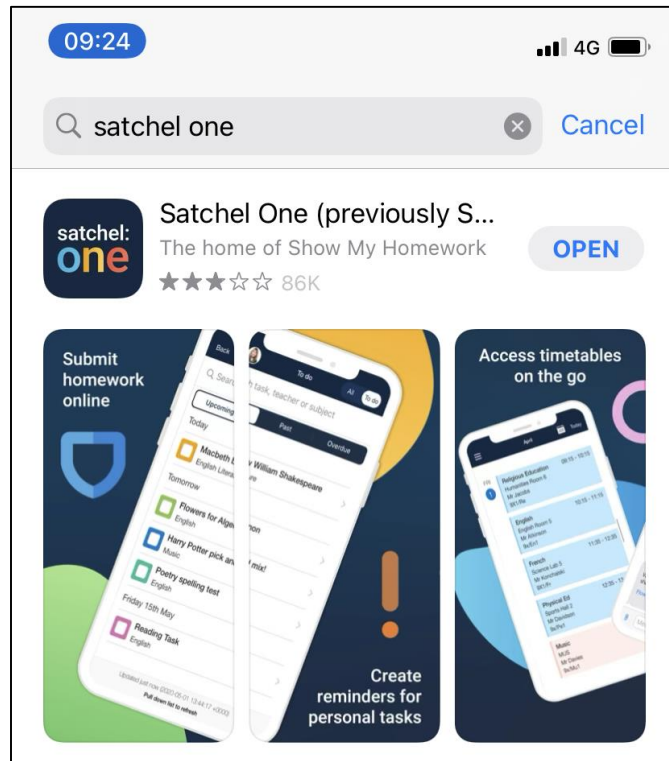
↳ The easiest to access point and recommended if you have a personal mobile phone.



Pupils, parents and staff each have their own log in information.



# Downloading the Satchel:One App



## To download the app:

- enter your app store
- search 'Satchel one'
- click download (for free!)

Available on Apple or Android



# Logging in Satchel:One App - PARENTS



← Back Log In ?

✓ Bishopbriggs Academy

I already have an account

Log in with email or username

I do not have an account yet

Log in with PIN or Parent Code

1. Search for your child's school (by name or postcode)
2. Tap Log in with a PIN or parent code
3. Enter your parent code
4. Follow the instructions on the screen to create your account. Your account is now set up!

**You will no longer need your parent code.** Moving forward you can access your account using your email and password combination



# Logging in Satchel:One App - PUPILS

## Logging in:

1. Search for your school  
Select Bishopbriggs Academy and this screen should show ->
2. Click 'Sign in with RM Unify' at bottom of the page



# Logging in Satchel:One App - PUPILS



## Logging in:

3. Once the Glow screen pops up sign in using:  
'**ed027dcarlin@glow.sch.uk**'  
and your password.

Top tip: tick remember me  
to save these details!

The image shows the RM Unify login interface. At the top is the 'RM Unify' logo with the tagline 'Your Launch Pad to the Cloud'. Below this is a 'Sign in' heading. There are two input fields: 'Username or Email Address (required)' containing 'Ed027dcarlin@glow.sch.uk' and 'Password (required)' with masked characters. A link 'I have forgotten my password' is below the password field. There is a 'Remember me' checkbox with the text '(Do not select on shared devices)' below it. A red arrow points from the 'Top tip' text to this checkbox. At the bottom is a large 'Sign in' button and a link 'Find out about RM Unify'.

Click Sign in...Now you have  
full access!



## Youtube: Additional Resources



Bishopbriggs Academy's  
Youtube Channel



Supporting Pupils using  
Digital Platforms

Thank you!



Please leave your feedback on  
tonight's 'Digital Platforms for  
Learning' workshop