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Welcome

You have accessed the Developing your Skills materials for the Pupil 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

The Pupil home site is the first web page that pupils will see upon entering Glow. Pupils can also access their School site, My Glow and My Glow groups using the left-hand navigation bar.

The **Pupil users' introduction pathways** (primary and secondary) provide detailed skills guidance for pupils, covering much of the functionality that pupils have access to. We recommend that you access the material in this pathway so that you can begin to view Glow from a pupil's viewpoint. You can then consider how best to incorporate Glow into your teaching to enhance pupils' learning.

Like all users of Glow, pupils have the ability to personalise the appearance of the portal in some ways, depending on the permissions they have been given by their school's Glow administrator. They can change the appearance of their own version of Glow (by changing the theme in the Glow settings web part) – and some themes have been especially designed for children and young adults. In addition, they can customise their My Glow site by moving and adding web parts, adding and deleting web pages, etc. Personalising Glow in this way can engender ownership of the My Glow area which, in turn, can encourage pupils to utilise Glow to its full potential. For details of how all users can personalise My Glow in this way, see the **Staff pathway** and access the Learning in Context route learning materials.



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The Pupil home site provides the medium through which pupils can use Glow to:

- track and manage assignments they have received electronically through Glow learn;
- update and manage their personal profile;
- communicate with each other and their teachers;
- access resources to help them with their day-to-day school life.

On entering Glow, pupils are presented with their Pupil home page containing summary information that is relevant to them in a series of web parts. There are three different types of Pupil home page and these are all set up by school Glow administrators. There is a lower primary Pupil home page, an upper primary Pupil home page and a Secondary Pupil home page.

The default web parts for the Pupil home page are:

- **Image** – contains a picture that has been selected by your school's Glow administrator. For each school, every pupil within the section described above will see the same image.



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- [Latest News](#) – provides links through to relevant and interesting news items that have been pushed to pupils from the School site, the Local Authority site, the National site and any Glow groups at each of these levels to which the pupil belongs.
- [Inbox](#) – displays a summary of the contents of the individual pupil's Inbox (only for upper primary and secondary school pupils). For more information on Glow mail, see the **Glow mail pathway** learning materials.
- [Glow settings](#) – allows pupils to change their password, amend their personal profile (their details as held in the National Directory) and change the theme.
- [Work due](#) – shows assignments that pupils have received that have not yet been completed.
- There will be an additional web part available which school Glow administrators will be able to add to the Pupil home page and/or the Staff home Page. This is [learnnewsdesk](#), the Guardian's daily news service for UK schools. Once added to the page it will be in the form of a web part containing a series of links to the core daily news service along with supporting resources and a range of ancillary services.



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Communicating with others

Pupils have a number of communication tools available to them in Glow. They can use these to communicate with people who share similar interests, their peers at school, their teachers, and, in some cases, pupils from other schools and even people external to Glow. ('External people' refers to people who have a guest account and have been invited, e.g. the director of a local business could be invited into an enterprise Glow group to give advice to pupils or share experiences.)

Glow mail

If your local authority has decided to use it, pupils will have access to Glow mail. Pupils can use Glow mail to send messages to, and manage messages from, other members of Glow or people outside of Glow.

For more information about Glow mail and for ideas about how to incorporate it into your lessons, see the **Glow mail pathway** Developing your Skills route learning materials.

Glow groups

Pupils can be invited to join Glow groups and, if given appropriate permissions, can also set up and manage Glow groups of their own (monitored by a member of staff). A Glow group allows a number of users to



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share ideas and resources and to create and add to discussions online, in a private and secure area.

For more information about Glow groups and for ideas about how to incorporate these into your lessons, see the **Glow groups pathway** Developing your Skills route learning materials.

Glow meet

Glow meet is an online communication tool that is likely to be used by pupils under the supervision of a teacher.

For more information about Glow meet and for ideas about how to incorporate Glow meet into your lessons, see the **Glow meet pathway** Developing your Skills route learning materials.

Glow chat

Pupils will have restricted access to Glow chat which will allow groups of pupils with a common interest to communicate via a chat room within a Glow group. Moderators can be put in place to monitor chat and ensure that it remains appropriate.



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For more information about Glow chat and for ideas about how to incorporate it into your lessons, see the **Glow chat pathway** develop your Learning in Context route learning materials.



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Ideas for pupil use

Glow has many collaboration and communication tools that pupils can use – at home and at school. Below are some general ideas of how these could be used to encourage, enthuse and teach pupils how to use the Glow features and tools available to them.

Following these general ideas are some suggested practical tasks relating to Glow that demonstrate how pupils could use Glow in lessons.

Initially it may be helpful to have prompts to remind your pupils how to use the technology in Glow, or you could refer them to the **Pupil users' introduction pathways** (primary or secondary).



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General ideas

- **Glow mail**

Pupils can use Glow mail to send their homework to their teachers. You could also use Glow mail to send work home to pupils who are absent.

Email is already a proven tool in education, providing immediacy and opportunities for reflection. It can make a real difference to pupils' communication skills, encouraging development in both oral and written language. Senior pupils could be paired up with mentors from local business, who correspond and support pupils using email.

- **Glow groups**

Pupils can use Glow groups for project work. A nominated pupil can take on the role of Administrator and monitor the group, although a member of staff also retains administrator rights. Pupils who are invited to the group can discuss ideas and suggestions and share information, resources and web links to help them with the project. Staff can also bring web conferencing and chat room tools into the Glow group for the members to collaborate even further.



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General ideas (continued)

- **Glow meet**

Online conferencing tools can be used to connect schools within a local cluster. Interactive Q & A sessions between P7 and S1 can aid the transition between schools and support a 'Buddy' or 'Welcome' scheme. These tools may be especially useful in rural communities where, for example, more able pupils can share their ideas remotely. Pupils could have access to experts from outside the classroom and indeed from across the world.

- **Glow chat**

Pupils can use the Glow chat tool at designated times to meet online as a group in order to talk about extra-curricular activities such as clubs, societies and sports teams. Alternatively, Glow chat could be used as part of a class exercise to take part in academic debate. It could provide a forum for brainstorming sessions and problem-centred real-time discussions that cut across location boundaries. Pupils have found that when using discussion forums they can be less self conscious about taking part in debate.



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Practical tasks

- **ICT (primary and secondary)**

You could use Glow in the context of a lesson to support the development of successful learners in terms of pupils' ability to use technology for learning and to think creatively and independently.

For example, you could task your class with setting up a new page in their personal My Glow area, adding suitable web part(s) and organising the page in such a way that it would be useful for them to store and manage class work in future.

TASK: Ask pupils to create a new page in their My Glow area of Glow. The new page should be titled Class work. Pupils should now add the Documents web part to their new web page. (Pupils who are making faster progress could be asked to identify and add additional web parts that might be useful to them in completing class work, for example, the Contacts list web part.)

Pupils should experiment with moving the web part(s) to different areas of the page and should finish the design of their page when they are happy with where the web part(s) are situated.



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Practical tasks (continued)

Finally, pupils should think about a suitable structure that they could impose on the Documents web part. What folder structure do they think would be most useful to them in storing and managing class work? Would it be best to divide work into separate folders depending on subject matter? Or perhaps by the teacher who teaches the subject? When they have decided on a structure, pupils should create the system of folders and sub-folders in the Documents web part.

Once complete, this folder structure could be used – at home and at school – as a secure, organised, and easily-manageable storage area for their class work.

In performing these tasks, pupils will be using the technology and developing their appreciation of the benefits and limitations of ICT, as well as improving their information literacy skills. A Curriculum for Excellence 'Curriculum Purposes and ICT' tells us that, "Since most children will have ICT skills and knowledge it is still important for all learners to develop information literacy skills and for teachers to effectively manage an ICT learning environment."



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Practical tasks (continued)

- **Modern languages**

You could use Glow to help enhance your pupils' understanding of modern foreign language vocabulary, for example vocabulary of a town.

TASK: You could set up a Glow group for your modern languages class, which contains an Image web part and web parts for Discussions and Documents. You could record and then upload a piece of audio containing information about the layout of a fictional town to the Documents web part – the town might contain a library, a school, various business, etc. The audio should offer descriptions of each building along with information about where it is – on the main street, the first building you come to on entering the town, opposite the school, etc.

You should ask your pupils (perhaps for homework) to listen to the audio and to use the information it contains to produce a simple drawing of the town in a drawing or word-processing software package (using e.g. oblongs for buildings). Pupils could use Glow mail to email you with their results or they could upload their documents to the Glow group to allow for peer review and assessment.



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Practical tasks (continued)

You could upload your favourite picture to the Image web part of the Glow group for all pupils to see. You could also source and upload some pictures or drawings for each building mentioned in the audio. These could be organised into a Picture folder in the Documents web part, with the pictures relating to each of the buildings situated in separate sub-folders. You could ask pupils to listen to the audio again, and to use the information it contains to select the image that they think best matches the description of the building in the audio. Pupils could produce a document explaining why they have made certain choices – in the foreign language – and could upload these to the Documents web part for other pupils to peer review. Alternatively, you could ask pupils to contribute to threads in the Discussions web part – again, in the foreign language – to argue why they have chosen a particular image.



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Ideas for shorter activities

Maths Games – you could encourage pupils to place web links to some free Maths games onto their My Glow area.

Digital Camera Group – you could task your pupils with using digital cameras around your school to create photos which they can upload to personalise My Glow.

National Priorities in Education website – provides many good examples and case studies from within Scottish Education. Search for case studies on: <http://www.nationalpriorities.org.uk/searches/search2.php#found>.

Learning and Teaching Scotland – search for case studies, etc at: <http://www.ltscotland.org.uk/search>.

A Curriculum for Excellence using ICT – you may be able to find useful ideas at: <http://www.ltscotland.org.uk/ictineducation/acurriculumforexcellence/index.asp>.



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Becta – also has a great searchable site for examples of the use of technology in teaching and learning: <http://ferl.becta.org.uk/index.cfm>.

CILT – is a useful site for more case studies and examples: <http://www.cilt.org.uk/>.

Edutopia – has a wealth of practical examples in making beneficial use of technology in learning and teaching: <http://www.edutopia.org>.

Links disclaimer

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

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**.

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 mail – If you have access to it, this tool allows you to send emails. This is covered in more detail in the **Glow mail pathway**.



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Glow meet – This tool allows members at different locations to set up 'virtual rooms' to hold online meetings. Permissions can be changed so that participants can share information and views using text, voice and/or video, and shared whiteboard. The whiteboard allows members to share a single document or an application and to make real-time amends to this, as a group.

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.

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.

Inbox – This is a web part that allows you to see a summary of new messages in your Glow mail account. You would need to access Glow mail, via this web part, to read the detail of any new 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.



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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**.

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.

Pupil home site – This is the first page the pupil sees when they log onto Glow. The Pupil home site pushes information that is relevant and interesting to pupils in an establishment.

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



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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**.

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

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

