

HOW TO CONTACT YOUR COMPUTING TEACHER

These instructions are for pupils.

Parents should continue to email the school office office@strathaven.s-lanark.sch.uk

Computing Science Teachers

Miss McCabe - gw11mccabeleesa@glow.sch.uk

Mr Watt - gw14watt david1@glow.sch.uk

When to contact them

Just like in school you can contact your teacher when you're stuck with some work or have a question you need to ask them.

Your teacher will only reply to you during school hours and they might take a little while to do so if they are busy.

How to contact them

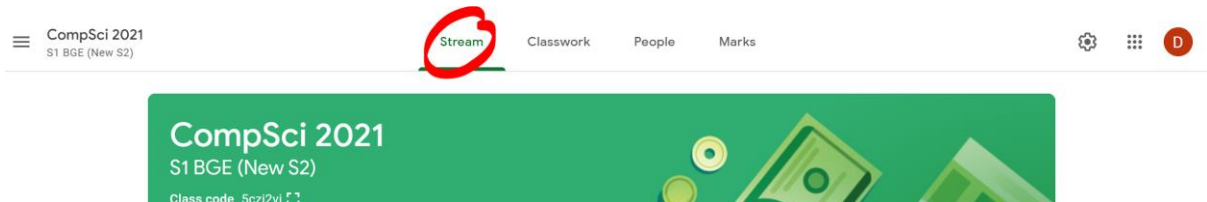
- You can make a post in the Classroom Stream - See page 2
- You can email your teacher - See page 3

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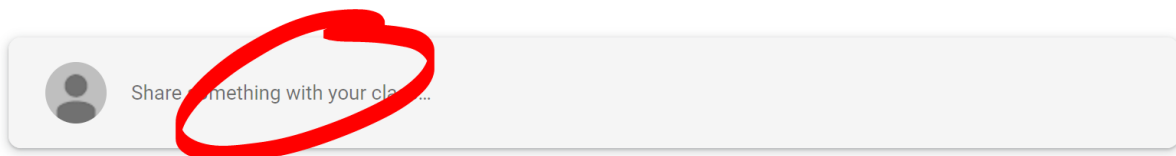
Using Google Classroom

This is like asking a question out in class, everyone else in your class can see it.

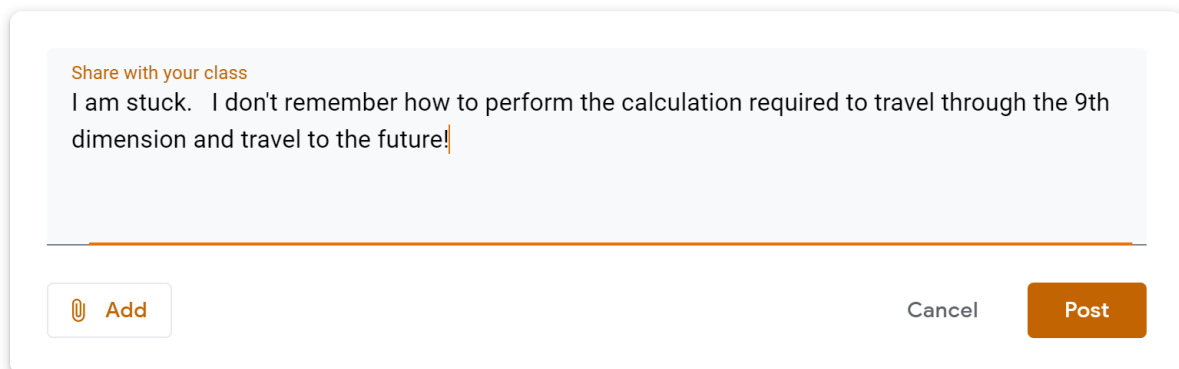
Step 1) You need to visit the google class and then choose the 'Stream' tab at the top of the screen.



Step 2) Then you need to select "Share something with your class"



Step 3) Then simply type in your question!



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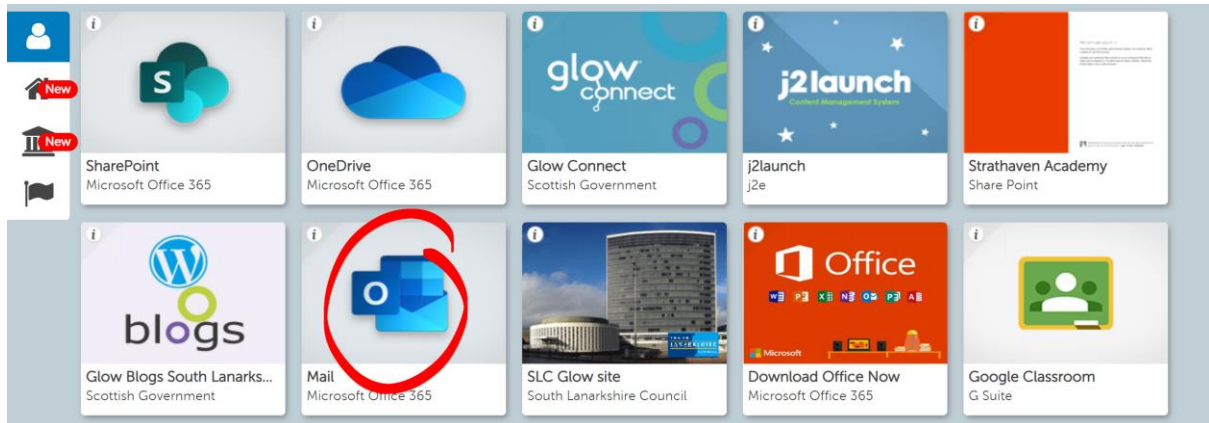
Using Email

If you want to ask a question without the rest of the class seeing it, you should use this method.

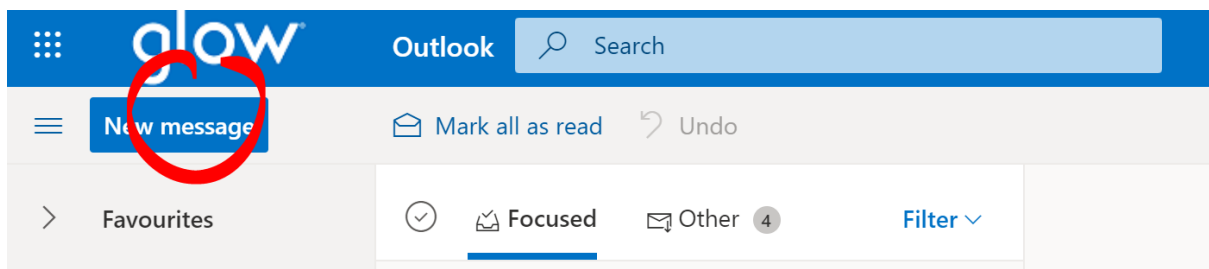
We can't use the email system that is built into Google Classroom because it's been disabled, instead we need to use the Mail tile in GLOW.

Step 1) First you need to login to Glow <https://glow.rmunify.com/>

Step 2) Find the Mail tile on your launchpad



Step 3) E-mail your teacher!



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The screenshot shows an email composition interface. At the top, the 'To' field contains the email address 'gw14wattdavid1@glow.sch.uk', with a red letter 'A' next to it. The 'Cc' field is empty. The subject line contains the text 'Python programming problem', with a red letter 'B' next to it. The main body of the email contains the following text: 'Hi Mr Watt,', 'I am trying to answer a programming question but I forgot something.', 'When I know how many times to repeat the code, is that a fixed or conditional loop?', 'Thanks,', and 'Mr Watt'. A red letter 'C' is placed to the right of the first two lines of the message body. At the bottom left, the 'Send' button is highlighted with a red letter 'D'. The bottom right of the interface shows the text 'Draft saved at 14:42'. A rich text editor toolbar is visible above the 'Send' and 'Discard' buttons.

- A - Type in your teachers email address
- B - Type in your subject (**try not to leave this blank**)
- C - Type in your message
- D - Hit send

Once you've sent your message it will arrive in your teacher's inbox for them to see. They won't reply instantly, so you might want to carry on with another task while you wait.