



**STRATHAVEN LEARNING COMMUNITY**  
**RESPONSIBLE RESPECTFUL RESILIENT**



These instructions are for pupils.

Parents/carers should continue to email the school office [office@strathaven.s-lanark.sch.uk](mailto:office@strathaven.s-lanark.sch.uk)

**To support you with home learning, you may need to contact your teacher.**

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### **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 reply to you during school hours and they might take a little while to do so if they are busy.

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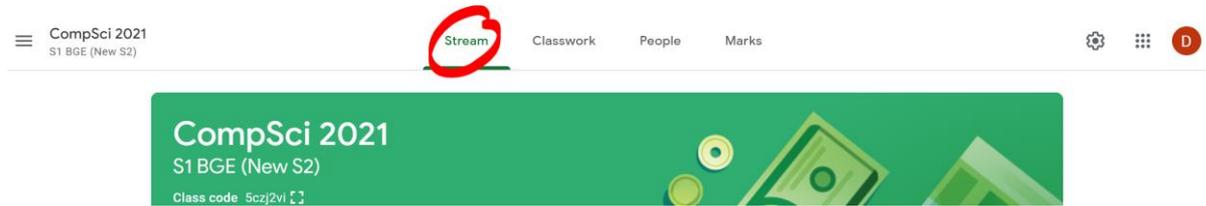
### **How to contact them**

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

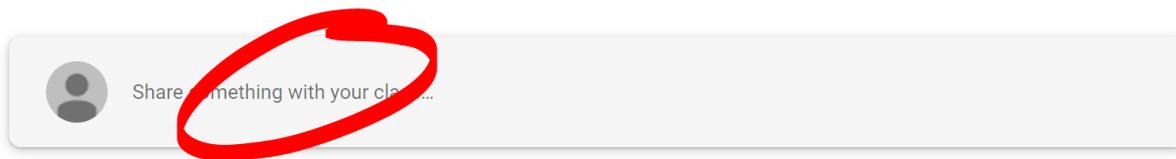
## Using Google Classroom

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

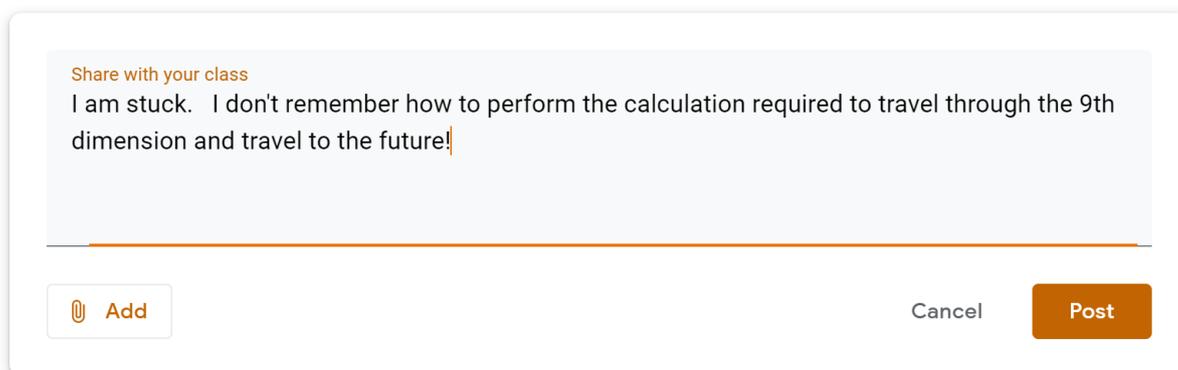
**Step 1)** You need to visit the google class and then choose the 'Stream' tab at the top of the screen.



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



**Step 3)** Then simply type in your question!



## Using Email

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

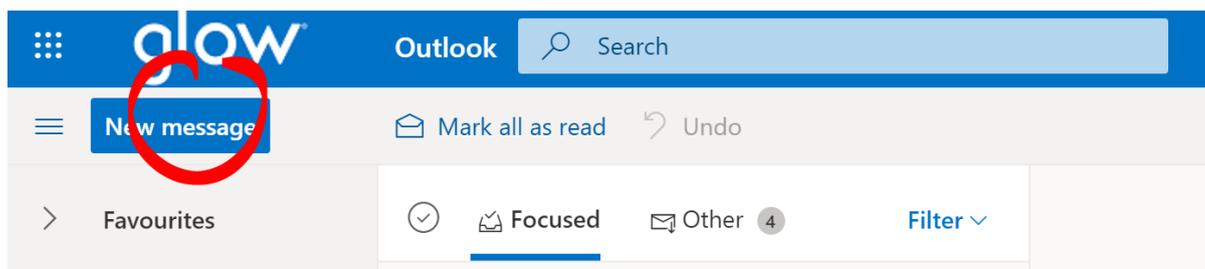
We can't use the email system that is built into Google Classroom because it's been disabled, instead we need to use the Mail tile in GLOW.

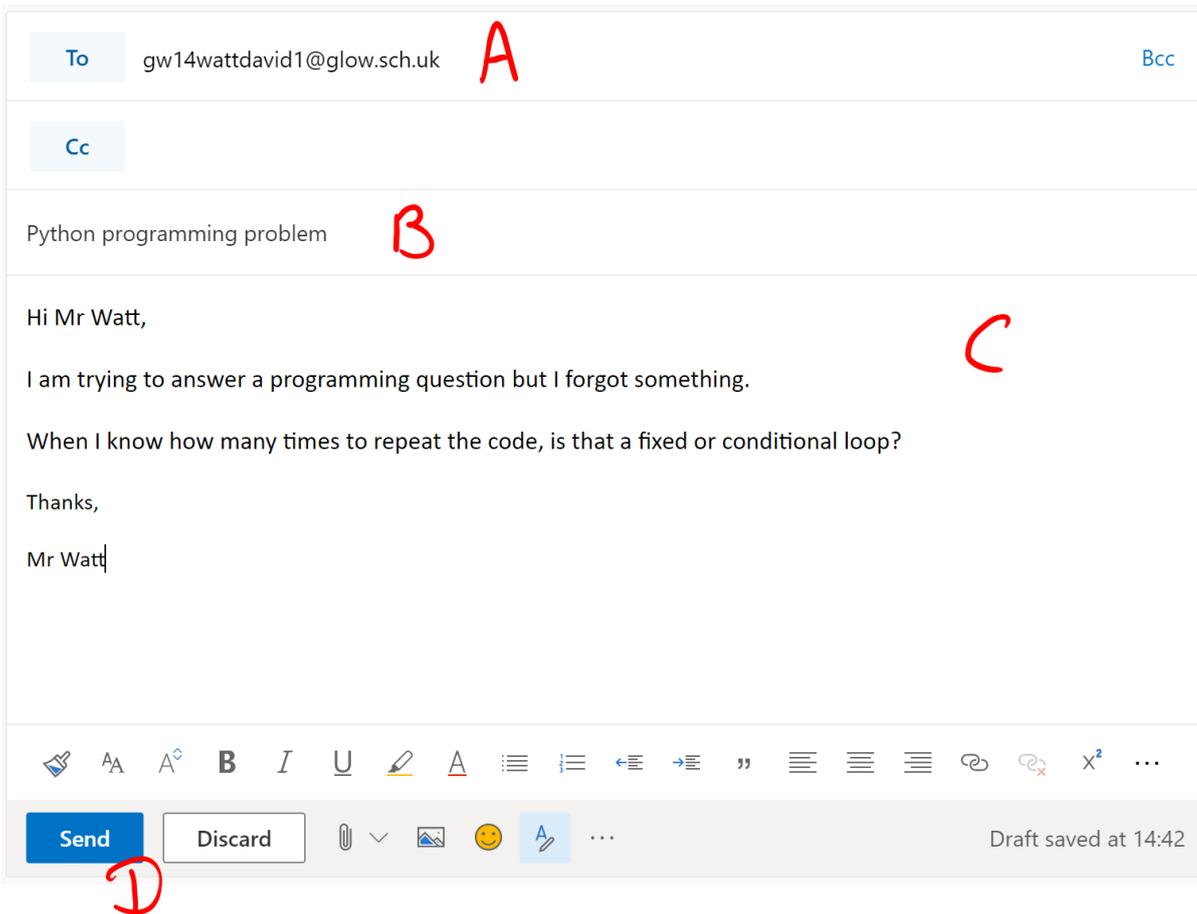
**Step 1)** First you need to login to Glow <https://glow.rmunify.com/>

**Step 2)** Find the Mail tile on your launchpad



**Step 3)** E-mail your teacher!





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.