Please read over the slides and complete the task to share your calendar with your family!

This should be completed by Monday 7th November!

Sharing your calendar

- Until now, all homework posted online was made available to parents and guardians using Satchel *(formerly Show my homework)*
- To allow for this access to continue, pupils will share their Teams calendar with their parents
- This is a simple link that needs to be shared with whoever needs to see it.

What do I need to do to prepare for these changes?

1. Make sure you have your iPad with you every single day, fully charged.
2. Make sure that the Teams app is installed, and you've logged in using glow.
3. Activate notifications so you get reminders of work that is upcoming
4. Regularly check the assignments tab on teams to see what work is due
5. Share your calendar with Parents/Guardians at home
6. If you aren't sure of something – ask your teacher, look at the notes, post a question on teams!

How to share your calendar

- The next few slides will show you how to share your calendar.
- This will create a link, and anyone you share it with can see your calendar.
- This link (or a QR code) can be shared with parents

Using your iPad camera, access this link

This link will open up your email account.

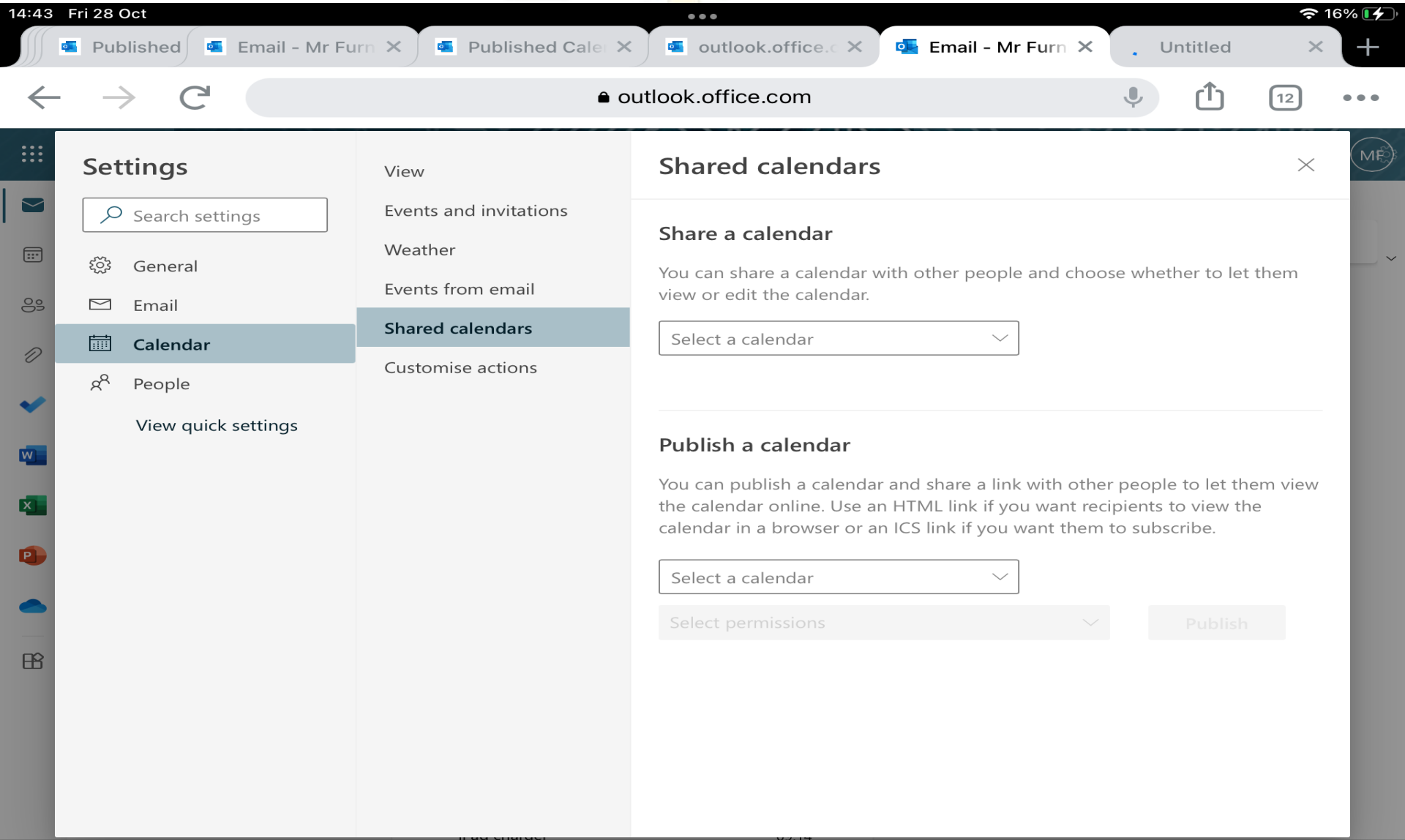
You will need to use your glow account to access it.

Remember your glow email ends in @glow.sch.uk

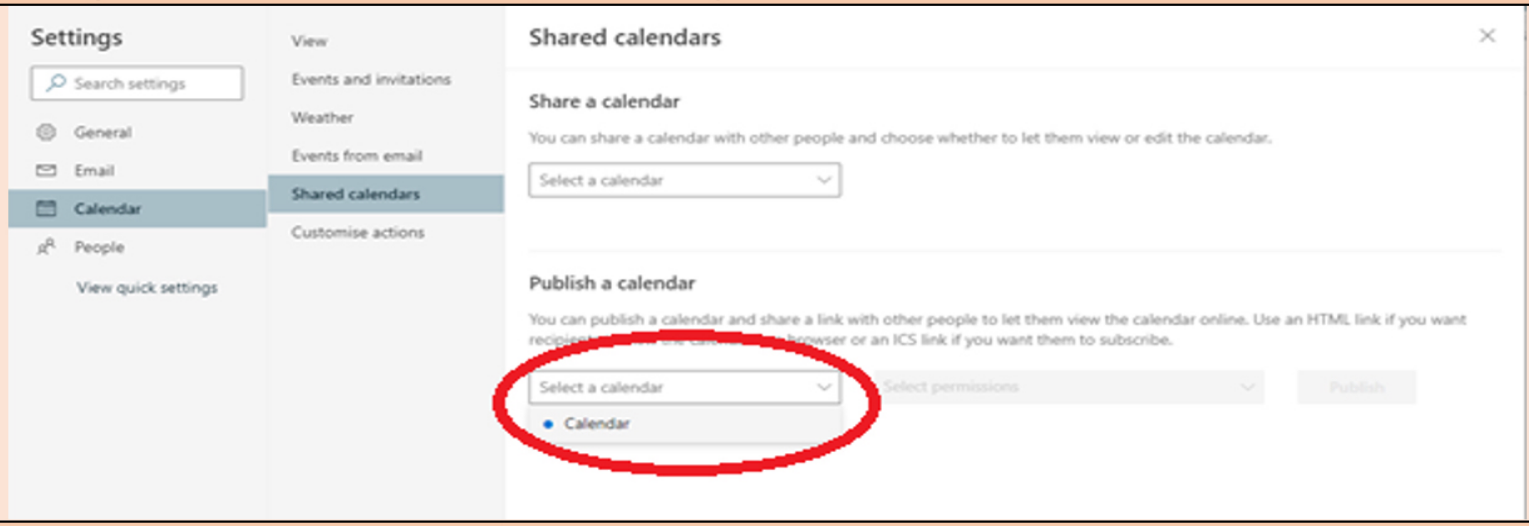
This **should** open in chrome, install chrome from self-service if you don't have it.

SPERO MELIORA - I HOPE FOR BETTER THINGS

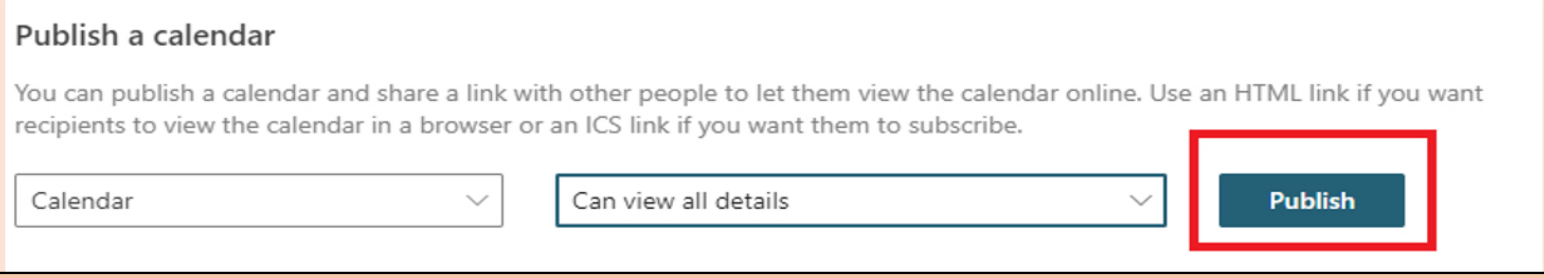
Once you have logged into glow, you should see this page



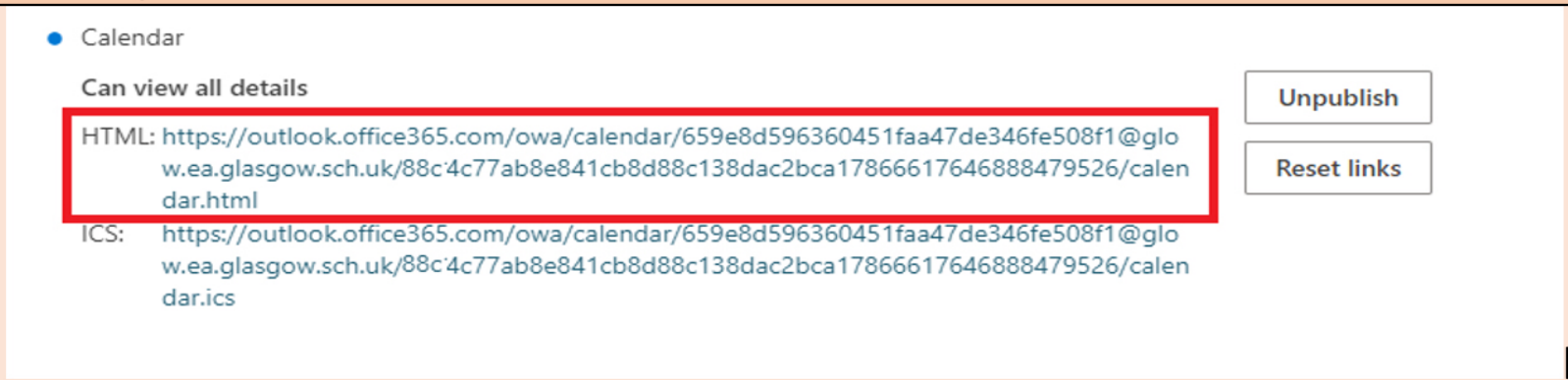
2. Under **publish a calendar**, select your calendar:



3. Set the permissions to **Can view all details and click on publish**



4. Copy the link next to **HTML –** this link can be shared with anyone you wish to see your calendar events



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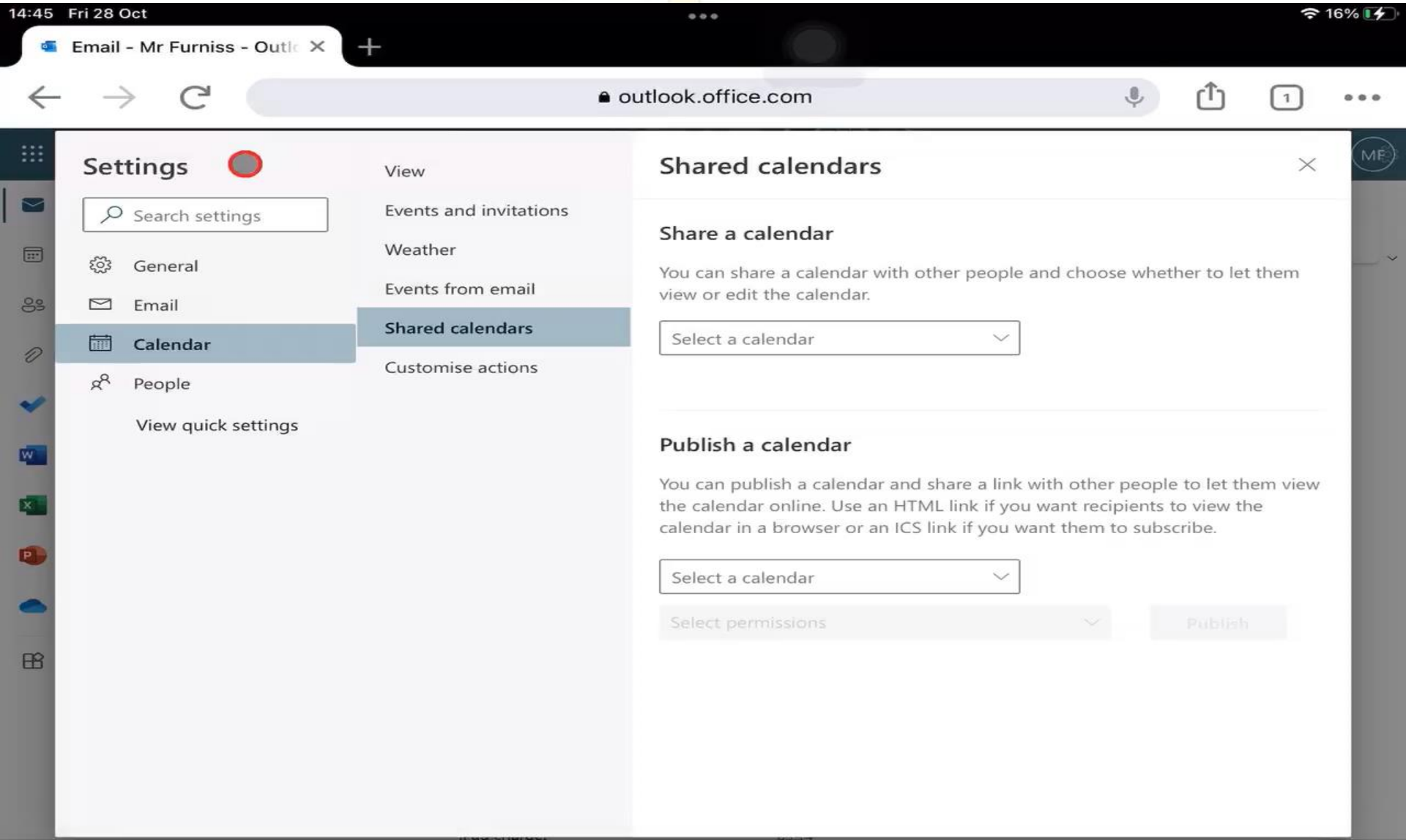
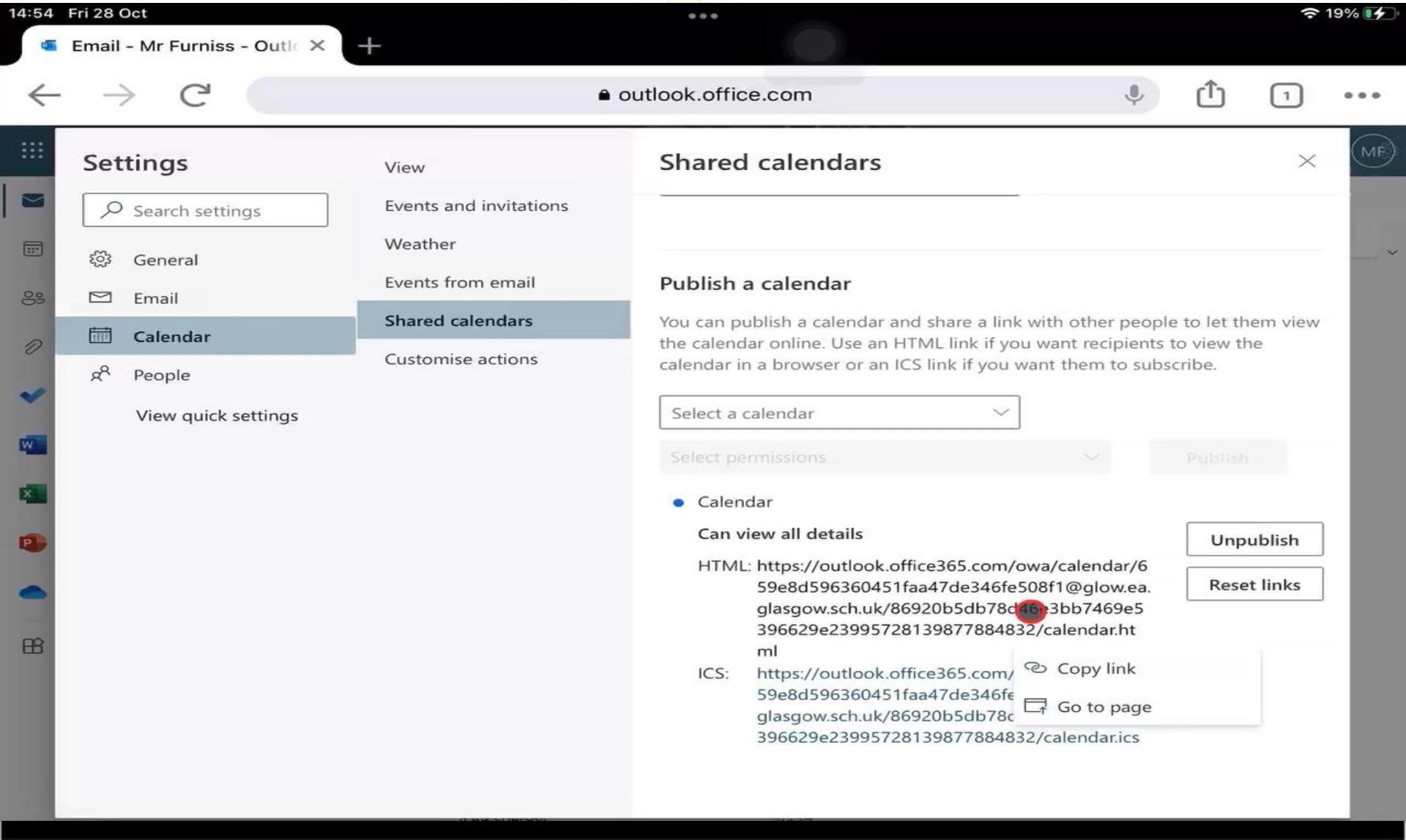
This screen record shows you how to create the link



Once you've created the link

- You can copy it and send it home to parents/guardians by email, text etc
- You can share it as a QR code that your parents can scan.
- To do this, open the link you've created.

How to create a QR code using chrome