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**Using GLOW for recording personal achievements**

**Notes for Students**

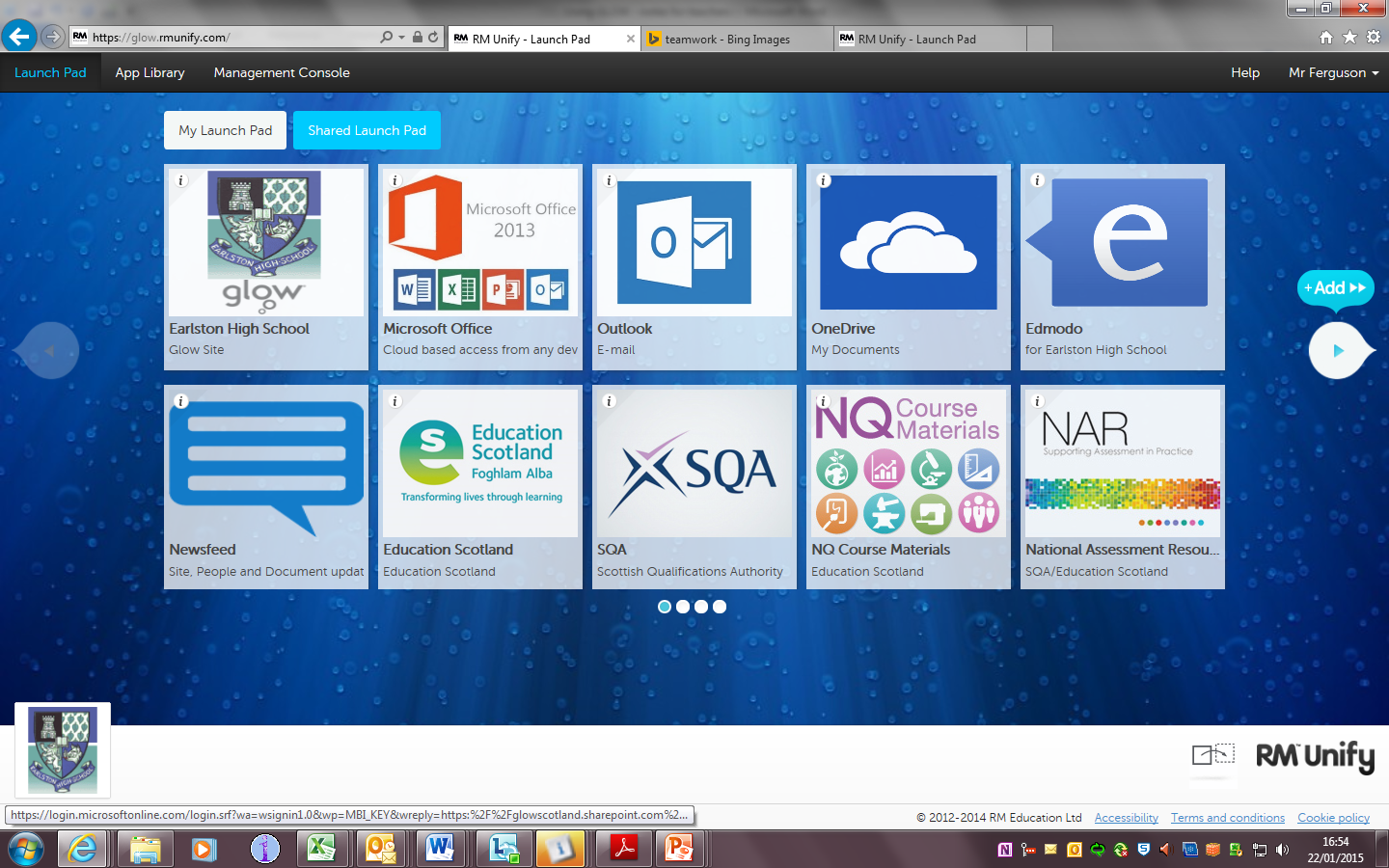
**Username \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

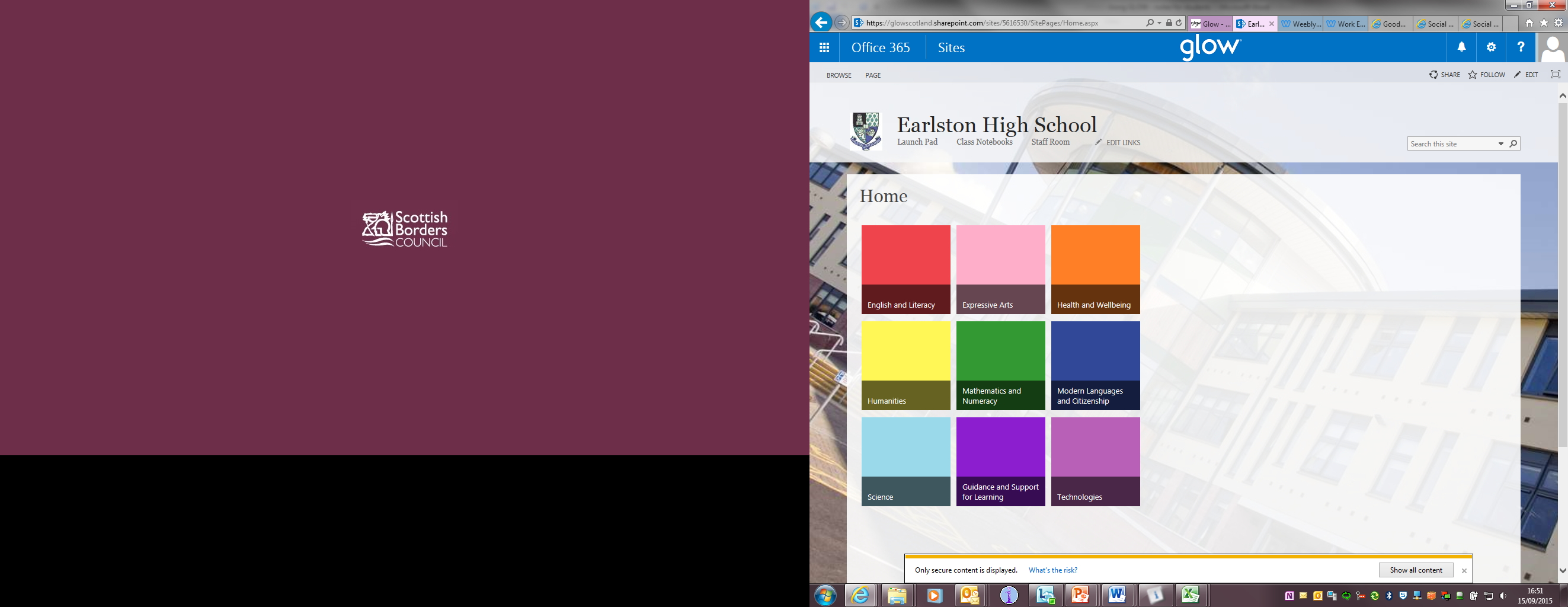
**Steps to access your own Achievement Book**

Teachers will remind you of your username and password to start this off. Googling ‘Glow log-in’ will also get you to the site

1. **Log into GLOW at** [**https://glow.rmunify.com/**](https://glow.rmunify.com/)
2. **Click on the icon for the school’s GLOW site**



1. **Click on Class Notebooks then Documents and then E-Portfolios**



1. **This will give you access to your class achievement book – eg Teviot2014, Tweed 2012 etc. From here you will be able to access your own individual pages. Note that each student can *only* see their own page and each of the general information pages.**

**What the Achievement book looks like**

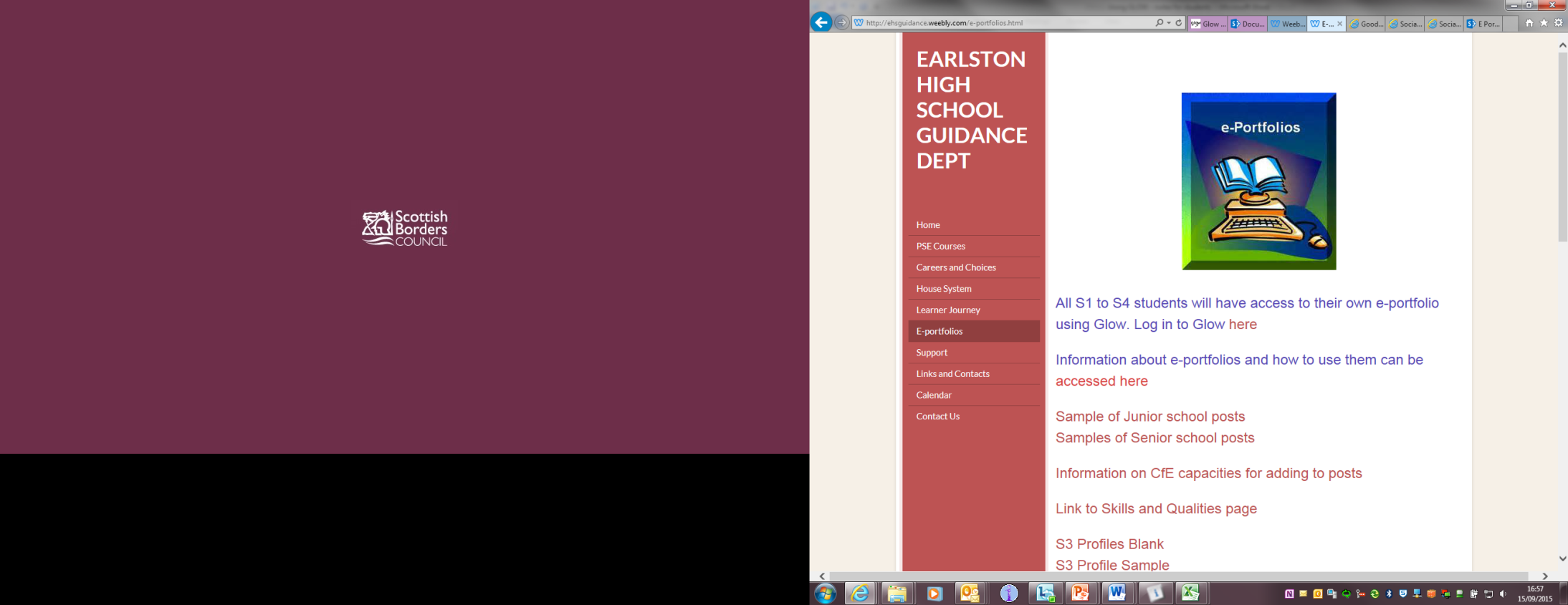
**There will be pages for each of the following areas:**

* **Out of School Achievements**
* **Schools Clubs and Groups**
* **Leadership**
* **Subject Achievements**
* **Work Experience and Volunteering**
* **House Events**
* **School Trips and Excursions**
* **Careers Planning**

**Click on the page that you want to add a post to and simply click on the + sign to add this.**

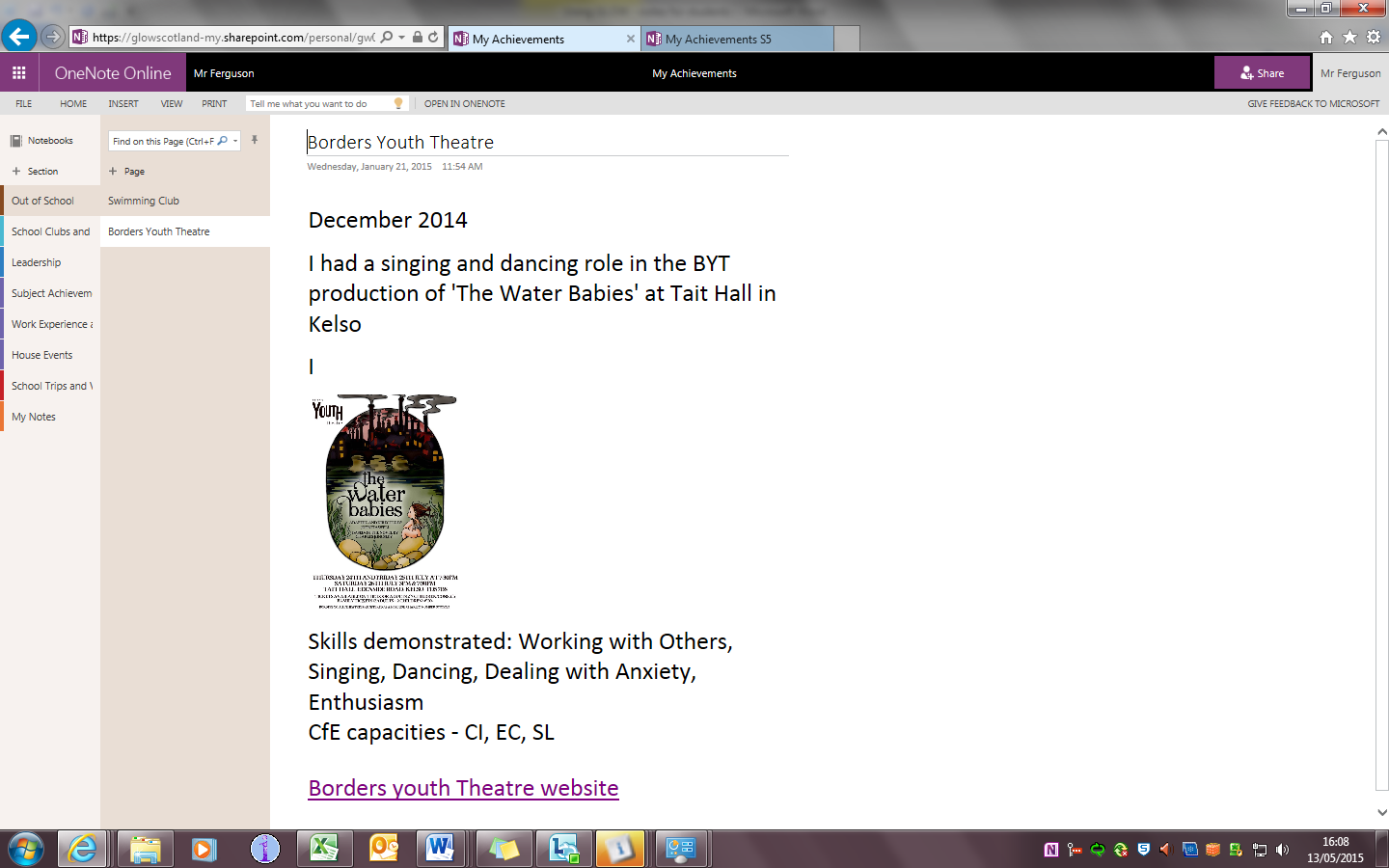
**For each post, you just need to add a few sentences about what the particular achievement is and also note skills and/or Curriculum for Excellence capacities. Information about these and other notes are available in the Content Library section. This area also has samples of posts and links to key websites.**

**Examples are also on the Guidance website at** [**http://ehsguidance.weebly.com/e-portfolios.html**](http://ehsguidance.weebly.com/e-portfolios.html)

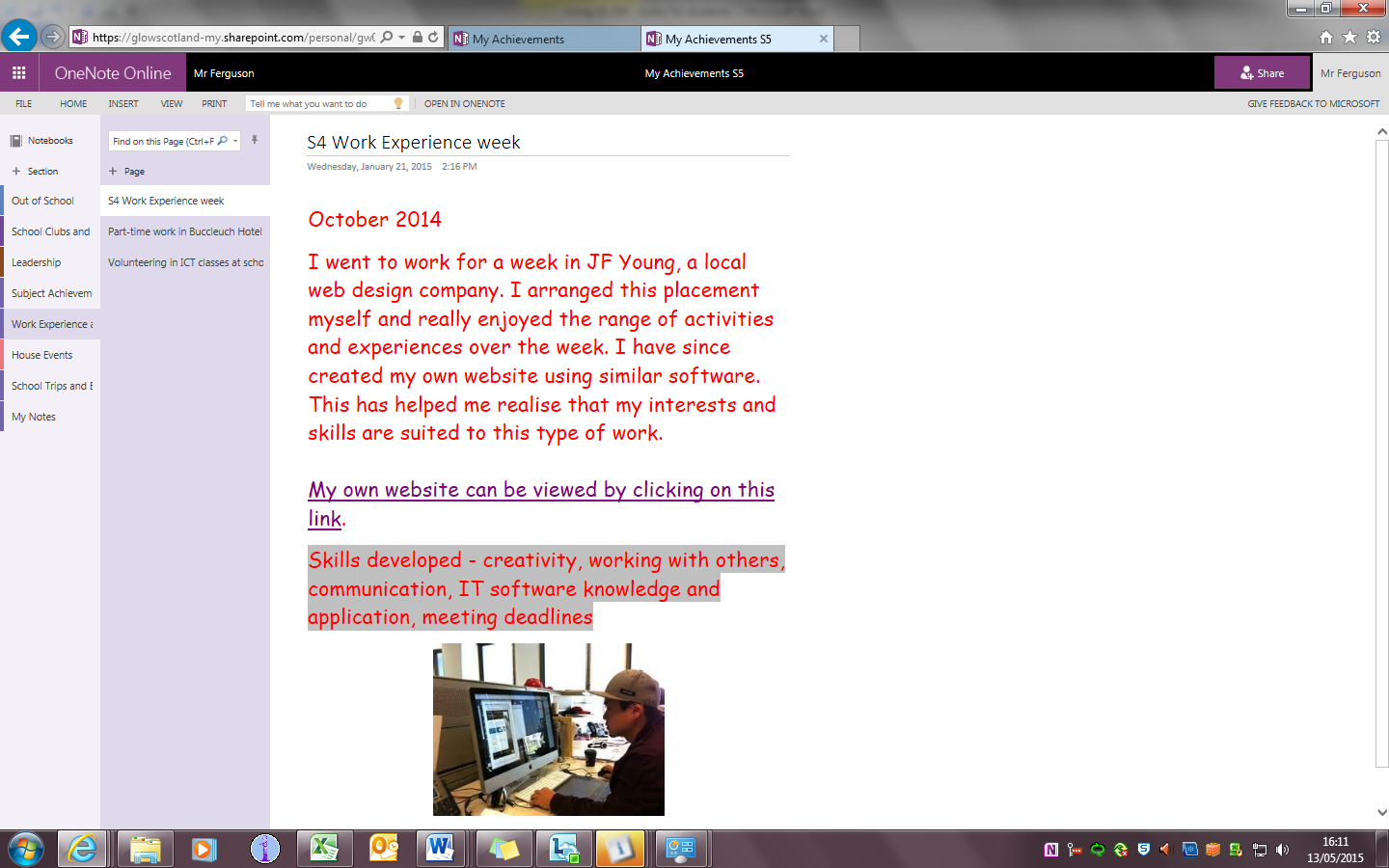


**Sample posts**

**S1**



**S5**



**You are able to add photos and links and change font, colours and other formatting to make the posts look more presentable and easy to read**