
ACCESSING YOUR WORK VIA YOUR COMPUTER

Email, Google Classroom, Google Drive



This guide will demonstrate how to access and use your school email account, how to view and hand in work/pictures of work in google classroom, how to use your google drive.

Contents

Accessing your RM Unify account on your computer	2
Accessing your email and sending work to teachers.....	3
Creating an email	5
Replying to emails from staff	7
Accessing Google Classroom	8
Uploading a picture or document.....	11
Editing a document	13
Creating a document.....	15

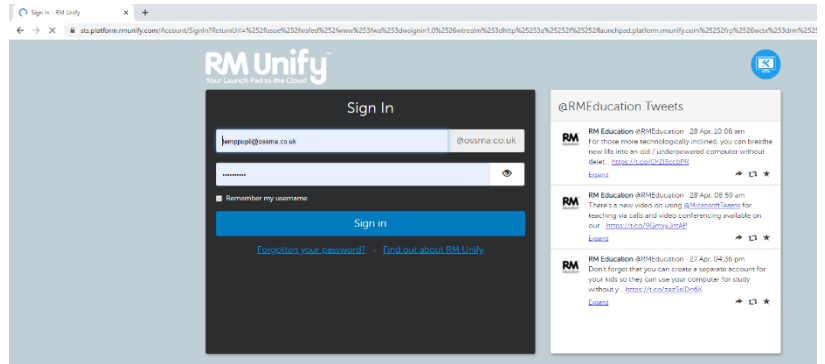
Email

Accessing your RM Unify account on your computer

Step 1: Open up Chrome on your computer



Step 2: Go to www.rmunify.com



Step 3: Input your email address and password.

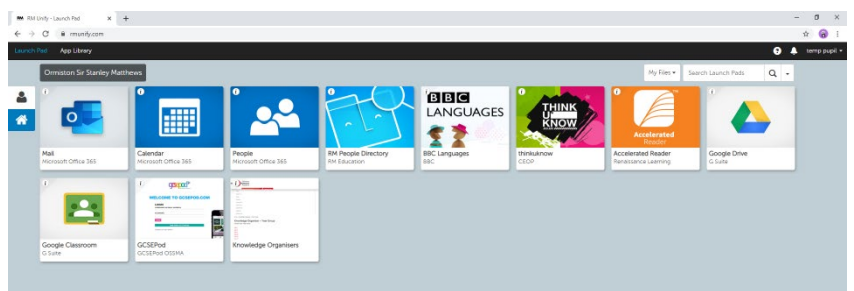
Username: this is your username you use to log into the computers at school.
E.g. tempstudent

All you need to do to get your email address is add @ossma.co.uk, to the end so my email address would be tempstudent@ossma.co.uk.

Password: this is just the same password you use at school to access the computers.

Step 4: Once you have logged in you will see this

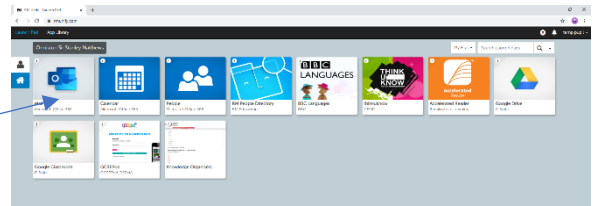
This will give you access to your email, Google Classroom and Google Drive.



Accessing your email and sending work to teachers.

Step 1: Log into RM Unify

Step 2: Click on the Mail icon



If you have never opened your mail then you will be brought to this screen

Outlook

Choose your preferred display language and home time zone below.

Language:
English (United Kingdom)

Time zone:
UTC-12:00 International Date Line West
UTC-10:00 Brasilia
UTC-09:00 Cayenne, Fortaleza
UTC-09:00 City of Buenos Aires
UTC-09:00 Greenland
UTC-09:00 Montevideo
UTC-09:00 Saint Pierre and Miquelon
UTC-09:00 Salvador
UTC-08:00 Coordinated Universal Time-02
UTC-02:00 Mid-Atlantic
UTC-01:00 Azores
UTC-01:00 Cabo Verde Is.
UTC Coordinated Universal Time
UTC+00:00 Dublin, Edinburgh, Lisbon, London
UTC+00:00 Monrovia, Reykjavik
UTC+01:00 Casablanca
UTC+01:00 Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
UTC+01:00 Belgrade, Bratislava, Budapest, Ljubljana, Prague
UTC+01:00 Brussels, Copenhagen, Madrid, Paris
UTC+01:00 Sarajevo, Skopje, Warsaw, Zagreb

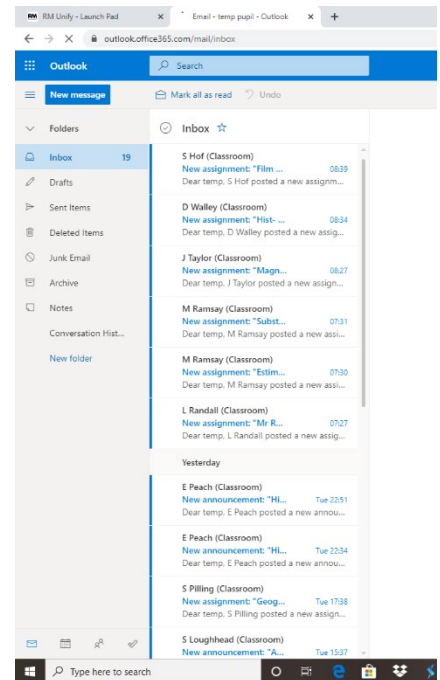
(UTC-01:00) Azores
(UTC-01:00) Cabo Verde Is.
(UTC) Coordinated Universal Time
(UTC+00:00) Dublin, Edinburgh, Lisbon, London
(UTC+00:00) Monrovia, Reykjavik
(UTC+01:00) Casablanca
(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Make sure you select this one

Step 3: This screen shot shows you what it will look like, a lot of emails will be there from your google classroom assignments.

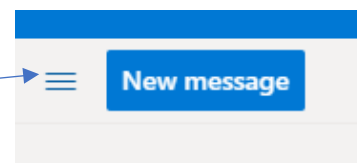
As you can see, down the left hand side you have your inbox, sent items and drafts. These are the three you will need

Inbox	This shows all your emails that have been sent to you.
Sent items	This is the emails you have sent from your email address
Drafts	These are emails that you have started but not sent.



Creating an email

Step 1: Click on this button



Step 2: You will be able to see a blank email.

 A screenshot of a blank email composition window. Three callout boxes with blue borders and arrows point to specific fields:

- To:** This is who you want to send the email to. Type in the teachers surname and it should come up with the email address for that member of staff.
- CC/BCC:** This enables you to add in another person to the email who you want to see the message but might not be fully involved.
- Subject – what is the email about?**

 The email composition form shows fields for 'To', 'Cc', 'Add a subject', and 'Bcc'. The 'Send' button is visible at the bottom left.

Step 3: Email etiquette - What to do when writing an email to a member of staff.



Do	Don't
Always address the member of staff with Mr, Miss, Mrs and their surname e.g. Mr Stanyer	Do not use text speech! In an email you should not use short hand e.g. 'you' not 'U' 'to' not '2'
Always end the email politely and your name.	Do not use any language that you wouldn't say to staff in school. Remember to use your manners, use please and thank you!
Be clear with what you are sending/asking.	
Always include a subject in your email – this should be brief but clear e.g. Picture of Science work due in today.	

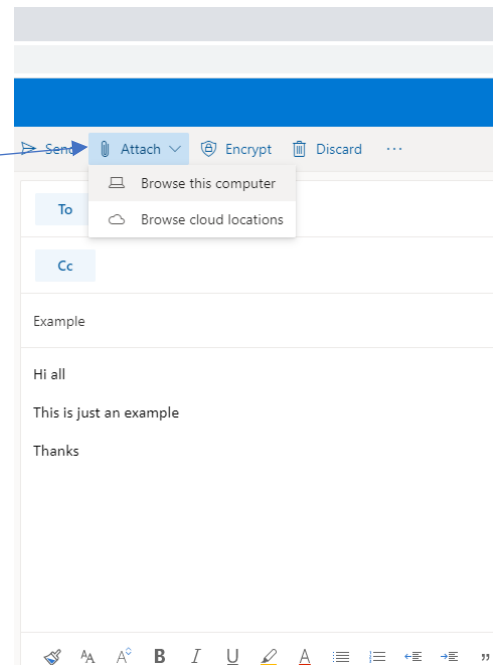
Step 4:

Attaching a document or photo

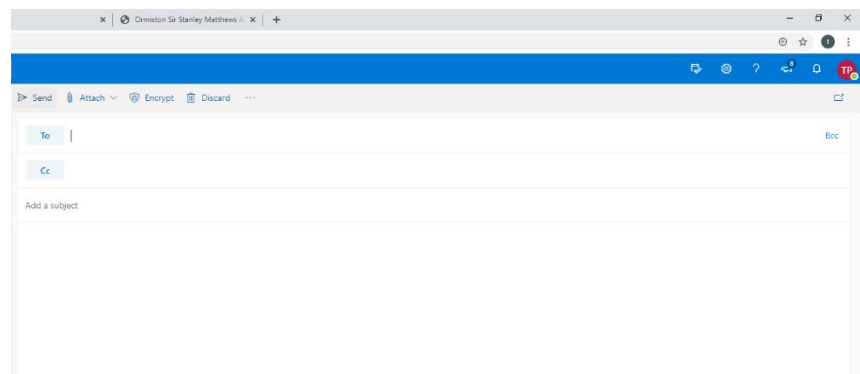
Beside the send button you should see the attach button. This will allow you to send your work or photos of your work to your teachers.

Select browse computer and then select the correct folder that you saved it in. Please ensure that you have named the document or photo sensibly. 'Photo 1' or 'Document 1' are not appropriate names.

Example of good names are: ICT Working safely at home Assignment 1



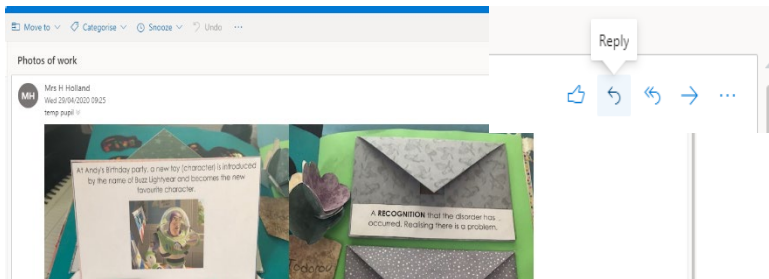
Step 5: Press send



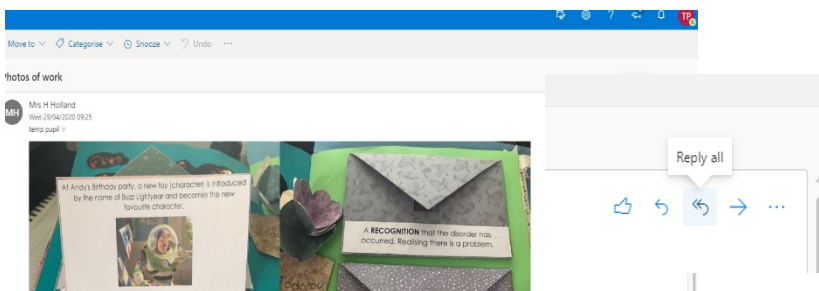
Replying to emails from staff

Step 1:

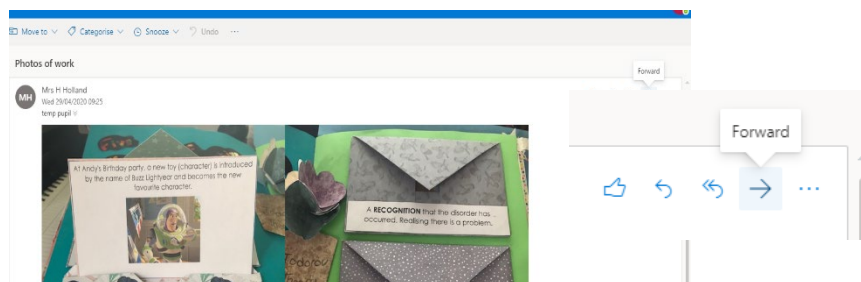
When you receive an email and you need to reply then you need to click on this symbol.



Reply
This is when you only want to the person who sent you an email



Reply all
This is when you want to reply to everyone in the email



Forward
This is when you want to forward the email onto someone who it hasn't been sent to.

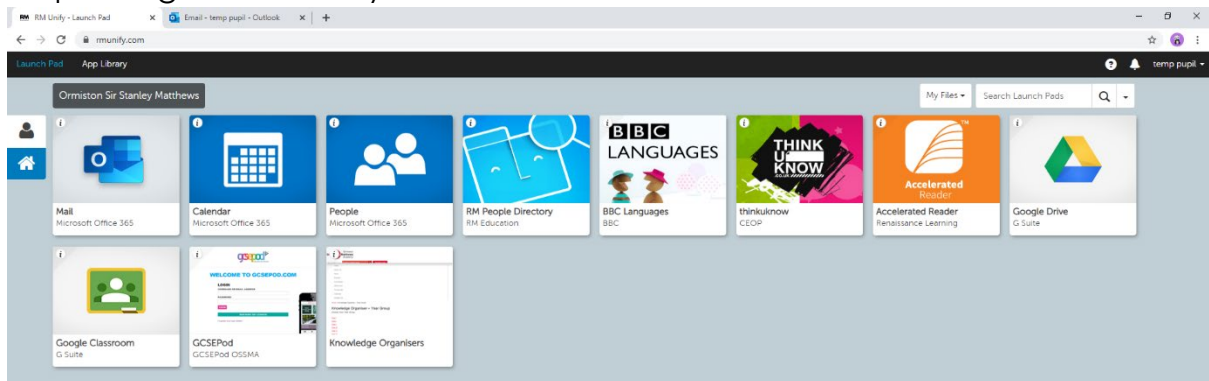
Step 2:

You will now be able to write your reply. Remember your email etiquette!

Google Classroom

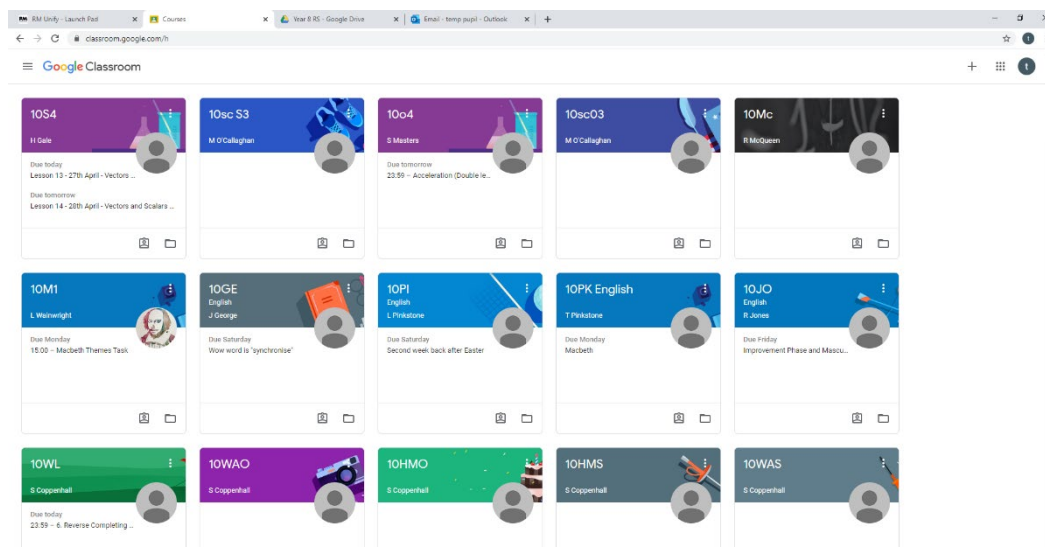
Accessing Google Classroom

Step 1: Log into RM unify



Step 2: Click on the Google Classroom icon

Step 3: You will be able to see all the classrooms you have joined; you will also see any assignments that are due in. **Although do not just assume that these are the only ones you have, remember to check each classroom because each subject is setting work each lesson/week**



Step 4: When you open a classroom, you will see the stream and you can also classwork and people tab

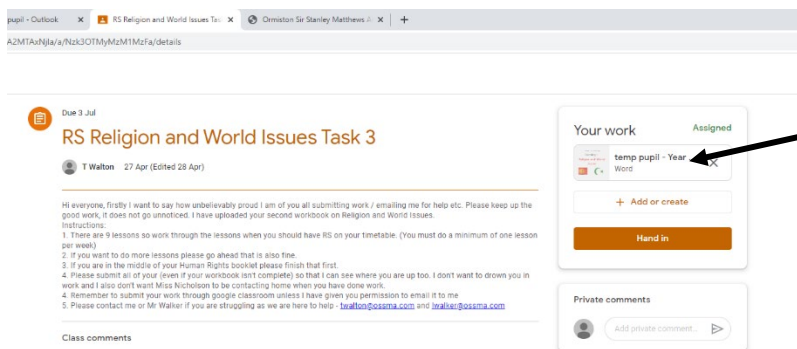
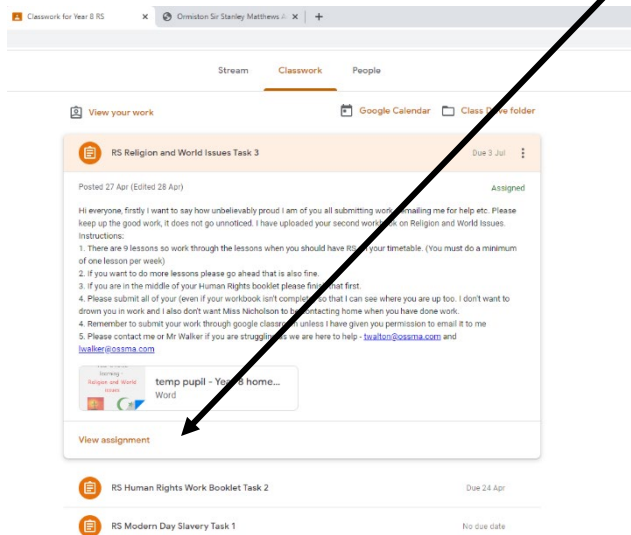
The screenshot shows the Google Classroom interface for a class named 'Year 7 RS'. At the top, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Stream' tab is active, displaying a purple header with the class name and a background image of a notebook and laptop. Below the header, there is a post from 'L Walker' dated '27 Apr' with the text 'Good Morning Year 7, As you have seen, Miss Walton has uploaded a workbook today.' Underneath the post, there are four audio files: 'Becoming the Buddha.mp3', 'Karma and Samsara.mp3', 'Teachings of the buddha...', and 'The Naming Ceremony a...'. A callout box with a green border points to the 'People' tab and contains the text 'People – this is all the people in your class.' Another callout box with a green border points to the 'Classwork' tab and contains the text 'Classwork – where your tasks are!'.

Step 5: Once you have read the instructions in your stream, you need to click on the classwork.

The screenshot shows the 'Classwork' tab selected in the Google Classroom interface. The page displays a list of assignments under the heading 'View your work'. The assignments are organized into sections: 'All topics', 'Judaism', and 'The four noble truths'. Under 'Judaism', there is one assignment: 'RS Judaism Workbook Task 4' due on 'Due 3 Jul'. Under 'The four noble truths', there are two assignments: 'RS Starter Quiz Task 1' due on 'Due 22 Mar' and 'RS The Four Noble Truths Task 2' due on 'Due 22 Mar'. A black arrow points from the text above to the 'Classwork' tab in the navigation bar.

Step 6: click on the relevant assignment

Click view assignment, this will open up your assignment that the teacher has set.

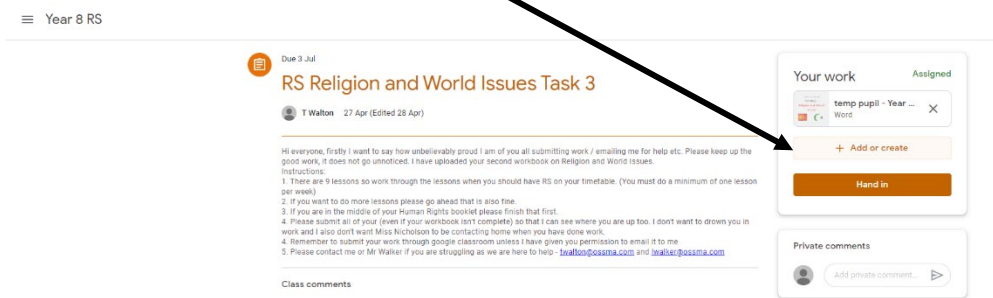


Step 7: If the teacher has sent you a booklet then you will be able to see it.

When you click on it you will be able to open the document to fill it in (if you are struggling with this then please see the section below on opening or creating a Google Doc) or if you have done it by hand then you can upload a picture here as well.

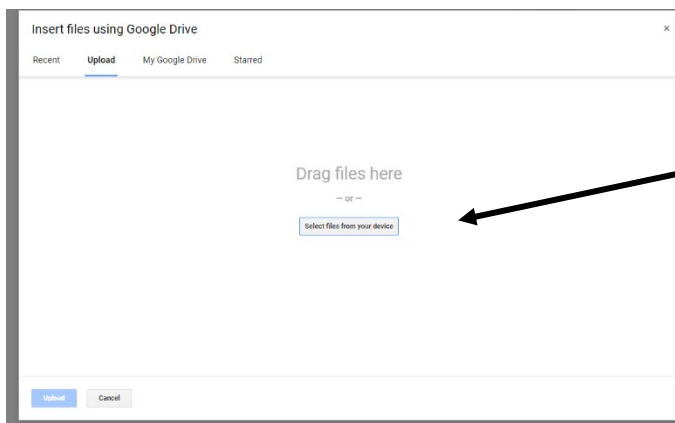
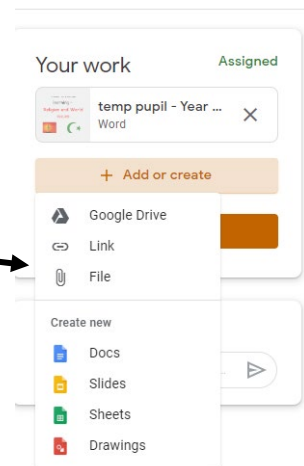
Uploading a picture or document

Step 1: Click on add or create



Step 2: you should now be able to see a range of different ways to add different documents or pictures. Find your attachment and click to add it.

If you want to upload a picture or file then you will need to click on file.



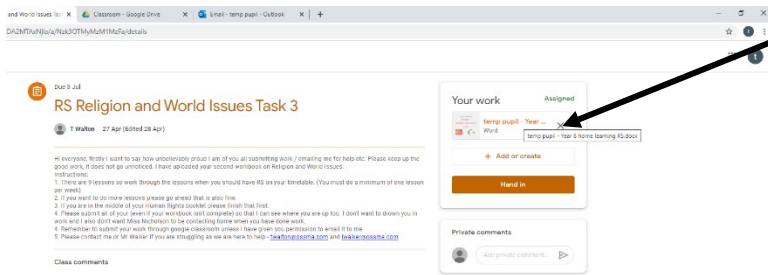
This is where you will find your document or photo. Click on select files from your device and find your photo or document where you have saved it.

Step 3 – this is what it should look like so double check you have added everything you need for this assignment and then you must press **hand in!**

If you don't then the work won't be sent to the teacher and you will show as incomplete.

Editing a document

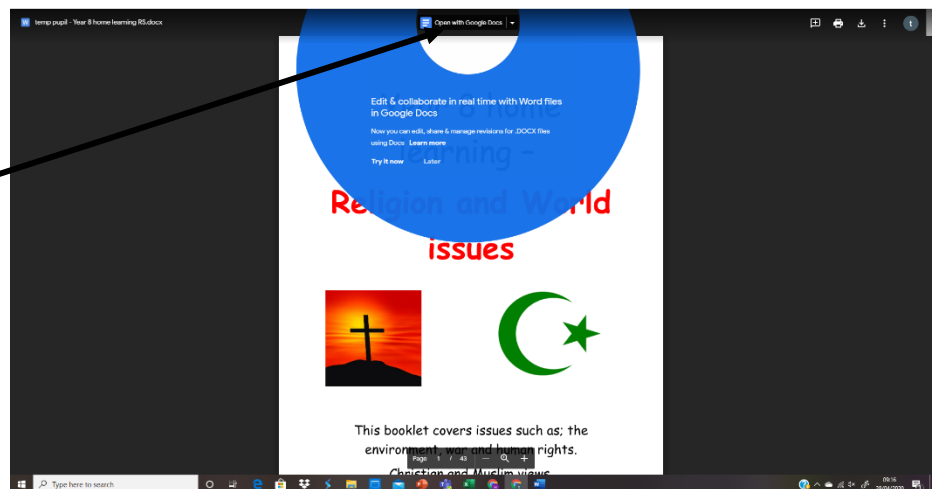
Step 1: When a member of staff sends you a document to edit it will appear like this



Step 2: When you click on the document it will open in a preview screen

You will need to click on the three dots and click on open in new window

Step 3: This will open a new screen that looks exactly the same apart from the button in the top of the screen in the middle of the page



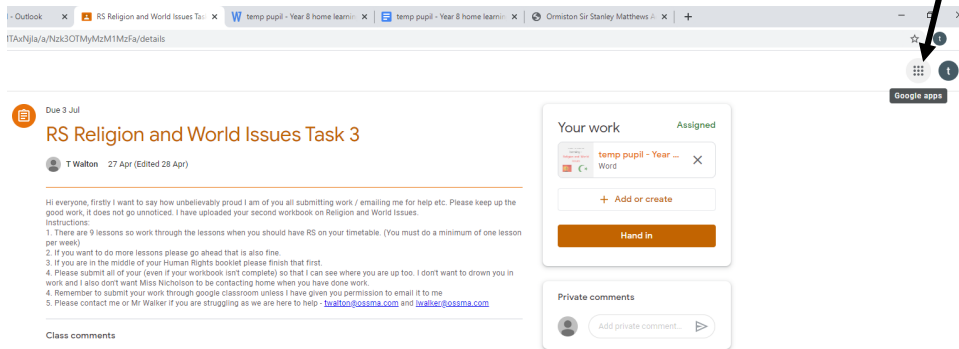
Step 4:

This will open the document that will allow you to edit it and it will automatically save it for you. Once you have complete the work you just have to hand it in.



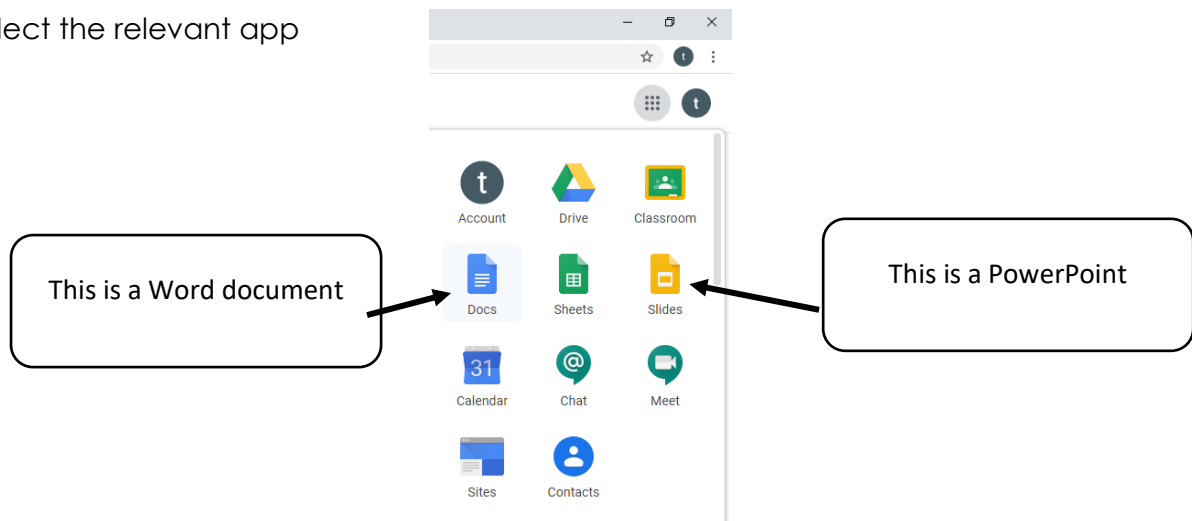
Creating a document

Step 1: in the right-hand corner of the screen you should see 9 dots.

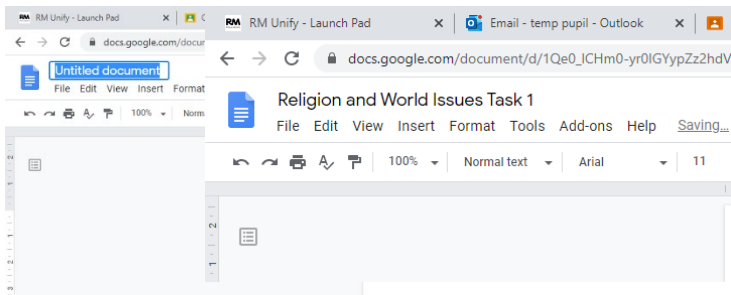


Step 2:

Select the relevant app

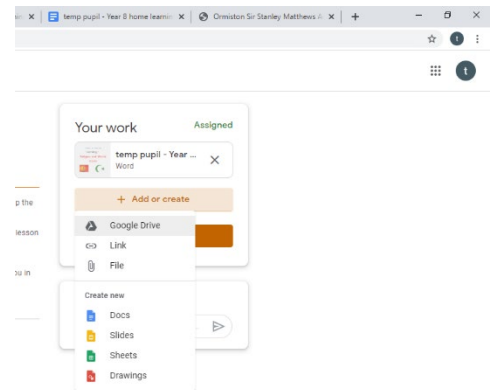


Step 3: Give it a sensible name

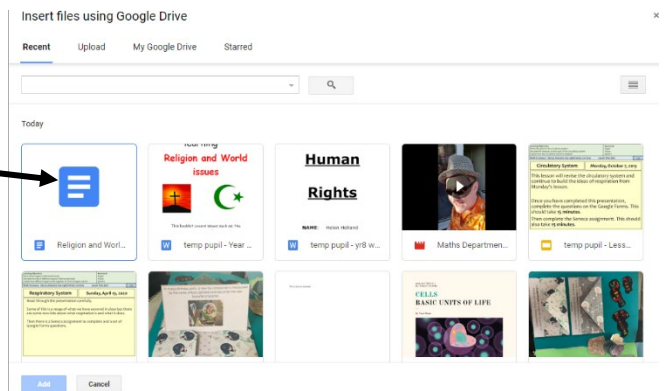


Now complete the work set

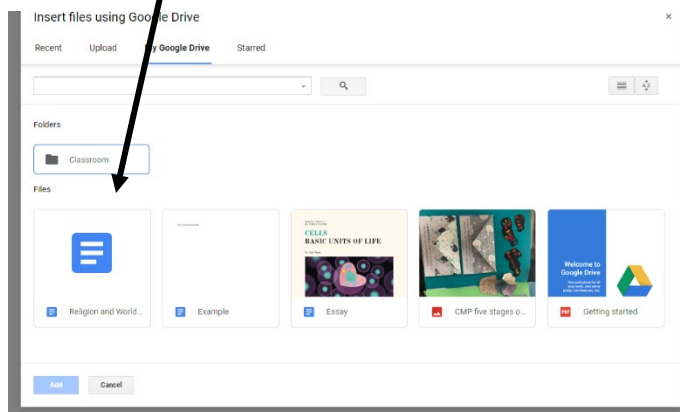
Step 4: Once the work is complete then you will need to attach it but this time instead of going via a file, you will need to go through your Google Drive.



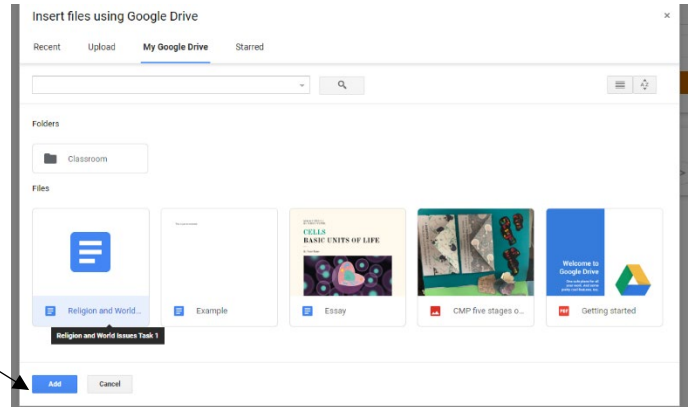
Step 5: If you have just worked on it or you have completed it recently then it will be in your recent area



Or if you can go through your Google Drive to find it



Step 6: Once you have found your file then you will need to click on it **once** to activate the add button



Step 7: This should now appear above the hand in button

Just go through the process again to hand in another document.

Now just remember to press **Hand in!**

