ACCESSING YOUR WORK VIA YOUR COMPUTER

Email, Google Classroom, Google Drive

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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.
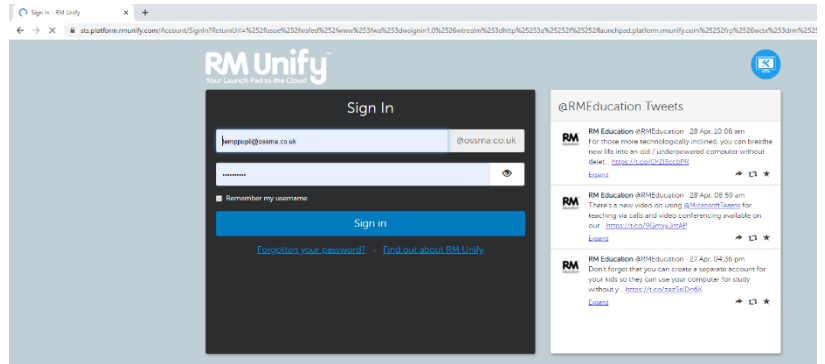
Contents

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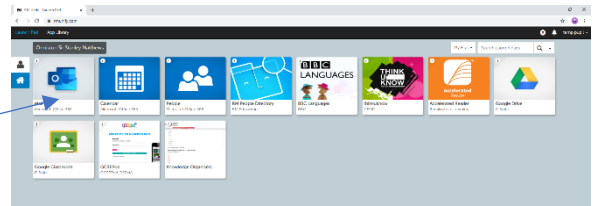
Step 4: Once you have logged in you will see this

This will give you access to your email, Google Classroom and Google Drive.
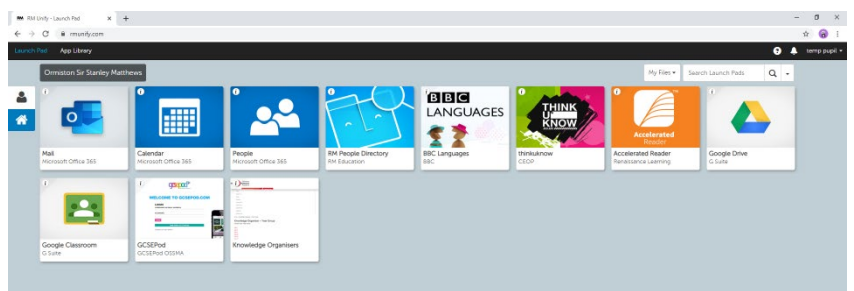
Accessing your email and sending work to teachers.

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

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.

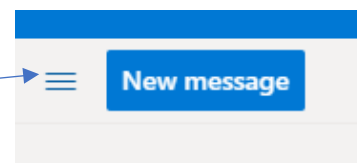As you can see, down the left hand side you have your inbox, sent items and drafts. These are the three you will need

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.
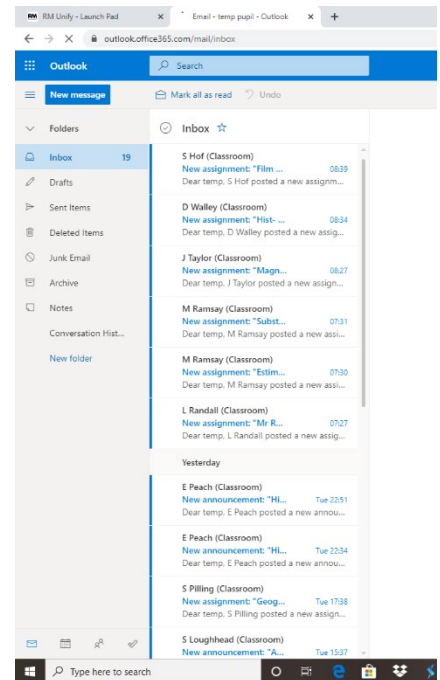
Creating an email

Step 1: Click on this button

New message

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

> **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.

> **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.

> **Subject** – what is the email about?

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

EMAIL ETIQUETTE

| 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
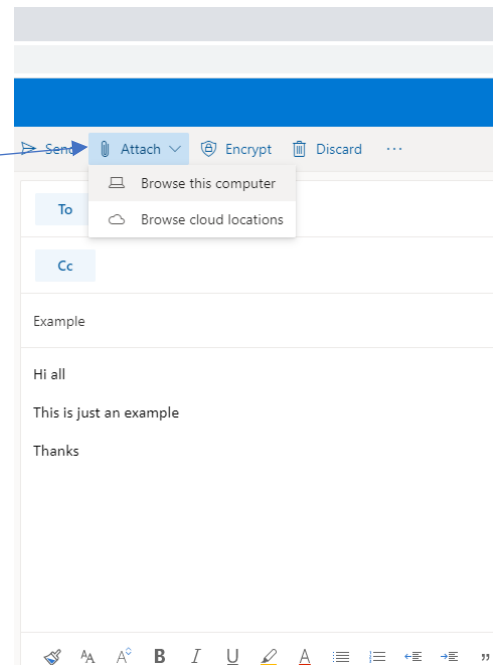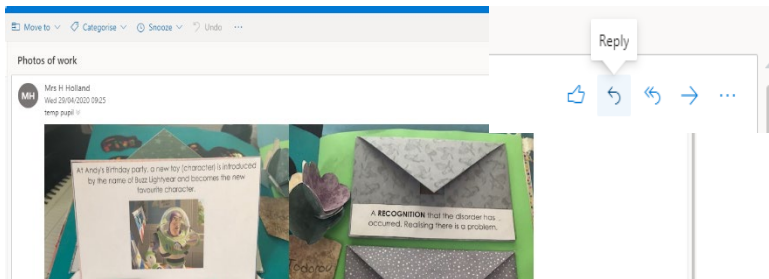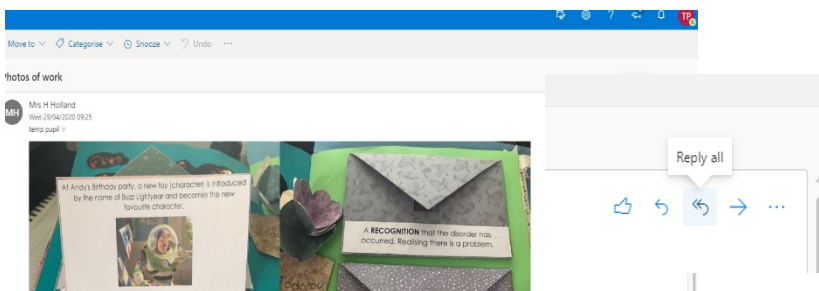
Step 5: Press send
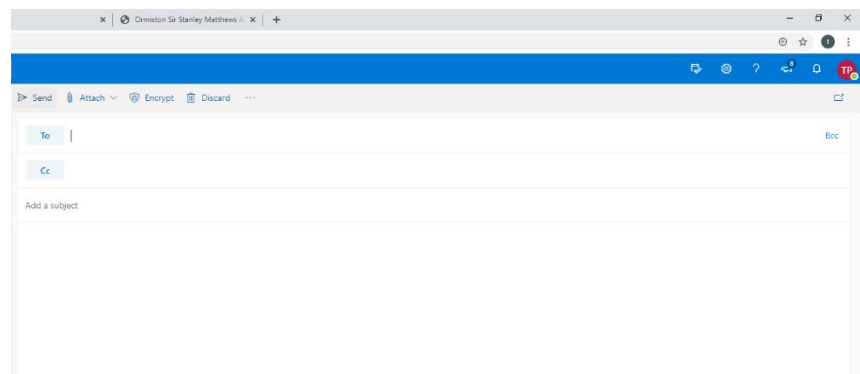
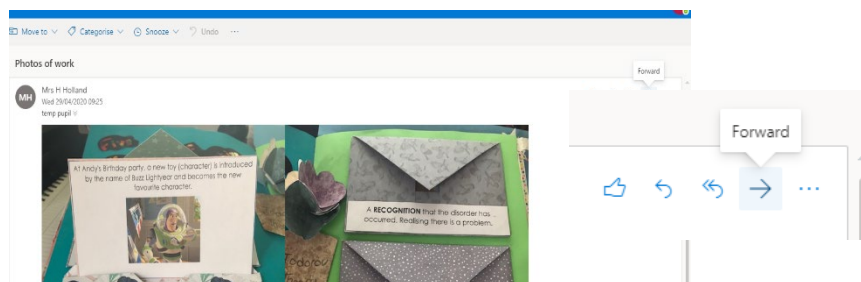# Replying to emails from staff

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

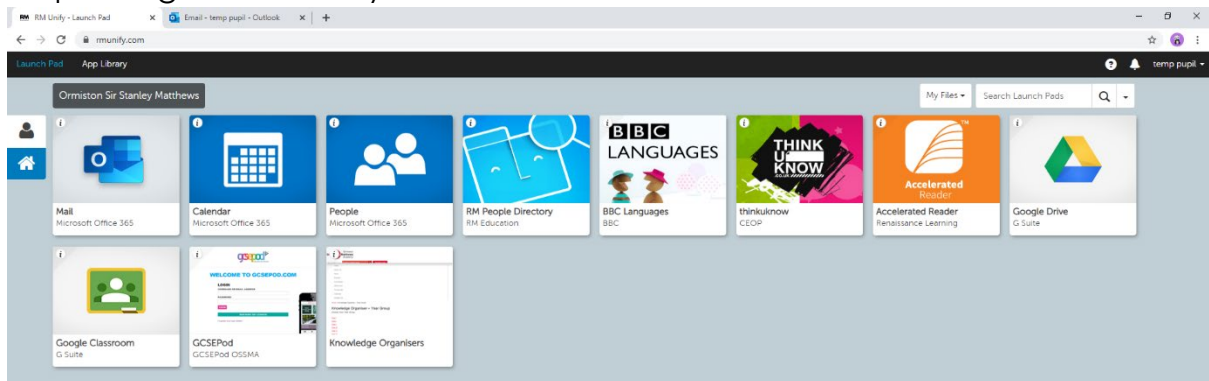This is when you want to forward the email onto someone who it hasn't been sent to.

Step 2:

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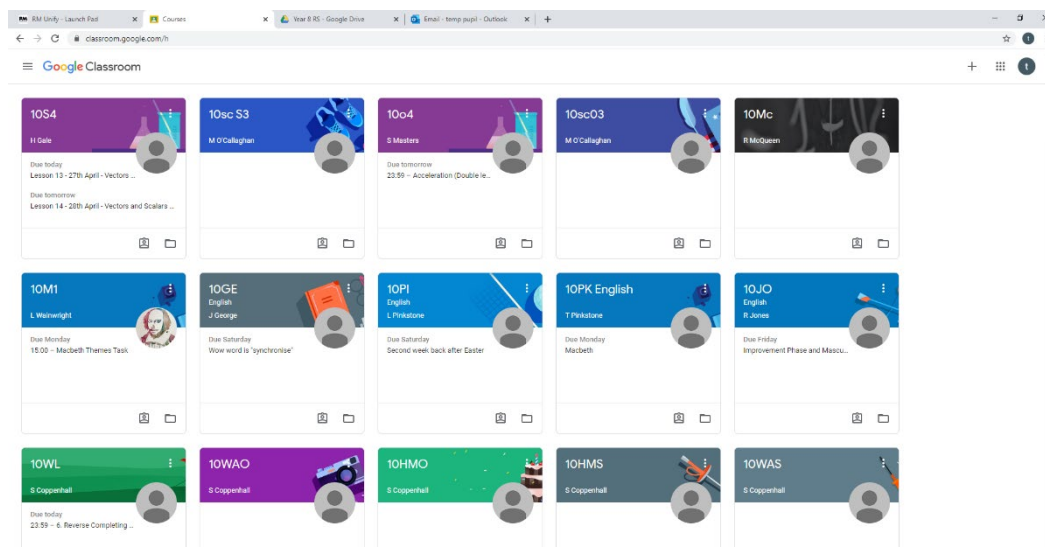
Google Classroom

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 steam and you can also classwork and people tab

People – this is all the people in your class.

Classwork – where your tasks are!

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

Step 6: click on the relevant assignment

Click view assignment, this will open up your assignment that the teacher has set.
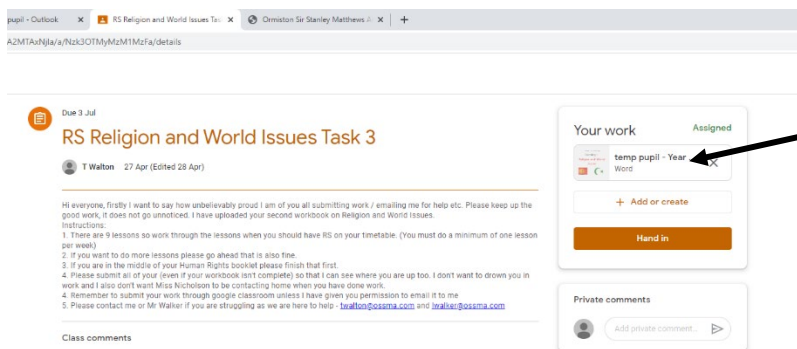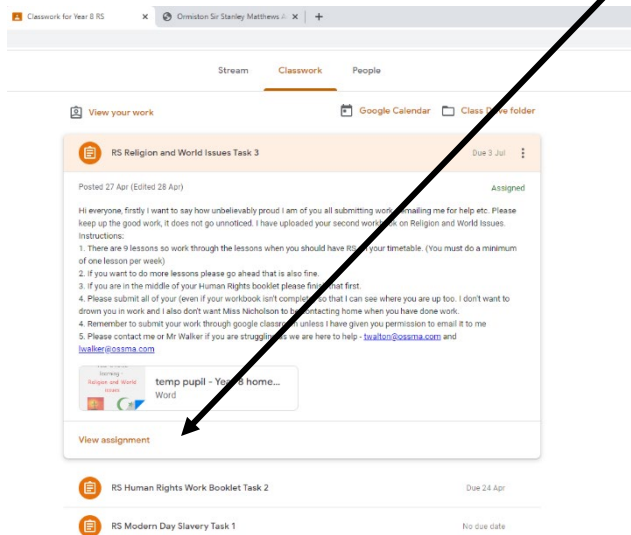
Step 7: If the teacher has sent you a booklet then you will be able to see it.

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.
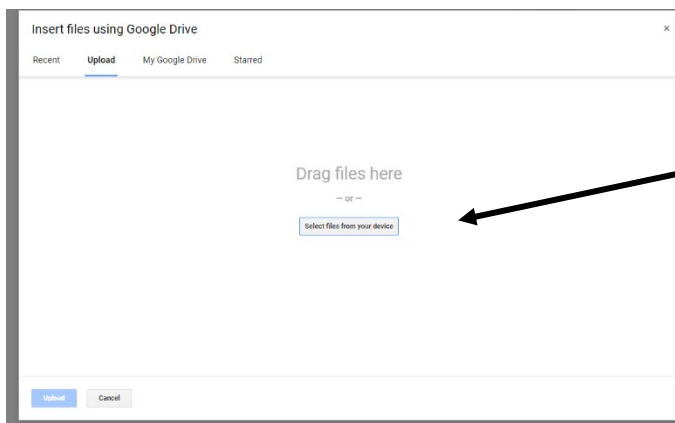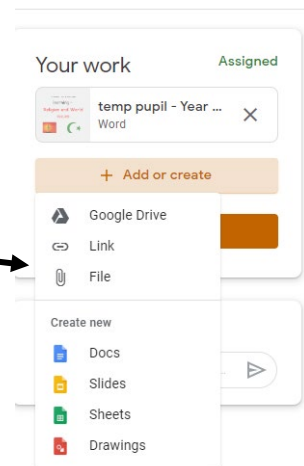
Uploading a picture or document

Step 1: Click on add or create
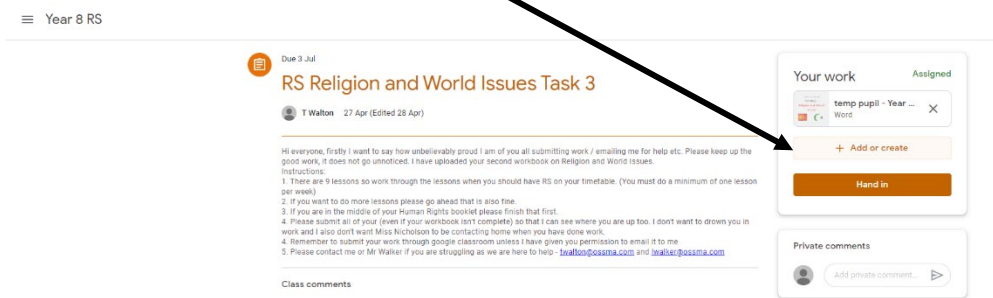
Step 2: you should now be able to see a range of different ways to add different documents or pictures. Find your attachment and click to add it.

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.
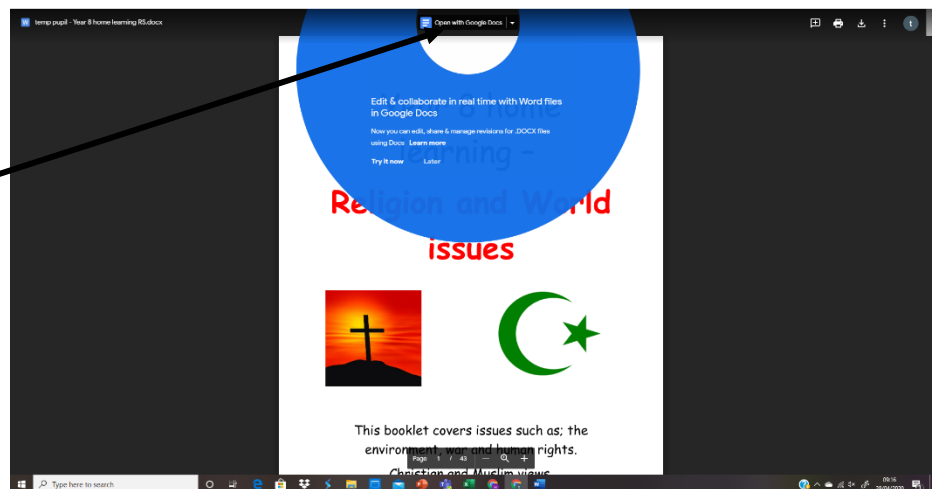
Editing a document

Step 1: When a member of staff sends you a document to edit it will appear like this
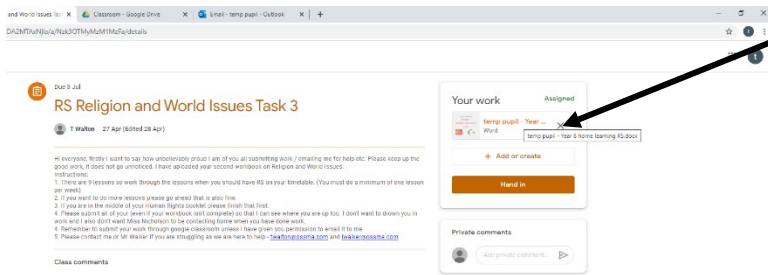
Step 2: When you click on the document it will open in a preview screen

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
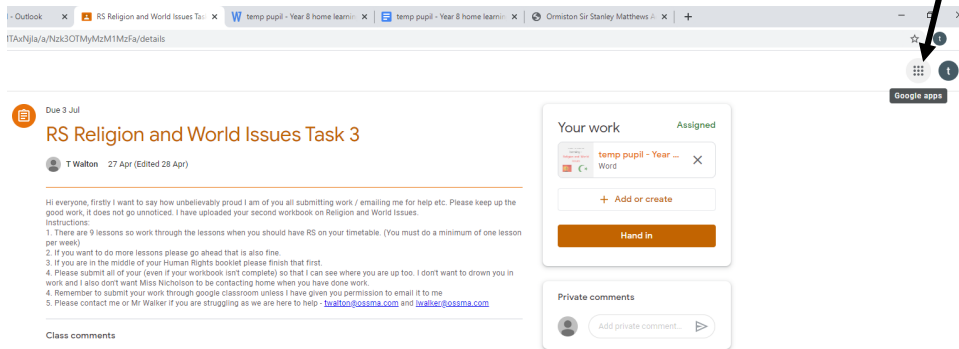
Step 4:

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.
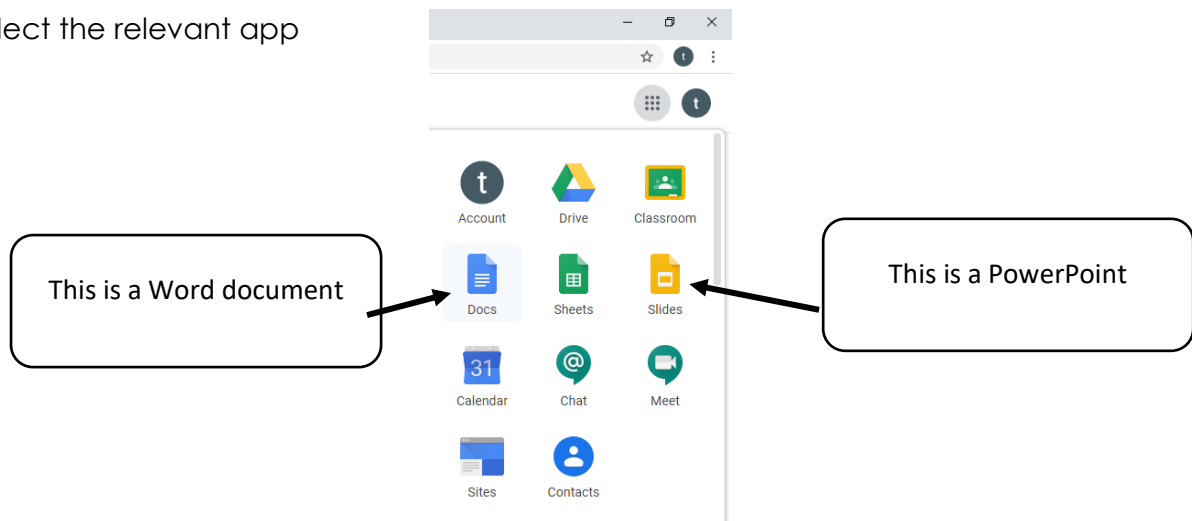
Creating a document

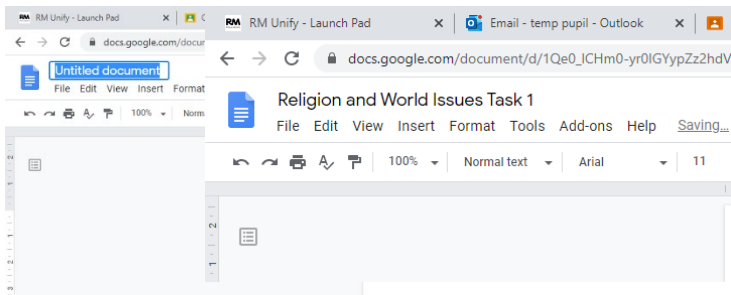Step 1: in the right-hand corner of the screen you should see 9 dots.

Step 2:

Select the relevant app

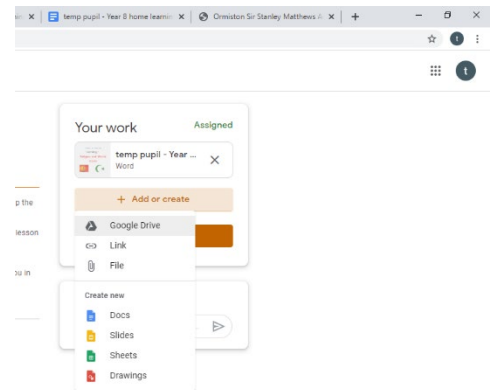This is a Word document

This is a PowerPoint
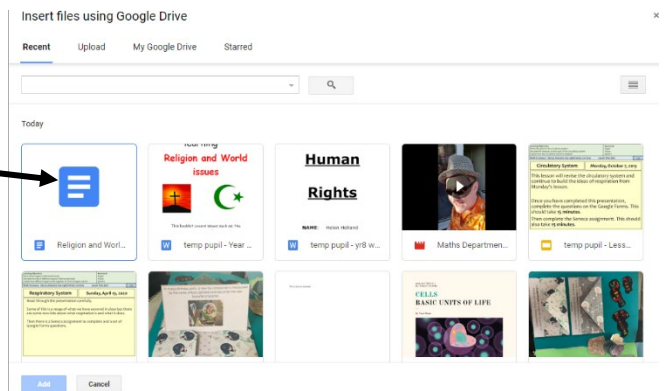
Step 3: Give it a sensible name
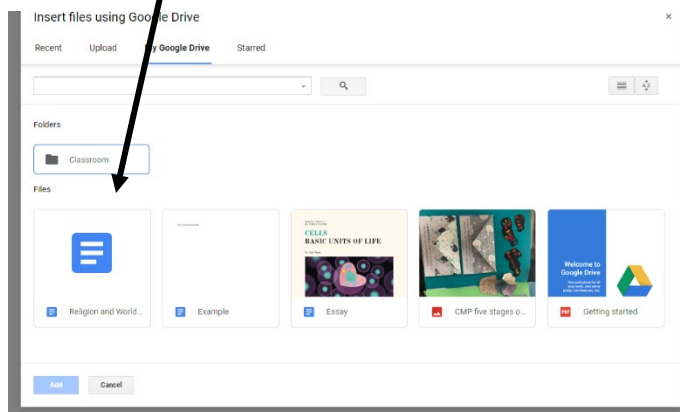

Now complete the work set

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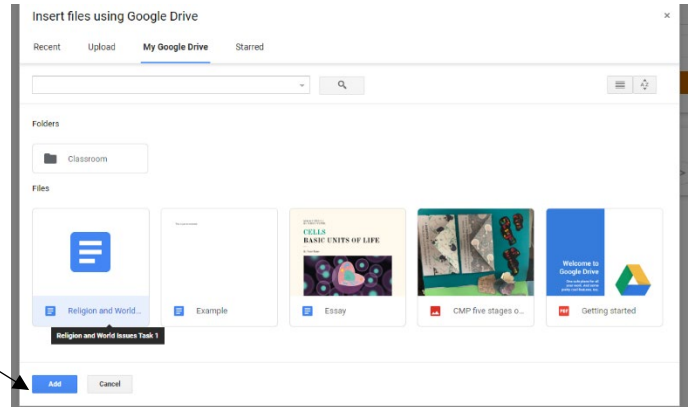
Step 5: If you have just worked on it or you have completed it recently then it will be in your recent area

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!**