
ACCESSING YOUR WORK VIA YOUR MOBILE PHONE

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.

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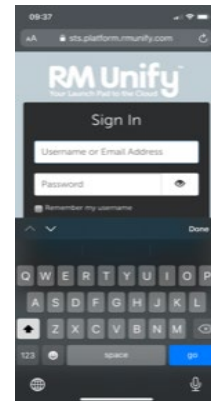
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Email

Accessing your RM unify account on your mobile phone

Step 1: Open up your internet on your phone.

Step 2: Go to www.rmunify.com



Step 3: Input your email address and password.

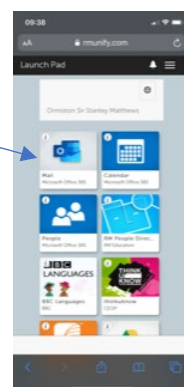
Username: this is your username you use to log into the computers at school.
E.g. tempstudent

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.

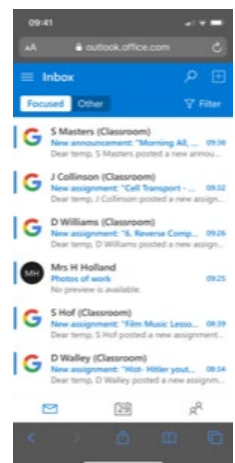
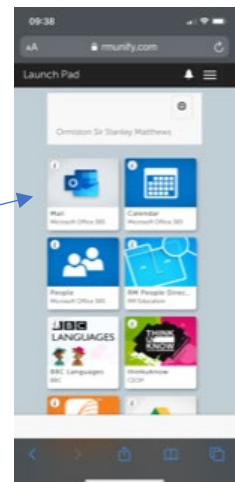
Step 1: Log into RM unify

Step 2: Click on the Mail icon

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

If you press this magnifying glass it will allow you to search for specific emails from people.

This button allows you to create a new email to send.



Creating an email

Step 1: Click on this button



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

The screenshot shows a mobile interface for creating a new email. It includes fields for 'To:', 'Cc/Bcc:', 'Add a subject', and a 'Subject' line. Callout boxes provide instructions for each field:

- 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?

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

What to do



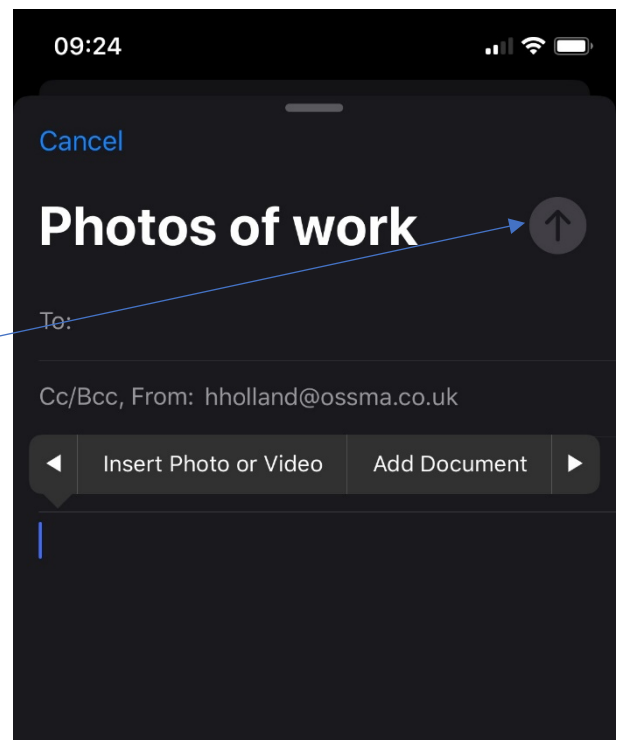
Do	Don't
Always address the member of staff with Mr, Miss, Mrs and their surname e.g. Mr Stanyer	Do not use text speech! In an email you should not use short hand e.g. 'you' not 'U' 'to' not '2'
Always end the email politely and your name.	Do not use any language that you wouldn't say to staff in school. 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

If you press onto your message it should come up with an option to add in a document or a photo.

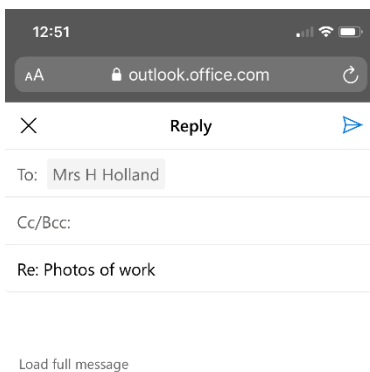
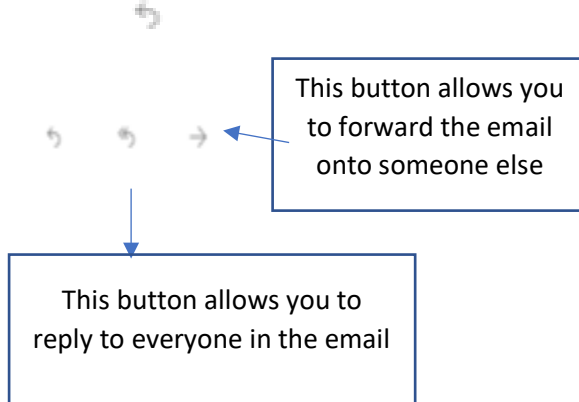
Step 5: Press send



Replying to emails from staff

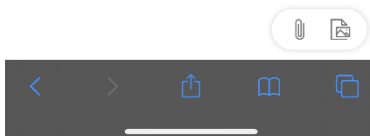
Step 1:

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



Step 2:

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



Google Classroom

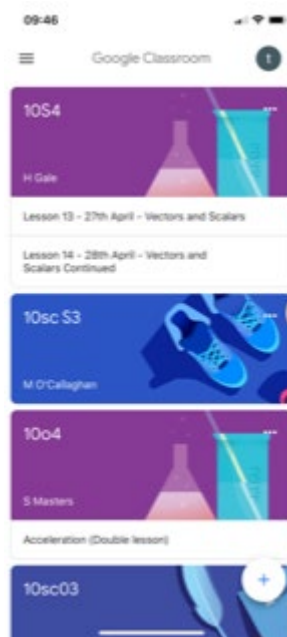
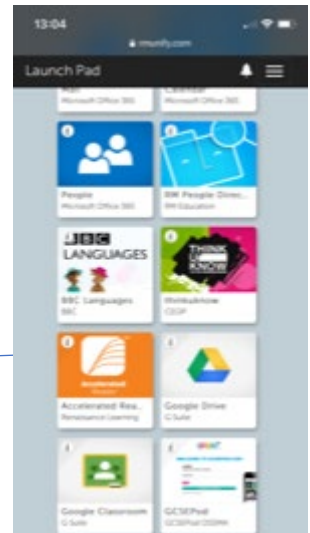
Accessing Google Classroom

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.

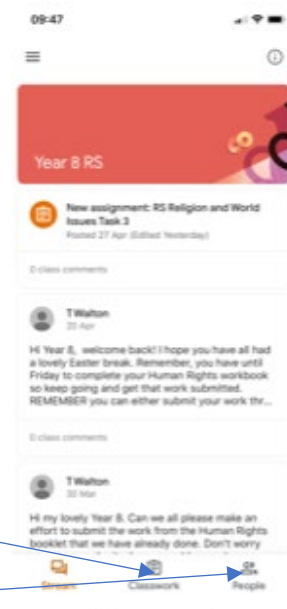
Although do not just assume that these are the only ones you have, remember to check each classroom because each subject is setting work each lesson/week



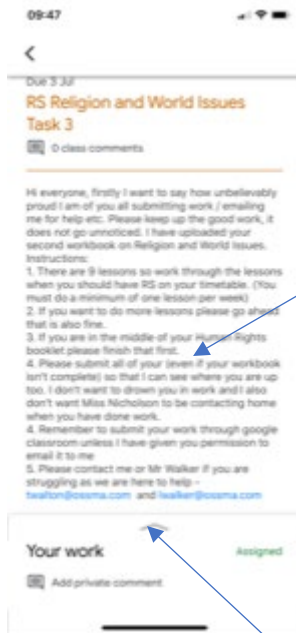
Step 4: When you open a classroom, you will see the stream as well as the classwork and people tab

Classwork – where your tasks are!

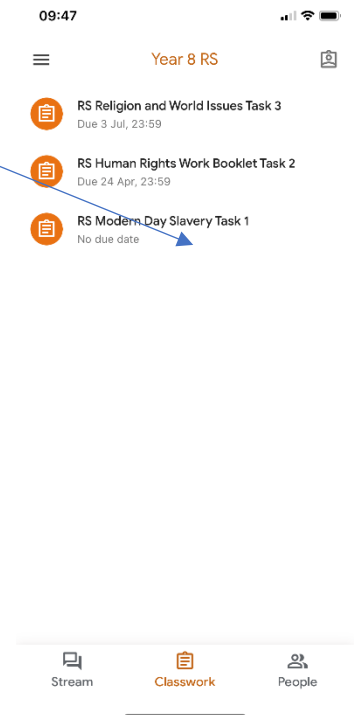
People – this is all the people in your class.



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



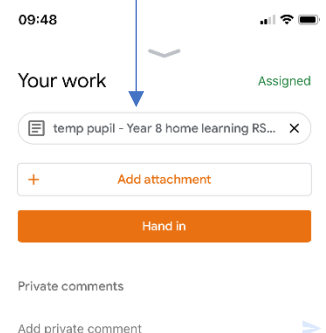
This will open up your assignment that the teacher has set.



Step 6: Click on the arrow to open your work.

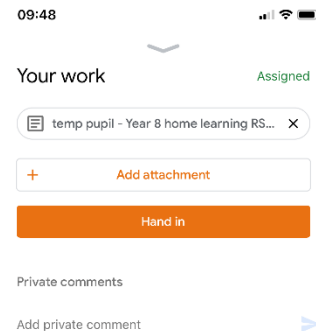
Step 7: If the teacher has sent you a booklet then you will be able to see it.

When you click on it you will be able to open the document to fill it in or if you have done it by hand then you can upload a picture via here as well



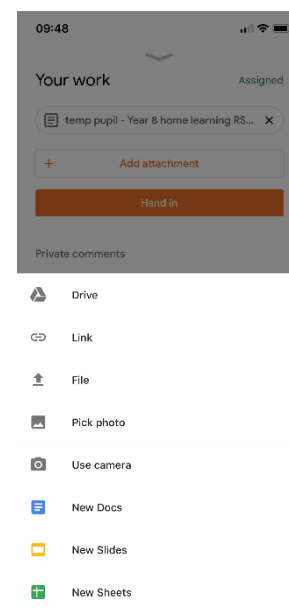
Uploading a picture or document

Step 1: Click on add attachment

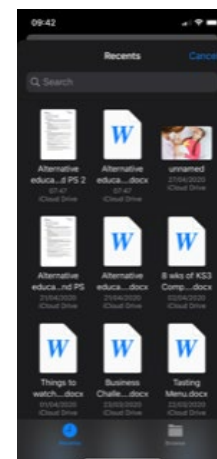
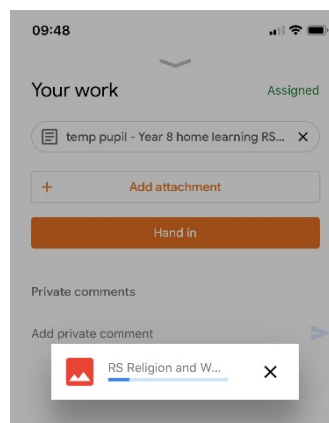


Step 2: you should now be able to see a range of different ways to add different documents or pictures. Find your attachment and click to add it.

If you want to upload a picture, then select 'pick photo'



Step 3: You will now see your photos/attachments on your phone. You need to select the one you want just by clicking on it. However if you need to upload more than one, then you will need to do step 2 and step 3 until you have uploaded everything you need.



Step 4: 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.

