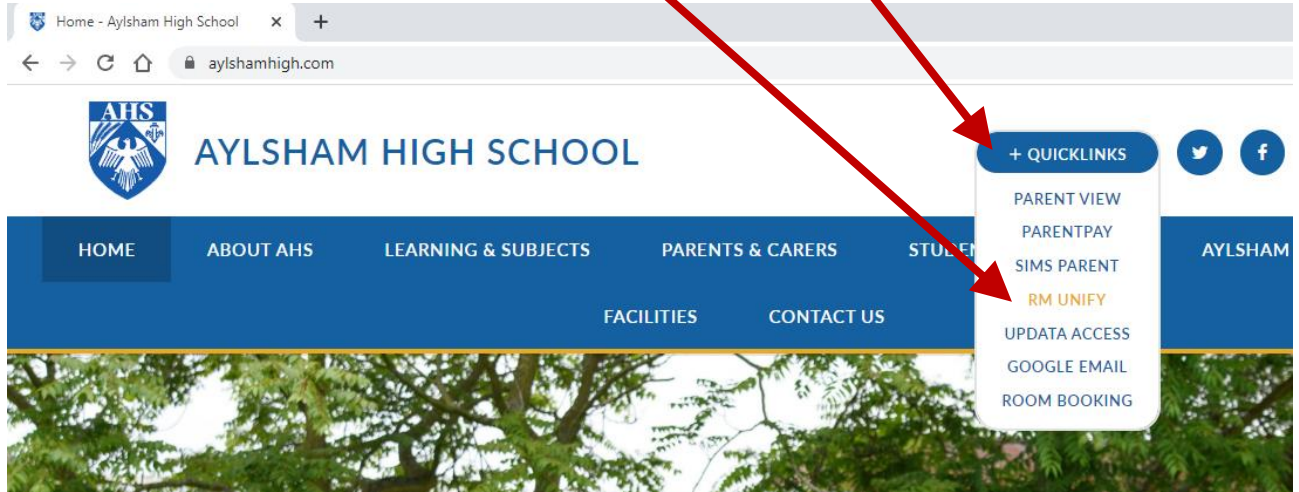# Instructions for accessing RM Unify

1. At home

Log on to the Aylsham High School website and select **Quicklinks** (on full size web browser) or

Menu (on a smartphone). Then select RM Unify

2. On a smartphone

Log on to the Aylsham High School website and select the **Menu** at the top of the screen
Then select RM Unify

This will give you full access to Google Classroom.

You can also use Google apps and MS Office

Please Note you cannot access the RM Unify site if you are already logged in to an NSIX school email account on Google
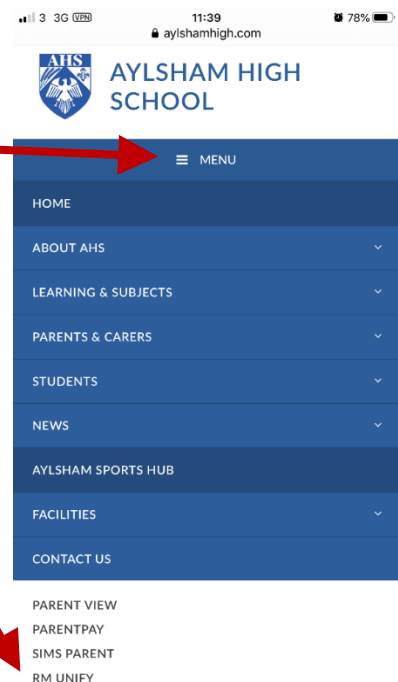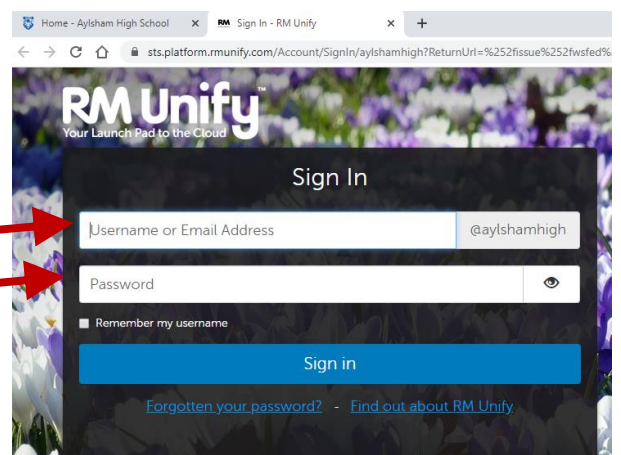

3. Logging on to RM Unify

Enter your usual school logon and password:

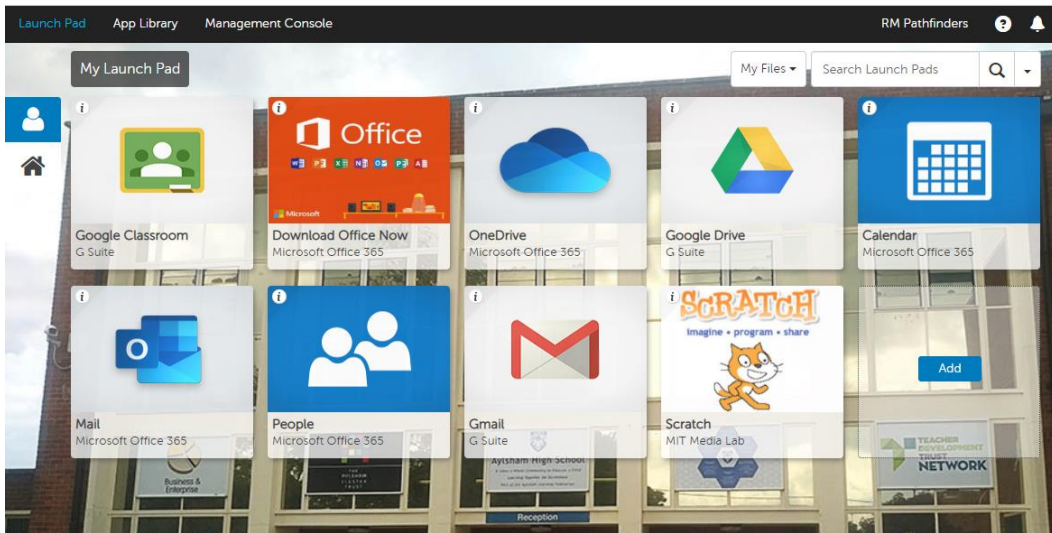This comprises your initial + surname + entry-year:

fsurname##

password

Clicking the blue **Sign in** button will start RM Unify.

Instructions for accessing RM Unify

4. Accessing files on Google Classroom

Once RM Unify is open, you can see the **Launch Pad** which gives access to Google Classroom and other useful tools such as Google Drive and Microsoft Office. The first time you sign in to Google Classroom you have to agree to various terms and conditions and select '**I am a student**'. This will then provide access to your classes.

Your computing class is your normal group e.g. **7M2** with a Co in the middle i.e. **7MCo2**

You will see a list of all of your classes
You can select any class individually by
hovering over the class name and clicking
the class when it is underlined.
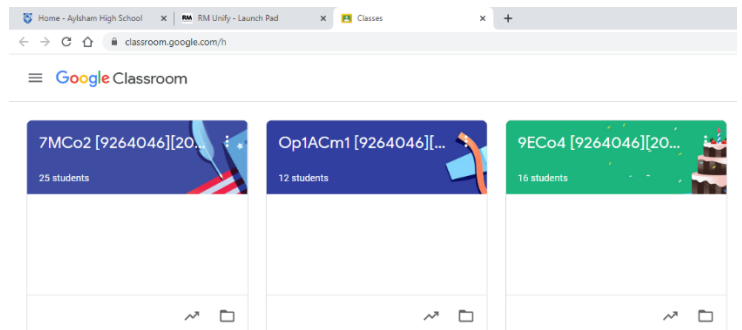
When you select a class, you will see the **Stream** tab. This shows the latest activity and posts from this class. Select the **Classwork** tab across the top and you will be able to access all of your notes and workbooks for each unit of work to support your learning.
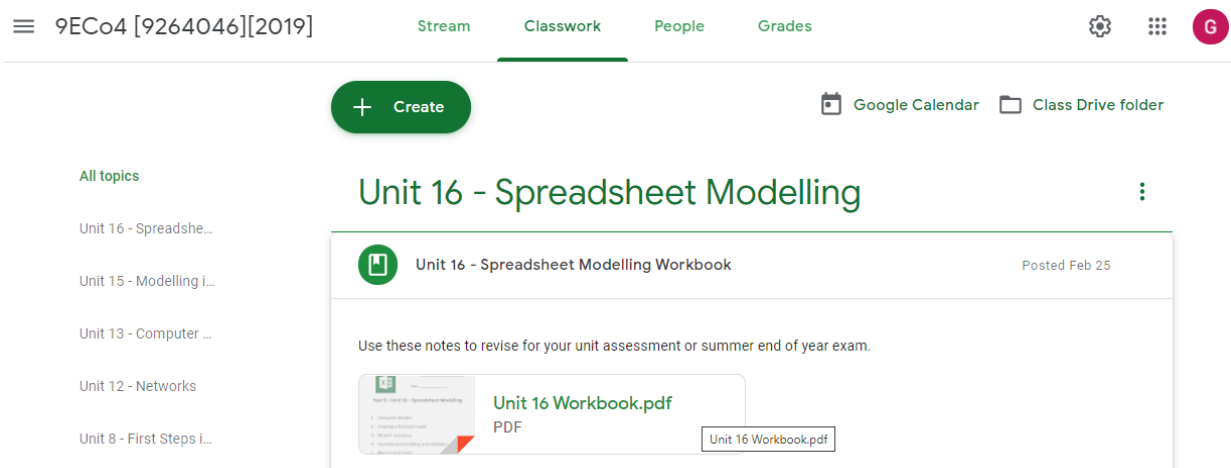
Instructions for accessing RM Unify

5. Editing or downloading files from Google Classroom

When you select a document, it opens up in the current window and you can view it. If it is a large file or you need to edit the file (i.e. if it is an assignment that needs to be returned), you need to select the **three dots** at the top right of the screen and select **Open in new window**.
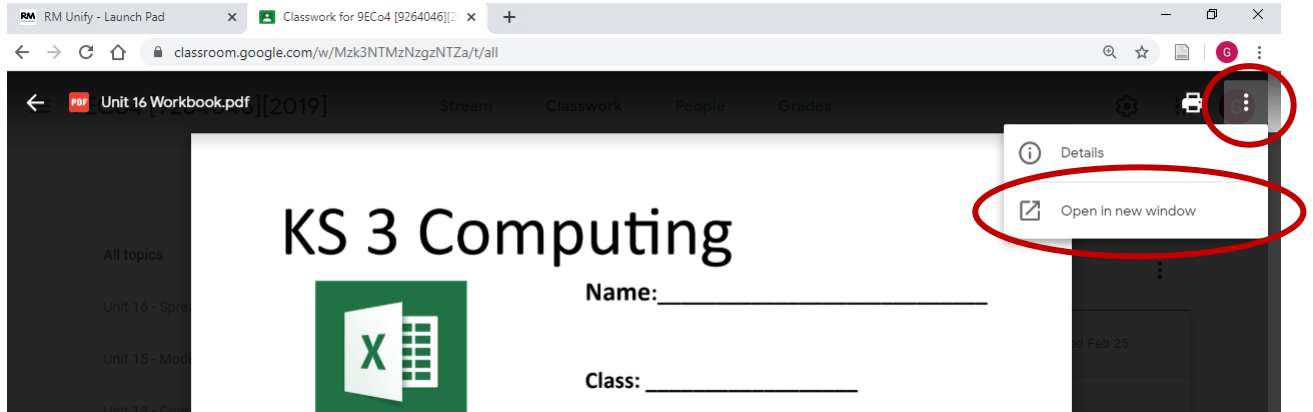
Once the file is open in the new window you have additional options to **Open with Google Docs** (you should be able to edit the file if it is a Microsoft Word file, for example) or you can download the file to your computer and access it directly with your own software. The file will be located in the Downloads folder of your computer.
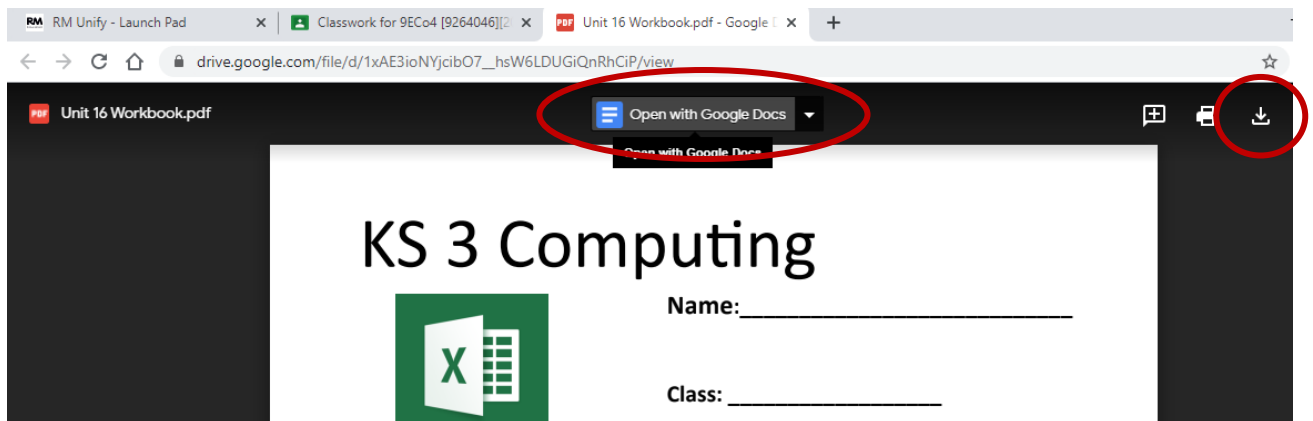

6. Returning Assignments or Documents to your Teacher

If your teacher sets an Assignment on Google Classroom, that means you are expected to return one or more documents back to them using Google Classroom. Google Classroom will automatically make a file (e.g. a Word Document) available to you with your name on it. You can either:

i)   Edit the file with Google Docs (Word) or Google Sheets (Excel) or Google Slides (PowerPoint) – this option will appear in the middle of the screen (see image above) and will allow you to do most things that Microsoft documents allow, such as adding text, adding numbers, adding formulas, inserting pictures etc.

When you have made your changes, Google automatically saves them. When you are finished, just close your document and select the Assignment in your Classwork tab and you can then choose to **Hand in** or **Turn in** your assignment (see image on next page).

Instructions for accessing RM Unify
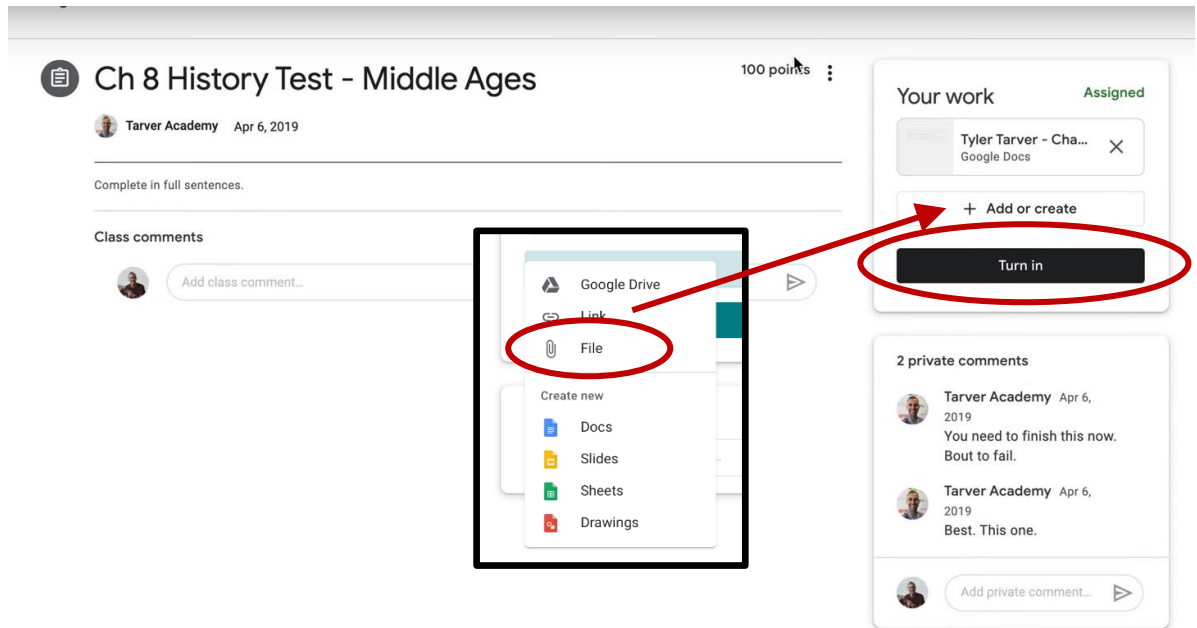
ii) Or you can download the file to your computer using the download icon at the top right-hand side of the screen (see image on previous page). You can then update your file using Word or Excel or PowerPoint on your own computer. The files you download are normally located in your **Downloads** folder on your computer. You can also download the Office 365 suite of programs for free from RM Unify.

Make sure you **save** your files when you have finished working on them or editing them. Now go back to Google Classroom and select the Assignment in your Classwork tab. Select the **+ Add or create** button (see image above) which opens the additional menu and select **File** to upload your file from your computer. Make sure you get the right file(s) with your name on. Select the **Hand in** or **Turn in** button to submit your assignment.

7. Signing Out of RM Unify and Google Classroom

When you have finished working, click your **initial** in the top right corner of the Google Classroom screen and **Sign out**. Select **Complete Sign Out** and close your web browser.