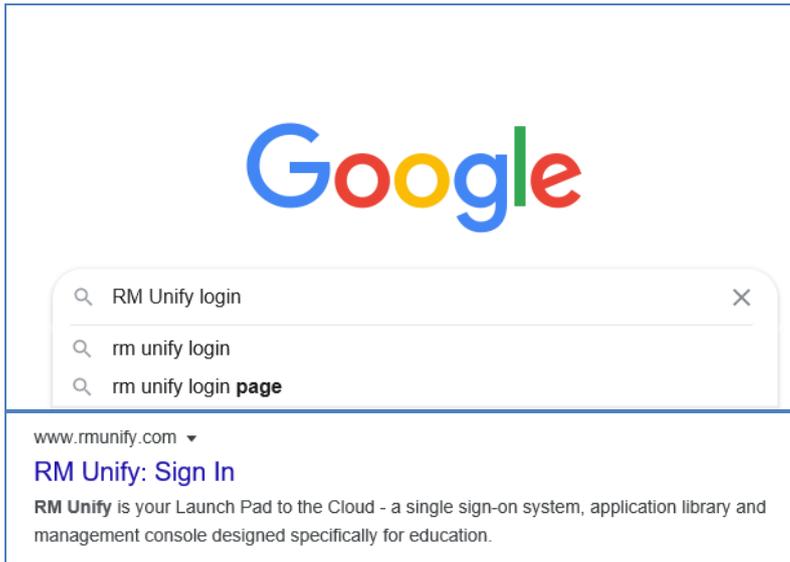
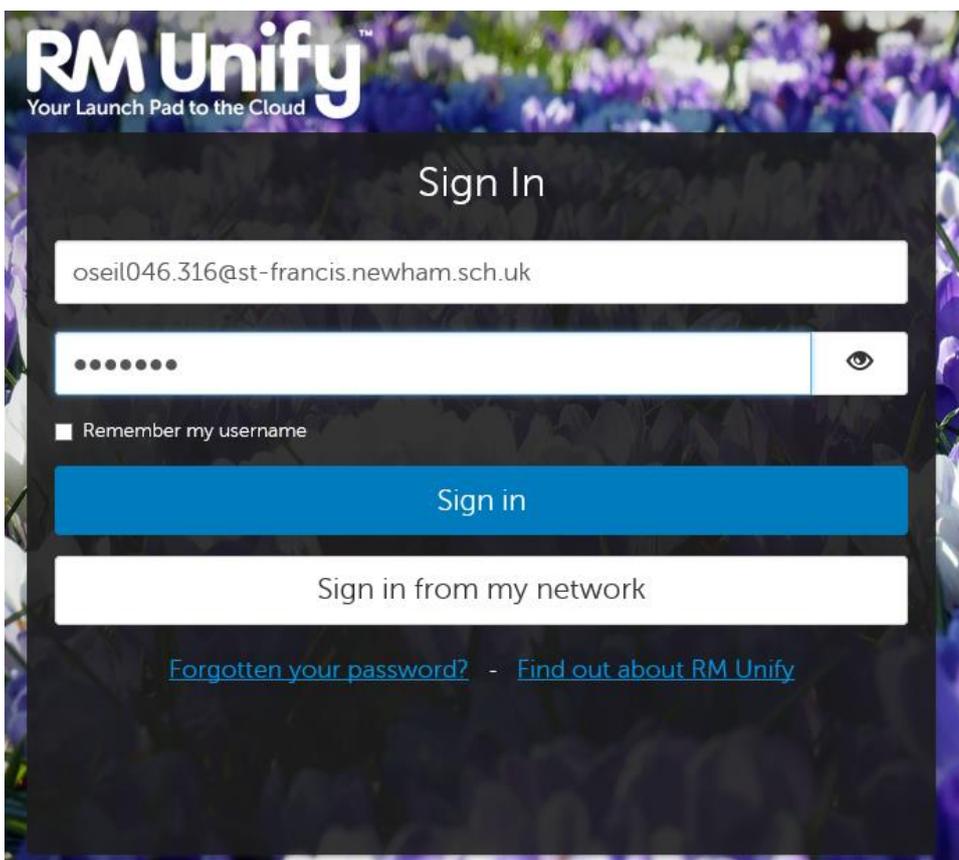


# Using Google Classroom for Pupils and Parents.

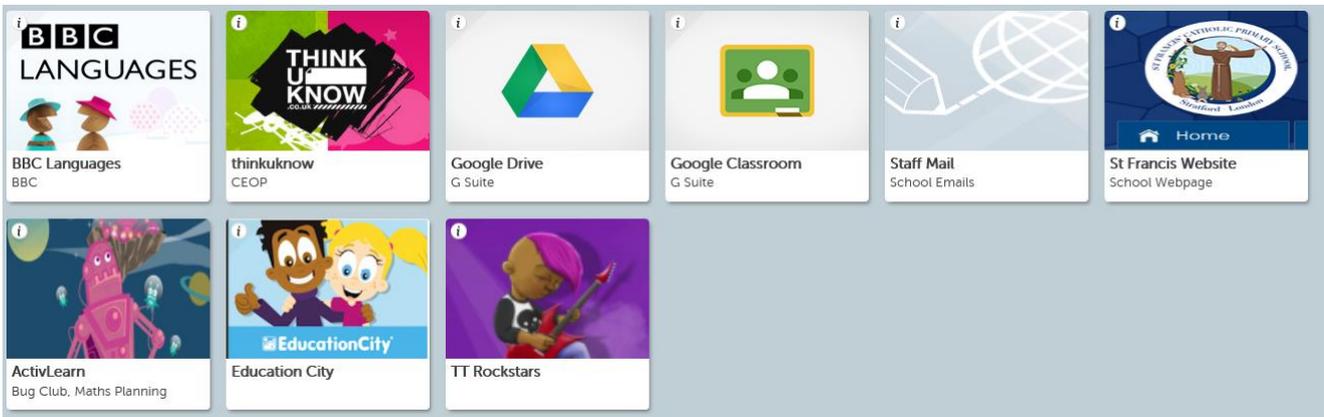


1) Search for RM Unify or go to [www.rmunify.com](http://www.rmunify.com)

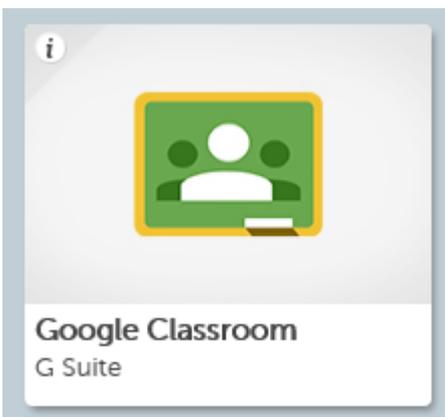


2) Type in the username followed by '@st-francis.newham.sch.uk.' Then type in the password.

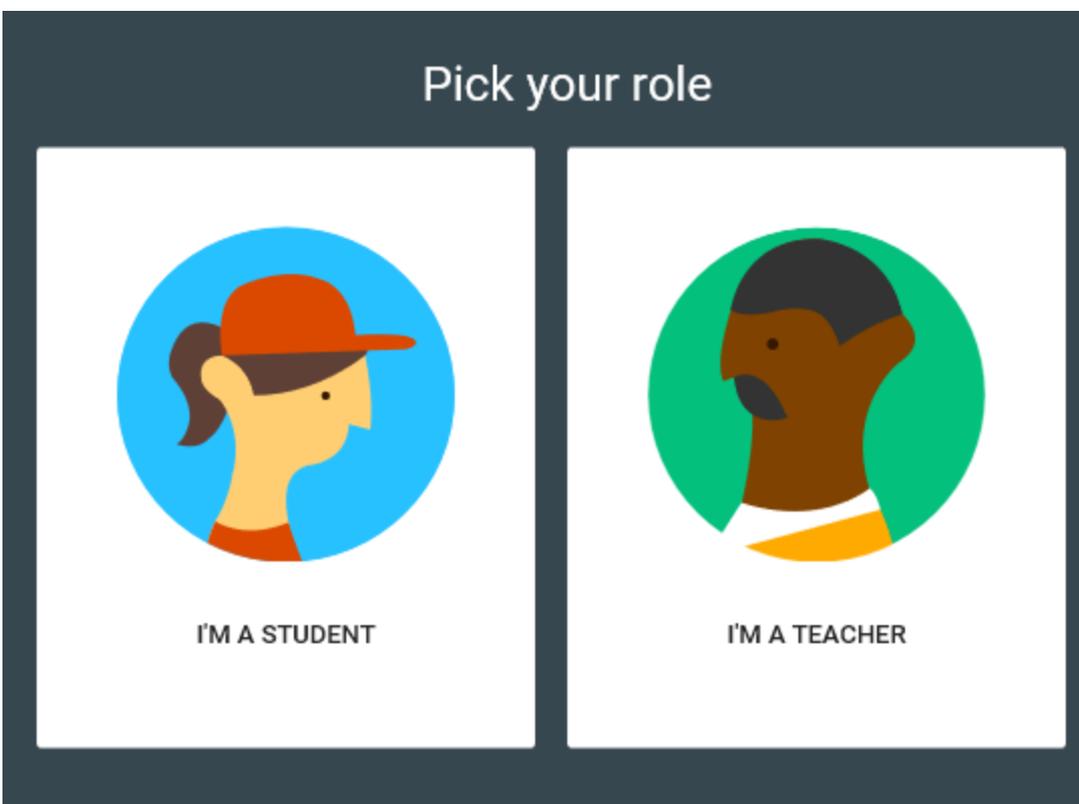
Ensure the username and passwords are typed in exactly as they are shown, making sure to not confuse zero '0' for the letter 'o' or a capital letter 'O'. Always include a hyphen '-' between 'st' and 'francis' and all the full stops '316' & 'newham.sch.uk'



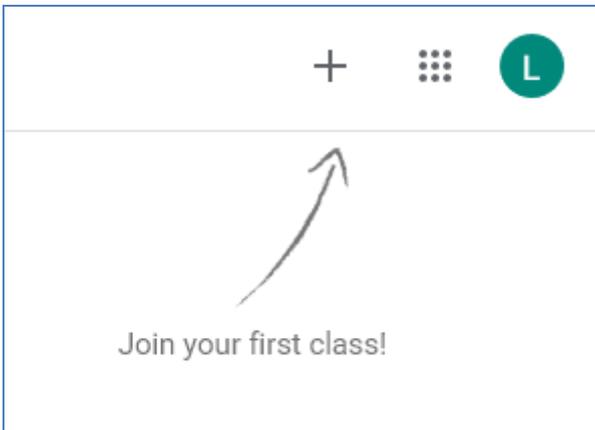
3) Agree to the cookies and the terms and conditions, you will then see the screen above which includes some useful links.



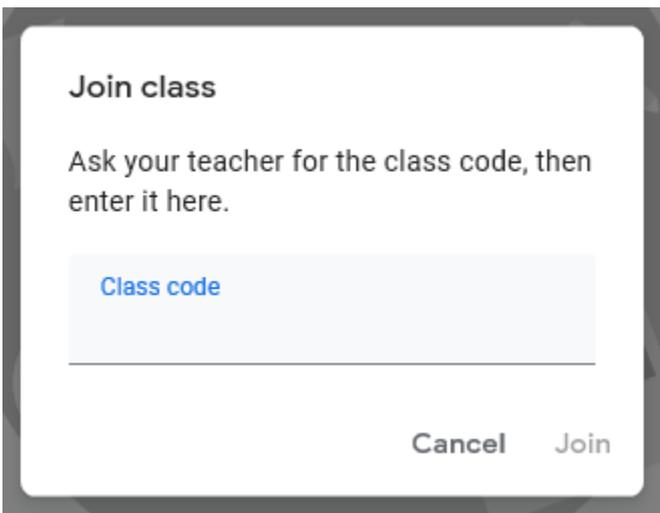
4) Click on the *Google Classroom* button.



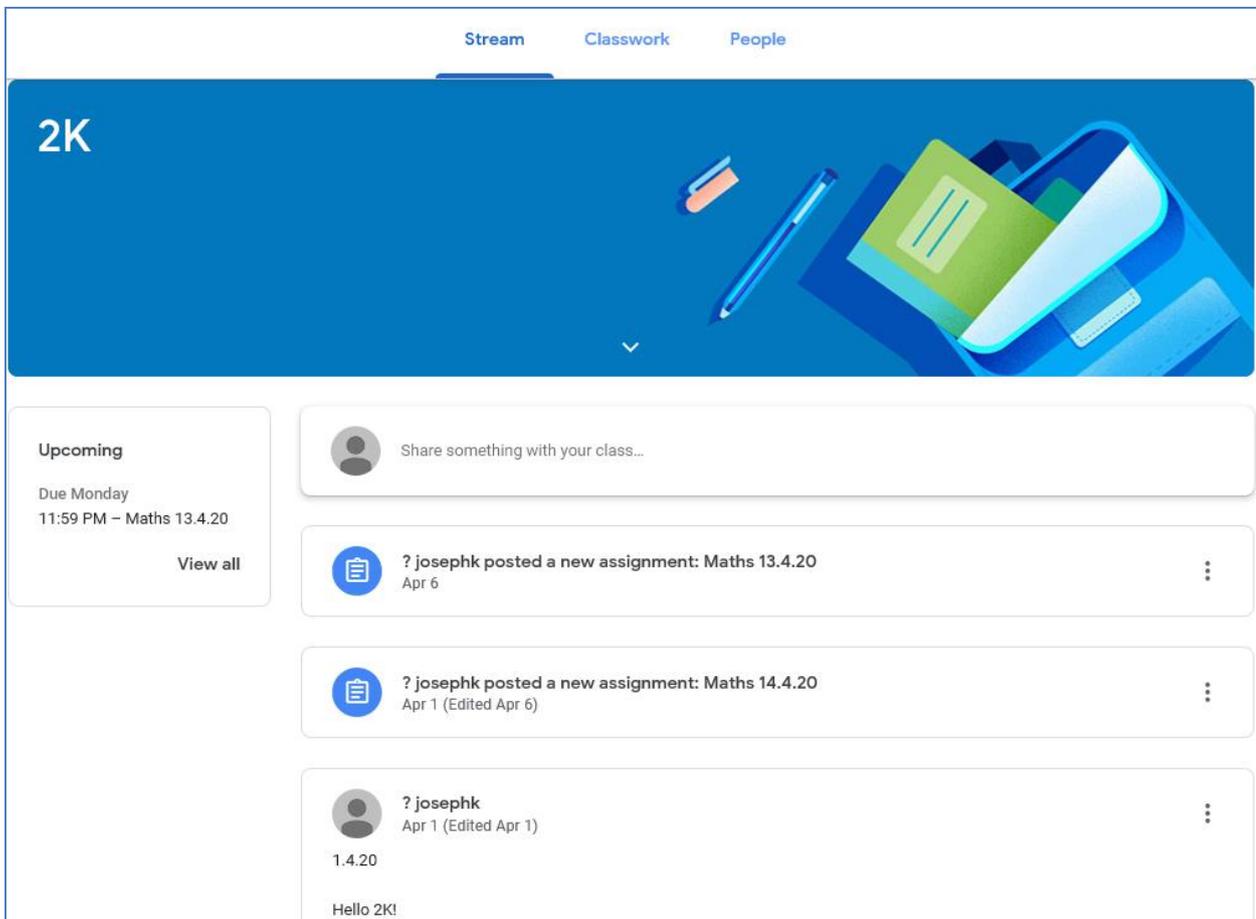
5) Select Student.



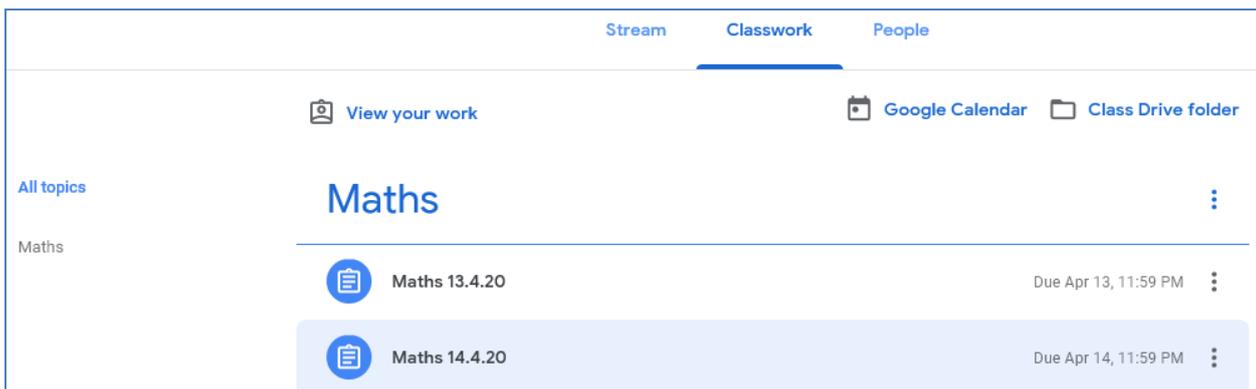
6) Look at the top right. You will see a +. Click on this to join a class.



7) Then type in the class code you have been sent; making sure it is typed in exactly as it is shown.



8) You will then see the class stream. This is like a homepage for the class. Here there might be messages from the class teacher and updates about the work that has been set.



9) At the top, in the middle, there is a tab called 'classwork.' Click on this to see what classwork has been set by the class teacher.

The screenshot shows a 'Maths' assignment page. At the top, the title 'Maths' is displayed in blue. Below it, a header bar contains a document icon, the assignment title 'Maths 13.4.20', and the due date 'Due Apr 13, 11:59 PM'. The main content area shows the assignment was 'Posted Apr 6' and is 'Assigned'. Instructions read: 'Go through the slides. Then answer the questions in the document, C1 is on the first page, C2 and 3 are on the second page. Turn in the document when you are done.' Two attachments are shown: a Google Slides presentation titled '13.4.20 Maths' with a thumbnail showing a date 'Monday 13th April 2020' and a learning objective 'LO: to explain the commutative law', and a Google Docs document. At the bottom, there is a 'View assignment' link.

10) Click on the assigned work to see what is included. There you will see instructions and some attachments. These attachments may be slides, which include information, explanations and questions or Google Docs which can be edited and typed on. Some attachments will be there to view and cannot be changed, while some you will be able to edit and submit.

The screenshot shows a toolbar from a document editor. It includes a line graph icon, a speech bubble icon, a 'TURN IN' button, and a blue 'Share' button with a person icon. Below this, there are icons for a list, a crossed-out pencil, a pencil icon labeled 'Editing', a dropdown arrow, and an upward-pointing arrow.

11) Any work that needs to be completed can then be 'turned in' by clicking the 'turn in' button in the top right. The class teacher will then be able to see the work you have turned in.