Tier 2 Remote Learning How To Guide

Step 1 Logging into RM Unify

All students have a network account on the school's computer network.

They use these log in details when they are in school so should be used to accessing RM Unify. Their username is in the format of **{year they started at KEVICC}InitialSurname**.

Eg: **20JBloggs** (for Joe Bloggs in Year 7 for example).

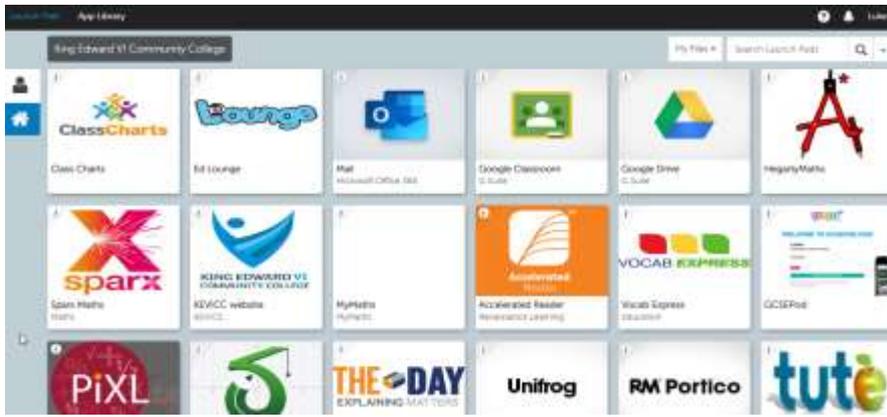Follow these instructions below to log into RM Unify:

1. Go to school website: www.https://www.kingedwardvi.devon.sch.uk/
2. Click on **"USEFUL LINKS"** (this is on the right hand side of the page about ¾ of the way up) and click on "RM UNIFY"

3. You should then see the RM Unify window below:

4. Student enters their **Username** and **Password** (they should know this as they use it when logging on in school). If they have forgotten their password, please email:

    logins@kingedwardvi.devon.sch.uk for a password reset by one of the Network Team.

5. Once logged in, all the learning resources will be available on the **Launchpad** including Google Classroom, and other education apps that teachers may use as part of their remote learning offer. The screen looks like the image below:
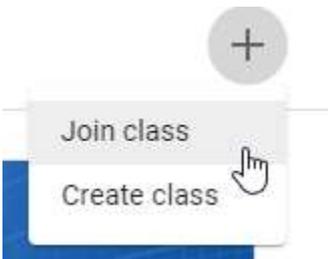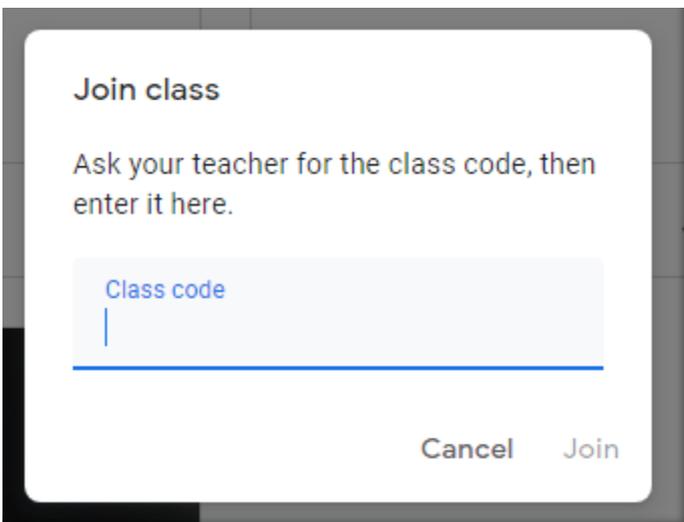
Step 2 How to Access Google Classroom

Find the "**Google Classroom**" tile in the RM Unify Launchpad. It looks like this:

After clicking, select "**Join Class**" from the + symbol.

The following box appears

Enter the code that your teacher has provided and you will get access to the resources they have prepared and uploaded for you.
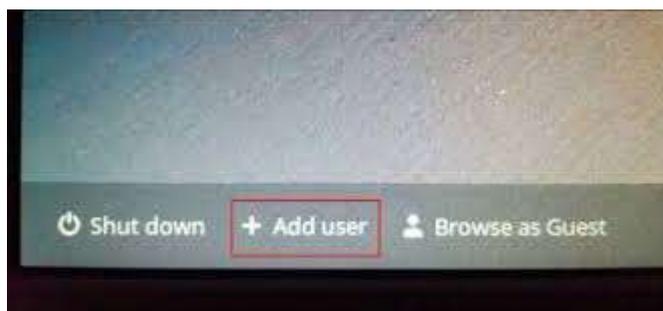
Students will be able to access their daily lessons via Google Classroom. All Google Meet lessons will be accessed via Classroom too.

Our **Google Classroom Codes Directory** is available here. Our directory has all the codes for every class in college. You can find your class codes by looking them up in the directory, filtering by year group, subject and then teacher.

A note about logging on using a Chromebook

A number of students have their own Chromebooks but experience difficulty logging into RM Unify. This is because they are using a personal email account (joe.bloggs@gmail.com) instead of their school email account.

When using a Chromebook for school, you will need to click "**Add Person**", found at the bottom of the screen before you log in. You can call this account something clearly recognisable to help them know which account to log on to when opening the Chromebook (something like "School Account").

Please be aware that different versions of Chromebook may alter the wording to "add user" and have it in a different location on the screen.

Once the school account details are added and the student has logged on through their school account, the Chromebook will allow full access to all the resources on RM Unify. The student can then log in to their school Google Account using the instructions above.

RM Unify on a phone

Although RM Unify does work on a phone, it can be very difficult to get working correctly depending on the manufacturer or phone type. Please contact us for more information, but we can't guarantee to resolve your problem on a phone. We suggest that all remote learning be done on a comfortable keyboard with good posture and screen size to avoid eye strain if your child is unable to do this please contact the school.

If you have any questions or require help with logging into RM Unify, please email the logins email and we will respond as soon as we can to help resolve your issue.

logins@kingedwardvi.devon.sch.uk