

Tier 2 Remote Learning How To Guide

Logging into Google Apps for Online Learning

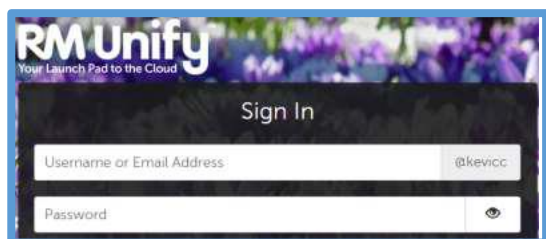
Students will need to log in to **RM Unify** first, before accessing their Google Education Apps. This is for safeguarding. Students cannot access Google Apps without logging into RM Unify initially.

Follow these instructions below to log into RM Unify:

1. Go to school **website**: [www.https://www.kingedwardvi.devon.sch.uk/](https://www.kingedwardvi.devon.sch.uk/)
2. Click on **“USEFUL LINKS”** (this is on the right hand side of the page) and then click on **“RM UNIFY”**



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



4. Enter your **Username** and **Password**. These are the same login details you use when you are in school to log into the college network. Your username is in the format of:

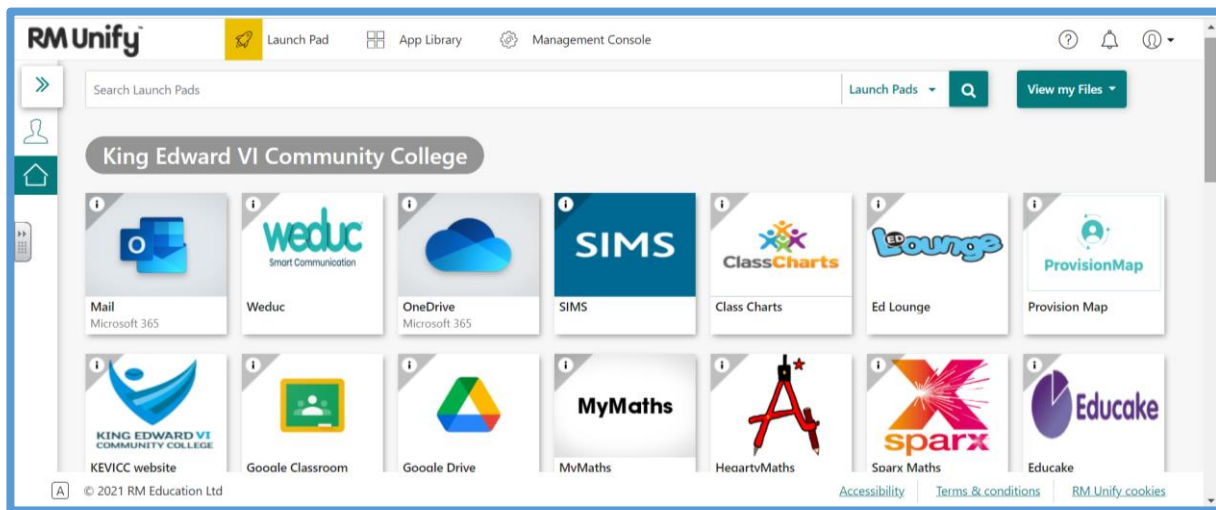
{year you started at KEVICC}InitialSurname.

Eg: **21JBloggs** (for Joe Bloggs in Year 7 for example).

If you have forgotten your password, please email:

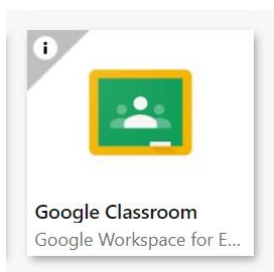
logins@kingedwardvi.devon.sch.uk for a password **reset** by one of the Network Team.

5. Once logged in, all Google Apps and other learning resources will be available on the Launchpad. The screen looks like the image below:



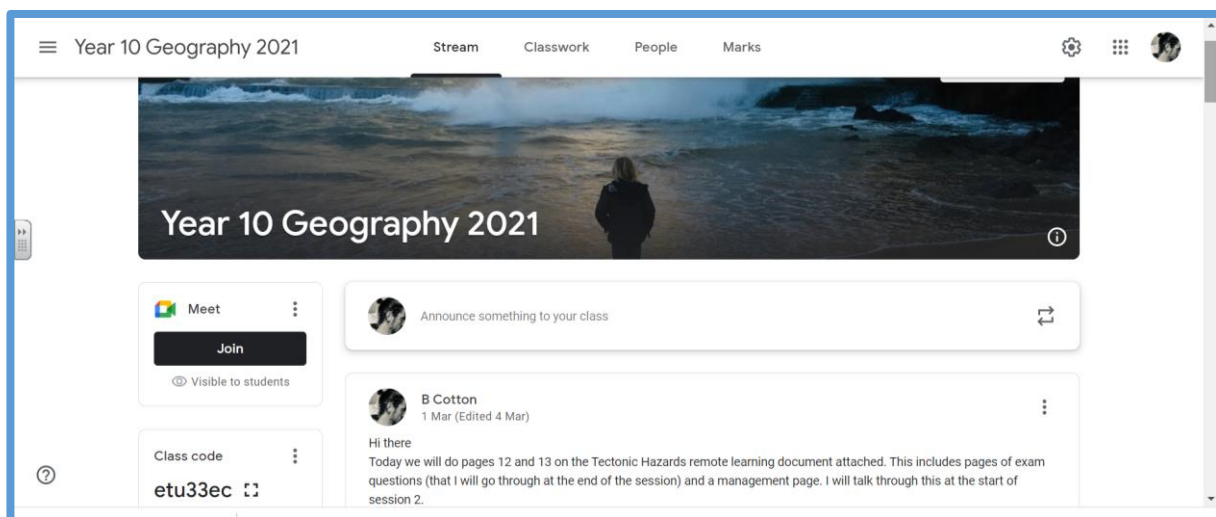
How to Access Google Classroom

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



Your relevant Classrooms for each of your **subjects** will then appear. If you haven't joined them yet, you will need to. Click on “**Join**”.

All Classrooms look like this. Links to your video lessons (i.e. Google Meets), teacher resources and assignments are found in your Classrooms.



NOTE: All remote lessons will involve a **live video component** from your teacher, this might be an introduction, some explanation or some modelling. To access this click on the “**Join**” button in the Meet box on the left side of the Classroom.