



Staff Online Home Learning Guide

You can log into RM Unify by clicking on the link: <https://littleilford.rmunify.com/>

If you are having problems: Click on the link, fill in the details and someone will be able to help you. (Make sure you are signed into your School Google account- via RM unify)

<https://docs.google.com/spreadsheets/d/1I7rYPVVSJQRj0PVGmUJYjkL9KF2JvadwfPhVCq1aznIQ/edit?usp=sharing>

Google Classroom:



1. You can log into Google classroom by clicking on the link:

<https://littleilford.rmunify.com/>

Enter your email address and password you use to logon. This will take you to the RM Unify Homepage.

2. To create a new class go to Google Classroom and top right hand corner click on the + icon, create class. Fill in the details- name of class, subject etc.

3. The class will be generated. Share the code with student via SMHW/ during lesson.
NOTE: Students go to google classroom, top right corner and click on the + icon they will select the join class option.

4. Before uploading work via Google Classroom, go to the top right hand corner, **settings**  scroll down till you see General stream, and select only teachers can post or  comment(see below). Don't forget to click on save

5. You can now post content. See below for further instructions.

Google Classroom Overview

Go to classwork [Stream](#) [Classwork](#) [People](#) [Grades](#)

Select type of activity

- + Create
- Assignment
- Quiz assignment
- Question
- Material
- Reuse post
- Topic

Assignment Allows for individual worksheets to be delivered for each student part of the class

Quiz- Google form

Question: post a question and students can respond

Material- reading material such as PPT, PDFs, web links, tutorials/ videos (students cannot edit the file/ resource)

Re use post- use an assignment from another class

Topic - create a menu on the left hand side

8

Adding an Assignment

Go to classwork [Stream](#) [Classwork](#) [People](#) [Grades](#)

Select type of activity

- + Create
- Assignment
- Quiz assignment
- Question
- Material
- Reuse post
- Topic

Assignment

Title

Instructions (optional)

Add + Create

- Google Drive
- Link
- File
- YouTube

Select assignment. Complete onscreen instructions and click on the add icon- google drive and select the file. Once the file has been added you will have an option to adjust the settings. Click on make a copy for each student. This will ensure each student receives the worksheet

Don't forget to click on post once you have filled in all the sections

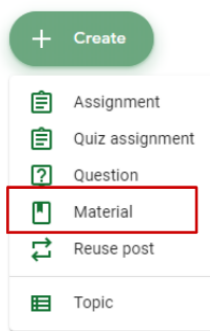
Year 8 Introduction to Business Studies Project
Google Slides

Students can view file
Students can edit file
Make a copy for each student

Adding Materials

Go to classwork **Stream** Classwork People Grades

Select type of activity



+ Create

- Assignment
- Quiz assignment
- Question
- Material**
- Reuse post
- Topic

Material

Title

Description (optional)

Add + Create

Post

For

7L7 New Cla... All students

Topic

No topic

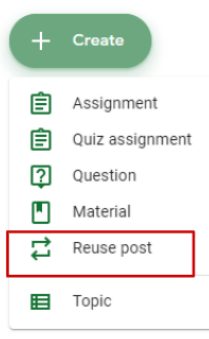
Complete on screen instructions.
Click on add to add the files of your choice.

Don't forget to click on post

Reusing a Post

Go to classwork **Stream** Classwork People Grades

Select type of activity



+ Create

- Assignment
- Quiz assignment
- Question
- Material
- Reuse post**
- Topic

Select class → Select post → REUSE

1. **Select Reuse post**
2. **Select a class**
3. **Select a post from that class which you would like to add to the current class**
4. **Then click on reuse**
5. *Don't forget to click on post*

How to create a Google Classroom

<https://support.google.com/edu/classroom/answer/6020273?co=GENIE.Platform%3DDesktop&hl=en>

How to control student access and sharing permissions

https://support.google.com/edu/classroom/answer/6099424?hl=en&ref_topic=9049977

Manage class settings

https://support.google.com/edu/classroom/answer/6076302?hl=en&ref_topic=9049977

Add a co- teacher

https://support.google.com/edu/classroom/answer/6190760?hl=en&ref_topic=9049977