

HOW TO ACCESS GOOGLE CLASSROOM

Robert Clack School Delivers Teaching and Learning using *Google Classroom* in association with *RM Unify* and *Microsoft Office365*



Information you need before you start

USERNAME: When you joined *Robert Clack School* you will have been provided with a username to log on to the school computers. If you are a student then your username will start with a number representing the year you joined at year 7 (e.g. a student called Alan Jones who joined at Year 7 in 2019 would have the username *19AJones*).

Consortium or Guest Students visiting from other Schools will have an NEC at the start of their username (e.g. *NECAJones*).

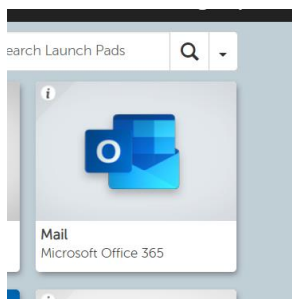
If you are unsure what your username is speak to your tutor at Robert Clack.

GOOGLE CLASSROOM LOGIN NAME: Is your School Email Address. Your School Email Address is your username@robertclack.co.uk (so Alan Jones will be 19AJones@robertclack.co.uk)

RM UNIFY LOGIN NAME: Is your username@robertclack (so Alan Jones will be 19AJones@robertclack)

PASSWORD: You will have been required to set a password **to allow you to log on to the school computers** along with your username. This password is the **same** one that you should enter for *Google Classroom*, *RM Unify* and *Office 365 Email*. If you have forgotten your school password then you or your parent-guardian can email cloudsupport@robertclack.co.uk and we will reset it for you.

ACCESSING YOUR SCHOOL EMAIL: The School Email System is *Microsoft Office 365* and **not Gmail**. To access your School Emails, you must log on to RM Unify first and then select the *Microsoft O365* mail app from the Unify Launchpad (See image below).



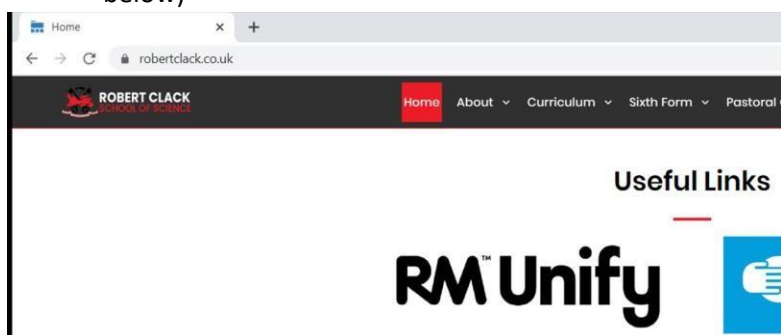
How to log on to Google Classroom

There are two primary ways you can do this:

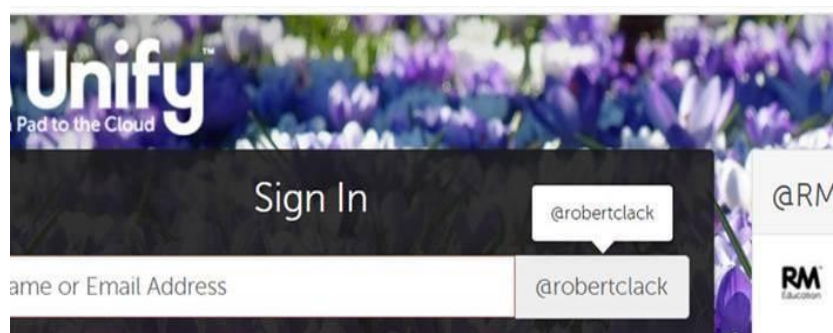
1. Logging on to *RM Unify* first **using a web browser** (Google Chrome, Microsoft Edge, Safari). This is the most common way to access Google Classroom when using PCs and Laptops.
2. **The Google Classroom App** via a Smartphone or Tablet device

RM Unify using the web browser on a PC or Laptop

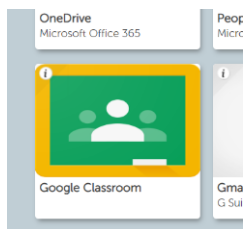
- Go to the School Website www.robertclack.co.uk
- Scroll to the bottom of the Main Page to Useful Links and click the *RM Unify* link (see image below)



- The Robert Clack School *RM Unify* Page is identified by having the School Domain Name **@robertclack** already preset in the username field (see below image). Here you just need to enter your school username (mentioned earlier). If you do not see the domain name listed then enter your username with the domain name at the end (e.g. **19AJones@robertclack**)



- Now enter your password in the password field.
- Once you log on to the *RM Unify* Launch Pad, click on the Google Classroom App (shown below) to be redirected to your *Google Classroom*. If this is the first time you are using *Google Classroom* away from School you may need to enter your **school** email address mentioned earlier in this document.



If you are already logged into another (personal) google account when you connect then you may encounter problems viewing your classroom area. The following information will help you resolve this issue

<https://support.google.com/accounts/answer/1721977?co=GENIE.Platform%3DAndroid&o%20co=1>

If you have problems logging into RM Unify or Classroom you can email the support team at cloudsupport@robertclack.co.uk

Using the Google Classroom smartphone App

The instructions for installing the app on an Android or iPhone device can be found here:

<https://support.google.com/edu/classroom/answer/6118412?hl=en>

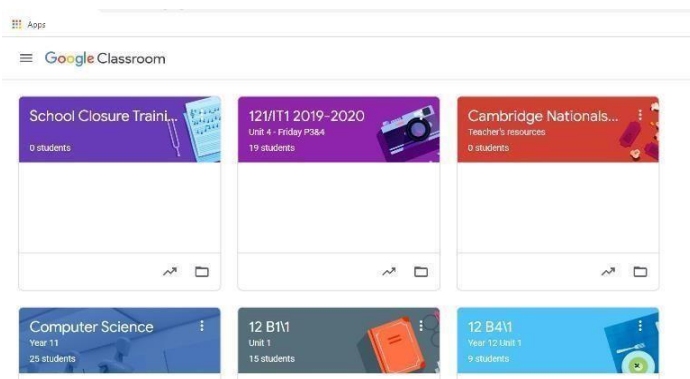
- You need to sign in to the classroom app with your **School Email Address** and **Password** (as mentioned earlier in this document)
- If you are redirected to *RM Unify* to log on then enter your **RM Unify Login Name** and **Password** (as mentioned earlier in this document). Ensure that you tick the box to remember your login details

If you are already logged into another (personal) google account when you connect then you may encounter problems viewing your classroom area. The following information will help you resolve this issue

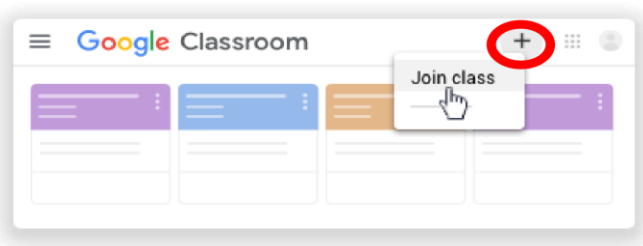
<https://support.google.com/accounts/answer/1721977?co=GENIE.Platform%3DAndroid&o%20co=1>

Getting Started in Google Classroom including adding Class Codes

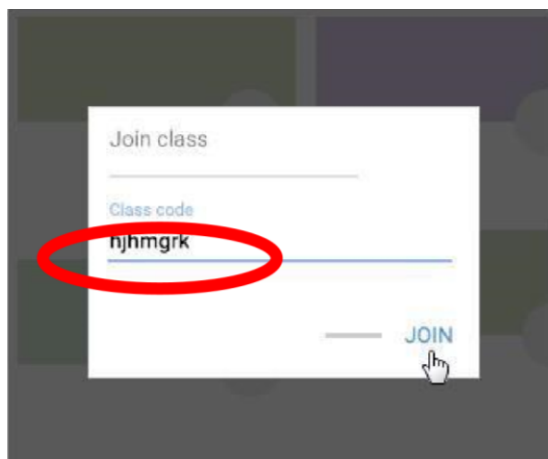
- Once you have logged in you will be shown a list of all your classes. Click on the class you want to open (See Image below)



If you need to add another classroom press the + symbol and select Join class.



Add the Class Code that you require (see image below) then click "Join". **A list of the current Class Codes can be found by clicking [here](#)**



If you have any questions regarding the information in this document or you are having issues with access to RM Unify, Google Classroom or Office 365 Email you or your parent-guardian can email cloudsupport@robertclack.co.uk and we will assist you.