

Accessing Google Classroom

Go to website: www.rmunify.com

Enter username and password. (This will be in your child's school diary.)

This will take you to the Glow homepage. There will be various tiles to different apps and websites. Look for the 'Google Classroom' tile.



Click on it and it should direct you to Google Classroom.

You may need to choose which classroom to enter – click on your current class, e.g. P5/6 2020-2021.

Once you are in the classroom you can see all work under the 'Classwork' tab.

Accessing and Submitting Work

Viewing your task

Click on 'Classwork' tab.

Click on 'View your work' to see everything which is due or has been submitted. (You can choose what to see by clicking on the tabs on the left, for example to see only work which is due in soon, to see everything you have handed in or missed.)

Click on the specific item and click 'view assignment'. Details of the task or attachments can also be found here.

Once you have completed the task, either take a photograph of your work or have it saved so you can upload it. You can also type straight into files on the Google Drive by clicking 'Add or Create' at the top right hand side of the screen. This means your work won't be taking up space in your hard drive.

Submitting Evidence of your work:

When you are ready to hand in work, click 'Add or Create'. This will then give you the options below:

- Google Drive
- File
- Link

or Create new:

- Docs
- Slides
- Sheets
- Drawings

If you have saved your work to your computer or it's a photo on your phone, click 'File'. You will then have to find your file and click attach (alternatively, you can click and drag your file across).

Once it has uploaded, click 'Mark as Done'. This will submit your work to allow your teacher to view it.

Your work can then be viewed, marked and edited by your teacher to provide feedback for you. Comments can be added, publically or privately for each submission.