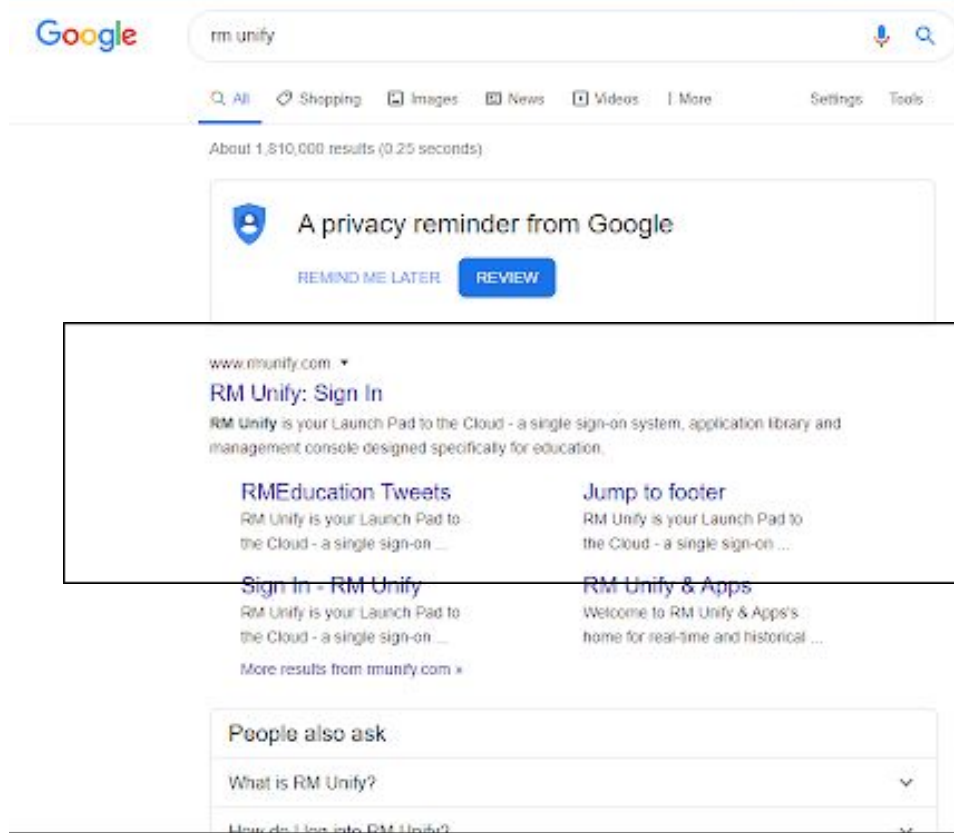


1) To access Google Classroom open google and type **RM Unify**



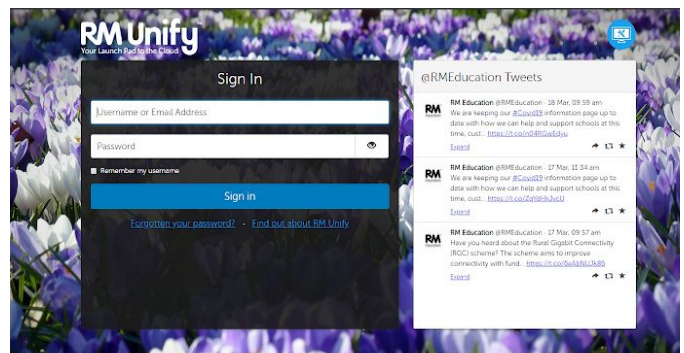
2) Sign in.

Your username is your @swale.at email address and your password is the one you use with the email address.

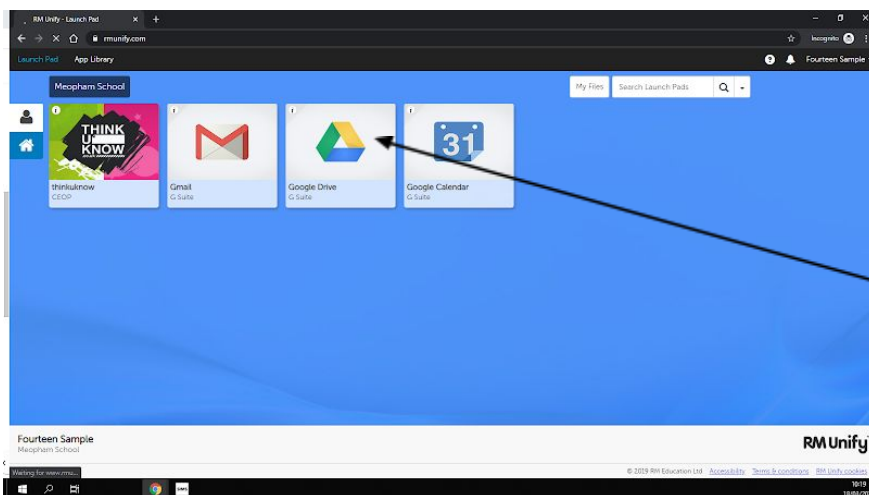
(any problems with your password email mss-password@swale.at)

If you are accessing this from a phone or tablet you will need the account to be authorised by Swale the first time you use it.

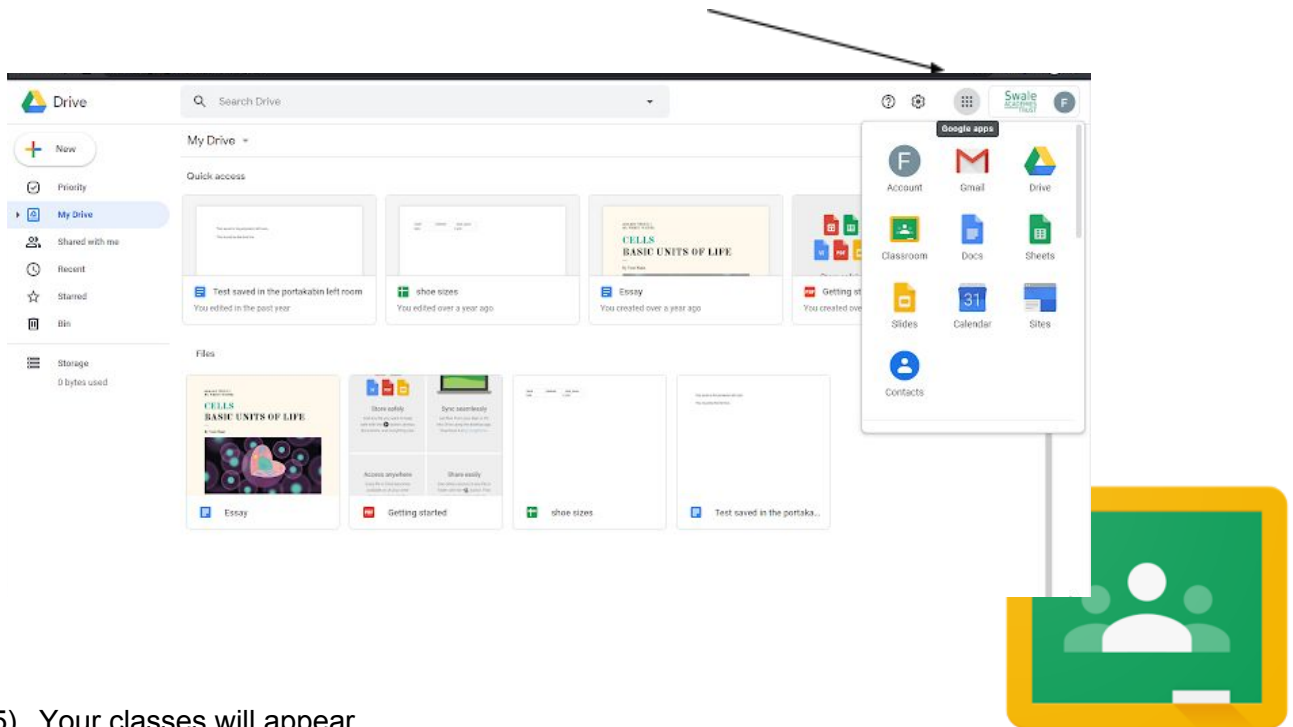
This process will be run daily so please be patient.



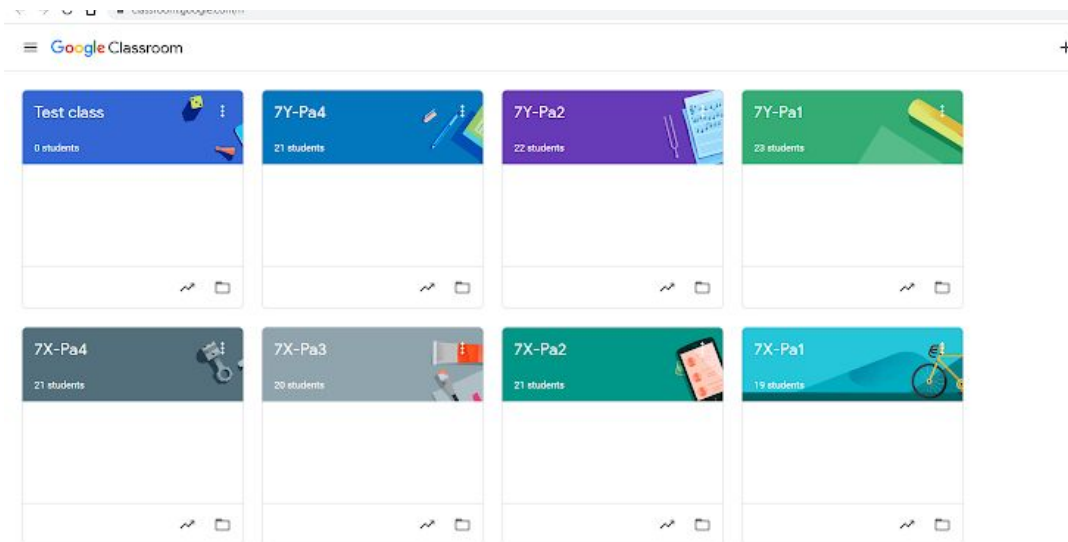
3) From here select Google Drive



4) Click on the 9 dots in the top right corner and choose the classroom.



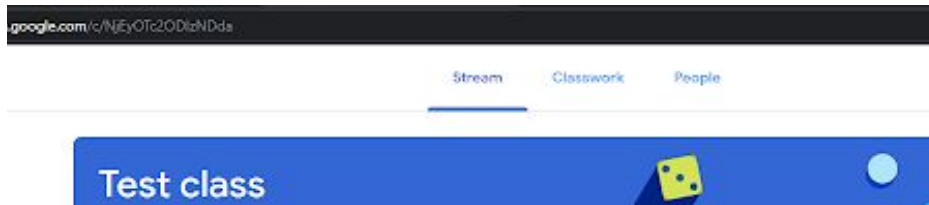
5) Your classes will appear.



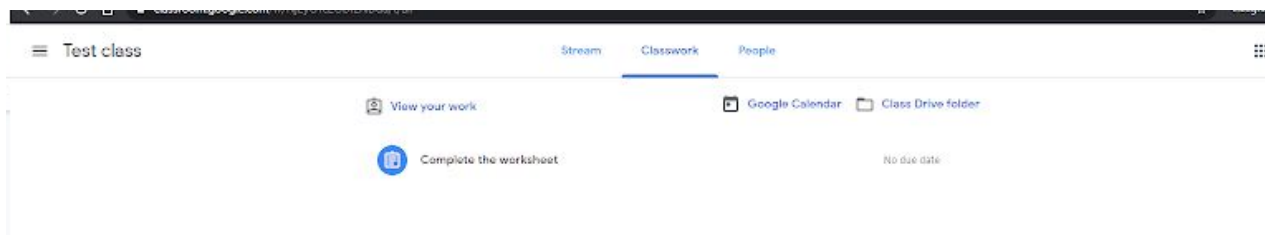
6) Click on the class you wish to access.

- 7) The stream tab is where you can ask questions and your class and teacher can communicate with you. It is like a 'Whatsapp group' Type what needs to be communicated then click "Post" in the bottom right. The teacher and all students will be able to see and comment on the post you have made and can comment:

**All comments are visible to the teacher even if you delete it.**



- 8) The classwork tab is where you will find your work.

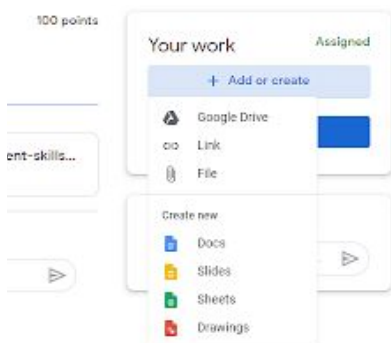
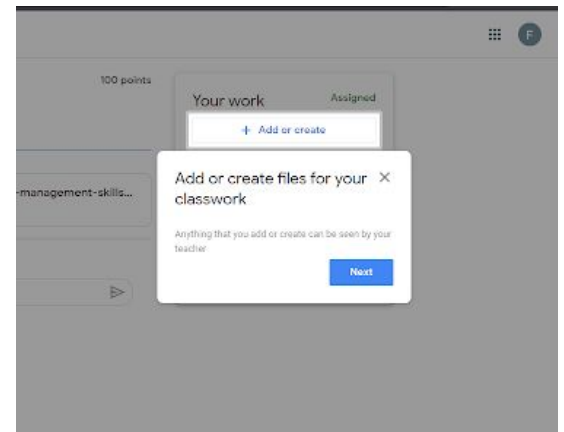


Click on the piece of work you are going to complete.

View assignment

It will ask if you want to add or create files for your classwork click Next

Then + Add or create



Docs = word document

Slides = PowerPoint

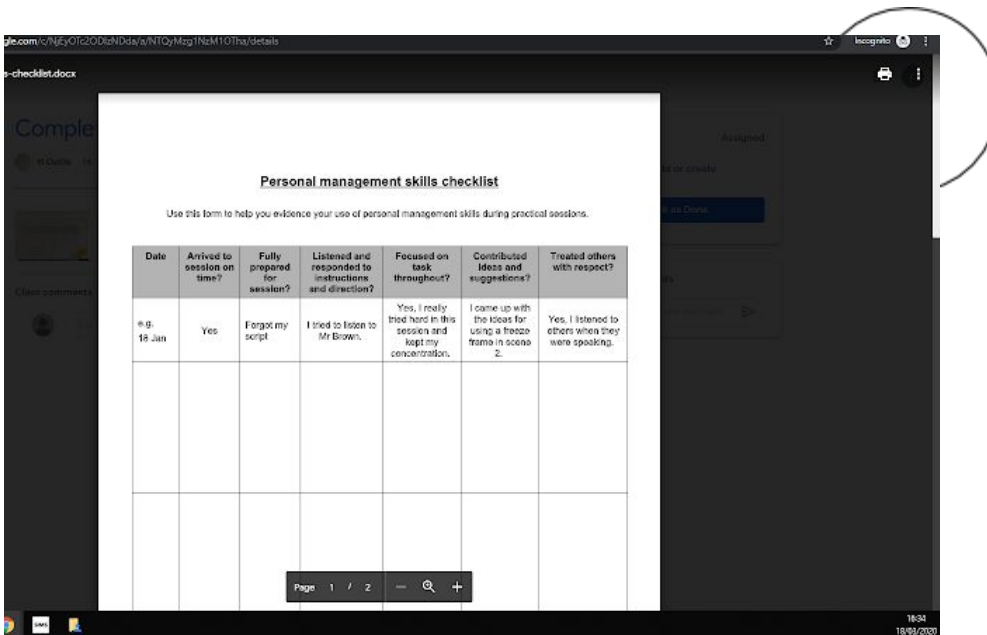
Sheets = Excel

Drawing = Paint

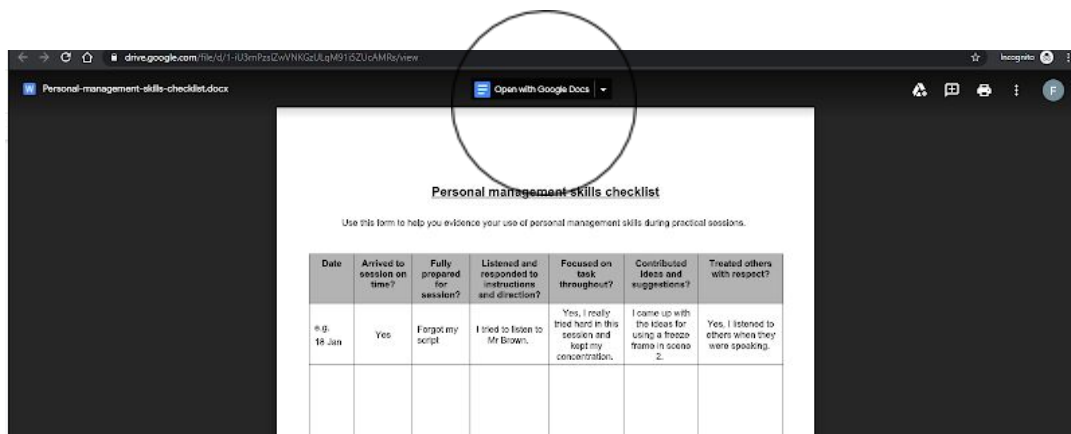
You can skip this and just open a microsoft word document to work in.

9) If there is a worksheet to complete, click on it.

You might need to click on the 3 dots in the top right hand corner and select open in new window (if it is new)



Select the little arrow which allows you to open it in docs, slides or sheets



Save to your area by clicking on the drive symbol by the name of the document at the top. You will then be able to edit the document directly.

Google will automatically save it.

If your teacher has set it as a worksheet per student, to be completed. You can click it and it will open automatically.

10) When you have completed the work and wish to hand it in. Go into your class. Go to the classwork area.

