

# How to use our Google Classroom for parents and pupils?

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

**Note:** your child will need their RM Unify log-in details to complete the steps below. If they can't remember these log-in details, please check in your child's planner.

## The Google Classroom app can be downloaded for free from the Apple App store or Google Play Store using an Smartphone or tablet.

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their G Suite for Education account using your RM Unify account

- Then click on your class

## Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to <https://lutleydudley.rmunify.com>

- Log in to their RM Unify account

- Click the Google Classroom tile

- Then click on your class

## How to get and hand in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)

- Click 'Classwork'

- Click on an assignment, then 'View assignment'

- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work

Once they've finished, click 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

## How to hand in work (mobile devices – Android or iOS)

Your child needs to:

Open the Google Classroom app

Tap on their class, then 'Classwork' (at the bottom)

Tap on an assignment, then the arrow at the bottom

Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work

Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.