

How to access Remote Learning

Quick Access Guide

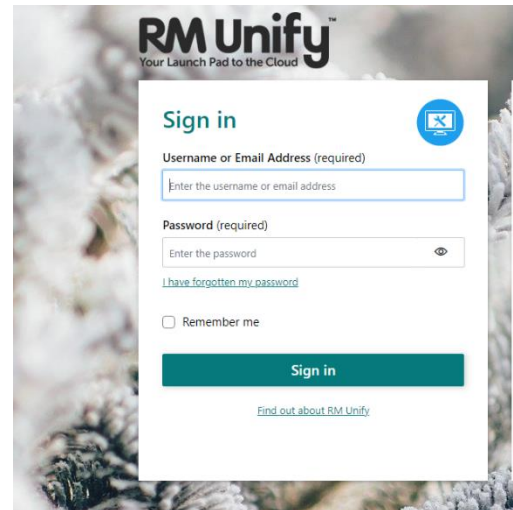
1. Access RM Unify

STEP 1 – Search www.RMUnify.com or go to the school website www.exeterschool.co.uk and find link in parent zone.

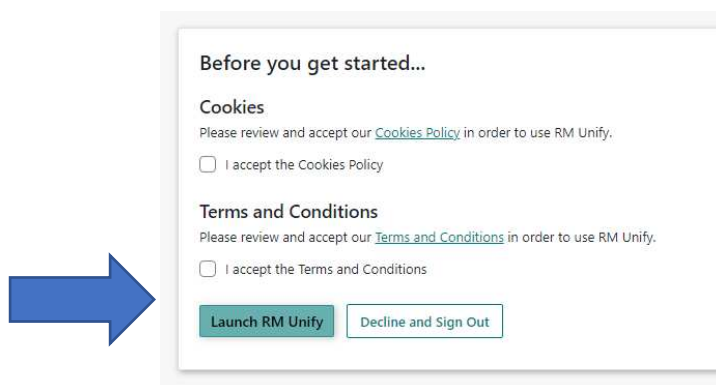
STEP 2 – Sign in using log in and password sent by class teacher. (contact your teacher via dojo if you have not received.)

Please note – if you have downloaded the TEAMS App and it does not recognise username, add .com to the end.

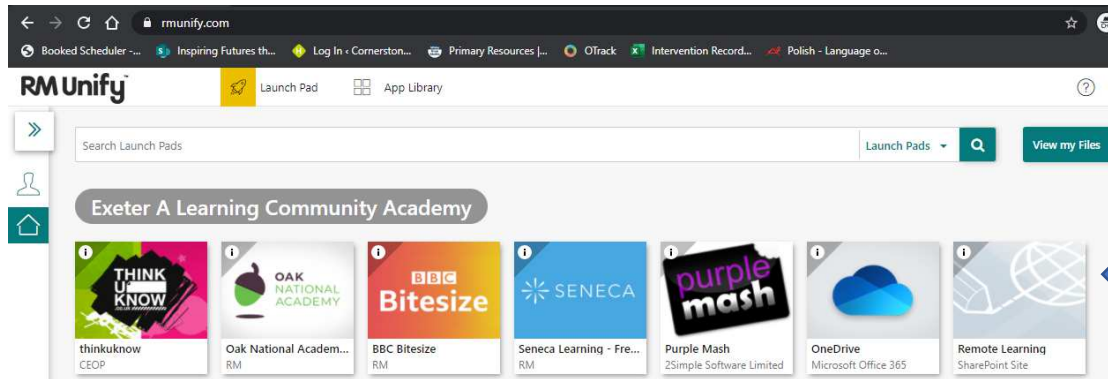
This works best through Chrome, especially if working from a tablet.



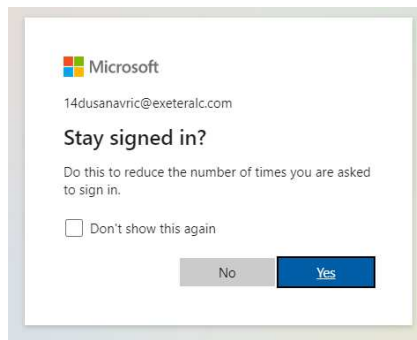
STEP 3 – Tick both statements and then click 'Launch RM Unify'



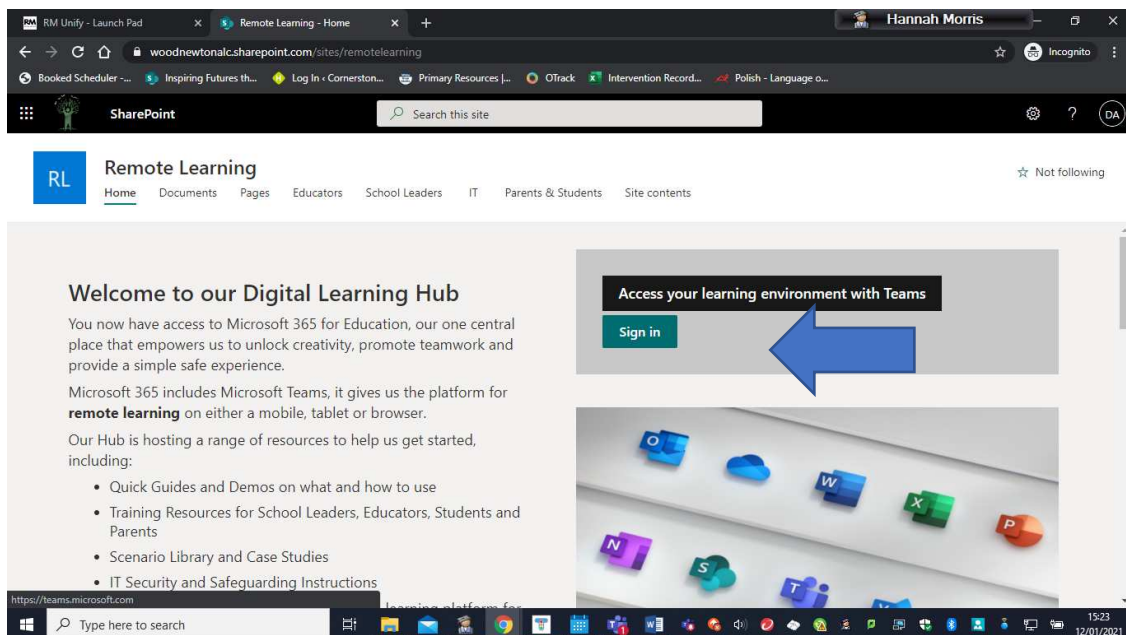
STEP 4 - Click on remote learning tile



STEP 5 – Click yes when asked to stay signed in



STEP 6 – Click Sign In

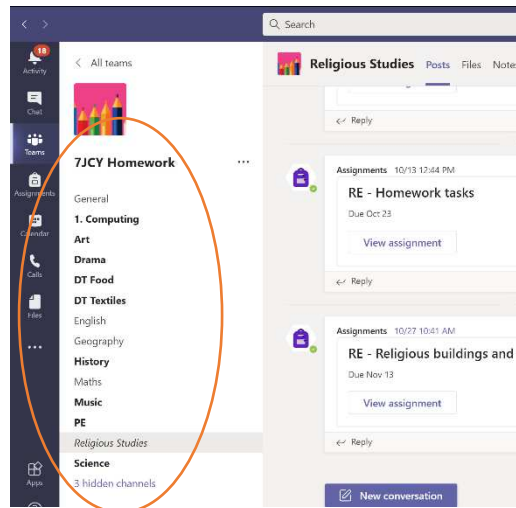


2. How to access live lessons

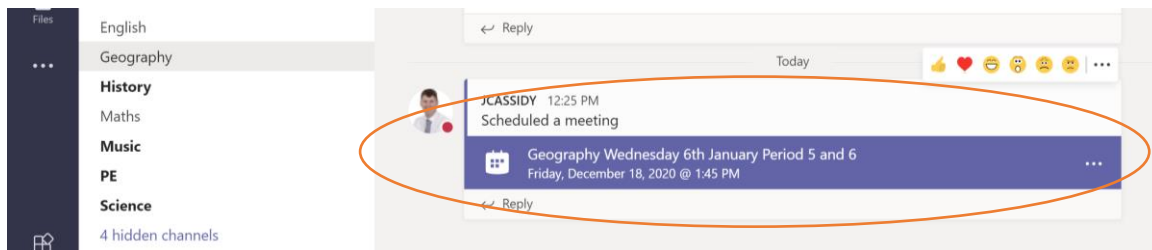
STEP 1 – Log on to Microsoft Teams

STEP 2 – Click on your Class / Form Group Team

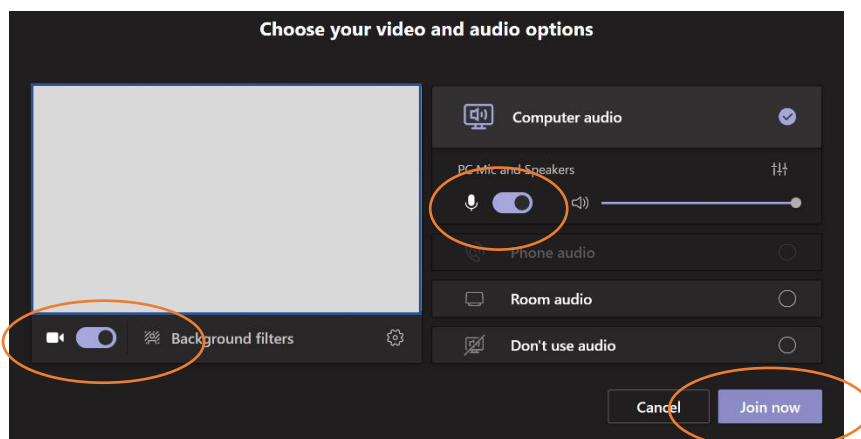
STEP 3 – Click on the relevant subject/channel page on the left-hand side of the screen



STEP 4 – Click on the scheduled meeting for your lesson. Check the date and time to make sure you are in the right place at the right time. Use your timetable to help you!



STEP 5 - Before you click 'join' make sure that your **camera and microphone are turned off**.

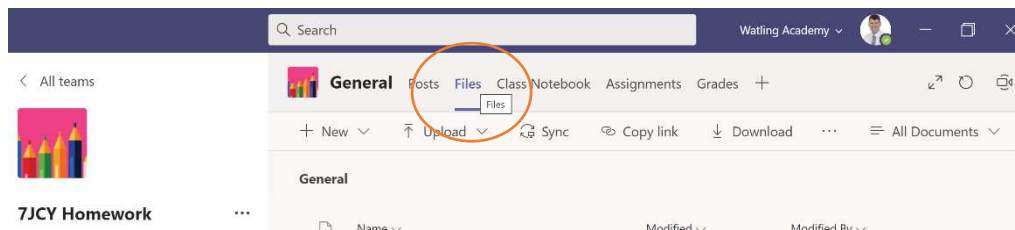


3. How to access Remote Learning Resources

STEP 1 – Log on to Microsoft Teams

STEP 2 – Click on your Form Group Team

STEP 3 – Click on 'files' from the option tab at the top of the screen



STEP 4 – Click on the folder you have been told to by your teacher.