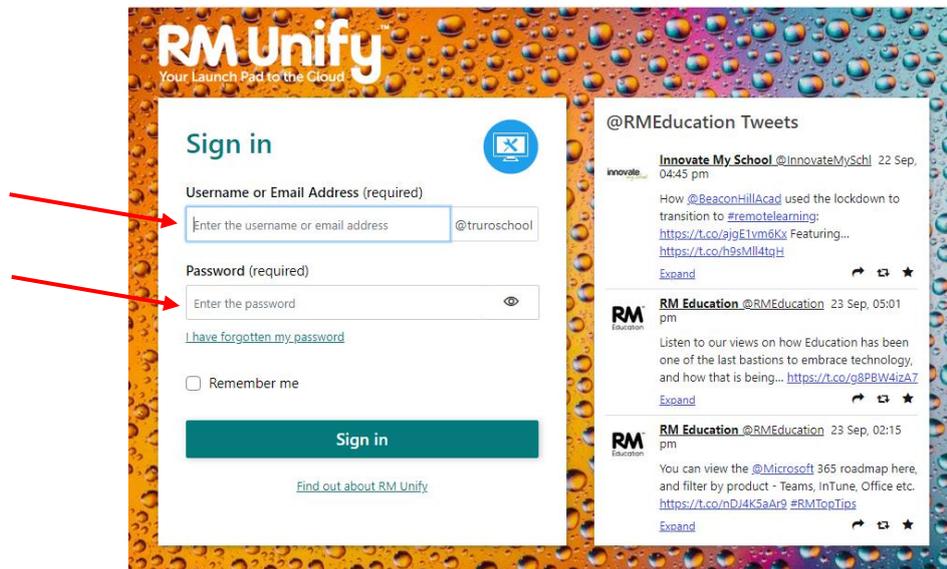


Logging on to RM Unify from home

1. Type the following address into the search bar of your browser, and then press enter.

Truroschool.com/unify

2. This will bring up the following page:



3. Enter your username and password in the boxes.

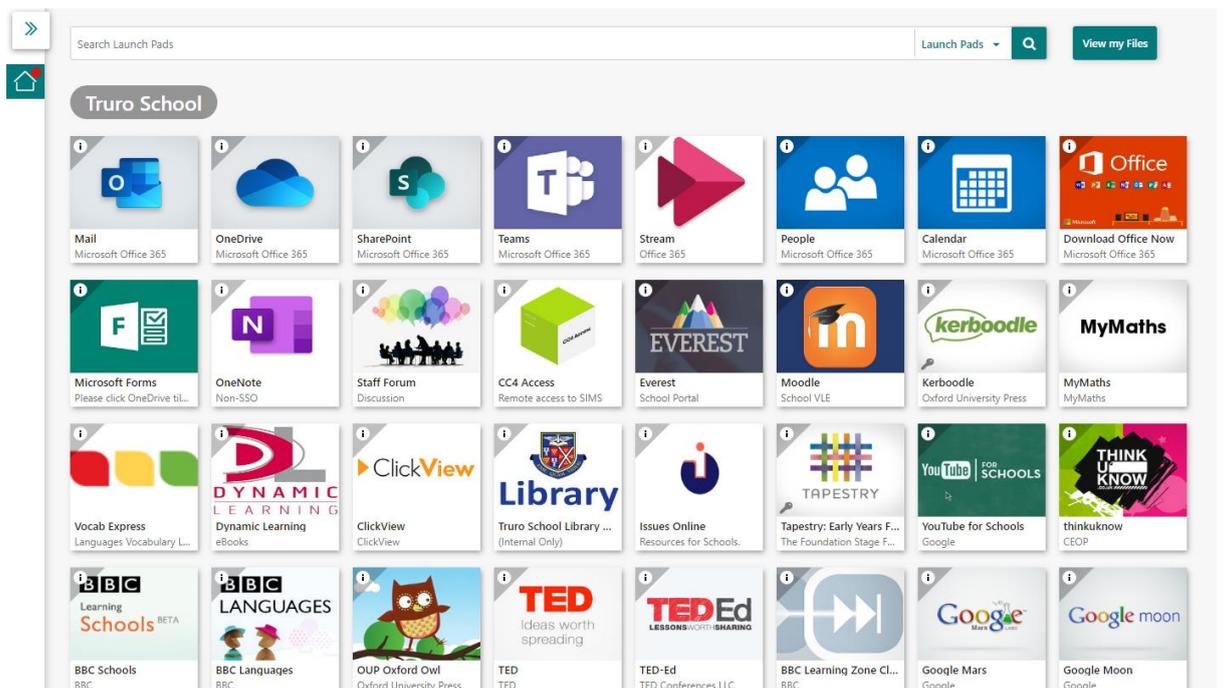
Username:

4. Click sign in. This will bring up the RM Unify 'Launch Pad'.

Accessing Everest

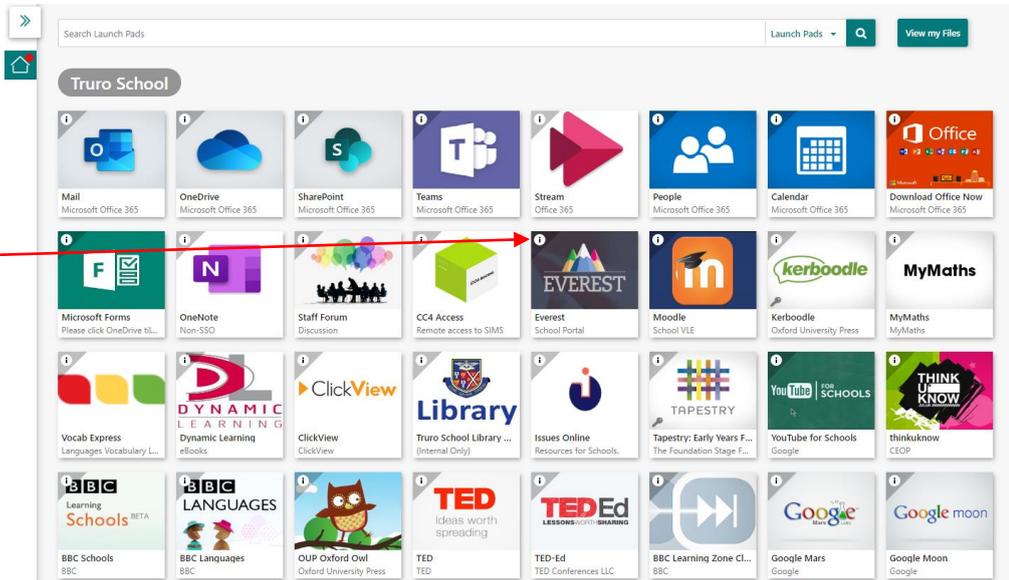
During lockdown Everest is used as a signpost for the lessons that are taking place on a particular day. It also includes a copy of your timetable.

To access Everest logon to RM Unify.



This will bring up a page that looks like this:

Click on the



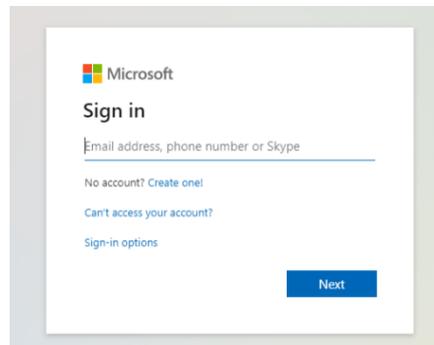
page that Everest tile.

And then click on Students.



Sign in using your email address and click *Next*. This is your @truroscool at the end. Eg 2jonesb has an email address 2jonesb@truroscool.com.

username with which is



On the next page enter your usual password.

Your Everest home page will now load, showing your timetable for each day and an outline of what you'll be doing in each lesson – these will all be called homework, even though they are not! Put a tick in the box next to each *homework* when you have completed the lesson.

My Day

My Classes

Show classes for: Wednesday, September 9 Today Tomorrow

Period	Start Time	Class	Room	Subject	Teacher
P6C	08:35	PS/JE/Fp	G5	Form Period	Mrs. J. Ellis-Walker
P1	08:50	AS77/As	Prep Assembly Hall	Assembly	Miss. S. Patterson
P2	09:10	PS/JE/Ar	Art	Art	Miss. J. Ashdown
P3	09:45	PS/JE/Ar	Art	Art	Miss. J. Ashdown
P4	10:40	PS/JE/Dr	Prep Assembly Hall	Drama	Mrs. A. Gregory
P5	11:15	PS/JE/Fr	G2	French	Mrs. T. Walker
P6	11:50	PSLJ/En	T1	English	Mrs. L. Jessel
P7	12:25	PSLJ/En	T1	English	Mrs. L. Jessel
PL1	13:00	PS/JE/Fp		Form Period	Miss. S. Patterson
P8S	15:30	PS/JE/Fp	G5	Form Period	Mrs. J. Ellis-Walker

My Homework

Current Homework

- Science - Science HW Due: Friday, Sep 11, 2020 **2 Days**
- Humanities - Continents of the World Due: Monday, Sep 14, 2020 **5 Days**

Previous Homework

Click on the title of the *homework* to expand it and show the details. This will also allow you to click on any links listed or download any files.

My Homework

Current Homework

Science - Science HW Due: Friday, Sep 11, 2020 **2 Days**

Due: Friday, Sep 11, 2020
Created by: Mr. R. Piper - Monday, Sep 7, 2020

Description: Find out which is the hardest material on the Earth

Files

Name	Description

Links

Name

[▶ Manage homework](#)

Humanities - Continents of the World Due: Monday, Sep 14, 2020 **5 Days**

[▶ World](#)

Previous Homework

Accessing Teams

Teams is where lesson material is loaded.

To access Teams logon to RM Unify.

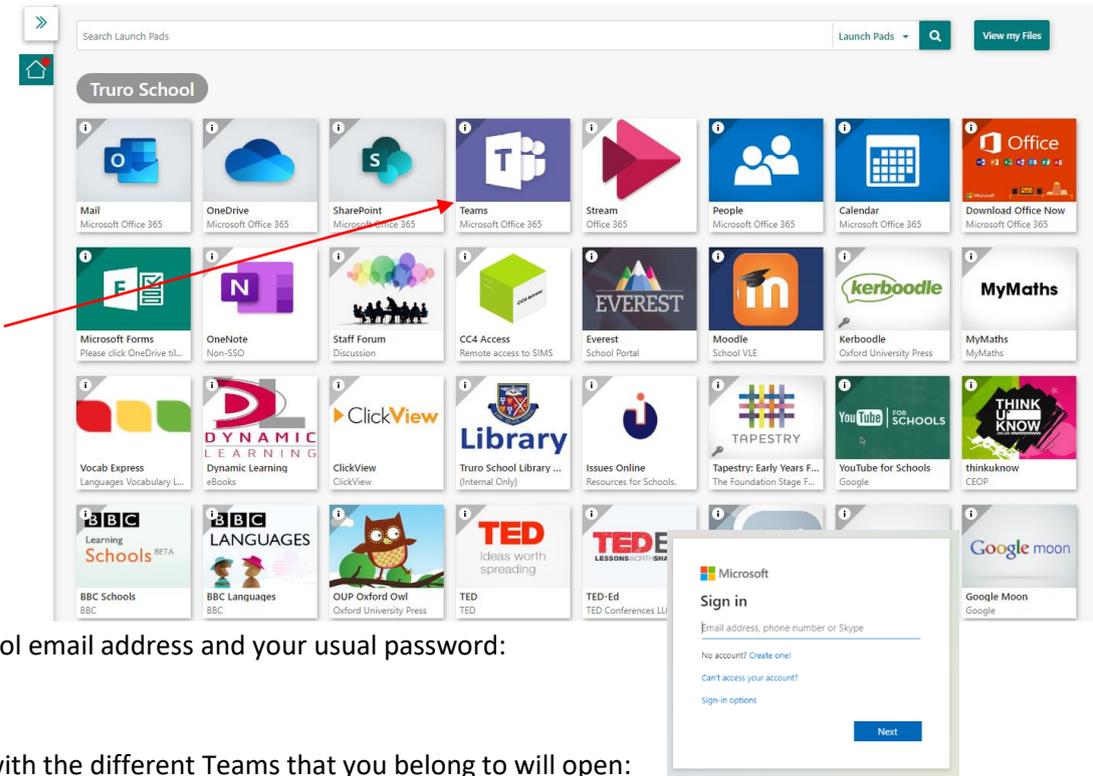
This will page that this:

Click on the

It may then sign in:

Use your school email address and your usual password:

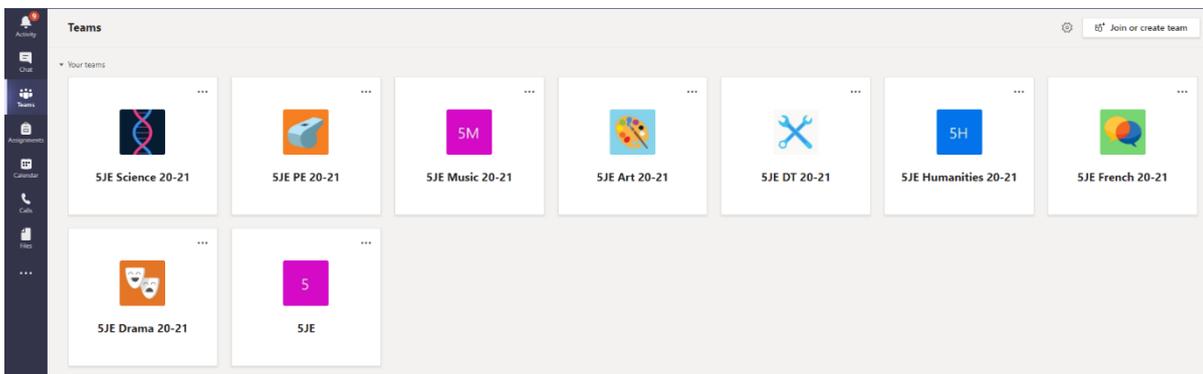
Then a page with the different Teams that you belong to will open:



bring up a looks like

Teams tile.

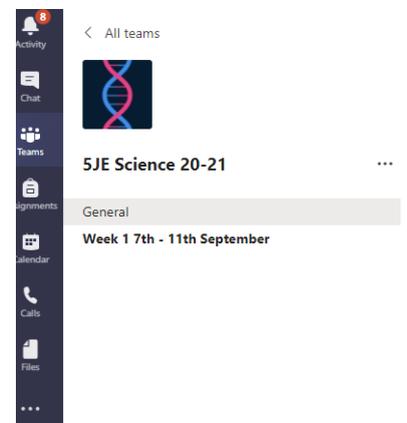
ask you to



Within each Team, the teacher will create different links (called channels) for each week.

Click on the correct week to open the 'channel' for the week and you will find work loaded there and also any notifications for live lessons or meetings.

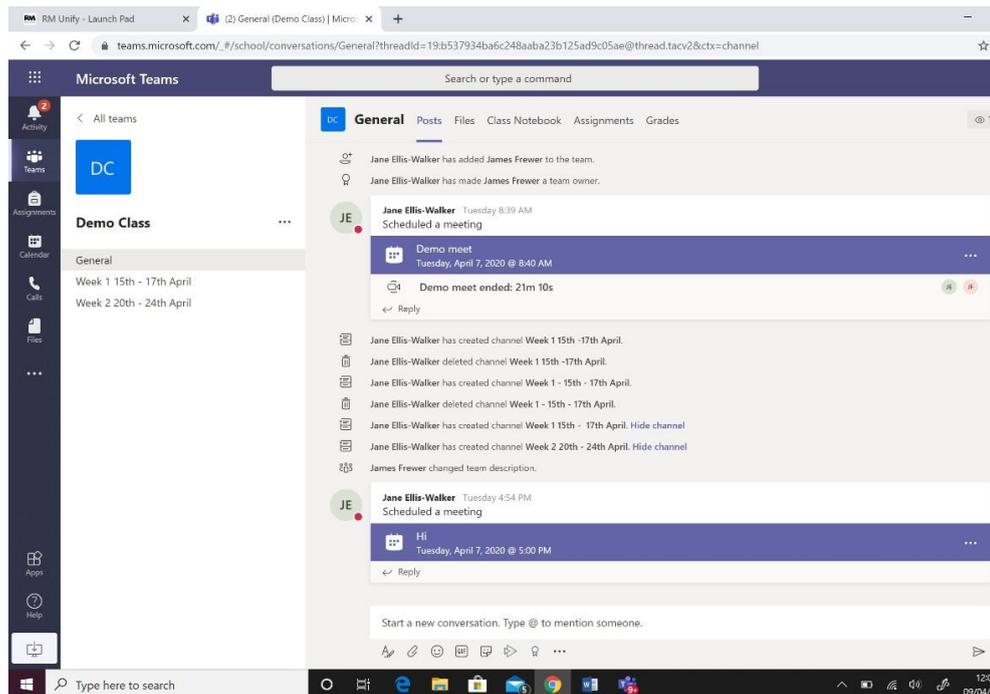
If there is a class that you should belong to and it isn't there at the start of term, please let your form teacher know.



If you have not used Teams for your learning before or need a reminder of how it works, here are some more detailed instructions as to what to do. If you were in school last term, we did spend a couple of our computing lessons going through this so once we get started I'm sure you'll remember it all.

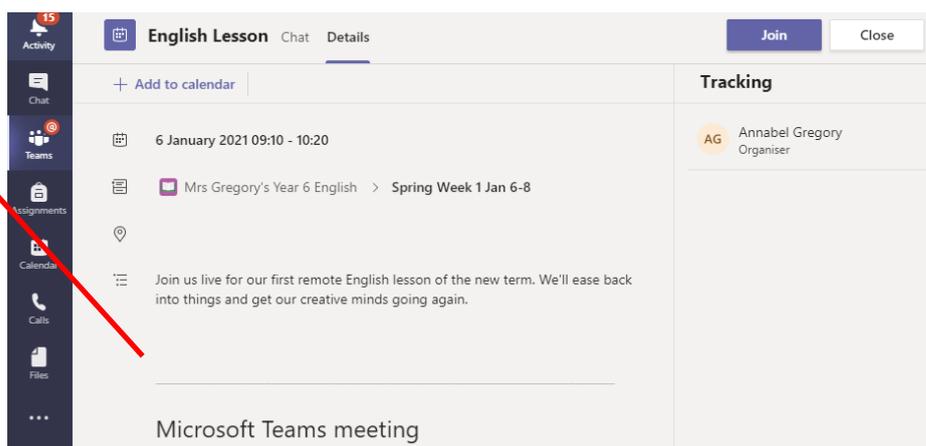
Let's take a look inside a Team:

At the left hand side you can see that there is a 'General' heading. This is where introductory information might be kept, information about people being added to the Team and information about new channels being created. The notices here are not important for you. The important parts are the headings with the week numbers and dates.



The headings under General 'Spring Week 1', 'Spring Week 2' are what you click on to find the information about what you are learning and the conversations with your teacher about that learning.

You can see here there is a message with a heading 'English lesson January' some information about the lesson.

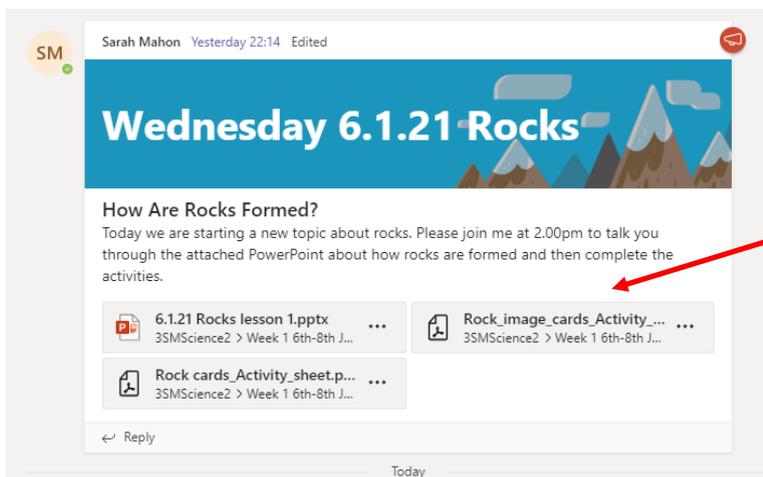
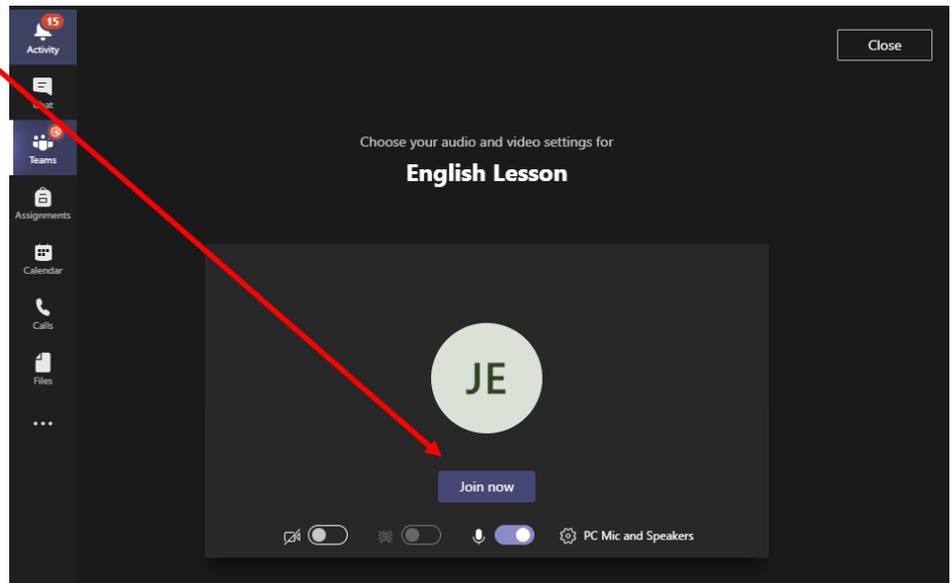


You can also see that there is a lesson scheduled for Wednesday 6th January due to start at 9:10am.

If we click on this meeting (this is what lessons are being called in Teams), we can see that we can join the lesson by clicking **Join** at the top of the page.

When we click **Join**, it takes us to this page. You can join with or without a video. You can also turn your microphone on or off here. Please leave your microphone off unless you are asking or answering a question in the lesson. If possible, it would be great if you could use headphones during the lesson as it reduces the background noise when you do speak.

We will only use the video cameras very occasionally so please leave your camera off unless you have been asked to turn it on.

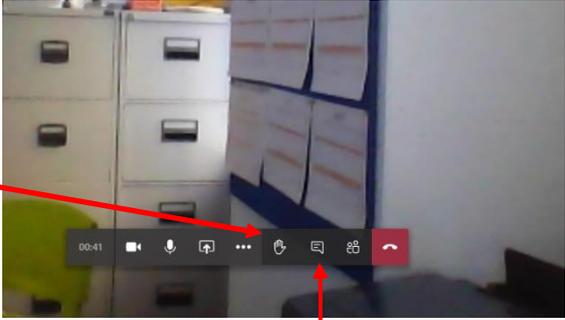


The teacher might also add a Powerpoint for you to watch, a document for you to read, a video for you to watch or an activity for you to do in this section.

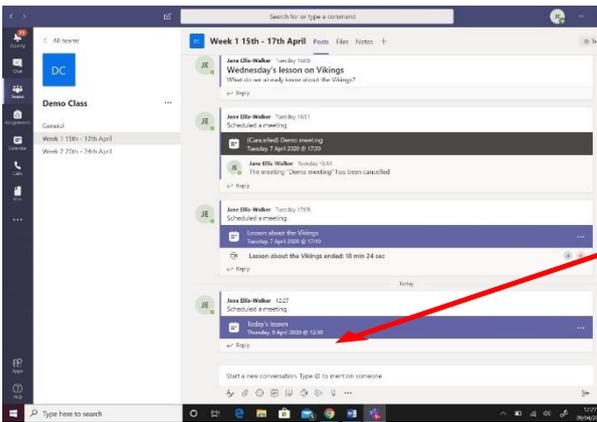


During the lesson, you might see the teacher's face, they might show you something from their screen and you might see other people in your class. Just like in school, no two lessons will be the same. The teacher might only keep the live part (that is the part when you're all online together and can hear each other) going for a couple of minutes and then ask you to do a task.

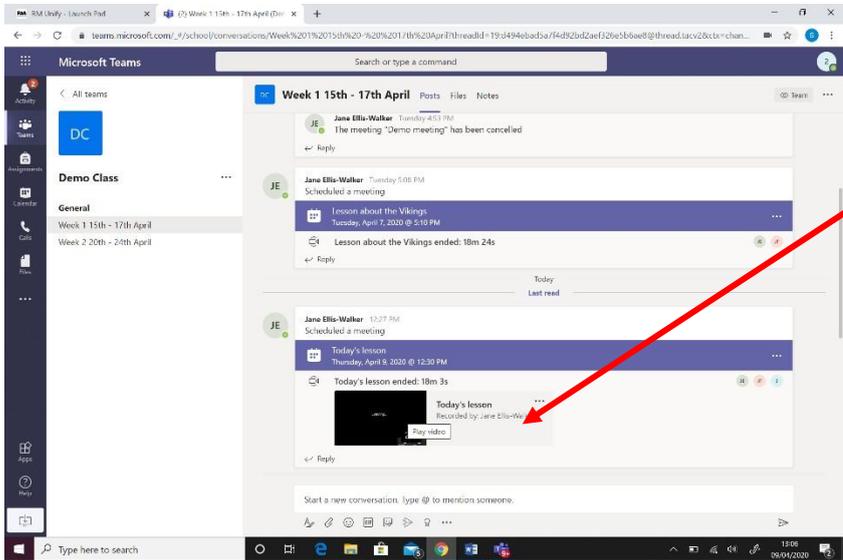
You might be asked to put your hand up during a lesson. This is done by clicking on the hand icon (but remember to click it again to put your hand down when you've finished).



You can also use the chat option to ask or answer a question but remember this is still part of the lesson so don't post gifs, emojis or silly comments.



You can ask the teacher a question by replying under the meeting heading for the lesson. They will be there for the rest of the lesson time.



If you are not able to join the lesson at the same time as the teacher, the teacher will record the lesson and you can watch it later by clicking on the saved video underneath the message about the 'Meeting'.

It is important that you are sensible and show your best behaviour when using Teams, just as you would in the classroom.