



Remote Learning

Office 365

Microsoft Teams

Access by logging on to RM Unify.

<https://howleydudley.rmunify.com/>

Best to use
'Google Chrome'
as opposed to
Internet Explorer.

You will need to
enter your child's
username and
password. This can
be found in their
reading record.

The screenshot shows a web browser window with two tabs open, both titled 'RM Sign In - RM Unify'. The address bar shows the URL: <https://howleydudley.rmunify.com/Account/SignIn/howleydudley?ReturnUrl=%252fissue%252fwsfed%252fhowleydudley%253fwa%253dwsignin1.0%2526wtreal%253dhttp%25253a%2525...>. The browser's taskbar shows several open applications: 'Apps', 'Login - CPOMS', 'Howley Grange - W...', 'School Jotter - Login', 'Dudleycpp | Dudley...', 'Sign into Governor...', 'Events List', 'Stars Assessment', 'RM Sign In - RM Unify', and 'Literacy Shed Plus [...]'. The main content area of the browser displays the RM Unify login page. The page has a background image of water droplets on a surface. At the top center, the 'RM Unify' logo is displayed with the tagline 'Your Launch Pad to the Cloud'. Below the logo is a 'Sign in' section. It includes a 'Username or Email Address (required)' field with the text '@howleydudley' entered. Below that is a 'Password (required)' field with the text 'Enter the password' and an eye icon. There is a link for 'I have forgotten my password' and a 'Remember me' checkbox. A green 'Sign in' button is prominently displayed. Below it is a 'Sign in from my network' button. At the bottom of the sign-in section is a link that says 'Find out about RM Unify'. To the right of the sign-in form is a sidebar titled '@RMEducation Tweets'. It contains three tweets from 'RM Education @RMEducation'. The first tweet is dated '23 Sep, 05:01 pm' and discusses views on education technology. The second tweet is dated '29 Sep, 09:08 am' and discusses teaching challenges. The third tweet is dated '29 Sep, 09:01 am' and discusses Microsoft Teams. The footer of the page shows 'Start A © 2020 RM Education Ltd', 'Terms & conditions', 'RM Unify cookies', and 'Powered by RM Unify'.

You then have access to a selection of different tiles. You need to click on Microsoft Teams

You may need to scroll to the bottom to find the tile:
Microsoft Teams

The screenshot shows the RM Unify Launch Pad interface for Howley Grange Primary School. The page features a search bar at the top and a grid of application tiles. The tiles include:

- Mail (Microsoft Office 365)
- Download Office Now (Microsoft Office 365)
- Purple Mash (2Simple Software Limited)
- Languagenut (Howley)
- Education City
- Mathletics
- Reading Eggs (Reading Eggs)
- BBC Learning Schools (BBC)
- LittleBridge (Little Bridge World Ltd)
- thinkuknow (CEOP)
- Phonics Play (PhonicsPlay Ltd)
- Poisson Rouge (Poisson Rouge)
- Hubblesite (NASA)
- Accelerated Reader (Renaissance Learning)
- Remot Learning
- Microsoft Teams (Microsoft)

The Microsoft Teams tile is highlighted with a yellow circle and a yellow arrow pointing to it from the text box on the left.

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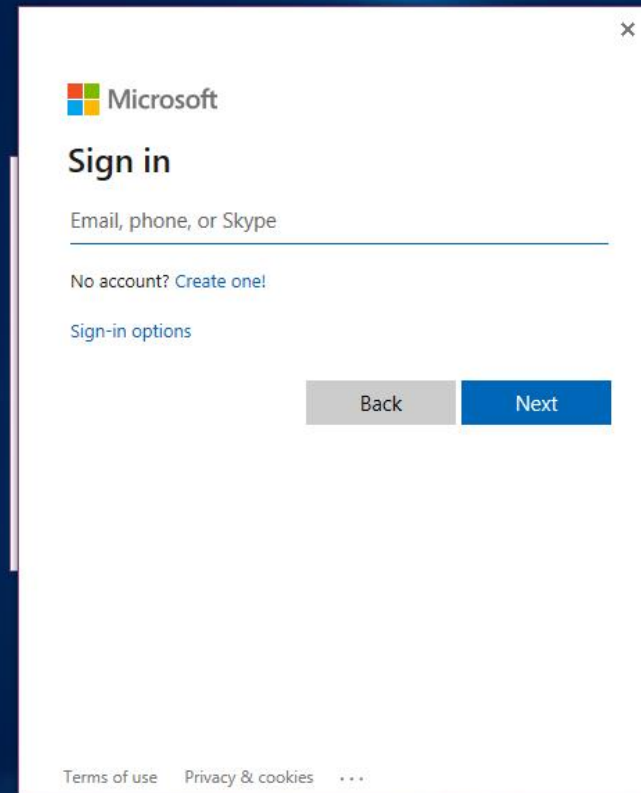
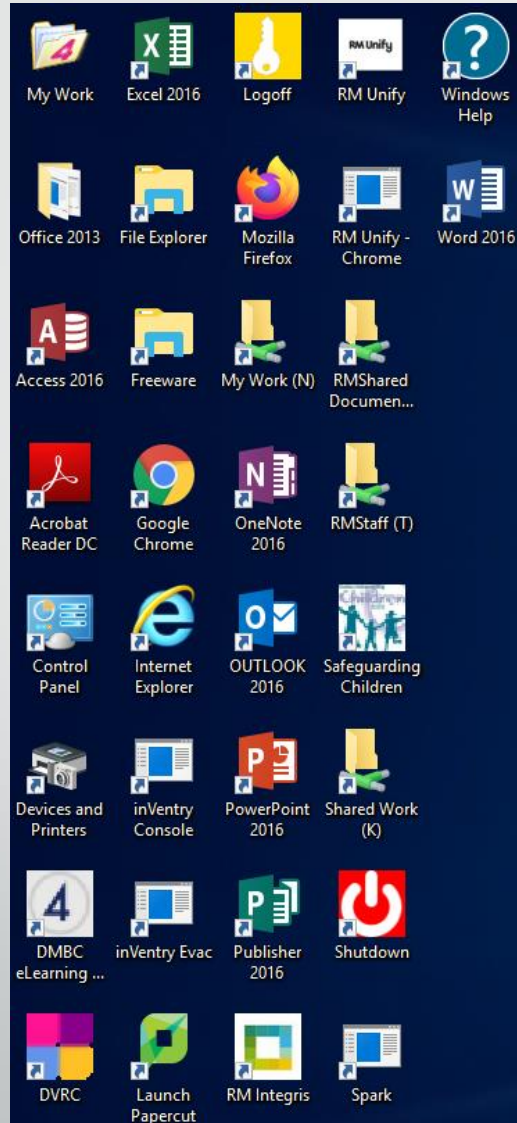
[Accessibility](#) [Terms & conditions](#) [RM Unify cookies](#)

08:10
01/10/2021

It may ask you to download the app. You can do this but if you would rather not, just click on 'use the web instead.'

The screenshot shows a web browser window with the Microsoft Teams website. The browser's address bar displays the URL `teams.microsoft.com/_#/school/?ctx=teamsGrid`. The page features the Microsoft Teams logo at the top. Below the logo is an illustration of a woman standing next to a large screen displaying a Teams chat interface, and a man sitting at a desk with a laptop. The text on the page reads: "Download the Teams desktop app and stay better connected." Below this text are two buttons: "Get the Windows app" and "Use the web app instead". The "Get the Windows app" button is circled in yellow, and a large yellow arrow points from the left towards it. At the bottom of the page, there is a footer with the text "Legal Privacy and Cookies © 2020 Microsoft". The Windows taskbar is visible at the bottom of the screen, showing icons for the Start menu, Search, Task View, Edge, Mail, Teams, PowerPoint, and Chrome.

You may get a Microsoft pop-up box appear. If you do: enter your child's email address, this is their *username*@howley.dudley.sch.uk

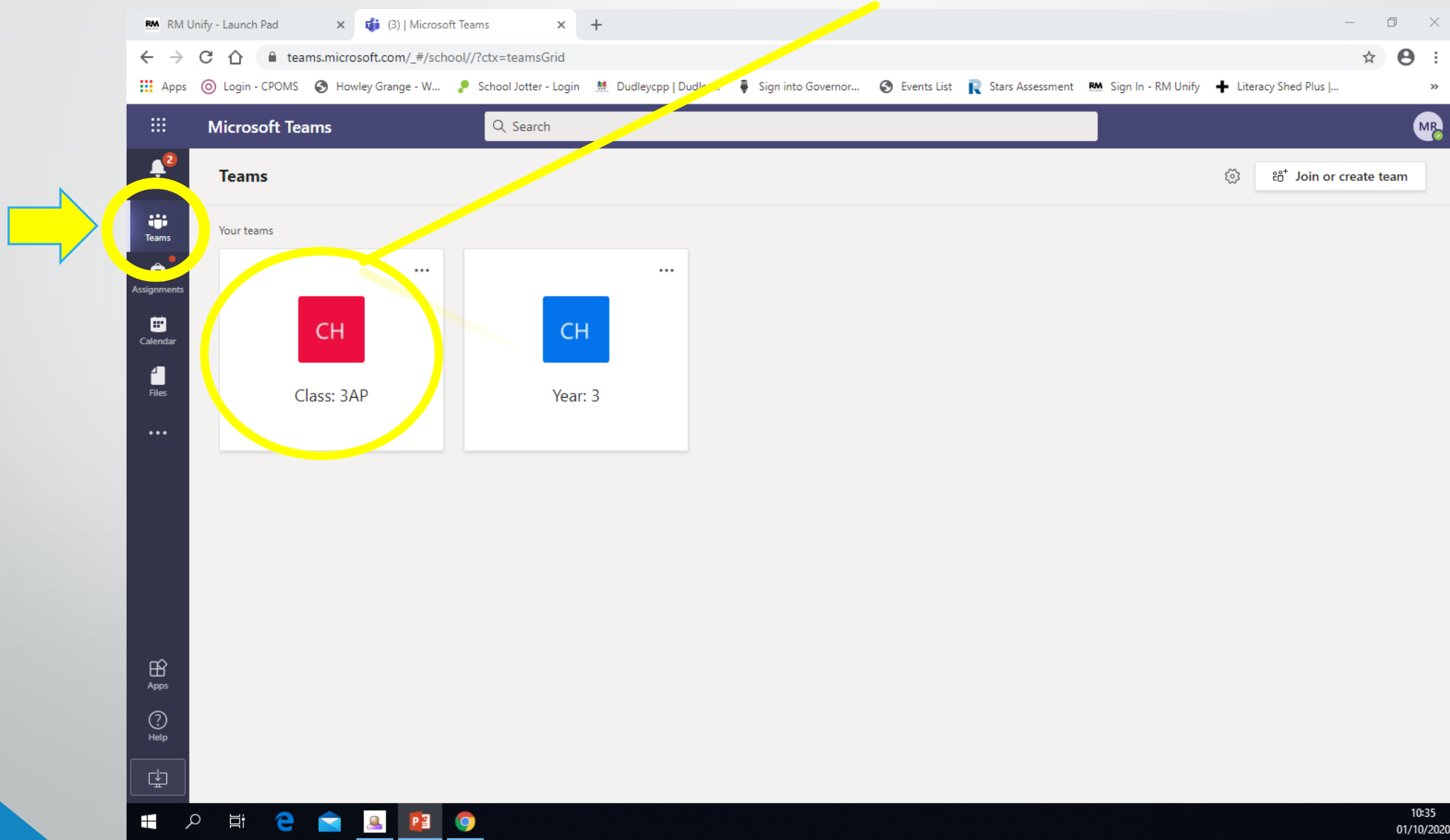




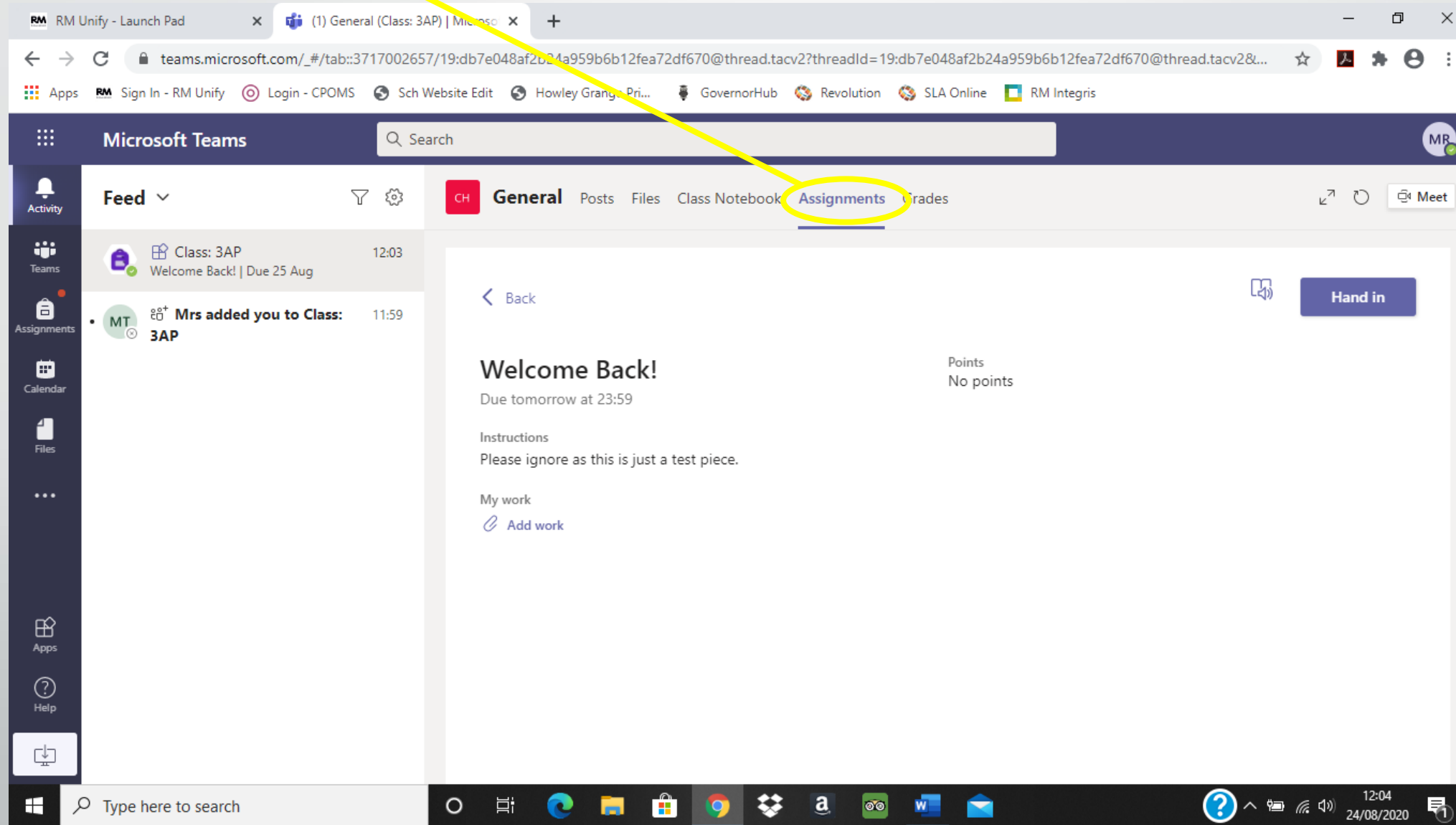
The following slides show you how to view work set as an assignment.

Your teacher may set individual assignments or weekly assignments. The dates and instructions will be clear when you view it.

1. Log in to RM Unify and click on the 'Microsoft Teams' tile.
2. Then click on the teams tab
3. Click on either your class or Year Group Team. e.g. Class 3AP



Next, choose the 'assignments' tab and it then displays the instructions for the assignment.
It may have resources to support them that can be downloaded.



The screenshot displays the Microsoft Teams interface within a web browser. The browser's address bar shows the URL: `teams.microsoft.com/_#/tab::3717002657/19:db7e048af2b24a959b6b12fea72df670@thread.tacv2?threadId=19:db7e048af2b24a959b6b12fea72df670@thread.tacv2&...`. The browser's tab bar shows 'RM Unify - Launch Pad' and '(1) General (Class: 3AP) | Microsoft Teams'. The Teams interface includes a top navigation bar with a search bar and a user profile icon. Below this is a 'Feed' section with a filter icon and a settings gear. The main content area shows a channel named 'General' with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is highlighted with a yellow circle. A yellow arrow points from the text above to this tab. The assignment details are displayed in a white box with a blue 'Hand in' button. The assignment title is 'Welcome Back!' with a due date of 'Due tomorrow at 23:59'. The instructions state: 'Please ignore as this is just a test piece.' The 'My work' section includes an 'Add work' link. The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time '12:04' and date '24/08/2020'.

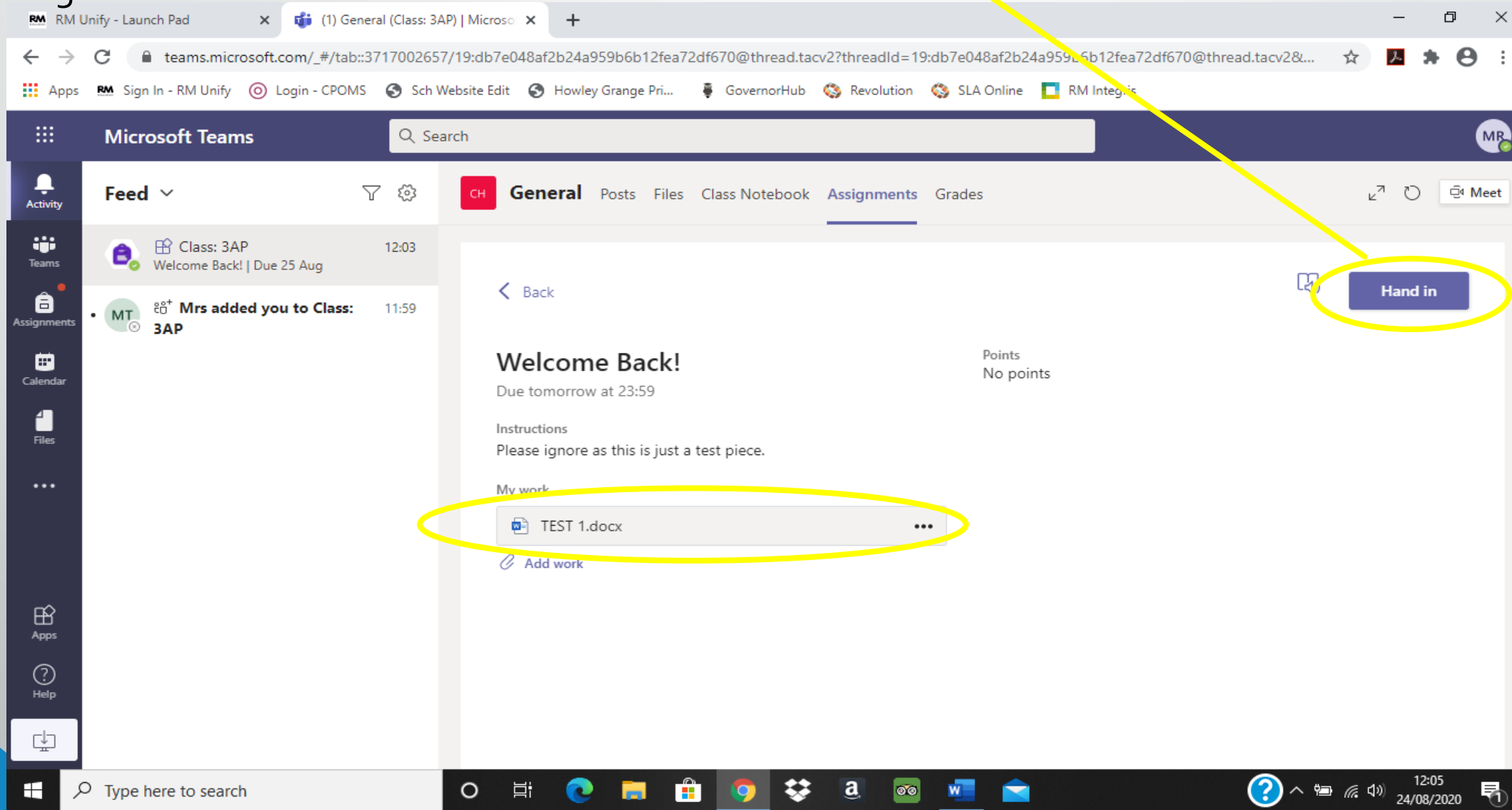
They can complete the work by clicking on the work set and editing that copy, this may be on Microsoft word or PowerPoint, and then press hand in/submit. They may choose to save it on their device before handing in or if they prefer they could even do it on paper and upload a photo/scan of it.

Once completed they can click on the 'add work' section to upload the saved work or a photo/scan of their paper work.

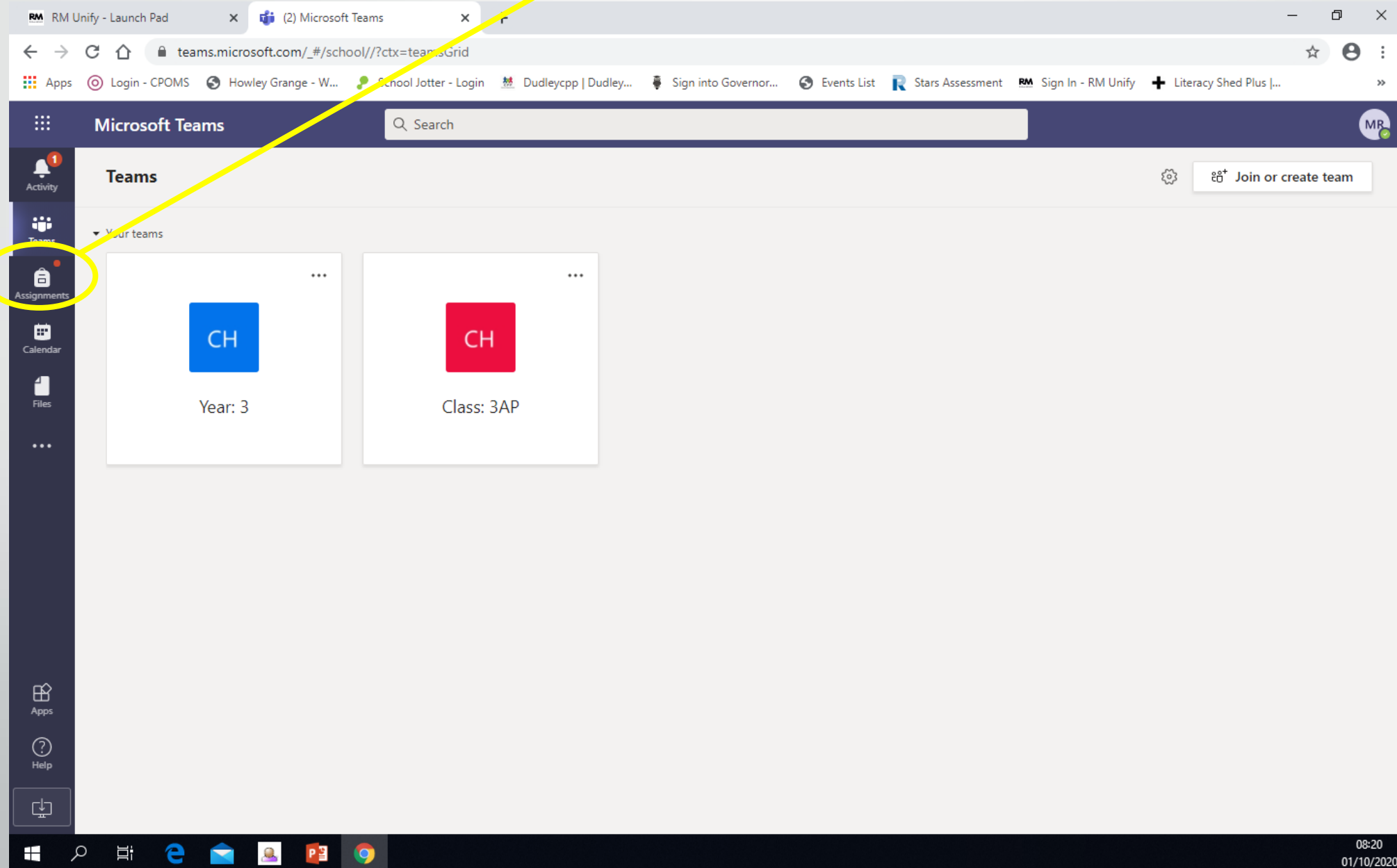
The screenshot displays the Microsoft Teams web interface. At the top, the browser address bar shows the URL: `teams.microsoft.com/_#/tab::3717002657/19:db7e048af2b24a959b6b12fea72df670@thread.tacv2?threadId=19:db7e048af2b24a959b6b12fea72df670@thread.tacv2&...`. The Teams navigation bar includes a search box and a user profile icon labeled 'MR'. The main content area is titled 'General' and contains tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is highlighted with a yellow circle. Below the tabs, a 'Welcome Back!' message is displayed, indicating the assignment is due tomorrow at 23:59 and has no points. A 'Hand in' button is visible in the top right corner. At the bottom of the assignment details, there is a 'My work' section with an 'Add work' link, which is also highlighted with a yellow circle. A yellow line connects the 'Add work' link to the 'Assignments' tab. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock displaying 12:04 on 24/08/2020.

Once it has been uploaded (or they've edited the original, which is probably easier if they're able to do so) they can press the 'hand in' button to submit the work to their teacher.

Their teacher will then be able to view and if needed give feedback.



Once it has been seen by their teacher a red dot appears by the assignments tab.



If you click on the Assignments tab it will ask you to choose your team. Then press done.

The screenshot shows a Microsoft Teams web interface. The browser address bar displays the URL: `teams.microsoft.com/_#/apps/66ae93-507d-479a-a3ef-8f494af43945/sections/classroom`. The page title is "(2) Assignments | Microsoft Team". The left-hand navigation pane includes icons for Activity, Teams, Assignments, Calendar, Files, and Apps. The main content area shows a section for "C3 Class: 3AP" with a sub-section for "Assigned" containing a "Welcome Back!" message. A modal dialog box titled "Choose a class" is open in the center, featuring a search bar labeled "Search classes" and two selection options: "C3 Class: 3AP" and "Y3 Year: 3". At the bottom of the dialog are "Cancel" and "Done" buttons. The Windows taskbar at the bottom shows the time as 10:15 on 01/10/2020.

Press the drop down button next to 'completed' and it will show all of your completed work.

The screenshot displays the Microsoft Teams interface for a class named 'C3 Class: 3AP'. The left-hand navigation pane includes icons for Activity, Teams, Assignments, Calendar, Files, and a 'Completed' section which is circled in yellow. A yellow arrow points from this 'Completed' section to the 'Assigned' section in the main content area. The 'Assigned' section shows a message: 'Nothing left to hand in. #winning' accompanied by an illustration of school supplies like notebooks and pencils. Below this message is a 'Welcome Back!' notification with a checkmark icon. The top of the screen shows the browser address bar and a search bar. The Windows taskbar is visible at the bottom.

When you click on your work you can then see when it was returned and also if there is any feedback.

The screenshot shows a Microsoft Teams interface for an assignment. The browser address bar displays the URL: `teams.microsoft.com/_/#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom`. The page title is "Microsoft Teams" with a search bar. The left sidebar contains navigation options: Activity (with a notification badge), Teams, Assignments, Calendar, Files, and a menu icon. The main content area shows a "Welcome Back!" message with a due date of "Due 25 August 2020 23:59". Below this, the "Instructions" section reads "Please ignore as this is just a test piece." The "My work" section displays a file named "TEST 1.docx" with a three-dot menu icon and an "Add work" link. On the right side, the "Feedback" section shows "Excellent work Mia!". Below the feedback, the "Points" section indicates "No points". At the top right, a status bar shows "Returned Thu, 1 Oct, 10:22" with a left arrow icon and a "Hand in again" button. A yellow line from the text above points to the "Returned" status, and another yellow circle highlights the feedback text.

Microsoft Teams

Search

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

...

Back

Welcome Back!

Due 25 August 2020 23:59

Instructions

Please ignore as this is just a test piece.

My work

TEST 1.docx

Add work

Feedback

Excellent work Mia!

Points

No points

Returned Thu, 1 Oct, 10:22

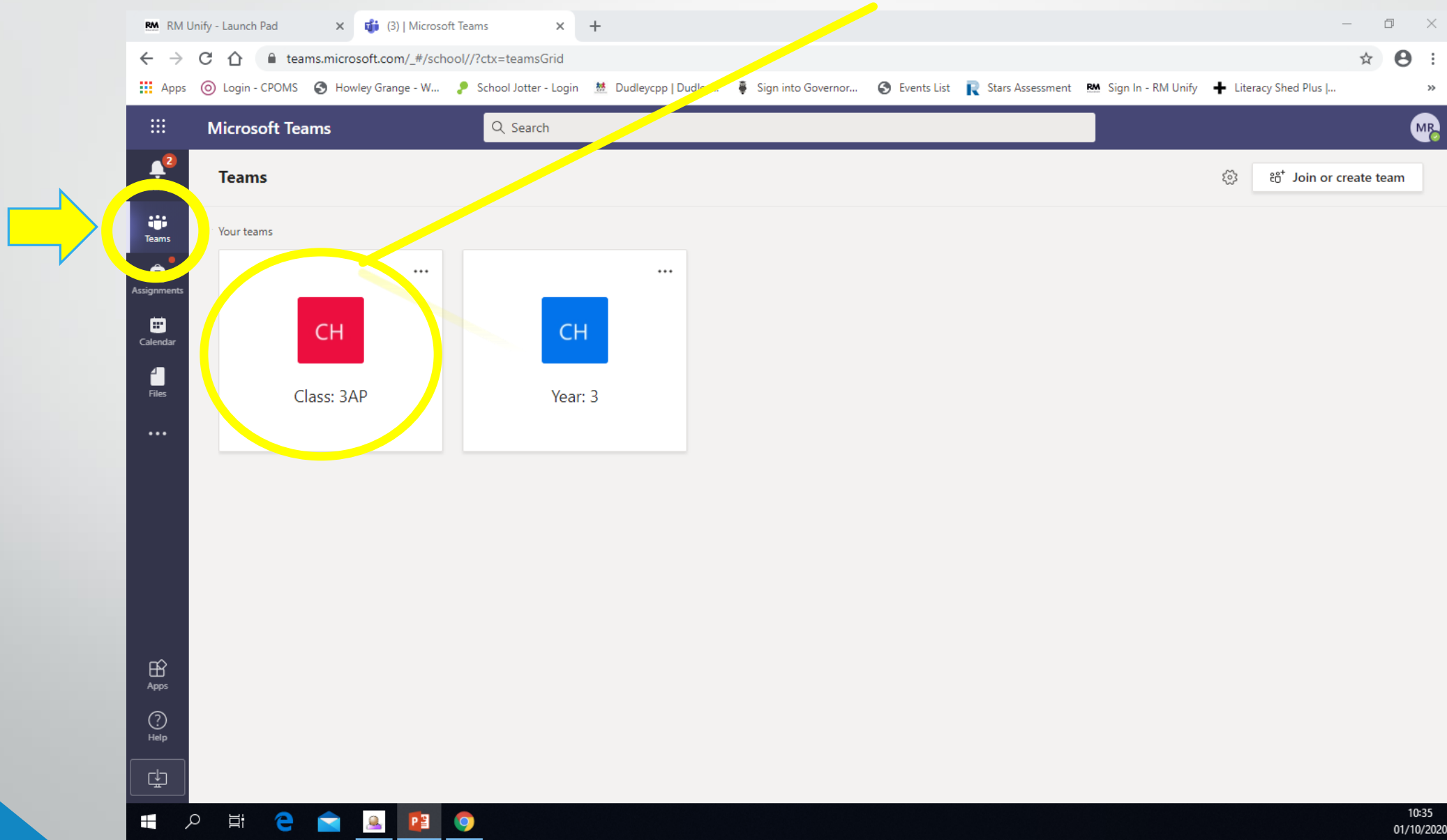
Hand in again



The following slides show you how to view documents that have been uploaded by the teacher.

These could include things like spelling lists to support them, answers to maths work or even documents that can be edited.

1. Log in to RM Unify and click on the 'Microsoft Teams' tile.
2. Then click on the teams tab
3. Click on either your class or Year Group Team. e.g. Class 3AP



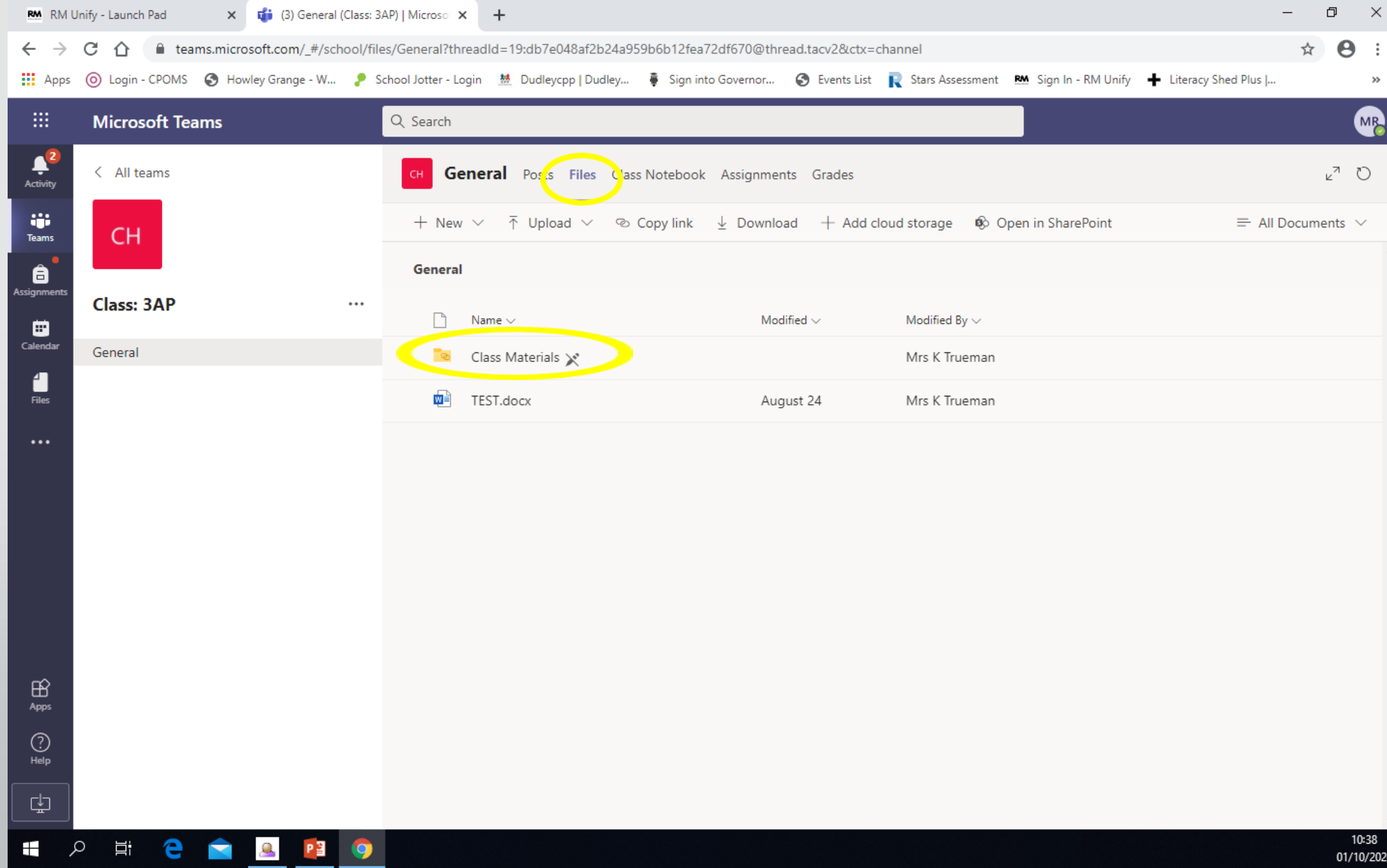
Documents can be found by clicking the files tab.

The screenshot shows the Microsoft Teams web interface. The browser address bar displays the URL: `teams.microsoft.com/_/#/school/files/General?threadId=19:db7e448af2b24a959b6b12fea72df670@thread.tacv2&ctx=channel`. The page title is "Microsoft Teams". The left sidebar contains navigation options: Activity (with a notification badge), Teams, Assignments, Calendar, Files, and Apps. The main content area shows the "General" channel for the "Class: 3AP" team. The "Files" tab is selected and highlighted with a yellow circle. Below the tab, there are options to "New", "Upload", "Copy link", "Download", "Add cloud storage", and "Open in SharePoint". A table lists files in the channel:

Name	Modified	Modified By
Class Materials		Mrs K Trueman
TEST.docx	August 24	Mrs K Trueman

The Windows taskbar at the bottom shows the time as 10:38 and the date as 01/10/2020.

Your child's teacher will add general resources to the files tab, for e.g. key spelling lists or answers to math's assignments. These will be in the 'class materials' folder as they can't be edited.



The screenshot shows the Microsoft Teams interface for a team named 'Class: 3AP'. The 'Files' tab is selected and highlighted with a yellow circle. Below the tab, there is a table of files. The 'Class Materials' folder is highlighted with a yellow circle. The table has columns for Name, Modified, and Modified By.

Name	Modified	Modified By
Class Materials		Mrs K Trueman
TEST.docx	August 24	Mrs K Trueman

They may also add resources your child could download and edit to support them with an assignment. These are found below the class materials.

The screenshot shows the Microsoft Teams interface. The browser address bar displays the URL: `teams.microsoft.com/_/#/school/files/General?threadId=19:db7e048af2b24a959b6b12fea72df670@thread.tacv2&ctx=channel`. The page title is "Microsoft Teams". The left sidebar shows navigation options: Activity (with a notification badge), Teams, Assignments, Calendar, Files, and Apps. The main content area shows the "General" channel for the "Class: 3AP" team. The "Files" tab is selected and highlighted with a yellow circle. Below the tab, there are options: "+ New", "Upload", "Copy link", "Download", "Add cloud storage", and "Open in SharePoint". A table lists the files in the channel:

Name	Modified	Modified By
Class Materials		Mrs K Trueman
TEST.docx	August 24	Mrs K Trueman

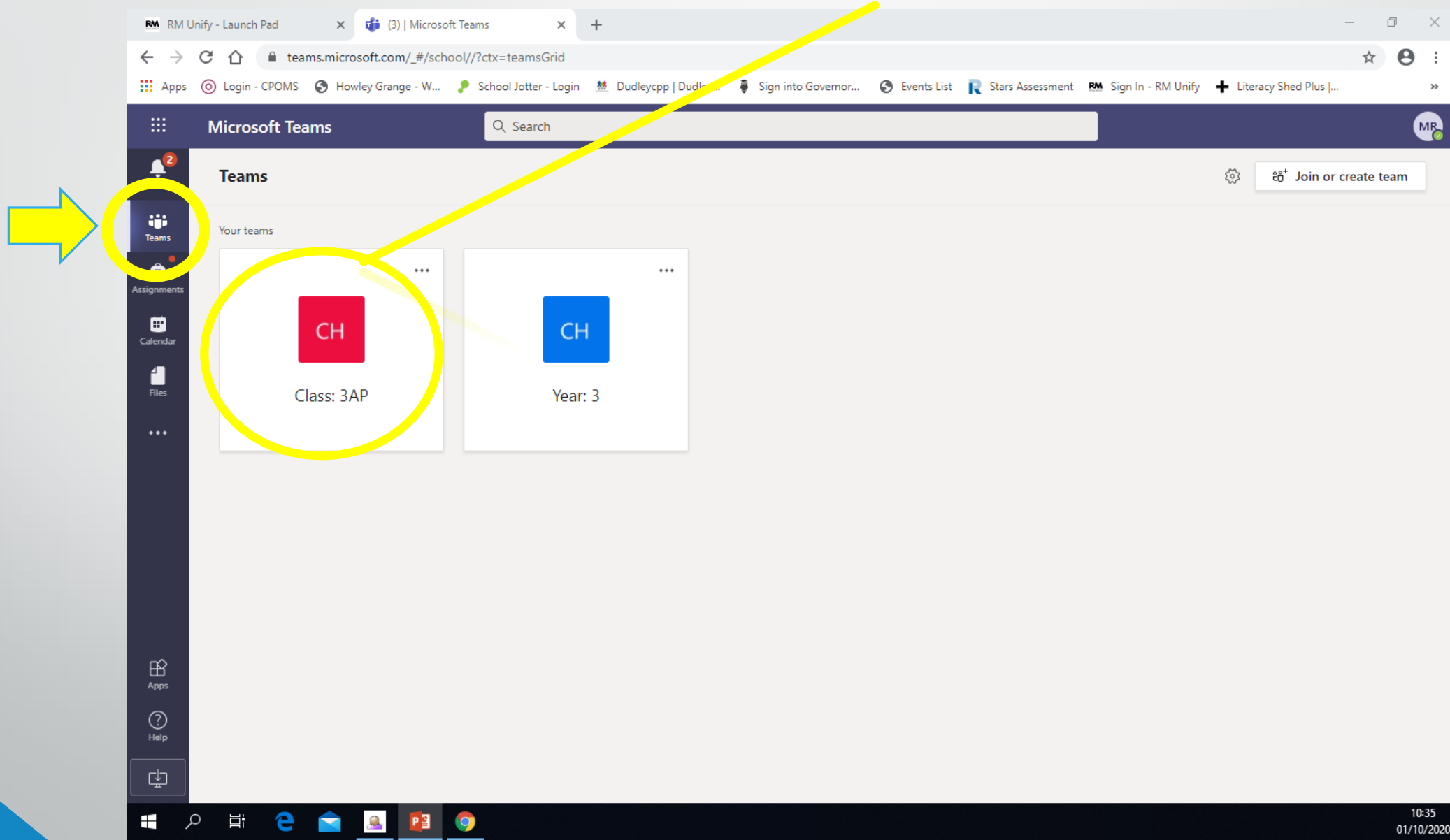
The Windows taskbar at the bottom shows the time as 10:38 and the date as 01/10/2020.



The following slides show you how to view a post by your teacher and also how to reply.

This is how we can keep in touch and have discussions, just like we would in the classroom.

1. Log in to RM Unify and click on the 'Microsoft Teams' tile.
2. Then click on the teams tab
3. Click on either your class or Year Group Team. e.g. Class 3AP



You can then view the thread of posts for that team. Your teacher will be posting your class regular messages.

The screenshot displays the Microsoft Teams web interface. The browser address bar shows the URL: `teams.microsoft.com/_#/school/conversations/General?threadId=19:db7e048af2b24a959b6b12fea72df670@thread.tacv2&ctx=channel`. The top navigation bar includes a search box and the Microsoft Teams logo. On the left sidebar, the 'Teams' icon is highlighted with a yellow circle. The main content area shows the 'General' channel for 'Class: 3AP'. The channel name 'General' is also highlighted with a yellow circle. The channel header includes a 'Welcome to Class: 3AP' message and a prompt: 'Try @mentioning the class name or student names to start a conversation.' Below this, a chat thread is visible with two messages: one from Mrs K at 18:33 saying 'This is a test message. Please ignore.' and a reply from Mia at 18:54 saying 'Test Test Mrs K'. A 'New conversation' button is located at the bottom of the chat area. The Windows taskbar is visible at the bottom of the screen.

You can then either reply to the message or even construct a whole new conversation. Please be mindful this is viewed by the whole class so only type things you would share in the classroom environment.

The screenshot displays the Microsoft Teams web interface. The browser address bar shows the URL: `teams.microsoft.com/_#/school/conversations/General?threadId=19:db7e048af2b24a959b6b12fea72df670@thread.tacv2&ctx=channel`. The interface includes a top navigation bar with a search bar and a user profile icon. On the left, a sidebar contains navigation options: Activity (with a notification badge), Teams, Assignments, Calendar, Files, and Apps. The main content area shows the 'General' channel for 'Class: 3AP'. At the top of the channel, there is a welcome message: 'Welcome to Class: 3AP' and a prompt: 'Try @mentioning the class name or student names to start a conversation.' Below this, two messages are visible: one from 'Mrs K' dated 24/08 18:33 with the text 'This is a test message. Please ignore.', and another from 'Mia' dated 4/08 18:54 with the text 'Test Test Mrs K'. Each message has a 'Reply' button. At the bottom of the chat area, a 'New conversation' button is highlighted with a yellow oval. The Windows taskbar at the bottom shows the time as 10:41 and the date as 01/10/2021.

If your child will be using a laptop or desktop to access Microsoft Teams and complete their work, it is advised you download the latest version of Microsoft Office as this should allow for smoother working, should they have to open a document (locked for editing) in Microsoft Word. The following slides show you and your child how to do this. This is free for your child.

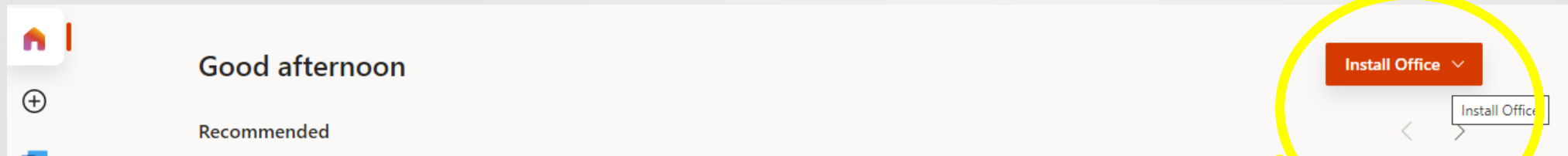


Once logged into RM unify, locate the tile which says: Download Office Now
Office
Now-the location of it may vary on your child's RM unify page.

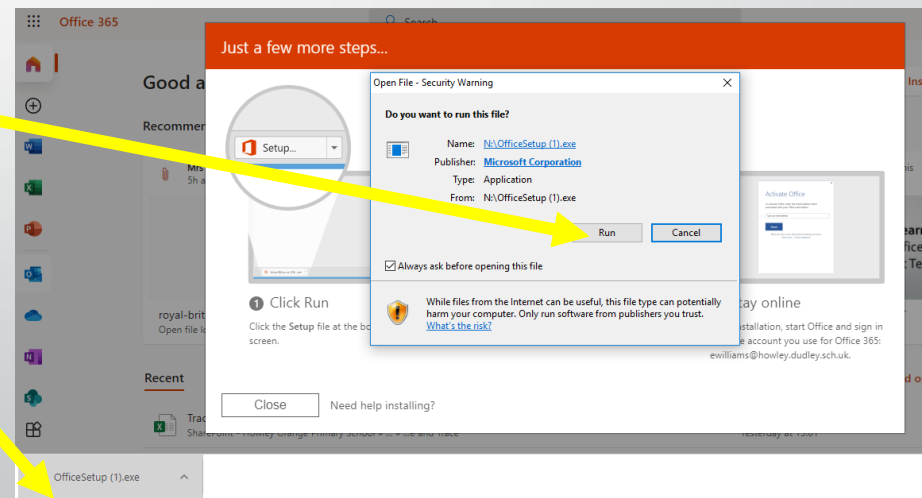
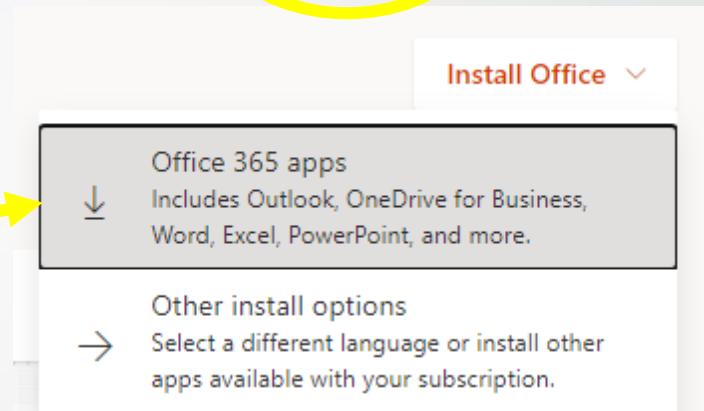
The screenshot shows the RM Unify Launch Pad interface for Howley Grange Primary School. The browser address bar shows howleydudley.rmunify.com. The page features a search bar and a 'View my Files' button. A grid of application tiles is displayed, including:

- Office (Microsoft Office 365) - **Download Office Now**
- Purple Mash (2Simple Software Limited)
- Languagenut (Howley)
- Education City
- Mathletics
- Reading Eggs (Reading Eggs)
- BBC Learning Schools (BBC)
- LittleBridge (Little Bridge World Ltd)
- thinkuknow (CEOP)
- Phonics Play (PhonicsPlay Ltd)
- Poisson Rouge (Poisson Rouge)
- HUBBLESITE (NASA)
- Accelerated Reader (Renaissance Learning)
- Remote Learning
- Microsoft Teams (Microsoft)

At the bottom of the page, there are links for [Accessibility](#), [Terms & conditions](#), and [RM Unify cookies](#). The footer also includes the copyright notice '© 2020 RM Education Ltd' and the system clock '08:10 01/10/2020'.



1. Click on: Install Office
2. Click on: Office 365 apps
3. Click the Set Up File on the tab at the bottom of the screen, then run and then run.
Stay online and then start Office.



4. It will ask for your child's email address which is their *username*@howley.dudley.sch.uk