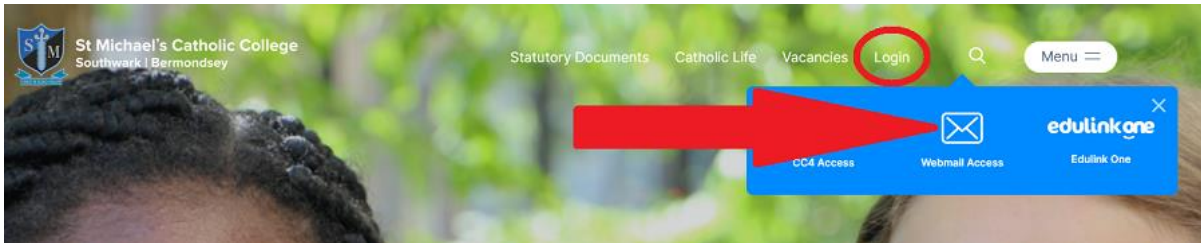


How To Check Google Classroom Announcements

- Go to the college website:

<https://www.stmichaelscollege.org.uk/>

- At the top of the front page select **LOGIN** and then **WEBMAIL ACCESS**

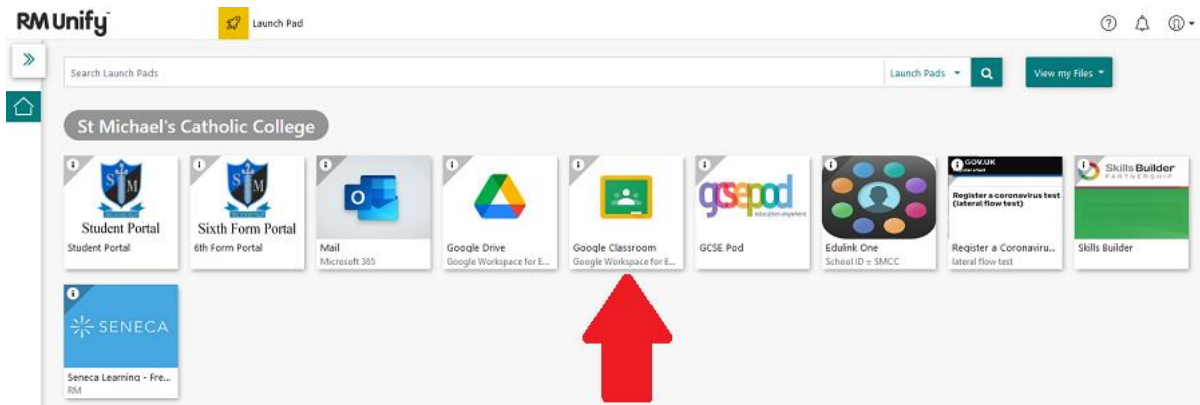


- Type the student's college computer username and password and then click **Sign in**

A screenshot of the RM Unify sign-in page. The page has a blue header with the 'RM Unify' logo and the tagline 'Your Launch Pad to the Cloud'. Below the header, there is a 'Sign in' section. The 'Username or Email Address (required)' field contains '5403student' and '@stmichaelscollege'. The 'Password (required)' field contains a series of dots. A red circle highlights the username field, and another red circle highlights the password field. Below the password field, there is a link for 'I have forgotten my password'. There is a checkbox for 'Remember me' with the text '(Do not select on shared devices)'. A large red arrow points down to the 'Sign in' button. At the bottom, there is a link for 'Find out about RM Unify'.

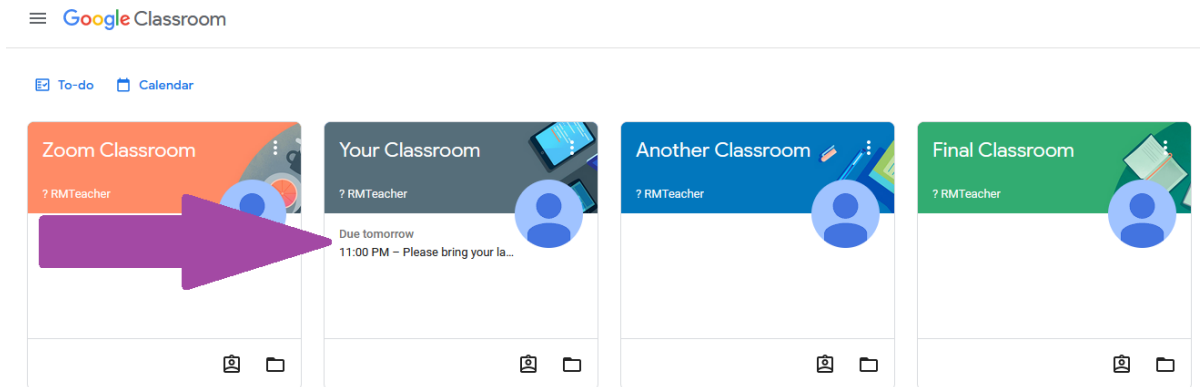
- Select Google Classroom.

Parent Guide

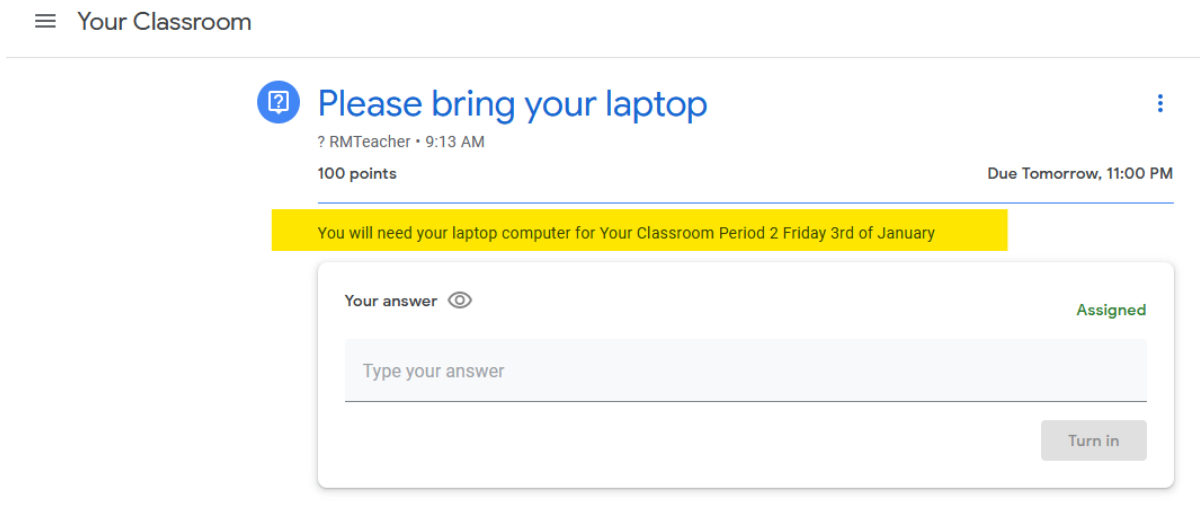


- You will see a list of classrooms.

Announcements for a class will appear under its banner, which shows to students when an assignment or homework is due.



- Click a class announcement to read it.



A teacher can also set a notification to remind students whenever to bring in a laptop, as above. They will do this by the lesson before the laptop is due to be used in a class.