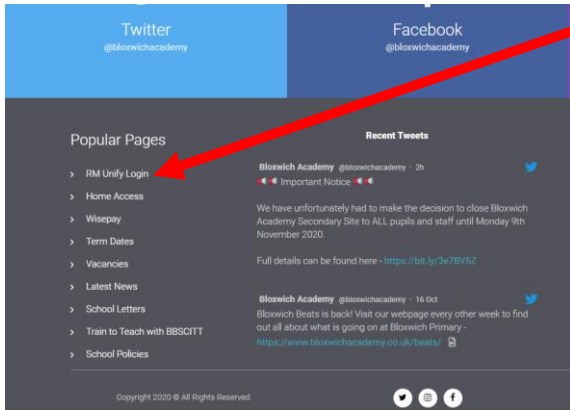


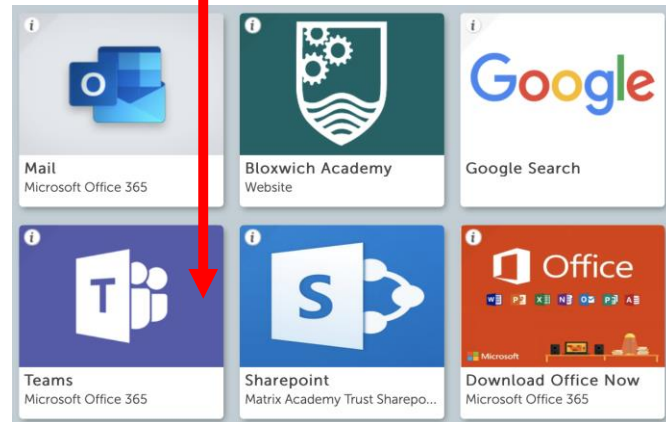


Microsoft Teams

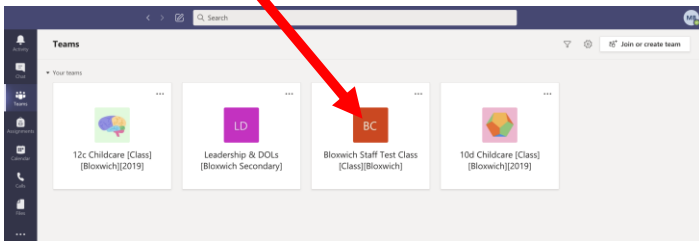
1. Go onto the school webpage - <https://bloxwichacademy.co.uk/>
2. Select secondary and scroll down to the bottom of the page



3. Click on RM Unify log in
4. Log into your RM Unify using your school log in details
5. You should then select TEAMS.



6. Select the class you require



Posts will show any new message / tasks set by your teacher

Contains any documents uploaded by your teacher for you to view or complete

Here you can type notes and collaborate your work with the class

Contains any assignments and deadlines set by your teacher that you are required to submit

All the grades for your marked homework will be shown here

7. Teacher set work will appear on your post feed with the newest work visible at the top
8. All your assignments for that class will be listed under the assignment tab at the top of the page, once completed you simply submit. If you require any support, you can email or message your teacher for guidance with a task