



# The Meadows School

## Google Classroom User Guide

### Logging into Google Classroom on a computer:

Go to <https://classroom.google.com> and enter your login provided by the teacher. This will be [firstname.surname@themedadows.sandwell.sch.uk](mailto:firstname.surname@themedadows.sandwell.sch.uk) followed by your password. If you're unable to login please contact The Meadows IT Support on [ICTSupport@themedadows.sandwell.sch.uk](mailto:ICTSupport@themedadows.sandwell.sch.uk) for assistance.

Google  
Sign in  
Use your Google Account

Email or phone  
Firstname.Surname@themedadows.sandwell.sch.uk

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

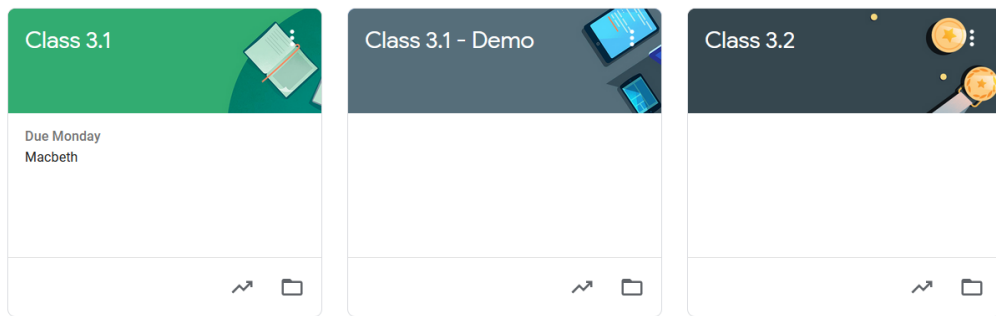
[Create account](#) [Next](#)

### Logging into Google Classroom on a mobile or tablet:

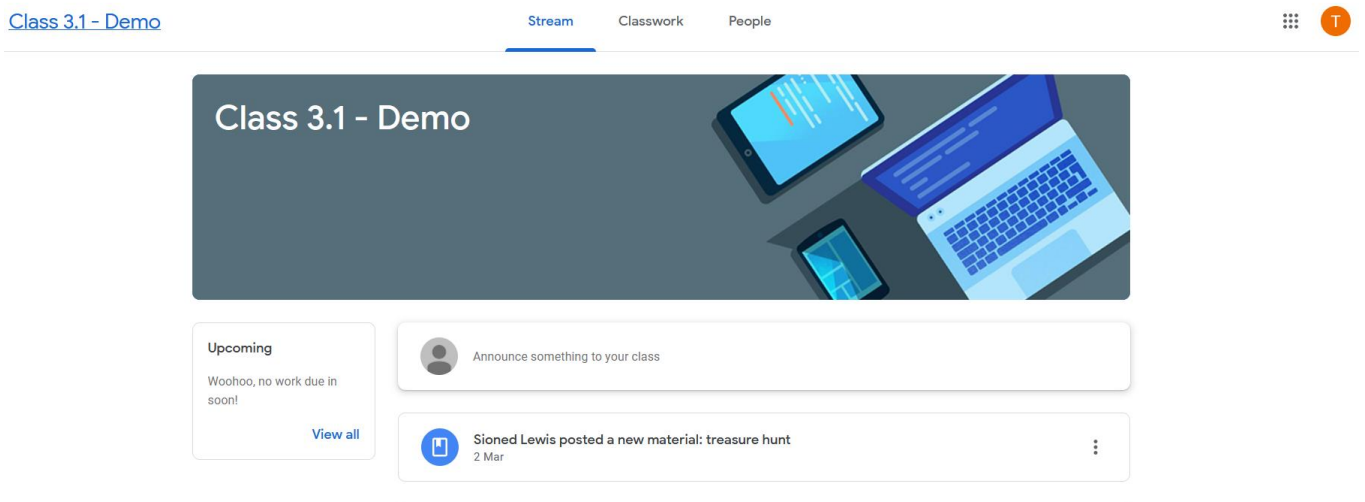
First you'll need to download the app, you can find the iPhone and iPad app [here](#). For Android phones and tablets you can find the app [here](#) or by searching the app store. Once installed login using the details provided by the teacher. This will be [firstname.surname@themedadows.sandwell.sch.uk](mailto:firstname.surname@themedadows.sandwell.sch.uk) followed by your password. If you're unable to login please contact The Meadows IT Support on [ICTSupport@themedadows.sandwell.sch.uk](mailto:ICTSupport@themedadows.sandwell.sch.uk) for assistance.

### Using Google Classrooms once logged in

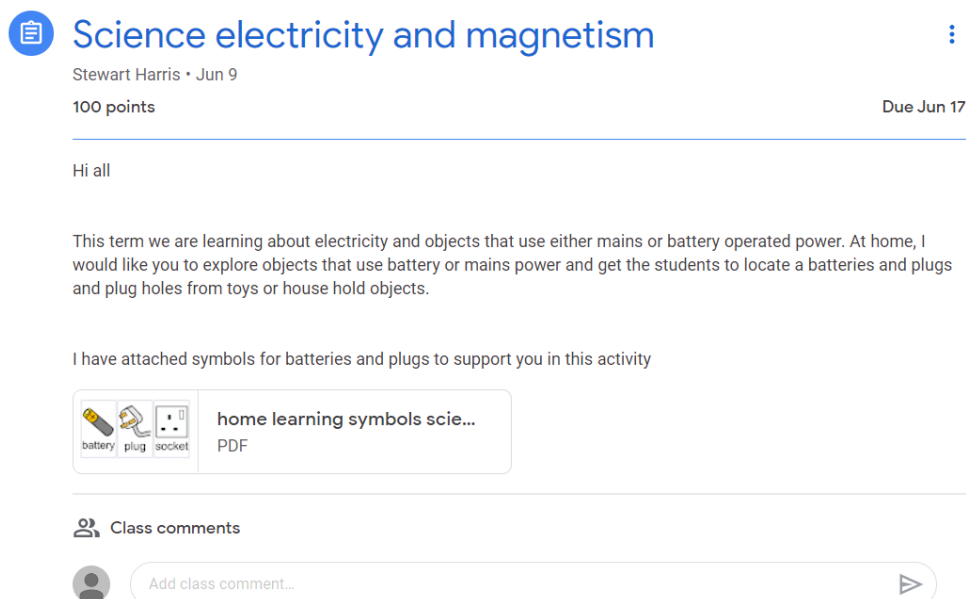
- 1) Once signed in you will see a list of classes you're a member of. If this is the first time you've logged in click 'Join' on the class. If you've already joined click on the Class to view the class feed and work.



2) The main page of your class is the steam page. Here you can see announcements made to the class by the teacher and any work that has been set. Information is shown in chronological order with the newest posts at the top. On the left under 'Upcoming' you can see any work set and its due date



3) Clicking Classwork at the top will give you a list of all work set for you and due dates. Clicking on the title of work will provide more information such as instructions or materials the teacher has provided. Here is an example of some work on science electricity and magnetism. The attached PDF "Home learning symbols science" can be clicked on to open, download or print off.



- 4) Some classwork such as Quizzes or documents marked as Google Docs can be edited directly in the browser and submitted back to the teacher. In the below example clicking on the Google Doc under “Your Work” will bring up the file for editing

The screenshot shows an assignment page with the following elements:

- Title:** Worksheet on Science electricity and magnetism
- Points:** 100 points
- Instructions:** Please complete the attached worksheet
- Class comments:** A section with an 'Add a class comment' button.
- Your work panel (top right):** Labeled 'Assigned', it contains a list of files including '3.1 TestPupil - Sci... Google Docs' with a close button (X). Below the list are buttons for '+ Add or create' and a large blue 'Hand in' button.

- 5) With the file open you can edit the document without having to install or download anything. Type into the required fields then once complete click “Turn In” at the top right to submit the work back to the teacher as highlighted in the below image

The screenshot shows a Google Docs editor with the following content:

- Document Title:** 3.1 TestPupil - Science electricity and magnetism worksheet 1
- Toolbar:** Standard Google Docs editing tools are visible.
- Worksheet Content:**
  - Title:** Magnetism
  - Diagram:** A horseshoe magnet with a red 'N' pole and a blue 'S' pole.
  - Table:**

Item	Is this magnetic? Yes/No
	Yes
- Turn In Button:** A red box highlights the 'TURN IN' button in the top right corner of the document.

- 6) You can add multiple files be these documents, images, videos by clicking + Add or create. If all the work you need to submit is attached, then click “Hand In”. The teacher will be notified the work has been completed and received a copy of all “Your Work” . If using a phone or tablet you can add photos and videos directly from the camera or photo library.

This is a close-up of the 'Your work' panel, showing:

- Title:** Your work
- Status:** Assigned
- File List:** A single file '3.1 TestPupil - Sci... Google Docs' is listed with a close button (X).
- Buttons:** '+ Add or create' and a large blue 'Hand in' button.