Meridian Google Classroom - Guide for Children

This guide has been made to help you log on to Google Classroom and see the learning activities your teachers have posted for you! It will also show you how to upload any photos of your work for teachers to see and give feedback on.

1. The first thing you will need to do is log on to Google Classroom. In your internet browser, type classroom.google.com into the address bar. You could download the Google Classroom app instead of this.

2. You should see a pop-up asking you to sign in like the one on the right. You will need to enter your Meridian Google username and click **next**. Your username should look something like this:
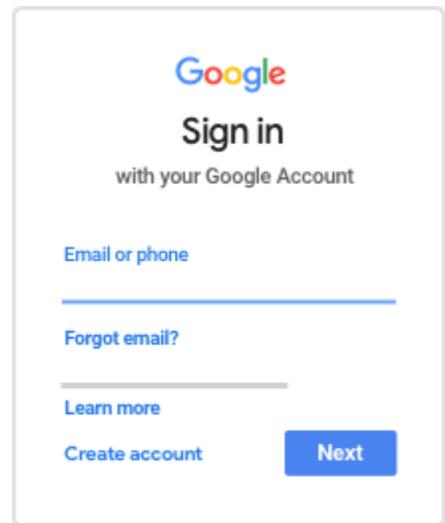
smithj001.203@meridian.greenwich.sch.uk

It's a lot to type but your laptop or tablet should remember it next time!

If you haven't received your username and password from school by Wednesday, then please phone us and somebody will be able to give it to you.

3. Now you will be asked to enter your password. Your password should look something like this:
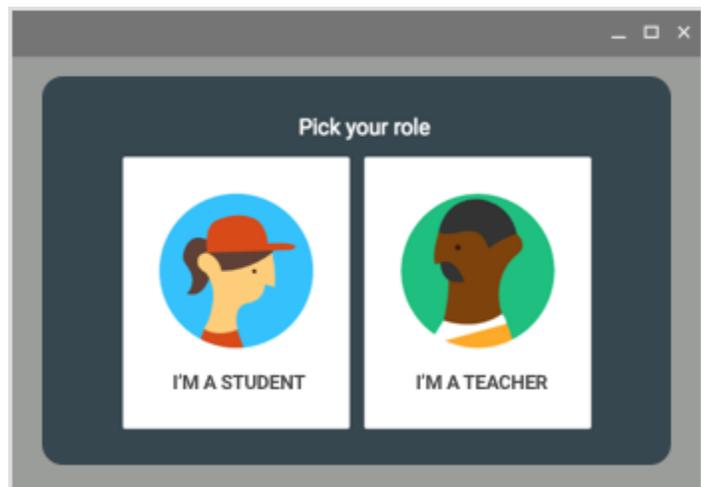
grape9mer!

We use a mix of letters, numbers and symbols in a password so that all of our information is secure!
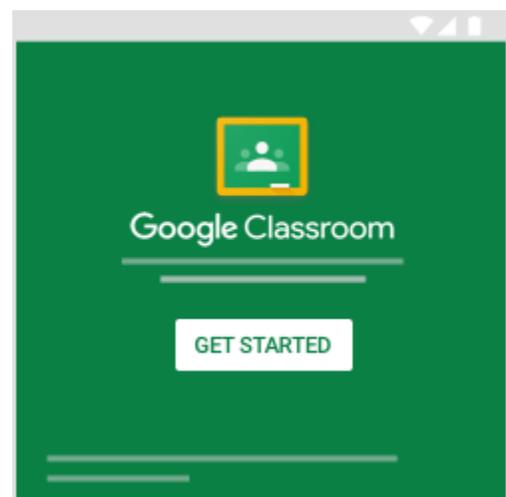
Click **next**.

4. If there is a welcome message, read it and click **accept**.
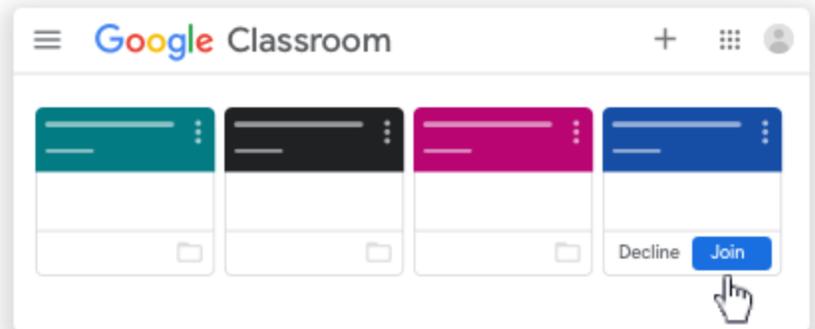
5. Click on **I'm A Student**.

6. Click **Get Started**.

7. You should now see an invitation to join your class.
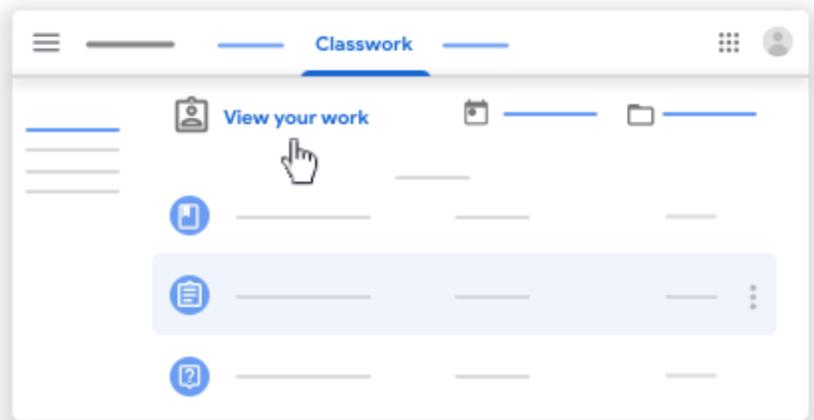
Click **Join**.

Using Google Classroom

Now you are logged in, you will see two important areas of the Google Classroom at the top of the screen: **Stream and Classwork.** You will automatically be on the Stream after you have logged in.

Stream

This is where you can see any messages, learning materials and videos posted by your teacher. The most recent things that they have posted will be at the top of the stream for you to see when you log in. You will need to scroll down to see any older messages they have posted.
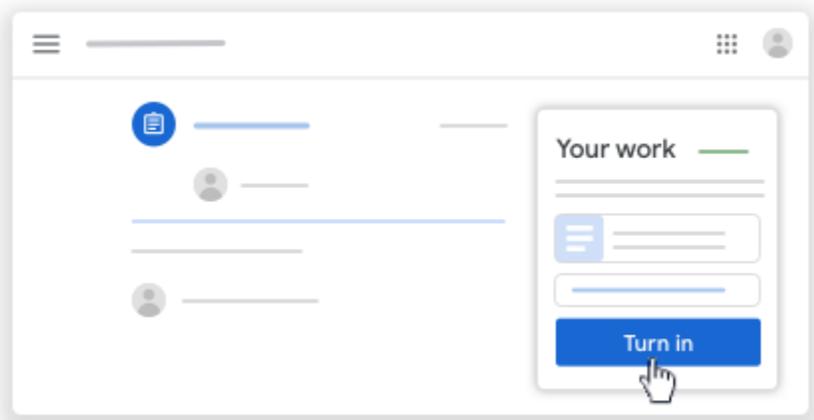
Classwork

When you click on Classwork and then View Your Work at the top of the screen, you will see all of the learning activities that your teachers have set for the week.

Click on the title of the learning e.g. **Maths Week 1** and then on **View assignment** to see different documents you can open for that learning.

How can a teacher see and feedback on my learning?

If you have completed one of your learning activities in your exercise book, on a piece of paper or in some other way (perhaps a Science experiment), take a photo of it with your device (e.g. a phone or iPad) and then you can upload this for your teacher to see.

1. When you are looking at the details of an assignment there is a box in the top right that says **Your work**. Click on the button that says **Add or create** to upload your photo.

2. Sometimes, teachers might add Google Docs to an assignment that you can open and edit to record your work. All changes you make to your Google Doc are saved automatically.

3. When you have finished the Google Doc or uploaded your photos, click on **Turn in**. Any feedback that your teacher gives you on your work will be seen in the **Private Comments** box below the **Your Work** box.

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If you're not sure about any of this guide, then the following video is a great guide to viewing and uploading your work:

https://www.youtube.com/watch?v=N9rWfgFVAEg