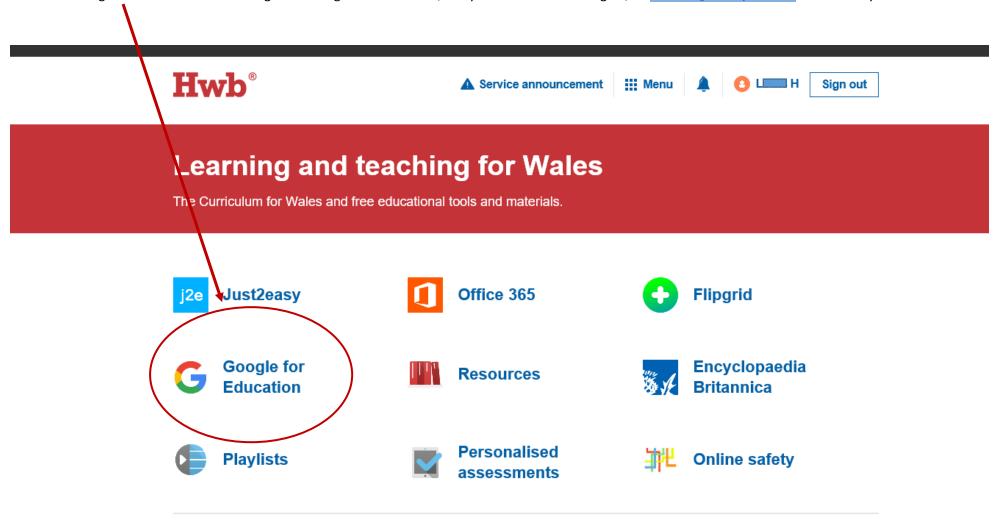
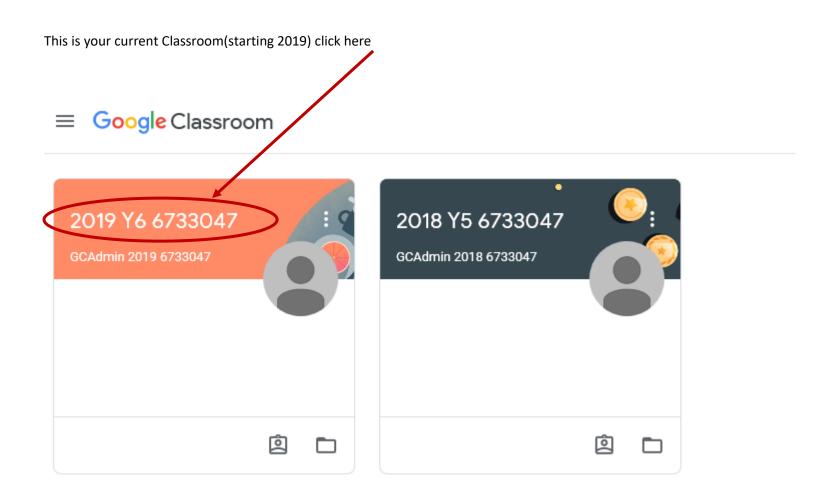
Google Classroom

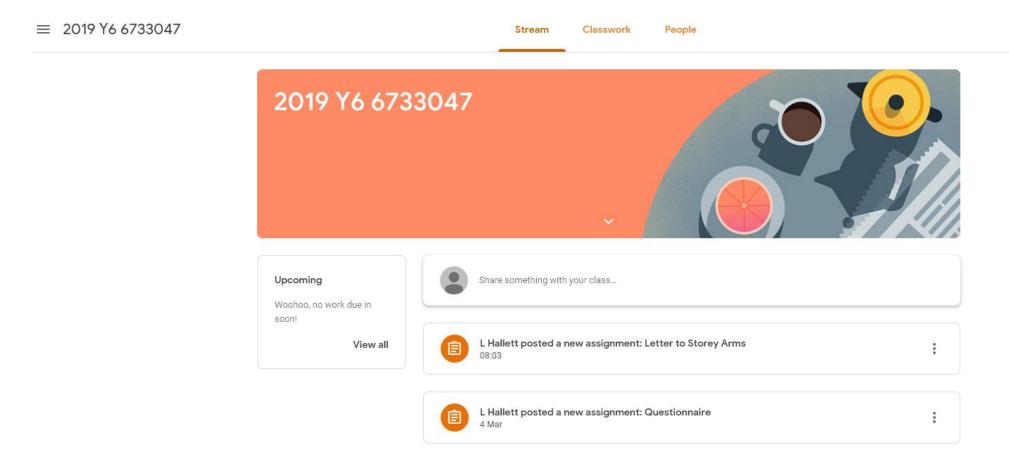
Click here to log on. You will be asked to log on to Google a second time, use your Hwb username again, ie. turnero@hwbcymru.net then select you are a student.



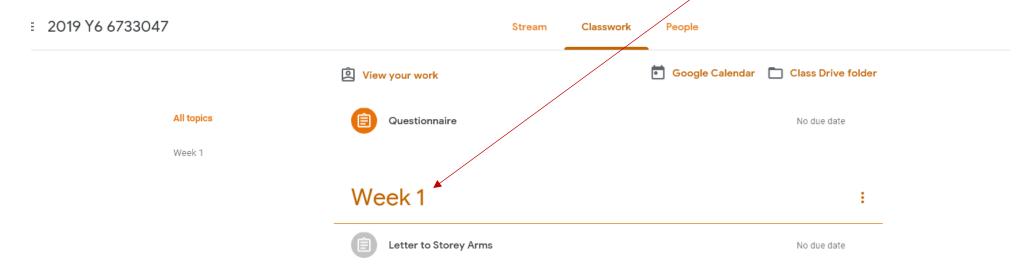


At the top are three tabs: *Stream*, which gives you the most up to date status; *Classwork* which shows any assignments; and *People*, who else is in your class.

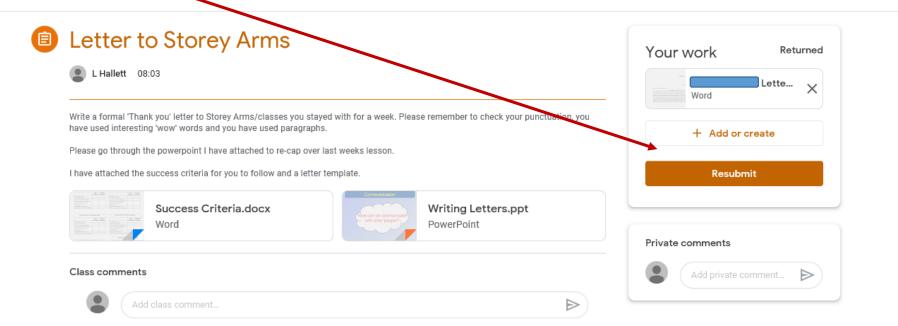
You can see your assignments by clicking on it from *Stream* or by going into *Classwork* (next page)



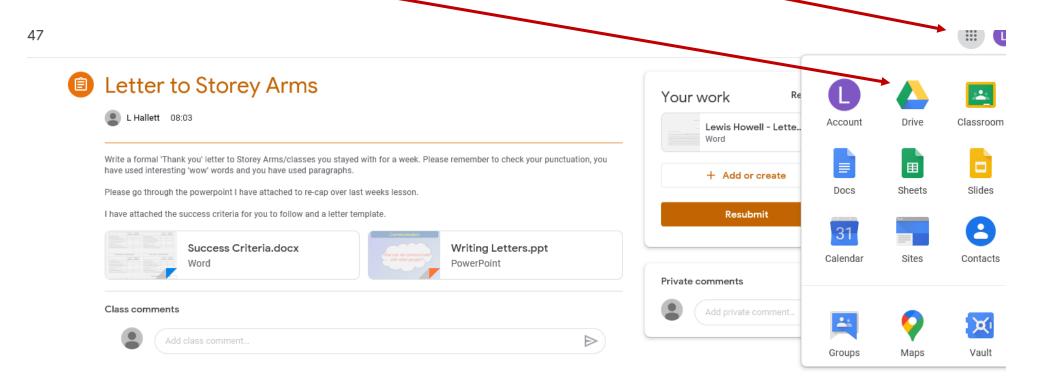
Each *Classroom* may look different as teachers will organise topics in different ways. It may be organised in weeks or by lessons.



When you click on an assignment, you will see the instructions given by the teacher and any documents you might need. If you click on the documents they will open up in a new internet tab. If you are asked to create or amend a document you can do that online and it will automatically save it in your *Drive* (see next page). To *Hand in* your work click the *Hand in* button (this piece of work has already been handed in which is why it says *Resubmit*, you can go back and edit your work at any time)



To find any work you have completed, look in your *Drive* by clicking on the *waffle* in the top right hand corner. -



All work is automatically saved as you work. If you have more than one pupil who will be accessing Google Classroom make sure they each log out by clicking on the coloured circle in the top right hand corner (it will have the initial of their first name in it)

One of the most common problems people have when accessing Google Classroom is that the site will keep trying to log you in using a personal Google account (i.e a personal Gmail account). You will <u>never</u> need to request access for any resources. Click on the letter in the top right corner to check if you are using your child's Hwb account. If not, either sign out and sign in again using their Hwb account or 'Add' another user and sign in using a Hwb account.