A student's guide to Google Classroom
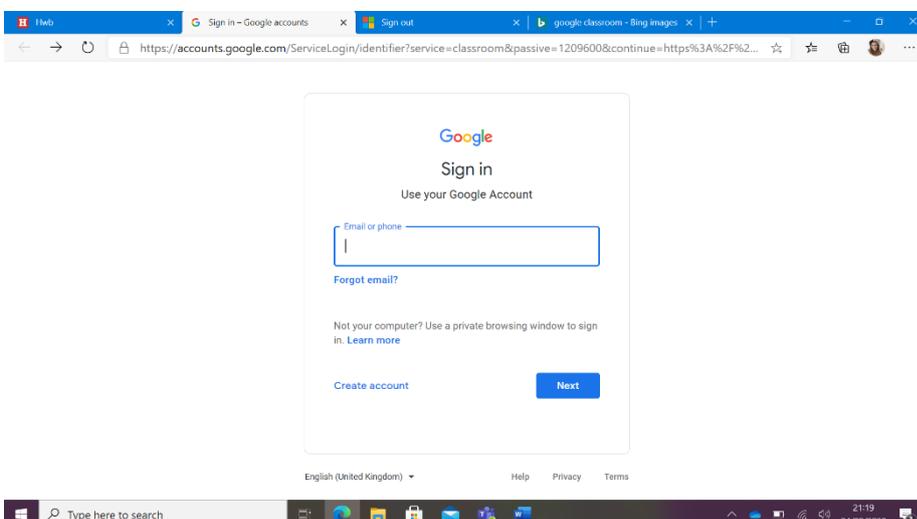

Google Classroom

Logging on
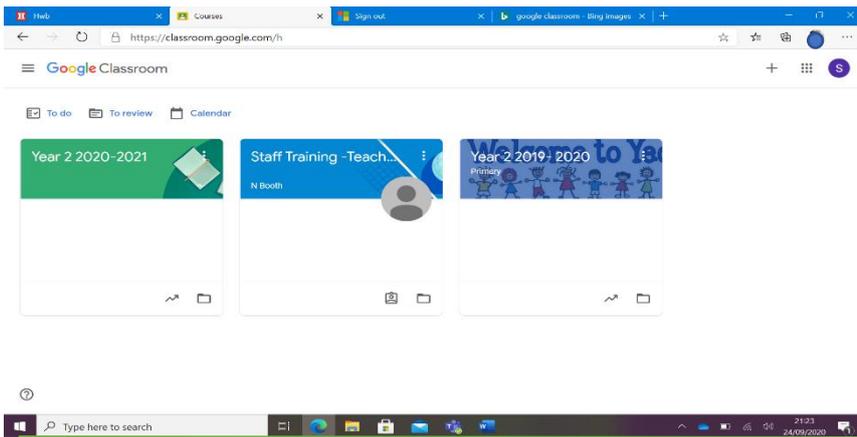
Log onto Hwb https://hwb.gov.wales/ using the details on your log on card.
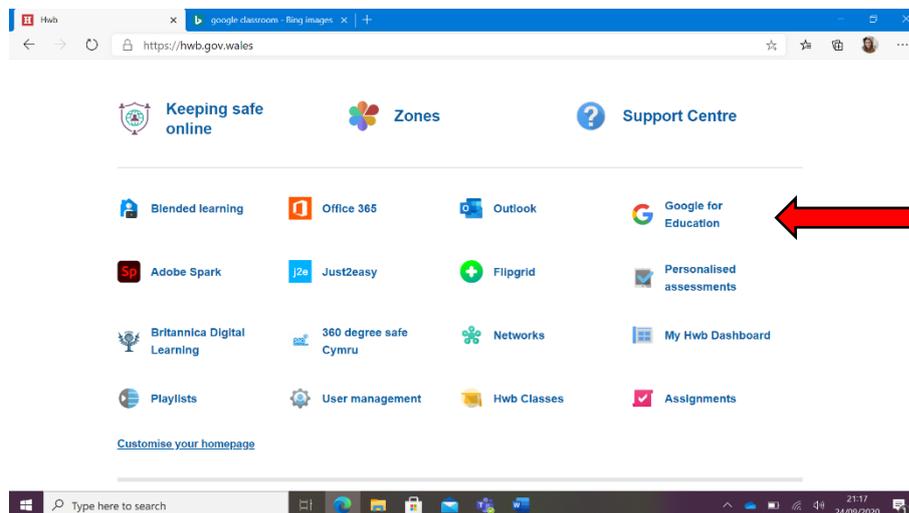
Select Google for Education
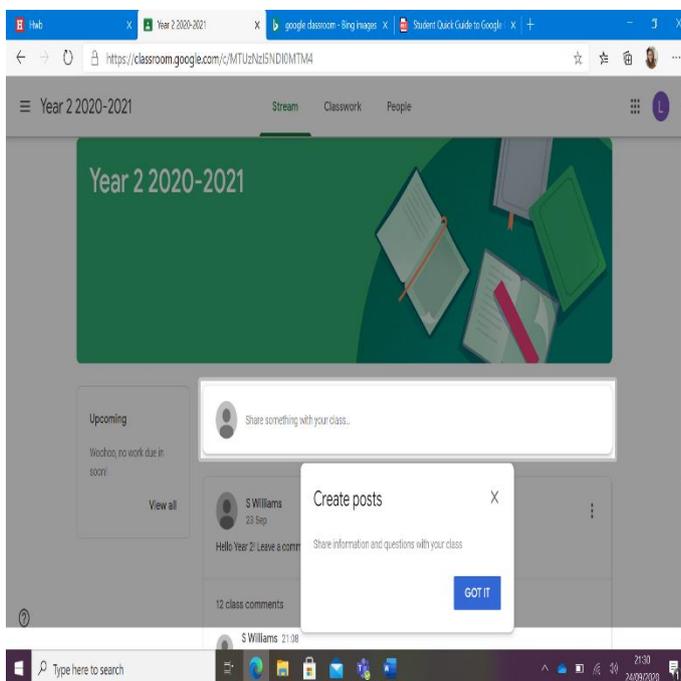

Type in your Hwb user name (email address) again.

Select your class-

If you have not accepted the invitation to join then you will need to do this.

Finding your way around Google Classroom

Stream

Stream is where you can view class posts, see what new assignments have been added and leave comments for your classmates and teachers.

You can also see any work that is due in soon on the left hand side under the title 'upcoming'.

Student's View of Announcements: Announcements will appear in the Stream and students have the option to leave a class comment. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.

Student View of Assignments: Posted assignments will appear in the Stream. You may be prompted to refresh the Stream or assignment to see the latest updates. Students also have the option to leave a class comment. Class comments are viewable by the teacher and all students in the class so be mindful of what you post here.

Classwork
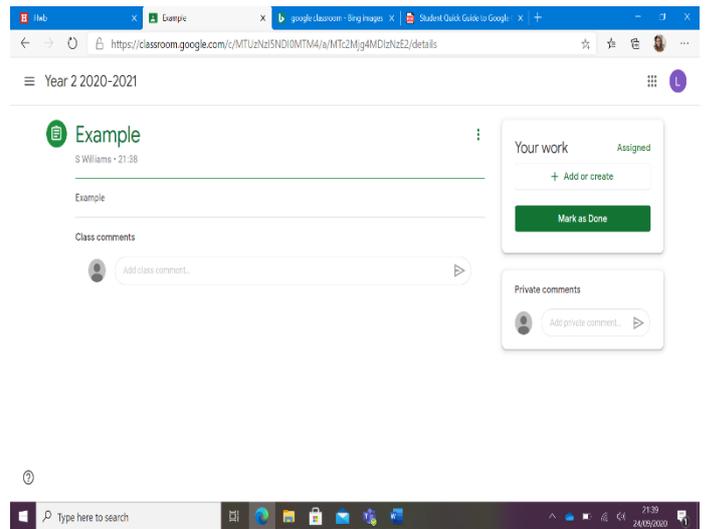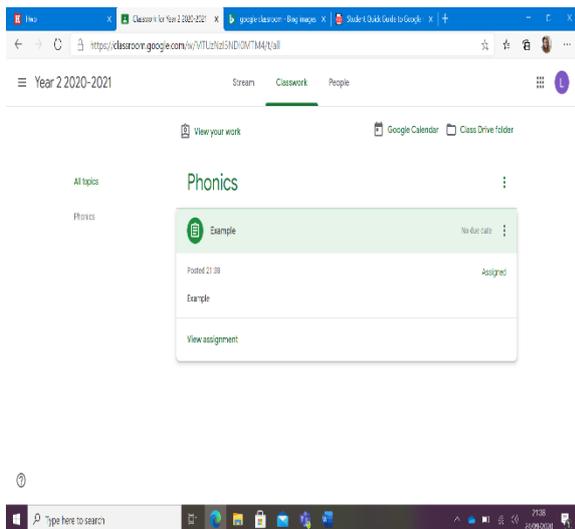
Student View of Assignment:

On this page, students will have additional options for the assignment.

1. Title of Assignment, Description, and Due Date
2. Under Your Work, Students will see any file attachments or templates the teacher has created or attached for you.
3. Add: Here students can add their own files or links.
4. Create: Here students can create new Docs, Slides, Sheets or Drawings.
5. Mark As Done: Students click the "mark as done" button when they have completed the assignment and are ready to submit.
6. Add a private comment, which can only be viewed by the teacher.