



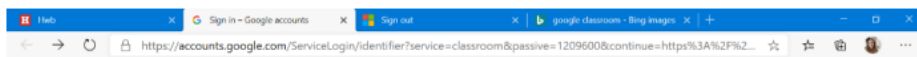
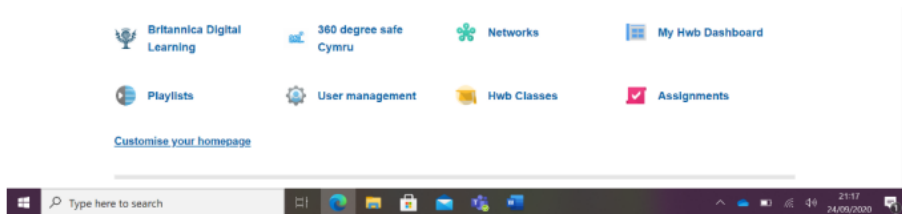
A student's guide to Google Classroom



Google Classroom

Logging on

Log onto Hwb <https://hwb.gov.wales/> using the details on your log on card.



Google
Sign in
Use your Google Account

Email or phone

Forgot email?

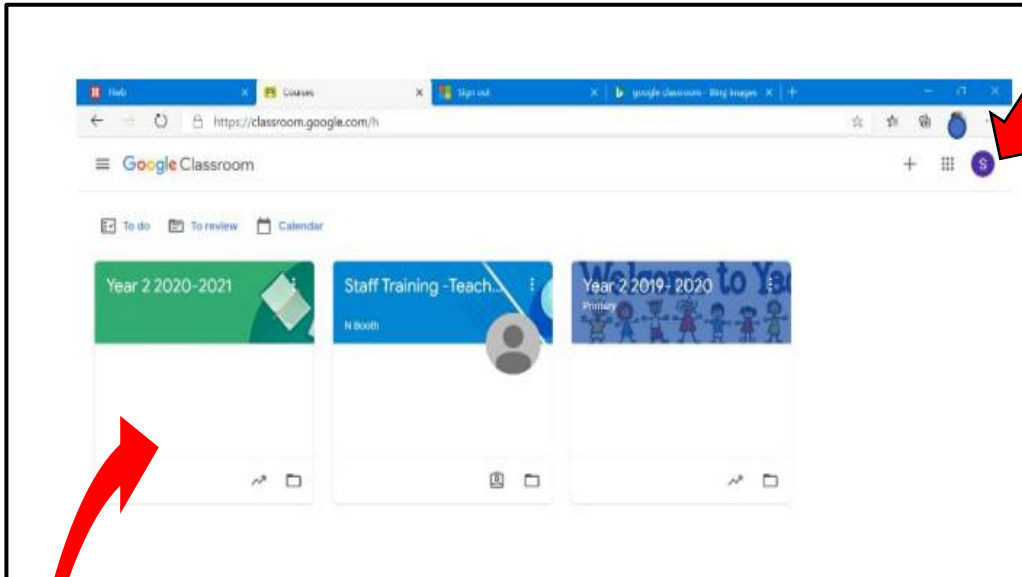
Not your computer? Use a private browsing window to sign in. [Learn more](#)

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

English (United Kingdom) Help Privacy Terms

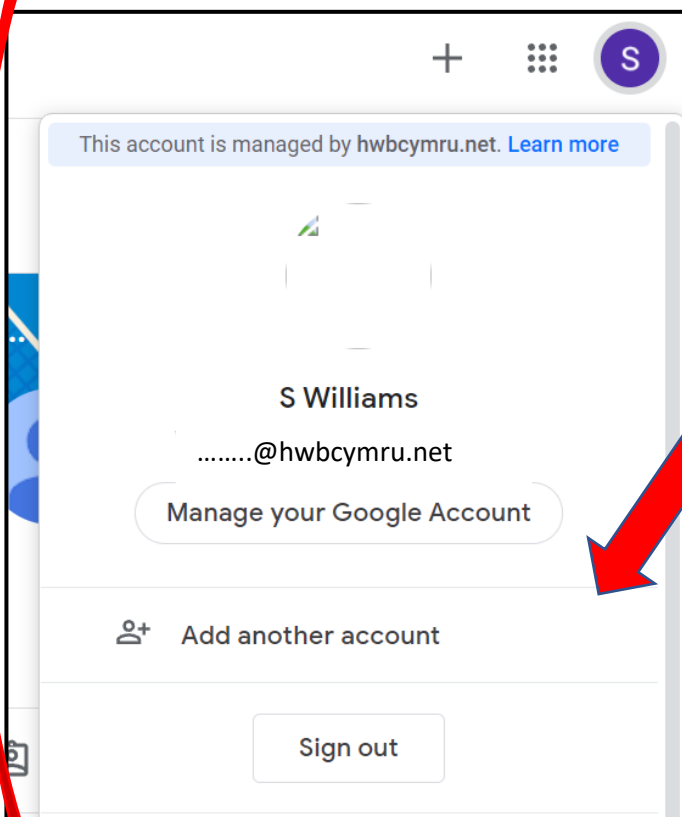
Type in your Hwb user name (email address) again.

IMPORTANT USER INFORMATION



Make sure that your initial is shown in the circle. Hover the cursor over the circle to check that it shows your Hwb email address.

If it doesn't then you will need to click on the circle and select your Hwb account or select 'add another account' (use your Hwb log on details for this).



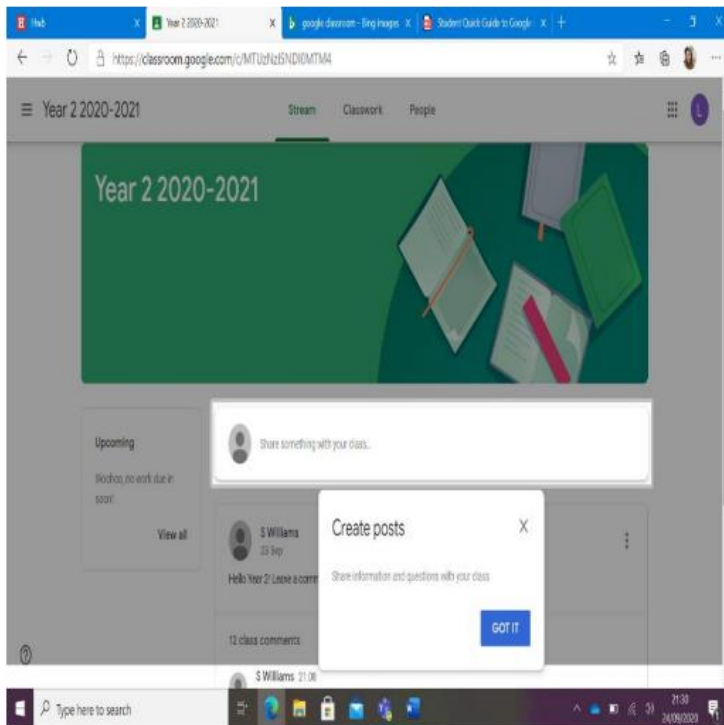
This will need to be checked each time a different child logs on. It will remember previous accounts once you have logged on with them so in future you can simply select the Hwb email address that you want from the list.

You can then select your class from the list shown on the Google Classroom home screen

If you do not see your current class, then please speak to the class teacher.

Finding your way around Google Classroom

Stream



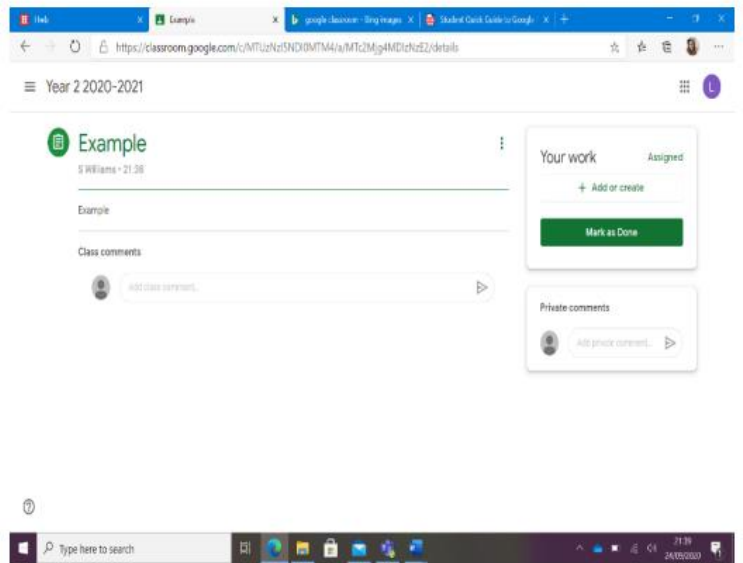
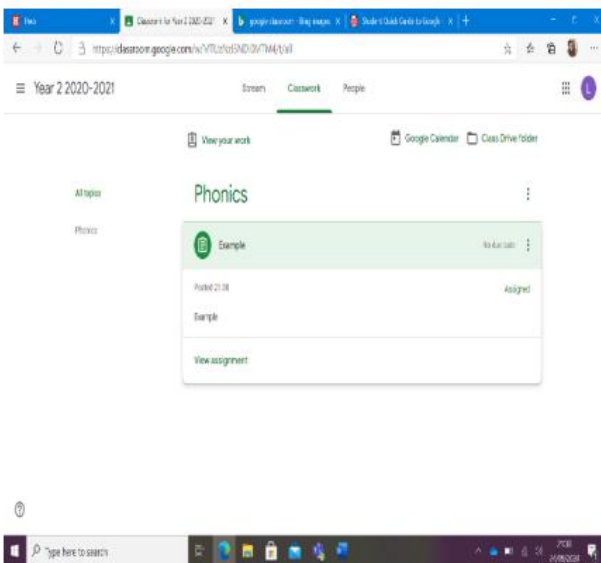
Stream is where you can view class posts, see what new assignments have been added and leave comments for your classmates and teachers.

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.

