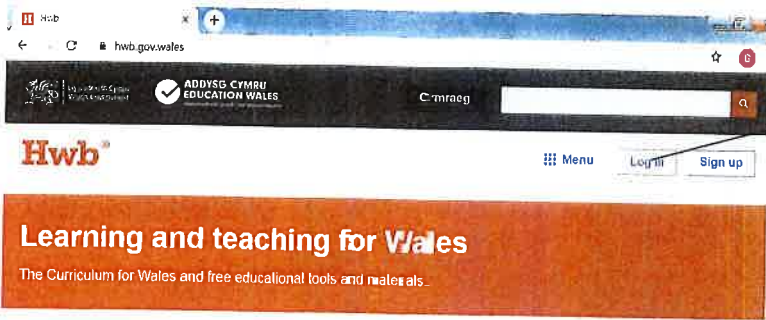


# How to log on to Hwb/Google Classrooms.

Visit [hwb.gov.wales](http://hwb.gov.wales)



Click Log In

Enter your username/email address followed by your password.

Hwb

Sign in

username@hwb.cymru.net

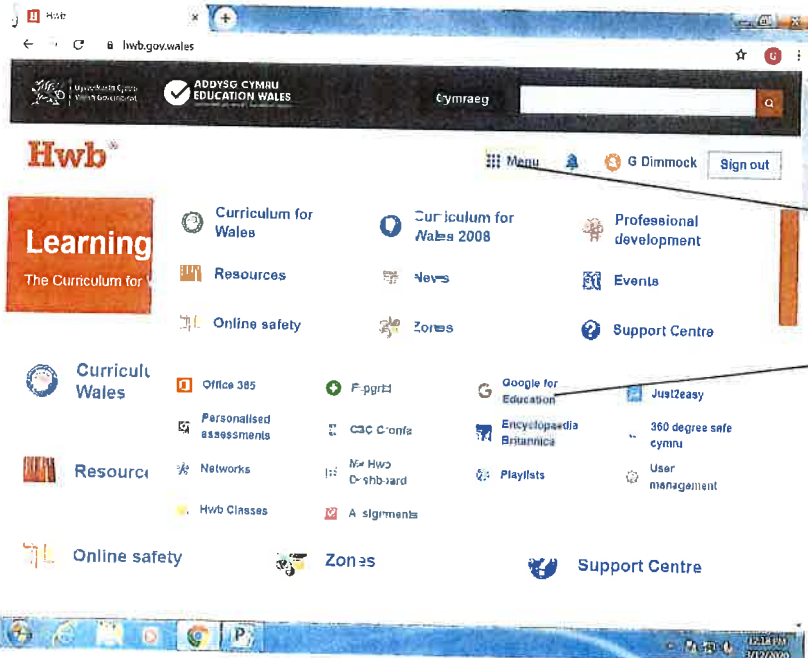
Can't access your account?

Sign-in options

Back

Next

Rhaid mewngofnodi gan ddefnyddio 'enwdefnyddiwr@hwb.cymru.net' | You must login using 'username@hwb.cymru.net'



Click on the Menu/Waffle

Now click on 'Google For Education'

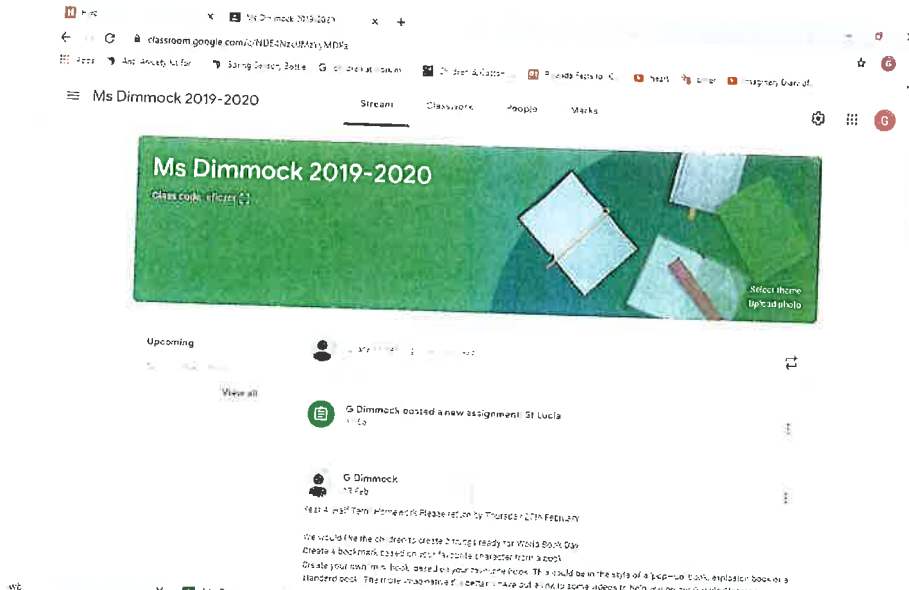
You may be asked to enter your log in details again or to verify the email address.

If given the option, select that you are a student.

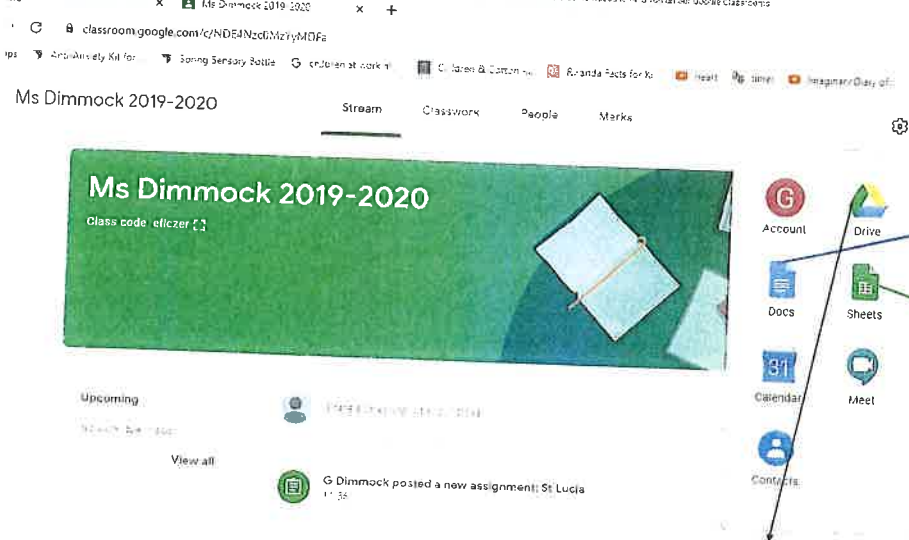


Click on your class.

Your class will appear (similar to the image below)



Your teacher will provide activities/instructions for you to complete any tasks here.



Click on the Menu/waffle.

Docs: To create a document.

Sheets: To create a spreadsheet.

Slides: To create a slide show.

Drive: This is where all your work is saved.



Be sure to give your work a name/title.

You can share your work with your teacher.



Great resource for safe research.



Some of the things you may use at home to help with your work. (Please note that you DO need to save any work completed using these apps)

Office 365

Search



Good afternoon

Install Office



Email—use this to send work to your teacher.

Where your work saves.

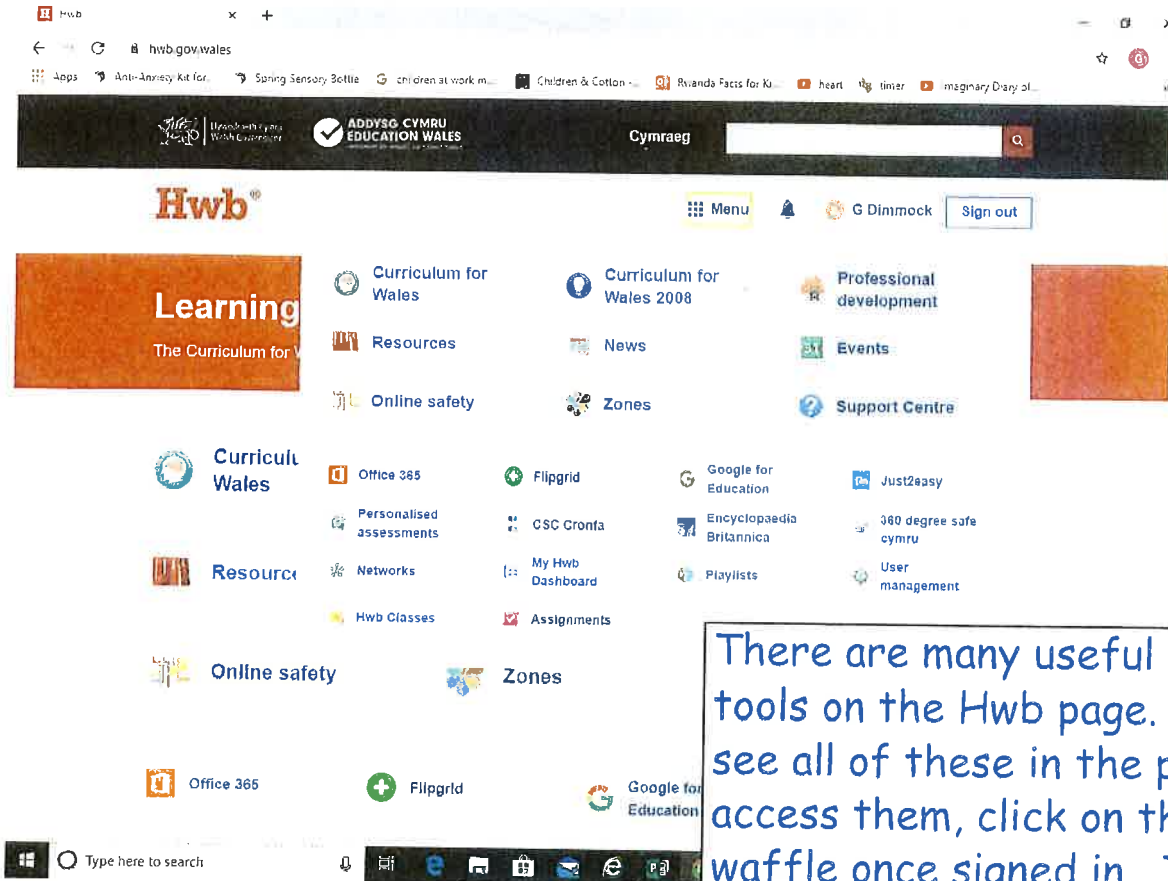
To create documents.

To create spread-sheets.

To create slide shows.

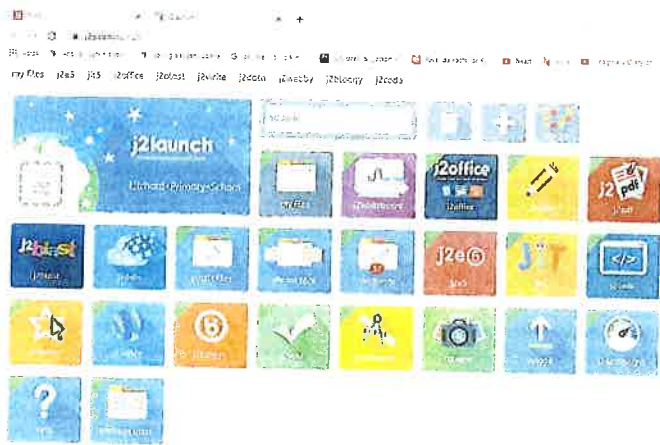
A few things to remember:

- Google automatically saves the work (so there is no save button)
- Microsoft DOES NOT automatically save.
- Your teacher can see all communication online through Google For Education so they know who has typed what.
- The email/office 365 app is for children to use for their learning and not for any personal messages.



There are many useful learning tools on the Hwb page. (you may not see all of these in the picture) To access them, click on the Menu/waffle once signed in. This will display the options available to you.

## J2e Just2easy



Explore these to create stories, create graphs, tables etc with data, code/program and many other things. J2blast—this is a great game for times tables and spellings.