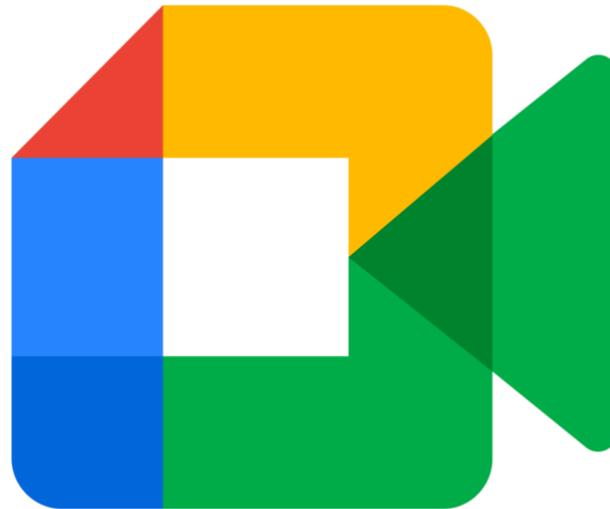


Wick and Marcross  
Church in Wales Primary School



Google Meet User Guide

Google Meet is a free service, developed by Google for schools and can be accessed via the HWB platform. Each morning we intend to use Google Meet to live stream a short 15-minute meeting with your child's teacher. Each class will be given a designated time to meet with their teachers. This is an opportunity for class teachers to 'check in' with pupils, discuss prior learning and set new work/ expectations for the day.

To ensure the best possible experience, please read the following information.

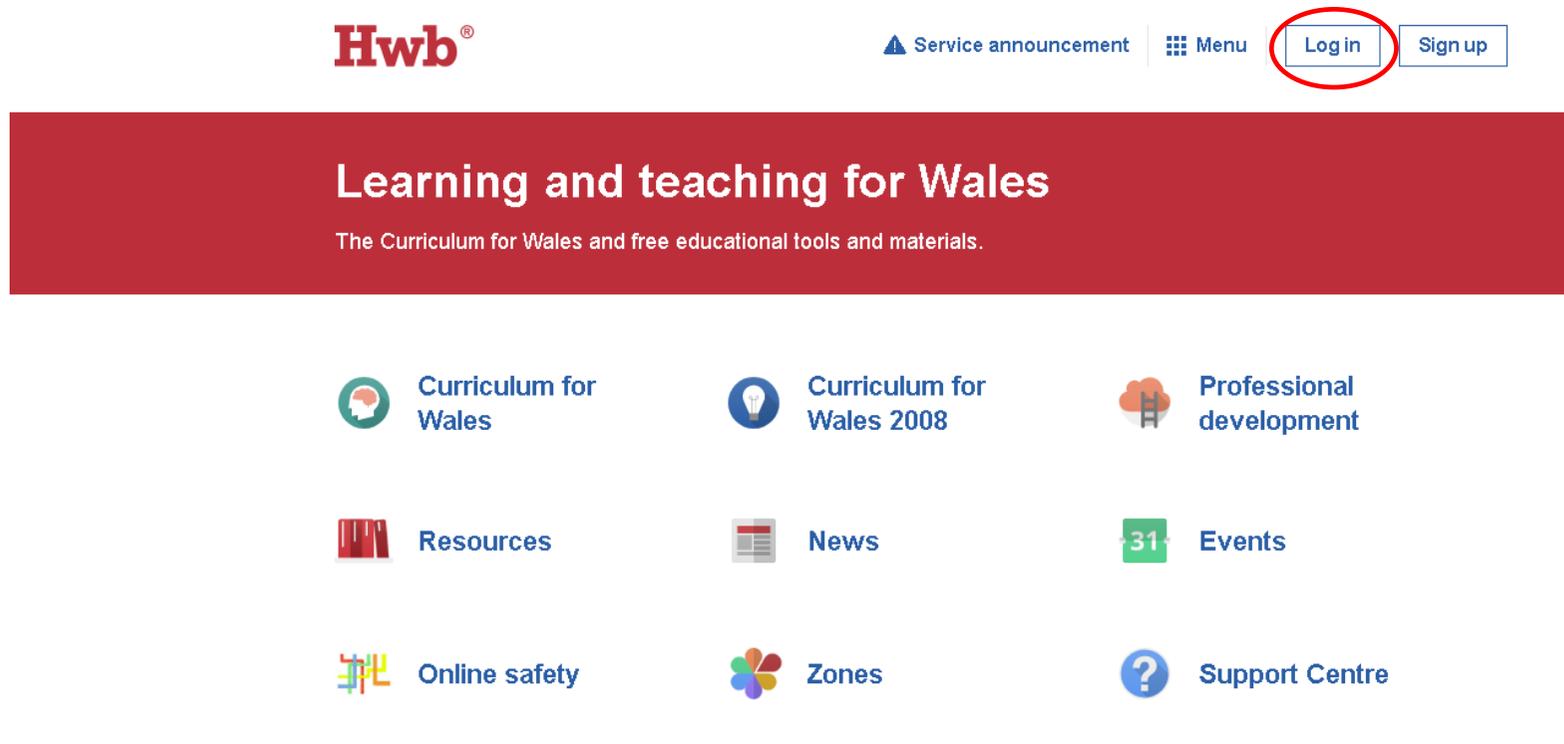
If you intend to use a computer for this meeting, you do not need to add or download any additional software. A webcam and microphone would be handy to have and will allow your child to interact with their teachers and peers, however, it is not essential. Your child will still be able to join the meeting, watch and hear what is being said and use the 'chat facility'.

If you will be using a mobile device/ tablet to access online learning, the majority of features within Google will work within the web browser, however, if you intend to join a Google Meet session, you will need to download either the free Google Classroom app or the Google Meet app. Remember, you will need to **sign in with your child's Hwb username and password.**

## Logging into Google Classroom

First, you will need to log into Hwb. Go to <https://hwb.gov.wales> or search 'HWB' in your preferred online search engine.

Click on the login button.



The screenshot shows the top navigation bar of the Hwb website. On the left is the Hwb logo. To its right are three links: 'Service announcement' with a triangle icon, 'Menu' with a grid icon, and 'Log in' with a person icon, which is circled in red. Further right is a 'Sign up' button. Below the navigation bar is a large red banner with the text 'Learning and teaching for Wales' and 'The Curriculum for Wales and free educational tools and materials.' Below the banner is a grid of nine icons and their corresponding labels: Curriculum for Wales, Curriculum for Wales 2008, Professional development, Resources, News, Events, Online safety, Zones, and Support Centre.

**Hwb** ▲ Service announcement Menu Log in Sign up

# Learning and teaching for Wales

The Curriculum for Wales and free educational tools and materials.

- Curriculum for Wales
- Curriculum for Wales 2008
- Professional development
- Resources
- News
- Events
- Online safety
- Zones
- Support Centre

# Step 1

**Hwb**<sup>®</sup>

**Sign in**

username@hwbcymru.net

[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

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

**Hwb**<sup>®</sup>

Use your login details to sign into your account.

## Enter Username

Your username will be your surname, first initial and a number followed by @hwbcymru.net.

NB: Your username is **not** case sensitive.

e.g. [jonesk3213@hwbcymru.net](mailto:jonesk3213@hwbcymru.net)

# Step 2

**Enter password**

.....

[Forgotten my password](#)

[Sign in](#)

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

**Hwb**<sup>®</sup>

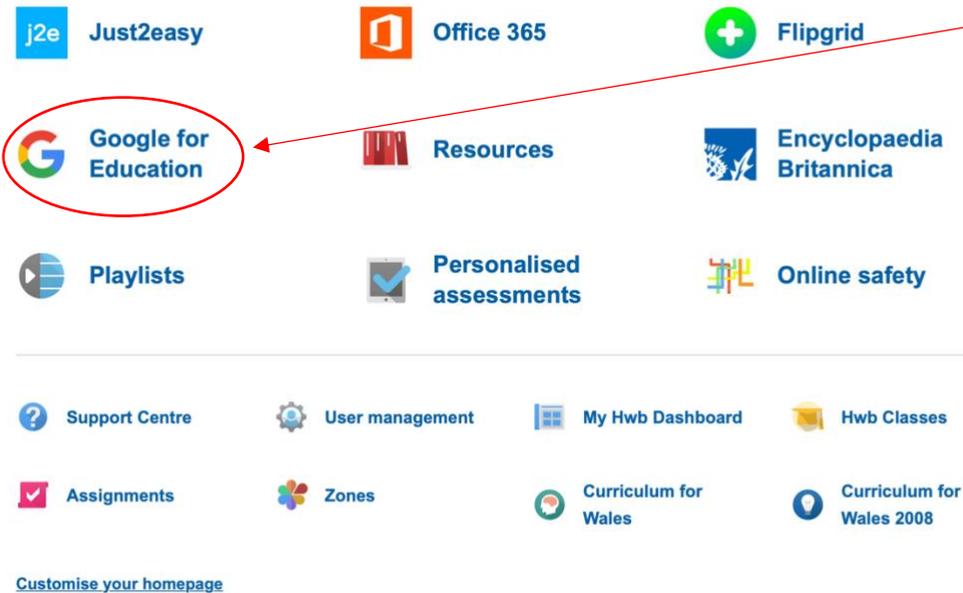
## Enter Password.

Your password will be a word followed by a 4 digit number. NB: passwords are case sensitive and will include a capital letter.

e.g. Road1234

## Accessing Google Classroom

Once you have logged in successfully, you will be presented with a range of different tools to choose from. Click on the Google for Education icon.



The dashboard displays several tool icons arranged in a grid:

- Just2easy
- Office 365
- Flipgrid
- Google for Education** (circled in red)
- Resources
- Encyclopaedia Britannica
- Playlists
- Personalised assessments
- Online safety

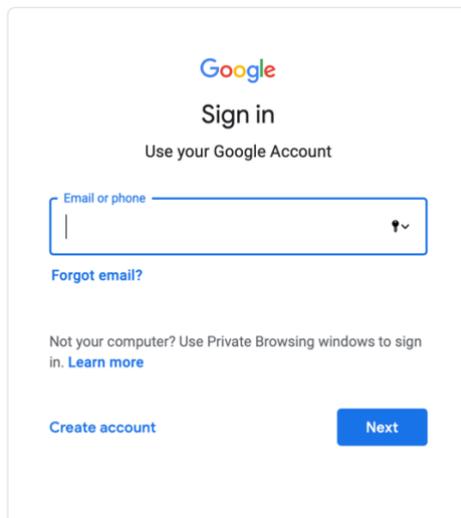
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Below the grid, there are more icons:

- Support Centre
- User management
- My Hwb Dashboard
- Hwb Classes
- Assignments
- Zones
- Curriculum for Wales
- Curriculum for Wales 2008

[Customise your homepage](#)

You will then be asked to sign into your Google account. This is your **HWB username**. E.g. [JonesK3889213@hwbcymru.net](mailto:JonesK3889213@hwbcymru.net). You will **not** be able to join the classroom using a personal email account.



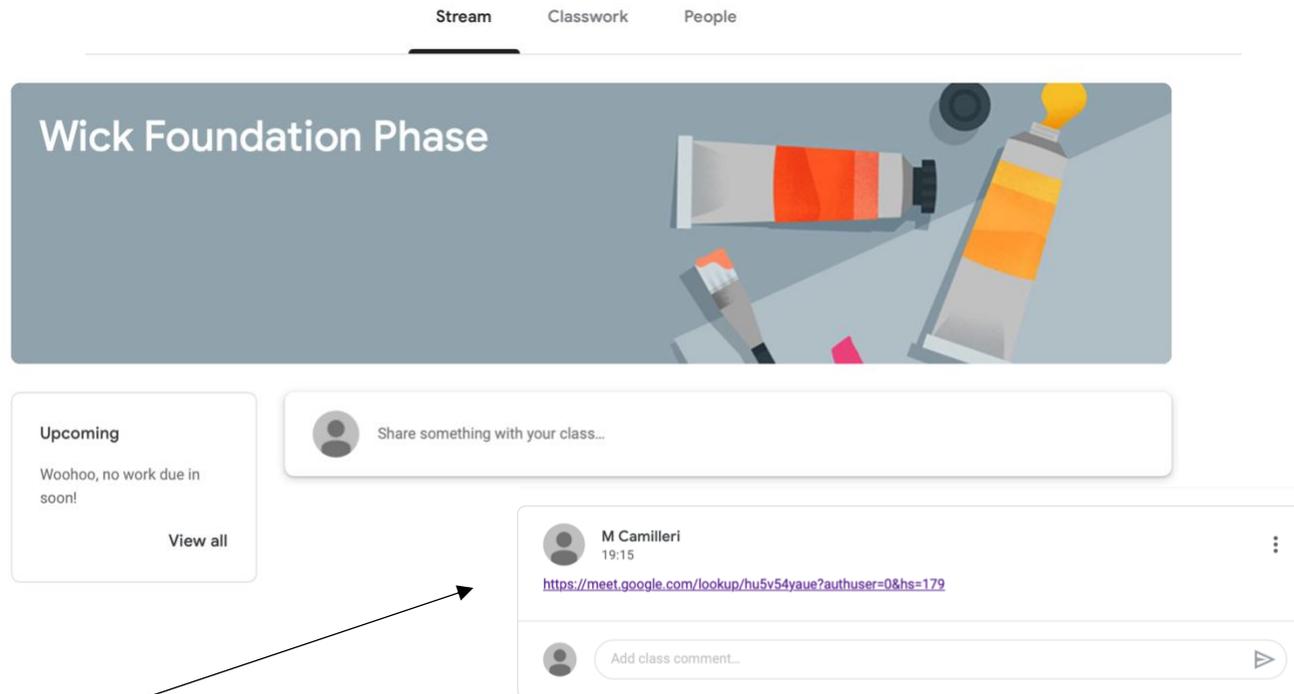
The screenshot shows the Google Sign in page with the following elements:

- Google logo
- Sign in
- Use your Google Account
- Input field for Email or phone
- Forgot email? link
- Not your computer? Use Private Browsing windows to sign in. [Learn more](#)
- Create account link
- Next button

Any classrooms you've been invited to will be displayed on the next screen. Remember you have three Google classrooms, Remote Literacy, Remote Numeracy and Remote Theme. We will be scheduling daily Google Meet sessions within the 'Remote Theme classroom'.

## Using Google Meet Within Your Google Classroom

At the top of the screen you will be presented with 3 tabs: **Stream**, **Classwork** and **People**. In order to access Google Meet, ensure that you are on the 'Stream' page.'



As you know, assignments/ classwork and messages will be displayed here on the stream. Google Meet links will also be posted on the stream every morning. Each class has a designated time slot, links will not be posted until the meeting time. Times for each class are as follows:

Dewi: 9:00 - 9:15

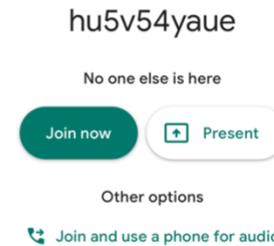
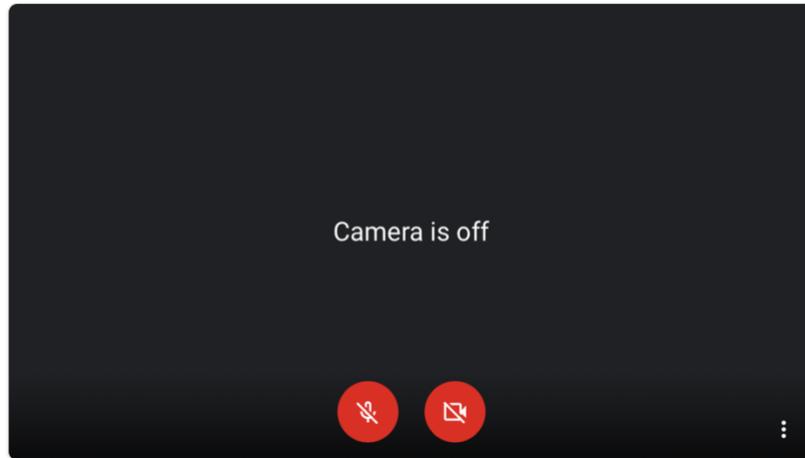
Dwynwen: 9:30 - 9:45

Teilo: 10:00 - 10:15

Dyfrig: 10:30 - 10:45

Illtud: 11:00 - 11:15

Once your link has been posted, click on it to gain access to the meeting. Please remember, if you're using a **mobile or tablet device** you will need to have downloaded the **Google Classroom or the Google Meet app**. Your web browser/ device will automatically open the app for you to start using.



Once Google Meet has opened you will have a few options. If you have a camera, ensure that the camera icon has been selected and is active. You will see a small preview.

Select the microphone icon to activate it on your device. Please note that you may be asked to turn your microphone off during the call by the class teacher. Having lots of microphones on at the same time can cause some feedback, pick up background noises and be quite difficult to hear the speaker. The class teacher will direct you when to turn your microphones on or in some cases will control them for you.

Select 'join now' to enter the meeting room.

If you are using a device that doesn't have a camera or microphone you can use the chat facility. Your class teacher will be able to read this and respond. Simply click on the message icon in the top right hand corner and start typing your message.



During a meeting with the teacher, please ensure a few things:

- You have a plain background/ you have selected to blur or change your background using ....
- You are appropriately dressed for the meeting.
- Your microphone is muted.
- If you would like to contribute to the conversation, you raise your hand using the  button.



When the meeting has ended, press the 'leave call button' at the bottom of the screen.



Once the call has ended, the link on the stream will be removed. A new link will be added the next day.