

Wick and Marcross Church in Wales Primary School



Google Classroom User Guide
(Updated January 2021)

Google Classroom is a free service, developed by Google for schools and can be accessed via the HWB platform. KS2 pupils in Wick will be familiar with its features and would have already used it to complete work, collaborate and access learning materials.

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.

Hwb[®]

▲ Service announcement

Menu

Log in

Sign up

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Step 1

A screenshot of the Hwb Sign in page. The page has a dark red vertical bar on the left with the Hwb logo at the bottom. The main content area is white and contains the Hwb logo, the text 'Sign in', a text input field with the placeholder 'username@hwbcymru.net', a link 'Can't access your account?', a link 'Sign-in options', and two buttons: 'Back' and 'Next'. At the bottom, there is a grey box with Welsh text: 'Rhaid mewngofnodi gan ddefnyddio \'enwdefnyddiwr@hwbcymru.net\' | You must login using \'username@hwbcymru.net\''. The background of the page is a green field with yellow flowers.

Hwb®

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'

Use your login details to sign into your account.

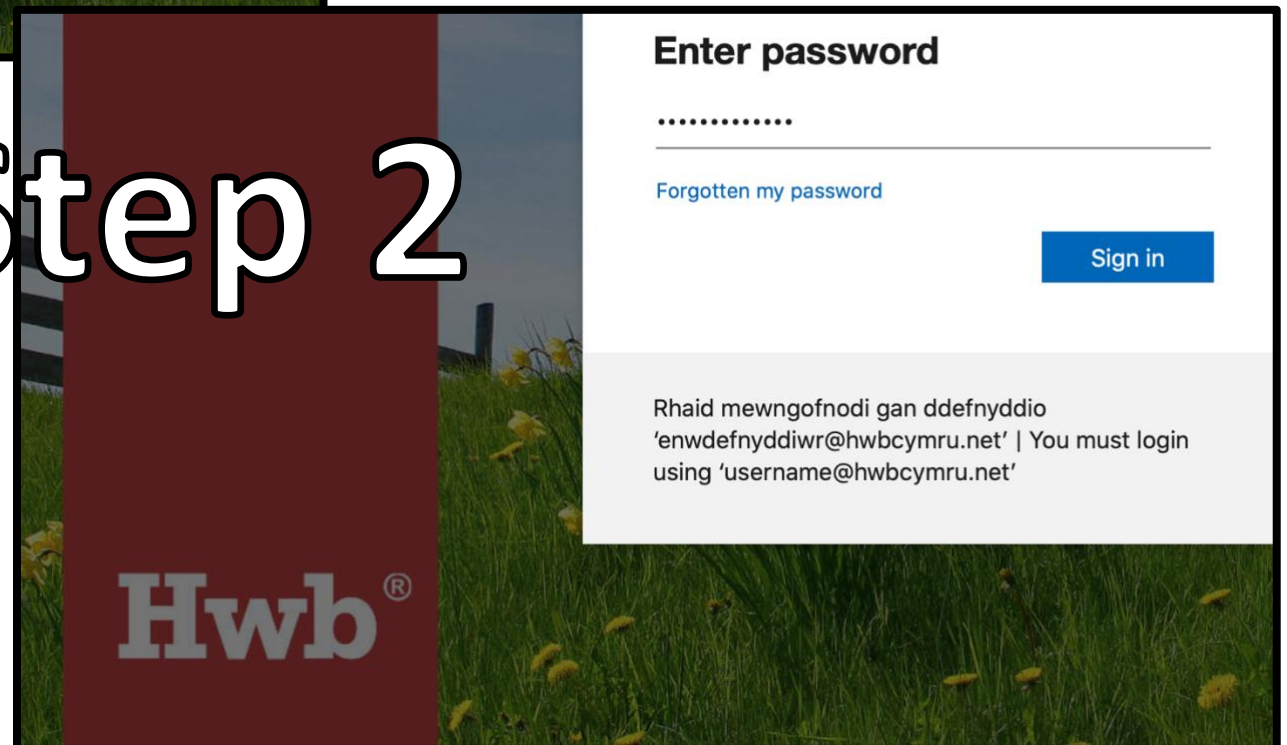
Enter Username

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

Step 2

A screenshot of the Hwb Enter password page. The page has a dark red vertical bar on the left with the Hwb logo at the bottom. The main content area is white and contains the text 'Enter password', a password input field with masked characters '.....', a link 'Forgotten my password', and a 'Sign in' button. At the bottom, there is a grey box with Welsh text: 'Rhaid mewngofnodi gan ddefnyddio \'enwdefnyddiwr@hwbcymru.net\' | You must login using \'username@hwbcymru.net\''. The background of the page is a green field with yellow flowers.

Enter password

.....

[Forgotten my password](#)

[Sign in](#)

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

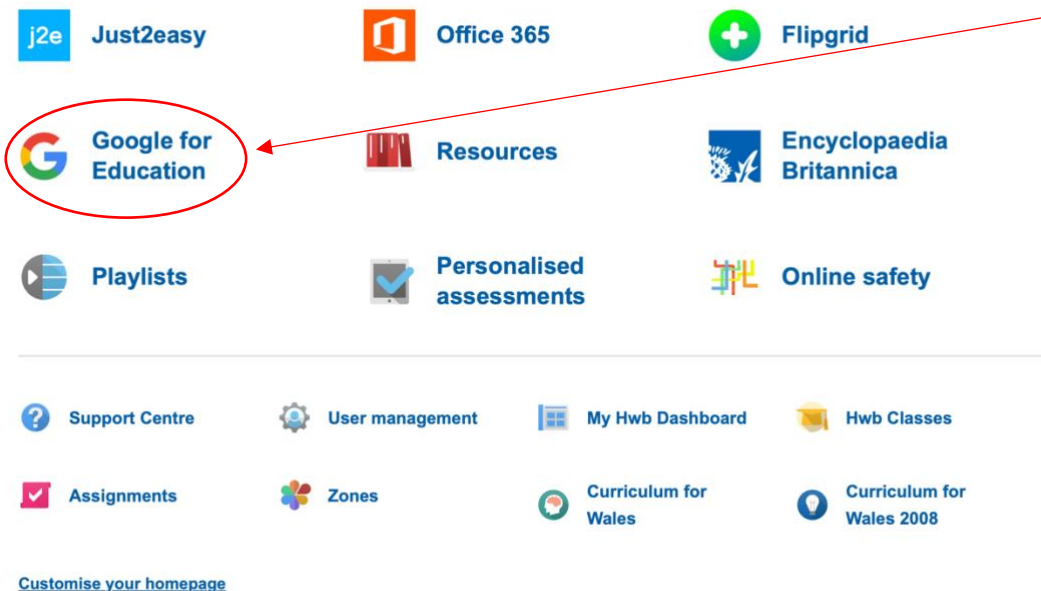
Enter Password.

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.



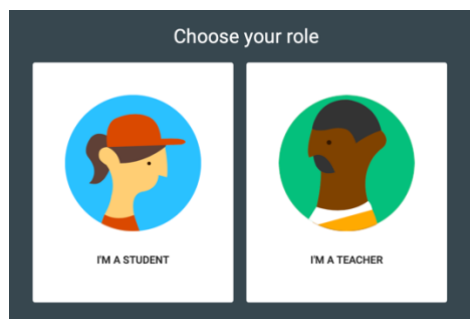
You will then be asked to sign into your Google account. This is your HWB username. E.g. JonesK3889213@hwbcymru.net.

The Google Sign in screen shows the Google logo, the text 'Sign in', and 'Use your Google Account'. There is a text input field for 'Email or phone' with a dropdown arrow. Below the field are links for 'Forgot email?' and 'Not your computer? Use Private Browsing windows to sign in. Learn more'. At the bottom, there are two buttons: 'Create account' and 'Next'.

NB: On your first time logging in, you will be presented with Google's terms and conditions. You will need to click the accept button to proceed to Google Classroom.

The Google Welcome screen displays the Google logo and the text 'Welcome to your new account'. Below this, there is a paragraph of text explaining the account setup and the terms of service. At the bottom, there is a blue button labeled 'Accept'.

The platform will then give you some instructions to follow. These instructions will tell you how to use Google Classroom. Once you have followed the steps, click on the 'I'm a student' icon.



The classrooms you've been invited to will be displayed on the next screen. You will be asked to 'join' or 'decline' the classroom on your first-time logging in. There are three different classrooms to join per year group.

Google Classroom

Wick Foundation Phase

Unknown user

Decline Join

First time logging into a classroom – you should see the classrooms displayed here. Click the 'join' tab.

Alternatively, you can search for each classroom by clicking on the + button to join a class.

Class code
Ask your teacher for the class code, then enter it here.

Class code

Each classroom has a specific code.

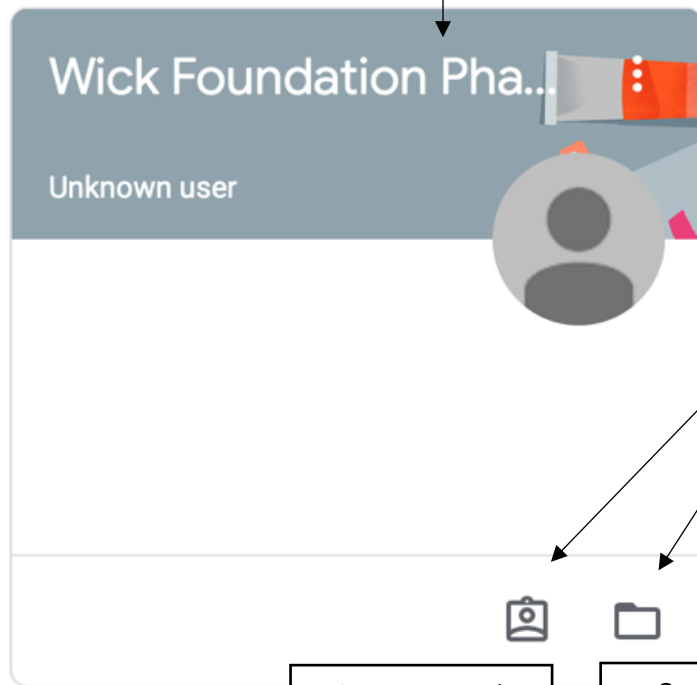
You will find classroom codes on the newsletter sent in the first newsletter in September.

To sign in with a class code

- Use an authorised account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Centre article](#)

After your first time logging in, the icons will look slightly different. Click on the grey section at the top to access the classroom.



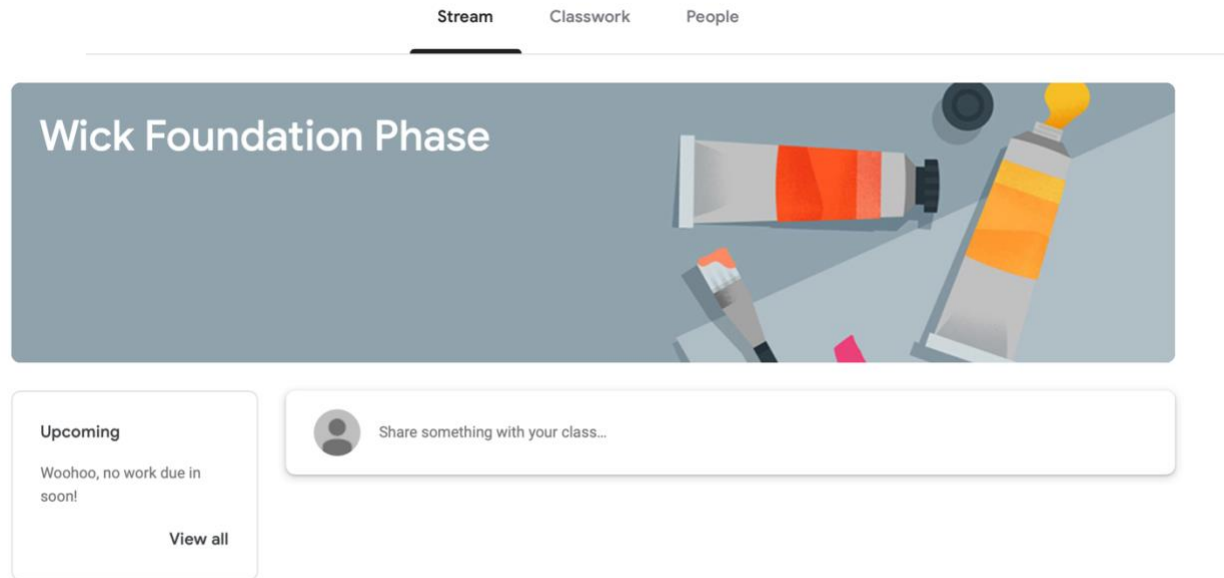
Quick access tools

Open your work

Open a folder

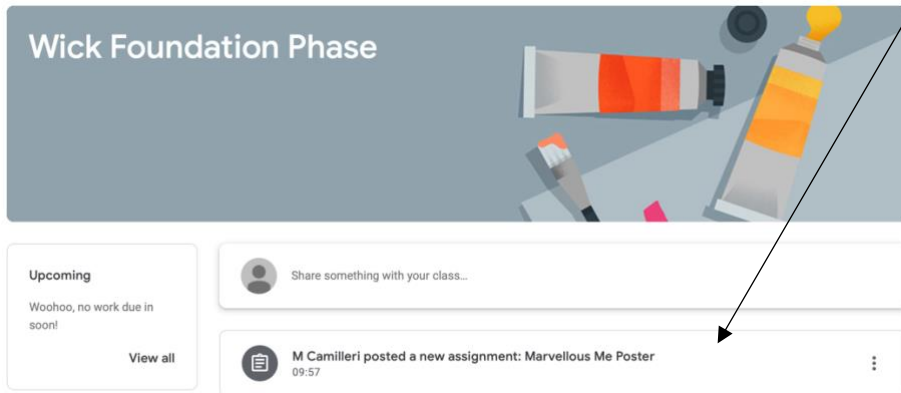
Inside Your Google Classroom

At the top of the screen you will be presented with 3 tabs: **Stream**, which gives you the most up-to-date information, **Classwork** which shows any work that needs to be completed; and **People**, other members in your class. Any work to be completed will be shown in **Stream** and **Classwork**. Lesson content will also be shown on your **Stream**.



Assignments/ classwork will be displayed here on the stream (see the next page for examples).

Google Classwork, Assignments and Lessons



Click on the 'new assignment' tab. You will then see a set of instructions on how to complete the work, set by your teacher. Any other documents you might need will also be here.

If you click on these documents, they will open in a new tab. If you are asked to create or amend a document, you can work online to complete it and it will be saved automatically. Your saved work will be in the class drive and your personal Google drive (see the next page).

To hand in your work, simply click the 'mark as done' button displayed.

Title of assignment

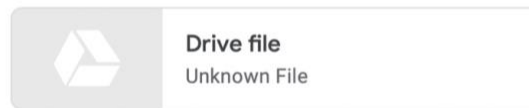
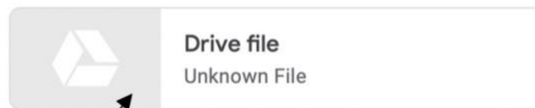
 **Marvellous Me Poster**

 M Camilleri 09:57

Description of assignment

Create a poster about yourself. Some examples of what a good poster looks like has been added for you to have a look at. You might like to add images, photographs, information about yourself and share some hobbies/ things you enjoy doing.

Success criteria has also been added for you to follow.



Class comments



Add class comment...

Create your work here

100 points

Your work

Assigned

+ Add or create

Mark as Done

Documents you might need to help you with your work. E.g. images, further instructions or steps to success

Your work

Assigned

+ Add or create



Google Drive



Link



File

Create new



Docs



Slides

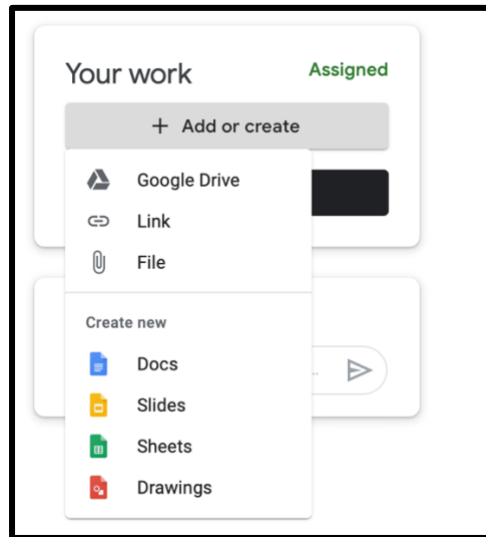


Sheets










Drawings

Creating your online work and submitting



If you want to create a new piece of work, click on '+ Add or create'. Several options will pop up for you to choose from.

-  Google Drive Access your Google Drive. This is where other documents you have created will be saved.
-  Link Link a website – add which website you want to link your piece of work to.
-  File Add files from your computer. This could be a document, photo, image or PDF.
-  Docs Create new documents, presentations, graphs/data or drawings online. Remember these will save automatically to your drive.
-  Slides
-  Sheets
-  Drawings

Once you have completed your assignment and have clicked 'mark as done', your work will be sent to your teacher. They will then look at the work you have created and send feedback.

Teacher Dialogue and Feedback

Once you've attached and sent work to your teacher, they will look at the work and provide feedback with some ways forward. To be able to see this feedback you will need to follow a few steps.

Stream

Classwork

People

1. To view the feedback provided by your teacher, click on the classwork tab.

2. In the top left-hand corner on the classwork page, you will see a small tab 'view your work'. Click on this tab.



View your work



Google Calendar



Class Drive folder

Here you will see all the assignments you have been asked to complete.

Name of the assignment.



Here you will see the date the assignment is due in.

In this area you can keep track of where you are with your assignments. If the assignment has been 'assigned', the task is still active. You can still complete this piece of work.

If the assignment has been completed and sent back to your teacher, the assignment will say 'handed in'.

Gifts for Baby Jesus 📎 1

No due date

Assigned

Three Wise Men Visit Jesus: Epiphany 🗨 1 📎 1

No due date

Assigned

Christmas Concert Invitation

No due date

Assigned

Christmas Concert Poster 🗨 1

No due date

Handed in

Remember to check this section regularly. Sometimes you may have completed an assignment, however, it hasn't sent properly, or you have forgotten to click the 'hand in' button. This will keep you up to date.


Click on one of the assignments. The assignment will expand to show you any comments left by your teacher. Your assignment and any attachments you added will also show.

Three Wise Men Visit Jesus: Epiphany

1 1

No due date

Assigned




161001908413494102702...
Image

Your attachments

Comments left by your teacher

1 private comment



M Camilleri 12:21

Hi well done for writing your recount of Epiphany. I can see that you worked really hard.

It looks like you held sentences in your head really well. Your writing also looks great. Very neat and it looks like you have formed your letters correctly! Super Job.


View details

Click on the 'view details' hyperlink to respond to the comments made and engage in a learning dialogue.

Type your response in the private comment box. When you've finished what you want to say, click on the arrow to send it to your teacher.

Your work

Assigned




161001908413494...
Image

X

+ Add or create

Hand in


1 private comment



M Camilleri 12:21

Hi well done for writing your recount of Epiphany. I can see that you worked really hard.

It looks like you held sentences in your head really well. Your writing also looks great. Very neat and it looks like you have formed your letters correctly! Super Job.



Add private comment...

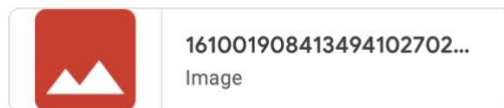
➤

Viewing Comments

Once you have opened your work and have chosen an assignment, click on the attachment to open it.



Your attachment will open and show you a preview of your work. Here you might see further and more specific comments have been added to your work. Your teacher may use a highlighter tool to point out features in your work that stand out, ways forward and things to consider next time.



Read Write Inc - Speed Sounds Session - e



M Camilleri • 18 Jun 2020

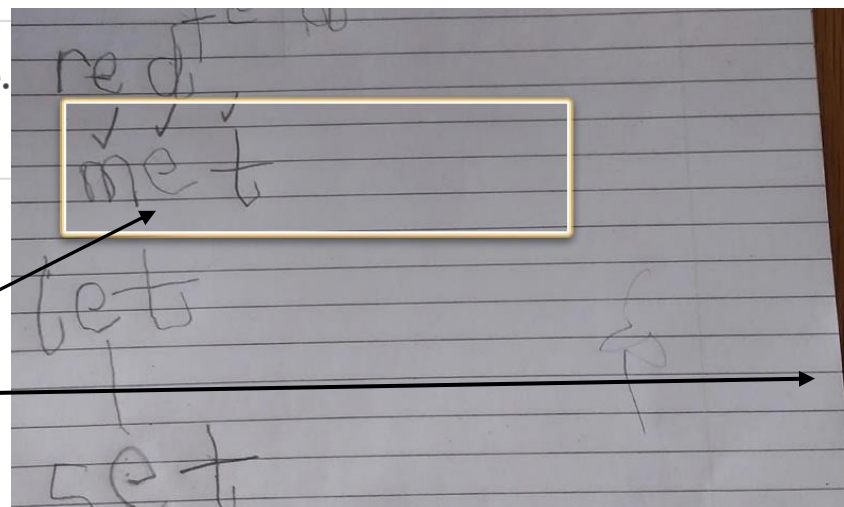
100 points

Today's speed sound session is on the sound - e. Follow the instructions carefully and practise using the special friend in words to help you read and write.



16. Set 1 - e.
Video

Here you can see that the teacher has highlighted a particular part of the work and has made specific comments.



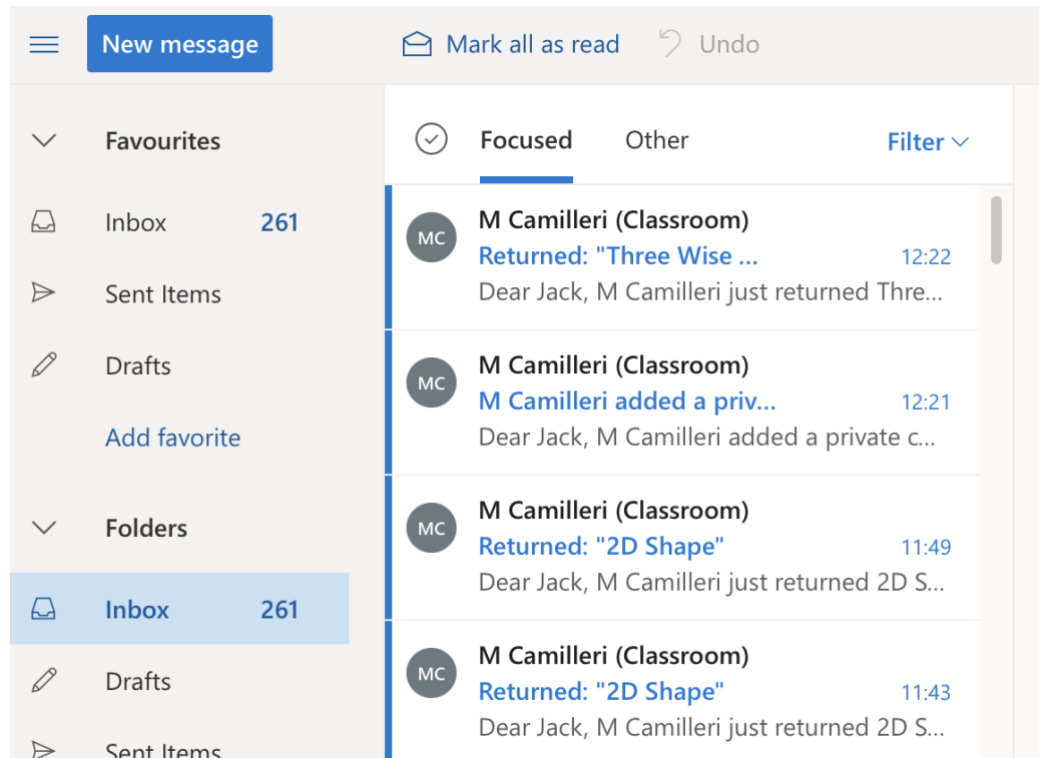
M Camilleri
16:15 Today

Resolve

Da iawn! You sounded out the word met using Fred fingers.

Next time try to make your letters a little smaller. Remember ascenders such as l and d are nice and tall and touch the top writing line.

Once your teacher has responded to your work, you will also be sent a notification email to let you know that your work has been acknowledged.



Accessing Your Google Drive

To access your **Google Drive**, click on the '9 dot' icon at the top right-hand corner of the screen.



Then choose '**Drive**', by clicking on this icon.



Drive

Your **Drive** is your online storage and filing system.