



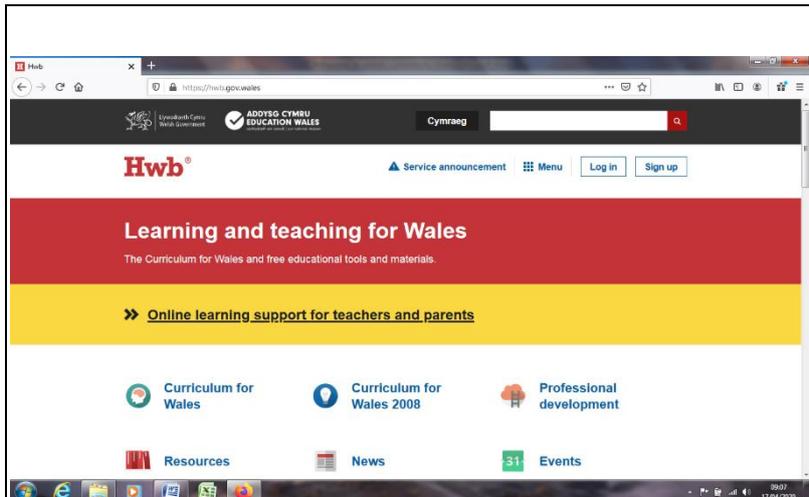
A Parent's Quick Guide to Google Classroom



What is Google Classroom?

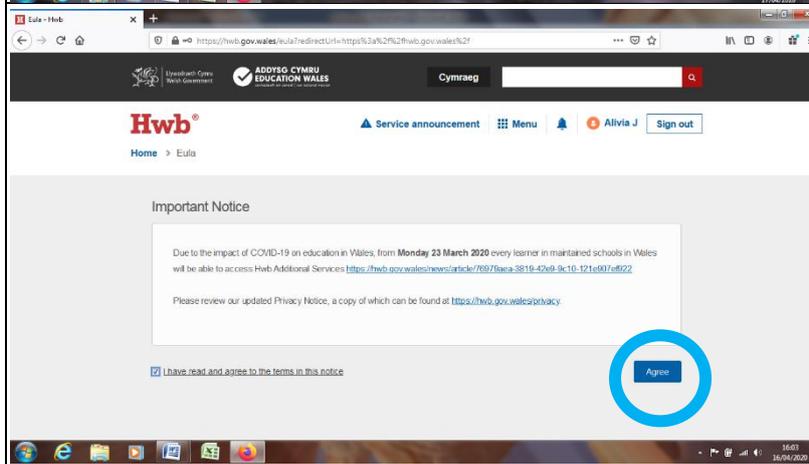
Google Classroom is a safe and secure web service that allows teachers to create, distribute and mark work in a paperless way. The main purpose of **Google Classroom** is to streamline the process of sharing files between teachers and students. It can improve communication between teachers, students and parents by providing access to assignments, resources and due dates.

How to access Google Classroom?



Step 1 -

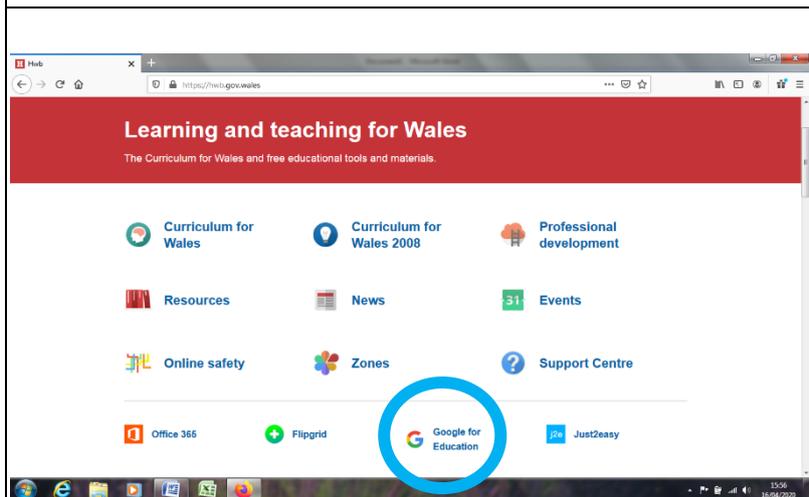
Go to <https://hwb.gov.wales> and log in with your username and password.



Step 2 -

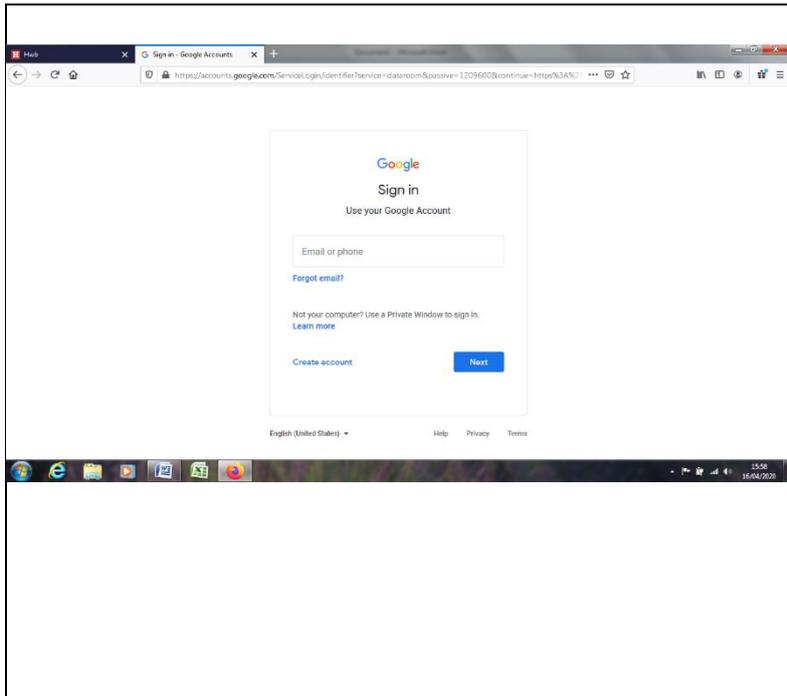
Agree to access the new HWB additional services.

Since the start of COVID 19 automatic access is being given.



Step 3 -

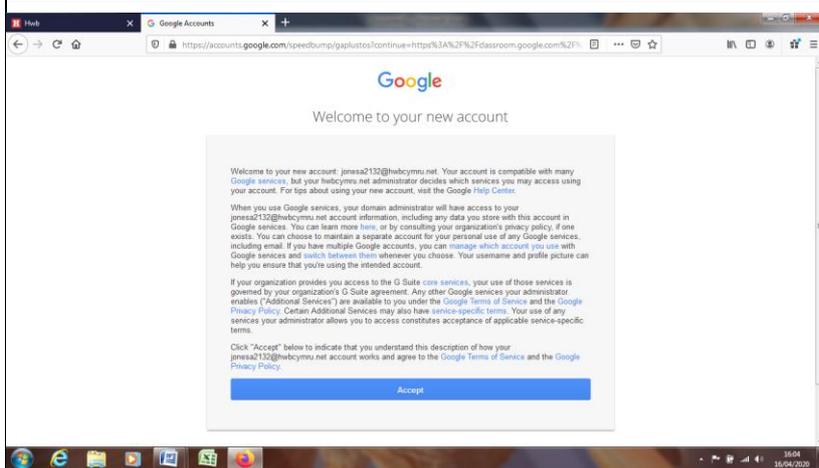
Click on Google for Education icon to access Google Classroom.



Step 4 -

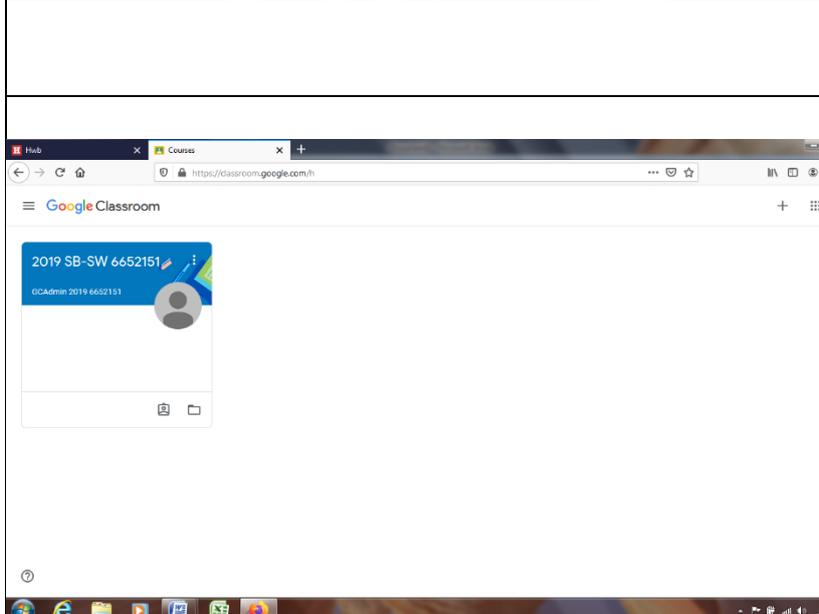
Sign in to your Google account using your HWB username. E.g.@hwbcymru.n
[et](#)

If someone else in the family already has a google account and it is signed in make sure you sign out of their account.



Step 5 -

Accept the terms and conditions of your account.

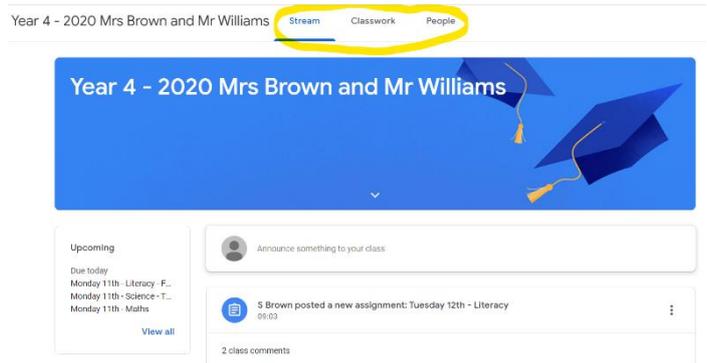


Step 6 -

This will take you to your Child's class.
Click on the class to enter.

How to use Google Classroom?

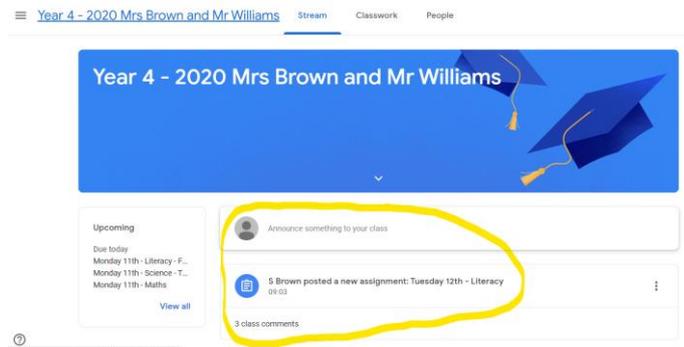
When you enter the classroom you will find tabs at the top of the screen that will help you navigate between the stream, classwork and people section.



When you open the classroom you will be on the tab with the stream. Then second tab is titled "classwork" and contains assignments, questions and resources to complete work. The third tab is titled "people" and contains list of all students in the class and well as the teachers.

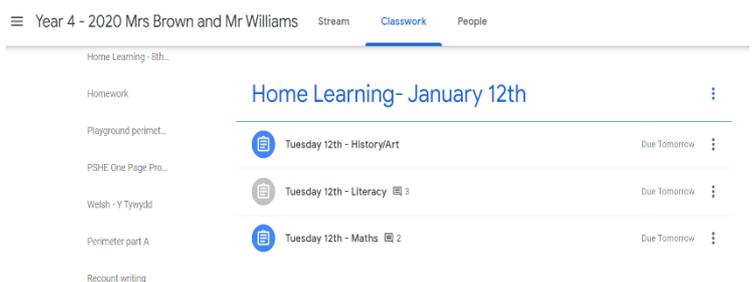
The Stream

The stream is where teachers post information for students. The information can include announcements from the teacher in the form of messages or reminders. Also any assignments posted from the teacher will appear on the stream for easy access.



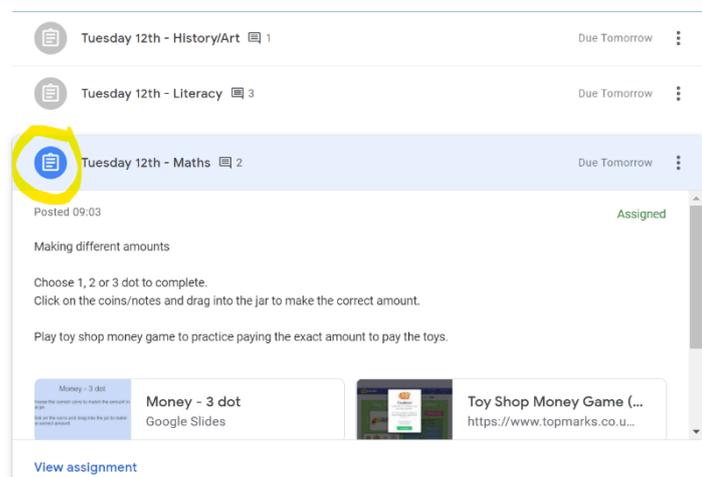
Classwork

The classwork tab is where you will find your child's assignments. Teachers may also post links and other resources needed to complete assignments.



Assignments

Assignments in Google Classroom are paperless versions of traditional assignments that students would receive through a handout. The clipboard icon in the upper left corner indicates that the post is an assignment for



students to complete. When a student clicks on an assignment, it will take them to a Google Doc, Google Form or other tasks that they must complete and submit electronically. There may also be links to other resources that will help students complete those assignments. Teachers may mark assignments and return with a score via the classroom as well.

Submitting Assignments

How does my child submit completed assignments?

When a student opens an assignment there will be a "hand in" button at the bottom of the post.

In addition, when students open an assignment document they will find a turn in button at the top of assignment document.

Teachers will mark and return work handed in they may also add a comment in the comment box.

