

How to access work on Google Classroom

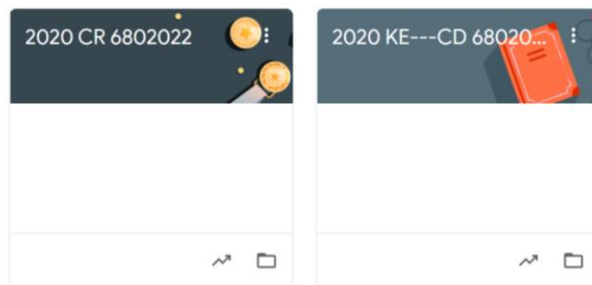
1. Log onto the following website:
<https://hwb.gov.wales/>
2. Use your Hwb password to log into the site.



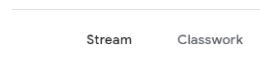
3. Once on the website click onto



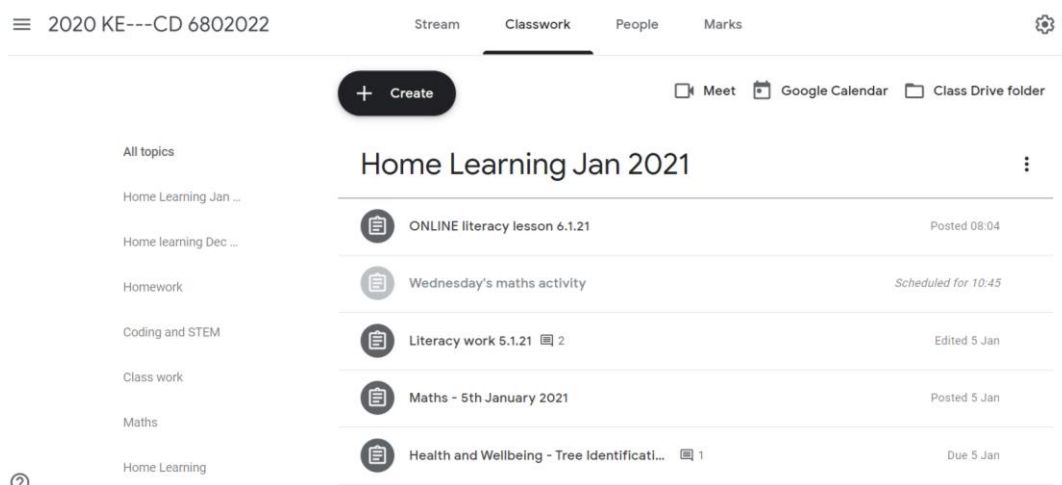
4. Once there you will see one of the following:



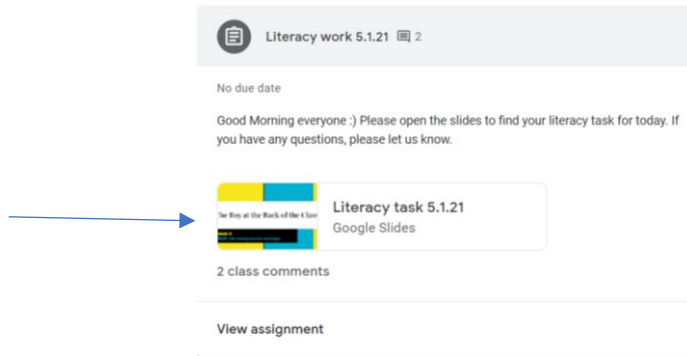
5. Click onto the white writing e g 2020 CR 68002022 or 2020 KE—CD 68020...



6. Clicking on 'Stream' – will take you to messages
7. Clicking on 'Classroom' – will take you to the assignments

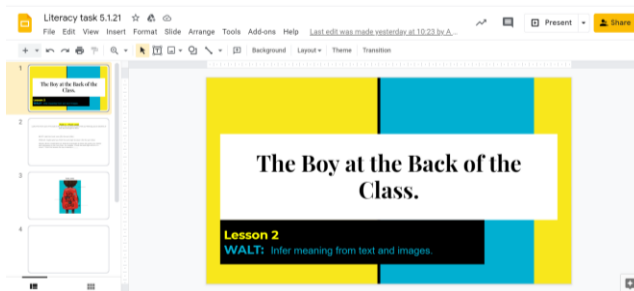


8. Choose an assignment. Read the instructions and then click on the 'resource'.



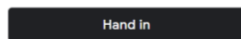
9. Click on 'View assignment'

10. Click on the resource – it is often a PowerPoint but it could also be a word or pdf document.

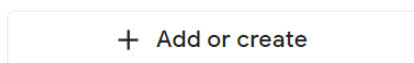


11. Read through the task. You should be able to edit the document and add your answers etc. Changes you make will automatically save.

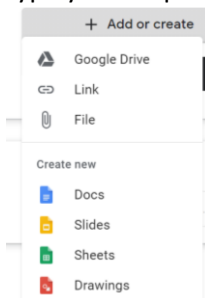
12. Once you have finished your work you can click on 'Hand in'



13. If you have typed your answers on a separate document or you want to create a new document you will need to add it before clicking 'Hand in'. So click on



14. From here you can add a document that you have already created and saved in your Google Drive or you can upload a file e.g. a photograph. You can also create a new document to type your response onto e.g. Docs or Slides.



15. Once you have finished your work click on the 'Hand in' button!

