Google Classroom Guide for Parents and Pupils.

The following guide will show you how to access google classroom at home.
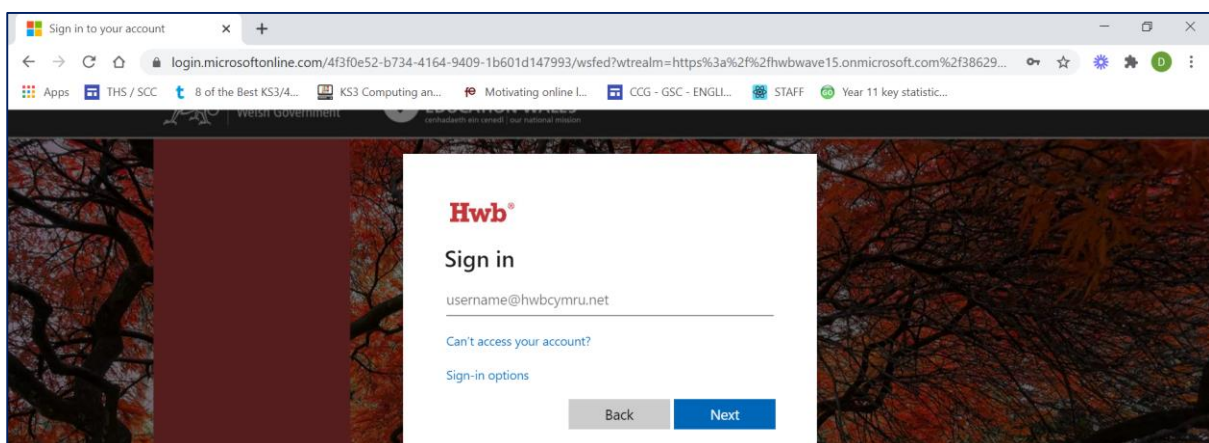
(Please note that if you are using an iPad then you may need to download the google classroom app. This is a free app on the app store/play store. Make sure that you use your Hwb details to log in and not a personal account)
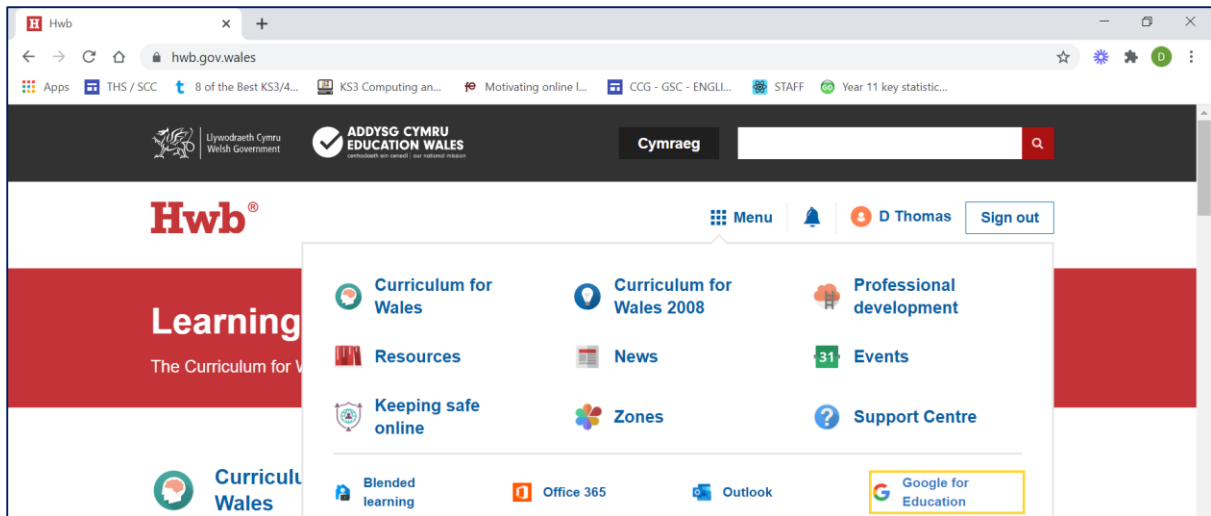
Signing in
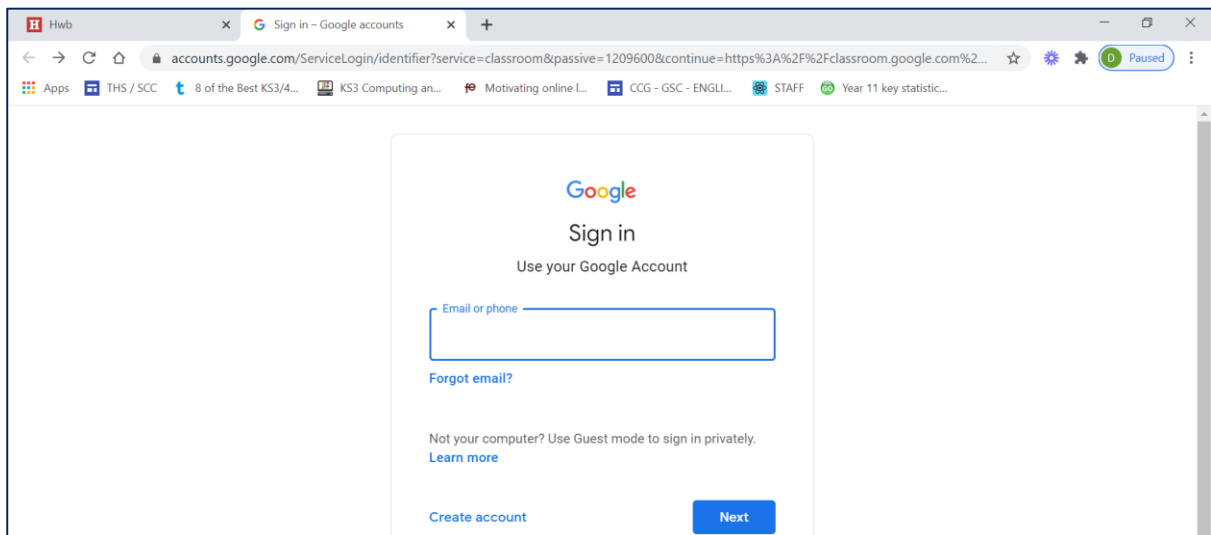
1. Go to https://hwb.gov.wales/

2. Log into Hwb using your Hwb details.
   All pupils have been given their login details but if they cannot recall them then please feel free to email the school at icthelpdesk@grango-high.wrexham.sch.uk
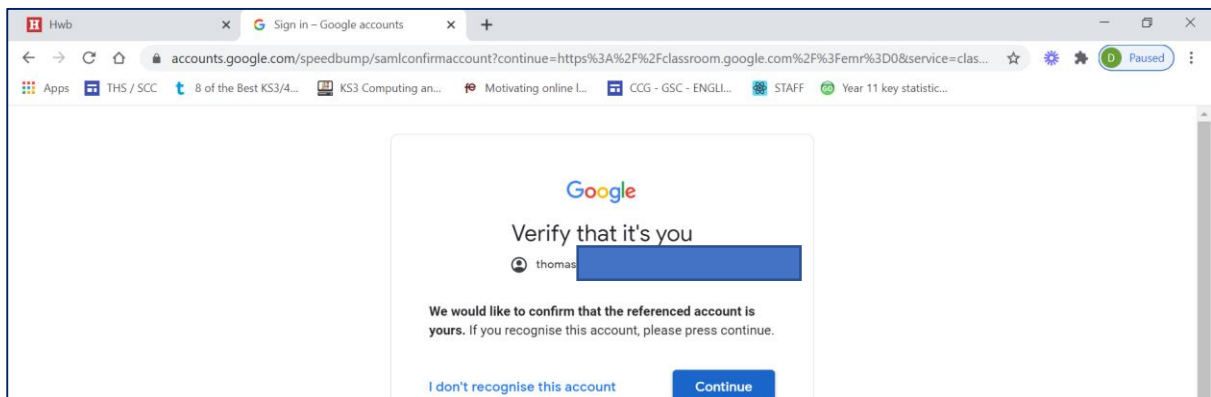
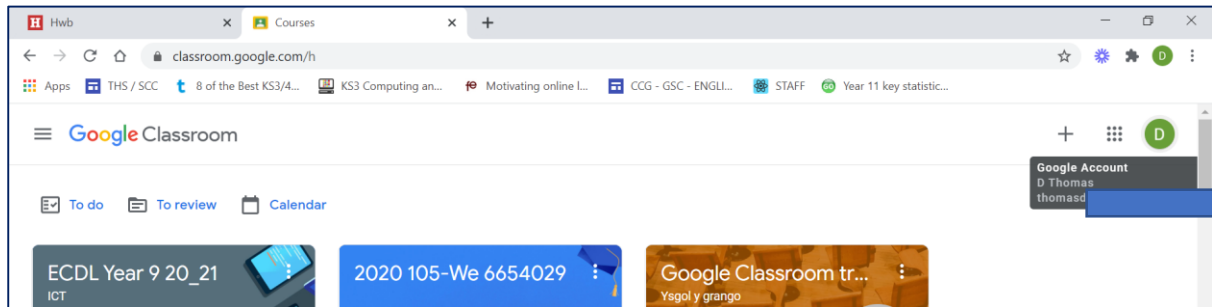3. Click on Menu and then Google for education.
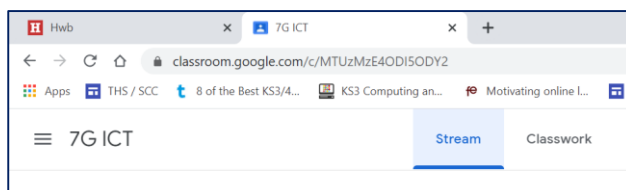

4. Log into Google using your Hwb details.

5. Verify that it's you by clicking Continue

6. The screen will now display all of your classes.
   If you cannot see your classes, it may mean that you are signed into a personal account
   (You can check the account you are signed in with by hovering over the initial on the top top right)
   To enter a class simply click on the name of the class that you wish to enter.

Stream - This is where announcements can be made by the teacher. Students, if enabled, are able to share resources or ask questions. Any assignments created on the Classwork tab are announced on the **Stream**. Your teacher may also share resources, links or files on the stream.

Completing assignments

You open an assignment by clicking on the new assignment that has been set by your teacher. Now you will be able to see what you have been asked to do; post a class comment about the assignment; add a private comment to ask your teacher a question about the assignment; edit a document that your teacher has sent and add or create your own documents.

To edit a document that your teacher has sent you simply click on the document. The document will open and you will be able to edit it. Once you have completed the document press 'Mark as done' or 'Hand in'.

If you are required to create your own document (google docs/slides/sheets) then this work will save automatically. Once you have completed the document press 'Mark as done' and your teacher will receive your work.

You must ensure that you check google classroom, daily, to see of more work has been posted.