

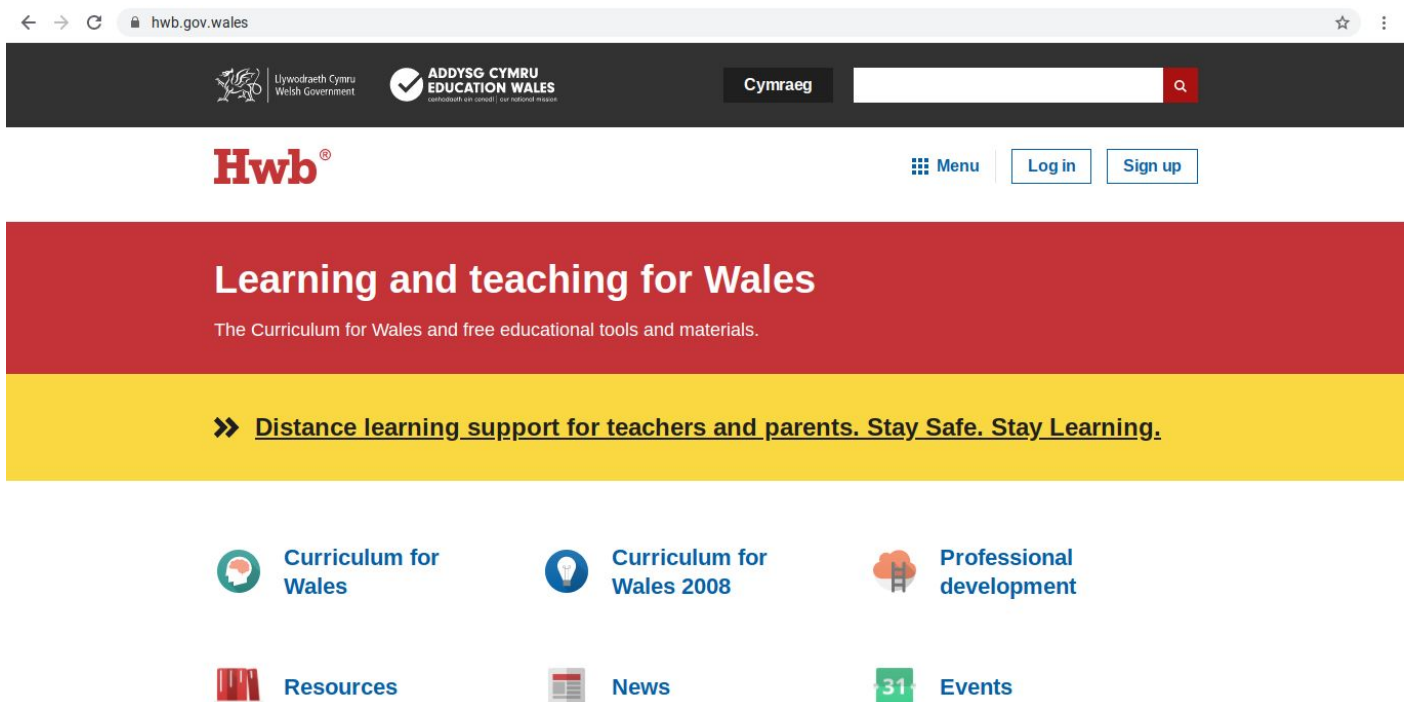
How to join your classroom on Hwb

As you may (or may not?) be aware, we are looking to add more interactive activities onto the Google Classroom platform. To do this, we need you to be able to access this wonderful content!

Here is a step-by-step guide on how to accept the invitation sent by your teacher and join the class!

1) Log into Hwb

Go to <https://hwb.gov.wales/> and **Log In** via the button shown below.



The screenshot shows the Hwb website homepage. At the top, there is a navigation bar with the Welsh Government logo, the ADDYSG CYMRU EDUCATION WALES logo, and a search bar. Below this is the Hwb logo and navigation buttons for 'Menu', 'Log in', and 'Sign up'. A red banner contains the text 'Learning and teaching for Wales' and 'The Curriculum for Wales and free educational tools and materials.' Below this is a yellow banner with the text '» Distance learning support for teachers and parents. Stay Safe. Stay Learning.' At the bottom, there are six icons representing different sections: Curriculum for Wales, Curriculum for Wales 2008, Professional development, Resources, News, and Events.

Log in with your **@hwbcymru.net** information that was provided back in March. (If you have lost or can't remember your details, please contact the school: sharon.canter@stfrancisprimary.co.uk)

2) Go to your inbox


Your invitation to the classroom can be found in your inbox. This can be found by entering the Office 365 section of Hwb. **Click the Menu and then Office 365** from your choices. See below.

The screenshot shows the Hwb website interface. At the top, there is a navigation bar with the Hwb logo, the Welsh Government logo, and the ADDYSG CYMRU EDUCATION WALES logo. A search bar and a 'Cymraeg' button are also present. Below the navigation bar, there is a 'Menu' button highlighted with a yellow box. A dropdown menu is open, displaying various options. The 'Office 365' option is highlighted with a red box. Other options include Curriculum for Wales, Curriculum for Wales 2008, Professional development, Resources, News, Events, Online safety, Zones, Support Centre, Google for Education, Adobe Spark, Just2easy, Flipgrid, Personalised assessments, CSC Cronfa, Encyclopaedia Britannica, 360 degree safe Cymru, Networks, My Hwb Dashboard, Playlists, User management, Hwb Classes, and Assignments. At the bottom of the page, there are links for Resources, NEWS, and EVENTS.

Once here, you will have a selection of options to choose. **Click Outlook** to enter your Inbox.

The screenshot shows the Office 365 'Good morning' dashboard. It features a row of application icons: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Class Notebook, Sway, and Forms. Each icon is accompanied by its respective application name.







3) Accept the invitation

 **D Boyd (Classroom)**
Invitation to team teach: "Ye... 09:44
Dear R, D Boyd (boydd@hwbcymru.net) invit...


You should have an email from your class teacher (or Mr Boyd) inviting you to the classroom. **Click on that email** to open it.

Once open, ensure you **click the Join button** on the email. See below.

Invitation to team teach: "Year 6B"


 **D Boyd (Classroom)** <no-reply+4756997a@classroom.google.com>     

Thu 21/05/2020 09:44
To: R Boyd (St Francis RC Primary School)


Google Classroom

Dear R,

D Boyd (boydd@hwbcymru.net) invited you to co-teach [Year 6B](#).



D Boyd
Year 6B

JOIN

Once joined, you should be able to access the Classroom.

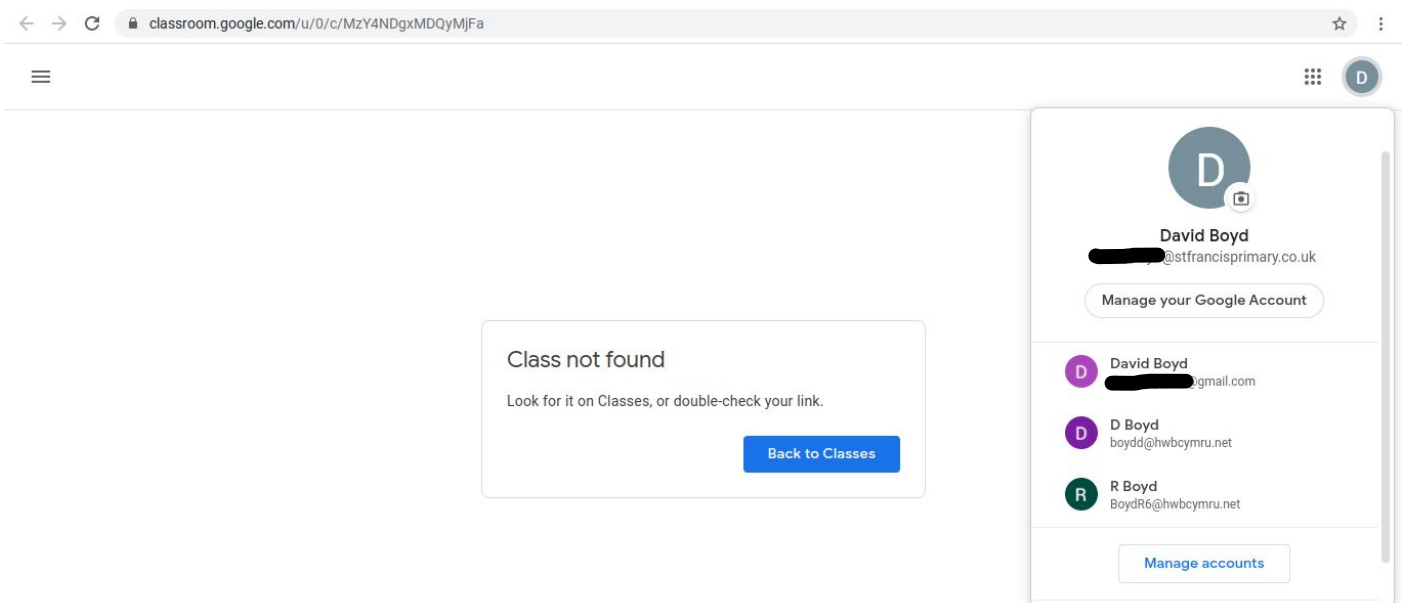
POTENTIAL PROBLEM:

There is a possibility you will receive this message. Don't Panic!



This is because your computer has automatically signed you into another account remembered in the computer!

Simply **click the circle with the letter in the top right**. And **click manage accounts**. (It may say **add an account** depending on what device you use!)

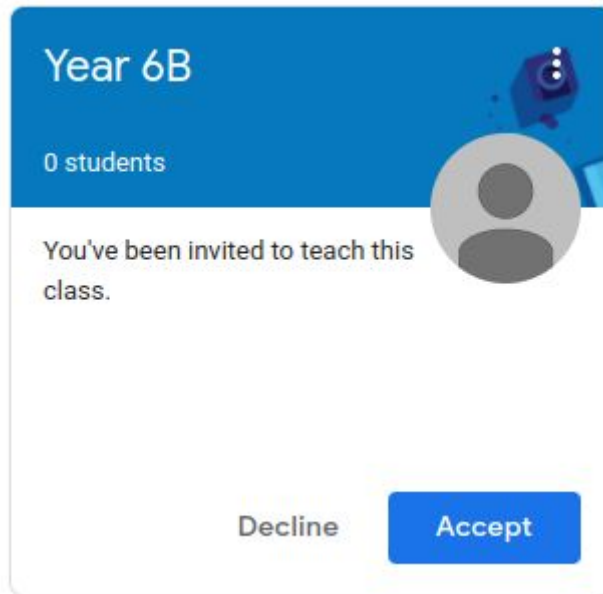


<https://accounts.google.com/SignOutOptions?hl=en&continue=https://classroom.google.com/u/0/c/MzY4NDgxMDQyMjFa>

Then simply add your @hwbcymru.net login to this list. Once you've done this **repeat the process of accepting the invitation on the email**. You may get this page again, but you click into the top right and select the @hwbcymru.net account!

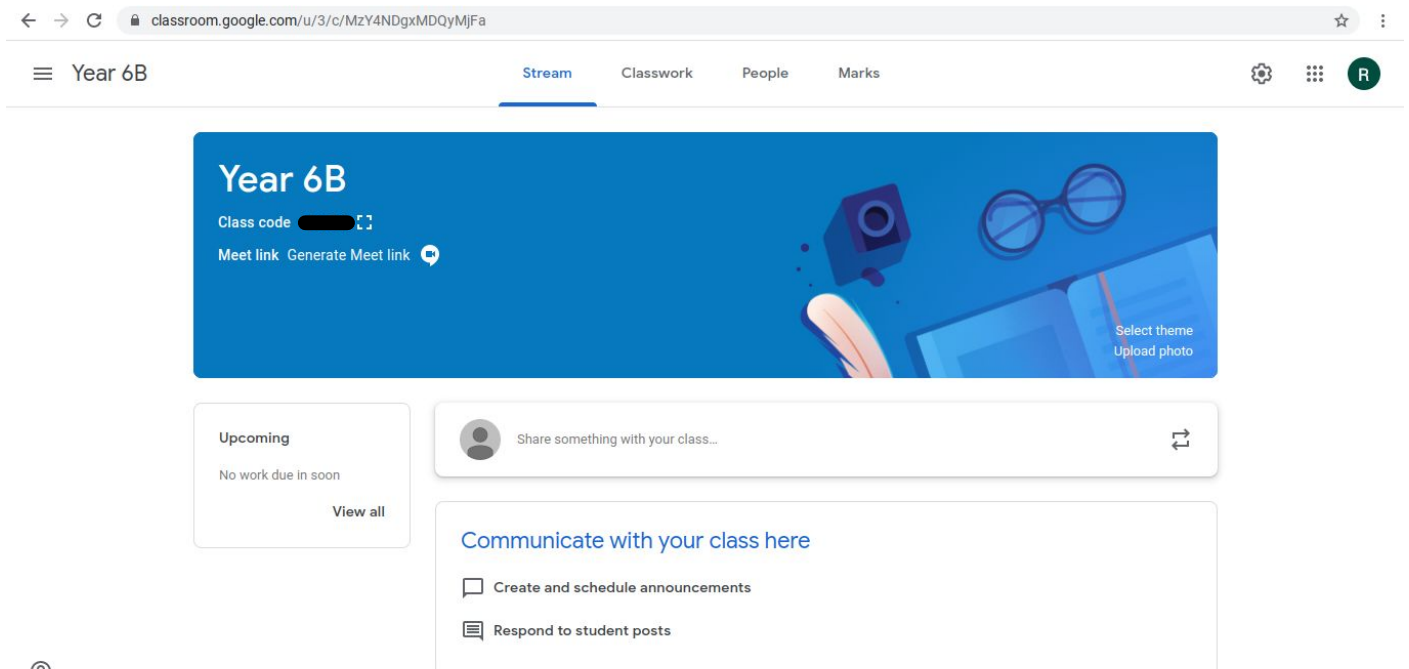
4) Join the class

You should see this classroom now available to join/accept. **Click accept** here. (May take a few seconds to process)



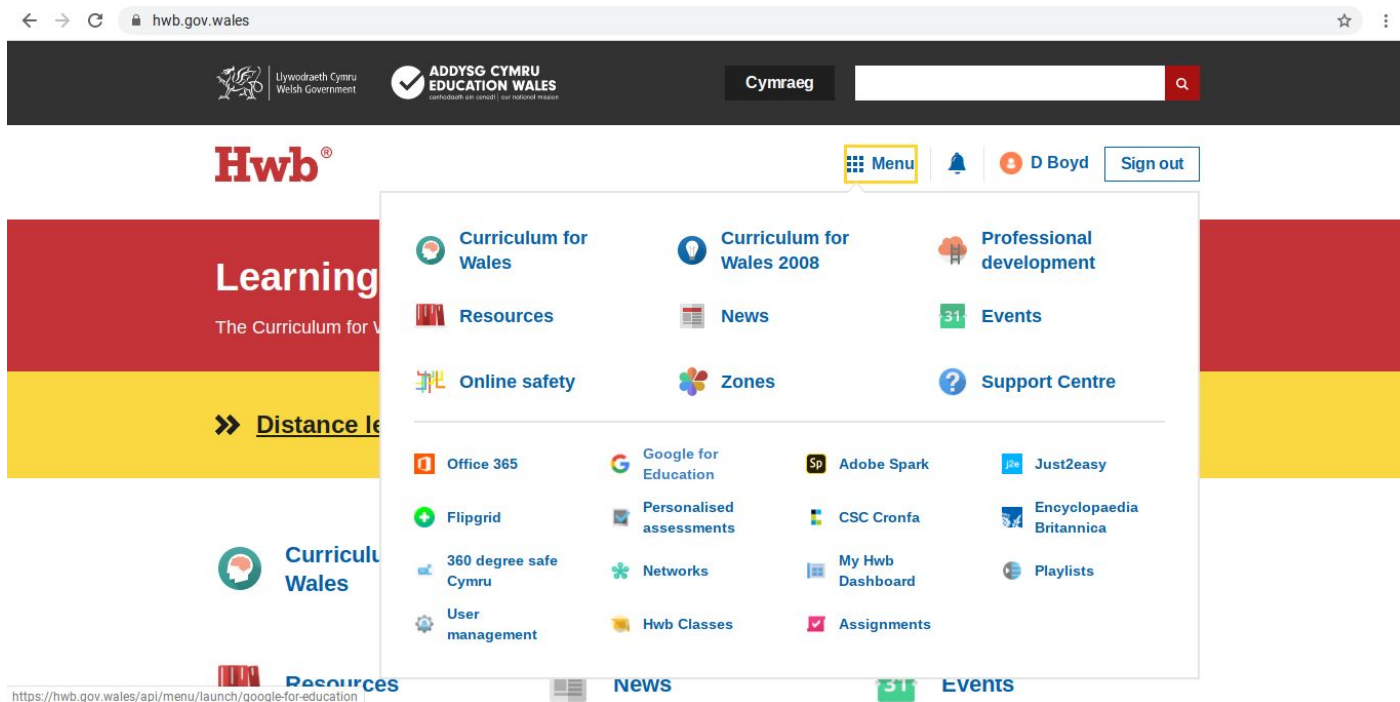
5) You're in!!

Now that's sorted you won't need to accept it every time! You should be able to enter the Stream of the Classroom where you will find activities posted by your teacher.



Next time you log in

No need to fuss around with invites and your inbox! Just go straight to **Google for Education**.



REMINDER:

You may see no classes! This is because your computer jumped the accounts again! Click the circle on the top right, and ensure you've selected the @hwbcymru.net account. Once you've done that, you should see your class!