

# How to use Google Classroom

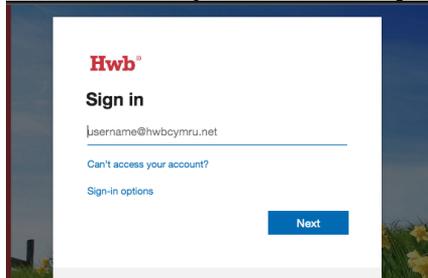
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## Log in:

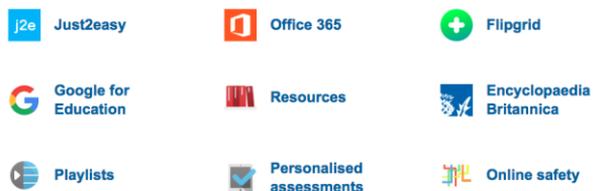
1. Type in hwb.gov.uk

2. Select login.

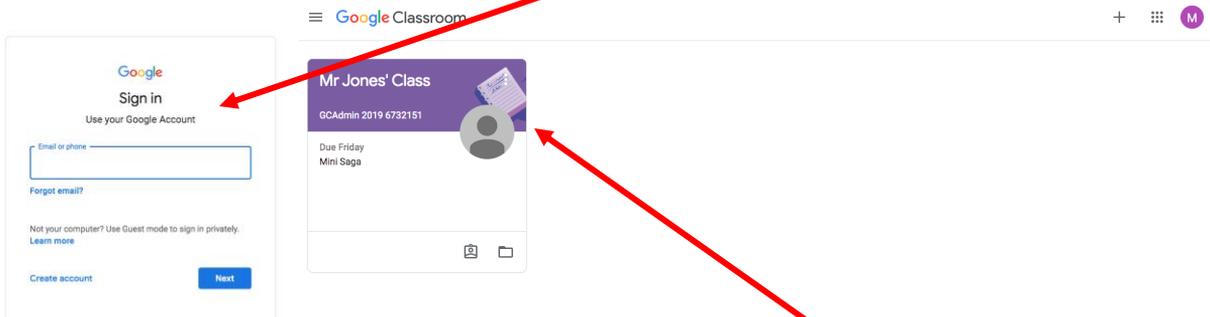
3. Type in your unique username and password (the username is not case sensitive).



4. Select Google for Education (this is can be accessed on the Hwb home page or via the Menu).



5. If prompted, type in your unique username again.

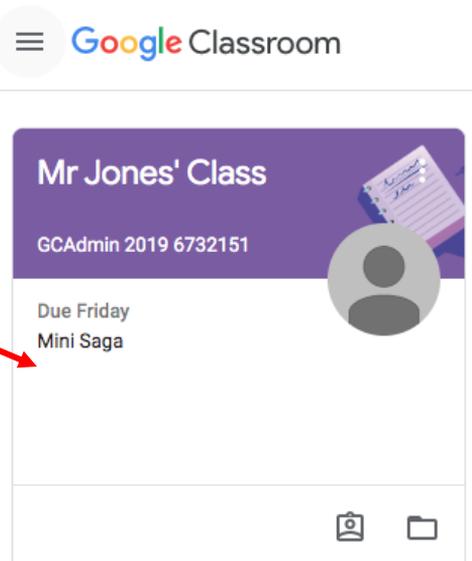


6. You should now be able to see your Google Classroom.

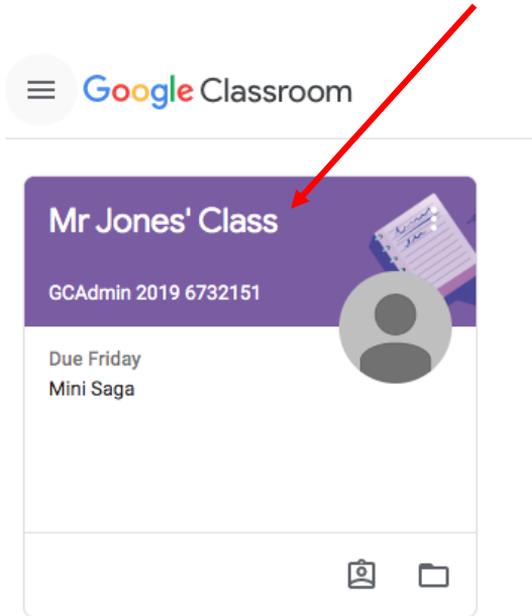
## Finding your work:

1. There are 3 main ways to select your work

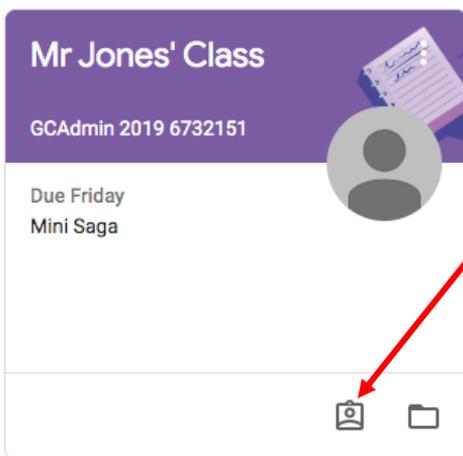
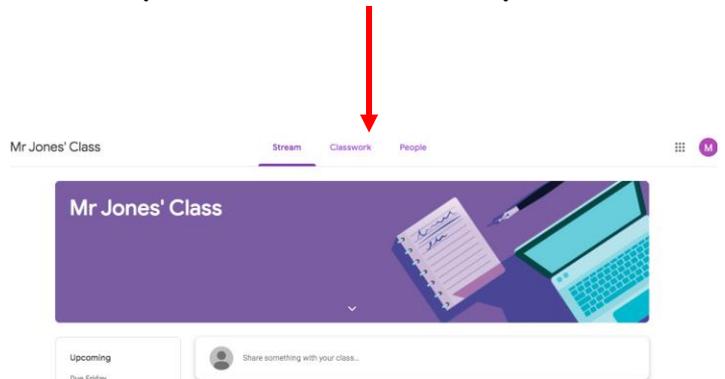
i) The easiest way is to select your work from the Google Classroom home screen. Simply click on the work to view it.



ii) You can also click on title of the Google Classroom.



Then select Classroom. You will then be able to see any work you need to complete.

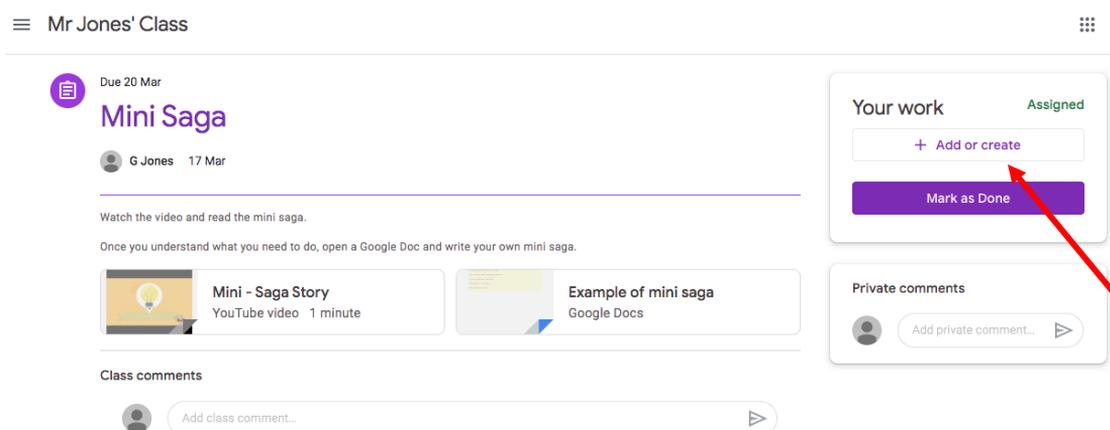


iii) You can also click on open your work icon. If you use the last 2 methods you will need to click on 'view assignment'.

[View assignment](#)

## Completing your work.

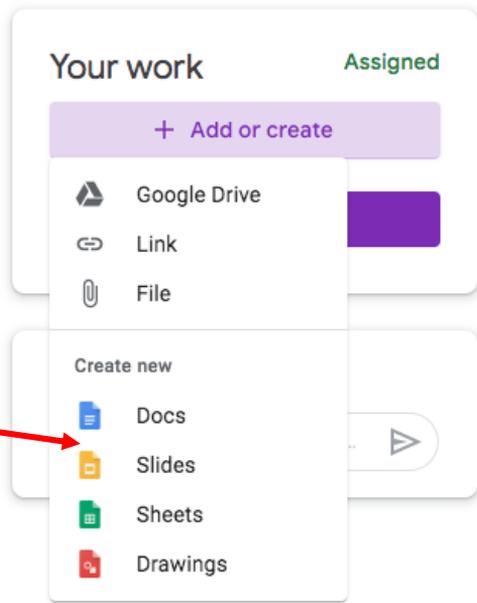
1. Once you have found your work, make sure you read the instructions your teacher has left for you. They may also include a video for you to watch, a web link, a Powerpoint or an example of the work they would like you to complete.



2. If you need to create a new document for the task you have been set, click on '+ Add or create'.

## Completing your work.

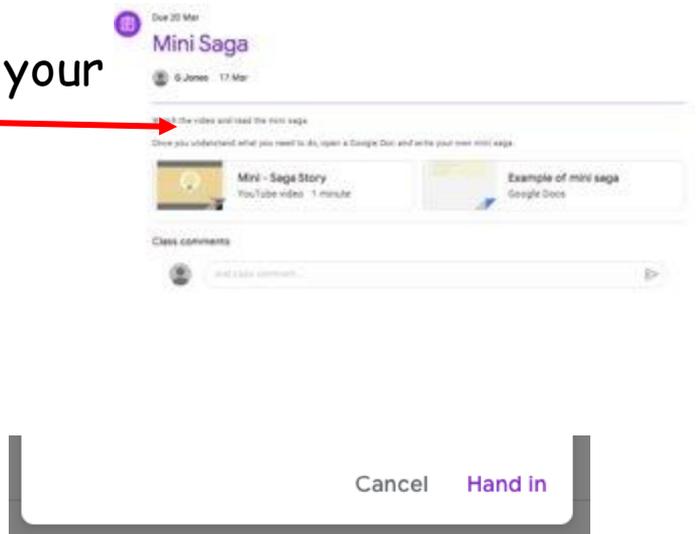
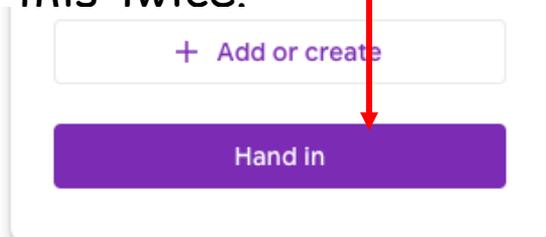
3. You can create several types of work. The most useful will be to create a new Doc, Slide, Sheet, upload a file or upload from Google Drive.



4. Once you have clicked on how you want to complete your work, click on the new document that has been created and complete the task you have been set.

## Handing in your work:

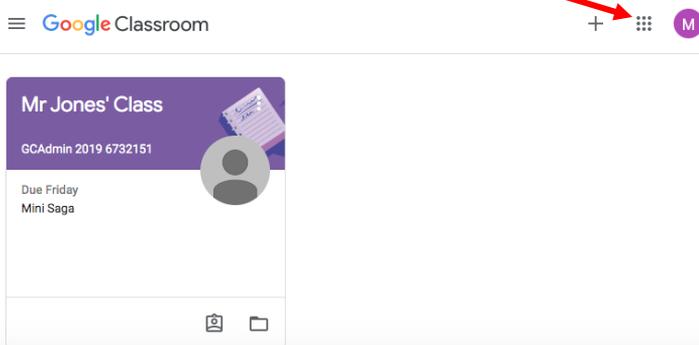
1. When you have finished your work go back this screen and click on 'Hand in'. You will need to do this twice.



2. Any work you complete will automatically be saved into you Google Drive. So don't worry if you are unsure how to do something, you can still complete work. If you want to do other work on top of the work set for you just click on the 'waffle'.

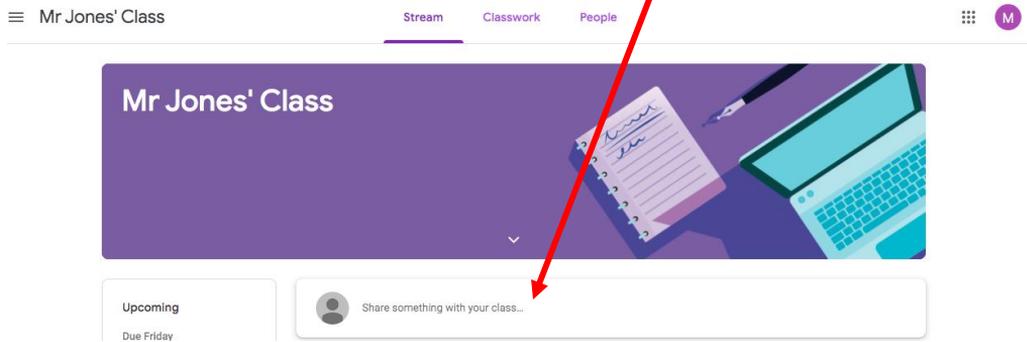


You can then access Docs, Slides, Sheets, Sites, Forms, Keep, Google Earth and many more. The work you complete will automatically be saved.



## Still not sure?

If you are still not sure how to do something, you could leave a message on your class stream.



Your work will also be on school website on your class page. So why not go 'old school' and complete your work in a book.

