

Google Classrooms - Logging in and uploading work

Each pupil has their own username and password (reminder; they are case sensitive), these login details are essential to access the 'Google Classroom'. They can access 'Google Classroom' through the app on any device, through the 'Hwb' website, or through a google search of 'Google Classroom' on a computer, or by <https://classroom.google.com>.

Your child can continue to use their home learning book to support their work (e.g. drawing, writing, working out) if you'd like. Any work completed should be photographed and attached digitally to their 'Google Classroom' account as soon as it is completed. You can click "hand in" on a piece of work even if you haven't yet completed it and the teacher can check and then send it back to your child to finish.

There are many ways to do this depending on the task.

- By sending a google doc (like a word document) back to the teacher with the answers on.
- By creating a google slide (like powerpoint) to show what they have found out.
- By answering a question that the teacher has asked.
- By responding to the teacher through comments to the teacher.
- By taking a photo of work completed in their home learning book.
- By uploading a file.
- By recording a video
- By uploading a photo already taken.

There have been a few unforeseen issues that have come to light when logging in to Google Classrooms and we have been trying to establish a quick way of working around these.

The problem we have found is that the way a computer remembers a user and their log in details, sometimes seems to override a new user when they are trying to log on, also if you have a personal Gmail or Google account that is logged in already, this will often be the default. We have spoken with Hwb.gov.wales and this has been occurring with other users as well.

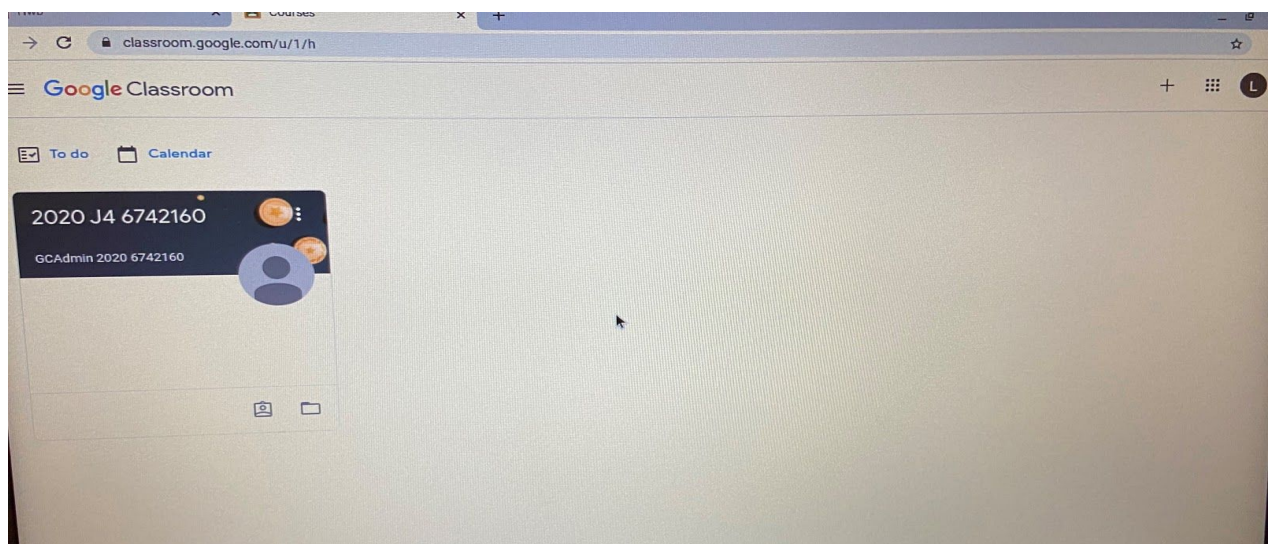
We have managed to get the children logging on in school using one of the options below, if needed, and they have been able to access their correct Google Classroom. Please could you remind the children that they should be logging on using and/or selecting the account that says "@hwbcymru.net"

If you have logged in and are still unable to see your child's class, please could you try one of the following.

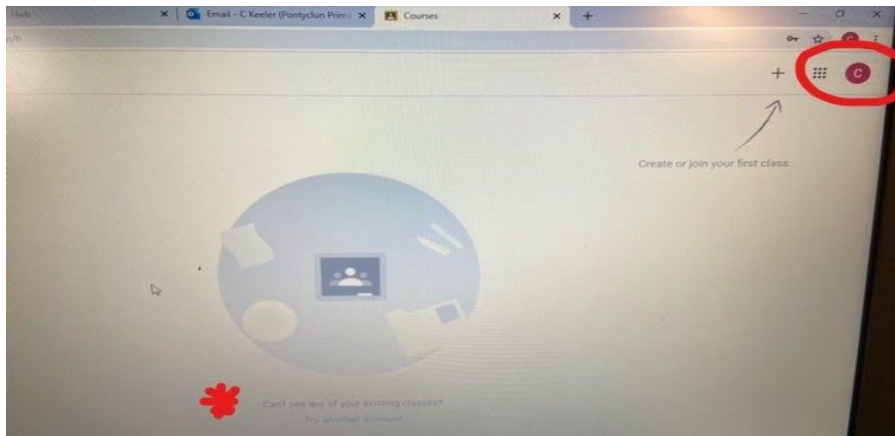
- If you see a screen that says "Don't see any of your existing classes" try another class, if you click here and log in again using their Hwb details it should then bring up the class.
- Click the letter at the top right of the page and ensure that the account ending in "@hwbcymru.net" is selected in the drop down box.
- Click the plus sign and add your child's "@hwbcymru.net" account.
- If a Google screen comes up asking you to "choose an account" and the "@hwbcymru.net" one isn't showing, please click use another account
- If this same screen comes up but with two or more accounts, please click the account that says " @hwbcymru.net"
- If a screen comes up saying "my accounts" and ask you to manage your account and the "@hwbcymru.net" one is listed then just close this screen and the screen underneath should then show your child's Google Classroom (this screen seems to pop up automatically for some reason)

Below are some screenshots from when the children have been logging on in school, in the hope that these help. Please could we ask you to try these first to see if this resolves the issue.

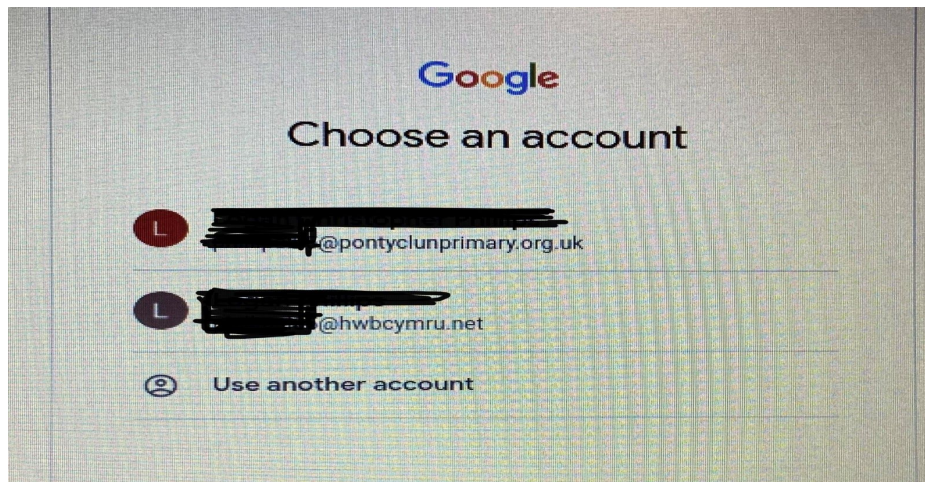
This is what the screen should look like, but with your childs class



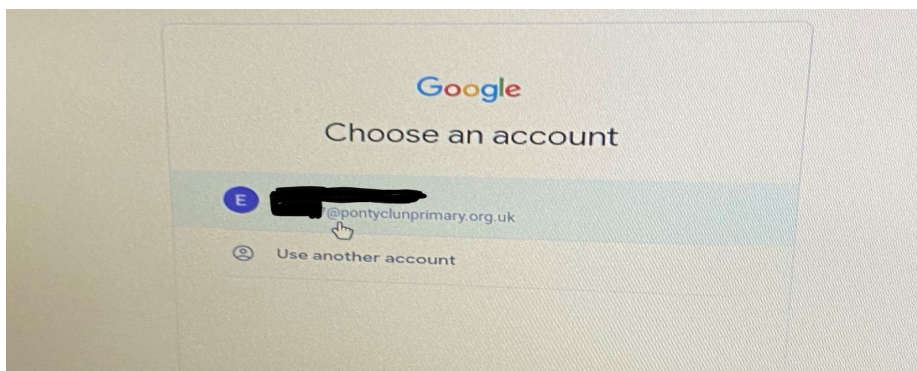
If “don’t see any of your existing classes” comes up, click on try another class or the circle in the top right hand corner with the initial in it, then log in again using their Hwb details it should then bring up the class.



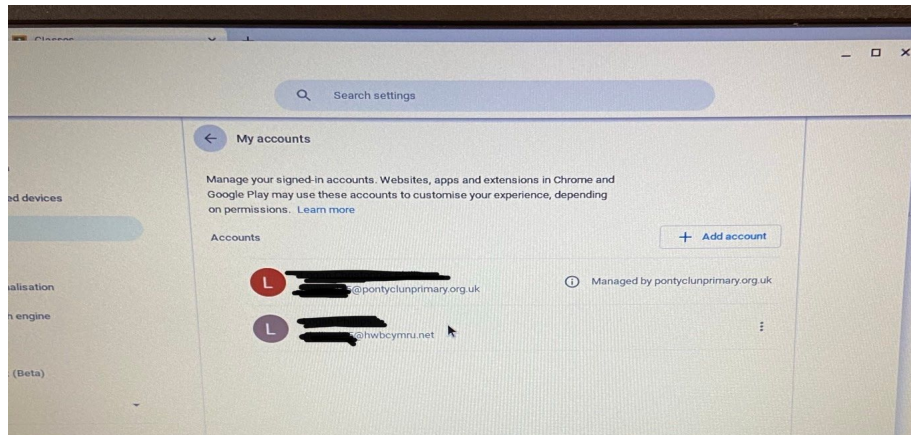
Click the letter at the top right of the page and ensure that the account ending in "@hwbcymru.net" is selected in the drop down box.



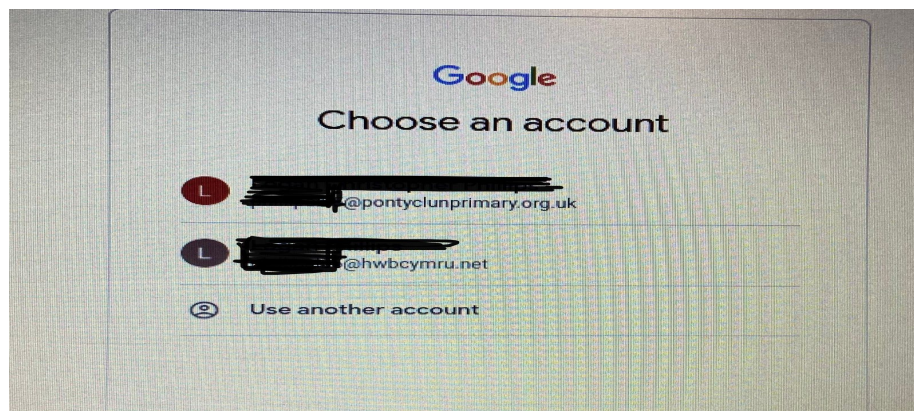
If a Google screen comes up asking you to "choose an account" and the "@hwbcymru.net" one isn't showing, please click use another account



If a screen comes up saying "my accounts" and ask you to manage your account and the "@hwbcymru.net" one is listed then just close this screen and the screen underneath should then show your child's Google Classroom (this screen seems to pop up automatically for some reason)



If this screen comes up but with two or more accounts, please click the account that says "@hwbcymru.net"



Please also see the Google Classroom help documents, to support logging into and using Google Classroom. These can be found at <https://www.pontyclunprimary.org.uk/key-stage-two-home-learning-through-google-classroom/>