

Pil Primary School
Pyle Inn Way
Pyle
Bridgend
CF33 6AB



Ysgol Gynradd Y Pil
Pyle Inn Way
Y Pil
Penybont a'r Ogwr
CF33 6AB

Tel: 01656 815630
Fax: 01656 815634
e-mail: admin.pil@bridgend.gov.uk

Headteacher/Pennaeth
Mr N. Pryce

Ffon: 01656 815630
Ffacs: 01656 815634
e-bost: admin.pil@bridgend.gov.uk

Thursday 21st May

Using Google Classroom (in Hwb) Guide

We will be trying to use Google Classroom inside Hwb from after half-term.

You will need to read the instructions below carefully to make sure you get into your new Google Classroom.

1. Log in to Hwb using your Hwb log in (name@hwbcymru.net)
2. Click on the menu waffle and click on the 'Google for Education' tab
3. When you get to the Google page, it may ask you to log in again.
 - a. If it does, log in again using your Hwb log in details when it asks you to. It will redirect you to the Hwb log in page and ask you to log in again. You should then find yourself in your new Google Classroom.
 - b. If you are logged in automatically, you will need to check the circle button on the right-hand side of the screen. When you hover over this button, it will show you the Google account you are logged in with. This must now be your **Hwb email address**. If it shows a different account, you will need to manage the accounts on this device by adding or selecting your Hwb log in.
4. Google will remember all accounts on the device but will always default to one of them. Going forward, if you have more than one Google account on the device (e.g. personal Google accounts or other family members' accounts) just check that you are in the right account when trying to access our new Google Classroom, Google Drive, Google Docs/Slides etc in Hwb. The button in the top right-hand side will always show you this information.

Finally... You should see a 'welcome to your new class' message from your teacher!

6. There is an announcement on your new Google Classroom called 'Welcome'. Please respond to this so your teacher knows you have successfully made it into your new Google Classroom
7. There is a stream to post messages on, this will be strictly monitored and the content **MUST** be school and work related. Any inappropriate comments will result in your child being removed or muted from the stream.
8. Work will be posted in the Google Classroom (Year 1 – Year 6) on Monday 1st June.
9. There will be some teething problems, we ask you to be patient.

Stay safe, keep learning

N Pryce
Headteacher

