ONLINE LEARNING: A STUDENT GUIDE

MONMOUTH COMPREHENSIVE SCHOOL

CONTENTS

- **You will be able to access your work via Google Classroom through Google for Education via Hwb.**
- Where possible, follow your usual timetable.
- You will receive work on the day of or the day before your timetabled lesson.
- You will receive feedback on the work submitted via Google Classroom.

The number of pre-recorded lessons you can expect is outlined below:

- Years 7- 9 Maths and English – two pre-recorded lessons per week
- Years 7- 9 all other subjects – one pre-recorded lesson per week
- Years 10 and 11 Maths, English and Science - two pre-recorded lessons per week (three for Science)
- Years 10 and 11 all other subjects   - one pre-recorded lesson per week
- 6th Form - two pre-recorded lessons per week

Additional work will be set via Google Classroom for your remaining lessons. All tasks to be submitted through Google Classroom.

HOW CAN I ACCESS MY WORK AND LESSONS?

Google Classroom is our main online learning platform and is accessed through Google for Education via Hwb.

GOOGLE FOR EDUCATION

Google Classroom is part of Google for Education which includes apps such as Gmail, Google Docs, Slides, Sheets, Forms, Drive, and more. These apps allow you to communicate and collaborate at school or at home on any device. You can store and organise documents or class resources securely in **Google Drive**, and access them from any device. This means that all of your work is saved automatically and won't get lost.

To use Classroom on a mobile device and receive notifications, find and install the Classroom app from your device's app store.

USING GOOGLE CLASSROOM

You can access Google Classroom through Hwb. Please be aware that you need to be using Google Chrome to access Hwb.

Click HERE to log in to Hwb then click on **Google for Education**.
- Enter your Hwb username and password.
- You will then be taken straight to Google Classroom. To use a different application, click on the **Google apps** 'waffle' (in the top right hand corner) and select the Google for Education application you wish to use.

In **Google Classroom** you should find a classroom for each of your subjects. These classrooms are filled with resources, tasks and assignments. You are also able to **communicate with your teachers in Google Classroom** using the **private comment** function or posting a message in the **Stream**.
For video guides on how to access and use Google Classroom including how to upload work and communicate with your teacher please click HERE.

WHO DO I CONTACT IF I HAVE FORGOTTEN MY LOGIN DETAILS?

If you have forgotten your login details for Hwb, please contact MR WEBB or MS MILLS.

WHAT IS THE GUARDIAN FUNCTION IN GOOGLE CLASSROOM?

Your parents will be invited to be a part of your Google Classroom. This will enable them to receive a weekly or daily email summary where they can view missing work, upcoming deadlines and teacher announcements in the Stream.

HOW DO I SEE FEEDBACK ON MY ASSIGNMENTS?

If you are using Google Docs then feedback is easy to see on your work. However, if you have submitted your work as an image or different format you will need to open your work in a new window using the three dots (more options) icon in the top left of the screen and **open in new window**.
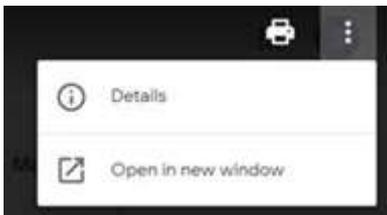
If using your phone find the arrow icon then click the speech bubble and any comments will appear on the screen.

This VIDEO demonstrates how you can see feedback on your work in Google Classroom.

SWITCHING GOOGLE ACCOUNTS

You must ensure that you are working in Google Chrome and remain logged in with your Hwb login details. It is worth bearing in mind that if a computer is running several accounts this can create difficulties when working in Google Classroom. Switching between accounts is simple. Click the icon in the top right of your computer screen then **Manage your Google Account**.