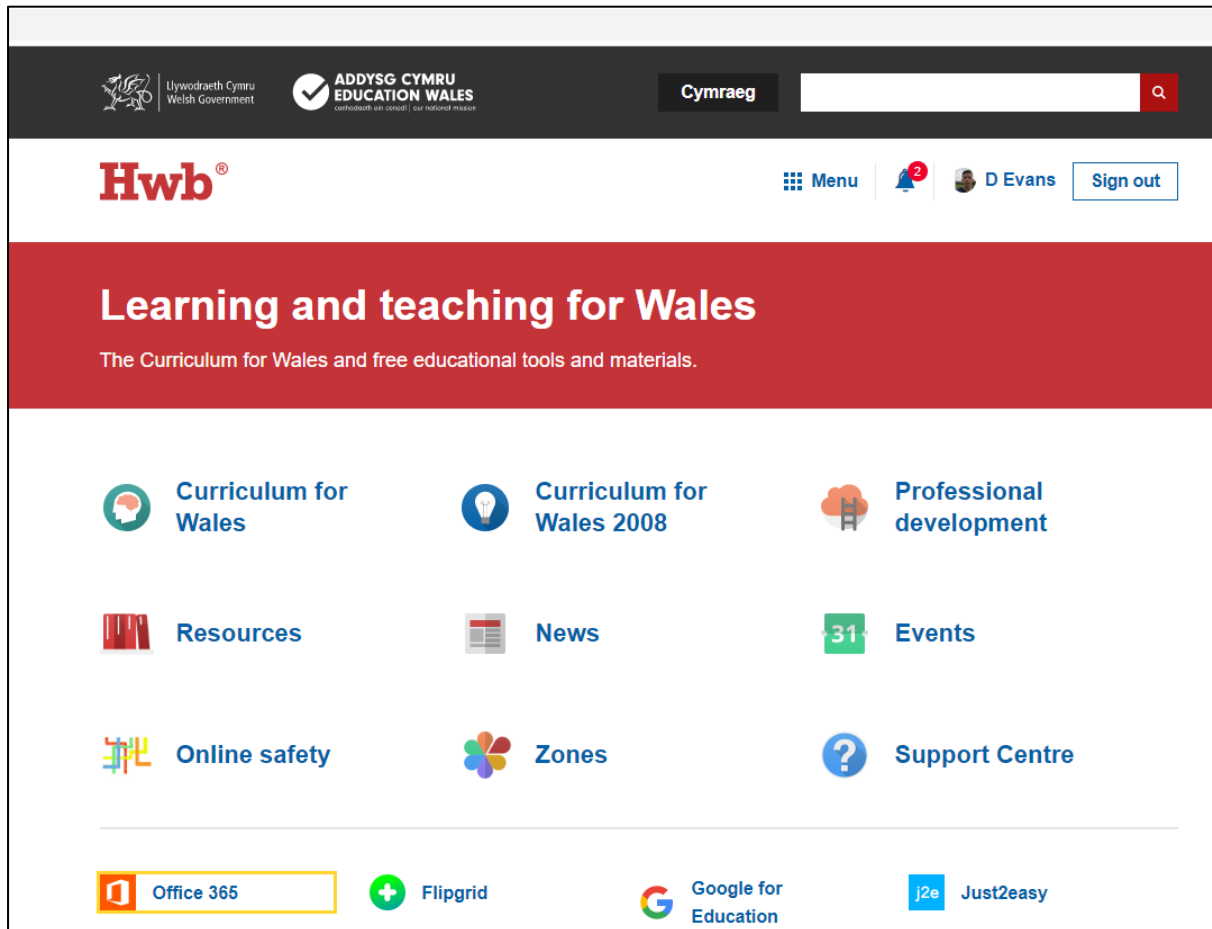


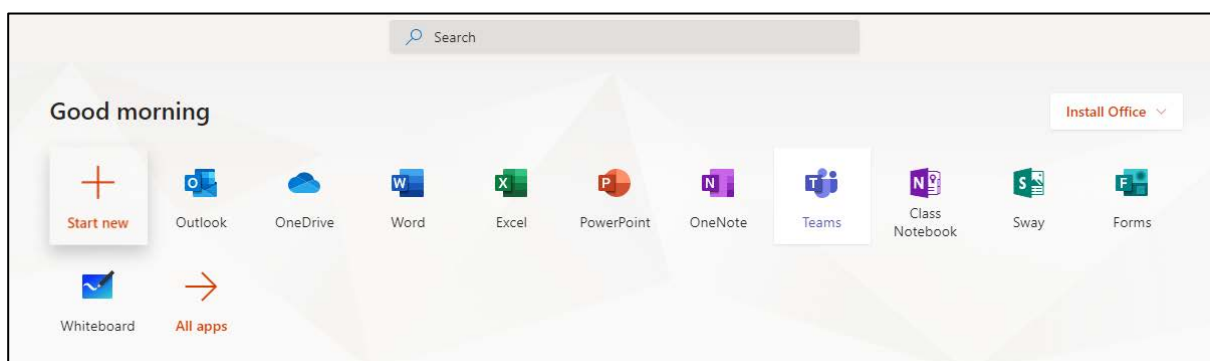
## Accessing Hwb and Microsoft Teams from home



The screenshot shows the Hwb website homepage. At the top, there are logos for the Welsh Government and ADDYSG CYMRU EDUCATION WALES, along with a search bar and a 'Cymraeg' button. The main header features the Hwb logo, a 'Menu' button, a notification bell with a '2' badge, a user profile for 'D Evans', and a 'Sign out' button. Below this is a red banner with the text 'Learning and teaching for Wales' and 'The Curriculum for Wales and free educational tools and materials.' The main content area is a grid of icons for various services: Curriculum for Wales, Curriculum for Wales 2008, Professional development, Resources, News, Events (with a '31' badge), Online safety, Zones, and Support Centre. At the bottom, there are icons for Office 365, Flipgrid, Google for Education, and Just2easy.

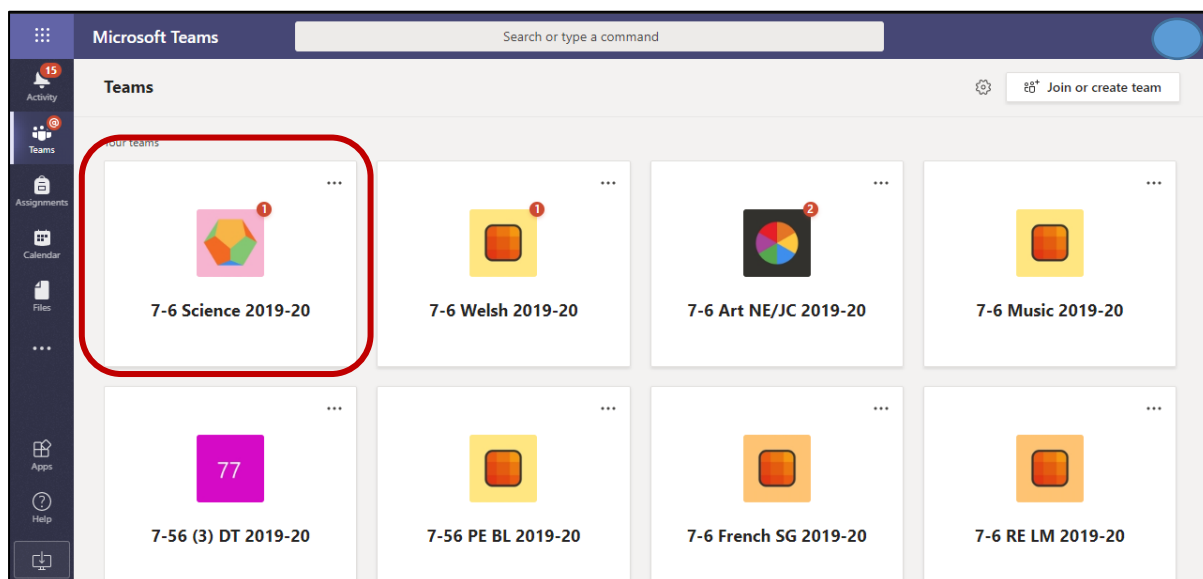
Log into the Hwb website by typing in the URL :- [www.hwb.gov.wales](http://www.hwb.gov.wales). This will take you to the Hwb website. Then click on Office 365. This will take you to the following screen:-

**IF YOU DO NOT KNOW YOUR HWB USERNAME OR PASSWORD, CONTACT THE SCHOOL ICT HELP DESK VIA EMAIL at: [Cssc-IcT@hwbmail.net](mailto:Cssc-IcT@hwbmail.net)**

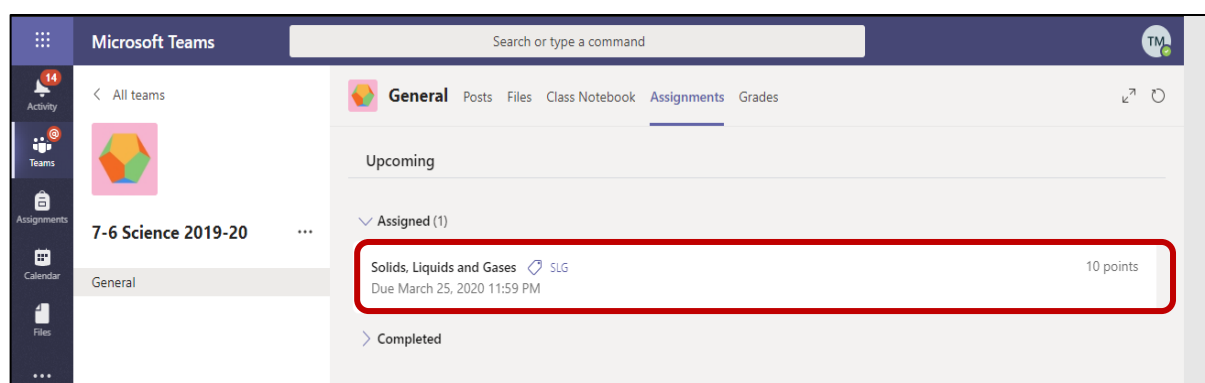


The screenshot shows the Microsoft Office 365 'Start new' screen. At the top, there is a search bar and a 'Good morning' greeting. Below this is a grid of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Class Notebook, Sway, and Forms. There is also a 'Start new' button and an 'All apps' link. An 'Install Office' button is visible in the top right corner.

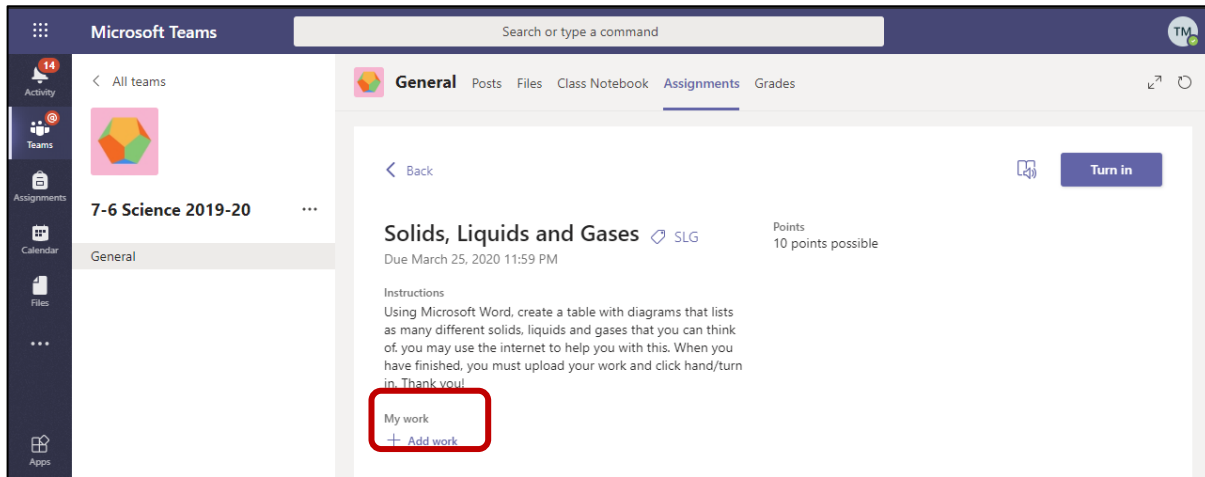
Log into the Hwb website by typing in the URL :- [www.hwb.gov.wales](http://www.hwb.gov.wales). This will take you to the Hwb website. Then click on Office 365. This will take you to the following screen:



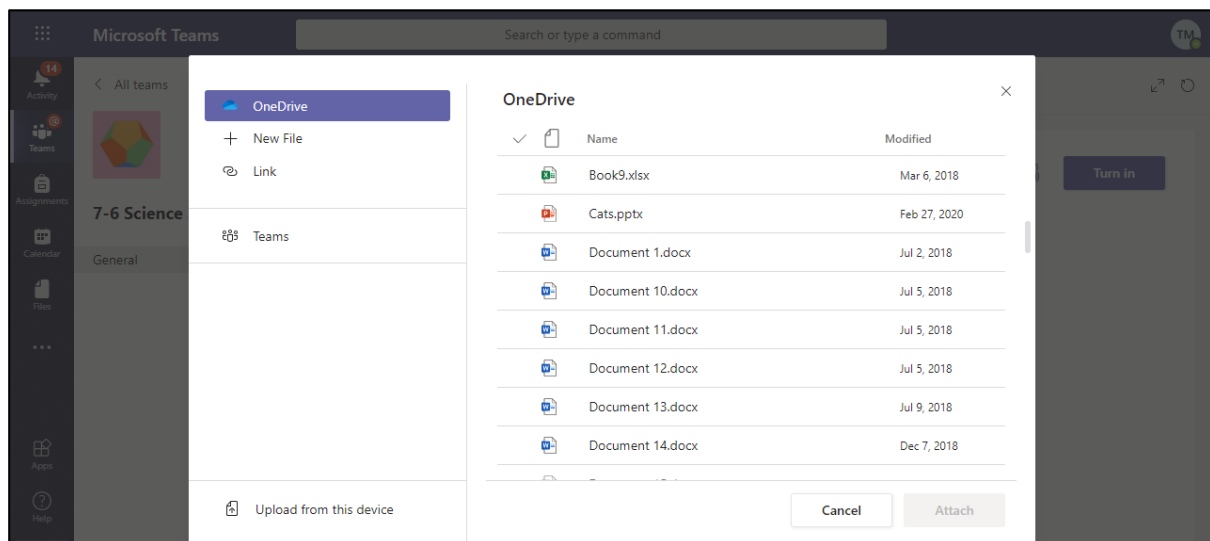
This is your teams Dashboard and it shows you the Teams that you are in. You should be in a Team for each of your lessons. When there is a red dot with a number on a team it means that you have an assignment to complete. In this example, we will click on 7-6 Science 2019-20



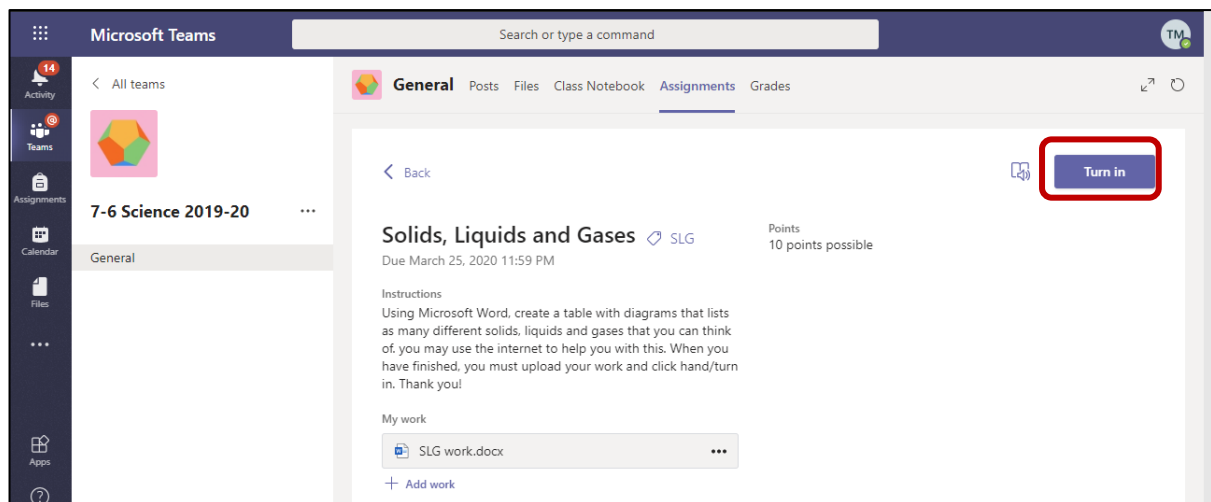
As you can see, this pupil has been assigned a task to complete. To view the task in more detail and to read instructions, click on the task.



The instructions are now visible and let you know what you have to do to complete the task. Once you have completed your work, if you need to upload it, do this by clicking on the 'Add work' button circled above. Alternatively, if you are completing a worksheet that has already been attached, you do not need to upload (Just click on turn in)



You must now select where you want to upload your work from. If you completed it online, you will have to attach it from your OneDrive. If you completed it on your computer, you will have to click on upload from this device.



Once you have attached your work, you will be able to see it under 'My Work'

The final step is to click on the 'Turn In' button in the top right hand corner of the page as identified above. Once you do this, your work will be sent to your teacher. If you do not click 'Turn In', no work will be sent.