

Hwb guide for parents / carers and learners

What is Hwb?

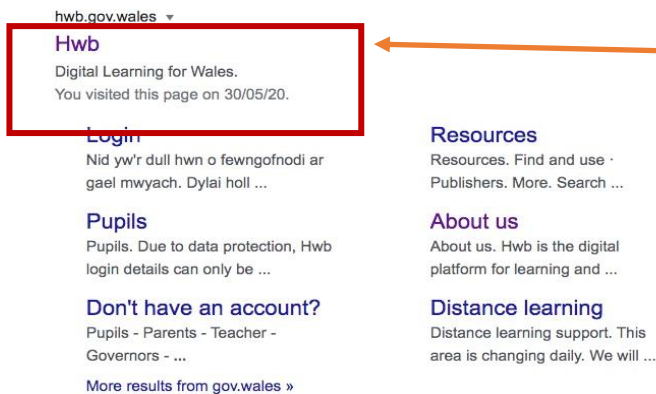
Hwb is the digital platform for learning and teaching in Wales. Hwb provides its users with access to a range of centrally-funded, bilingual, digital tools and resources. It is the Welsh Government's strategic digital channel to support the delivery of the curriculum in Wales. Hwb provides access to:

- a range of centrally funded tools to help education practitioners create and share their own resources and assignments
- a professional networking environment
- Google for Education
- Microsoft Office 365

How do I start using Hwb?

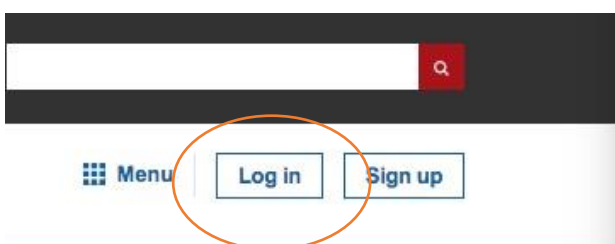
All learners and educators have a log in for Hwb. These are generated by the school and can be supplied for learners at any time.

To start using Hwb open any internet search engine and search the word Hwb. You will find the following result



- This is the link you need. If you click on this, it will take you to the Hwb home page.

- The home page will look like this.
- You then need to click on the login icon (as pictured below)





- Now you need to enter your personalised Hwb email, for example, smith.j@hwbcymru.net
Remember this will be a personal and unique email / username specific to each learner.

- Next enter your password.
- You may be asked to change your password when you first login. This is an opportunity to personalise your password.

- Once you have logged in you should have a home screen that appears like this

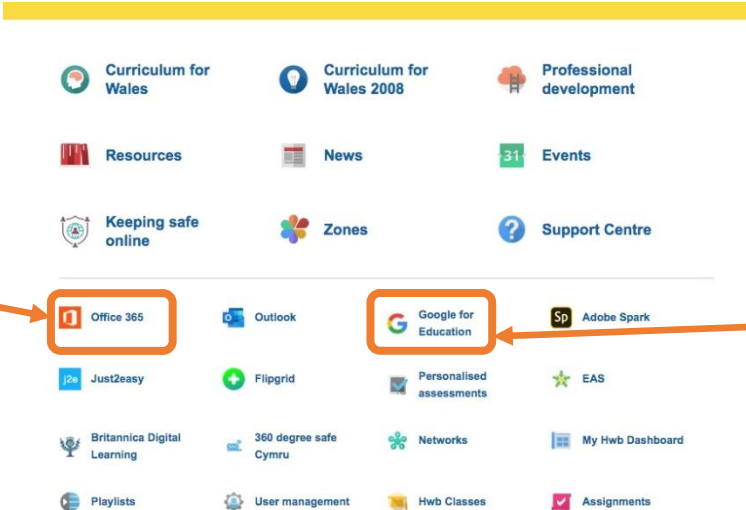
Congratulations you are now log in and a Hwb

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Great, but what can I do?

On the home page there are many useful links. The 9 links at the top of the page focus on news and information for educators and learner in Wales.

The links we are going to focus on are -



• Microsoft Office 365

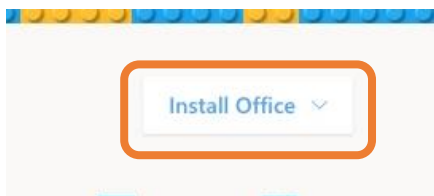
• Google for Education

- Curriculum for Wales
- Curriculum for Wales 2008
- Professional development
- Resources
- News
- Events
- Keeping safe online
- Zones
- Support Centre
- Office 365
- Outlook
- Google for Education
- Adobe Spark
- Just2easy
- Flipgrid
- Personalised assessments
- EAS
- Britannica Digital Learning
- 360 degree safe Cymru
- Networks
- My Hwb Dashboard
- Playlists
- User management
- Hwb Classes
- Assignments

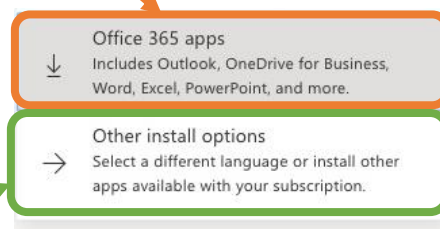
Microsoft Office.

Microsoft Office has many features. Mainly the most used are Word, Excel, PowerPoint and OneDrive. They are available as online apps (as pictured below) which just require you to click on the to use them. This does require you to be connected to the internet for use. Any item save will be stored in your OneDrive. However, you can download office onto your device for use at any time. You can download and install Office on up to 5 devices. This includes PC, Mac, iPads, Android devices etc.

If you click on the following link



You will get the prompt below enabling you install the Office apps on your machine



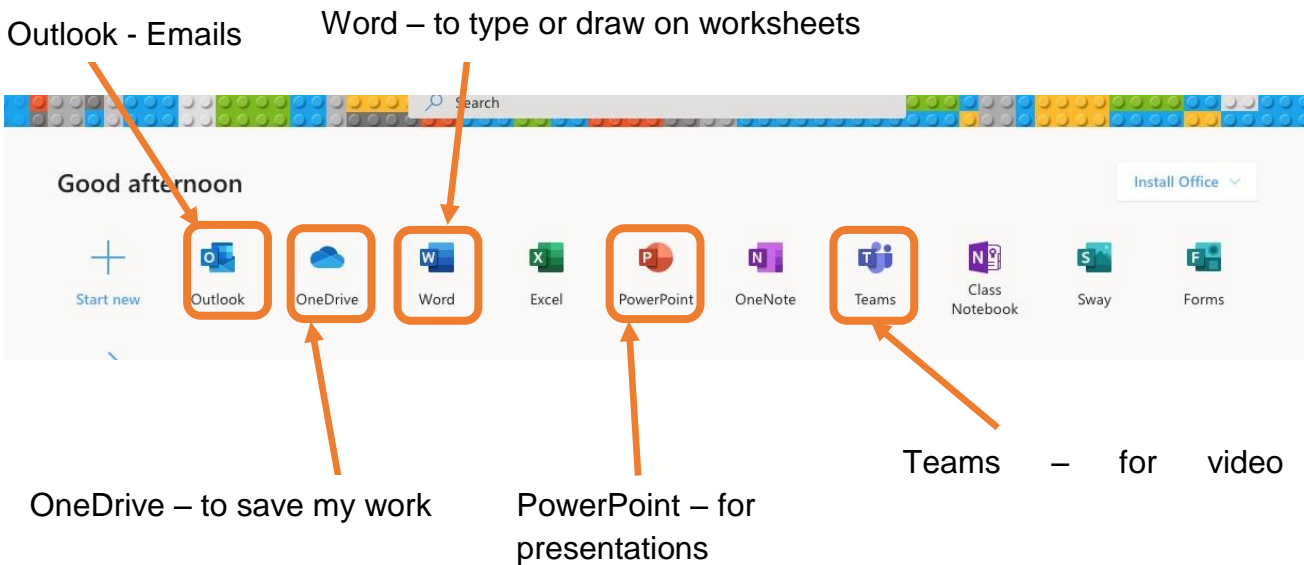
Office 365 apps
↓
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
→
Select a different language or install other apps available with your subscription.

Or this prompt for any apps outside of the main Office suite

So, what will I need to access learning and resources?

These are the main applications that will be useful for home learning



Application	Useful for
Outlook	Managing your email messages, appointments, contacts, and tasks, as well as making reminders
OneDrive	Storing all your important files securely in one place
Word	word processing program that you can type with
PowerPoint	presentation software using slides to convey information rich in multimedia.
Teams	messaging, calling, video lessons and file sharing

With all these application in your digital ‘tool box’ you will be able to see you classmates and staff in video lessons, watch videos of song and activities you know from your classes along with completing worksheets which we can see once you have finished.

Don’t forget, you might not need all your ‘tools’ for all of you learning. It will very much depend on the type of lesson it is and how it supports you to do your best.

What do I do if I get stuck?

This is a very useful link on the home page or you can contact Hwb on the information below

