

How to Contact Your Teacher

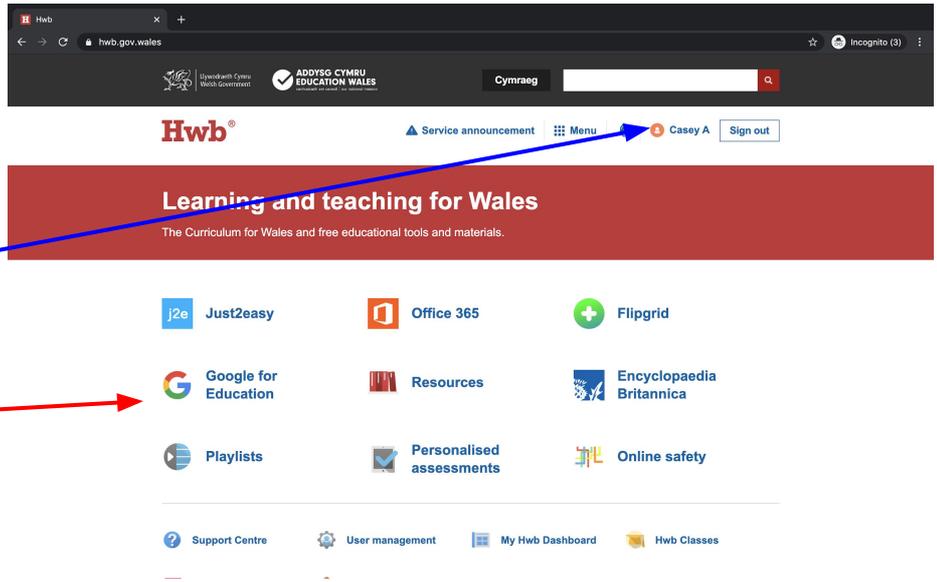
User Guide

Years 3-6

If you need to contact your teacher you should use your Google Classroom Account.

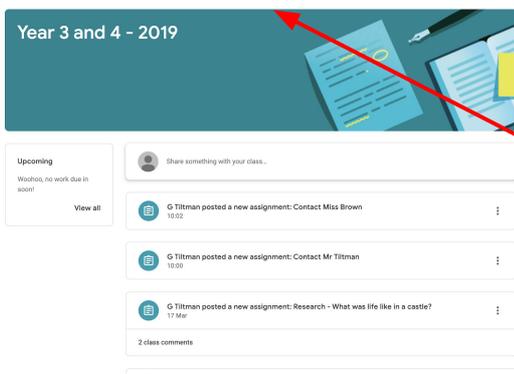
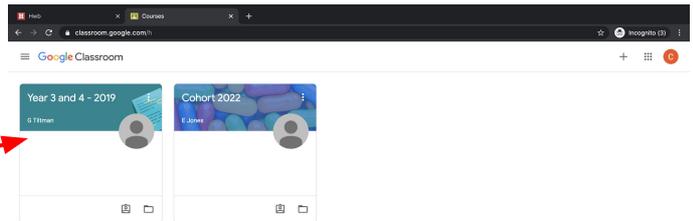
First sign into your HWB Account.

Then select Google for Education.

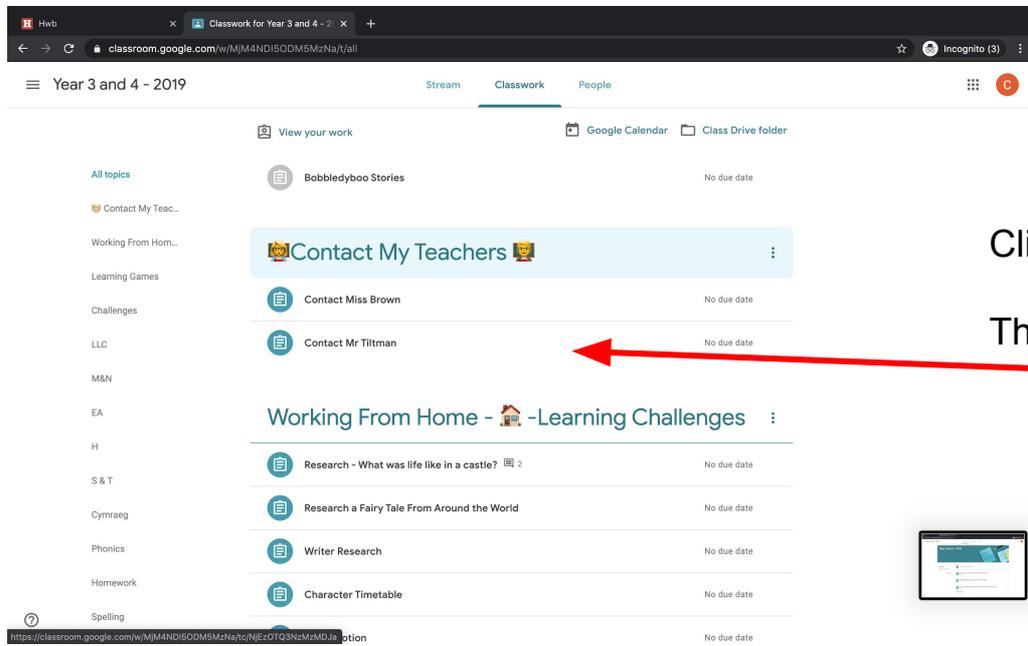


Type in your HWB username. Remember to add the @hwbcymru.net

Choose your class.

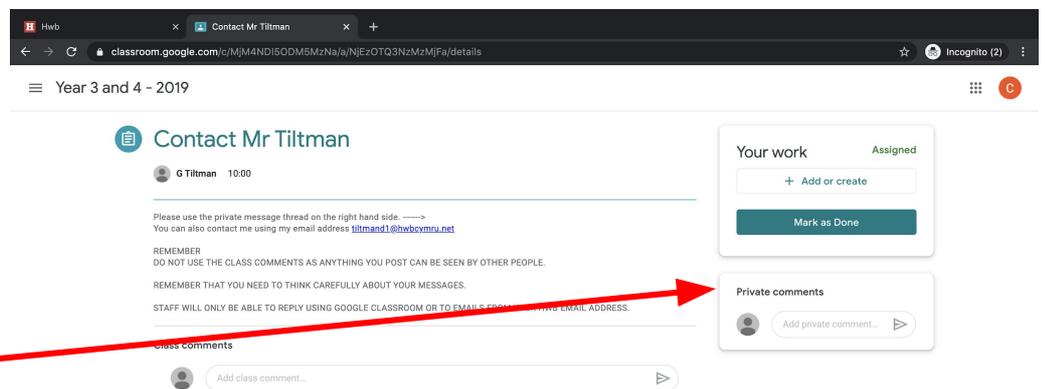


Click on **Classwork**.



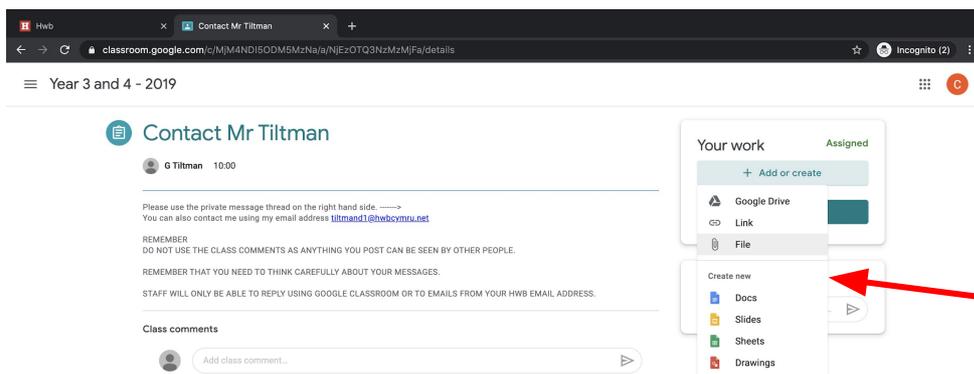
Click on your teacher's name.

Then click **View Assignment**.



Send messages to your teacher by typing in the **Private Comments box**.

Your teacher's reply will appear underneath.



If you need to attach a file/photo you can do this by clicking on **Add or Create** and then **File**.

You can also use the same steps to ask questions about the different tasks that are on Google Classroom.