

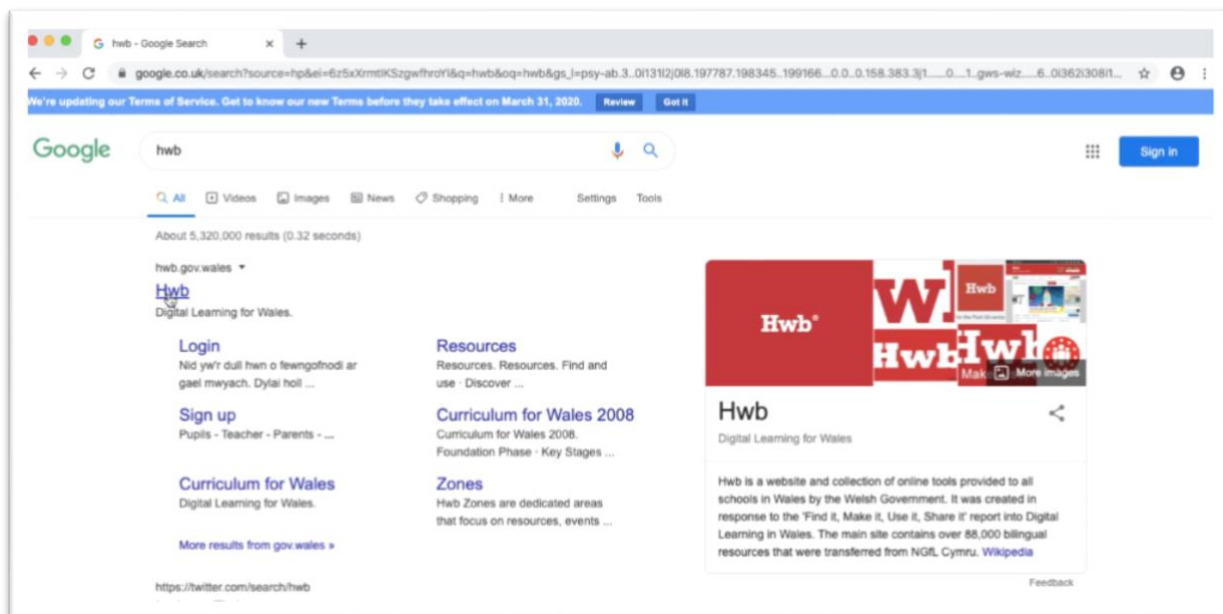


*Jesus, in our hearts, in our minds,  
in our living, in our learning*

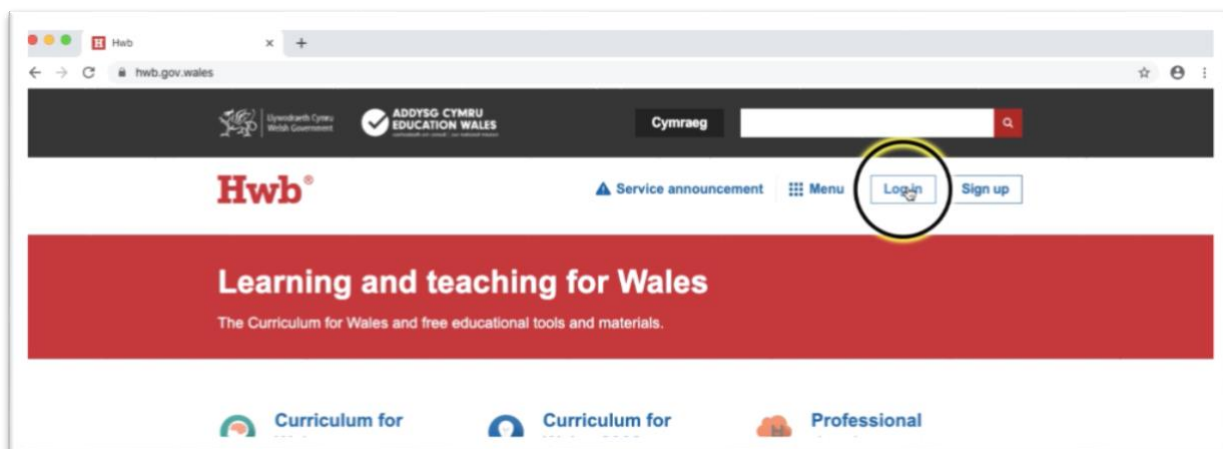
# **Learning At Home Guidance**

# Accessing Hwb

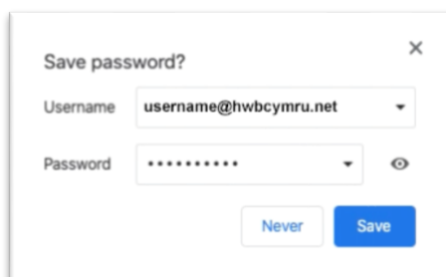
## Step 1 – Search for Hwb



## Step 2 – Sign in using the Username and password provided. Include @hwbcymru.net after the username.



You may be given the option to save your details. Please only save your details on a device you know is safe and not public.



**Step 3** – Use the **Menu** to find useful areas of Hwb, including Office 365 and Just2Easy.

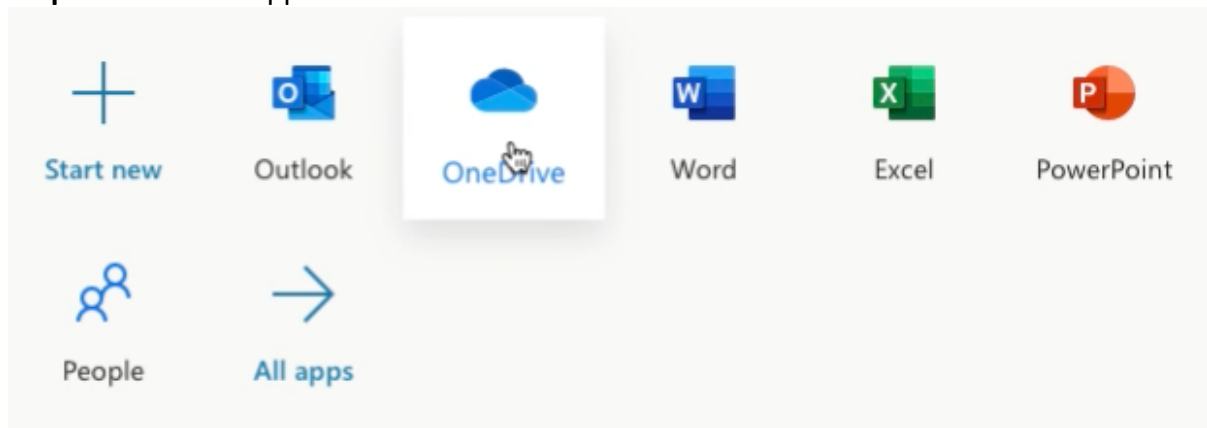


Hwb is a secure learning environment with many powerful tools. Classes will be guided to specific areas at different points, but children are able to access resources, Microsoft online software and educational games safely and free of charge.

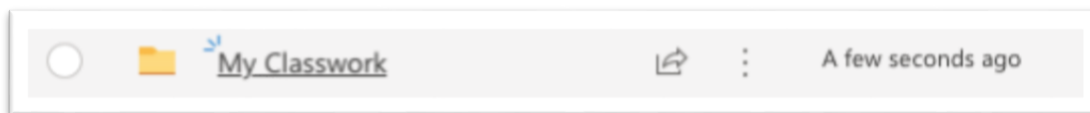
# Sharing work with your class teacher

**Step 1** – Sign in to Hwb and select Office 365 from the Menu, as above.

**Step 2** – Go to the app OneDrive from the list.



**Step 3** – Click on the folder you have made to keep your classwork in.



If you haven't done this, go to St Joseph's TV page on the website and watch the instruction video.

**Step 4** – Upload your work (or move files that are already on OneDrive).

