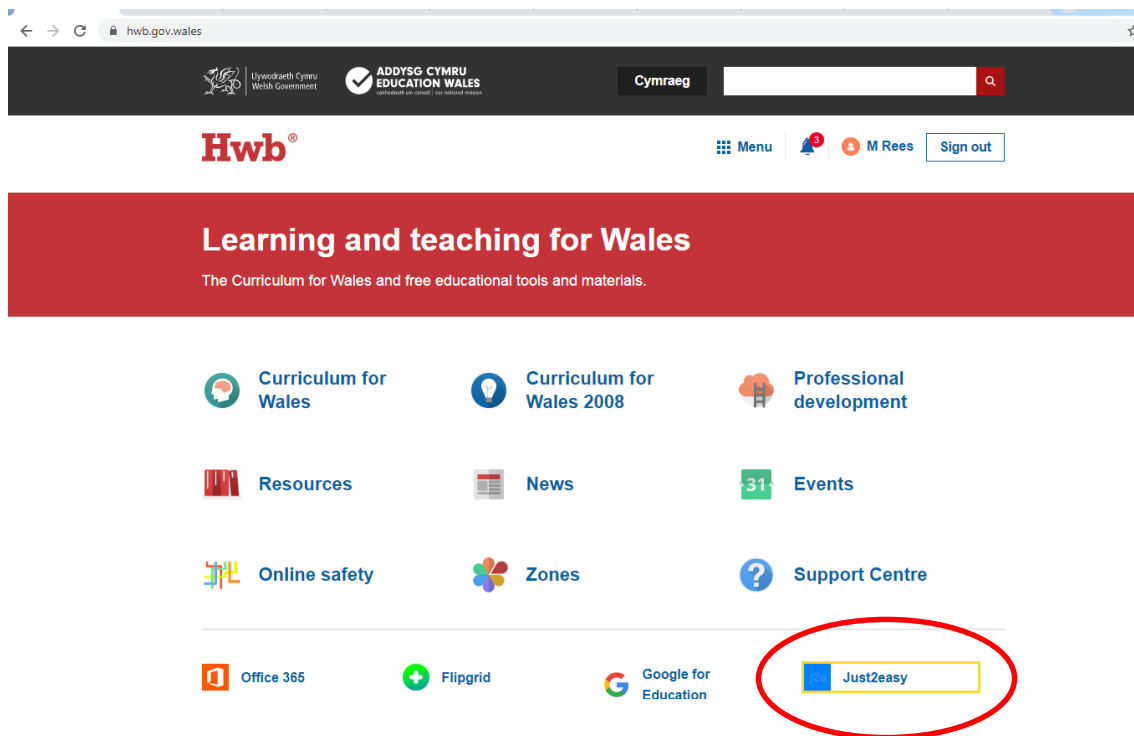


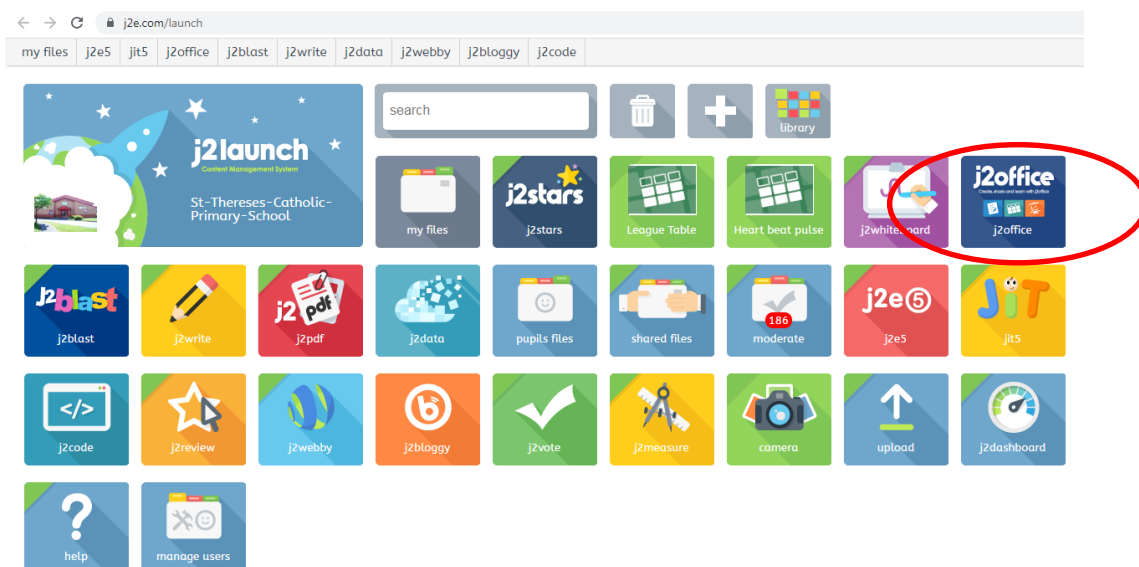
Distance Learning

If you are completing work from home then please follow these steps to ensure that your work is in the correct place so that your class teacher can access it.

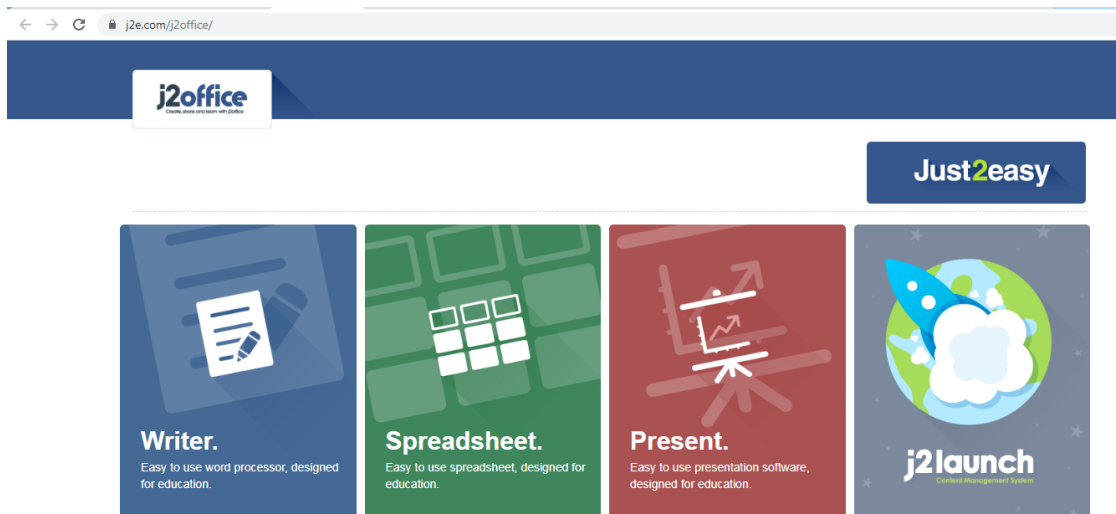
First log into the HWB at <https://hwb.gov.wales/>. Next click on the Just2easy section.



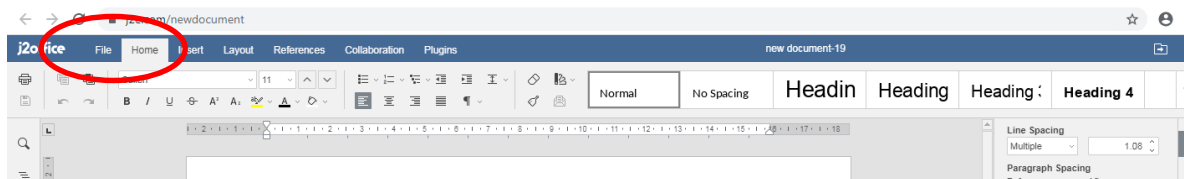
Once you are on the Just2easy screen all of your child's work will be saved into their J2E folder which their class teacher can access to monitor. J2E has features such as Writer (Word), Spreadsheet (Excel) and Present (PowerPoint). To access these then click on the J2Office feature.



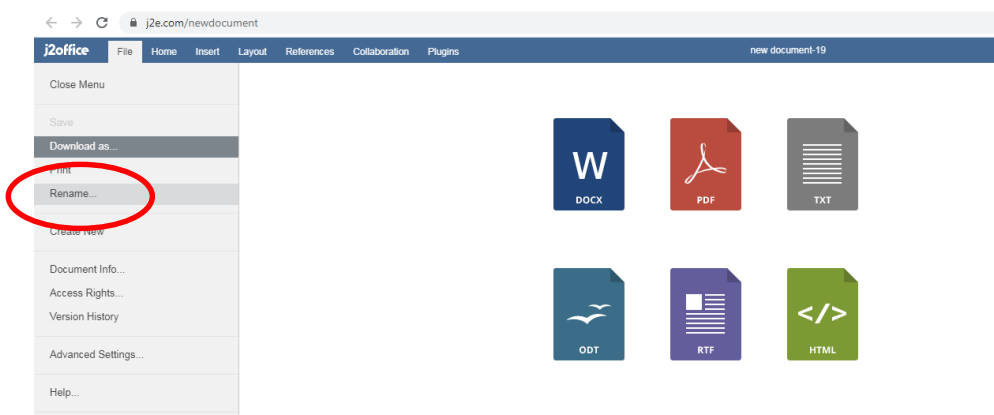
From here you can select the programme you would like to use.



While all work in J2E saves automatically your child should rename their work so that the name represents the task. In order to do this then first click the File tab at the top left corner of the screen.



Then click on the Rename tab on the left-side.



This will prompt a pop up box where you can change the name of the item of work.

