

## LOGGING IN

Log in to classroom.google.com with your nsix address ([ynname1ab2@nsix.org.uk](mailto:ynname1ab2@nsix.org.uk)) using the password in your homework book – if you still have no luck, get an adult to email me for a reminder.

*If it is the first time you log in, you will have a series of pop-ups – ask an adult to help you if you're not sure what to click.*

It will eventually lead you to the Sparrowhawks Class homepage.

There are three tabs: [Stream](#) [Classwork](#) [People](#)

### 1) STREAM – the latest posts and comments

A screenshot of a web browser window showing the 'Sparrowhawks Class' homepage. The title bar says 'Norfolk Cloud Portal' and 'Sparrowhawks Class'. Below the title bar, there are three tabs: 'Stream' (which is highlighted with a red circle), 'Classwork', and 'People'. The main content area has a dark green background with a graphic of a guitar and a cymbal. The title 'Sparrowhawks Class' is at the top. Below it, there's a section for 'Upcoming' assignments and a post from 'Lucy Livermore' about a new assignment: 'Free Art'.

### 2) PEOPLE – a list of teachers and classmates.

A screenshot of a web browser window showing the 'People' tab in Google Classroom. The title bar says 'Norfolk Cloud Portal' and 'People in Sparrowhawks Class'. Below the title bar, there are three tabs: 'Stream', 'Classwork', and 'People' (which is highlighted with a red circle). The main content area shows a list of student profiles with their names: Olivia Parr, Ryan Riches, Alexander Robertson, and Fabio Romanelli.

### 3) CLASSWORK - the most important tab of all.

# VIEWING ASSIGNMENTS

A screenshot of a Google Classroom interface. At the top, there's a navigation bar with 'Sparrowhawks Class' on the left, 'Stream' and 'Classwork' in the center (with 'Classwork' highlighted in blue), and 'People' on the right. A red oval highlights the 'Classwork' tab. Below the navigation bar are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. The main area shows a list of assignments under 'All topics'. There are two sections: 'Art' and 'P.E.'. Under 'Art', there's an assignment titled 'Free Art' with one file attached, due by the end of the month. Under 'P.E.', there's an assignment titled 'Obstacle or Assault course' due on April 2nd. Each assignment has a three-dot menu icon to its right.

This shows all the assignments you have been set and when they are due.

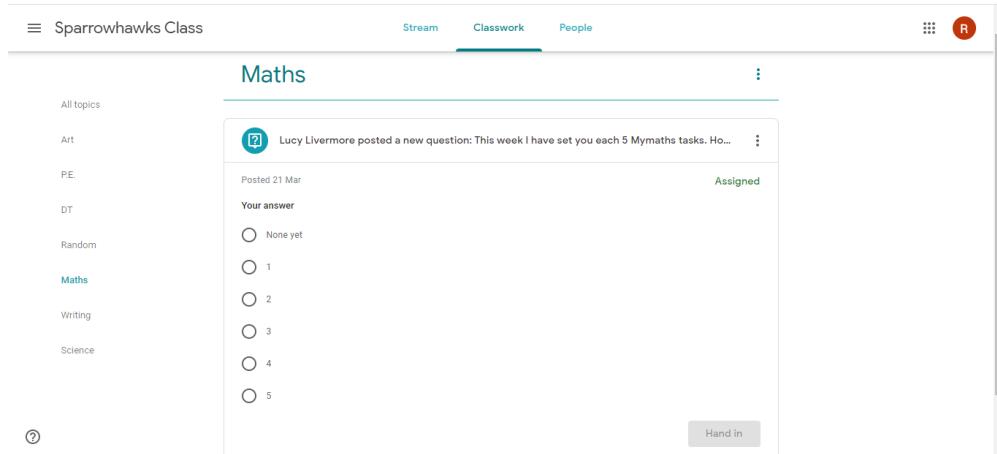
If you click on an assignment, it will open up to show you more detail and any files or weblinks that have been uploaded with it.

A screenshot showing a detailed view of a P.E. assignment. The assignment was posted by Lucy Livermore on March 19th and edited on March 19th. It's due on April 2nd and is marked as 'Assigned'. The assignment instructions ask students to create an obstacle course or assault course at home and upload a video. A YouTube video titled 'Quarantine obstacle cou...' is attached. A large red oval highlights the assignment card.

A screenshot showing a detailed view of a Science assignment. The assignment was posted by Lucy Livermore on March 19th and edited on March 19th. It's due on April 2nd and is marked as 'Assigned'. The assignment instructions ask students to find items around the house and test them with permission. A worksheet titled 'Sparrowhawks-Science...' is attached as a PDF. A large red oval highlights the assignment card.

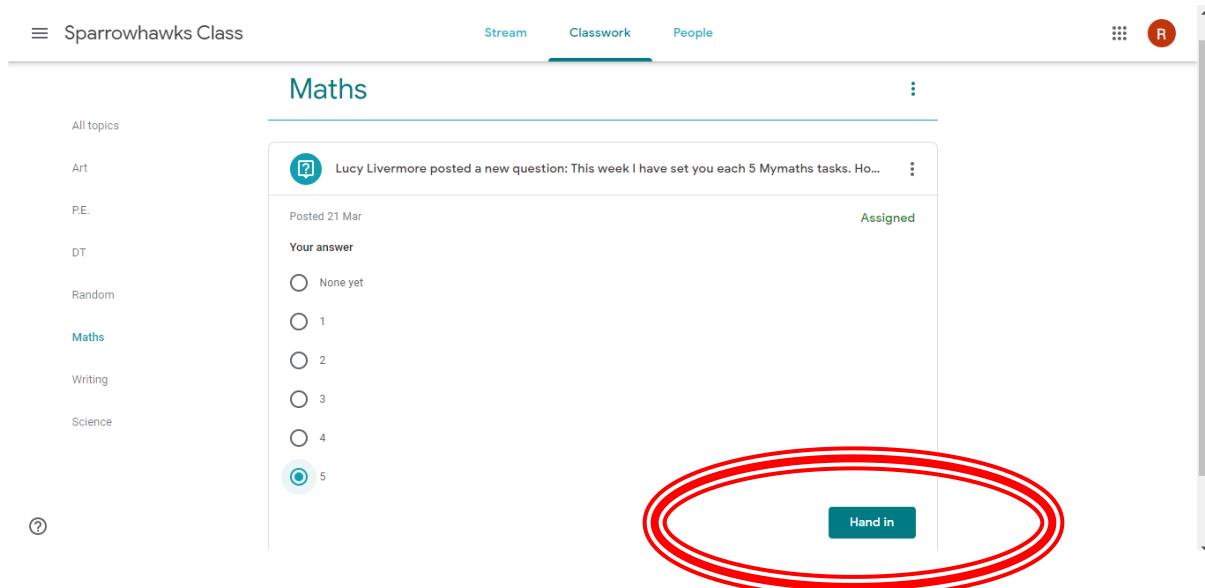
## WORK FROM OTHER WEBSITES

Some work happens elsewhere on the internet (MyMaths, for example) so you can keep me posted as to how far through your lessons you have got during the week. You are each allocated your own set of five lessons.



The screenshot shows a digital classroom interface for 'Sparrowhawks Class'. The 'Classwork' tab is selected. A math assignment titled 'Maths' is displayed, posted by Lucy Livermore on 21 Mar. The assignment is marked as 'Assigned'. Below the title, it says 'Your answer' and lists five options: 'None yet', '1', '2', '3', '4', and '5'. The option '5' is highlighted with a blue selection bar. At the bottom right of the assignment card is a 'Hand in' button.

When you have selected your answer to a question, press “Hand In”.



This screenshot is identical to the one above, showing the same math assignment from Lucy Livermore. However, a large red oval has been drawn around the 'Hand in' button at the bottom right of the assignment card, highlighting it as the action to take after selecting an answer.

## HANDING IN WRITTEN WORK

Writing tasks can be done one of two ways: either write them in your homework book (and when that is complete, use your new book) and upload a photo of your writing; or you can type your work directly into the computer.

Whichever you choose, when you are ready to hand work in, select here:

This screenshot shows the 'Classwork' tab in Google Classroom. A red circle highlights the three-dot menu icon next to a posted assignment titled 'Free writing'. The assignment was posted by Lucy Livermore on March 23rd and edited on March 24th. The description reads 'Post me your free writing here please'. The status 'Assigned' is shown at the bottom right of the card.

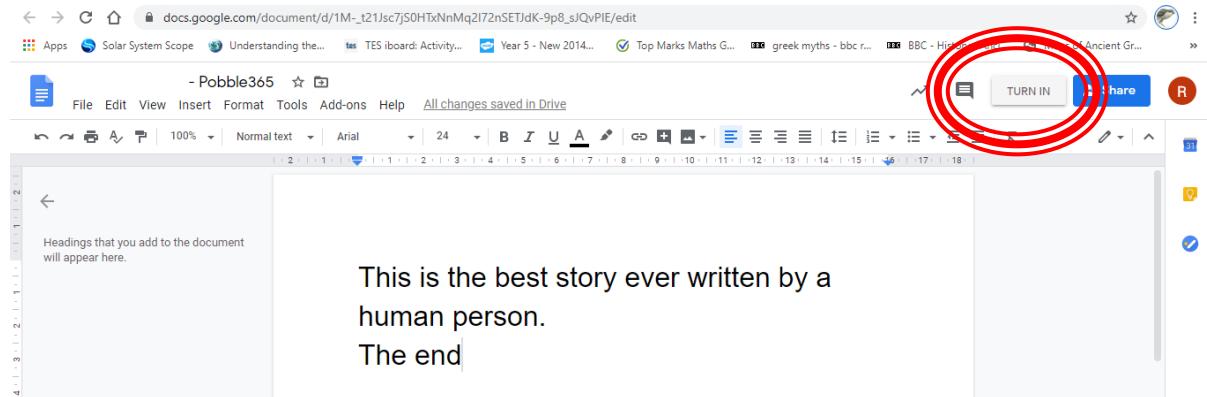
This screenshot shows the details of the 'Free writing' assignment. A red circle highlights the 'Add or create' button in the 'Your work' section. Below it, there's a comment from Lucy Hathaway (@lucy.hathaway.123) at 08:12 saying 'i post it on padlet'. Another comment from Charlotte Colaco (@charlotte.colaco.123) at 16:10 asks 'Can we do free writing about anything?'. Lucy Livermore (@lucy.livermore.123) responded at 18:23 with 'absolutely. whatever inspires you.' At the bottom, there's a placeholder for adding a class comment.

This will give you options of what it is you are adding or creating. You can link in a file already saved on the class [Google Drive](#), you can add a webpage [Link](#) or you can add a [File](#) from your device at home.

You can also create a new document straight onto the classroom Google Drive – a typed piece of writing in [Docs](#), a Powerpoint presentation in [Slides](#), a spreadsheet or table in [Sheets](#) or edit a picture in [Drawings](#). Whatever you create here will autosave.

## USING GOOGLE DOCS FOR WRITTEN WORK

This is a simplified version of Word and is adequate for all your written assignments. I can leave comments on your work and it has the safety of auto-saving your assignment at every step into your folder on Google Drive: no uploading fuss or lost work.



You can come back to a piece of work again and again. I will be notified when you have completed it when you press the TURN IN button.

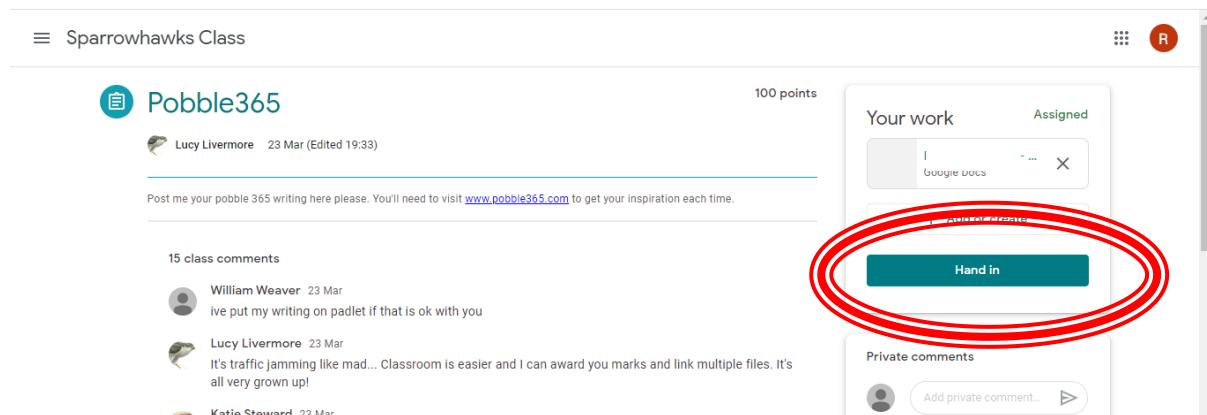
## HANDING IN WORK

Before you press any **Hand In** button, please check you have attached your work / pictures properly.

Please save your files with your name, date, assignment name and how many items you're handing in for that piece of work

For example: **MrsLivermore26thMarchPobble365page1of3** or  
**MrsLivermore26thMarchDTphoto4of4**

Google Drive is a big place for me to be hunting for unnamed work in!



The screenshot shows a Google Classroom assignment page. At the top, it says "Sparrowhawks Class". Below that is a card for "Pobble365" with a due date of "23 Mar (Edited 19:33)". The assignment title is "Post me your pobble 365 writing here please. You'll need to visit [www.pobble365.com](http://www.pobble365.com) to get your inspiration each time.". There are 15 class comments. One comment from William Weaver says: "I've put my writing on padlet if that is ok with you". Another comment from Lucy Livermore says: "It's traffic jamming like mad... Classroom is easier and I can award you marks and link multiple files. It's all very grown up!". A third comment from Katie Steward is partially visible. To the right of the comments is a "Your work" section with a "Google docs" item. Below this is a "Hand in" button, which is circled in red. Further down is a "Private comments" section with a "Add private comment..." button.

Warning: If you press the button before attaching work, I have nothing to see!  
Don't panic, though: you can always resubmit an assignment with the work/picture attached properly.

# WHAT ELSE CAN I DO FROM GOOGLE CLASSROOM?

Sparrowhawks Class

Stream

Classwork

People

R

Sparrowhawks Class

Upcoming

Wooahoo, no work due in soon!

View all

Lucy Livermore posted a new assignment: Free Art 12:47

1 class comment

These three lines will access a drop-down menu:

Classes takes you to

Sparrowhawks Class

Unknown user

Little face takes you to a list of all your assignments.

Enrolled

To do

Sparrowhawks Class

Archived classes

Settings

Your Name

Title

Due

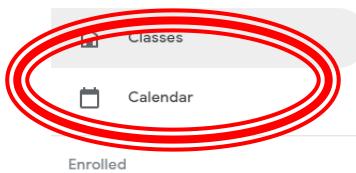
Title	Due	Status
Free Art	No due date	Assigned
Obstacle or Assault course	2 Apr	Assigned
Fives	2 Apr	Assigned
Aerobatics	8 Apr	Assigned

Filters

Assigned

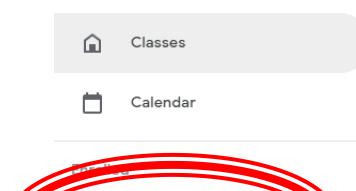
Returned with grade

Missing



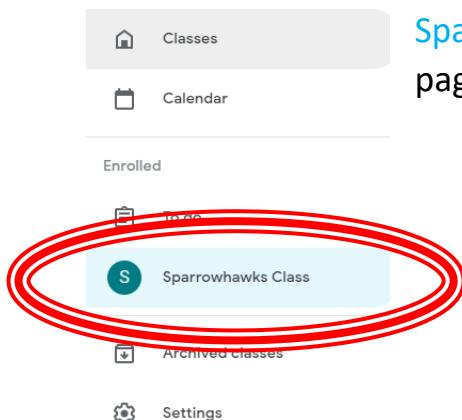
**Calendar** takes you to a timetable of lessons. This is only useful for high school schedules really. I won't be using this for your work. You may ignore this feature!

The screenshot shows a weekly calendar grid for March 23 to March 29, 2020. The days of the week are labeled at the top: Mon, Tue, Wed, Thu, Fri, Sat, Sun. The date 'Thu 26' is circled in blue. Below the grid, there are buttons for 'All classes' and 'Mar 23-Mar 29, 2020'.

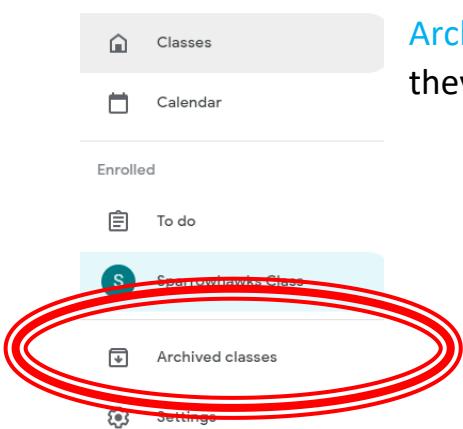


**To do** takes you a list of things to do! It looks different from the list we saw earlier, but I haven't yet worked out how they are different.

The screenshot shows a 'To do' list for 'Sparrowhawks Class'. At the top, there are tabs for 'To do' and 'Done'. Below them is a dropdown menu 'All classes'. The list contains five items: 'Chaperon rouge' (Sparrowhawks Class), 'Free Art' (Sparrowhawks Class), 'Free writing' (Sparrowhawks Class), 'Pobble365' (Sparrowhawks Class), and 'Science practical' (Sparrowhawks Class). Each item is preceded by a small teal circular icon.



**Sparrowhawks Class** takes you safely back to the front page of our class.

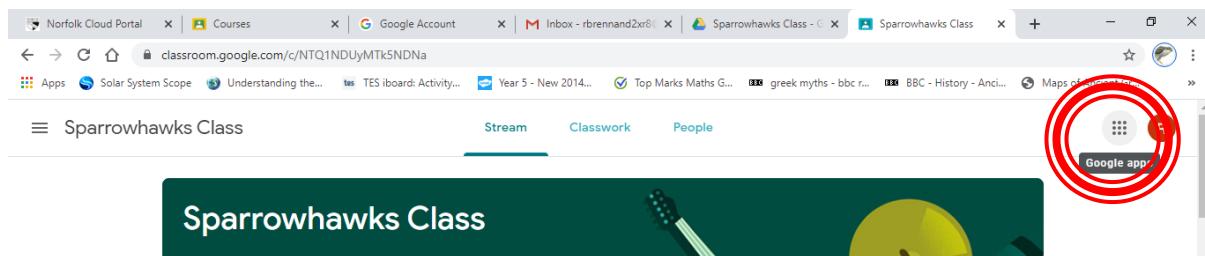


**Archived Classes** is where old classes will be stored once they are no longer needed.

A screenshot of the Classroom interface, similar to the one above, with the 'Settings' link circled in red. To the right, a larger screenshot shows a browser window titled 'Classroom Settings' at 'classroom.google.com/s'. The window displays the 'Profile' section with a placeholder profile picture and a 'Change' button. It also shows the 'Notifications' section, which includes options for 'Email' (with a 'Receive email notifications' toggle set to 'On') and 'Comments' (with a 'Comments on your posts' toggle set to 'On'). The browser's address bar shows 'Norfolk Cloud Portal' and the tab bar has several other open tabs.

**Settings** takes you to a new window we'd rather you didn't fiddle with. We'd probably need to expel you from the classroom and start all over again with a newbie profile. **DO NOT** adjust these settings. PLEASE!

# WHAT ELSE CAN I DO WITH MY GOOGLE LOG-IN?



## Account settings – DO NOT ADJUST



Account



Gmail



Drive

[Gmail](#) takes you to your nsix email account. This is for home/school use only and not personal messaging.



Classroom



Docs



Sheets

[Drive](#) accesses your saved documents  
[Classroom](#) redirects you to classroom  
[Docs](#) redirects you to word



Slides



Calendar



Sites

[Slides](#) redirects you to spreadsheets  
[Slides](#) redirects you to powerpoint  
[Calendar](#) redirects you to calendar



Contacts

[Sites](#) is not for pupil use. Stick to Padlet

[Contacts](#) linked with your nsix email account. This is for home/school use only and not personal messaging and therefore no need to add anyone yourself.

## FREQUENTLY ASKED QUESTIONS

- I don't get it. Email me specific questions to:  
[sparrowhawks@tacolneston.norfolk.sch.uk](mailto:sparrowhawks@tacolneston.norfolk.sch.uk)
- I have posted on Padlet – is that OK? From now on, I'd prefer work to be posted here. Don't worry about moving all the work you've done in this first week if it's too tricky.
- But I prefer Padlet – is that OK? From now on, I'd prefer work to be posted here. Padlet is designed to hold a certain amount of content before it traffic jams. Also, fishing around in 40+ Padlets in search of your work is not good for my blood pressure.
- I am stuck on MyMaths. What shall I do? If you have had a go at the lesson assigned to the homework and it still makes no sense then DON'T PANIC – send me an email and I will talk you through it.
- I have done something that I'd like to share but it isn't one of the homeworks you've set me. What shall I do? Post it in the "Random" folder and I'll be notified by email that you've added something for me to look at.
- What are my spellings this week? I am going to set you spellings for the week on a Monday and test you the following Monday. Spelling Bee pupils will have their two lists and tasks posted. Schofield & Sims pupils will have their three scanned pages posted and a test list will go up on Monday morning for you to get tested from.
- What do I do with my spelling score this week? As I send you the test, there is also a feedback report you will need to complete when you are done.

Parents – if you would be interested in being linked as a guardian to a classroom account you will receive emails detailing the classwork set, dates work is due and so forth. Send me an email to request this: [sparrowhawks@tacolneston.norfolk.sch.uk](mailto:sparrowhawks@tacolneston.norfolk.sch.uk)