Guide for Adults and children: accessing our digital learning

As a partnership and cluster, we're working hard to lessen the impact of school closures on the education of our children.

This guide will help you to access the tasks, experiences and fun we're planning for you to keep making progress. Hopefully it will help to fill time in a productive and interesting way; you never know, everyone at home may learn lots!

Children in hedgehog class at Hevingham will be working on their consistent platform – Tapestry. This means they can continue their continuous assessment in a consistent way, and families will be able to access learning and respond using that system. A separate letter will be coming home regarding their learning.

For the remaining classes, we've chosen to use Google Classroom as the platform for delivering and assessing the learning of our children for several reasons:

- It is a straightforward (with practice) way to work together to learn more.
- It is a platform supported by Norfolk County Council, which means the system is secure and safe for adults and children to use from home. This also means any messages and emails are filtered and monitored to ensure they are used appropriately.
- It allows us to set learning which isn't cold and boring, but can bring together photographs and creativity. We don't want to fill you full of work sheets; we want to keep your families engaged, learning and enjoying knowledge in an interactive way.

Very importantly, we're aware that most of you are **not** teachers. To expect you to be able to take over instantly from us isn't realistic. Not all of us passionately love maths yet, or know our digraphs from trigraphs. Therefore, the learning we set will be supplemented with links and resourcing to give you the tools to be as successful as possible; if your family can **all** feel successful while working at home, the effect could be incredibly positive all round.

We have written this guide to give a smooth transition to working digitally outside of school. It is likely that many of you will have challenges using the platform, but with practice we will be able to keep learning rolling at a great pace. Each class teacher is learning how to use the platform to its full potential and if you have questions you will be able to email them for assistance. However, please bear in mind we have families and concerns too, and won't be able to reply immediately. As you may have gathered from the Government statements on the 18th of March, we are still working hard to keep the learning strong. Keep in mind that we would encourage the children to seek answers themselves before relying on us, and we'll endeavour to provide links for you to close any gaps.

A consistent time each day to complete learning is very important and will encourage children to take as much care and pride in their work at home as they would if they were in school.

Though our immediate future may be challenging, our aims for your children remain exactly the same: we strive to produce successful learners, confident and healthy individuals and responsible citizens.

Make the most of your time as a busy learning family. We hope to see you as soon as possible,

Mrs Board

office@hevingham.norfolk.sch.uk

Set up and requirements

To access Google Classroom (GC), you will need a device which has internet accessibility. A phone, a tablet, a laptop or PC – all of these will give you access to the platform in one way or another.

Laptop or PC

On your internet browser (Chrome, Safari, Explorer etc.) search for **'Norfolk Cloud Portal'.**

This is the secure way to sign in to your child's Email account and GC.

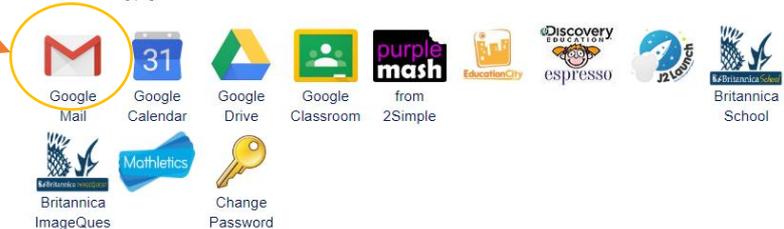**If your child has not logged in at school,** You will first need to go to 'Google Mail'.

From there, use your child's secure Email address/username and password to log in to their own unique email account.

When you're logged in, you will find a fairly standard email platform. Please remember – this is a secure and monitored system – the content of messages is closely monitored, and the email addresses of the children are not publicised or available to people other than members of staff setting up these accounts.

|					
☐ ☆	Sam Gibbons (Classr.	Class invitation: "Pheasant class" - Dear [ ] Sam Gibbons (sgibbons4yrb@nsix.org.uk) invited you …			15:35
☐ ☆	**Google**	**Improvements to our Privacy Policy and Privacy Controls** - Google[ ]@nsix.org.uk Updating…			12/05/2018
☐ ☆	**Gmail Team**	**Tips for using your new inbox** - H[ ]Welcome to your Gmail inbox Save everything With up to 3…			08/09/2014
☐ ☆	**Gmail Team**	**The best of Gmail, wherever you are** - H[ ]Get the official Gmail app The best features of Gmai…			08/09/2014

You will see that your teacher has invited you to become part of a Google Classroom. Each child will receive one of these invitations. It may be the case that particular children are invited to a different classroom, as their stage of learning is more appropriate to the content of another class. If this is so, other users are not aware of this. We are striving to make sure the tasks set are appropriate to the stage of your children.

Click on 'Join', and this will load a new tab/window with the classroom available.
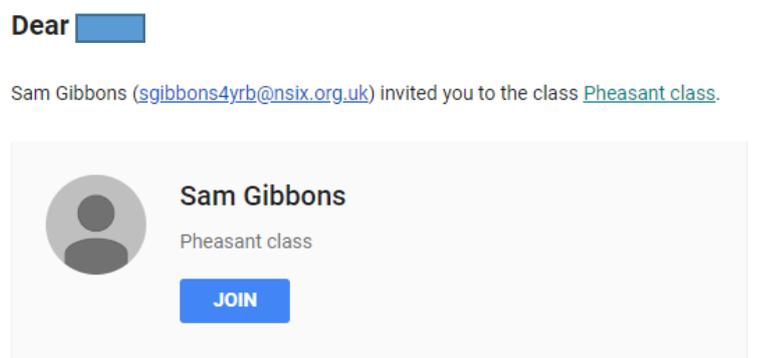
If you are taken straight through to the classroom, feel free to browse on your first go, spend time with your children exploring how it works – it's very exciting!
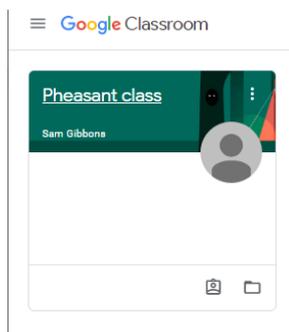
If you see the banner for your GC, click on it and it will take you through to the classroom.

*Page 6 will guide you through the process of using the platform on*   *or*

Phone or tablet

Searching in the app store for 'google classroom' should allow you to download the app.

Having the app available on your child's/ your phone or tablet will make working convenient whenever you have set your consistent time at home for learning – a recognisable app will make getting started easier.

When downloaded, you may or may not choose to sign up for emails about updates – these won't have anything to do with school so I'd recommend unticking the box.
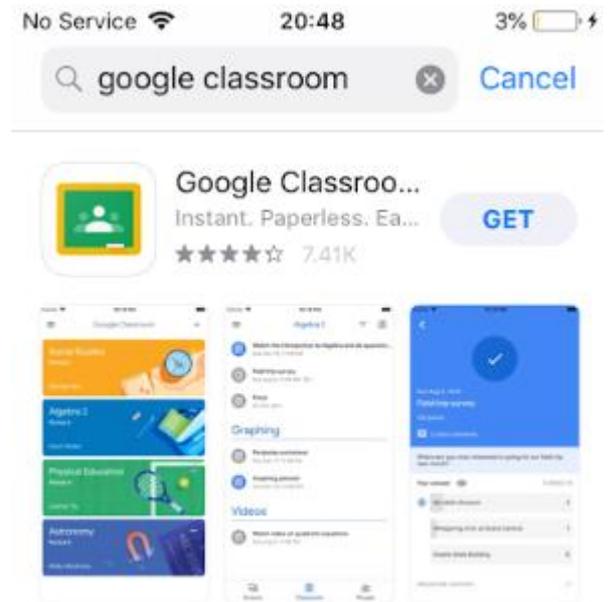
Next, you'll be asked to choose an account. Enter your child's email address given to them **in full.** This will take you to the 'Norfolk Cloud Portal' login page – please see page 3 of this guide to see how to log in.

This will then take you through to the GC. If you click the classroom banner, it will take you to your options within the classroom.

As you use GC, you will also be given guidance in white boxes to help you understand how the platform works. Don't worry about remembering everything, you will learn how it works with practice.

Page 6 will guide you through the process of using the platform on or
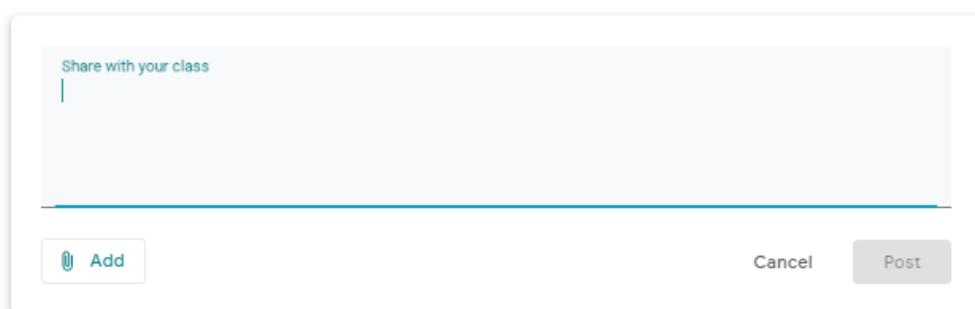
Notices and messages – the 'Stream'

The initial classroom screen – the stream - will give you several options. Your teachers will be posting messages, 'assignments' and links on this. Though 'assignments' sounds quite formal, this is just the language used by Google – we are assigning task which are appropriate to the learning of the children.

Both ways of accessing GC give our children the opportunity to post questions or comments. Depending on the assignments or tasks set, this may be a good way of communicating with each other, or asking questions for help from other children.

Both phone/tablet and laptop/PC have the option of attaching media to support what the children are asking or commenting – this could be a photo of their learning, or a link to something useful.

Computer comments

Mobile device comments

The power of children being able to help each other with their learning is clear – this is one of the biggest positives of young people being able to access the internet with support from adults and others.

Teachers have the power to mute members of the class who misuse this function, and if this happens it will be up to the teacher to decide if this function is reinstated.

Classwork

Computers and mobile devices will both have three options to be selected. First you will be on the stream. From there, at the bottom or top of your display, your other two options will be available:

Stream	Classwork	People

Stream   Classwork   People

When you have moved to classwork, you will see options for topics. These are the areas that the teachers have set up for learning. There will be maths, writing etc, and the tasks set will rest within these topic areas.

In this **computer** example, a child is working on an assignment within the maths topic.

Due 27 Mar

Circles!

3/100

Sam Gibbons   14:51 (Edited 15:41)

Draw many circles on a page - bonus points if you can MAKE a pair of compasses that work! (photo would be great!)

When drawn, label diameter, circumference, radius, centre.
Label every circle with each piece!

When you've completed it, click hand it in, and then we'll have a look.

Class comments

Add class comment...

At the top right, you can see the mark given for the piece of work. Sadly this example child didn't do very well with this one, but they can resubmit to improve it!

You can see the due date (at the top), the title and instructions (main text), and currently no class comments on the task.
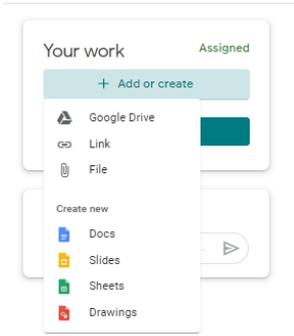
When working on the task, you have options of how to respond. Clicking on 'add or create' gives you options of responding to the task – you could upload a picture of your learning, you could leave a link to something, you could type out your work on a google document – the possibilities are numerous.

Teachers are not concerned with the type of response, but do expect quality responses just as they would in school.
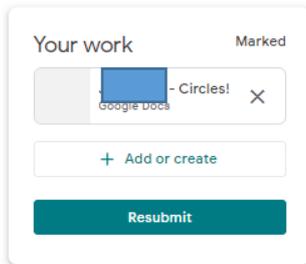
In this example, you can see that our example child has already submitted his work, and after the marked work and feedback he **could** choose to resubmit it to do a better job. This child would need to request the work back before editing and resubmitting.

In this **device** example, our example child is working on a maths assignment. This is after pressing the **classwork** option on the device.

To see different topics to work on separate tasks, press the ⇁ - this will take you to the topic selector.

Within this maths topic area, each assignment will be selectable.

When you press on the particular assignment, you will find the information and instructions will appear.

In here you can see when the work is due, class comments or questions specific to the task, and whether the task will be marked (100 points) or if it is unmarked.

Due 27 Mar
Circles!
100 points
Add class comment

Draw many circles on a page - bonus points if you can MAKE a pair of compasses that work! (photo would be great!)

Your work ⌄ 3/100

📄 ▭ - Circles! ✕

Add attachment

Resubmit

At the bottom of the assignment description, you will see "Your Work". This will bring up the options to submit, attach or resubmit work if it has already been marked.

Whether submitting learning on 📱 or 🖥, you will be able to see that the work **has** been sent.

When adults have seen that work, they may respond to give advice or feedback.

People

This option will tell you who is in the class and who the teacher/teachers are setting work for your child.

For us, it's a little useless as your child only has one class they're working in.

Expectations

Using Google Classroom means that the learning can be completed in a variety of ways and still submitted – photographs of work will be just as valuable as submitted electronic work.

As mentioned, setting out consistent times to complete work is a productive and settled way to ensure the children continue learning. Families with more than one child may have to think creatively with different tasks at the same time – perhaps listing the tasks set and all working together to help each other complete the learning. Again, we cannot and do not expect you to structure your entire days to the tasks as that is what **we** are trained to do, but finding consistent and well-planned ways to complete tasks will keep the level of learning excellent.