

Getting started with ClassroomNZ2020

What is ClassroomNZ2020?

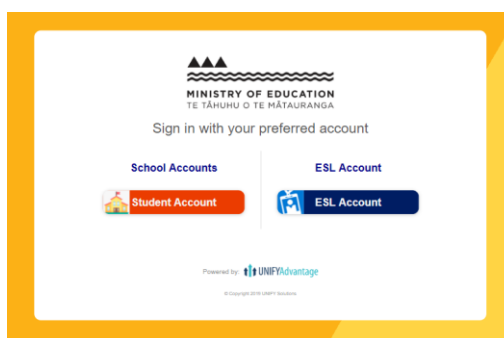
In collaboration with Te Aho o Te Kura Pounamu (Te Kura) and Brightspace, the Ministry of Education is making online courses from Te Kura on the Brightspace learning management system available to learners and teachers. All of the courses are aligned to The New Zealand Curriculum and, in the case of NCEA-level courses, meet NCEA requirements.

KAIAKO / TEACHER GUIDE

Where to find ClassroomNZ2020

Go to brightspace.education.govt.nz

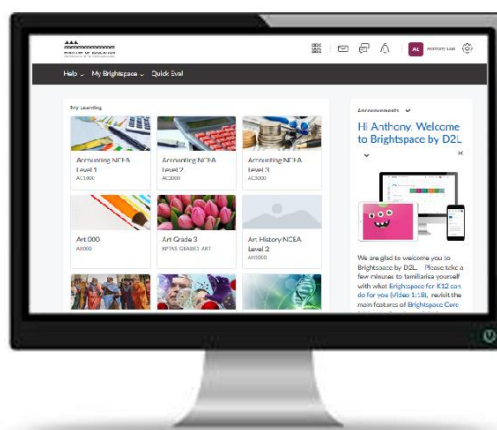
It's a good idea to bookmark the link for easy access when logging in.



Logging in

As a teacher, you will use your ESL (Education Sector Logon) to log into ClassroomNZ2020. Check with your school's Delegated Authoriser if you are unsure of any of your ESL details.

Once you log in, you'll see your personalised ClassroomNZ2020 home page or dashboard, which shows the courses you and your learners are enrolled in.



If you need to reset your password

If you have forgotten or need to reset your password, go to the ESL support page at <https://services.education.govt.nz/education-sector-logon/> (talk with your Delegated Authoriser if necessary).

Using this guide

This guide will explain what you can access from your home page. Scroll through the guide or click on the links below to find the information you need.

- » [If you need to reset your password](#)
- » [Finding/pinning courses you access regularly](#)
- » [Familiarising yourself with course content](#)
- » [Releasing modules to learners](#)
- » [Using Quick Eval to find learners' work submissions](#)
- » [Giving feedback and a grade via Dropbox](#)
- » [Activity Feed](#)
- » [Creating a class of students](#)

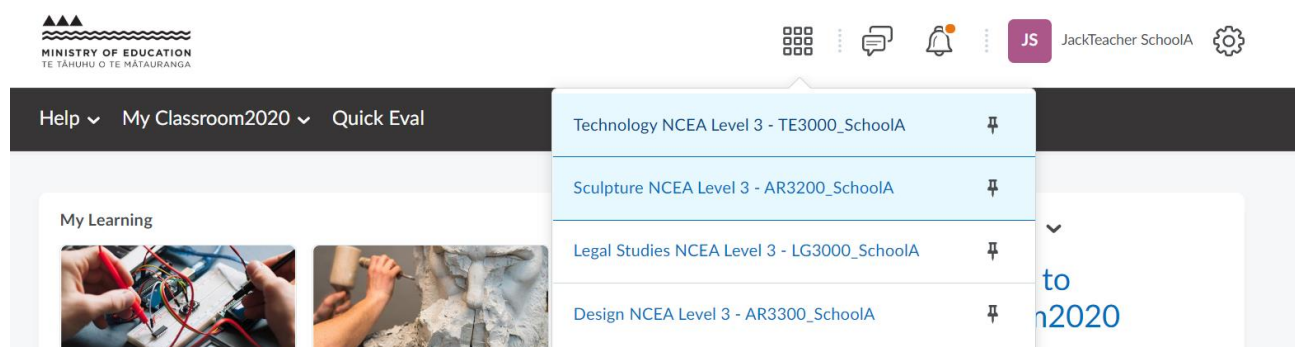
Where to get help

Need help? Email service.desk@education.govt.nz or call 0800 422 599 during business hours.

Finding/pinning courses you access regularly

You can search for and pin courses you will use regularly. Click on the Grid Icon in the top right-hand navigation and search using keywords. To add a quick link to the course from your home page click the grey Pin next to the title.

Note – if you have access to fewer than 25 courses you won't have a search field and all courses will be visible from the Grid Icon. You can still pin them to create quick links on your home page.



The screenshot shows the top navigation bar of the ClassroomNZ2020 interface. On the left, there is a logo for the Ministry of Education. On the right, there are icons for a grid, chat, notifications, a user profile (JS JackTeacher SchoolA), and a settings gear. Below the navigation bar, a dropdown menu is open, displaying a list of courses with a pin icon next to each title:

Course Title	Pin Icon
Technology NCEA Level 3 - TE3000_SchoolA	Pin
Sculpture NCEA Level 3 - AR3200_SchoolA	Pin
Legal Studies NCEA Level 3 - LG3000_SchoolA	Pin
Design NCEA Level 3 - AR3300_SchoolA	Pin

Below the course list, there is a 'My Learning' section with two images showing students working on projects. To the right, a partial view of a 'to n2020' link is visible.

Familiarising yourself with course content

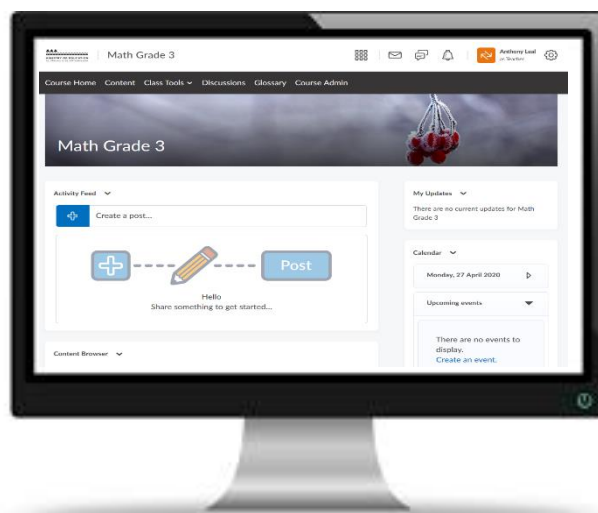
The NCEA level landing pages all include Activity Feed, Content Browser and sections

Activity Feed lets you share updates and connect with your class

Content Browser is a detailed overview of the course modules, including information about assessment

You can access all modules within the course to be able to familiarise yourself with the course and module content. All modules generally follow a similar format – an introduction followed by lessons, which can include:

- » Text, images, videos
- » Workbooks
- » Self-assessment interactive activities
- » Self-assessment quizzes
- » Teacher-marked assessments
- » ClassroomNZ2020 dropbox folders where students submit their activities and assessments to be marked by their teacher.



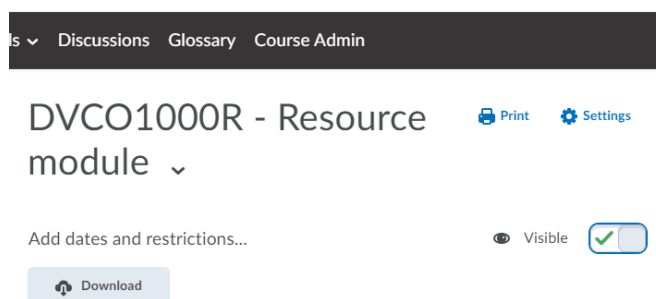
Releasing modules to learners

Once you have familiarised yourself with the course content, you can choose which modules you want to use with your learners. You can then show or hide modules. Let them know which modules you'd like them to start with and how they can contact you to discuss their learning.

In many of these courses learners do not have access to all modules straight away. They are designed to allow teachers to release modules to individual learners based on factors such as prior learning, curriculum level and interests.

To hide a module, navigate to the course then:

- 1 Click *Content* in the navigation bar.
- 2 Navigate to the module you want to hide
- 3 Click the *visible* icon to hide the module
- 4 Slide the toggle to off to make the module hidden. Slide it back to make it visible again.



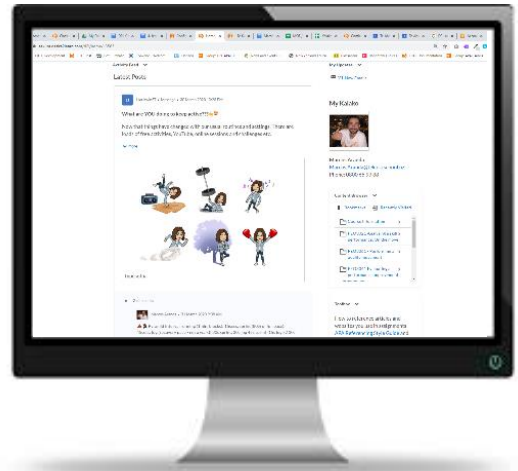
Activity Feed

The Activity Feed allows teachers to create posts or make announcements within the landing page of their courses. Teachers create the content including text, image, video, web links and course content links. Posts can be pinned to the top, future dated and allow for learners to comment (if turned on).

Posting regular short updates is a great way to engage your learners in their course.

To create an Activity Feed post:

- 1 Navigate to the course and scroll down the landing page to *Activity Feed*.
- 2 Click the blue *Plus* symbol. **Note** - it will default to the message tab.
- 3 In the empty text box add your message. You can include bold, italics, underline, unordered lists and emojis.
- 4 If you'd like to attach additional material or files to your message, click on the *Attach* icon on the bottom left and then select the media type you want to attach.
- 5 When you are ready click *Post*. You can select *Post Later* to schedule the post for a certain date and time.



Using Quick Eval to find learners' work submissions







Quick Eval (short for Quick Evaluation) is where you will find submissions from learners in the courses you teach. You can access Quick Eval from the navigation bar on the initial landing page of ClassroomNZ2020.

Quick Eval provides a summary of all the submissions made by learners into Dropbox folders. Each course/module has a Dropbox folder.

Note - this is not Dropbox.com, it's a work submission feature built in to ClassroomNZ2020.



Quick Eval displays the learner name, activity name, the course and the submission date. Click on the name to see the learner's submission in a full screen view. Once you have opened a submission move on to the 'Giving feedback and a grade in Dropbox' information below.

First Name, Last Name	Activity Name	Course	Submission Date ▲
 Test Student1	 ENO2040 Writing Module Part ...	English NCEA Level 2	19/4/2017 1:05 PM
 Test Student1	 ENO2080 Research using infor...	English NCEA Level 2	27/4/2017 12:01 PM
 Test Student1	 ENO2070 analysing connection...	English NCEA Level 2	28/4/2017 11:37 AM

Giving feedback and a grade in Dropbox

Learners submit activities and assessments into Dropbox folders for teachers to mark and give feedback.

Note - this is not Dropbox.com, it's a work submission feature built in to ClassroomNZ2020.

As a teacher you can see a summary of all submissions in Quick Eval (see information above). Once you have selected a submission, you can give feedback directly onto the piece of work using the **built-in interactive Annotation Toolbar** along the top of the submission.



Use the **Evaluation and Feedback panel** on the right-hand side to give written feedback and a grade, if needed.

You are ready to publish the feedback to the learner **once you have:**

- » added any mark ups to the learner's work using the Annotations tool.
- » **and** given written feedback in the right-hand side Evaluation panel

Click the blue Publish button in the bottom left hand corner.

Note – if this is a subsequent submission from the learner and you are giving further feedback, the button will say Update instead of Publish.

The screenshot shows the 'Evaluation and Feedback' interface. At the top, there is a 'Score' section with a text input field containing '7' and a label '/ 10'. Below this is the 'Grade Item' section, which reads 'ACO1001 Accounting Concepts 1 - Activities' with a signal strength indicator. The 'Student View Preview' section shows a blue circle next to the text 'Very good' and a dropdown arrow. The 'Feedback' section features a rich text editor with a toolbar containing icons for video, image, link, and a dropdown menu. The main text area contains the placeholder text 'This is where the written feedback goes'. Below the text area is another toolbar with icons for text color, background color, bold, italic, link, unlink, and strikethrough. At the bottom of the feedback area are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. At the very bottom of the panel are two large buttons: 'Publish' (in blue) and 'Save Draft' (in light blue).

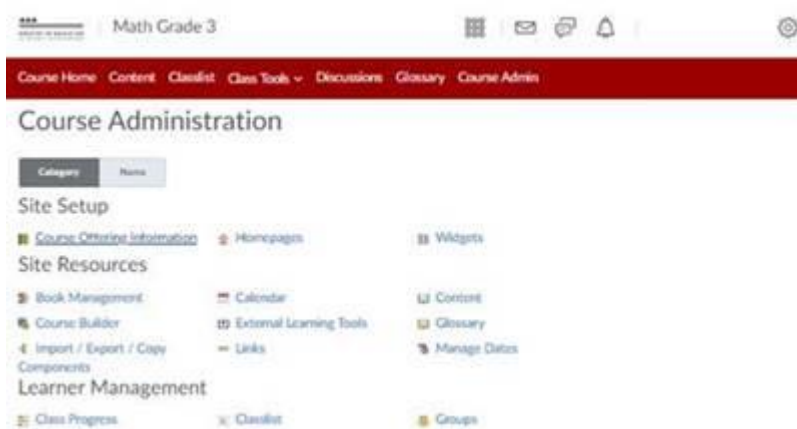
Creating a class of students

The ClassroomNZ2020 default is to create a course and then enrol all students and teachers nominated from your school into that course. Schools may decide they wish to create a class (called a 'section') of students to create a smaller and closer allocation of students to a particular teacher. For example, you might think of a 'section' as a particular class within a course.

This link will give you a better sense of how and why you might like to set classes/sections up:

https://documentation.brightspace.com/EN/le/sections/instructor/difference_between_sections_groups.htm

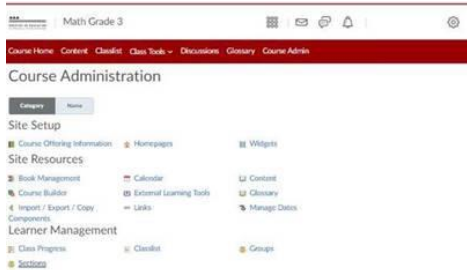
- 1) Log into platform and navigate to the course that you want sections in.
- 2) Select "Course Admin" in the menu bar, and the following screen should appear. Select "Course Offering Information"



- 3) Scroll down to the title "Sections" and make sure there is a tick next to "Course has sections". **Click save** at the bottom of the screen and then click "Course Admin" (this change is automatically saved).



- 4) In Course Admin, click on "Sections" under the Learner Management header.



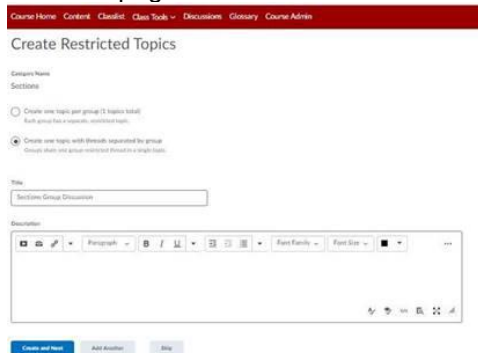
- 5) Click on the "Sections" link and on the next page click "Create Sections". This will lead you to the following page:



- Under “Enrolment Type” select “Sections of #”
- Under the “Number of Users” put the maximum number of users in the course, (this can be higher than the actual number).
- *Do not tick “Auto-enrol new users” or “Randomise users in Sections”*
- Select “Set up discussion areas”, and then select “New Forum”. This will allow you to give the forum a name that either matches the course name. *Note: this will set up a separate discussion area for each Section.*

Then select “Create”.

6) The next page will now look like this:



Ensure the “Create one topic with threads separated by group” is selected. Then click “Create and Next”. *Note: you can change the Section Group Discussion Name and provide a description. We recommend you put the name of the course in front of “Section Group Discussion”, and a brief description of the course discussion. Your first section has been created. This will appear on the next page.*

7) If you click on the name “Section 1” (shown below) you can rename it to have the same name as your class and give it a class code that reflects the class.



Section	Users
Section 1	S

Simply select the box next to the Section and then “Enrol” to add users to that particular Section.

If you click “Add Section” it will use the same configuration you set up for Section 1 and you will just have to change the Section Name and Code as required to make it visible to students.