

# ClassroomNZ2020: *Quick Start* for Teachers

Some quick tips to get you up and running once your school is set up in ClassroomNZ2020.

## Before you start:

- Ensure your Education Sector Logon (ESL) account is active.
- If you've forgotten your password, reset it using [Forgotten Password](#) and your security questions or contact your school's Delegated Authoriser or the Service Desk.

## TO GET STARTED

- 1) **Log in** using your [ESL details](#) at [brightspace.education.govt.nz](https://brightspace.education.govt.nz).
- 2) **Open your relevant course** to have a look at the content.

## ONCE YOU ARE IN YOUR COURSE (for example, NCEA Level 1 Science)

- 3) **Find modules or lessons you're interested in** for your students.
- 4) **Browse** the [Table of Contents \(Content tab\)](#) or use [Search Topics](#). Have a look through the content including videos, interactive self assessments and quizzes.
- 5) The module home page (e.g. CHO1011 Practical Chemistry) usually has an Introduction and Achievement Standard details.
- 6) Within the first few lessons you will find the [Student Workbook](#) link. **Download and look** at the [Student Workbook](#).
- 7) Students will usually be able to self-assess their learning as they go with quiz answers and an answer guide in the back of the [Student Workbook](#).
- 8) **Consider** whether you'd like students to access modules in class or outside of class and whether you'd like them to print or download the [Student Workbook](#).
- 9) **Unhide content you want your students to access** and hide other content – at the module, sub-module or lesson level.
- 10) **Let your students know** which lessons you want them to work on.

A quick **Activity Feed** post can update all students in a course or add links/attachments (e.g. information about which content students should start with or a **Google doc link**).

ClassroomNZ2020  
doesn't work in  
Internet Explorer.

## Tips and Tricks

Once you have opened your courses they will automatically show at the top of your home page. Or you can choose a course via the **Grid icon**  at the top of the screen.

You can bookmark content with the **Bookmark icon**  that you want to come back to later.

Bookmarked content can also be accessed in the **Bookmarks section**.

You can hide or unhide content for students in a course using the **Eye icon**. 

Students in your school are enrolled at the **course level** (not in smaller class groups).

At any time you can return to your dashboard using the **Ministry icon** in the [top left-hand corner](#).

Practice exams and NZQA past papers are available in ClassroomNZ2020 for many courses. Some courses also have teaching notes and/or an **Exam Revision module**.

ClassroomNZ2020 can be used on a *computer, tablet or phone*.

Students can upload assignments inside ClassroomNZ2020 (a tool called *Dropbox* – not *Dropbox.com*) or you can just keep using your regular submission methods.