Student Guide to Online Learning

How to log in to the programs you use at Bourne Community College

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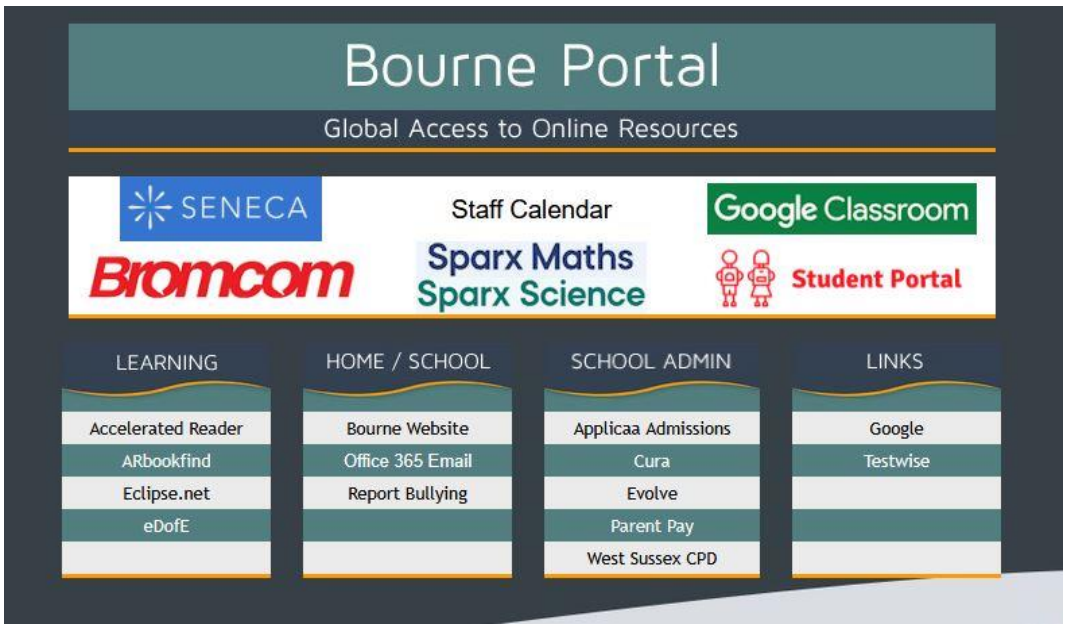
Having trouble logging in? Ask your teacher, or email IT Support at ictsupport@bourne.org.uk.

Step one: the Bourne Portal

Open **Microsoft Edge** or **Google Chrome**. Click in the address bar at the top, type https://bourneportal.uk/ and press **Enter**.

This is the **Bourne Portal**. Every program in this guide is opened from here, so start here every time you need to log in to one of them.

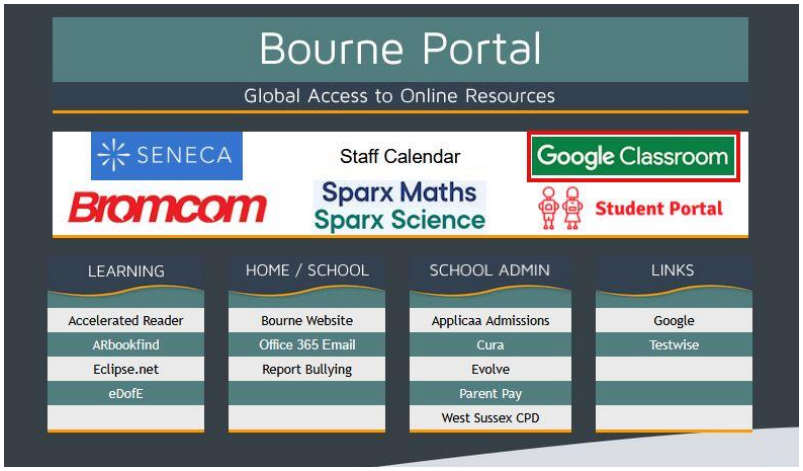


The programs you need are in the white box in the top/middle of the page: **Google Classroom**, **Sparx Maths** and **Sparx Science**, and **Student Portal** (Not Bromcom). Click the one you want and follow the page for that program in this guide.

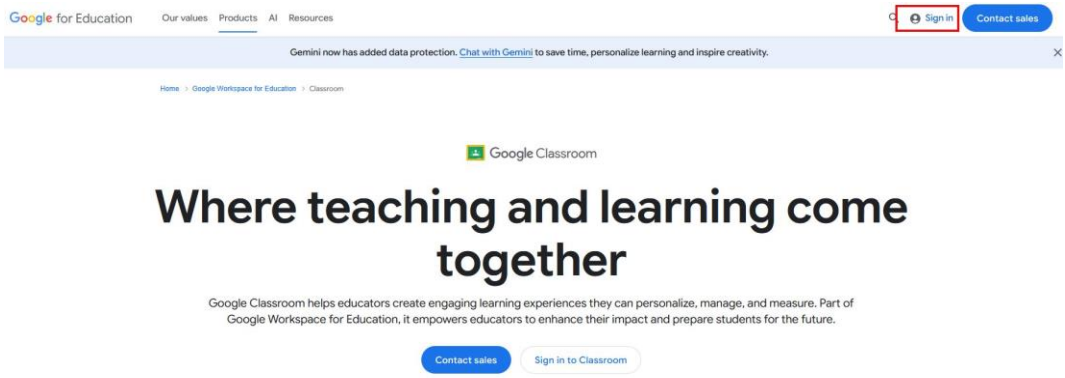
Tip: save the Bourne Portal to your bookmarks (press **Ctrl + D**) so you can get back to it in one click.

Google Classroom

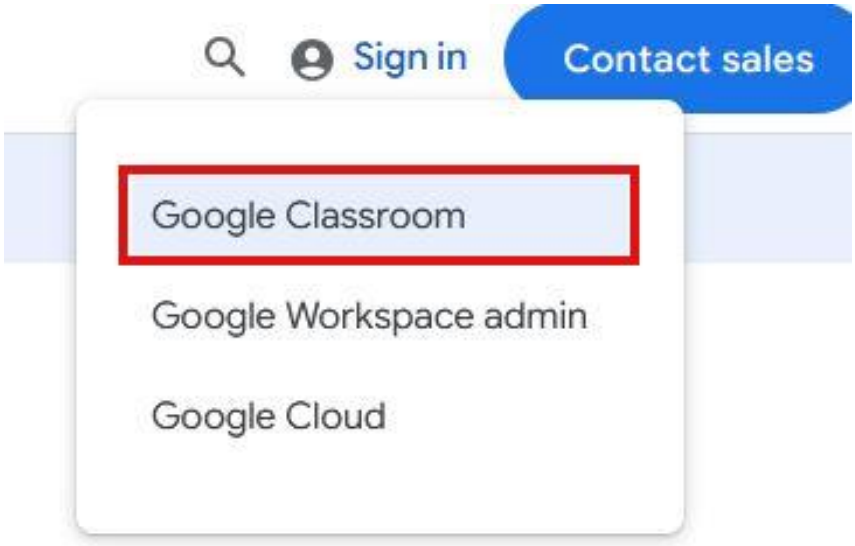
Open the Bourne Portal and click **Google Classroom**.



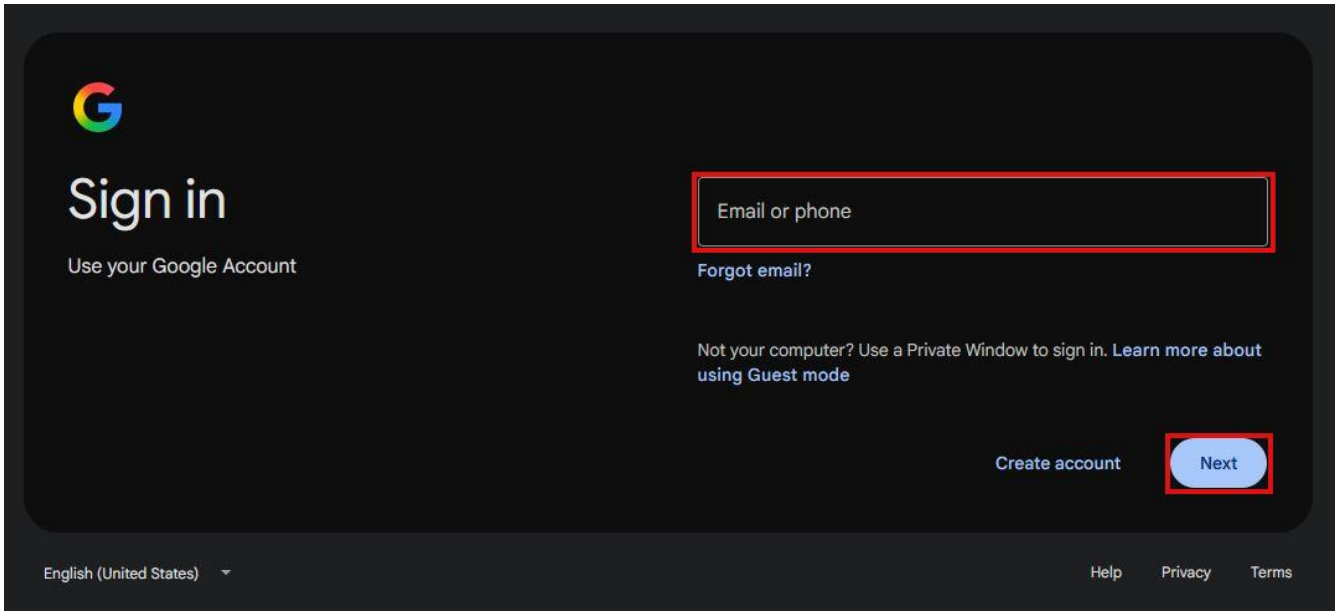
If you arrive at the Google for Education page, click **Sign in** at the top right.



From the list that appears, click **Google Classroom**.



Type in your **school email address** and click **Next**. Then enter your password when asked.



Each square is a different Classroom. Click one to see the work set, the news feed and messages from your teachers. Always read the instructions on a piece of work carefully.

When you have finished the work in the **Your work** section, click **Turn in**. If there is nothing to open in Your work, complete the task and click **Mark as done**. If you did the work on paper, photograph it and attach it with **Add or create**.

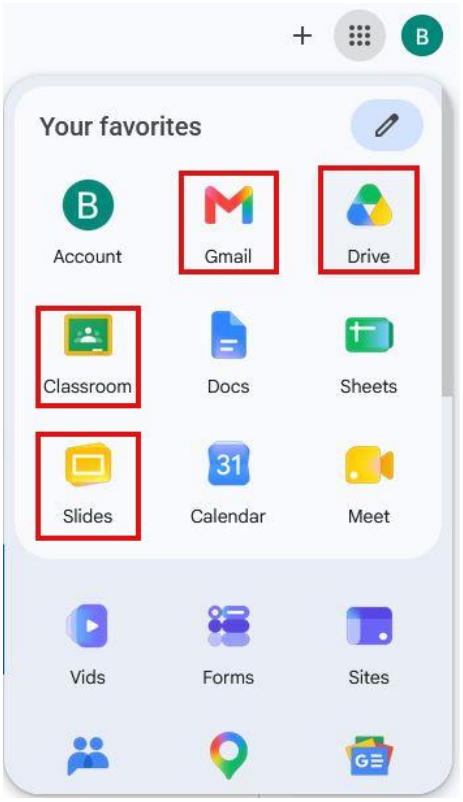
Gmail, Classroom, Google Drive and Google Slides

Once you are signed in to Google, look at the top right of the screen. Click the square of **9 small dots** next to the circle with your first initial.

A list of Google apps opens. This is how you switch between them.

The four boxed in red are the ones you will use most:

- **Gmail** for your school email
- **Classroom** for work set by your teachers
- **Drive** for storing your files
- **Slides** for making presentations



Gmail

Click **Gmail** to open your inbox. This is where you will find emails from your teachers. To write an email, click **Compose**, start typing your teacher's full name and pick them from the list, add a subject, write your message and click **Send**. Use the paperclip icon to attach a document or photo.

Google Classroom

Click **Classroom** to go straight to your classes. See the Google Classroom page of this guide for how to find and hand in your work.

Google Drive

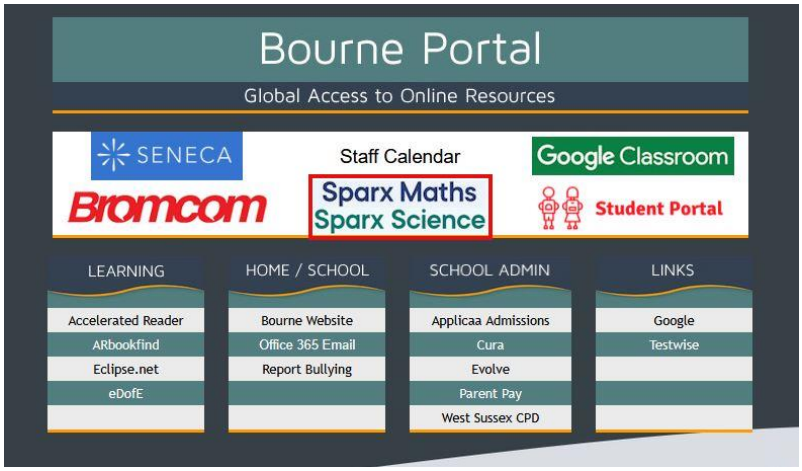
Click **Drive** to see all of your saved files in **My Drive**. To add a file from your computer, click **New** and then **File upload**. Anything you create in Google Docs, Sheets or Slides is saved here automatically.

Google Slides

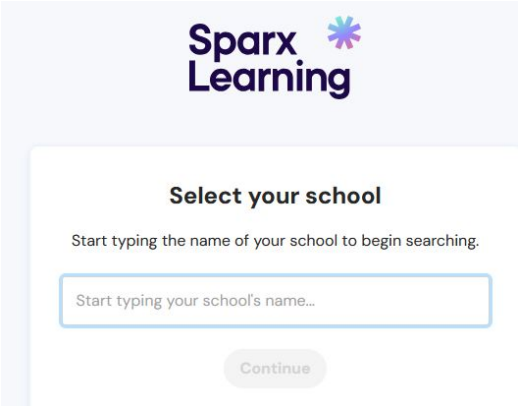
Click **Slides**, then choose **Blank presentation** to start a new one. Click **untitled presentation** at the top left to give it a name. Your work saves automatically. To hand it in, open the work in Google Classroom, click **Add or create**, choose **Google Drive** and pick your presentation.

Sparx Maths

Open the Bourne Portal and click **Sparx Maths**.



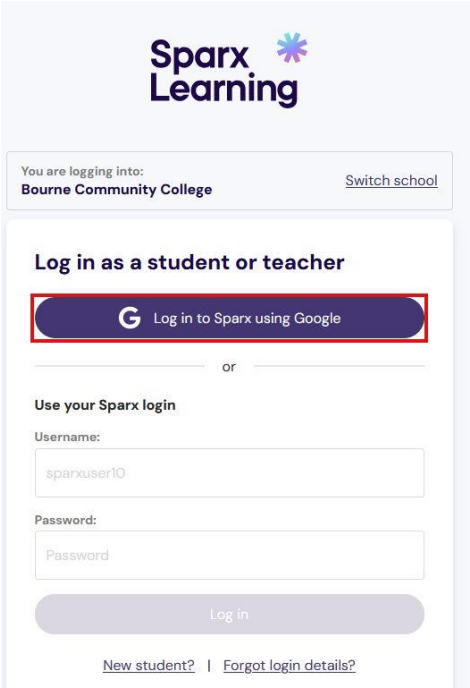
If you are asked to **Select your school**, start typing **Bourne Community College**, click it in the list and then click **Continue**.



Check that the page says **You are logging into: Bourne Community College**. If it does not, click **Switch school**.

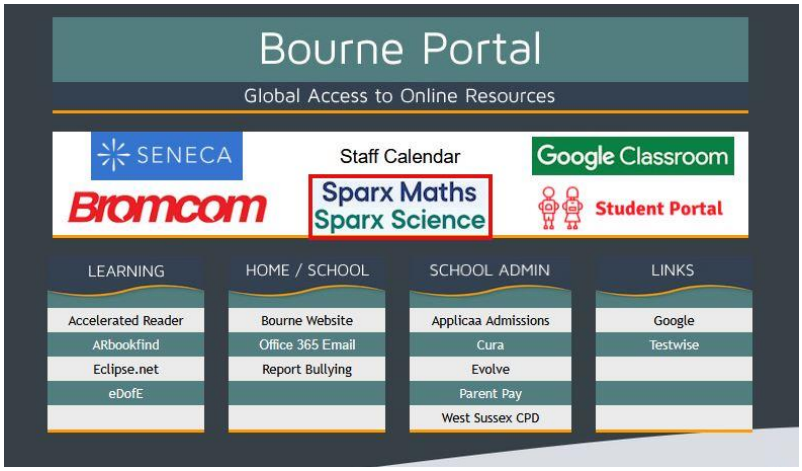
Click **Log in to Sparx using Google** and sign in with your school Google account.

If you have a separate Sparx username and password, you can type them in the boxes instead. If you cannot remember them, click **Forgot login details?**



Sparx Science

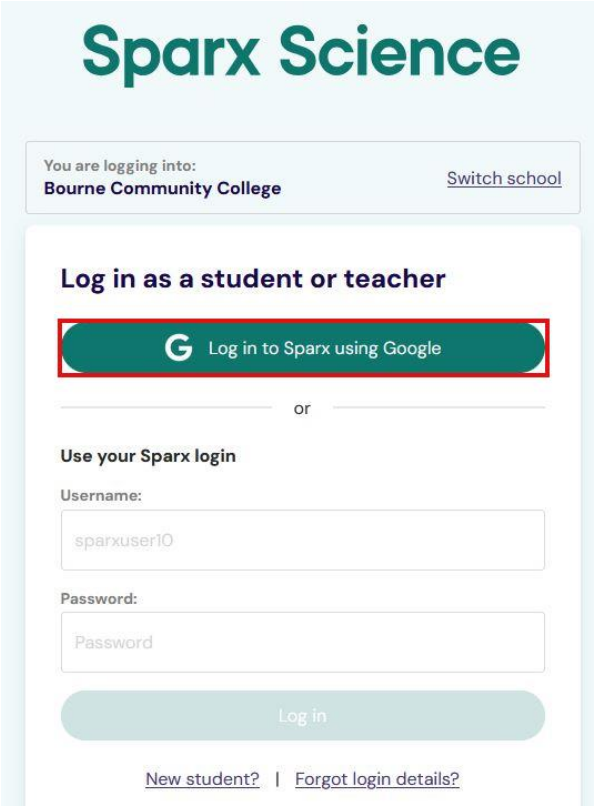
Open the Bourne Portal and click **Sparx Science** (the bottom half of the Sparx box).



Check that the page says **You are logging into: Bourne Community College**. If it does not, click **Switch school**.

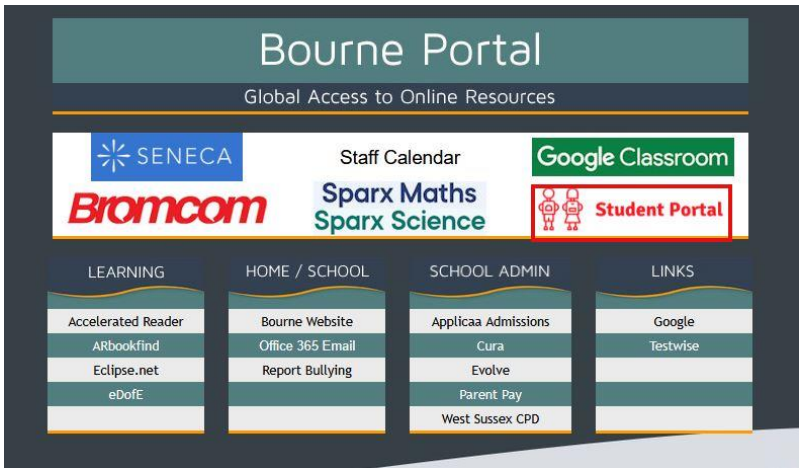
Click **Log in to Sparx using Google** and sign in with your school Google account.

If you have a separate Sparx username and password, you can type them in the boxes instead. If you cannot remember them, click **Forgot login details?**.



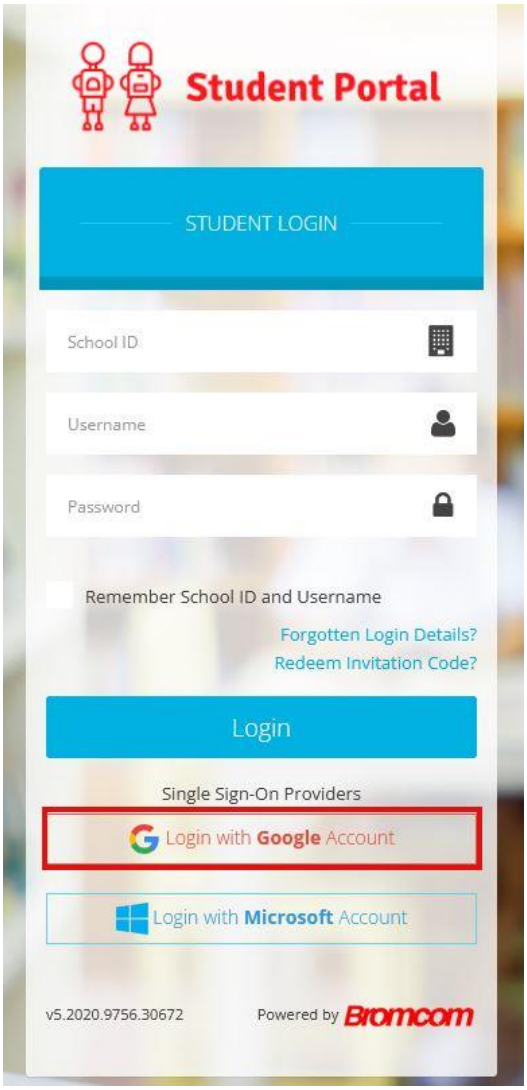
Bromcom Student Portal

Open the Bourne Portal and click **Student Portal** (the red logo with the two students). Do not click the Bromcom logo on the left, as that one is for staff.



On the **Student Login** page, click **Login with Google Account** and sign in with your school Google account.

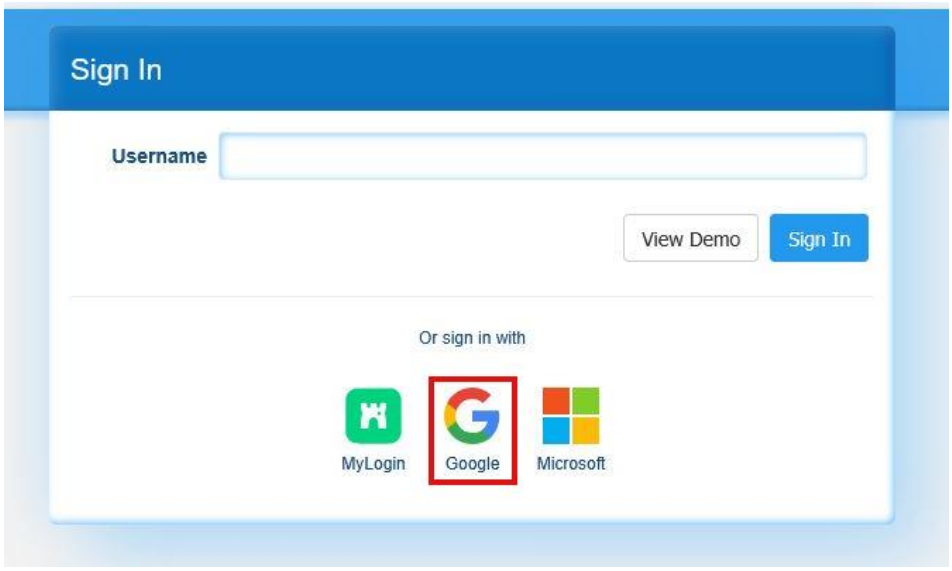
If you cannot remember your details, click **Forgotten Login Details?** or ask IT Support: ictsupport@bourne.org.uk



MathsWatch

Open a new tab, type **MathsWatch** into the search bar and click the MathsWatch link to get to the sign in page.

On the **Sign In** page, click the **Google** icon under **Or sign in with** and use your school Google account.



You can also type your username into the box and click **Sign In**.

You will be taken to your list of set Maths work. Anything with a padlock next to it can no longer be done, so just concentrate on the work that is still available.