

Dear Parent/Guardian, Dear Pupil

It is important that all pupils know how to access the resources teachers have provided. The resources are being shared over a variety of online platforms and it is key that all pupils know how to access these. This document outlines the key pathways for remote learning with some key questions.

Where can pupils access the resources?

The gateway to most resources is the portal MY SCHOOL. It is essential that pupils know their c2k-login details: username and password. The easiest way to find it online is to use the Google search bar and type in 'MY SCHOOL LOGIN'. By selecting the link from the results window pupils will be able to access the login page.

Pupils might need some help from their parents in looking after the login details. Make a note of the login details and store them on a device or write them down somewhere in case you forget. Do not share your login details with anybody else and follow general guidelines on online safety regarding login details.

What do pupils do when they have trouble with MY SCHOOL login?

Use the following link <https://services.c2kni.net/ChangePassword.aspx> to reset your password, and if this does not work contact our IT technician, stating your username and request a password reset:

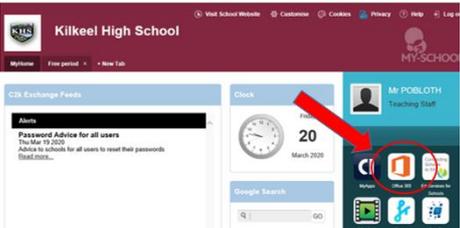
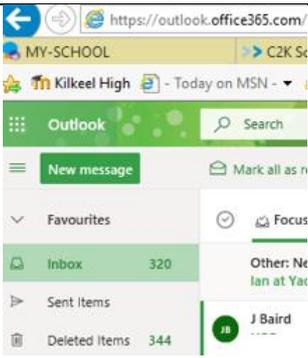
hallen207@kilkeelhigh.kilkeel.ni.sch.uk / dhamilton984@kilkeelhigh.kilkeel.ni.sch.uk

Where exactly are the resources?

Resources for learning will be stored, displayed or shared in one of four ways:

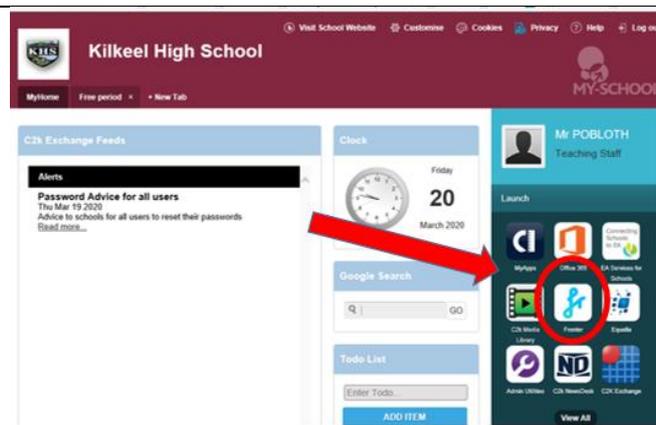
- **EMAIL** = all pupils have a school email account with a c2k school username and password
- **FRONTER** = an online platform similar to a web page with courses created by teachers
- **GOOGLE CLASSROOM** = an online course created by a teacher or class or groups
- **SHARED RESOURCES** = a folder in an online drive, where teachers store resources

How exactly do pupils access their c2k school email account?

<p>Pupils need to log into MY SCHOOL and select the OFFICE 365 icon in the App launch window on the right hand side under their name.</p> 	
<p>If you are being redirected to a page for 'signing in', please use your school email (e.g. jblogs847@c2ken.net) and login details</p>	
<p>Once loaded you will see a user window which displays the entire choice of Microsoft programmes. By selecting OUTLOOK, the email account will be launched.</p> <p>When OUTLOOK opens it will give pupils to their school email inbox. EMAIL will be one of the most important ways of contacting teachers, receiving guidelines for task completion.</p> <p>YOU MUST CHECK YOUR EMAIL ACCOUNT ON A DAILY BASIS, particularly for messages from teachers who do not use GOOGLE CLASSROOMS.</p> <p>(google classrooms has an in-built messaging service which teachers may use)</p>	

How exactly do pupils access FRONTER?

Pupils need to log into MY SCHOOL and select the FRONTER icon in the App launch window on the right hand side under their name.



When FRONTER opens you will see the start page with the 'entrance hall'. Here you find all the courses from the various subject areas. Icons for courses will appear when teachers have enrolled a pupil in a course. When selecting a course, e.g. 'Key Stage 3 – Physical Education', the course page will open.



The page will be divided into several areas with resources, e.g. documents, videos, task, tests etc. Whenever you want to return to your entrance hall to view all the different courses you need to select the 'TODAY' tile (1). Whenever you have completed task on the page or viewed resources, and want to return to the course page select the 'FRONTPAGE' tile (2).

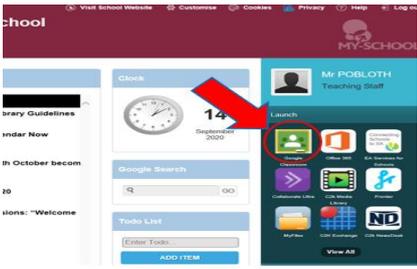
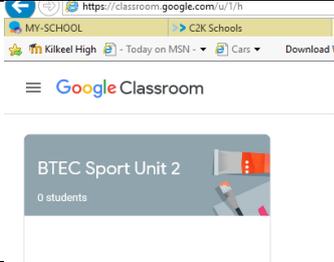
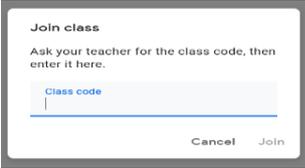
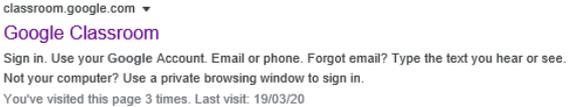


Can't find the course you are looking for?

If a teacher has not enrolled you in a particular course it will NOT appear in the entrance hall. In that case, contact your teacher and request to make you a member of a particular course.



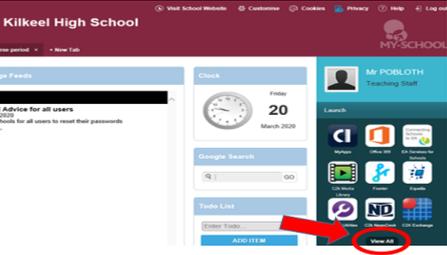
How exactly do pupils access GOOGLE CLASSROOMS?

<p>Pupils need to log into MY SCHOOL and select the GOOGLE CLASSROOM icon in the App launch window on the right hand side under their name.</p>  <p>If you are being redirected to a page for 'signing in', please use your school email (e.g. jblogs847@c2ken.net) and login details</p>	
<p>When google classroom launches you will see your work area with several courses, which you can enter by selecting them.</p>	
<p>To join a course you need to select the 'PLUS' icon on the top right hand side, and further select 'JOIN CLASS'.</p>	
<p>In the new window you need to enter the class code. This class code will have been sent to you by your class teacher. Once entered, you will be joined to the class, and the course will now appear in your GOOGLECLASSROOM work area every time you open the platform.</p>	
<p>ALTERNATIVELY: you can also enter into google classrooms straight from Google, by searching for 'google classroom' and selecting the link. Please make sure you log in with your school c2k email address(!!!), e.g. jblogs584@c2ken.net (note: you should be using c2ken.net in your mail address tail), and your school c2k password.</p>	

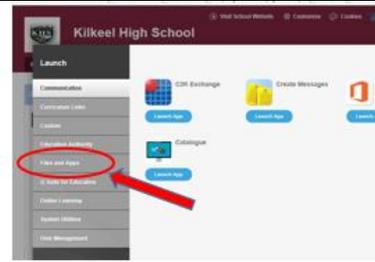
What do pupils do when GOOGLE CLASSROOMS shows a message that states that they do not have access to a resource?

This might happen on some mobile devices. The browser (e.g. Safari, Chrome etc.) in which you are trying to view the resource is signed in to a different Google Account, for example a personal gmail account. Check by going to the top right hand corner of your browser that you are signed in to your school account. If a teacher asks you to complete a document through Google classroom, such as a Google Doc, this is easy to do on a desktop/laptop computer as no extra software is required. On a mobile device you must have the relevant app installed, for example Google Docs, Slides or Sheets

How exactly do pupils access the SHARED RESOURCES folder?

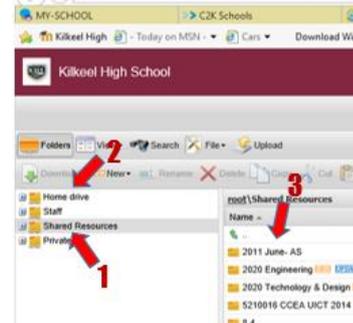
<p>Pupils need to log into MY SCHOOL and select 'VIEW ALL' in the app launch window</p>	
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In the launch window, you will find several options on the left hand side. Select 'FILES AND APPS'. This will open a new launch window, in which you need to select 'MY FILES'



The link will open up the network drive with your work area from school where all your files and shared resources are stored. When you open up SHARED RESOURCES (1) will see a range of folders (3). Your teacher will email you and tell you in which file to find the resources.

You also have access to all files, e.g. word documents and projects, you created in school by opening the HOME DRIVE (2). This is the place where you saved all your digital files when you worked in school.

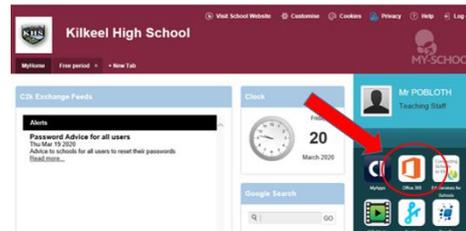


How can pupils complete work on their home computer if they do not have MICROSOFT OFFICE?

Pupils need to log into MY SCHOOL and select the OFFICE 365 icon in the App launch window on the right hand side under their name.



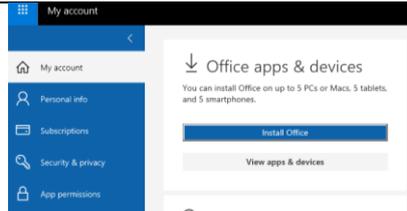
If you are being redirected to a page for 'signing in', please use your school email (e.g. jblogs847@c2ken.net) and login details



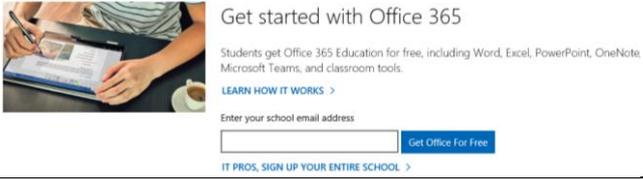
Office 365 allows the option to install the Microsoft Office package from this window for free (!). Above the program icons on the right is the INSTALL OFFICE drop down menu. From the drop down menu select OTHER INSTALL OPTIONS



In the new 'my account window' you will now be given the option of installing OFFICE. Have the pupils login details ready and then proceed to installing the package.



Do pupils need to install Office from the My School page?

<p>Pupils can sign up for 'OFFICE 365' Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools.</p> <p>Use an internet search engine and type in 'office 365 for students'</p>	<p>www.microsoft.com > en-gb > education > students ▾</p> <p>Students - Microsoft Education</p> <p>Get started with Office 365. Students get Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, Microsoft Teams, and classroom tools.</p>
<p>When signing up you must use your school email address, e.g. jblogs521@c2ken.net</p> <p>It is important that you use the tail 'c2ken.net' for your address (<i>not</i> 'c2kni.net') as you will not be given installation permission otherwise.</p>	
<p>Once you have set up an account you can install the student office package on up to five devices with your email address and new account details.</p>	