

*"You don't have to
be **great** to start,
but you have to
start to be great"*

*"You can't
have a
better
tomorrow
if you're
still thinking
about yesterday."*

Charles F Kettering

Welcome to a Virtual Classroom

Student Guide

This Guide includes:

- Getting into a Google Classroom
- Submitting Work
- Commenting and asking Questions

Sending Emails using your school email (c2k)

- Logging in and sending emails
- Changing your c2k Password



Logging in to Google Classroom

Go to <https://classroom.google.com> and click on the “Sign In” button

DO NOT USE YOUR PERSONAL EMAIL ACCOUNT HERE

Username:
aperson123@c2ken.net

Password:
Your c2k login password

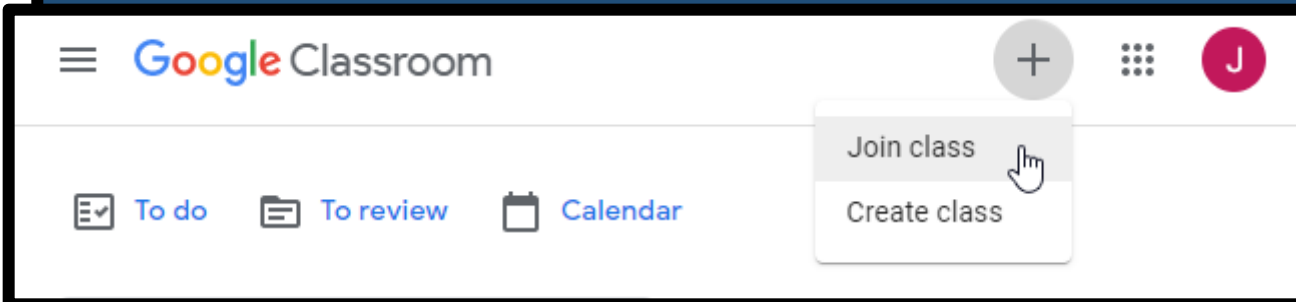
Joining a Classroom

Option 1: Joining with a Classroom Code

Your teacher will give you a classroom code. This will be some letters and numbers.

Remember to write this code down and keep in a safe place!

Click on the + at the top right of the screen and select **Join Class**.

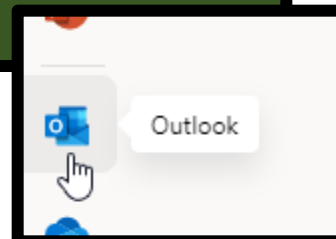


Option 2: Joining using an Invite

Your teacher might send you an invite via email. This will go into your c2k email inbox.

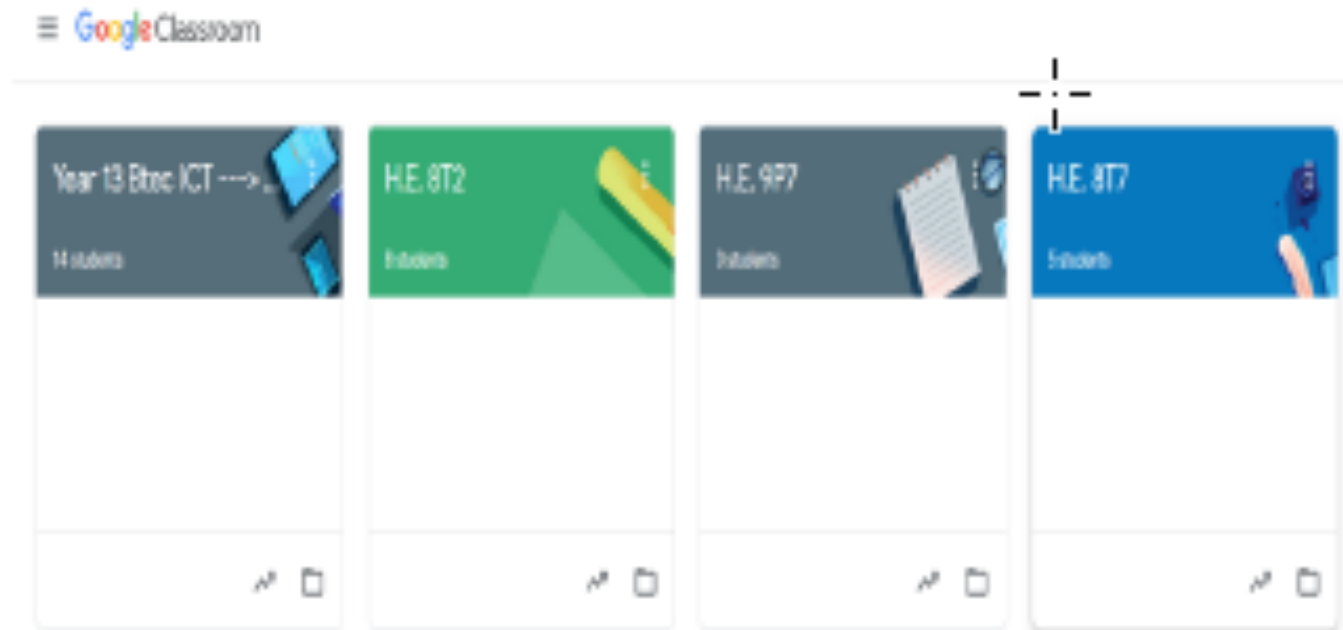
Login to My School: www.c2kschools.net using your c2k username and password

Down right and side -> View All -> Office 365 -> Continue to sign-in -> Outlook



Once you have joined you will see all the classes you are part of:

Laptop or computer view



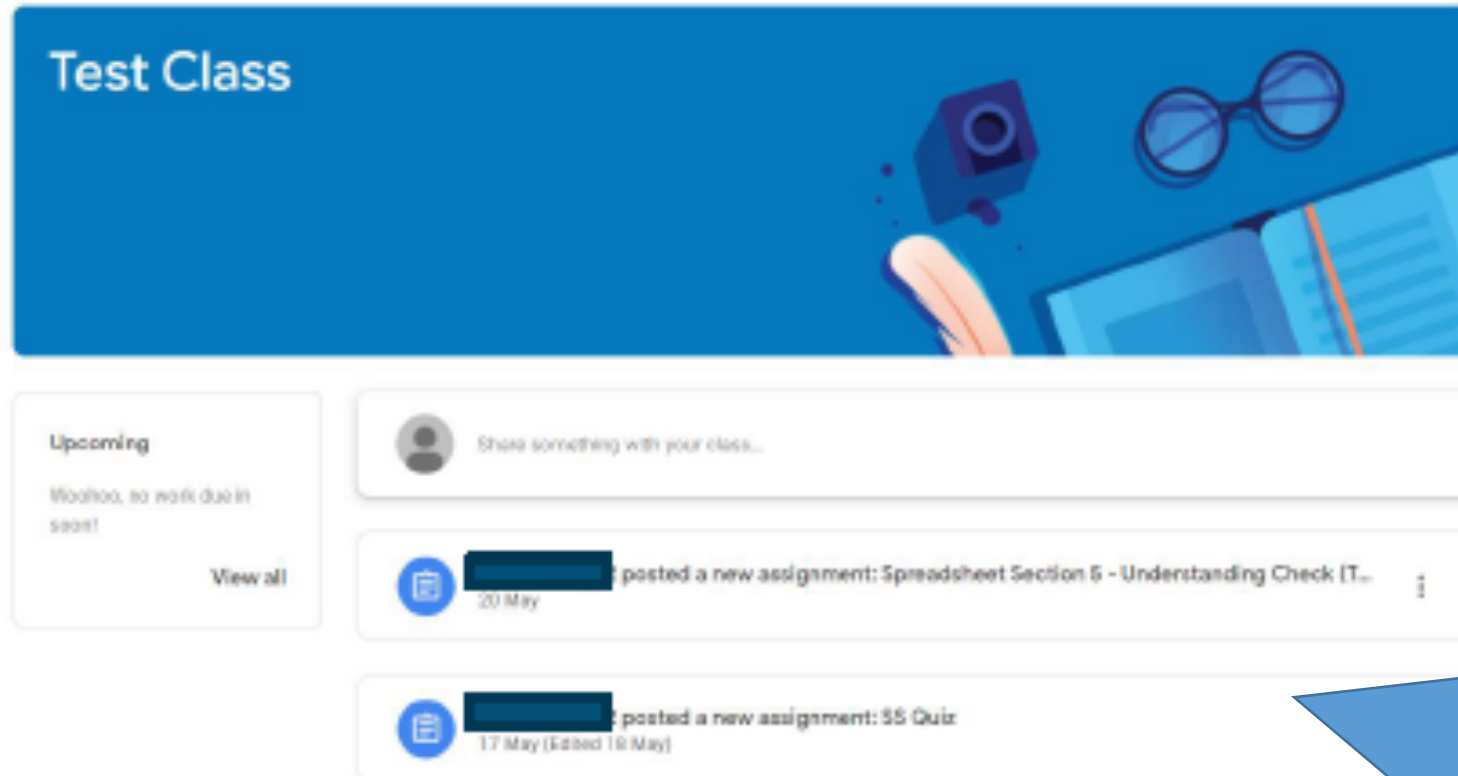
Mobile device view



The Classroom

There are other areas to your classroom. To view your classwork, click on the **CLASSWORK** tab.

Click the three lines to view your other classrooms



The first page you will see is the stream.

This is where you will find the latest announcement from your class teacher and other class members. **THIS IS NOT TO BE USED AS A CHATROOM.**

WARNING

THIS IS NOT TO BE USED AS A CHATROOM. Misusing or abusing the stream will result in you being muted and other sanctions.

The Classwork Tab

Your work will be organised into topics.

≡ Year 8 Master

Stream

Classwork

People



Google Calendar



Class Drive folder

All topics

Extra Material and Assistance

Unit 1: The School Network

Unit 2: E-Safety

Unit 3: Digital Gaming

Unit 4: Data Representation

Unit 5: Hardware and Software

Extra Material and Assistance



Getting Microsoft Office at Home

Unit 1: The School Network



U01L01: LESSON - Computers and the School Network

Edited 29 Aug 2020



U01L01: HOMEWORK - Complete Plenary Questions

Edited 29 Aug 2020

The topics you have covered throughout the year will appear down the left hand side

Here you will find instructions to any tasks and any assignments that need completed.

It is important that you try to submit your assignments on time – the “**DUE DATE**” will appear here beside the instructions.

Opening Assignments



The assignment icon tells you there is work to be done and should be completed.

When you click on an Assignment, it will open a preview of the task.

Spreadsheet Section 5 - Understanding Che...

No due date

Posted 20 May

Download the spreadsheet question. Complete all parts of the questions, pay attention to the number of marks for each question. Submit your completed answers and click 'hand in'.

2018 Q7.doc
Word

2018 Q7.pdf
PDF

View assignment

The due date will appear in here. In this example, no due date was given.

Clicking on 'View assignment' will open a more detailed view.

You can see in this assignment, there are also attachments. It is important to read these attachments in full before attempting the work.

View Assignments

You can see here the full instructions and all attachments that are related to the assignment.

If you would like to or need to hand in a document such as Microsoft Word, click on the + **Add or create** button and select **FROM FILE**

Only when you have completely finished your work should you press **Mark as done** or **submit**. If you have pressed this by accident, you can **'unsubmit'**

The screenshot shows a Blackboard assignment page. At the top, the title 'Spreadsheet Section 5 - Understanding Check (Test)' is displayed in blue, with '100 points' to its right. Below the title, the instructor's name 'ANYA GREER' and the date '20 May' are shown. The main content area contains instructions: 'spreadsheet question. Complete all parts of the questions, pay attention to the number of marks for each question. Completed answers and click 'hand in'.' Below the instructions, there are two attachment boxes: '2018 Q7.doc Word' and '2018 Q7.pdf PDF'. On the right side, there is a 'Your work' section with a green 'Assigned' status, a '+ Add or create' button, and a blue 'Mark as Done' button. Below this is a 'Private comments' section with a user icon and an 'Add private comment...' input field with a send button. At the bottom, there is a 'Class comments' section with a user icon and an 'Add class comment...' input field.

Everyone in the class can see the class comments made. Remember the rule about the stream earlier? Don't use this as a chatroom!

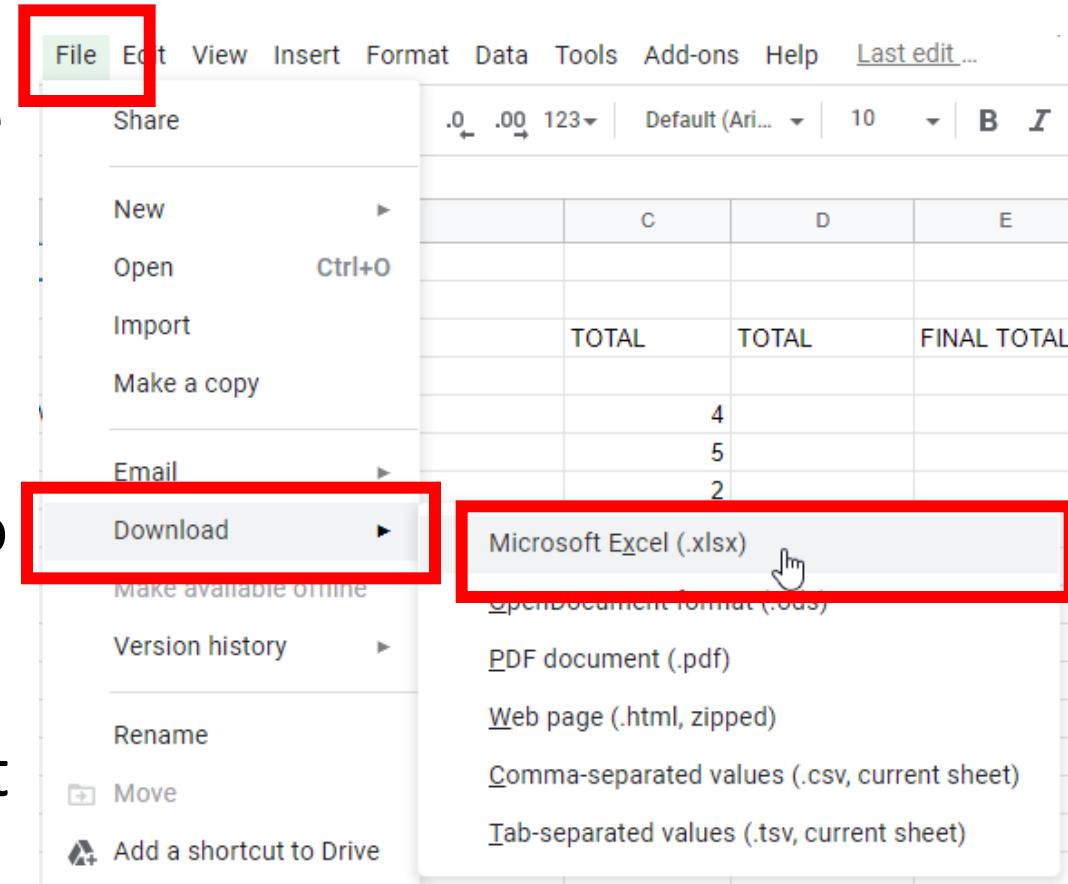
A better way to communicate with your teacher is by using this 'private comment' message. This goes straight to the teacher and no one else in the class can see it!

Opening an Assignment/Task

- Clicking on an attachment will open the document in one of Google's apps. As we have access to Microsoft Office, we might want to simply download the document onto the computer.

- To **download** the document, you need to go to **File > Download**

And then select the Microsoft document. The example here is a Microsoft Excel Document but you may see Microsoft Word/Microsoft PowerPoint so select it depending on the file you want.



- The download will appear at the bottom of the screen.

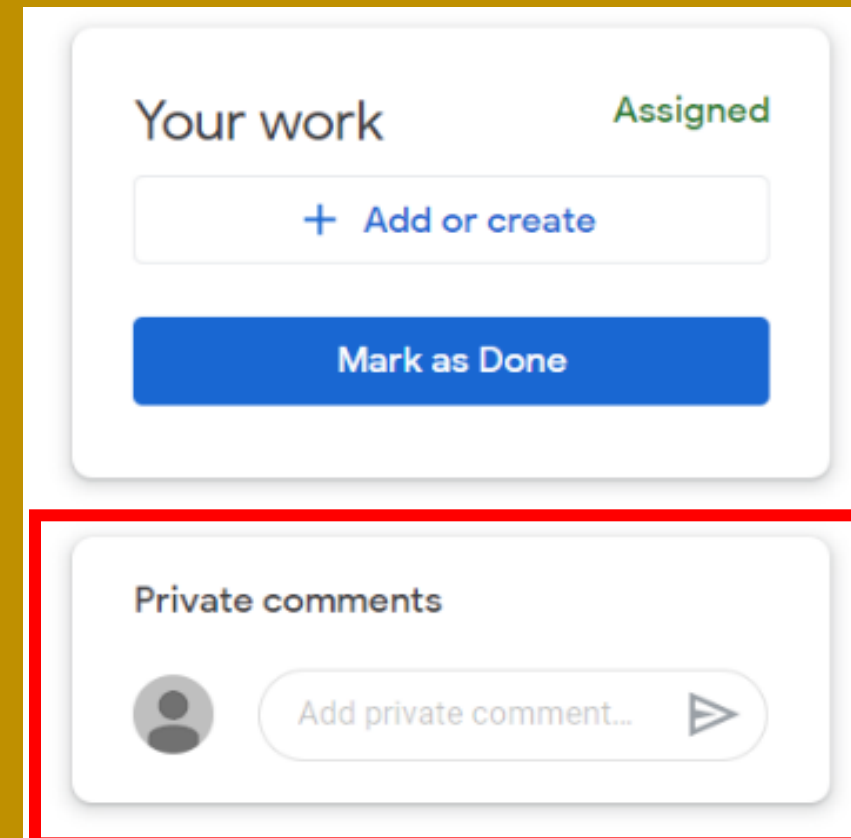


Click on the file name if you just want to open it directly in Microsoft Office.

This file will have downloaded into your downloads, and you may want to put it into a **meaningful** place on your computer instead. Click on the dropdown and select **Show in Folder** to see where it has downloaded to.

Struggling to complete the work?

- That's not a problem! You can quietly ask the teacher just as you would in class.
- Open up the assignment screen again
- You can have a private chat with the teacher to sort out any difficulties you are having with the work.

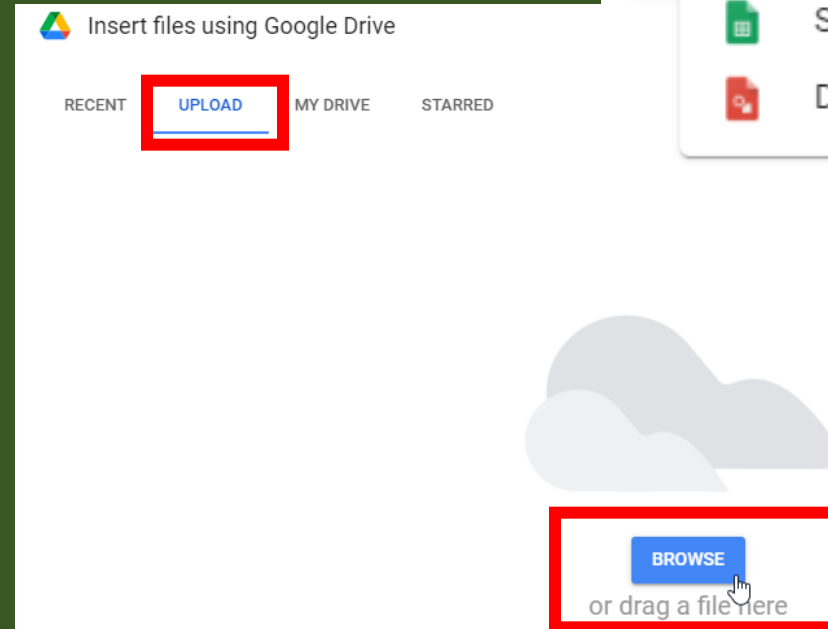
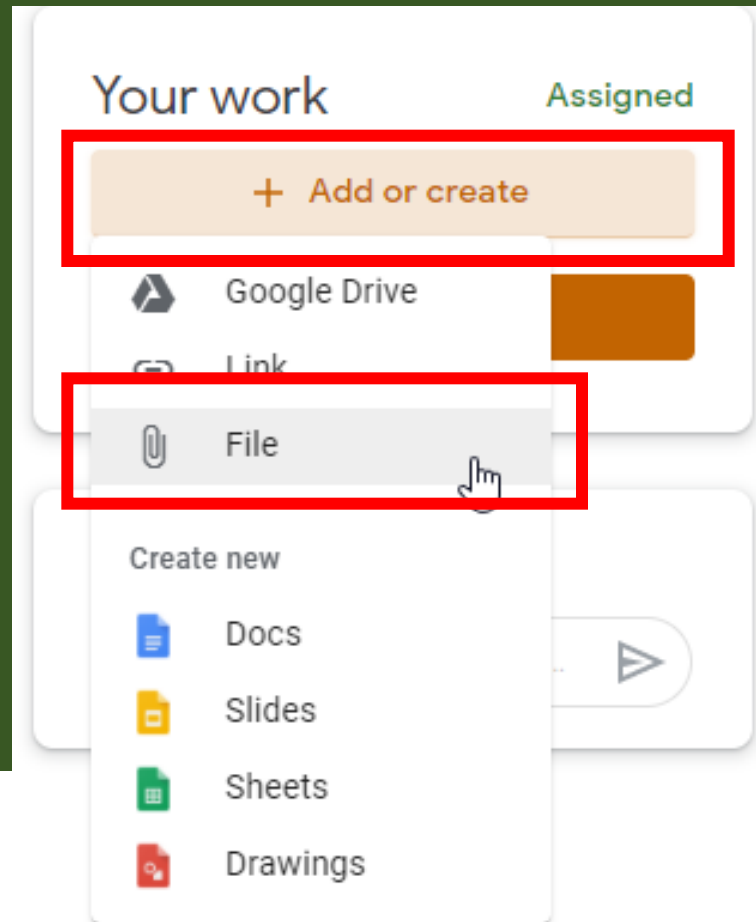


Now you can do the work!

Remember you need to contact the teacher if you can't complete the work – don't just shrug your shoulders and say you can't do something. You need to let your teacher know what is going wrong so we can help you!

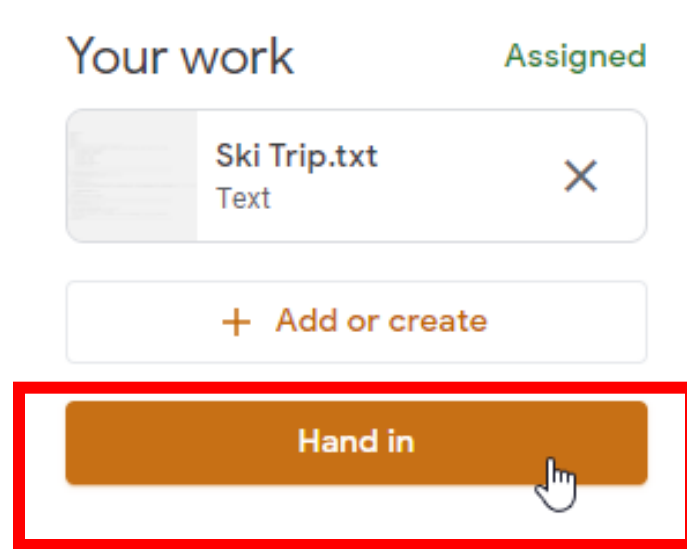
Let's get it uploaded!

- On the Assignment screen, select **Add or Create > File**
- From here, Click on the **UPLOAD** tab and then press **BROWSE**. Now you can select the file(s) you wish to upload
- You can upload multiple documents if you need to here.

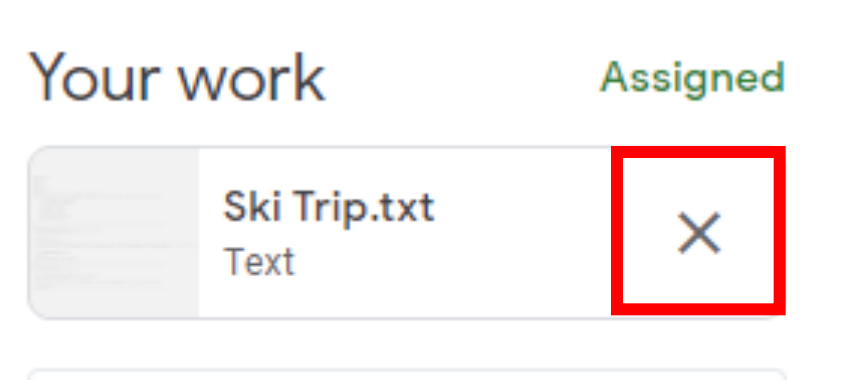


Submitting the Work

- To fully submit the work, you need to press **Hand in** for the teacher to see it.



- You can always '**Unsubmit**' work if you need to alter or select a different document to upload.
- You can also **Delete** an upload by pressing the **X** next to the file you wish to remove from your upload.



WARNING

It is very important to delete any work here that isn't your final submission and to only include work you want marked for this assignment. DO NOT GROUP RANDOM DOCUMENTS HERE. THEY SHOULD ONLY RELATE TO THIS SPECIFIC ASSIGNMENT

Sending a School Email

Go to <https://ids.c2kschools.net/>

**NOW ENTER YOUR COMPUTER
LOGIN DETAILS**

Username:
aperson123@c2ken.net

Password:
Your c2k login password

A screenshot of a login page titled "MY-SCHOOL" with a logo featuring three overlapping circles (blue, orange, purple) and an upward-pointing arrow. The page has two input fields: "Username:" with the text "jbutler803" and "Password:" with masked characters "*****". Below the password field are links for "Accessibility Guidelines" and "Forgotten Password". A "LOGIN" button is located to the right of the password field. The entire page is pinned to a green chalkboard background with a red pushpin at the top left.

MY-SCHOOL

Username:
jbutler803

Password:

[Accessibility Guidelines](#)

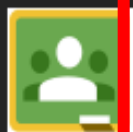
[Forgotten Password](#)

LOGIN



Mr Butler
Teaching Staff

Launch



Google
Classroom



Office 365



EA Services for
Schools



Collaborate Ultra



C2k Media
Library



Supporting
Learning - TPL



Identity Manager



C2K Exchange



Fronter

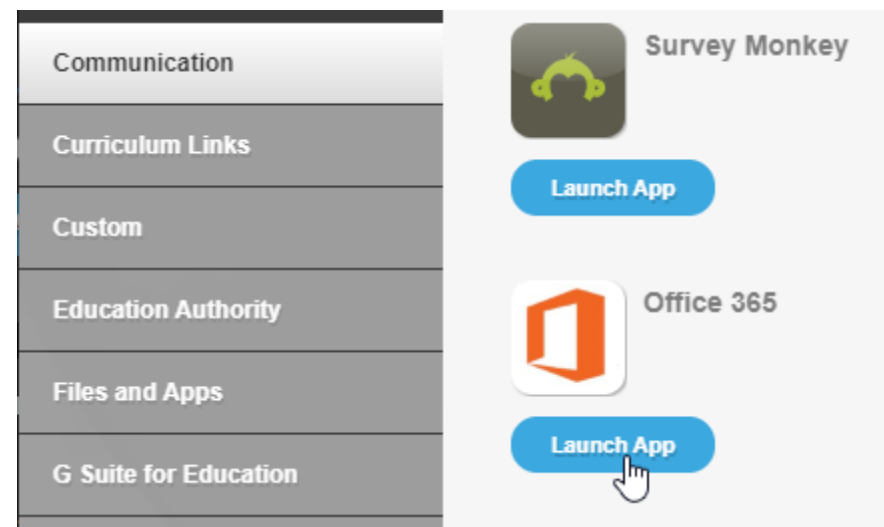
View All

My Favourites



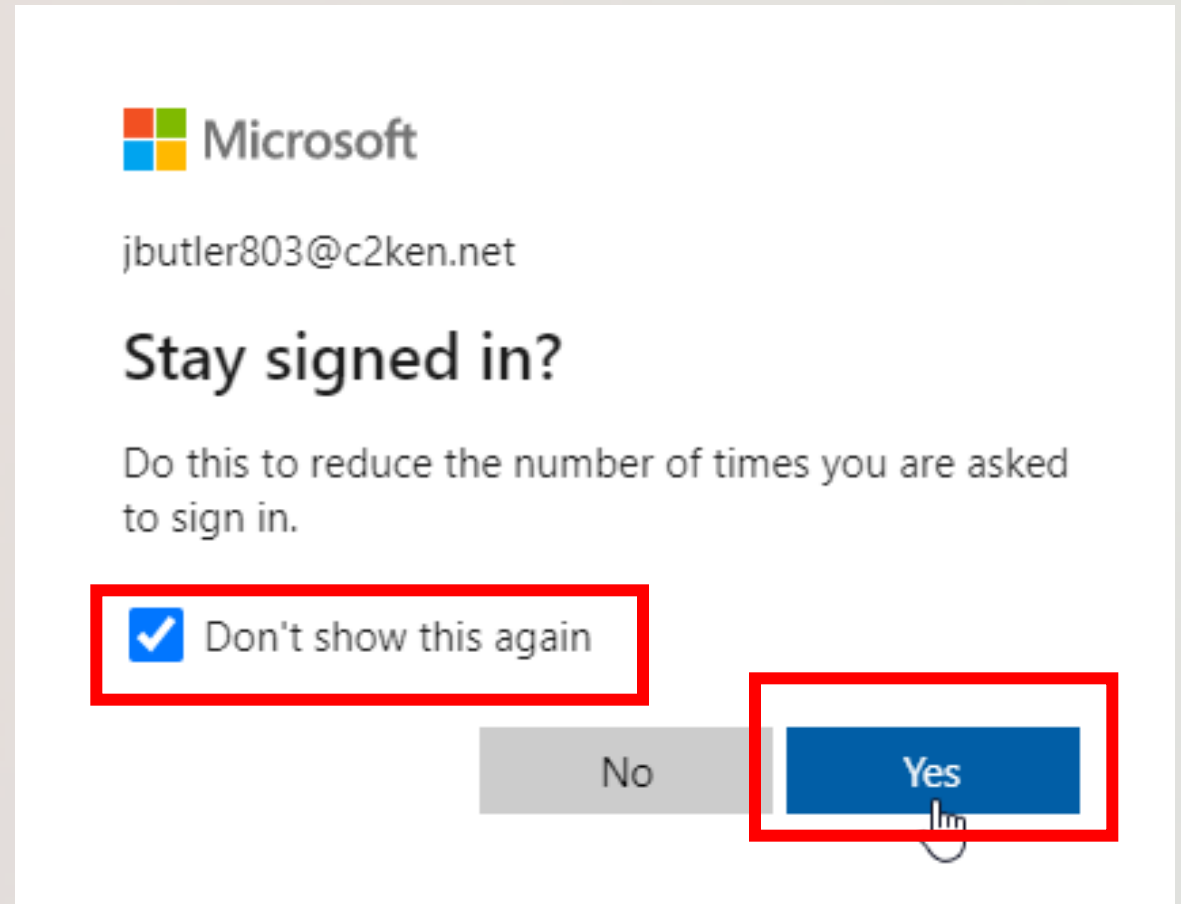
Sending an email

- Click on **Office365** from the my apps section.
- Note if the Office 365 option is not here, click on the **View All > Communication**



Stay signed in?

- You might see a screen like this, which asked would you like to stay signed in.
- I would recommend you clicking **Don't show this again**
- Then you can click **Yes**



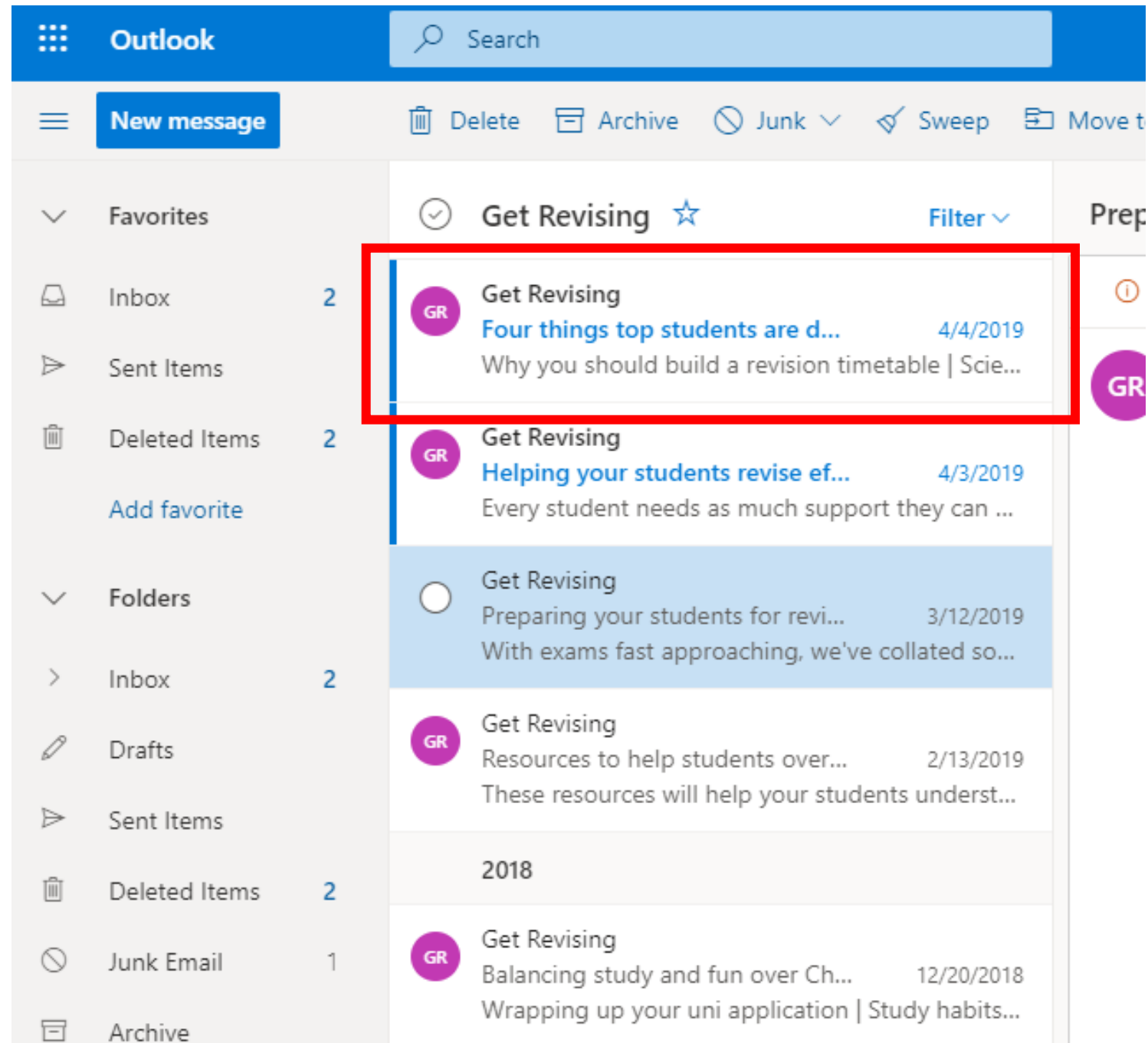
Open Microsoft Outlook

- This button's location is often changed by Microsoft, however currently it is down the left hand side of the screen. It is a blue icon with the letter **O**.



School Email

- This will open your emails
- Things to note for new emails:
 - **New** (unread) emails come into our inbox and have a blue bar
 - The **Sender** appears in **bold**
 - The **Subject** appears in blue
 - A **preview** of the message appears under the subject





Before we send an email:

We need to know the persons **email address** (where we are sending to)

YOUR email address uses your username that you used to log in to the school computer.

aperson123

Followed by **@c2ken.net**

This makes the full email address of aperson123@c2ken.net

TIP: Take a note of your email address in your planner!

- Type in the email address in the **To** section
- Add a meaningful subject line.
- Add a Message using the correct language
- Type in a suitable message to tell your teacher what your question is
- Make sure you sign the email off to say who it's from!
- Click on **Send**.

The screenshot shows an email composition interface. The 'To' field contains 'aperson123@c2ken.net'. The subject line is 'A Bit About Me'. The message body contains the following text: 'Hello Peter, I just want to tell you a bit about myself in my first email. I am 11 years old and live in Fermanagh. I like playing the PlayStation, but also Xbox. My favorite game is Minecraft. Thank you for reading a bit about me! Alex Browne'. The 'Send' button is highlighted in the bottom left corner of the composition area.

To: aperson123@c2ken.net

Cc:

A Bit About Me

Hello Peter,

I just want to tell you a bit about myself in my first email. I am 11 years old and live in Fermanagh.

I like playing the PlayStation, but also Xbox.

My favorite game is Minecraft.

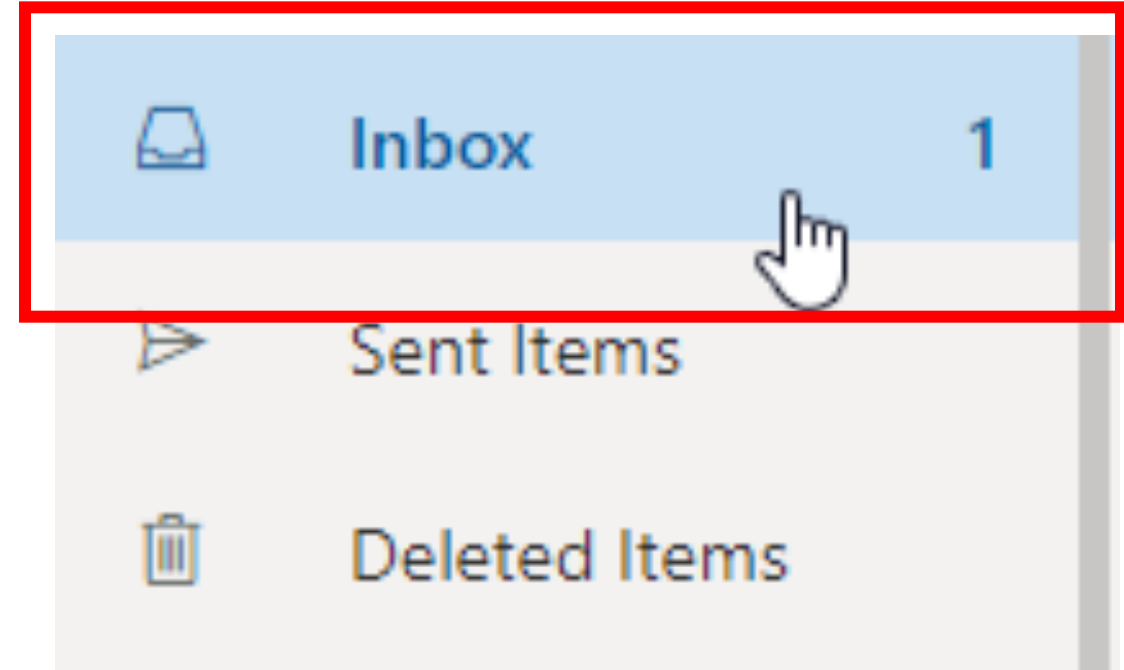
Thank you for reading a bit about me!

Alex Browne

Send Discard

Receiving email

- When you receive an email, it will appear in your inbox.
- Open your inbox to view any new emails
- You will be able to see when it was sent, the subject (what it is about) and also be able to preview the start of the message!



- Once you receive an email, you will also be able to **reply** to the message.

Replying to an Email

- When you **reply** to an email it means you are sending an email back to the person who originally sent it to you.
- Because the message is going back to the person who sent it to you, the email address is automatically entered
- **RE** appears in front of the subject to tell you it's a reply



Passwords

To keep everything secure, you need a strong password for your school.

Any password you use for c2k MUST:

- Be at least 8 characters long
- Cannot be one you have used before
- Use a capital letter, number and/or symbol



MY-SCHOOL

Username:

jbutler803

Password:

.....

[Accessibility Guidelines](#)

[Forgotten Password](#)

LOGIN

Passwords

- If you know your current password, or maybe it is due to expire soon and you want to change it, you can go to <https://services.c2kni.net/ums>
- You will be asked for your:
 - Username
 - Current Password
- You can then enter a new password twice and the verification code, then press **Change Password**

Please complete all fields marked with *

Username *

Current Password *

New Password *

Re-enter Password *

Verification * Type the characters shown in the image below



Have you just forgotten your password?

- Go to <https://ids.c2kschools.net/>
- Click on **Forgotten Password** and follow the steps to recover your password.
- If you are still having an issue, you can contact your school or any teacher to change your password.



Username:

jbutler803

Password:

[Accessibility Guidelines](#)

LOGIN

[Forgotten Password](#)

WARNING

If you have forgotten your username, then contact your teacher/school who can find your username quickly. It is very important you remember this so write your username down in your homework diary!

Still stuck?



- If there is anything else not covered, you may want to ring the school to speak with someone or talk you through something.
- This service **should not be abused**. You are still a student and should follow all school rules despite a virtual classroom.
- We are doing our best to help you as much as we can but remember:
 - Teachers may also have children who need to be remote learning
 - It is your responsibility to get work completed before the deadlines – don't leave it to the night before it's due to contact a teacher
 - Teachers won't usually reply immediately – don't expect teachers to be immediately available the day your work is due.