

# Castlederg High School Remote Learning



## Guide to MySchool & Google Classroom

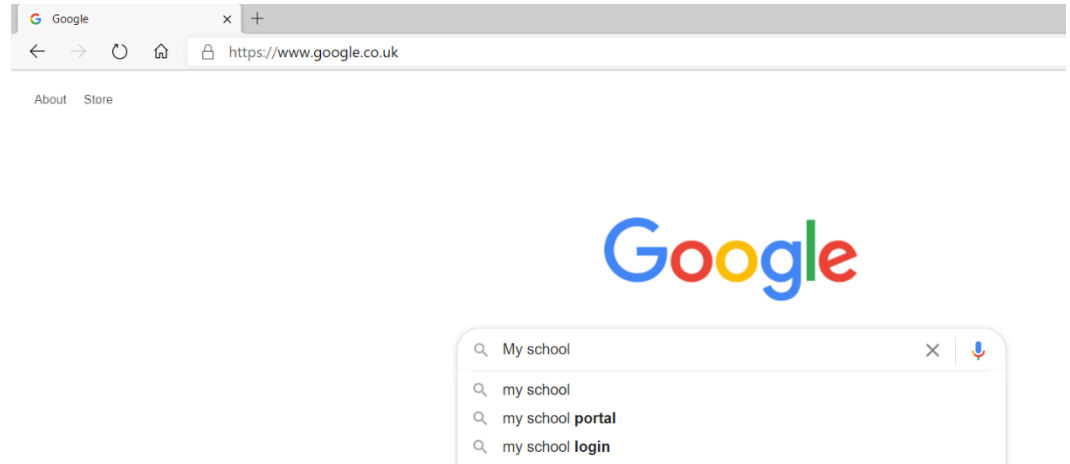
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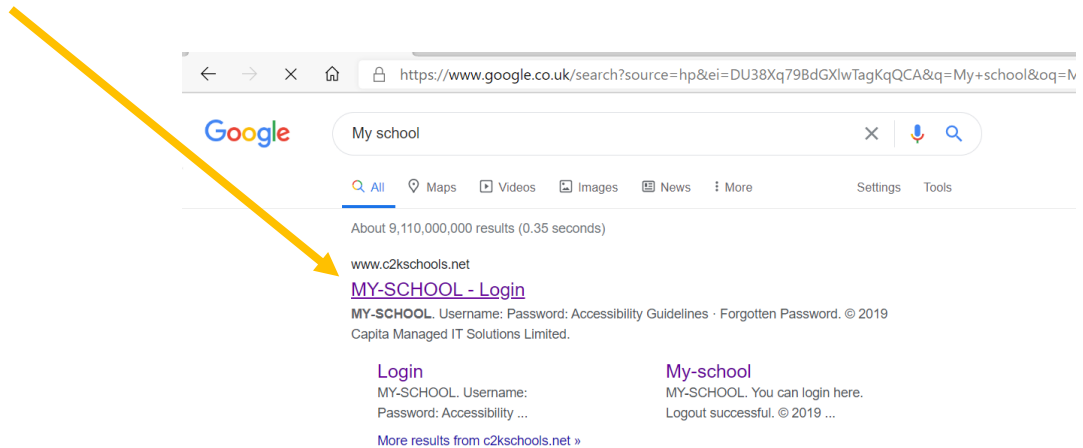
# Accessing Your “My School” Account at Home:

Click on your Internet Browser:

Search for “My School”

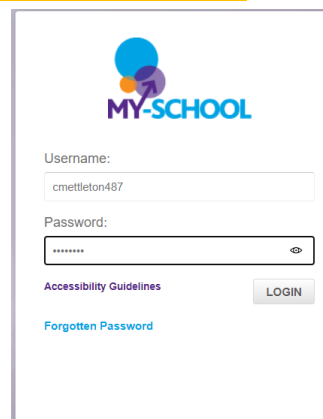


Click on the first result that appears

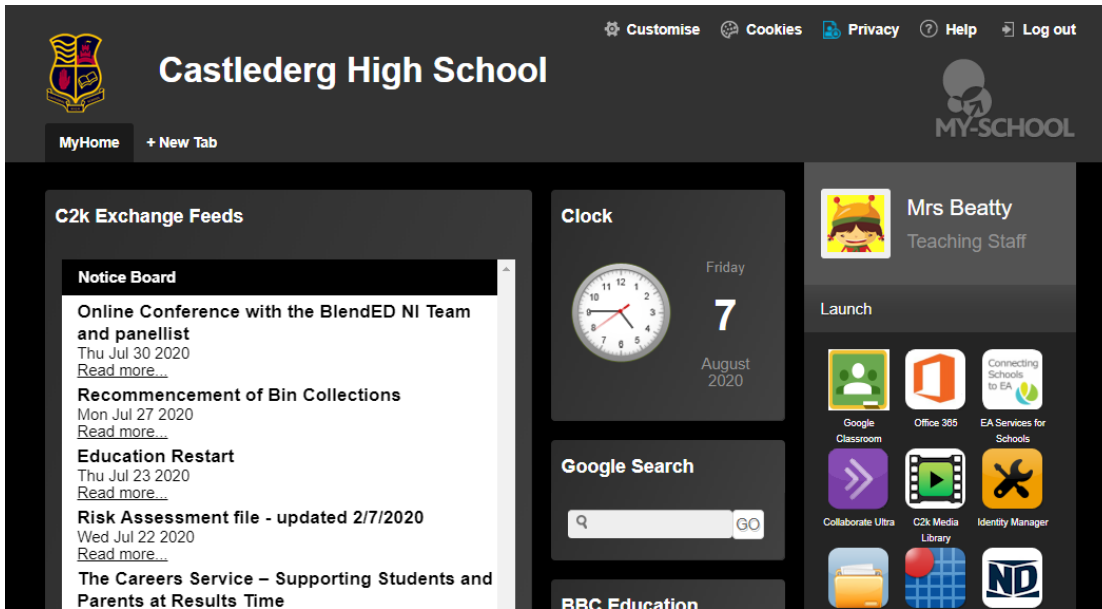


**TOP TIP:** Add this site to your favourites – it will make it easier to find

Enter your school Username and Password

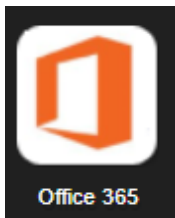


You will now see your school dashboard with all the apps you need to the right hand side

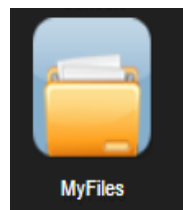


The 3 main apps you will use at home are:

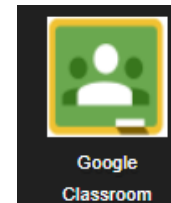
Office 365



My Files



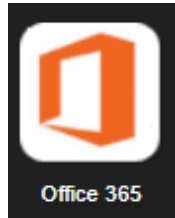
Google Classroom



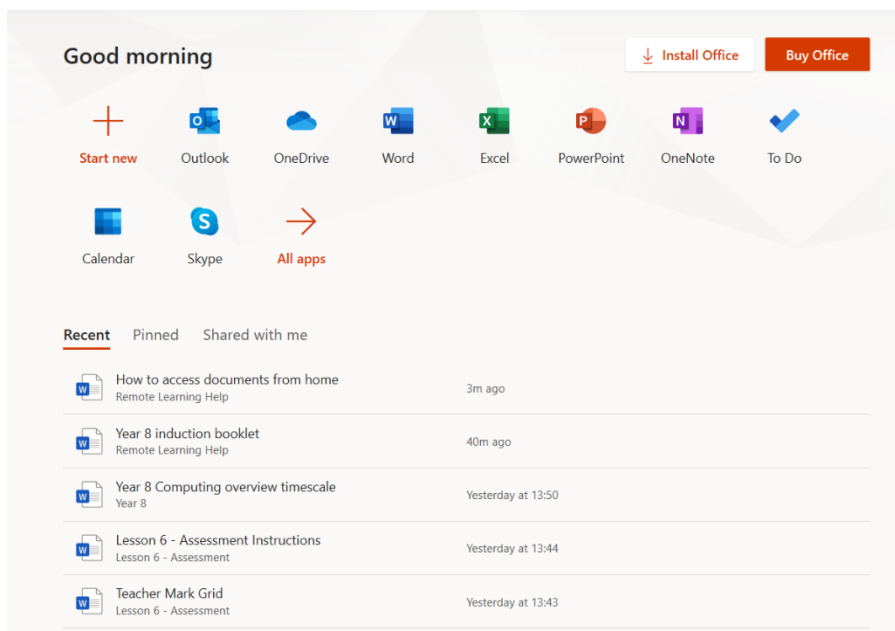
# Office 365

## Downloading Office 365 for home use:

You can download a FREE copy of all the Office software you will need to use while working from home. Click on the Office 365 logo:



You will now see this window

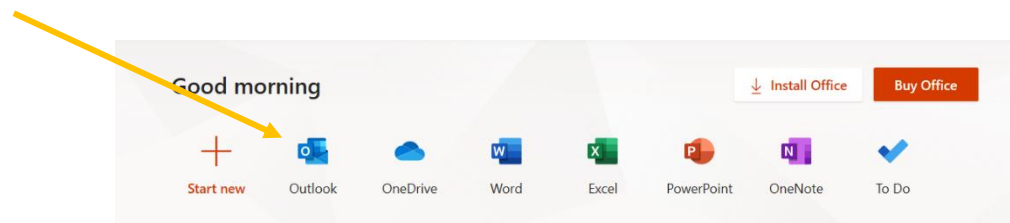


Click on the “Install Office” button. When prompted use your school username and password.

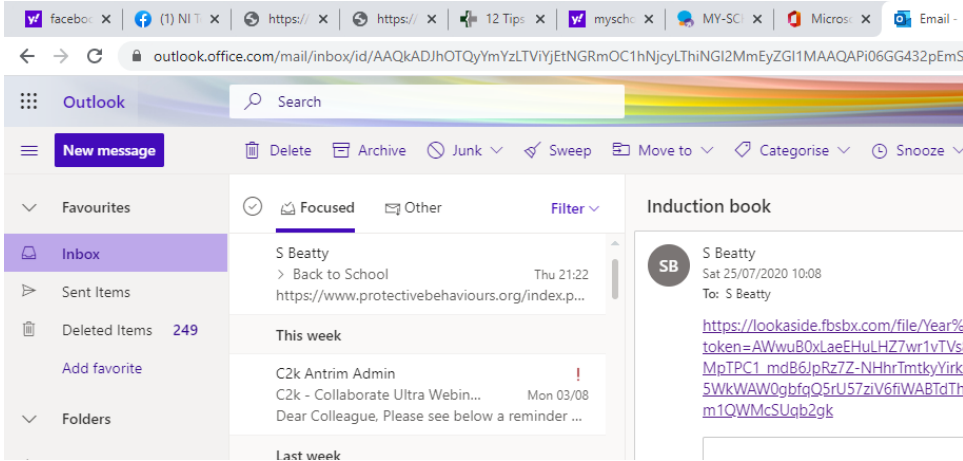
Your school email address will be: [username123@c2ken.net](mailto:username123@c2ken.net)

## Accessing Email:

To access your school email click on “Outlook”



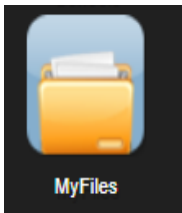
You will now see this window:



To view your message just click on the email and the text will appear.

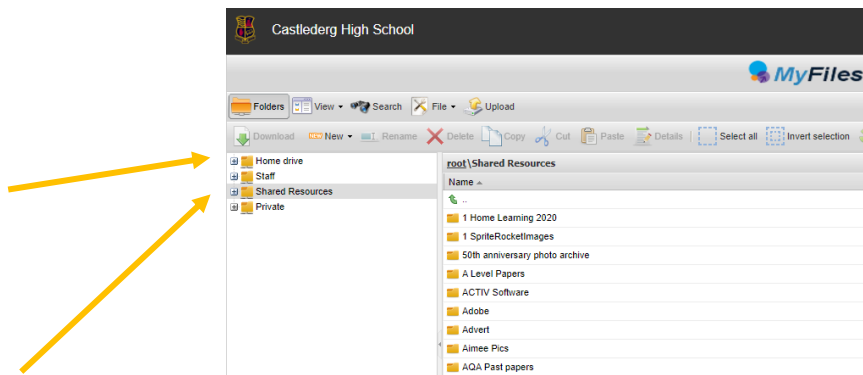
## My Files

Click on the My Files logo



You will now see this window appear:

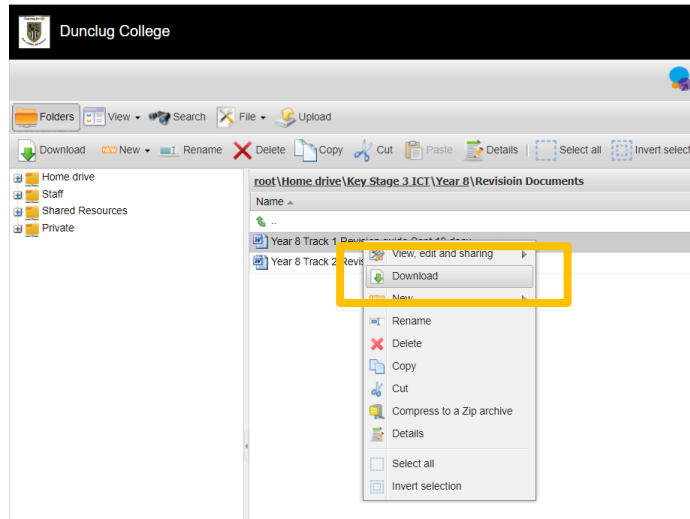
The Home Drive is where all your school work / files will be saved.



Shared Resources is where staff will put work or resources for you.

## Downloading Documents:

To access any of your school work double click on the folder you have saved the work in. Once you have found the document you are looking for double click and select download:

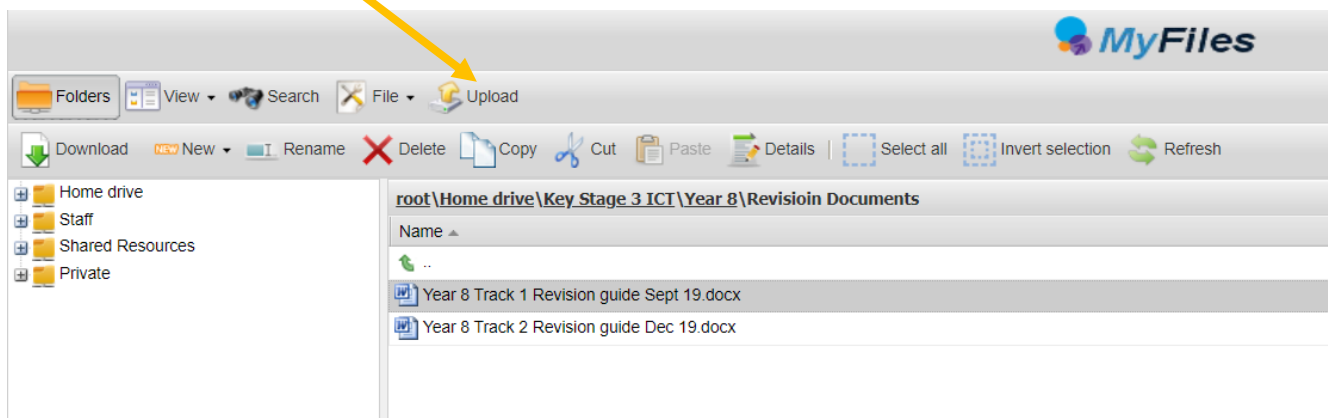


You must save the document to your own device before you make any changes to it.

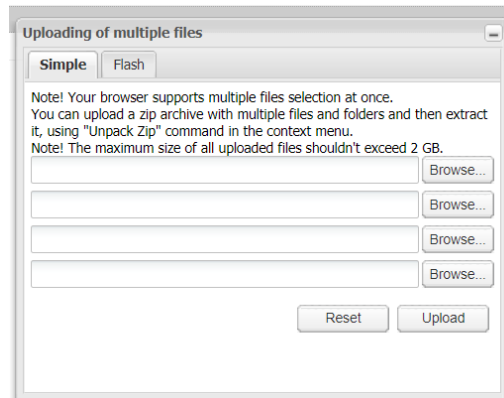
Once you have completed your work save the changes and then upload them to your school home drive.

## Uploading Documents:

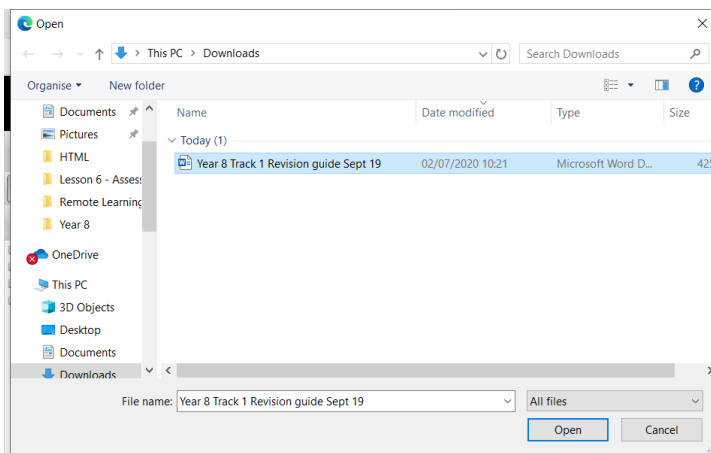
Click on the upload button



Then click on browse:



Navigate to the file you want to upload and click on open:

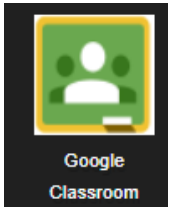


Then click on **upload**.

**Top Tip:** Uploading your work to your school folder will mean it will always be there and can be recalled by Mr Cathcart should you lose it.



# Google Classroom



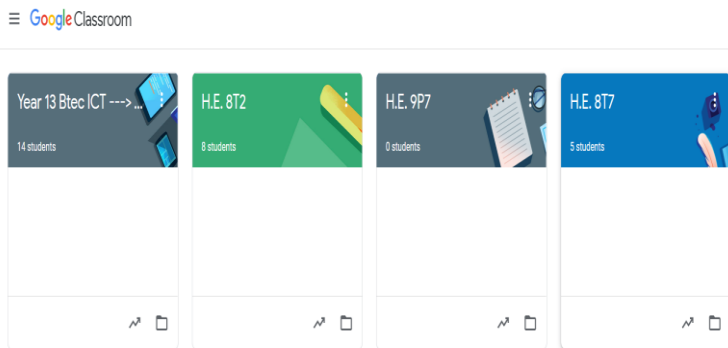
**TOP TIP:** When you first download or use Google Classroom it is extremely important that you use your c2k email address to set it up - for example: [sbeatty686@c2ken.net](mailto:sbeatty686@c2ken.net)

## Joining a Classroom:

To join a classroom your teacher will either send you an email with a joining link or give you a classroom code. If you are using a code you must make sure that you use your c2k email to join.

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

### Laptop or computer view

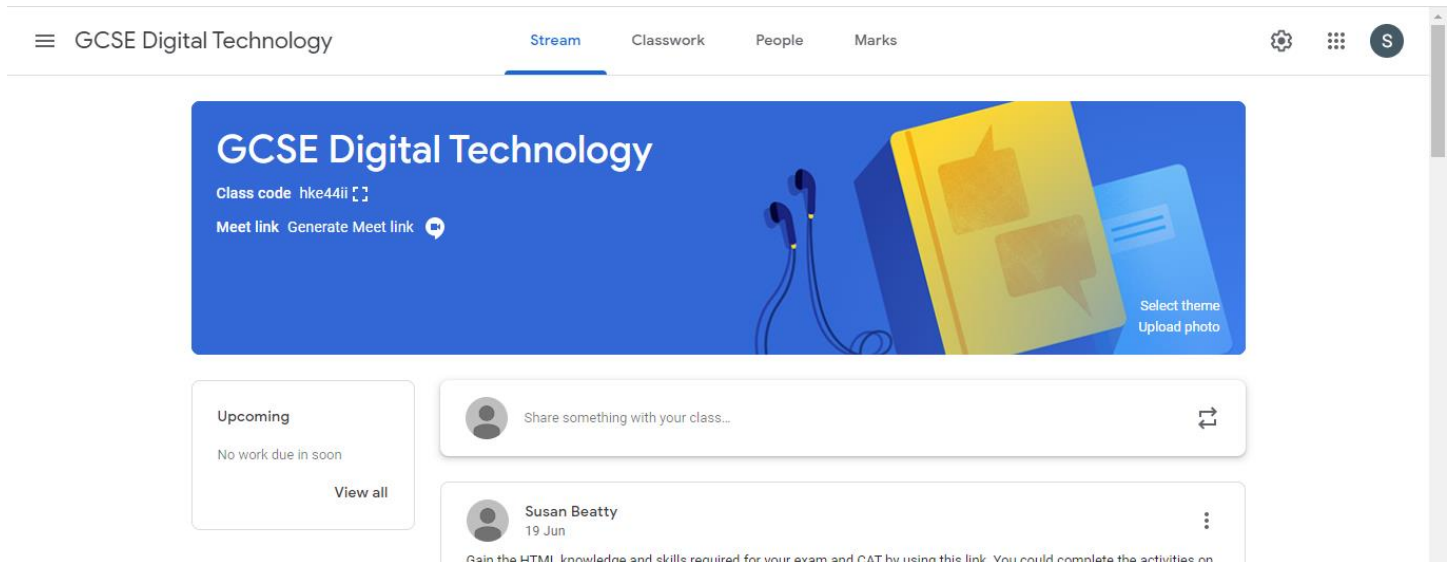


### Mobile device view



## Viewing Work

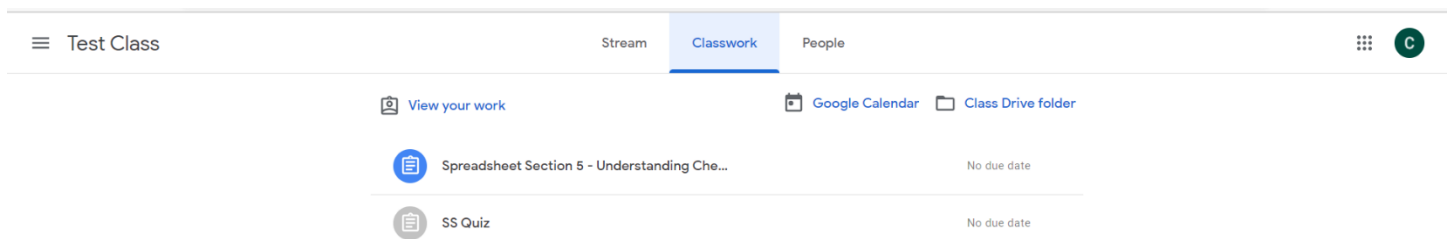
Click on the class you want to view work for, you will see this window:



The screenshot shows the 'GCSE Digital Technology' class page. The top navigation bar includes 'Stream', 'Classwork', 'People', and 'Marks'. The 'Stream' tab is active. The main header features the class name, code 'hke44ii', and a 'Meet link' button. Below this is a 'Share something with your class...' input field and a post by 'Susan Beatty' dated '19 Jun' with a message about HTML knowledge. A sidebar on the left shows 'Upcoming' work with 'No work due in soon' and a 'View all' link.

The “**STREAM**” window is where you will find the latest announcement from your class teacher and other class members.

To view your Classwork you need to click on the “**CLASSWORK**” tab.

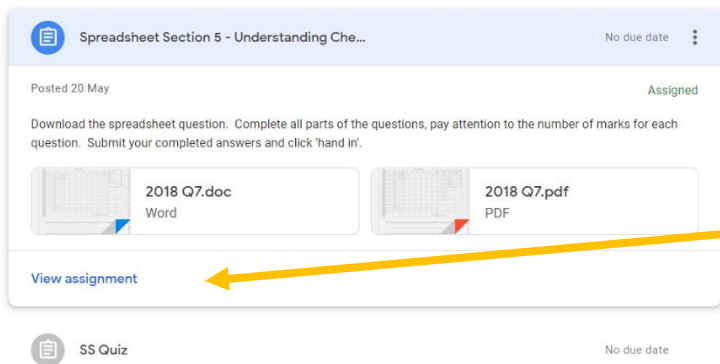


The screenshot shows the 'Classwork' tab selected in the 'Test Class' page. The navigation bar includes 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is active. Below the navigation bar, there are links for 'View your work', 'Google Calendar', and 'Class Drive folder'. A list of assignments is shown, including 'Spreadsheet Section 5 - Understanding Che...' and 'SS Quiz', both with 'No due date'.

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.

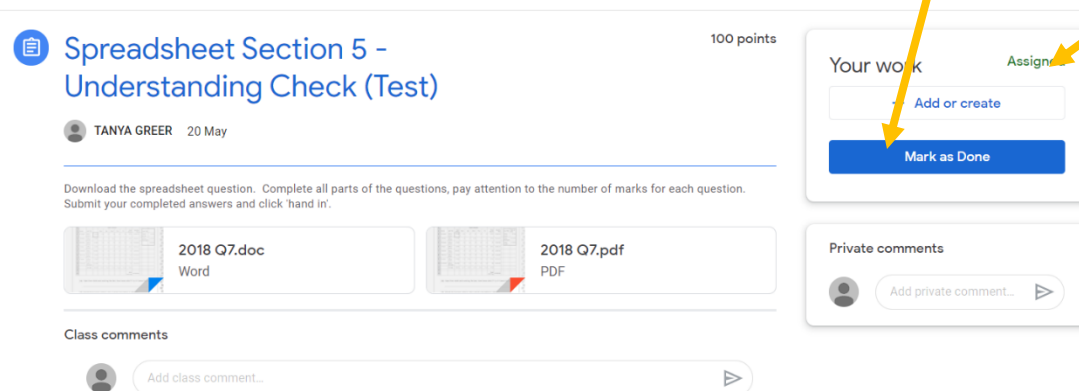
## Submitting Work:

To submit completed work you must follow the instructions given by your teacher. If they require a document to be uploaded – follow these steps:



Read the instructions then open the document. Click on view assignment.

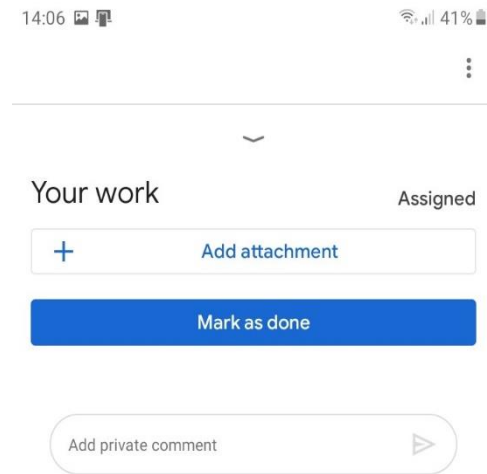
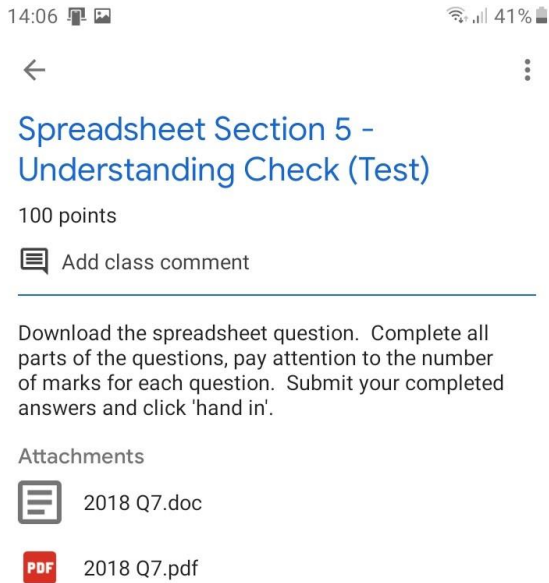
Once you have completed the task you need to click on **“Mark as Done”** AND **“Add or Create”**



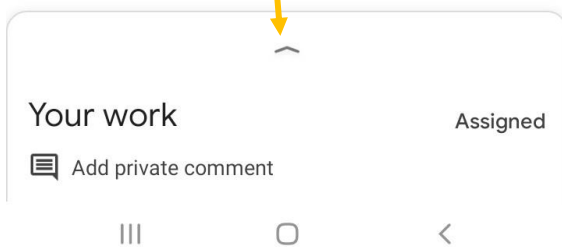
You can add a private comment to let your teacher that your work has been uploaded or to ask a question.

## Submitting Work using a mobile phone:

The same process is completed if you are using a mobile phone or tablet however there is a slight change. Once you have viewed and completed the task:



Click on this arrow



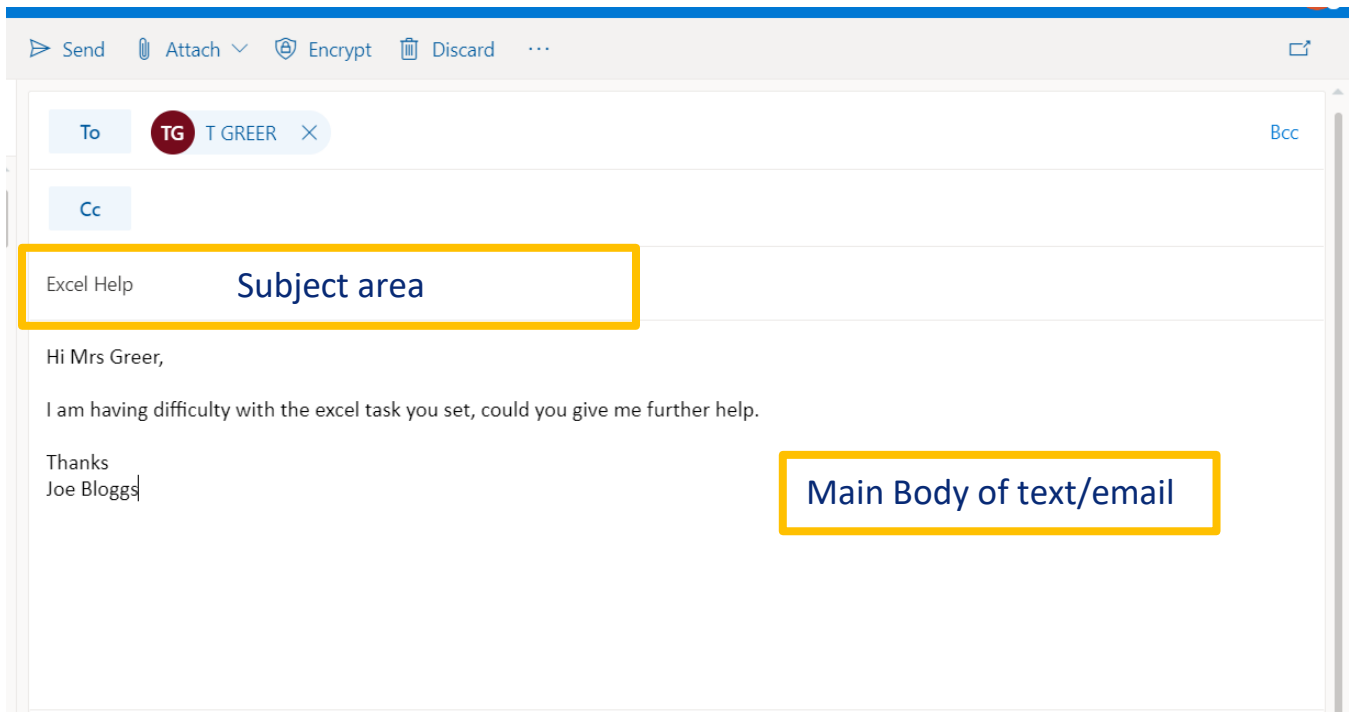
This screen appears, you just submit your work the same way.

# Netiquette

## Email Etiquette

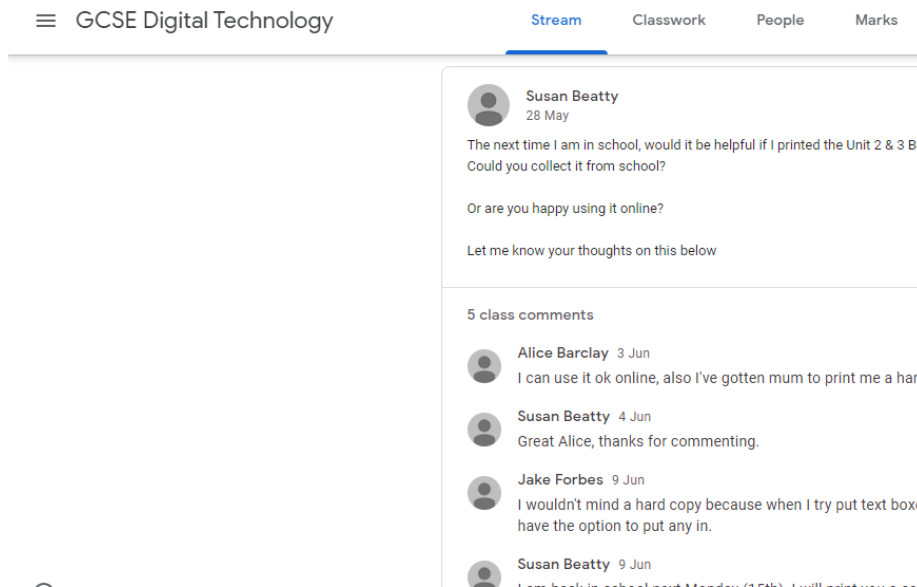
When sending an email there are a few rules you should follow:

1. Always put a title in the subject area – this lets the receiver know what the email is about.
2. Use proper English and grammar when typing your email – do not use text language.
3. Be polite and friendly – remember you will mainly be speaking to your teacher.
4. Include as much detail as possible including what you have already done to try and solve your problem yourself.
5. Close your email with Thank you or Regards and your full name.



# Google Classroom Etiquette

Similar rules apply when communicating through Google Classroom. You can ask your teachers or classmates questions using the “Stream” – Remember everyone attached to your class can read this question!!



The screenshot shows a Google Classroom interface for a class named "GCSE Digital Technology". The top navigation bar includes "Stream", "Classwork", "People", and "Marks". The "Stream" tab is active. A post by Susan Beatty, dated 28 May, asks for feedback on a resource. Below the post, there are five class comments from Alice Barclay, Susan Beatty, Jake Forbes, and another Susan Beatty.

GCSE Digital Technology

Stream Classwork People Marks

**Susan Beatty** 28 May

The next time I am in school, would it be helpful if I printed the Unit 2 & 3 Book? Could you collect it from school?

Or are you happy using it online?

Let me know your thoughts on this below

5 class comments

**Alice Barclay** 3 Jun  
I can use it ok online, also I've gotten mum to print me a hard

**Susan Beatty** 4 Jun  
Great Alice, thanks for commenting.

**Jake Forbes** 9 Jun  
I wouldn't mind a hard copy because when I try put text boxes have the option to put any in.

**Susan Beatty** 9 Jun  
I can't be in school next Monday (25th) I will print out a copy

You can also send your teacher a private message to ask a question.

When sending a message make sure you are **polite** and use **proper English**, again no text language.

Your work

Assigned



Add attachment

Mark as done

Add private comment



## Online Safety

**S**

**Safe:** Keep your personal information safe and secret. Think carefully before you share a photo of yourself or your friends.

**M**

**Don't Meet Up:** Never arrange to meet an online friend because it can be dangerous. No matter how well you think you know people, they might be pretending

**A**

**Accepting Emails can be Dangerous:** If you receive junk email (called Spam) or messages which make you feel uncomfortable, tell an adult that you trust and delete them. Don't reply to them!

**R**

**Reliable:** The internet is full of friendly and amazing information. However, sometimes people might say or write things which are untrue, so you should always think carefully before trusting what you see or hear.

**T**

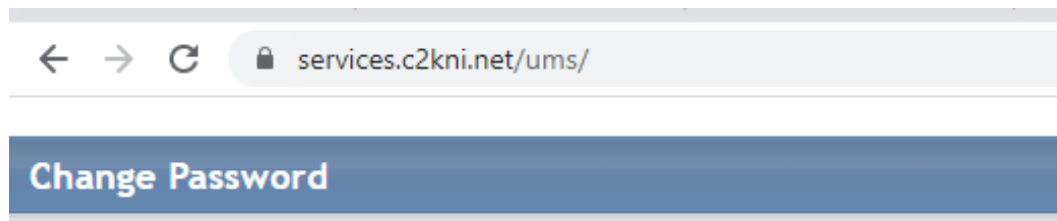
**Tell Someone:** Most of the time that you are online, you will have lots of fun. However, if you see something that makes you feel uncomfortable or worried, make sure that you tell an adult who you trust.



# Password Reset

If you wish to reset your password click on the link below –

<https://services.c2kni.net/ums/>



Please complete all fields marked with \*


Username \*

Current Password \*

New Password \*

Re-enter Password \*

Verification \* Type the characters shown in the image below

**TuGjiEr** 

## **Staff Contact –**

**If you are having issues regarding your password or logging onto MySchool please contact our ICT Technician.**

ICT Technician – Mr D. Miller

[dmiller804@c2ken.net](mailto:dmiller804@c2ken.net)

**If you are having issues with Google Classroom please contact Mrs Beatty.**

Head of ICT – Mrs S Beatty

[sbeatty686@c2ken.net](mailto:sbeatty686@c2ken.net)