



Castlederg High School Remote Learning

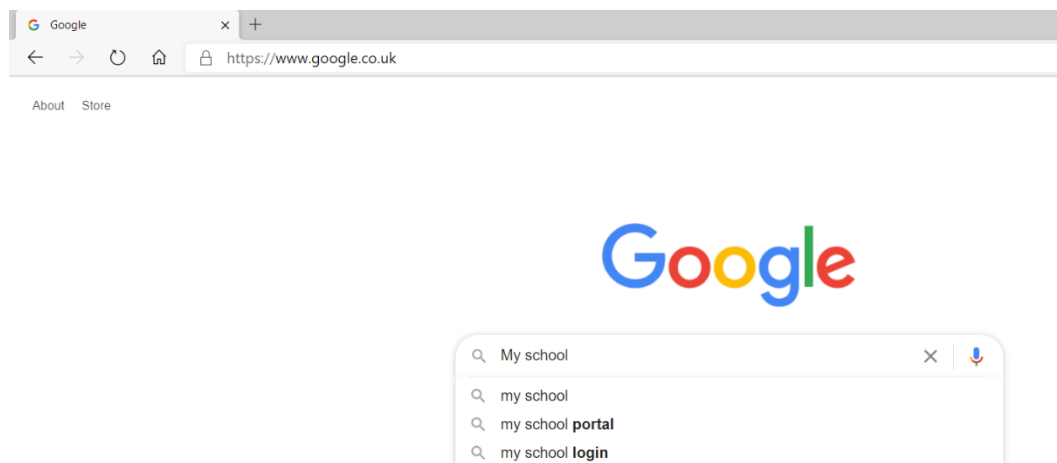
Contents

Contents.....	2
Accessing Your “My School” Account at Home:	3
Office 365	5
Downloading Office 365 for home use:	5
Accessing Email:.....	5
My Files	6
Downloading Documents:.....	7
Uploading Documents:	7
Google Classroom.....	9
Joining a Classroom:	9
Viewing Work	10
Submitting Work:	11
Submitting Work using a mobile phone:	12
Netiquette	13
Email Etiquette	13
Google Classroom Etiquette.....	14
Online Safety	16
Computing Staff.....	Error! Bookmark not defined.

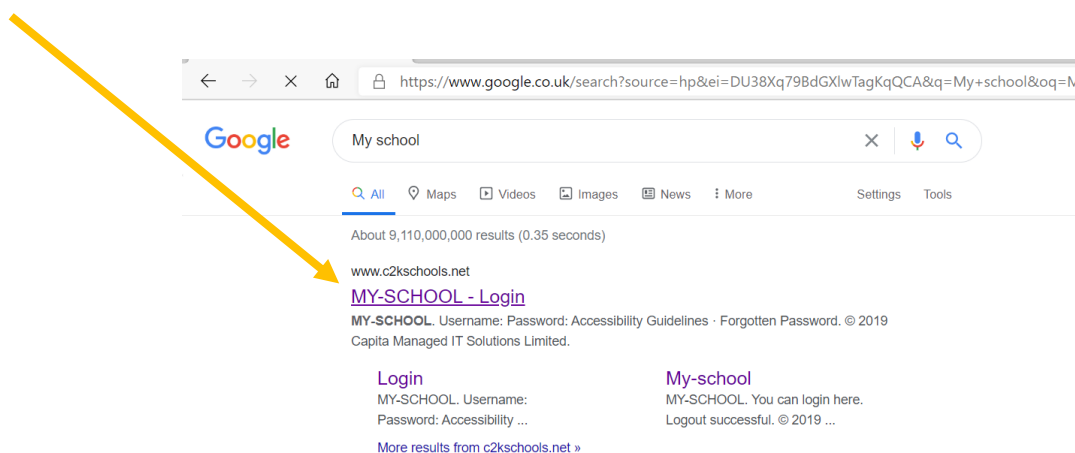
Accessing Your “My School” Account at Home:

Click on your Internet
Browser:

Search for “My School”



Click on the first result that appears

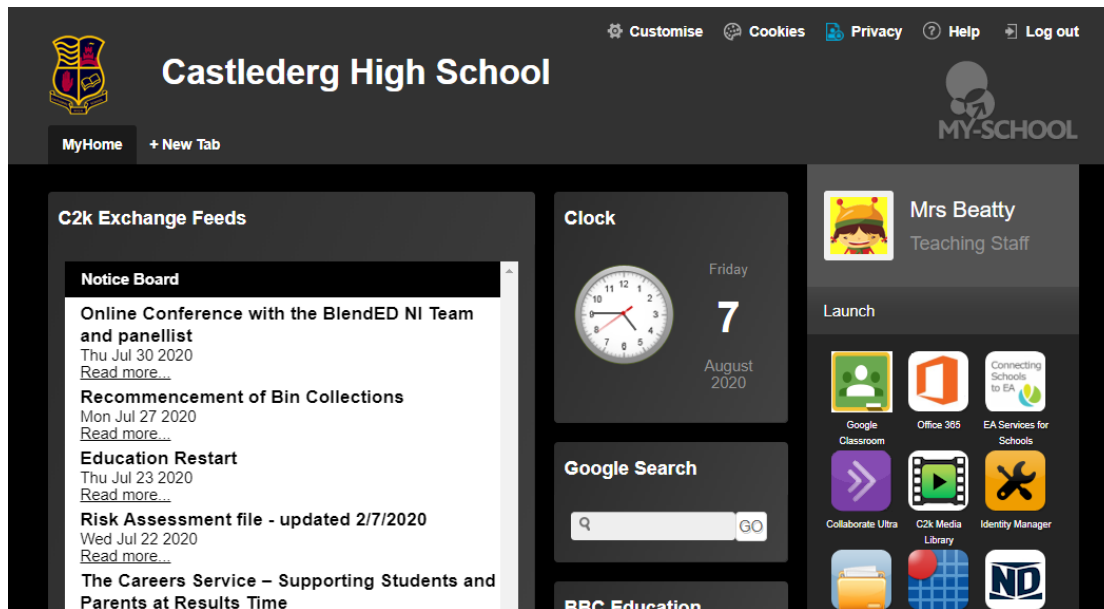


TOP TIP: Add this site to your favourites – it will make it easier to find

Enter your school Username and Password

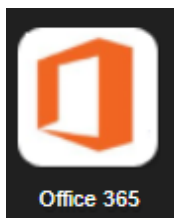
A screenshot of the MY-SCHOOL login page. The page features the MY-SCHOOL logo at the top. Below the logo, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains the text 'cmettleton487'. The 'Password:' field is empty and has a password icon (an eye with a slash) to its right. Below the input fields, there are two links: 'Accessibility Guidelines' and 'Forgotten Password'. At the bottom right, there is a 'LOGIN' button.

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

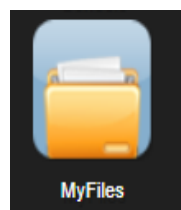


The 3 main apps you will use at home are:

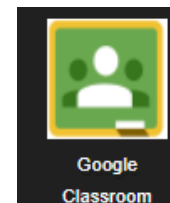
Office 365



My Files



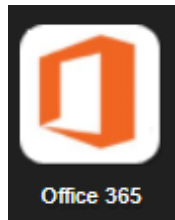
Google Classroom



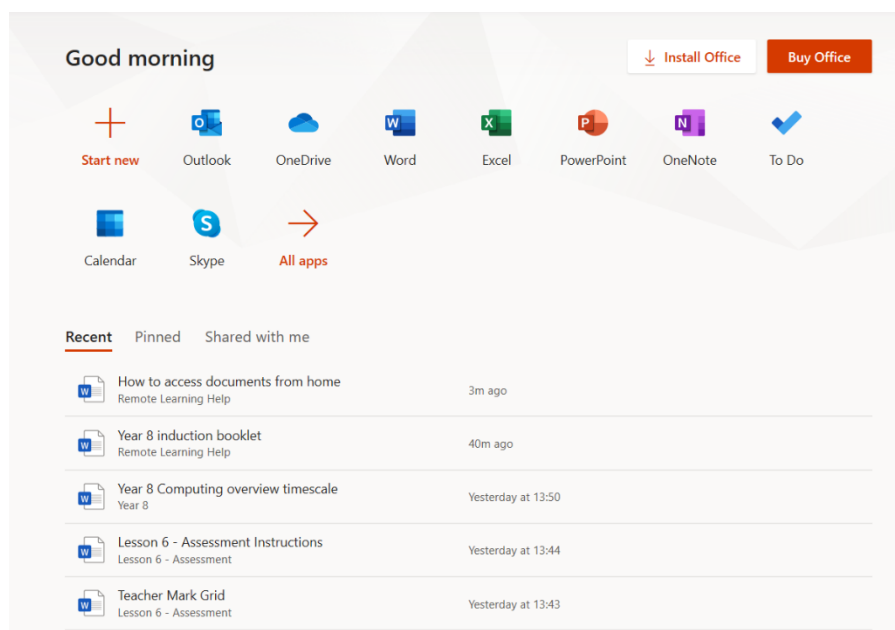
Office 365

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

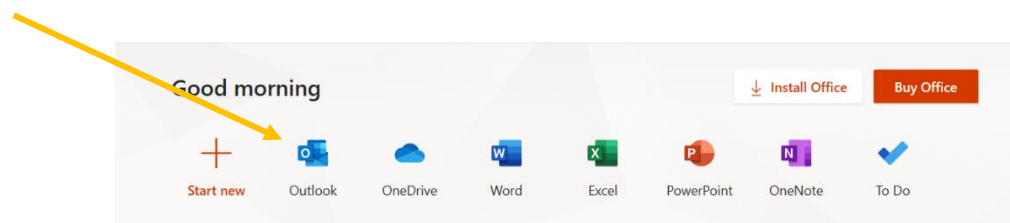


Click on the “**Install Office**” button. When prompted use your school username and password.

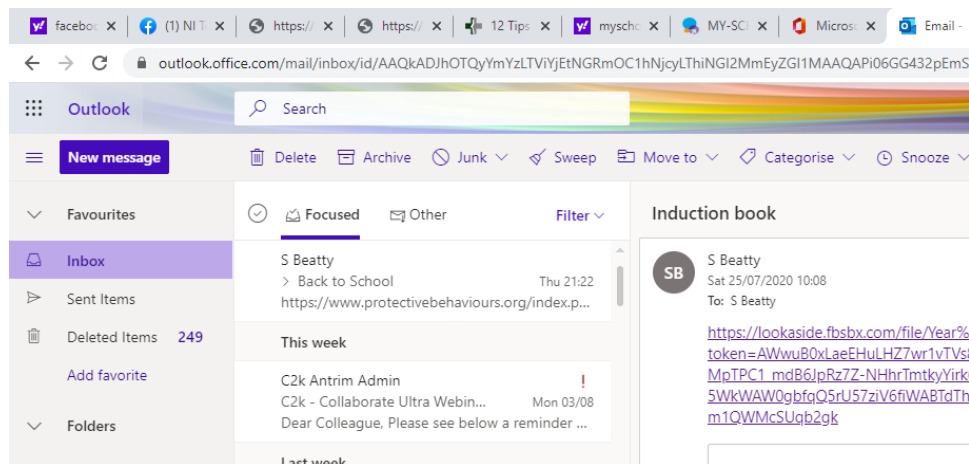
Your school email address will be:
username123@c2ken.net

Accessing Email:

To access your school email click on “**Outlook**”



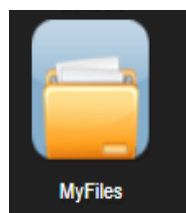
You will now see this window:



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

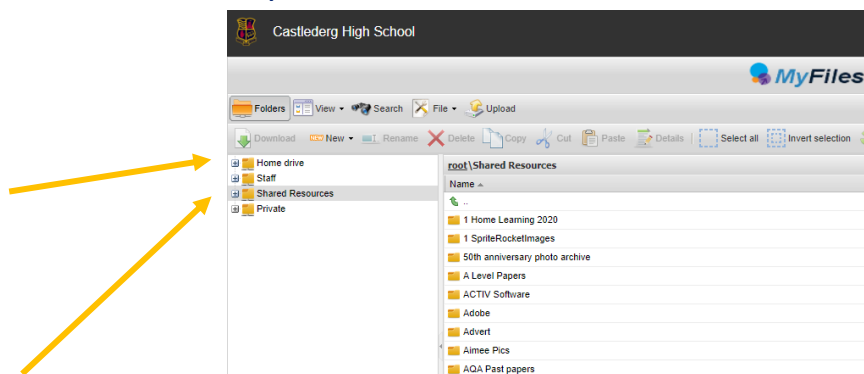
My Files

Click on the My Files logo



You will now see this window appear:

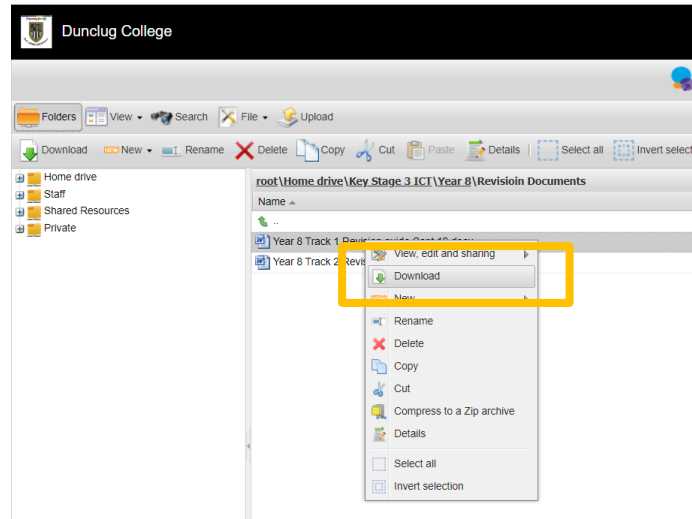
The Home Drive is where all your school work / files will be saved.



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:

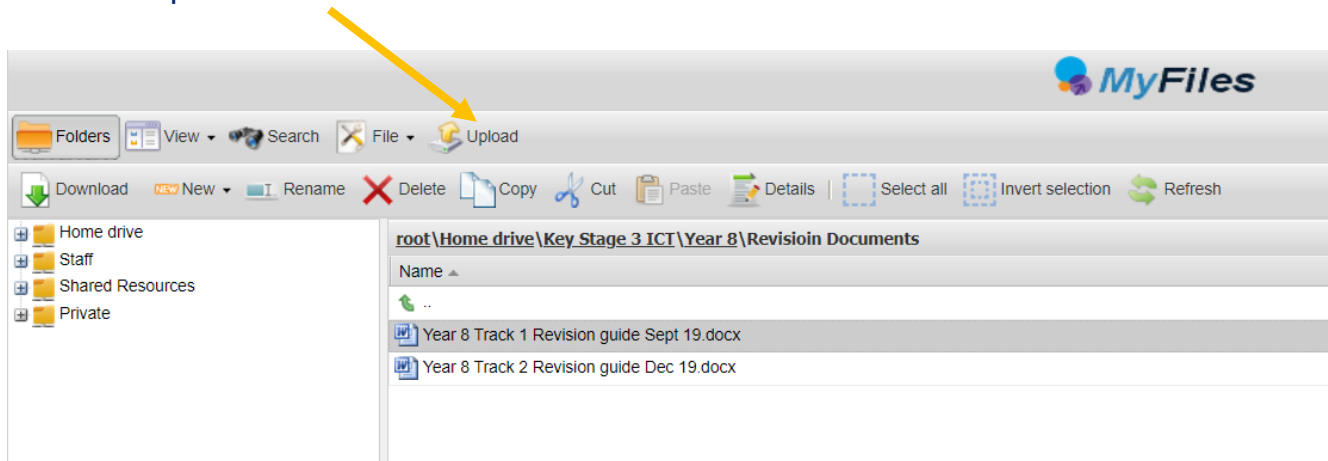


You must save the document to your own device before you make any changes to it.

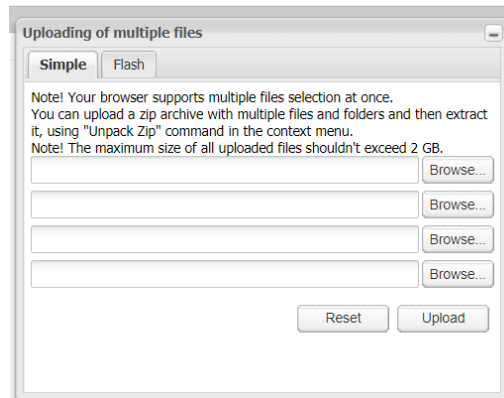
Once you have completed your work save the changes and then upload them to your school home drive.

Uploading Documents:

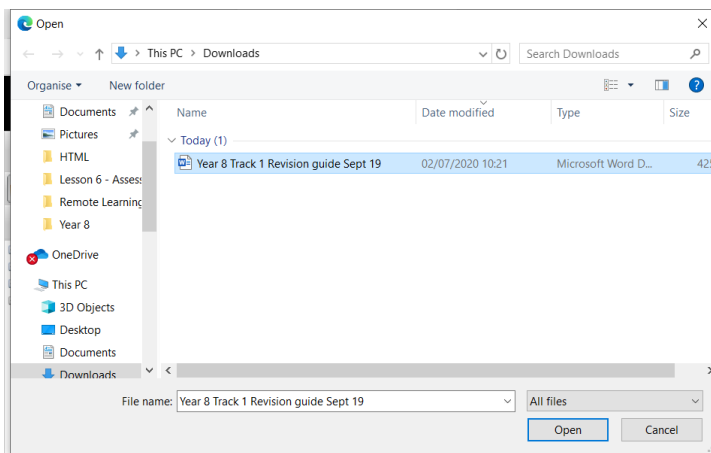
Click on the upload button



Then click on browse:



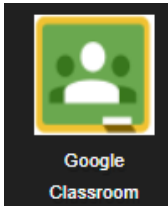
Navigate to the file you want to upload and click on open:



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



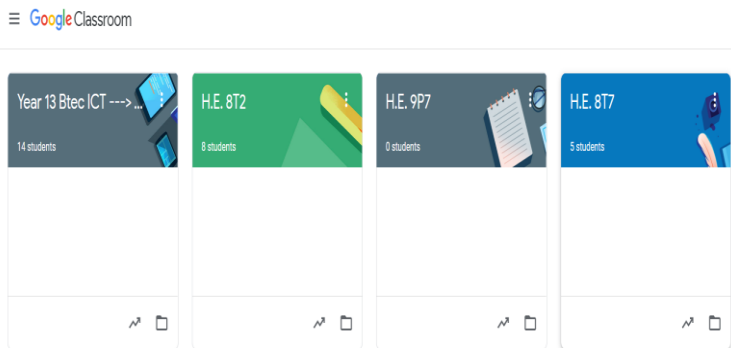
TOP TIP: When you first download or use Google Classroom it is extremely important that you use your c2k email address to set it up - for example: sbeatty686@c2ken.net

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

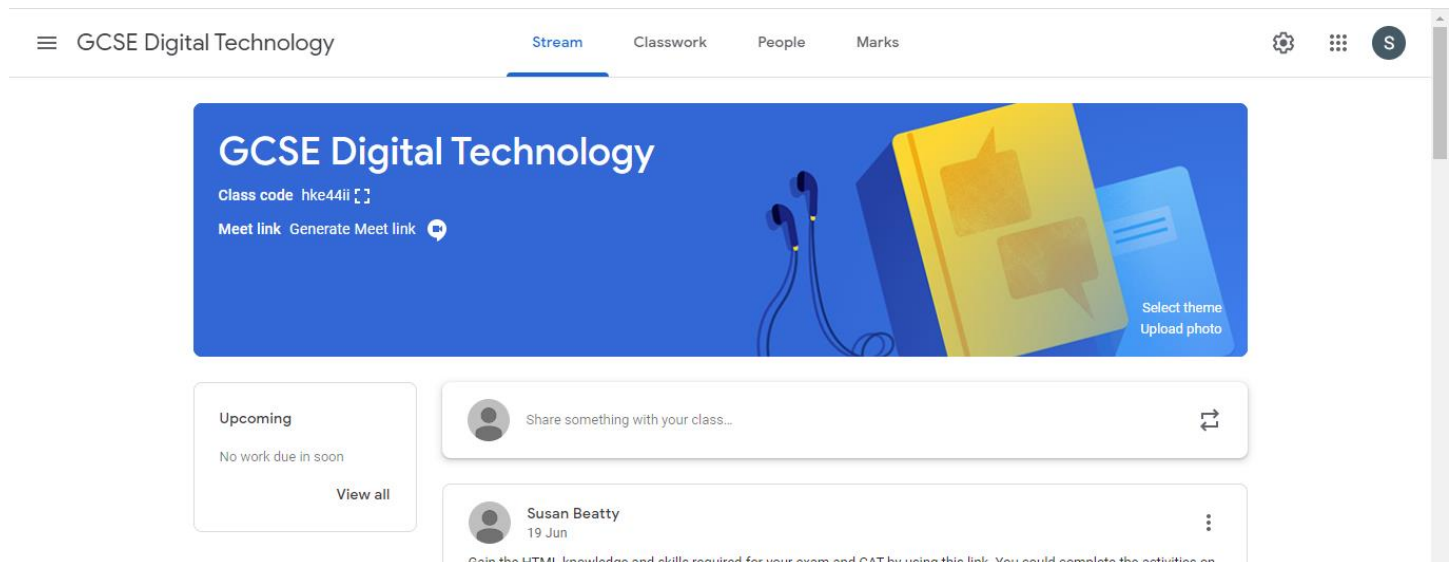


Mobile device view



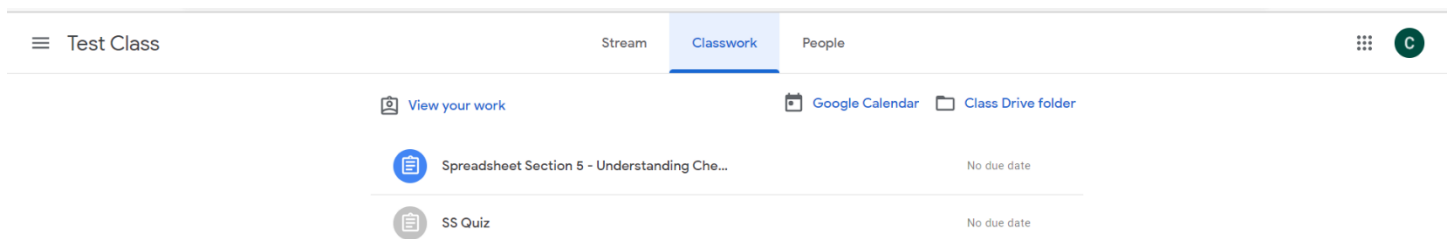
Viewing Work

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



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

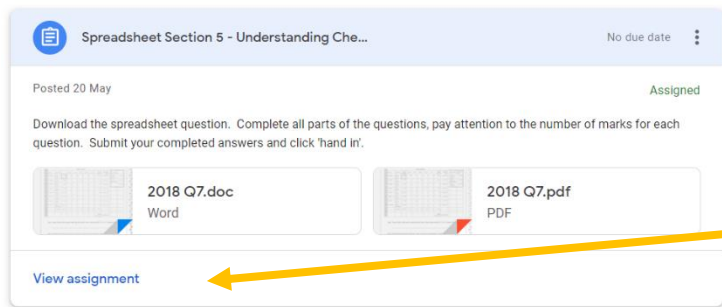
To view your Classwork you need to click on the “**CLASSWORK**” tab.



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.

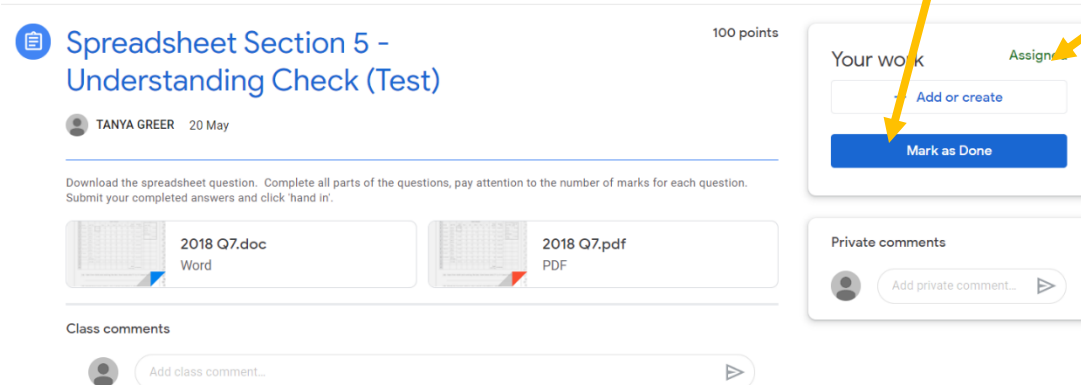
Submitting Work:

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.

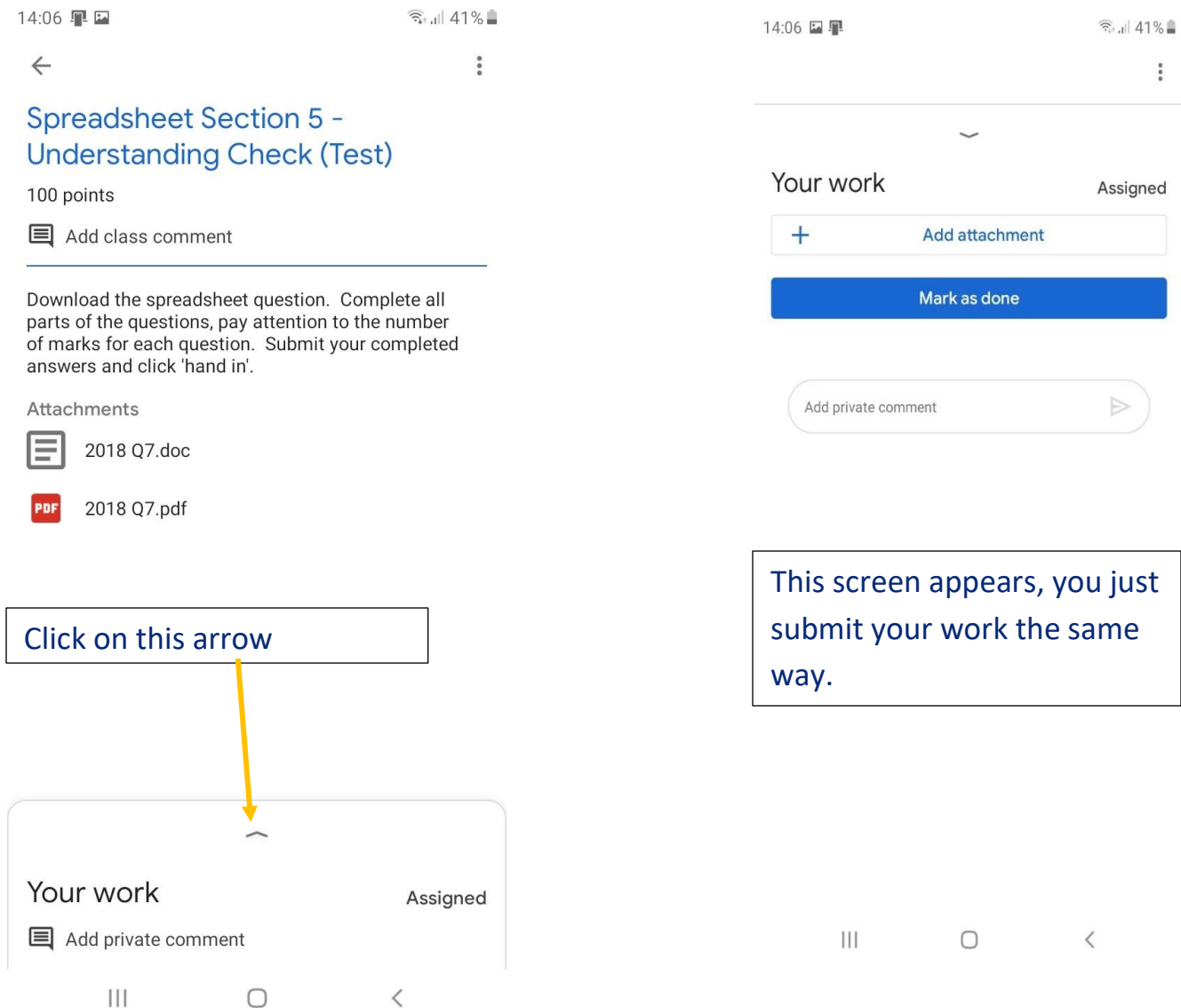
Once you have completed the task you need to click on **“Mark as Done”** AND **“Add or Create”**



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:



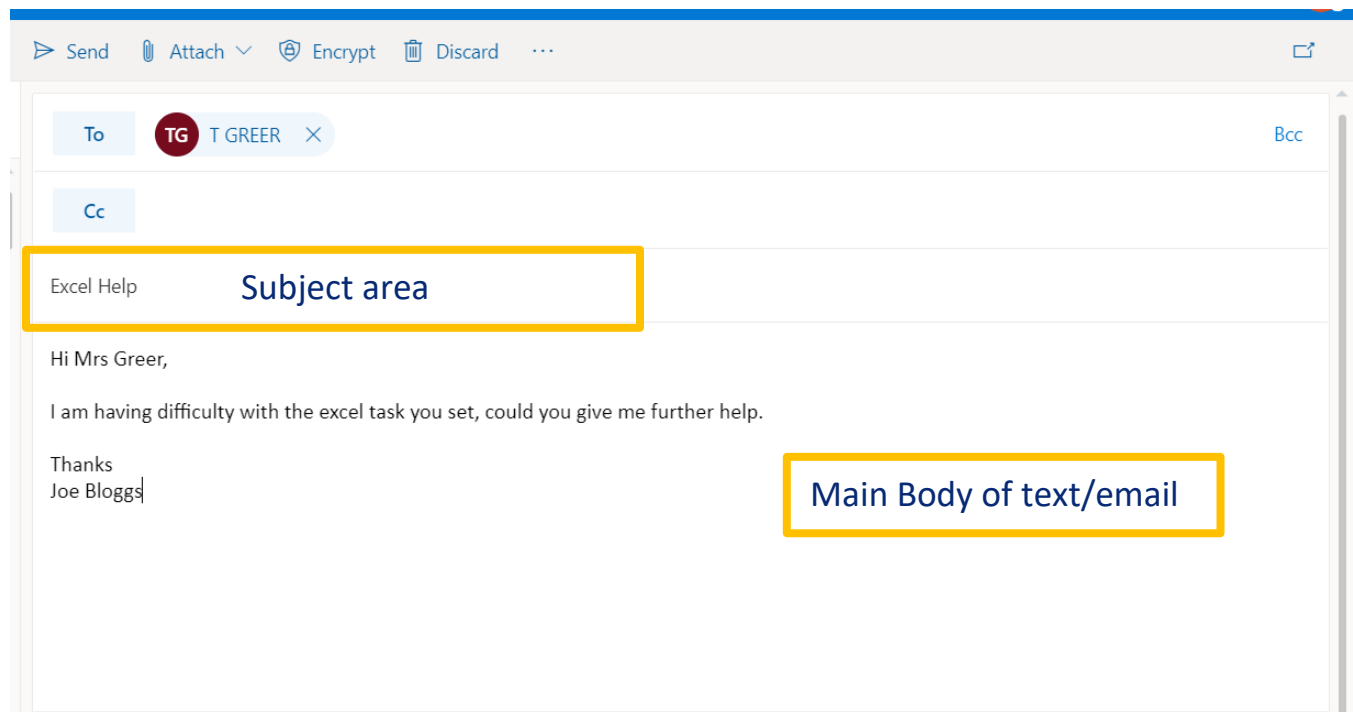
This screen appears, you just submit your work the same way.

Netiquette

Email Etiquette

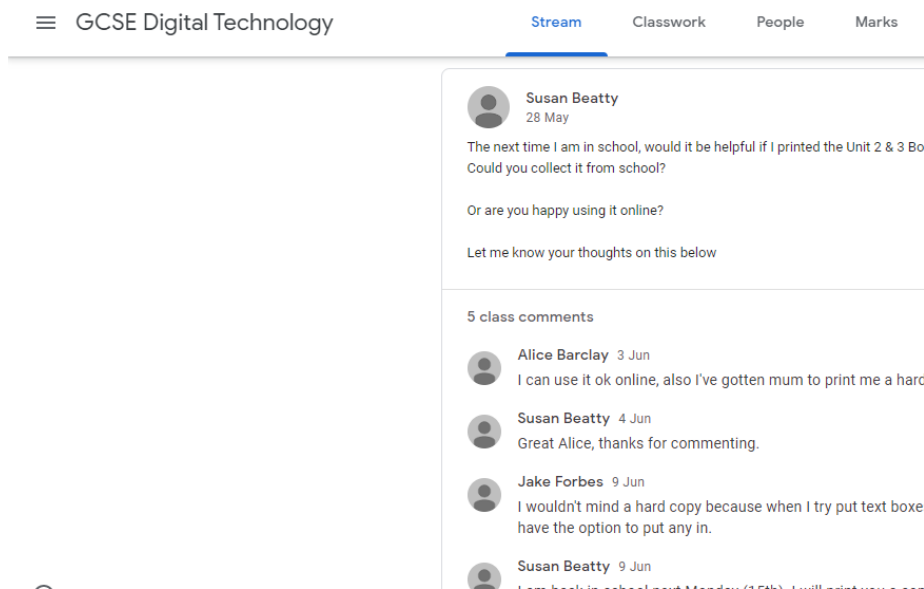
When sending an email there are a few rules you should follow:

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!!



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.

Staff Contact –

ICT Technician – Mr D. Miller

dmiller804@c2ken.net

Head of ICT – Mrs S Beatty

sbeatty686@c2ken.net