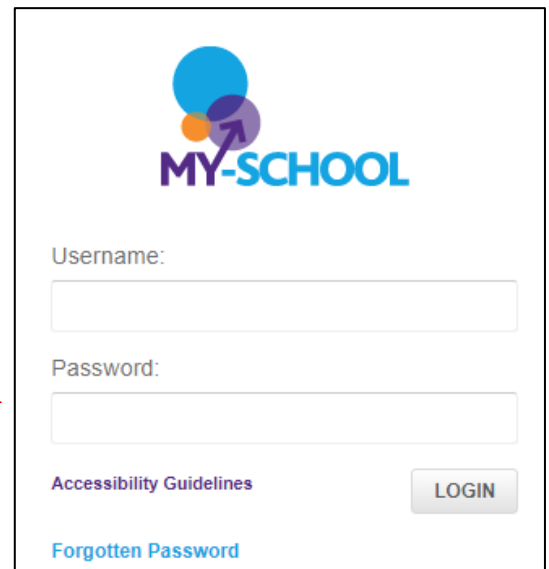# Accessing C2K MY-SCHOOL + Google Classroom from Home

1) To access school materials via C2K and Google Classroom, please use **Chrome** as your web browser.

2) Make sure the previous user has signed out of their Google account by clicking on the initials at the top right of a Google search page and clicking **Sign out**:
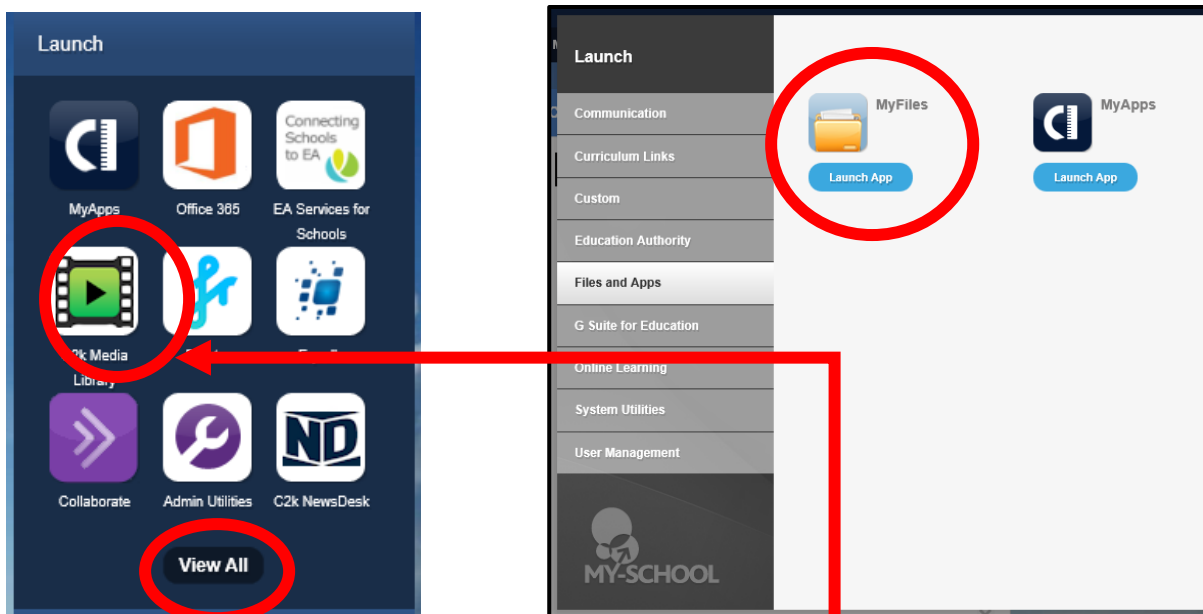
3) To access **C2K MY-SCHOOL** remotely, go to https://www.c2kschools.net/ and log in with your C2K username and password:
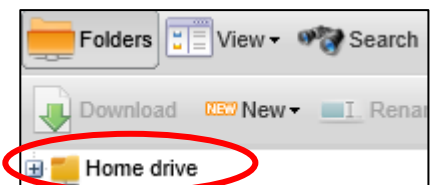
If your browser prompts you to **Save Password,** choose **Never**.

4) To access documents from **My Documents** or Shared Resources, go to: View All > Files and Apps > MyFiles > Launch App:
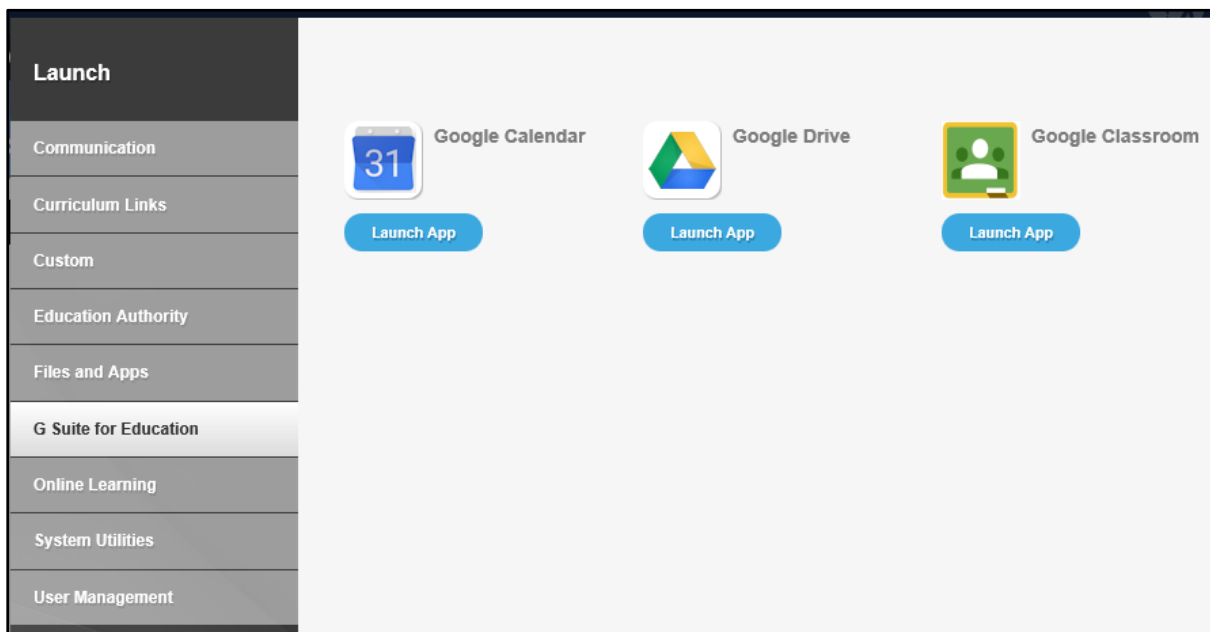
Pupils should be able to access their Home Drive and Shared Resources and can download any files from there:
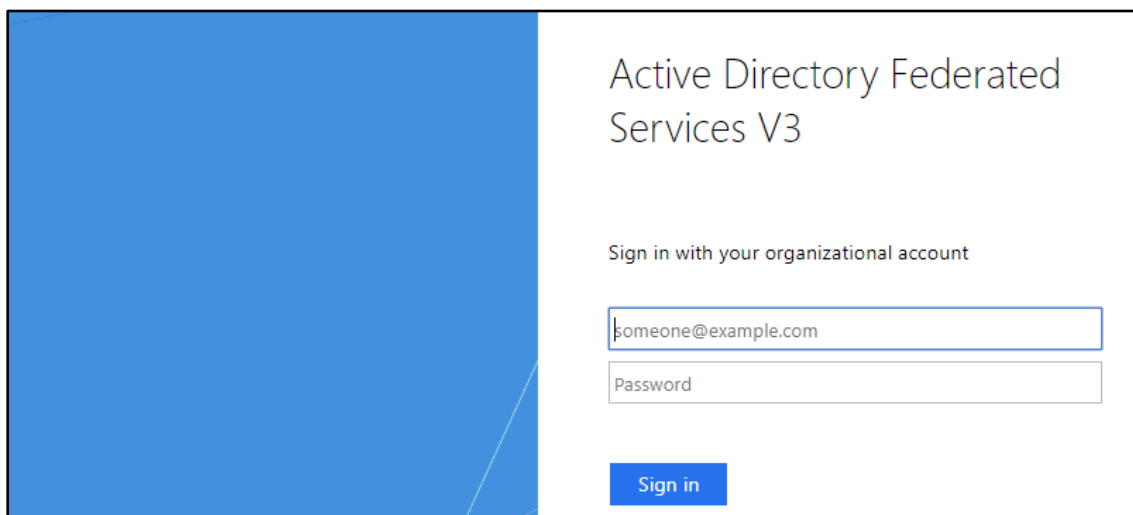
5) Pupils can access **Fronter** through their MY-SCHOOL homepage

6) To access **Google Classroom**, go to: View All > G Suite for Education > Google Classroom:



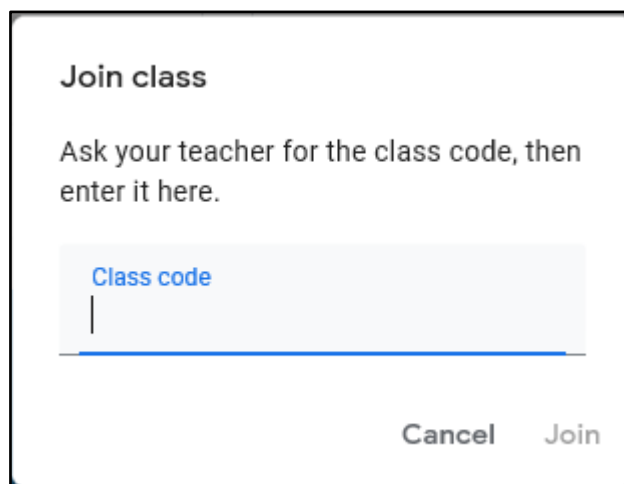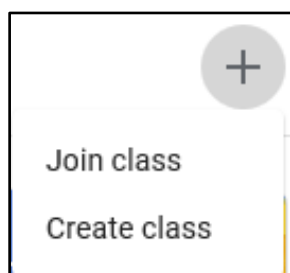7) The first time you try to log in to **Google Classroom** you will see the following screen:



Use your **C2K email** and your C2K password to log in.

**Remember to use:
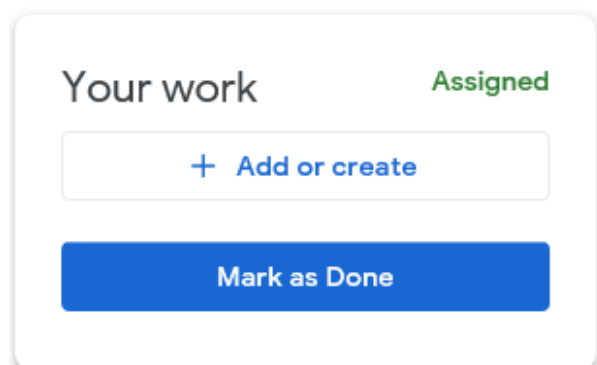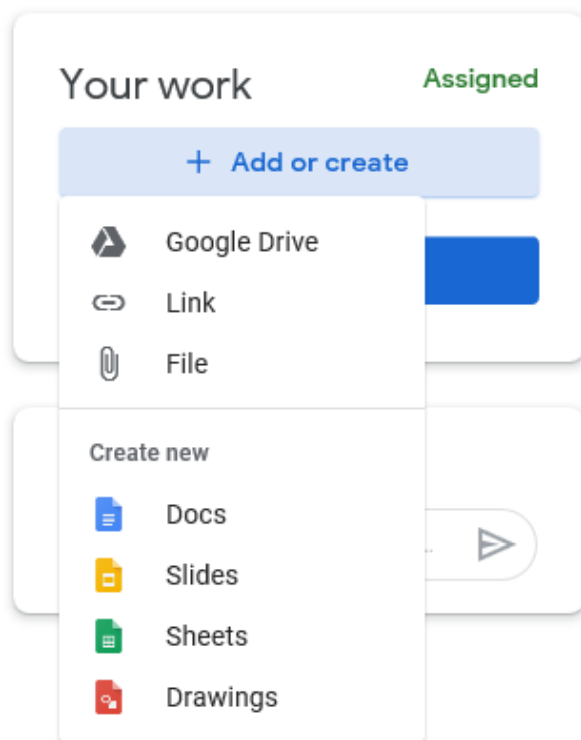
@c2k**en**.net (not @c2kni.net) **

8) To join a class, click on + on top right > Join class > and enter the **class code**:

9) Teachers may have set up their Google Classroom to allow pupils to post **questions** or **comments**, but this is a learning environment and should not be used for pupils to chat off-task with each other:
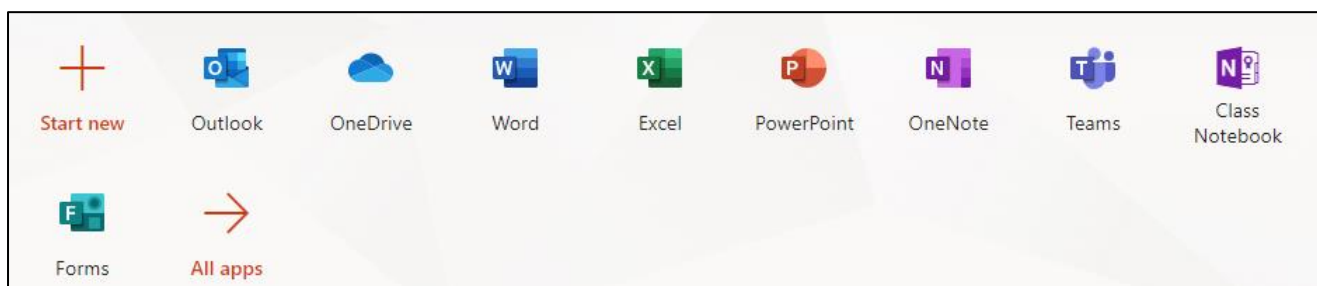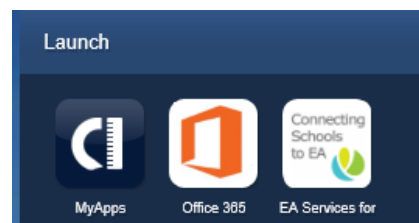


10) To submit work, click on the relevant post on Google Classroom > **+ Add or create** > **Create new** > and select **Docs / Slides / Sheets**. (Please do not choose '**File'** and upload a Microsoft Document / PowerPoint / Excel spreadsheet. Use the Google Apps for submitting work.)



11) To access your **C2K email** click on **Office 365** on your C2K MY-SCHOOL home page:

If you get a 'Stay signed in?' message, select No.

Select **Outlook** from the options:



12) To log out of **Office**, click on your initials within the green circle at the top right-hand corner of your screen and select **Sign out**.

13) To **log out** of **My School**, select Log Out at the top right-hand corner of your screen:

 You should do this at the end of each session.