Cookstown High School

Guide to Using Online Learning Services

January 2021

Passwords

Passwords expire 120 days after they were last reset.

How to change a password:

If the pupil knows their current password, follow these steps:

- If a password expires, or needs to be reset and the pupil knows their old password go to https://services.c2kni.net/ums.

- Enter the required details as per the screenshot below and the new password will be registered.

If the password expires and the pupil can't remember their current password their parent should email info@chs.cookstown.ni.sch.uk giving the following details:

- Pupils c2k user name (auser122)

- A suggested password, this should be at least 8 digits long and not used before

- The mobile phone number that is held by the school, this will be used for verification purposes.

Locked Out Accounts

When a user tries to log in with the wrong password five times consecutively they will be locked out for 30 minutes.

Online C2k Services

Service	What it does	Where to find it from outside school:
MyFiles	Provides access to your school Documents folder and Shared Documents folder. Teachers also have access to the Staff folder.	www.c2kschools.net > View All > Files and Apps or directly via https://myfiles.c2kschools.net/HTCOMNET/default.aspx?Mobile=standard
Office 365 **Outlook** **Teams**	Access to Office 365 tools and services for online collaboration and productivity including: • Outlook Email • Teams • One Drive • One Note • Word • Excel • Powerpoint • Sway	www.c2kschools.net or directly via https://office.com. Alternatively, sign into the mobile app with your C2k username (auser123@c2ken.net)

G Suite **Classroom**	Access to G Suite tools and services for online collaboration and productivity including: • Classroom • Drive • Docs • Sheets • Slides	www.c2kschools.net then View All>G Suite for Education or directly via https://myaccount.google.com/ Alternatively, sign in to the mobile app with your C2k username (auser123@c2ken.net)
Collaborate Ultra	Videoconferencing and Virtual Classroom application.	www.c2kschools.net then View All> Online Learning then navigate to second page
C2k Media Library	'YouTube' style platform that provides secure access to media generated in school and by approved stakeholders.	www.c2kschools.net or directly via https://estream.c2kschools.net/Login.asp x
Learning Exchange	MY-SCHOOL helpsheets and video nuggets.	MY-SCHOOL and click Help or View All>Online Learning

C2k Newsdesk	News stories and curriculum content with pupil contributions.	www.c2kschools.net
Equella	Digital storage area for teaching and learning resources provided by C2k or schools.	www.c2kschools.net or directly via https://equella.c2kschools.net/lor/logon.d o

Microsoft Office - available free of charge to all students

A reminder that Microsoft Office is available to all students for installation on PC or Mac on personal and home computers.

This allows users to install the software on up to 5 devices.

The software is available to download from https://office.com.   Log in using your C2K User Name, (auser123@c2ken.net) and click on the install office logo.

Install Office ∨

Guidance and Expectations for students during on-line learning

It is important that you regard your online learning in the same manner as classroom learning. You are expected to follow school rules and use appropriate classroom language. If you do not meet the expectations set out below, your Head of Year will be informed.

Before the Lesson:

- Log on early to ensure you are ready to start when the lesson is scheduled to begin.

- Select an area which is quiet and free from distractions. Bedrooms are not appropriate.

- Ensure your mobile phone is off and no pets nor siblings can distract you during the lesson.

- You are expected to wear your school blouse/shirt, PE top or school hoody.

During the Lesson:

- Your camera should be off during the lesson, unless instructed to turn it on by the teacher.

- Your microphone should be on 'mute' unless your teachers asks you to turn it on to reply to a question.

- You can ask a questions by using the 'raise your hand' icon.

- When you are communicating to your teacher by email and Live learning, you should not use text speak but write as you would in class.

- During the Live learning you must not deliberately browse, download, upload or forward material that could be considered offensive or illegal.

- You must not record still images or audio of staff during or after a lesson.

- You must not record nor take photographs of classmates during the live lesson nor share lessons publicly.

- All contact with staff must be through the platforms agreed by the school and not through personalised accounts open to public viewing.

- Due to Child Protection parents must not be part of any live video lesson.

There should be no expectation that each and every lesson will be delivered live or recorded.