



## KEEP A ROUTINE

Get your child up as normal and try to follow their daily timetable. E.g. when they have a double period of Maths, they should spend that time on Maths at home. Make sure to get them to log on to their school email and/or Goggle classroom in that subject.

Pupils have the codes for classrooms but we will collate them onto the app should you need them.

## ACCESSING DOCUMENTS AND SCHOOL EMAILS FROM HOME

To access your MySchool homepage from home, visit [www.c2kschools.net](http://www.c2kschools.net).

Pupils will be familiar with how to access their school folders. (click view ALL – then click files and folders)

Pupils can also access school email account by clicking on office 365.

The screenshot shows the MySchool homepage for Killicomaine Junior High School. The page features a navigation bar with links for 'Visit School Website', 'Citizenship', 'Cookies', 'Privacy', 'Help', and 'Log out'. Below the navigation bar, there are several widgets: a 'Notice Board' with news items, a 'Clock' showing Thursday 19 March 2020, a 'Google Search' bar, a 'BBC Education' widget with a 'Could not load Rss feed' message, and a 'Weather' widget. On the right side, there is a 'My Apps' section with icons for 'MyApps', 'Office 365', 'Connecting Schools to EA', 'C2k Media Library', 'Frontier', 'Equella', 'C2k Exchange', 'Admin Utilities', and 'C2k NewsDesk'. A red arrow points to the 'Office 365' icon. The page also includes a 'My Home' section with 'My Favourites' and a 'Click Speed' button.

## FREE MICROSOFT OFFICE DOWNLOAD FOR PUPILS

Download it now in 3 easy steps to your home computer, laptop or tablet.

Don't wait! just follow these 3 easy steps:

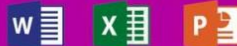
Visit <http://portal.office.com>

Login with your student username & password (username@c2ken.net)\*

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\*note: Please use your username@c2ken.net address as this download will not work with your normal username@c2kni.net