PORTADOWN COLLEGE

Accessing My School and Google Classrooms

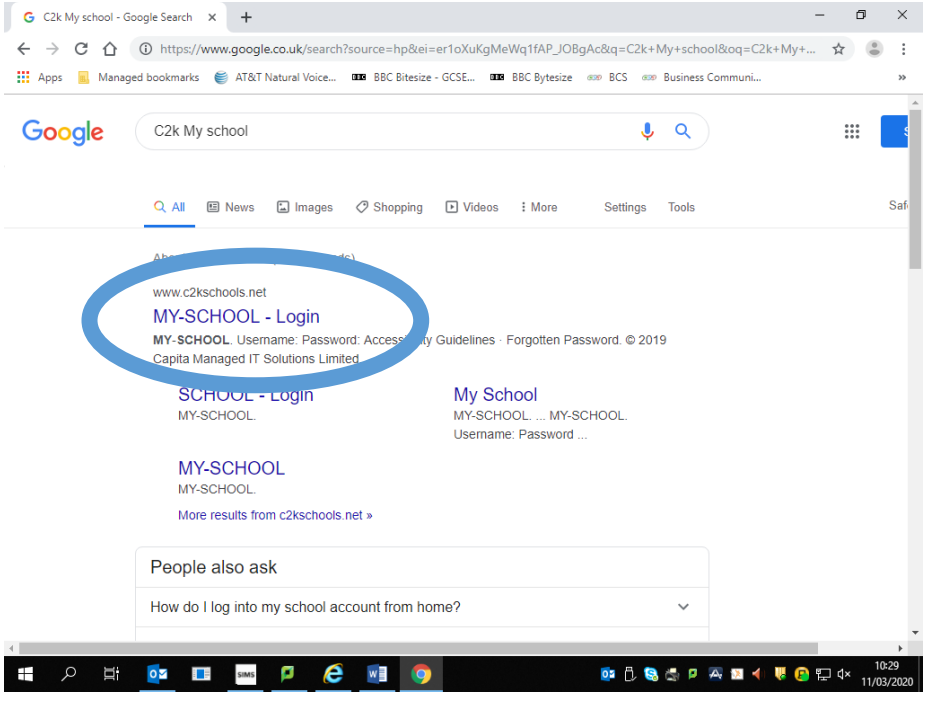
Passwords for accessing the C2k system can be changed by speaking to any of the following members of staff:
ICT Technician – Library
Mrs McGuinness – R10
Mrs Hutchinson – CP3

How to access My School at home

You can access My School at home doing the following:

1. Open your Internet browser.

2. Go to www.google.co.uk and search for C2K My School. Something similar to the screenshot shown below should appear.

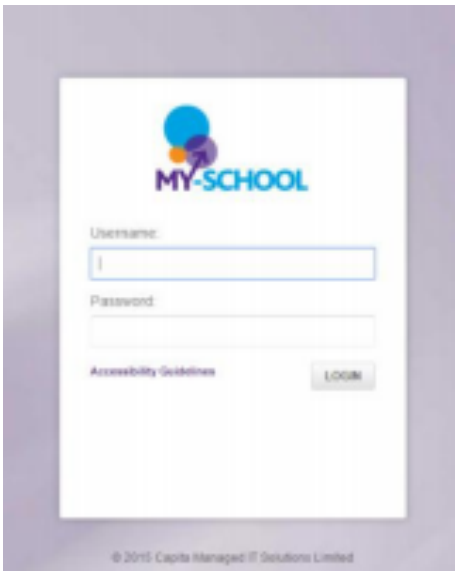


3. Click on MY-SCHOOL – Login. You will then be presented with the login screen. Enter your school username and password.

This is your school username and password i.e. khutchinson123 password123

When you have successfully logged on, you will be able to access My School and access applications such as MY APPS, OFFICE 365, MY FILES etc.

4. If you are having problems logging on with this method you can type https://www.c2kschools.net straight into your web browser and you will also get access to the login screen for My School.

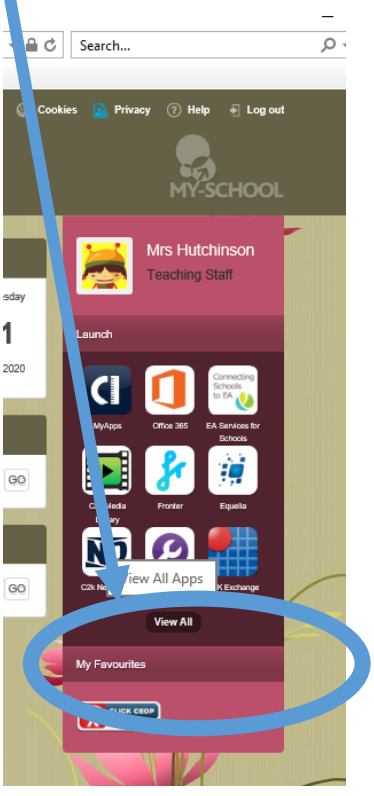


Accessing your files at home

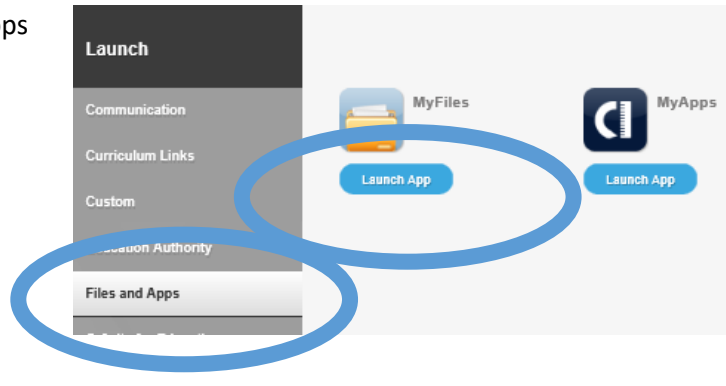
All your school documents can also be opened from your home computer.

From MySchool

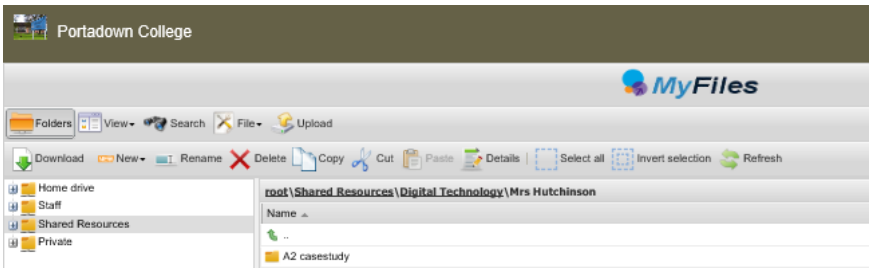
1. In your Launchpad down the right hand side click on view all to access all apps.



2. Now choose Files and Apps



3. You can then access the documents as you would when on the school system. You can access your My Documents and also documents on the MemberShare area as shown on the screenshot below.



***NB** To view/open a document you must have the software on the device you are using, eg if the file is a MS Word file then you must have MS Word on the device.*

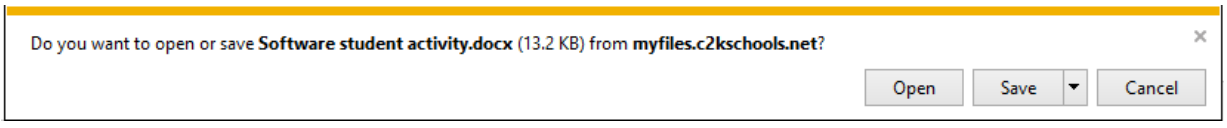
Downloading Documents

To download a document:

• Select the required document and click on the toolbar at the top

• **OR** right click the required document and select **Download**

A message appears at the bottom of the screen regarding opening or saving the document, eg



- Click

- Save the document to an appropriate location on your device, eg PC at home (you will need to remember this if you want to upload the document back to MyFiles!)
- Edit the document as required, remembering to save regularly
- When finished working on the document, save and close

Uploading Documents

To Upload a document to MyFiles:

- Open MyFiles

- Click on the toolbar

The Uploading of multiple files box appears

2 tabs are available: Simple and Flash. Either tab can be used to upload your file(s).

- Click Browse
- Navigate to the location of the document (the area where you saved the document)
- Select the file and click Open

Multiple files can be uploaded if required.

- Click Upload

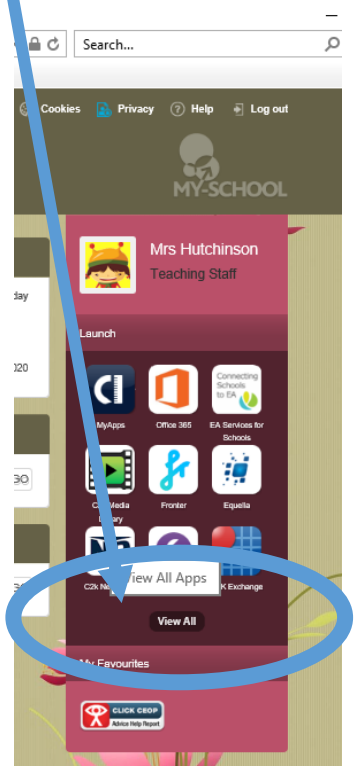
The document will be available in your My Documents when you next log onto a C2k managed device in school.

Accessing Google Classrooms

Method 1

From MySchool

1. In your Launchpad down the right hand side click on view all to access all apps.



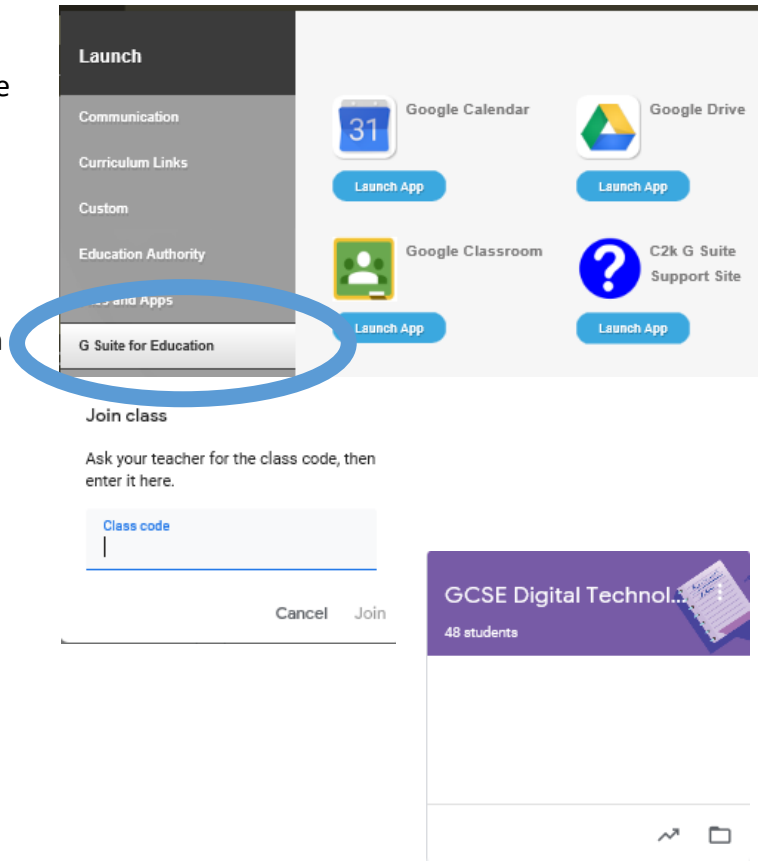
2. Now choose G Suite for Education and Launch the app for Google Classrooms.

3. You will automatically get access to classes you have joined.

4. If you need to join a class, click on the plus sign in the top right hand corner of the screen and a dialogue box will appear as shown.

   Enter the class code given by your teacher.

   A Google Classroom should then appear for that subject on your screen.

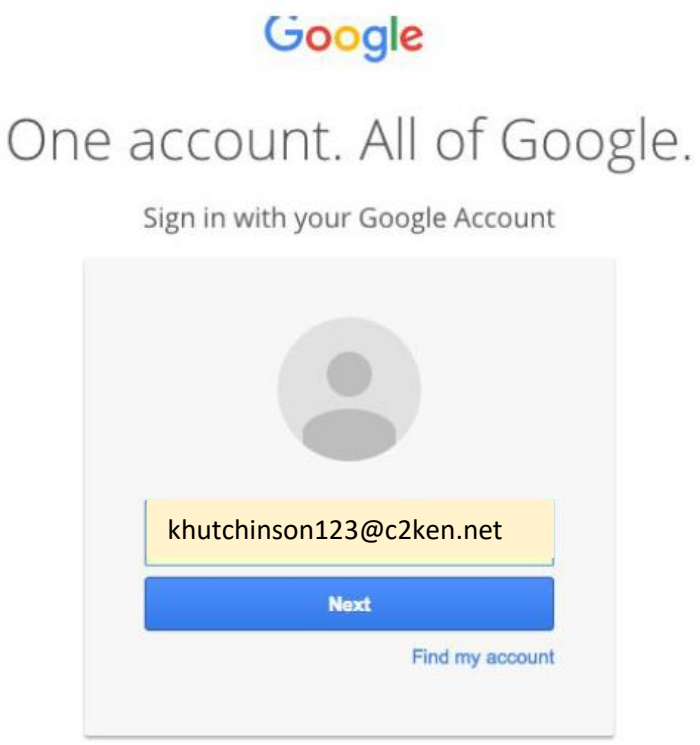


Accessing Google Classrooms

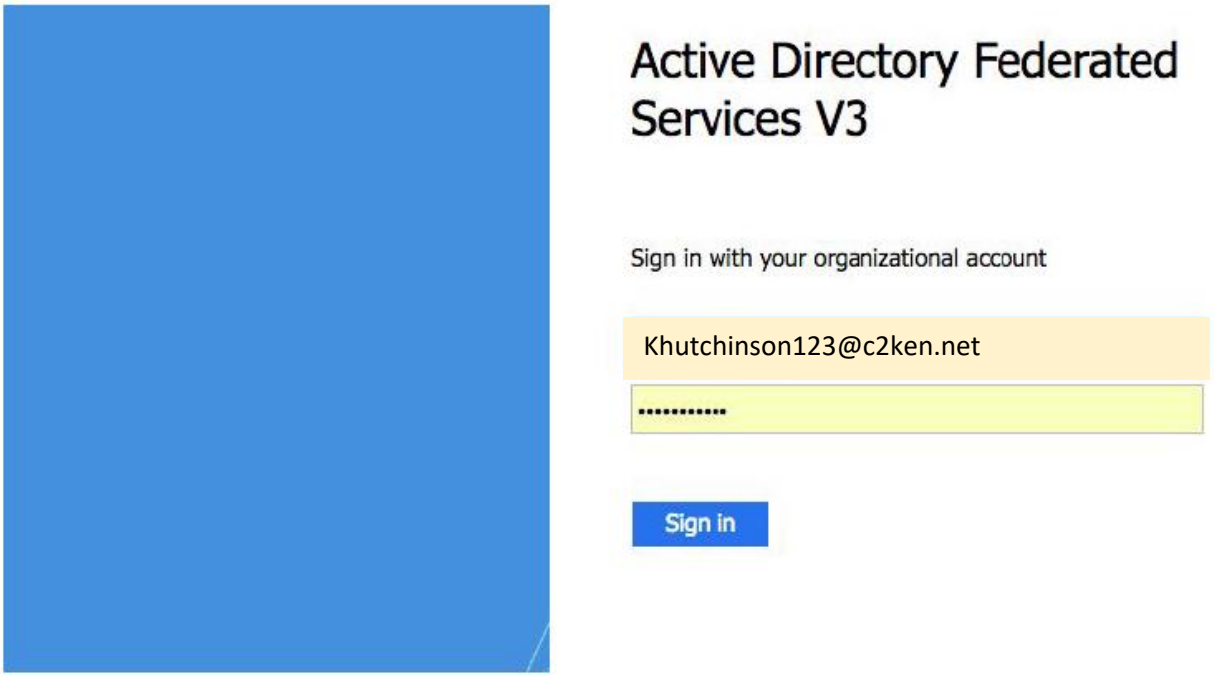
Method 2

From a mobile device

1. To access Google Apps and Services from home, log in to Google with your c2k email address: **c2kusername@c2ken.net**



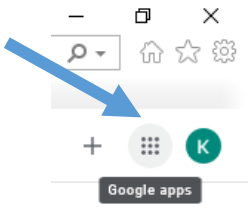
2. On the next screen enter your c2k username and password



Now you are signed into Google and can access apps Google Classrooms

From a Google browser

1. Click on the apps rubix cube in the top right hand corner.
2. Google Classrooms is one of the options that will appear.



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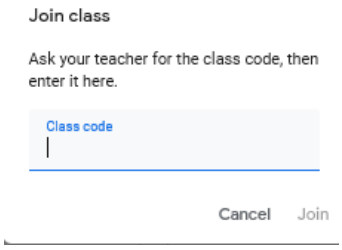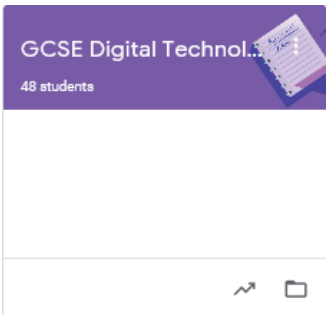
   A Google Classroom should then appear for that subject on your screen.