Google Classroom
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Google Classroom

Guide for Pupils & Parents

> *Free Microsoft Office for students*
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Each subject teacher has set up a Google Classroom for every class that they teach, and the codes needed to join each of these digital classrooms have been given or emailed to all students. In the event of a lockdown situation or where a pupil is off school due to COVID-19 (including when required to self-isolate), subject teachers will provide learning resources via Google Classroom.

Where a student is absent from school due to a COVID-related reason, they must:

- Sign in to their Google Form Class between 9.00 and 10.00am each morning.
- Check into each of their Google Classrooms at least once a day (Monday-Friday) and complete all tasks and assignments set by teachers. All deadlines set by subject teachers must be met.
- Check their school C2K Email each day as they may have received an important message from the school or from one of their subject teachers.

On a daily basis, students are advised to follow the pattern of their normal 2 – week school timetable and to complete work for the subjects that they would normally have for that day. Work to be returned should be sent in by the deadlines given. Parents should establish set times during the day when their son or daughter will complete their schoolwork.

Help Guides and Video Support

Parents and Students can access **extra help** online by carefully typing the link below into a web browser (don't Google search for it). The letters in the link are case-sensitive, so use capital letters where you see them. These resources can also be viewed on a smart phone or tablet. All future Google Classroom resources will also be found at the same link, so check back often:

https://bit.ly/LCC-GC-Help

Google Classroom Guidelines

1. Pupils must use Google Chrome as their web browser when on a laptop/computer. This will reduce a wide range of issues when attempting to use Google Classroom.
2. Pupils must only join their own classes. Parents and other non-class members should not join the group unless invited to by the class teacher. Non-class members will be removed by the class teacher.
3. Pupils MUST ONLY use their school C2K log in when using Google Classroom. When in a Google Classroom, pupils should check both the STREAM and CLASSWORK sections to see new content/resources that may have been added by the class teacher.
4. Students MUST follow all instructions regarding tasks/assignments and how to submit work carefully.
5. Work submitted as part of a task/assignment should be in a suitable file format – PDF format is preferable over images/pictures/links/Word/PowerPoint files. Students should convert these formats into PDF to then upload to their assignments. Class teachers may also create online tasks/worksheets using Google Apps such as Docs/Sheets/Slides and students should use these Google formats where possible.
6. Students should use the Adobe Scan app to convert scans/photos of their exercise books/worksheets into PDF format. Information on how to do this is available at the online help section link: https://bit.ly/LCC-GC-Help
7. If a student has a question about certain aspects of a task, it is a good idea to check first with a fellow classmate to quickly solve the issue. If you need to contact your teacher, you can send a message in Google Classroom or, if you don't receive a reply you can send the teacher an email directly.
   Please note:
8. Failure to submit work in the correct format or by the deadline stated may warrant a school sanction being imposed and will affect your final assessment grades.

Accessing Google Classroom

For additional help – remember to check out our online help:

https://bit.ly/LCC-GC-Help

STEP 1 – Using Google Chrome as web browser, go to www.classroom.google.com **OR** download the Google Classroom app from the Apple/Google app store.

STEP 2 – Sign into Google Classroom using your school C2K log in details. Remember to add **@c2ken.net** at the end of the username, e.g. jbloggs123@c2ken.net

STEP 3 – When accessing Google Classroom at home or on a phone/tablet, you may be presented with a **second log in screen.** See the help guides/videos for what this might look like - https://bit.ly/LCC-GC-Help

At this stage on the **second log in screen** you must insert **c2ken** before your username:

YOUR normal school C2K USERNAME – e.g. c2ken\jbloggs123

YOUR normal school C2K PASSWORD –

STEP 4 – Join a Classroom by clicking on the **"+"** icon located in the top right-hand corner of the screen when in Google Classroom and click on **"Join Class"** where a new screen will be presented to insert the **"Class Code"** and once entered, click on **"Join"** in the top right-hand corner of the screen.

You only need to join each class once. Teachers have already given out the class codes for each class.

When joining a class, take note of the account that you are currently signed in as – you must use your school C2K details when joining a class.

Remember to join your Form Class Google Classroom (all year groups) and Careers Class (Y13 and Y14 ONLY).

C2K School Email

To access your official school email account from home:

1. Go to the MySchool homepage – https://www.c2kschools.net
2. Log in using school C2K username and password.
3. Click on Office 365 (located in the launch pad on the right-hand side of the screen).
4. Click on Continue to Sign In.
5. You may have to enter your school C2k username and password again.
6. When the Office 365 homepage opens, click on the Outlook icon on the left-hand side of the screen (the icon with the letter "O" on it.

If you receive an email from a teacher, you should reply as promptly as possible.

Remember, emails are not the same as sending a message via a social media platform. When emailing a teacher:

- Always use your school C2K email account.
- Be polite (Hello Sir or Miss).
- Use full words and proper sentences.
- Keep your message or question as clear and concise as possible.
- Remember your manners (please and thank you).

Adobe Scan App

Adobe Scan will allow students to take a scan/photos of their exercise books/worksheets/handouts etc and convert them into PDF format. PDF format is the preferred method of uploading schoolwork on Google Classroom, unless the teacher has set the task up to be completed online using Google Apps such as Google Docs/Slides/Sheets etc.

Adobe Scan is a free download on both Apple and Google App Stores. It can be installed on phones and tablets.

Other scanner apps are available, but Adobe Scan is the recommended app to use as it allows students to then easily upload their work as a PDF to Google Drive (cloud storage) which can then be attached to the Google Classroom assignment/task.

A detailed step by step video of how to install and use Adobe Scan can be found at - https://bit.ly/LCC-GC-Help – look for video 7 "Scan your work using Adobe Scan"

STEP 1 – Download Adobe Scan app from Apple or Google App store.

STEP 2 – Open Adobe Scan app and at the bottom of the sign in screen there is the option to **"SIGN UP"** – it is important that you click on sign up, sadly our school C2K details don't work with Adobe Scan so we need to manually sign up.

STEP 3 – Click on **Create an Account**.

STEP 4 – Enter your details to create an account. **NOTE that you can use ANY email address** for Adobe Scan to create the account.

STEP 5 – **Verify your email address**. Go to the email inbox of whatever email address you used to create the account with. You should have an email from Adobe. In the email you can verify your email address. If you don't see the email, check the junk mail folder.

STEP 6 – **Take photos of the work you want to upload to Google Classroom**. You can take multiple photos. Adobe Scan will also let you edit the photos as well.

STEP 7 – When finished taking and editing photos, **click on the photo icon** in the bottom right hand corner of the screen to continue.

STEP 8 – You can then edit the scans further. If finished **click on the Save PDF** button in top right-hand corner.

STEP 9 – When on the Adobe home screen, you will now see your scanned document. **Click on Share** and share it to Google Drive (you need **Google Drive app already installed** on the device you are using, the process to install Google Drive is basically the same as installing the Google Classroom app).

STEP 10 – Go to the Google Classroom assignment/homework task and **click on "Add or Create"** located in the top right corner of the screen.

STEP 11 – From the options that will appear to you, **click on Google Drive** and the recent Adobe Scan PDF that you have just uploaded to Google Drive will appear at the top of the list, **select it and click on "INSERT"**.

Your scanned PDF should now be attached to the assignment/task that your class teacher has set.

Password Reset

All students can update their C2K password by visiting https://services.c2kni.net/ums. This can be carried out even if a password has expired, provided the student knows their previous password.

Problems/Troubleshooting

For additional help – remember to check out our online help:

https://bit.ly/LCC-GC-Help

Problem	Solution
Forgot your C2K username or password	Ring school on 028 7034 3611 OR Email school: info@loretocollegecoleraine.ni.sch.uk
C2K password needs to be updated	All students can update their C2K password by visiting https://services.c2kni.net/ums. This can be carried out even if a password has expired, provided the student knows their previous password.
Forgotten one of your Google Classroom codes	Ask a classmate Check your HW diary Ring school
Unable to log on to C2K account	Follow instructions very carefully Go to https://bit.ly/LCC-GC-Help for more detailed help guides/videos Ring school
Unable to see work/notes on Google Classroom	Check that you are using Google Chrome as your web browser Check that you are signed in with your school C2K account Ask a classmate for help Send your teacher a message on Google Classroom Email your teacher
Problem understanding and completing work/tasks	Read the task instructions carefully As a classmate for help As a parent, brother or sister to help Send your teacher a message on Google Classroom
Problem uploading work to an assignment/task	Check that you are using Google Chrome as your web browser Check that you are uploading your task in PDF format Go to https://bit.ly/LCC-GC-Help for more detailed help guides/videos – see video 5 "Handing in Homework"
Problem with setting up Adobe Scan app	Check that you have "signed up"/registered to use Adobe Scan, sadly our C2K log in details don't work with Adobe Scan. Go to https://bit.ly/LCC-GC-Help for more detailed help guides/videos – see video 7 "Scan your work using Adobe Scan"

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