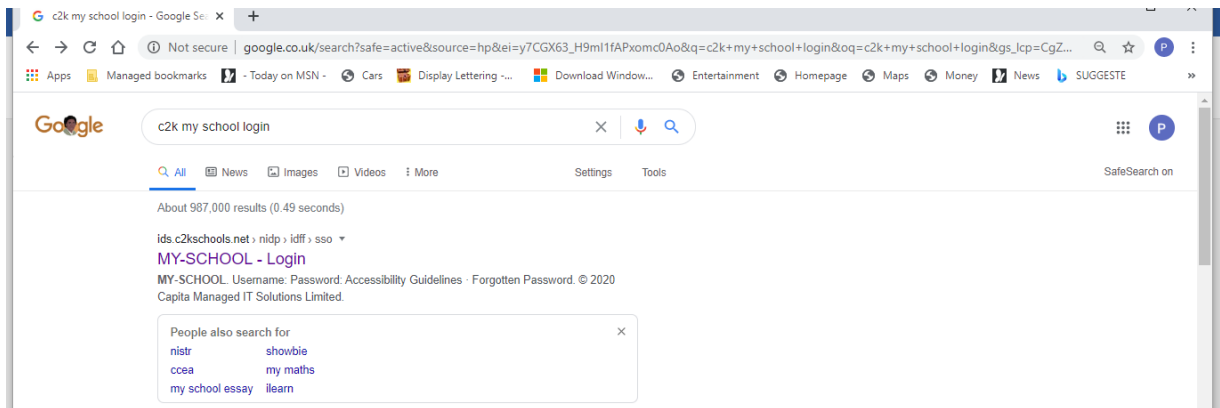


First time logging onto Google Classroom from Home

1. Google 'C2K My school log in'

2. Click the link.



3. Type in your child's username and password.

Password:-

lockdown1 (for Primary 1)

lockdown2 (for Primary 2)

lockdown3 (for Primary 3)

lockdown4 (for Primary 4)

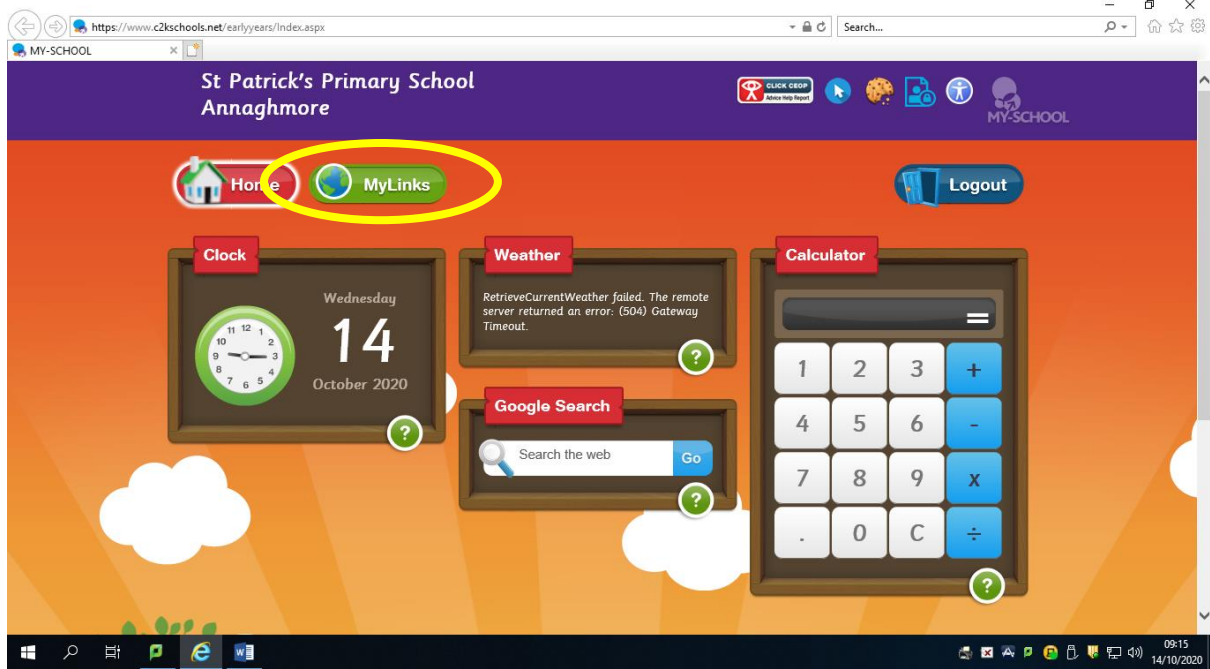
lockdown5 (for Primary 5)

A screenshot of the MY-SCHOOL login page. At the top, there is a logo consisting of three overlapping circles (blue, orange, and purple) with an arrow pointing upwards, and the text 'MY-SCHOOL' below it. Below the logo, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field, there is a link for 'Accessibility Guidelines' and a button labeled 'LOGIN'. At the bottom, there is a link for 'Forgotten Password'.

(Children have all been given their username along with their support materials collected on Thursday 11th and Friday 12th February this week.)

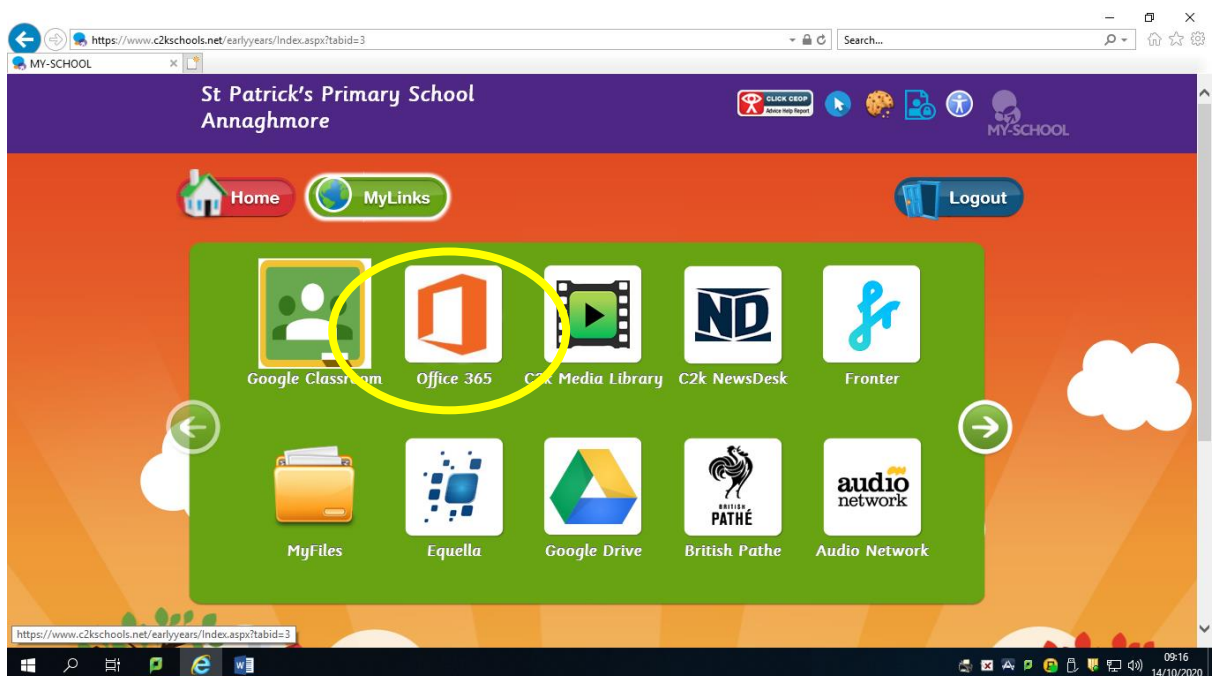
You can ONLY login using your child's c2k details.

4. Once logged on you will see this screen:

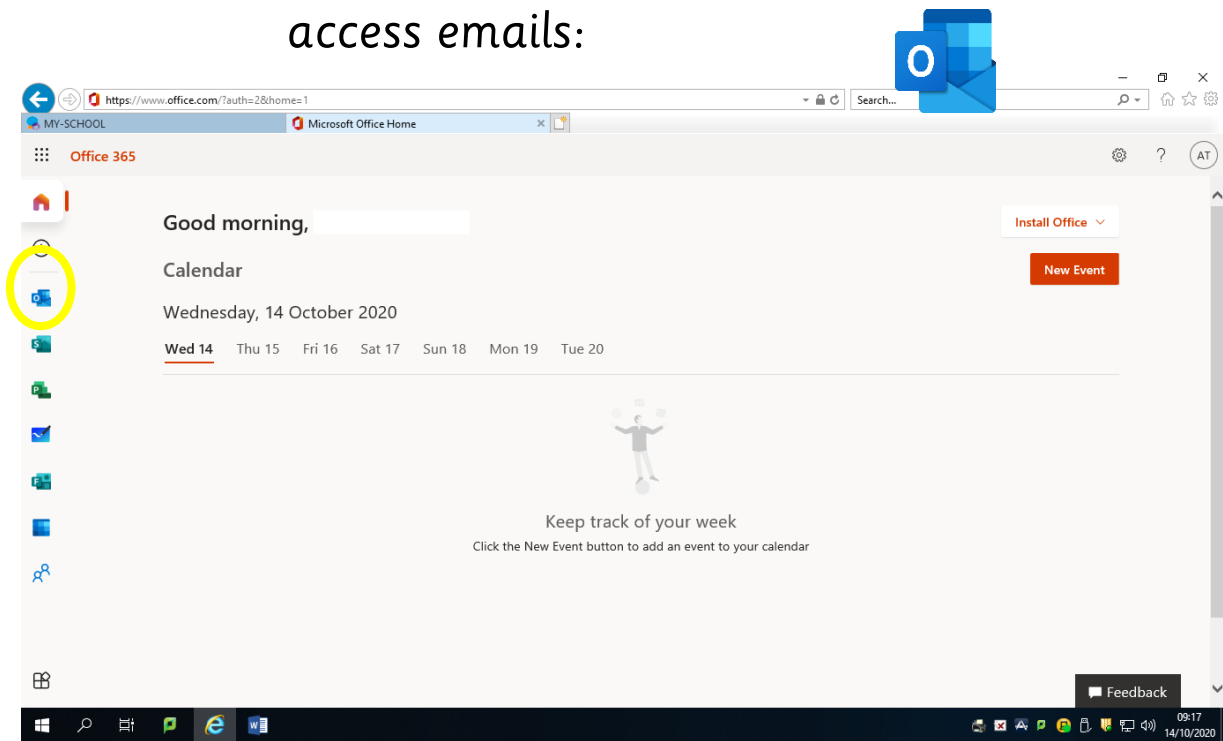


5. Click on 'My Links Tab'

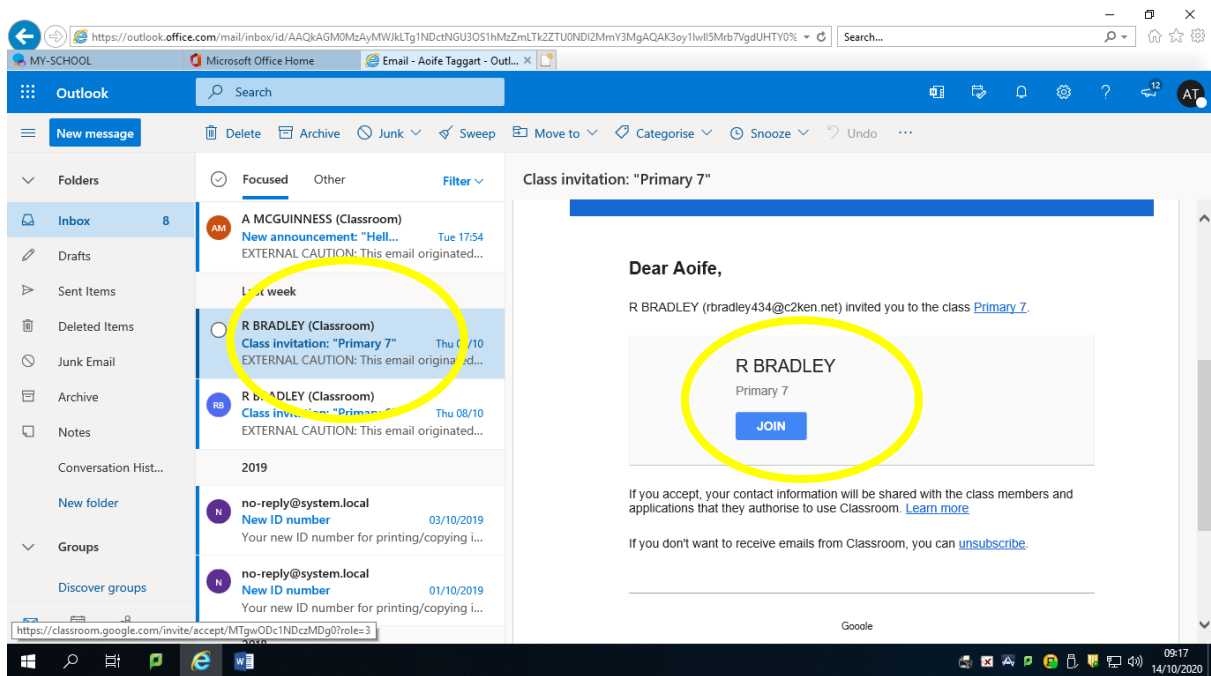
6. This will bring you to this screen where you hit, 'Office 365'.



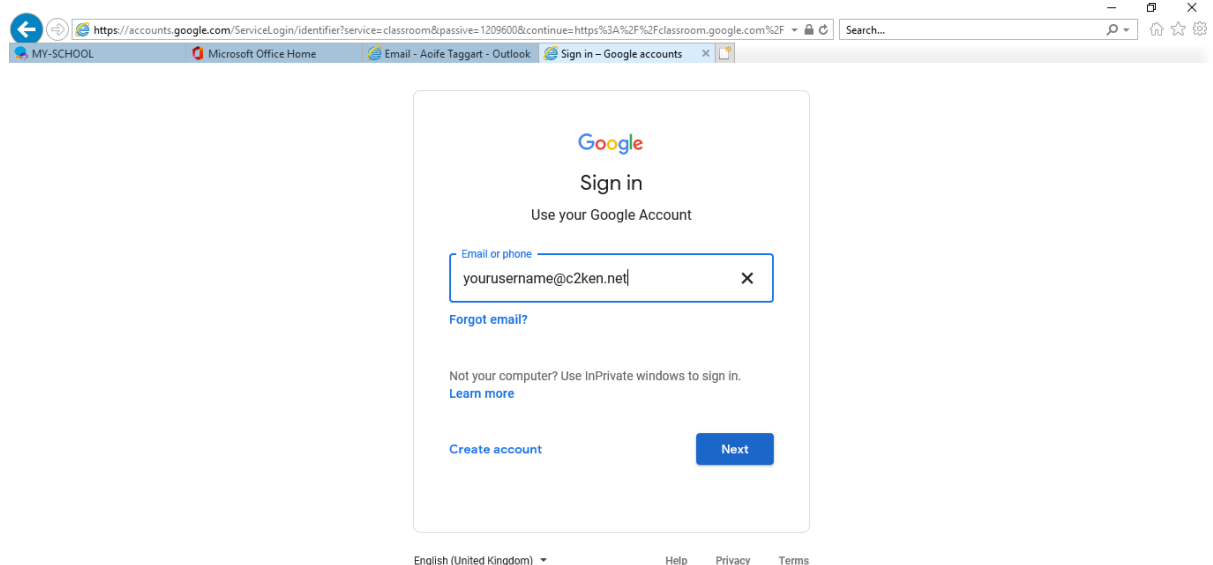
7. Next you will see this screen... click on the Outlook tab to access emails:



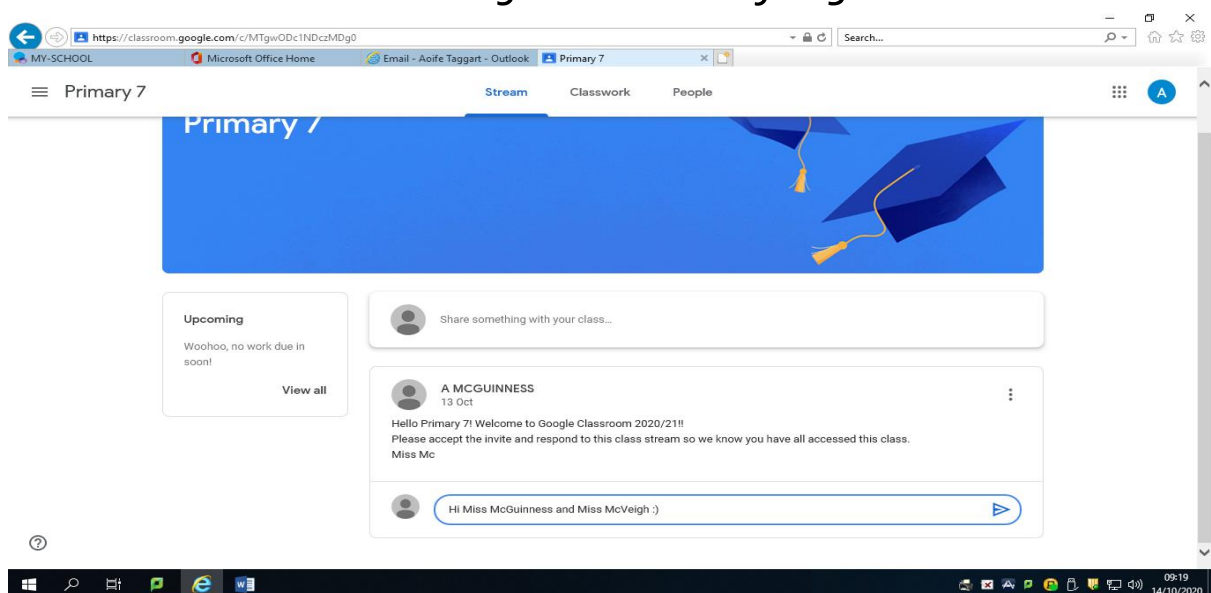
8. Once into their emails, click the email sent from A McGuinness inviting you to join Primary 1, 2, 3, 4 or 5 Goggle Classroom. Hit join.



9. This will then take children to log onto Google classroom page. This will require them to enter their username followed by @c2ken.net then hit next.



10. This should then take them to their Google Classroom Account where they can then leave a message under Miss McGuinness' post to show us that you have been able to log on successfully.



11. This is just the process to log on for the first time. After this first step, the children will be able to access Google Classroom from the home screen when they log on.

12. Please wait to be sent a link for the Google Meet for your child's class on a Friday. This link will be sent to their c2k email account and will let them onto the meeting as scheduled.

13. **Agreed Code of Conduct.**

- All student participants need to be MUTED when Principal requests this to begin an assembly.
- Children can be taken off mute when staff greet them by name or ask a question but they need to return to mute when they have answered. (There is a feed-back when mics are left on from multiple sources and no one can hear anything being said. Mute is essential to make this work for all.)
- Ensure children are dressed appropriately.
- An adult must be with every pupil P1 – P5 during any Google Meet with their class.
- Please ensure all pets and other distractors are removed from the room before joining a meeting.
- Adults, this is to give your child the opportunity to see their class peers many for the first time in the last 6 weeks; the Google Meets are about them and they should always be the focus on camera.
- The school retains the right to remove any individual who shows disrespect in any manner by word or gesture and this will be followed up officially by principal.
- Only pupil C2K logins will be allowed onto the Google Meets and a new link will be generated each Friday for each Year Group and sent directly to their email.