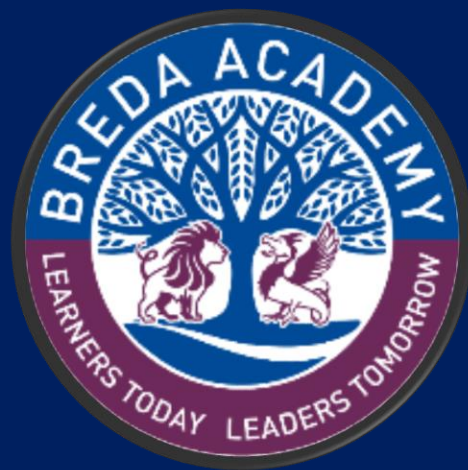


Breda Academy



Remote Learning

2020-21

Contents

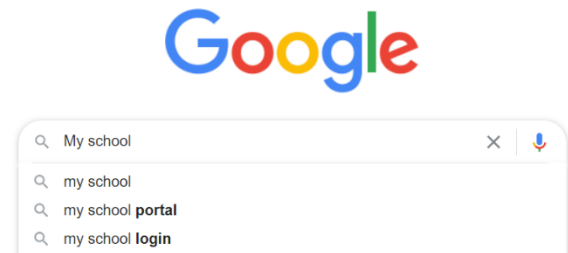
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Accessing Your “My School” Account at Home:

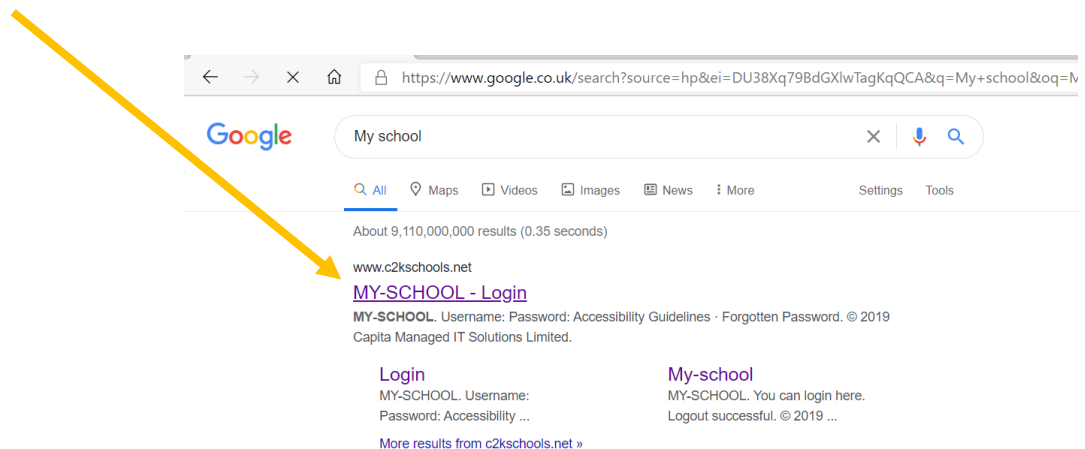
Click on your Internet
Browser:



Search for “My School”



Click on the first result that appears



TOP TIP: Add this site to your favourites – it will make it easier to find

Enter your school Username and Password

You will now see your school dashboard with all the apps you need to the right hand side

Announcements

Lending IT Devices to Pupils
Tue Jun 30 2020
Advice & guidance for schools - updated with Stage 2 Loan Agreement, Pupil Agreement, Getting Started guide and Guide for Schools 23/6/20
[Read more...](#)

Supporting Healing and Learning - Guidance for Special Schools
Mon Jun 29 2020
Information from the Supporting Learning team with guidance for special schools.
[Read more...](#)

Moving Towards Blended Learning – Guidance Resources
Thu Jun 18 2020
Information from the Supporting Learning Team on moving to Blended Learning
[Read more...](#)

SIMS .net Pupil Movement - Year 7-Year 8 Special
Wed May 27 2020
Primary Documentation - SIMS .net Pupil Movement Year 7-Year 8 Primary and Special to Post Primary or Special
[Read more...](#)

SIMS.net Pupil Movement - Yr 7-Yr 8 Primary & Special to Post Primary or Special 2020
Tue May 26 2020

● ○ ○ ○ ○

Wednesday 1 July 2020

Google Search

Login GO

BBC Education

Could not load Rss feed

Weather

RetrieveCurrentWeather failed.
The remote server returned an error: (504) Gateway Timeout.

Launch

Google Classroom Office 365 EA Services for Schools

Collaborate Ultra C2k Media Library MyFiles

C2k NewsDesk Fronter C2K Exchange

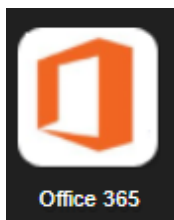
[View All](#)

My Favourites

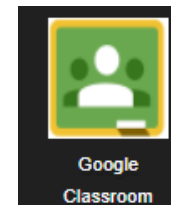
[CLICK CEOP Advice Help Report](#)

The 2 main apps you will use at home are:

Office 365



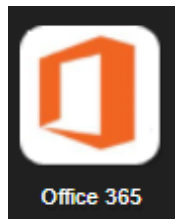
Google Classroom



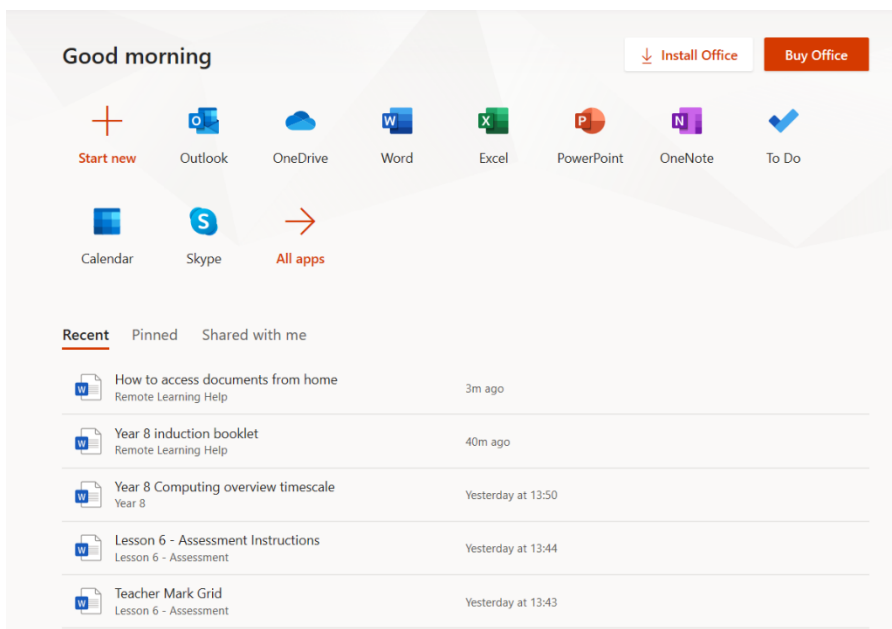
Office 365

Downloading Office 365 for home use:

You can download a FREE copy of all the Office software you will need to use while working from home. Click on the Office 365 logo:



You will now see this window

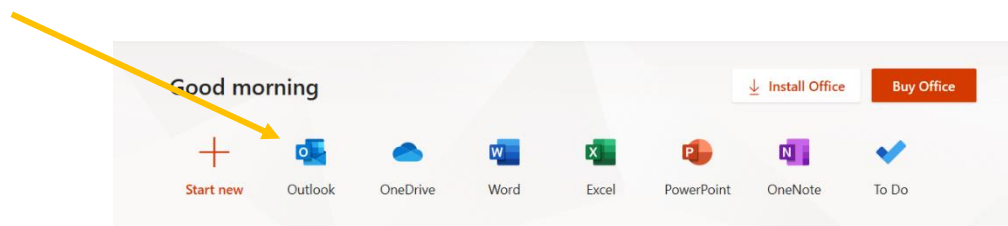


Click on the “**Install Office**” button. When prompted use your school username and password.

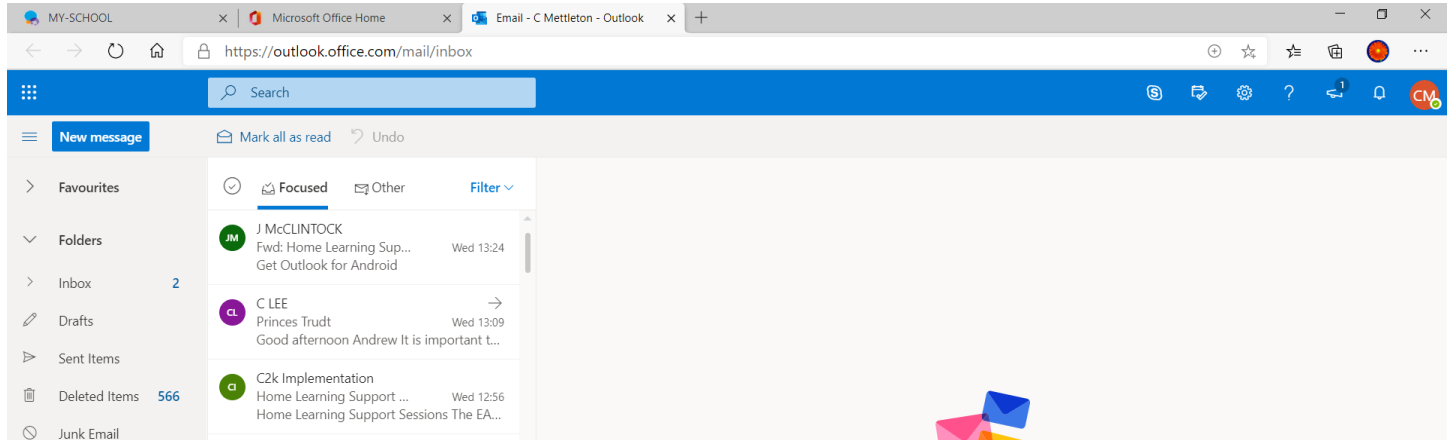
Your school email address will be:
username123@c2ken.net

Accessing Email:

To access your school email click on “**Outlook**”

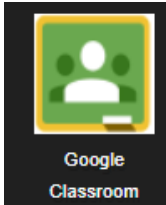


You will now see this window:



To view your message just click on the email and the text will appear.

Google Classroom



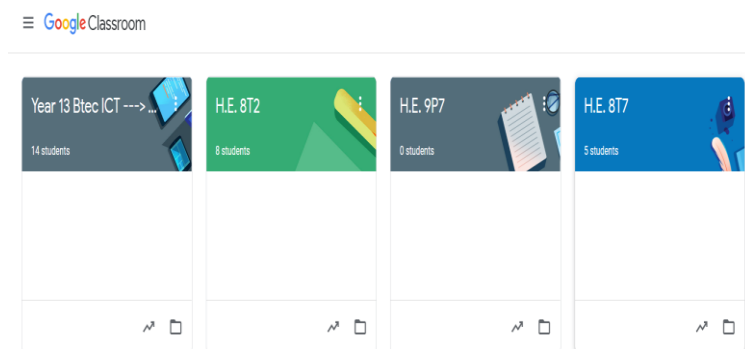
TOP TIP: When you first download or use Google Classroom it is extremely important that you use your c2k email address to set it up - for example: jbrown123@c2ken.net

Joining a Classroom:

To join a classroom your teacher will either send you an email with a joining link or give you a classroom code. If you are using a code you must make sure that you use your c2k email to join.

Once you have joined you will see all the classes you are part of:

Laptop or computer view



Mobile device view



Viewing Work

Click on the class you want to view work for, you will see this window:

The screenshot shows the 'Test Class' interface. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. The 'Stream' tab is selected. Below the tabs is a blue header banner with the text 'Test Class' and an illustration of a desk with a camera, glasses, and a book. On the left, there is a box labeled 'Upcoming' with the text 'Woohoo, no work due in soon!' and a 'View all' link. To the right of the 'Upcoming' box is a text input field with a placeholder 'Share something with your class...'. Below the input field are two assignment cards. The first card is titled 'TANYA GREER posted a new assignment: Spreadsheet Section 5 - Understanding Check (T...' with a due date of '20 May'. The second card is titled 'TANYA GREER posted a new assignment: SS Quiz' with a due date of '17 May (Edited 18 May)'. Each card has a three-dot menu icon on the right.

The “**STREAM**” window is where you will find the latest announcement from your class teacher and other class members.

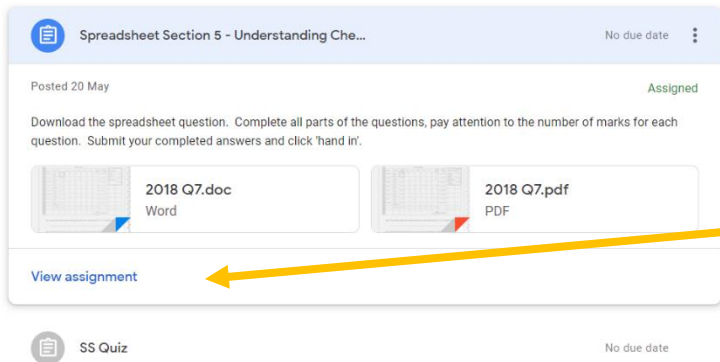
To view your Classwork you need to click on the “**CLASSWORK**” tab.

The screenshot shows the 'Test Class' interface with the 'Classwork' tab selected. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is selected. Below the tabs is a blue header banner with the text 'Test Class' and an illustration of a desk with a camera, glasses, and a book. On the left, there is a box labeled 'Upcoming' with the text 'Woohoo, no work due in soon!' and a 'View all' link. To the right of the 'Upcoming' box is a text input field with a placeholder 'Share something with your class...'. Below the input field are two assignment cards. The first card is titled 'TANYA GREER posted a new assignment: Spreadsheet Section 5 - Understanding Check (T...' with a due date of '20 May'. The second card is titled 'TANYA GREER posted a new assignment: SS Quiz' with a due date of '17 May (Edited 18 May)'. Each card has a three-dot menu icon on the right.

Here you will find instructions to any tasks and any assignments that need completed. It is important that you try to submit your assignments on time – the “**DUE DATE**” will appear here beside the instructions.

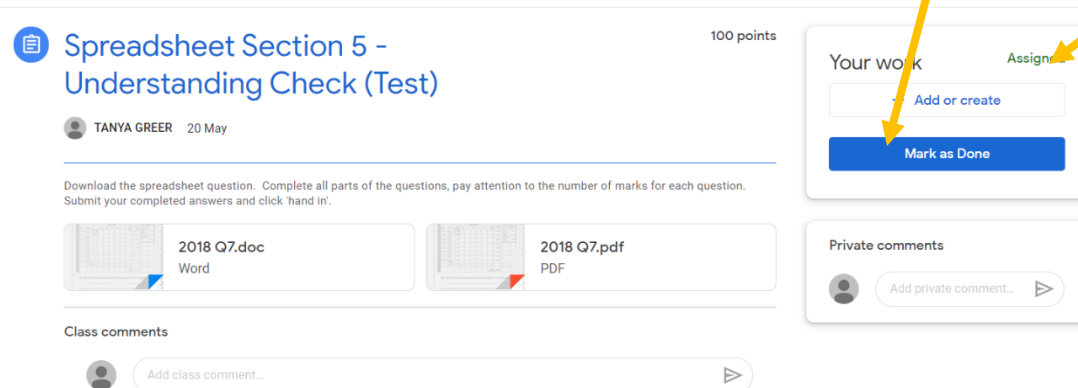
Submitting Work:

To submit completed work you must follow the instructions given by your teacher. If they require a document to be uploaded – follow these steps:



Read the instructions then open the document. Click on view assignment.

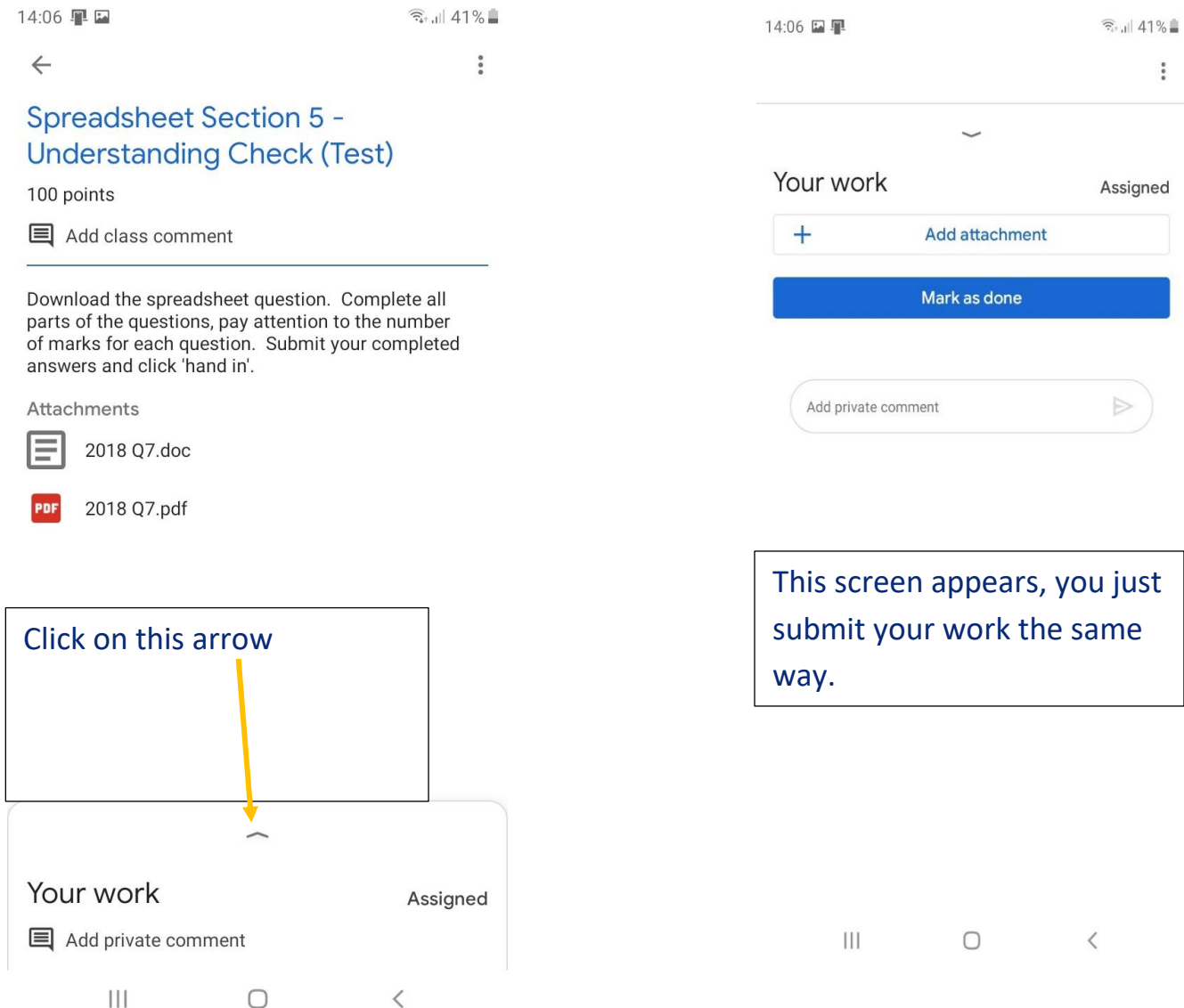
Once you have completed the task you need to click on **“Mark as Done”** AND **“Add or Create”**



You can add a private comment to let your teacher that your work has been uploaded or to ask a question.

Submitting Work using a mobile phone:

The same process is completed if you are using a mobile phone or tablet however there is a slight change. Once you have viewed and completed the task:



This screen appears, you just submit your work the same way.

Netiquette

Email Etiquette

When sending an email there are a few rules you should follow:

1. Always put a title in the subject area – this lets the receiver know what the email is about.
2. Use proper English and grammar when typing your email – do not use text language.
3. Be polite and friendly – remember you will mainly be speaking to your teacher.
4. Include as much detail as possible including what you have already done to try and solve your problem yourself.
5. Close your email with Thank you or Regards and your full name.

The image shows a screenshot of an email composition interface. At the top, there is a toolbar with icons for Send, Attach, Encrypt, Discard, and a menu icon. Below the toolbar, the 'To' field contains a contact named 'T GREER' with a red circular profile picture containing the letters 'TG'. The 'Cc' field is empty. The 'Subject' field is highlighted with a yellow box and contains the text 'Excel Help'. The main body of the email is also highlighted with a yellow box and contains the following text: 'Hi Mrs Greer, I am having difficulty with the excel task you set, could you give me further help. Thanks Joe Bloggs'. A yellow box labeled 'Main Body of text/email' points to the main body text.

Send Attach Encrypt Discard

To T GREER

Cc

Excel Help Subject area

Hi Mrs Greer,

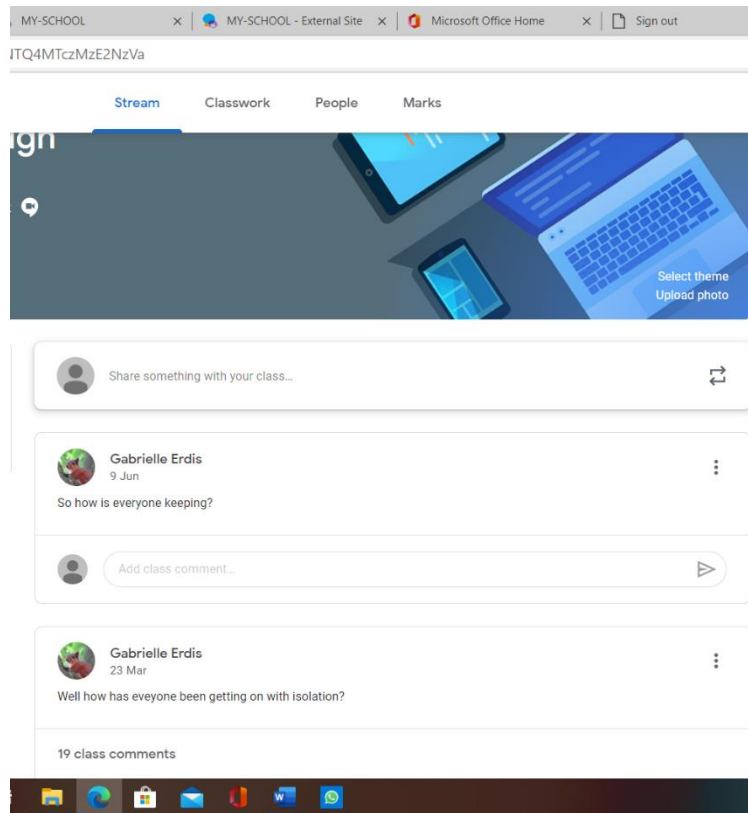
I am having difficulty with the excel task you set, could you give me further help.

Thanks
Joe Bloggs

Main Body of text/email

Google Classroom Etiquette

Similar rules apply when communicating through Google Classroom. You can ask your teachers or classmates questions using the “Stream” – Remember everyone attached to your class can read this question!!



You can also send your teacher a private message to ask a question.

When sending a message make sure you are **polite** and use **proper English**, again no text language.

Your work

Assigned



Add attachment

Mark as done

Add private comment



Online Safety

S

Safe: Keep your personal information safe and secret. Think carefully before you share a photo of yourself or your friends.

M

Don't Meet Up: Never arrange to meet an online friend because it can be dangerous. No matter how well you think you know people, they might be pretending

A

Accepting Emails can be Dangerous: If you receive junk email (called Spam) or messages which make you feel uncomfortable, tell an adult that you trust and delete them. Don't reply to them!

R

Reliable: The internet is full of friendly and amazing information. However, sometimes people might say or write things which are untrue, so you should always think carefully before trusting what you see or hear.

T

Tell Someone: Most of the time that you are online, you will have lots of fun. However, if you see something that makes you feel uncomfortable or worried, make sure that you tell an adult who you trust.