

Home Access, Learning Resources and email Pupil Edition

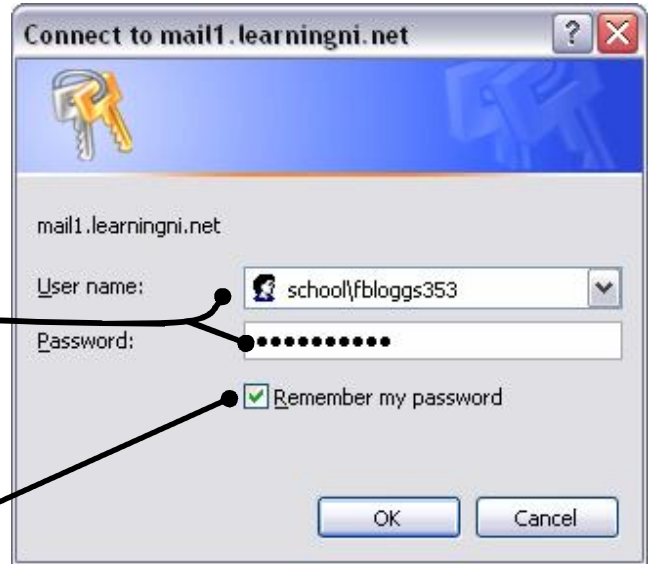
This booklet contains instructions for accessing your “My Documents” from home, accessing your school email from home and how to access learning resources from home.

Home access to email

C2K has added the facility for staff and pupils to gain access to their email from home. This facility is the same as the web based email that some staff and **all** pupils use in school. However, there are some important differences between the web based email and the version of Outlook that staff are using in school. To access the web based email follow the instructions below.

1. Open Internet explorer and enter the following web address:
<https://mail1.learningni.net> – Please note that this will only work when you type 'https'

2. You will be presented with a log in box. Use the following details:
username: [school\username123](#) – replace this with your C2K username
password: enter you C2K password for school

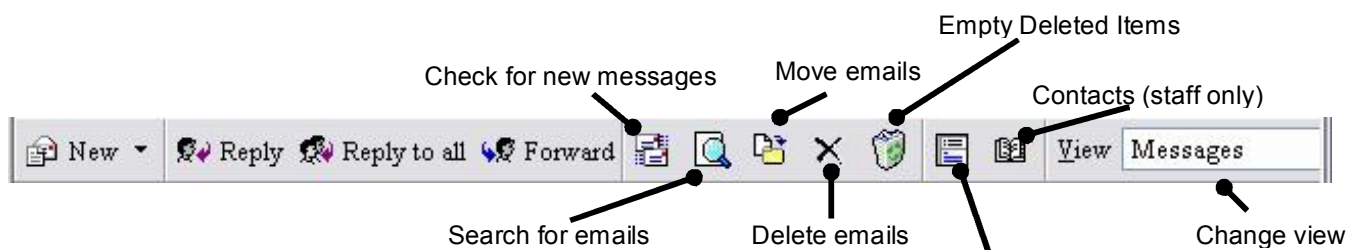
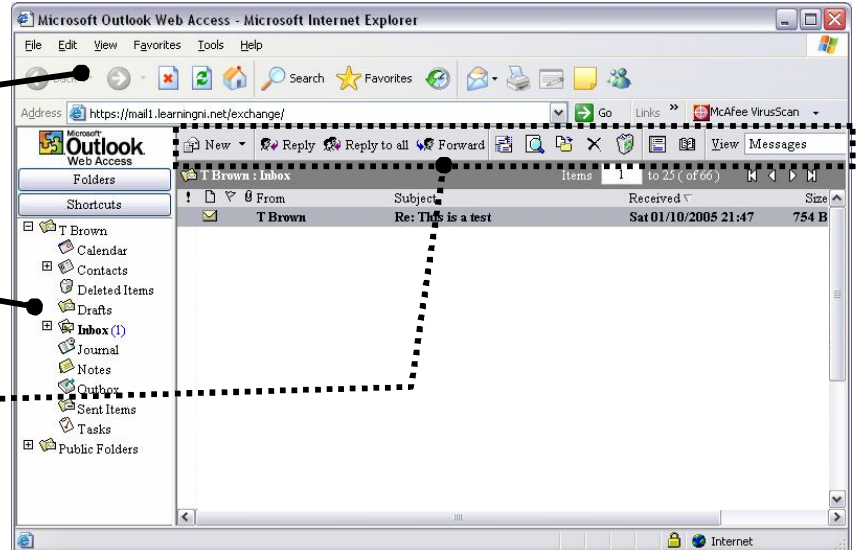


3. If there is unlikely to be a security risk with others using your computer at home then you may tick the 'Remember my password' box. This will save time next time when you log on. **However**, if you cannot be sure that you home computer is secure then leave this unticked.

4. You will be presented with the following screen.

5. Down the left hand side are the shortcuts to the common self explanatory icons needed for email

6. Across the top is the main toolbar which is explained in detail below



Simple Email operation

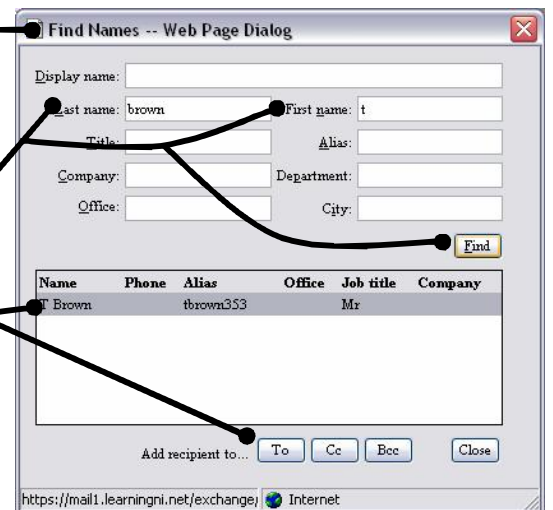
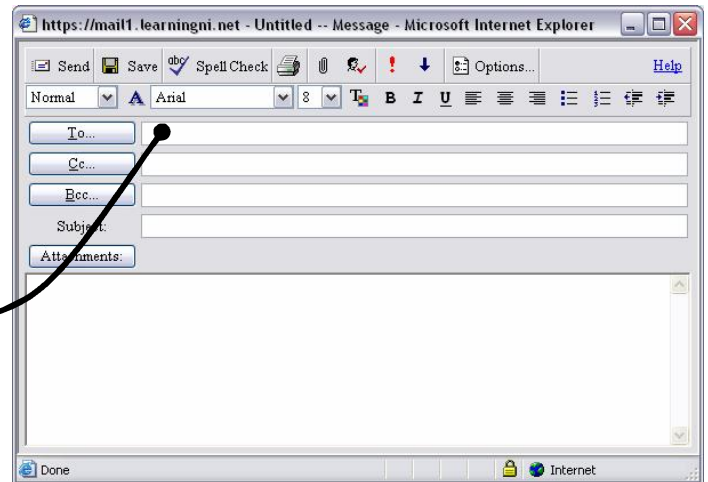
Sending email

1. Click on the 'New' option OR click on an email and press 'Reply' in the main screen
2. If you have chosen 'reply' then the 'To' box will already be completed.
3. If you know the email address of the recipient then type this into the 'To' box.
4. If you do not know the recipients email address then click on the 'To' button (staff only)
5. When you press the 'To' button you will see the 'Find names' box. You can use this to search the school directory for staff or pupils email addresses (staff only).

You need to enter either: the display name, the last name or first name and press find.

If the correct person is found then click on their details and then press the 'To' button to add the name to the email. Repeat this process until all the recipients have been added. Press 'Close' when finished.

6. Type your message and then press:
'Send' if you want to send the email straight away.
'Save' if you want to send the email later
'Spell Checker' if you want to spell check your email
'Attachments' button if you want to add an attachments (see below)



Attachments – web based email

There is a very strict filtering policy in place for emails with attachments. Emails with attachments sent using the **web based system** obey the following rules:

Will **not** work!

- Staff sending an email with attachments to other members of staff from outside school using the web based email
- Pupils **cannot** send emails with attachments to either staff **or** pupils from outside school

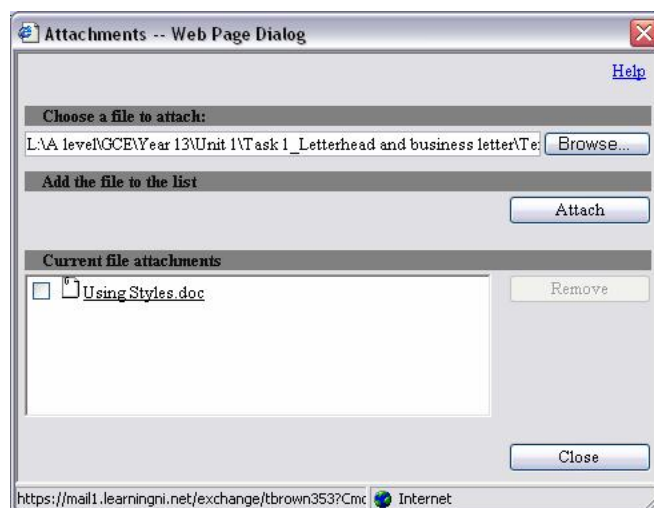
Will work!

- Staff **can** send emails with attachments to either staff or pupils **within school**
- Staff **can** send emails with attachments to pupils from **outside school**
- Pupils **can** send emails with attachments to staff or pupils **within school**

Adding an attachment

To add an attachment to an email using the web based email complete the following steps.

1. Click on the '**Attachment**' button after pressing the 'New' button from the main screen
2. Click on the '**Browse**' button and locate the file you want to attach from within your own folders
3. Click '**Attach**'. The file will upload*
4. Follow the steps above if you want to attach **more** documents OR press '**Close**'
5. Click '**Send**' on your email

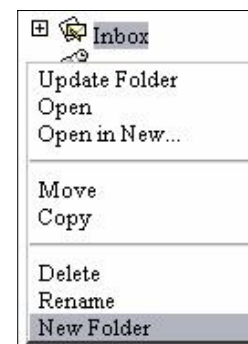


*Note: If you are sending an email with an attachment from home the time it takes to upload your attachment depends on your connection speed to the internet. Large attachments will take a long time even if sent through broadband.

Creating folders in your inbox

It is considered good practice to create folders for storing common emails in your inbox. To do this right-click on your inbox folder → Choose 'New Folder' → Choose a name for the folder.

Once you have set up a new folder you can drag emails from the main window and drop them into your new folder. Alternatively you can use the '**Move**' icon.



Deleting Emails

All staff and pupils have **limited storage space** for their emails. To delete an email in the web based version of the email you must first click on the email and then click the '**X**' icon.

Contacts (staff only)

Contact details stored in your school version of Outlook can be viewed through the web based interface by clicking on the contact button. However, they **cannot** be used to send emails to your contact groups using the web based interface.

Sent Items

When you click on the '**Sent**' icon in the left-hand shortcuts bar you will see the all the emails you have sent whether from within or outside school. Remember, you have limited space and it is good practice to delete these regularly.

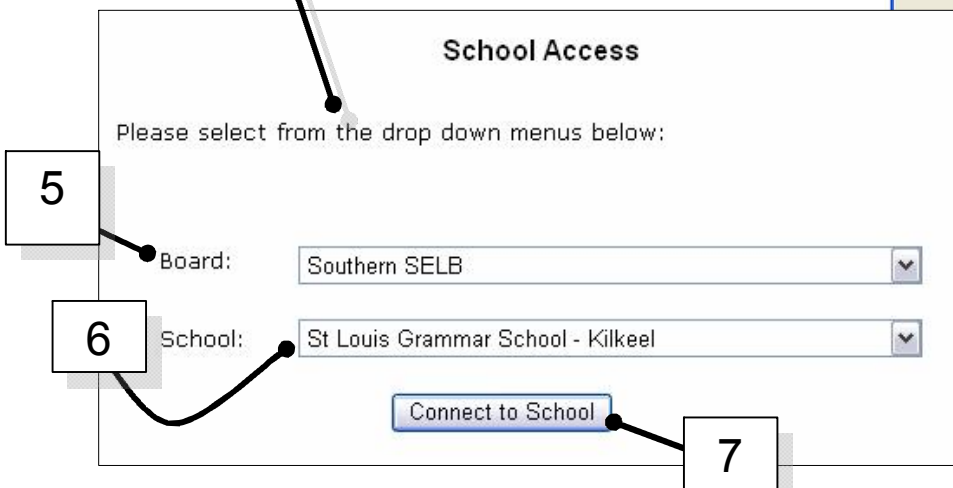
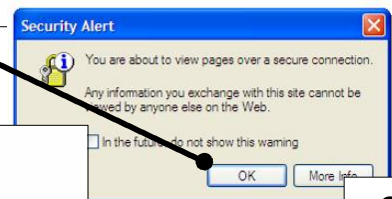
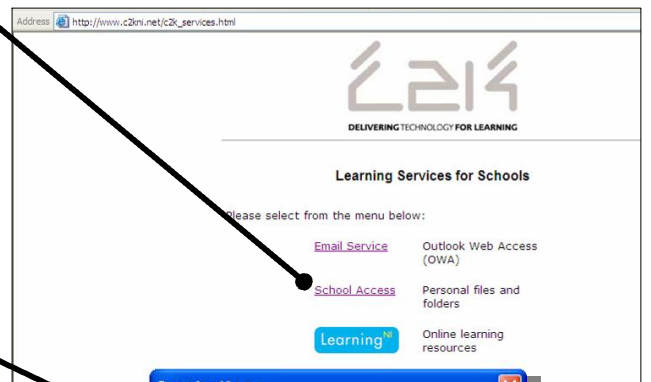
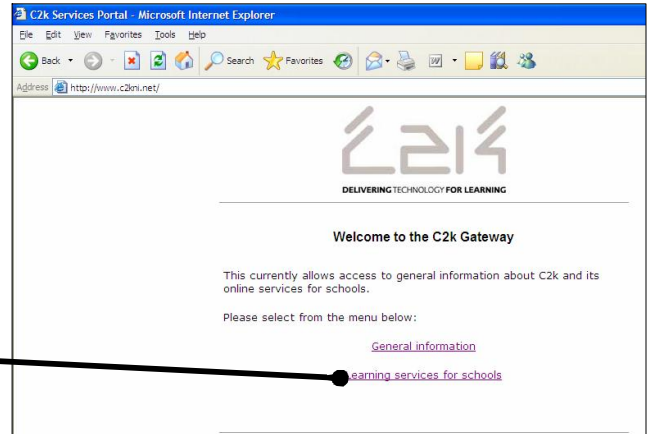
Home Access and Learning Resources

C2K has provided the facility for all staff and pupils to access their 'My documents' and the learning resources from home. These instructions should provide you with all the help you will need to access these services. Please note that the speed you can upload / download to your my documents depends on the speed of your connection at home.

Home Access

You can access your **"My Documents"** folder that you normally use in school from home. To do this follow the steps below:

1. Log onto the internet
2. Using Internet Explorer go to www.c2kni.net
3. Click **"Learning services for schools"**
4. On the next screen click on **"School Access"**
5. Select **"Southern SELB"** as the board
6. The page will refresh and you should then be able to select **"St Louis Grammar School Kilkeel"** as your school
7. Click on the **"Connect to School"** button
8. If you receive a security warning click **OK**



Enter your C2K username using the prefix **school**
e.g. **school\smith365**

9. Enter you C2k **password**

10. Click **OK**

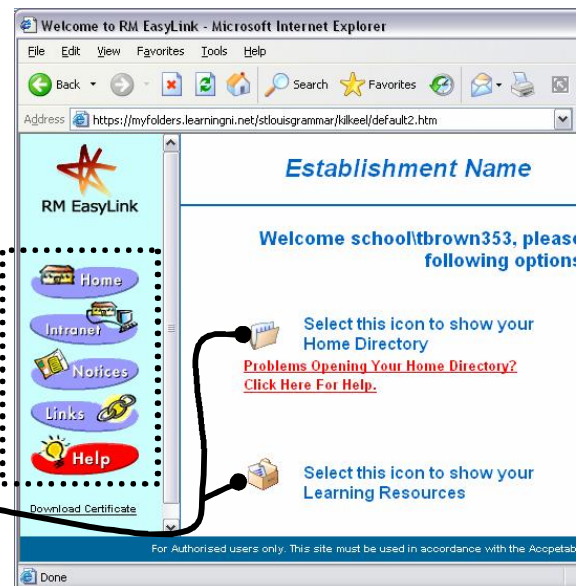
Once you have completed these steps you will see the school homepage.



From here you can use the left hand side links to view:

- The schools intranet
- Any notices set up on the system
- Any links set up on the system
- A Help link that has troubleshooting for common problems experienced with use of the system

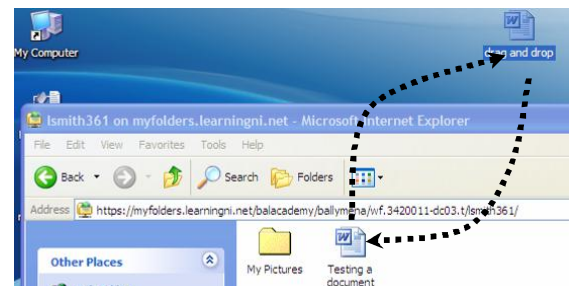
In the main section of the screen you can choose to look at your **home directory** OR the **learning resources**



Home directory

You can save to, delete from or edit the documents that are stored in your 'My documents' folder in school.

- To **Edit** : Drag and drop a file from the **My Folders** window to the desktop
- To **Save into the My Folders window**: Drag and drop the file from the desktop to the My Folders window
- To **Delete**: Click in a document and press delete on your keyboard



Please note: Caution is advised when deleting files from your 'My documents' folder from home. If you delete a file by accident then attempt to recover it by clicking on the 'Edit' menu and choose 'Undo'.

If you are unable to recover a document in this way then please contact the C2K administrators immediately on returning to school. They will attempt to recover your work. If you do not report any accidental deletions within 5 days of them happening then they will not be able to be recovered.

Learning Resources – pupil access

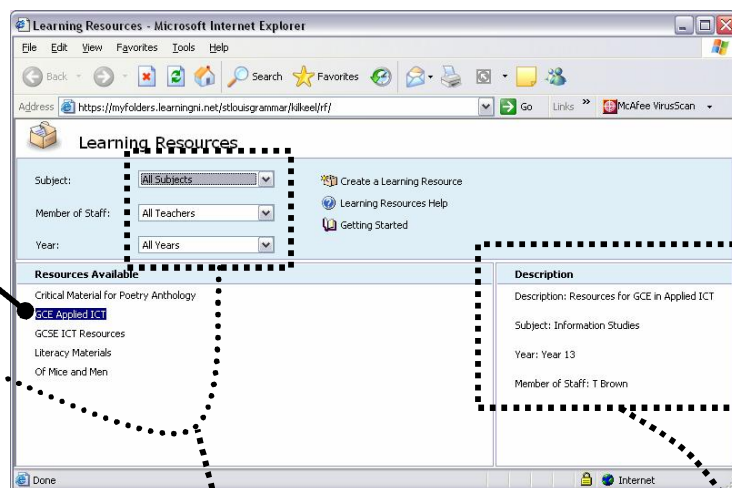
To view the learning resources from outside school click on the learning resources icon on the main page.

If you want to access the learning resources from within school choose 'Start' → 'Learning resources'

When view the learning resources from home or within school the following screen will be presented.

In this example you can see there are already resources set up for the school.

Each resource has a **subject**, an **owner**, usually the teacher who has created the resources, and can be made available to all pupils or pupils in a **particular year group**.



As more and more resources get added it may become difficult for you to find the resources you need. You can filter the resources by **Subject**, by **member of staff** or by **Year**.

In the example above the selected resource is for **GCE in Applied ICT**. This is available to all pupils but is targeted at **year 13**. It has been created by **T Brown** and belongs to the subject "**Information studies**" (ICT).

Viewing learning resources

To view a particular learning resource double click on it from the main learning resources window. Once the new window appears navigating around the files involves you either double clicking on the file OR if the file has a "+" symbol next to it, clicking on the symbol to open the file.

Rules for using Learning Resources

- If you need to use the documents from the learning resources more than once then save them to your computer. This will speed up the viewing process. Some of the documents may have a large file size and can take a long time to download particularly if you **DO NOT** have broadband
- **Do** read all of the error messages you get when trying to view the resources! If you do not understand what the error message says then take a note of it and ask your teacher
- Any abuse of the learning resources system can be easily traced as you have to use your C2K login and password. Any pupil who attempts to deliberately upload inappropriate files will be have both their internal and external access removed.

Uploading your homework

- Your teacher may have set up a folder for you to upload your homework electronically.

If your teacher has set up a folder for you to submit your work electronically then use it! Before you start you **must save the file** you are working on onto your computer at home and include your name in the title of the document. E.g. “jane doe homework”

Right-click on the special folder set up by your teacher and choose ‘**Add files**’.

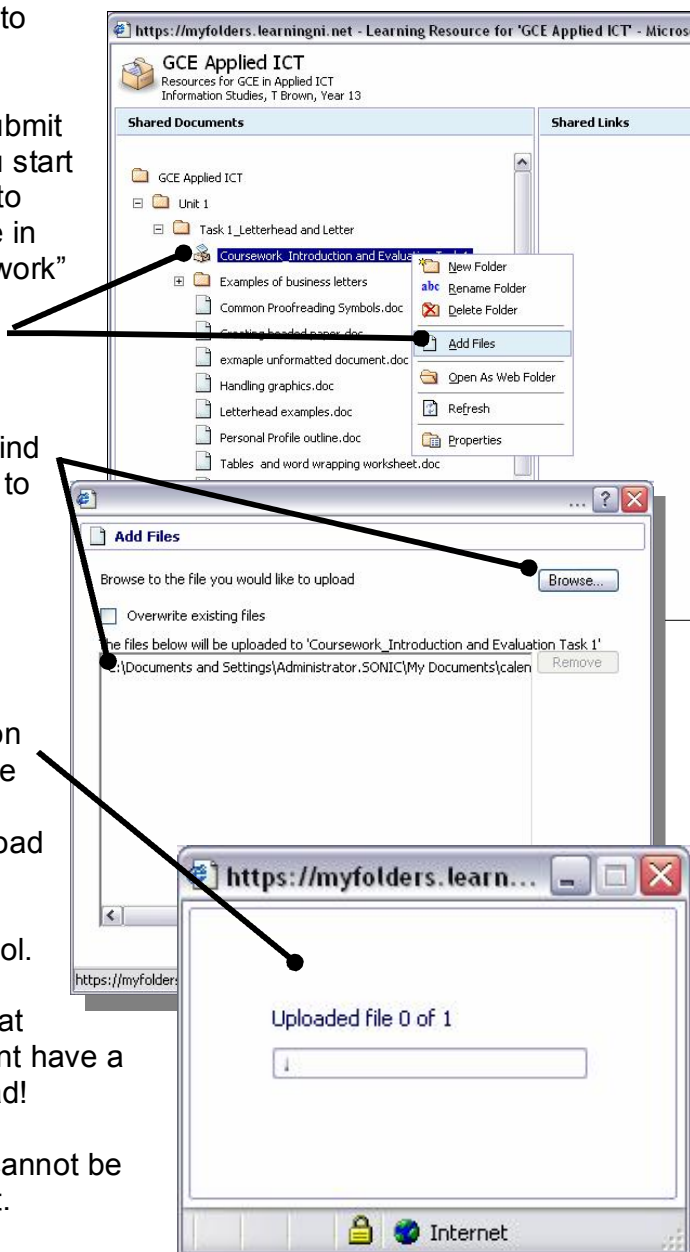
You will need to use the ‘**Browse**’ button and find the file you have saved on your own computer to be uploaded.

If you only need to upload one file then press ‘**OK**’. If you need to **add more files** then press the “**Browse**” button again.

Your upload may take a long time depending on the size of your document. If you **DO NOT** have broadband it may take so long that you may receive an error message saying that your upload has “**timed out**”. If this happens then you will need to bring your work into school on disk or memory stick and complete the upload in school.

To avoid this happening do not upload work that contains lots of picture – Pictures in a document have a large file size and will take a long time to upload!

Remember: Once you have uploaded a file it cannot be deleted by you! Only your teacher can delete it.



NOTES:

- Browser: IE 5.4 or later is required (Internet Explorer)
- Email Icon – The Email icon on the school homepage can only be accessed if it has been made available to student(s) by the school
- File Association: At home you may get a “File Association” error message if your desktop does not have Windows XP and Office XP installed. In school on the C2k network, Word and Excel files can be saved to a lower version. The opening and editing of files may also depend on the software or version being available on the local desktop.
- File Size: In Word documents, use the option **compress images** to reduce the size of a file and increase downloading speed (in Word click on any image, and *select Format>picture>Compress>All pictures in document*).
- Home Access Speed: the downloading speed of files will depend on (i) connection type: PSTN 56kps, ISDN 128kps and Broadband at least 512kps and (ii) the size of the file.
- Library Transfer of Data– As libraries have no local desktops saving permissions, users will be required to use either a floppy disk or a USB pen for transferring data between their school C2k systems and the local desktop in the library. It is important to be aware that some files may be too large to save to a floppy disk.
- Computer Specification – your computer specification (e.g. the size of memory, hard disk and processor) will have an impact on speed of access.