Getting Started with MY-SCHOOL

Logging In

Log in using your existing C2k Username and Password

MY-SCHOOL automatically loads once logged in.

There are 2 MY-SCHOOL interfaces:

Standard: All Staff and Post Primary Pupils

Primary: All Primary Pupils

Learning Exchange

MY-SCHOOL helpsheets and video nuggets are available in the Learning Exchange. To access the Learning Exchange:

- Click [Help] and select **Learning Exchange**

Help topics include: Customising MY-SCHOOL

Customising Tabs

Introducing MY-SCHOOL

Using the Widget Library

MY-SCHOOL Interface

For a more detailed introduction to the standard MY-SCHOOL interface refer to the **Introduction to MY-SCHOOL** helpsheet and video nugget on Learning Exchange.

The standard MY-SCHOOL interface is divided into 3 areas:

The Banner - displays the school name:

- Click **Customise** to select different Themes for your MY-SCHOOL
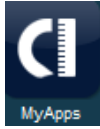
The Tab area (main part of screen):

- Will display any notices/messages sent to you via MY-SCHOOL

- My Home tab displays standard widgets such as Clock, Google Search etc – users cannot change the content of their My Home tab

- Click **New Tab** to create your own tabs and add your own widgets (refer to

Customising Tabs and Using the Widget Library in the Learning Exchange)
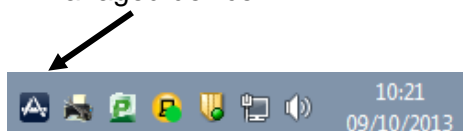
My Panel (right of screen):

- The **Launch** panel displays 9 commonly used launch buttons

- Click **View All** to see all available launch buttons.

The first 3 launch buttons are:

MyApps	Click **MyApps** to access software. Software is categorized into curriculum tabs. SIMS.net, Microsoft Office products are available in the **Tools** tab in MyApps
Fronter	Click **Fronter** to access Fronter is the C2k Regional Virtual Learning Environmnet
Equella	Equella is a digital content manager repository: a central storage area for resources by C2k, Schools, and other education organisations Click **Equella** to access

Staff users also have common programs such as SIMS.net, MS Word and MS Outlook 'pinned' to the task bar (beside Start button) for easy access.

Software is also accessible from the **MyApps** button in the System Tray when working in school on a C2k Managed device.

Accessing Documents & Files

NB: The **MYFiles** launch button is used to access your files and documents **when you are not connected to your school network**, eg at home or on a BYOD.

To access your files in school (on a C2k Managed device)

- Click **Start** in the bottom left of the screen

- Click **Documents** to open your My Documents area. (Your documents are saved in the N:\ drive as before)

- Click **Computer** to access your shared areas, eg Staff (T:\) and Shared Resources (W:\) drives.

To access your files on a device not connected to the school network, eg from home, refer refer to the information sheet **EN024** on C2k Exchange.

Access from Home/Bring your own Device

To access MY-SCHOOL, including MYFiles and Outlook Web Access (OWA email) from home use URL:

www.c2kschools.net

- Log in using your C2k Username and Password

NB When connecting a C2k Teacher laptop to home wi-fi it is necessary to change Internet Settings:

- Open **Internet Explorer**

- Select **Tools | Internet Settings** and click the **Connections** tab
- Click **LAN Settings**
- Under **Proxy Server**, untick **Use a proxy server for your LAN**
- Click **OK** and **OK** again

To connect the C2k Teacher Laptop to school network, repeat this process and ensure the **Use a proxy server for your LAN** setting is ticked. For more information refer to Information Sheet **EN025** available on C2k Exchange.

Accessing Fronter and Equella

Launch buttons are available in the Launch panel to access **Fronter** and **Equella:**

For further guidance: Open **Fronter** and click **Fronter Support and Ideas**

Internet Filtering / Email

Be aware a new Internet Filtering Policy is in place. On day 1 you may find you do not have access to all the internet sites you previously had access to. Contact your Principal/C2k Manager with any queries.

A link to CEOP, , is accessible to all users on their My-SCHOOL home page. Staff and pupils can find information and advice on online security here.

If staff emails are held, it is possible for individual members of staff to release their own held email. For further information refer to *Information Sheet EN016* available on C2k Exchange

A launch button for C2k Exchange is available in the Launch panel.