

St Conor's College Online Learning Guide



*Living, Learning, Excelling
Together*

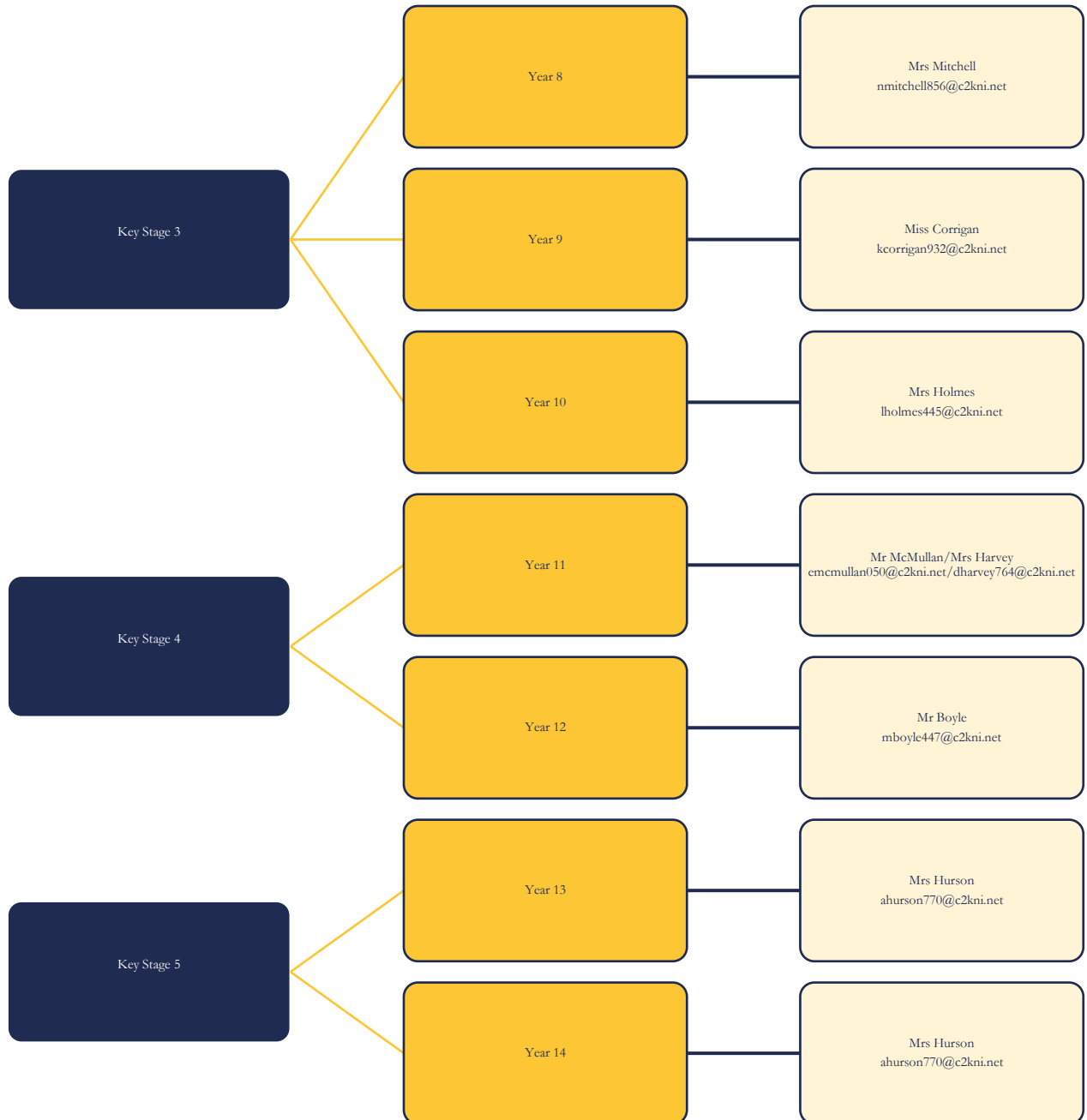
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Contacting the School

- If you need to contact your teacher or Year Tutor, you can do so through your school email. Year Tutor emails are below.

Here is a reminder of our Year Tutors:



Learning from Home

In the event of a long-term closure, your teacher will continue to deliver lessons and support you through Microsoft Teams. You are already familiar with the use of Microsoft Teams for homework and lessons will be available in a similar way. All tasks and resources will be available via Microsoft Teams which you can access on your device such as smartphone, tablet, laptop or desktop.

You should continue to follow your normal timetable, taking breaks when you normally would during the school day. Work will be scheduled for each of your classes and you can communicate with your teachers by asking them a question via Microsoft Teams.

We recognise that working from home is very different to school therefore teachers have adapted the amount of work that they would normally set in order to help you manage your workload as outlined below:

- KS3 – 1 period = 20 mins
- KS4 – 1 period = 30 mins
- KS5 – 1 period = 50 mins

This is a guide so that everyone can manage their work, regardless of their home circumstances. Many teachers will also have a folder of extension activities within Microsoft Teams so that you can extend your learning, which I would encourage you to do.

As you work from home we expect you to:

- Complete all tasks from home as if you were in school
- Mark your work as done, when it is done
- Contact your teacher through Microsoft Teams if you have any questions
- Contact your teacher through Microsoft Teams if you are having difficulty completing the work on time

Remember that we may be working remotely but your teachers are still available for you, just as they would have been in school. Reach out to them through Microsoft Teams if you need anything at all.

Wellbeing

It will be hard for you as you transition from being in school to learning from home every day. There are lots of methods of support available to you, please don't struggle alone. Try to keep your normal routine going as much as possible and work only within school hours. Remember to keep safe, make some time for you, stay mindful and keep in touch with others.

Here are some tips to help you when learning at home:

1. Remember it will take time to get used to new ways of working. All of your friends are in the same situation, and possibly parents/guardians too. Consider who you should talk with regularly and what support you can get or give to others.
2. Create the best learning environment you can. Find a space away from others if possible, make sure it is quiet or use headphones and consider what technology you will use.
3. Stick to your timetable so that your day is structured. Take a break during normal 'break' and 'lunch' times.
4. Set boundaries, so when you are working you really are! It is so easy for you to become distracted.
5. Schedule in 5 minutes break during every hour – focus hard for the allocated time and take 5 minutes to switch off. This will help you stay focused.
6. Stay connected and arrange regular contact with friends and family remotely. There is lots of free technology to help you.
7. Keep active, move around, take walks and exercise – even if in the garden or using free online exercise apps and videos.
8. Focus on doing your best – you don't need to prove anything, just do what you can.

Staying Connected to School

We want you to stay connected with school. Remember

- There are many competitions/challenges set by Departments
- Facebook has pictures/videos to help connect you with school
- Stay Involved – even though it is from a distance!

Here for some actions for you to do – try to pick one every day!

COPING CALENDAR: KEEP CALM. STAY WISE. BE KIND

30 actions to look after ourselves and each other as we face this global crisis together. Please use & share 🙌

- 1 Make a plan to help you keep calm and stay in contact
- 2 Enjoy washing your hands. Remember all they do for you!
- 3 Write down ten things you feel grateful for in life and why
- 4 Stay hydrated, eat healthy food and boost your immune system
- 5 Get active. Even if you're stuck indoors, move & stretch
- 6 Contact a neighbour or friend and offer to help them
- 7 Share what you are feeling and be willing to ask for help
- 8 Take five minutes to sit still and breathe. Repeat regularly
- 9 Call a loved one to catch up and really listen to them
- 10 Get good sleep. No screens before bed or when waking up
- 11 Notice five things that are beautiful in the world around you
- 12 Immerse yourself in a new book, TV show or podcast
- 13 Respond positively to everyone you interact with
- 14 Play a game that you enjoyed when you were younger
- 15 Make some progress on a project that matters to you
- 16 Rediscover your favourite music that really lifts your spirits
- 17 Learn something new or do something creative
- 18 Find a fun way to do an extra 15 minutes of physical activity
- 19 Do three acts of kindness to help others, however small
- 20 Make time for self-care. Do something kind for yourself
- 21 Send a letter or message to someone you can't be with
- 22 Find positive stories in the news and share these with others
- 23 Have a tech-free day. Stop scrolling and turn off the news
- 24 Put your worries into perspective and try to let them go
- 25 Look for the good in others and notice their strengths
- 26 Take a small step towards an important goal
- 27 Thank three people you're grateful to and tell them why
- 28 Make a plan to meet up with others again later in the year
- 29 Connect with nature. Breathe and notice life continuing
- 30 Remember that all feelings and situations pass in time

“Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances” ~ Viktor Frankl

ACTION FOR HAPPINESS

www.actionforhappiness.org

School Counselling

School Counselling continues to be available for you. Your teachers can refer you for telephone/video counselling through Mrs Ferguson. If you feel you need this, please speak to a teacher, your Class Tutor or Year Tutor. Alternatively, you can contact Mrs Ferguson directly through her email bferguson479@c2kni.net

Physical Exercise

Keeping fit and active as much as possible not only benefits the body but it has huge benefits for the mind through this difficult time!

Mr Bradley has designed a home workout for all KS3 pupils which you can see below. Key Stage 4 & 5 students, you can add weights or increase sets or reps to make it harder if you wish!

Step 1: Challenge a friend or friends

Step 2: Select your task(s)

1. Press up challenge; Do the maximum number of press ups you can do until you can't do anymore.

NO KNEELING PRESS UPS!

If you can't yet manage 1, lie flat on your tummy, put your hands face down just outside your shoulders. Balancing on your chest and toes (no other part of your legs should be touching the floor) and trying to suck your belly button in try and lift your body off the floor by straightening your arms.

You may not be able to do this on day 1, but keep practicing, you will get it.

Record the number of press ups you complete.

Rest for 3 full minutes and repeat as many as you can do

Record again

Rest for 3 minutes and repeat.



2. Plank pick your 3 favourite daily TV show which have advert breaks.
At the break lie in front plank position- elbows and shoulders at right angles hands NOT touching, tummy sucked in, back, bum and legs straight, balancing one your toes and elbow/forearms

Hold the plank position for the first commercial (about 30 seconds)

Rest for the second commercial

Plank for the third.

Continue with one commercial in the plank and one resting until your programme comes back on.

After a few days you will start to get better (developing greater core strength)

Try and hold the plank for two commercials resting for one.



Keep adding a commercial in the plank you may be able to hold the plank for a full set of adverts by the end of the summer.



- Pedometer/fit-bit challenge using your phone or if you have a fit-bit, challenge your friends to see who can do the most steps. You can set the task duration as; Daily, Weekly or Monthly.

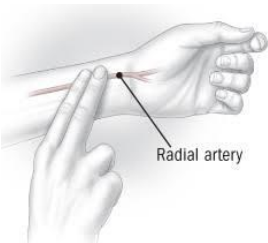


- Route planner challenge- If you don't have access to something to measure your step count or just want an extra challenge...Go on AA route planner and put in your home postcode and a landmark post code. It will give you the point to point distance.

- How quickly can you do this distance?
 - Who can do the greatest distance in one route?
 - Who can do the greatest distance over a week?



- Heart and Lungs- Measure your heart rate, using a fit-bit or sitting down, turning your left palm to the ceiling, place the top of pointing and middle of your right hand on your left thumb, slide them down just below your left wrist and you should feel your pulse. Count the number of pulses for 6 seconds and multiply by 10. This will give you a guide for your resting heart rate- the number of times your heart beats per minute when you are not active. Attempt and of the 4 challenges above.



Measure heart rate immediately after the activity

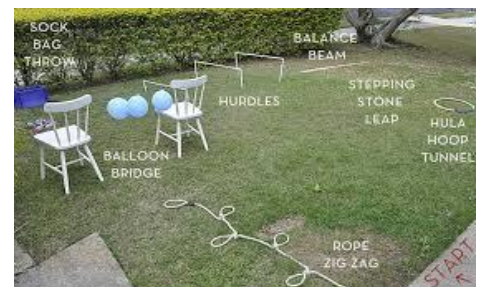
How high did your pulse get?

How long does it take for your heart to return to the resting measurement?

- Obstacle course- design and complete an obstacle course in your garden or house. Measure the time taken to complete

Disclaimer!!! Please ask parents/guardians permission before undertaking any of the above activities!

St Conor's College PE Department accepts no liability for injury or damage caused participating in these activities.



Remote Learning – Tools to Support You

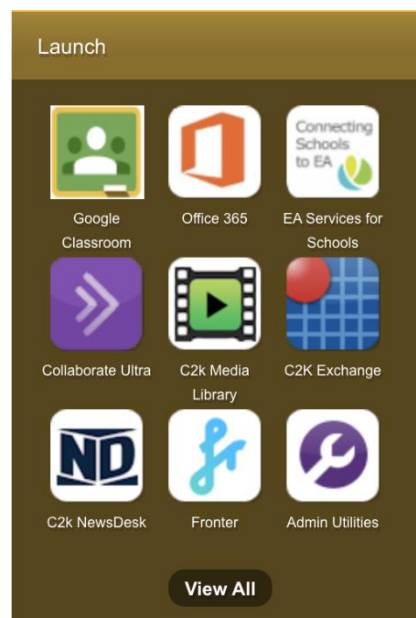
All lesson information will be shared with you using Microsoft Teams but you can still use the same homepage as you do in school to access Microsoft Teams and a range of other resources.

C2k MySchool

This is your homepage inside school which provides links to all C2k services and can act as the same from home. You can access The 'Launch' panel to the right of the home page. It has been updated to provide you with quick access to some services, others you can find under 'View All'. From this site you can access the following:

- Files:
 - N: Drive (personal folders)
 - Shared Resources
- Email via Office365
- G-Suite (all Google applications)
- Office 365 (all Microsoft applications including Teams)
- C2k Media Library
- C2k NewsDesk

You can keep up to date with news and information using C2k Media Library and C2k NewsDesk.



Password Reset

You have the ability to reset your own password from home via [this website](#). You need to know your username and existing password for this to work, if you do not know these then please contact Mrs Bronagh Loughlin via email: bloughlin081@c2kni.net

C2k can also reset your password if you cannot contact Mrs Loughlin or the school office. To avail of this, your parent or guardian should send an email to resetmypassword@c2kni.org.uk and provides the following information:

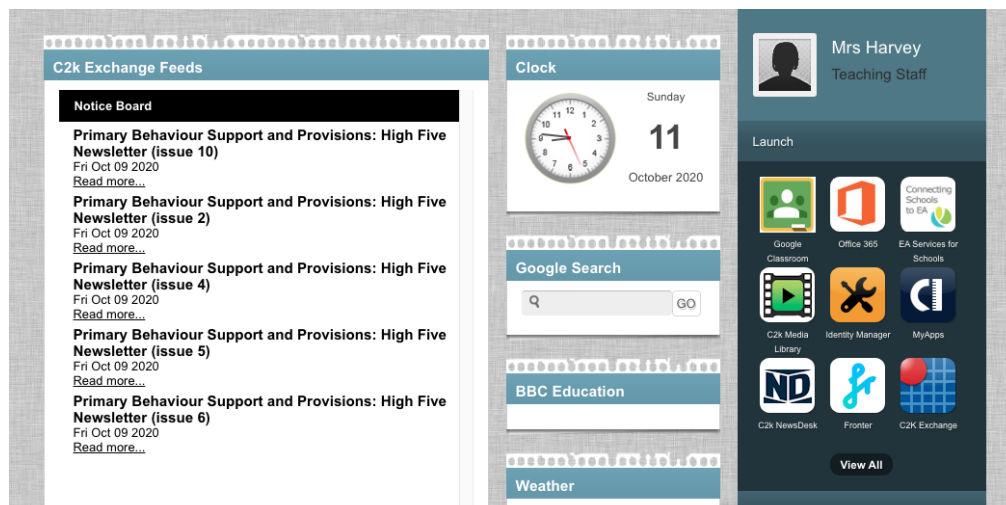
- Your First Name and Surname
- Your Date of Birth
- Your Username
- Name of School
- School Address

C2k staff will then make contact with your parent/guardian who will be asked to provide some additional details to verify your identity. The member of C2k staff will check the details provided against the records held in the school and once verified, will reset your password. **This should be used only as a last resort.**

Technical Help

C2k MySchool

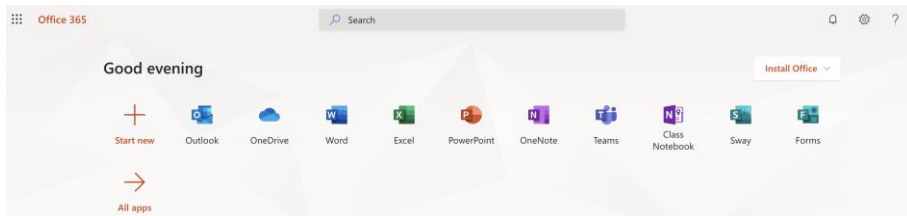
1. Using a web browser, navigate to www.c2kschools.net/
2. Enter your school username e.g. jsmith123
3. Enter your school password
 - a. If you have forgotten your password, click 'Forgotten Password' and work through the steps to reset it
4. Click 'Login'
5. You will see the homepage with widgets and the Launch panel



6. You can create your own page of shortcuts to store your most frequently used widgets
 - a. Click '+ New Tab' at the top left beside 'MyHome'
 - b. Click the new tab
 - c. Click '+ Select Widget' and select your chosen app(s)
 - i. Add the 'Launch Shortcuts' widget to add shortcuts to apps available within the 'Launch' panel
 - d. Click 'SAVE CHANGES' to save your widgets
 - e. Click 'Untitled Tab' on the page to rename the tab
7. 'Add' or 'Edit' your Launch Shortcuts from those available via the 'Launch' panel

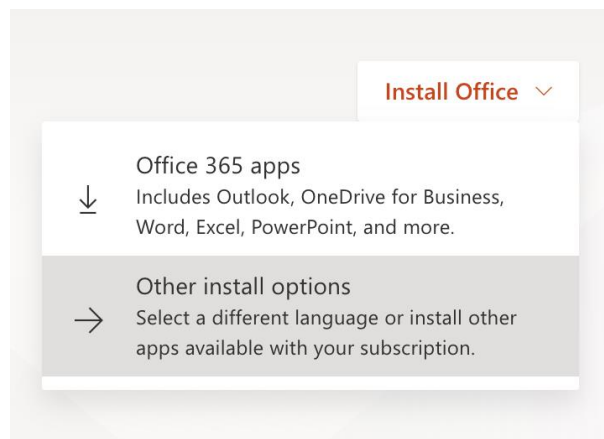
Email and MS Office

1. Using a web browser, navigate to www.c2kschools.net/
2. Click 'Office 365' from the 'Launch' panel
3. OR go to www.office.com
4. Follow the ADFS log in procedure using your school username and password
5. You will see the Office 365 homepage



6. Click 'Outlook'
7. Outlook will open in a new tab

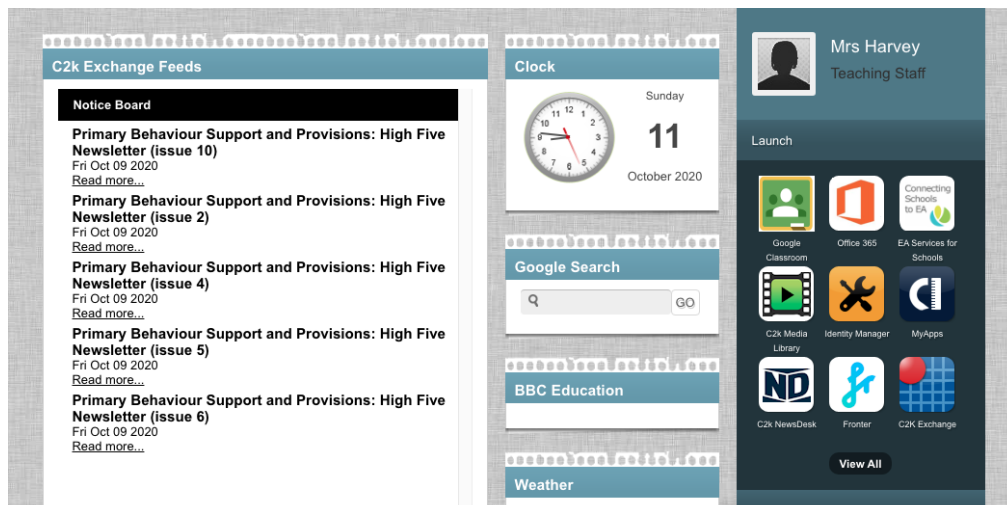
You can download Outlook to your computer by clicking 'Install Office' in the top right. You get 5 licenses for free to allow you to install on multiple devices. You must log in with your school email address (@c2ken.net) to avail of this.



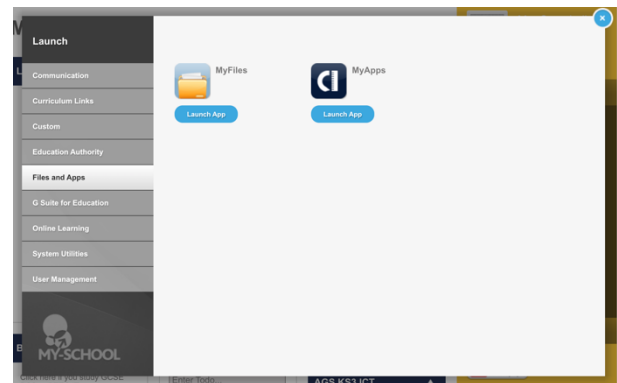
Files

From home, you have the ability to manage your personal files and see files within Shared Resources.

1. Using a web browser, navigate to www.c2kschools.net/
2. Enter your school username e.g. jsmith123
3. Enter your school password
 - a. If you have forgotten your password, click 'Forgotten Password' and work through the steps to reset it
4. Click 'Login'
5. You will see the homepage with widgets and the Launch panel



6. Click 'View All' from the 'Launch' panel
7. Click 'Files and Apps'
8. Click 'Launch App' under 'MyFiles'
9. MyFiles will launch
10. From the left hand panel, you can access:
 - a. Home drive – your own personal files
 - b. Shared Resources



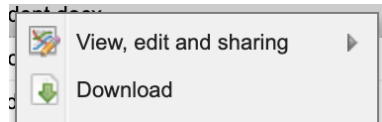
Viewing / Editing a File via MyFiles

To edit a file from your personal files or view a file on Shared Resources, you must use a laptop or desktop. This will not work on a phone or tablet.

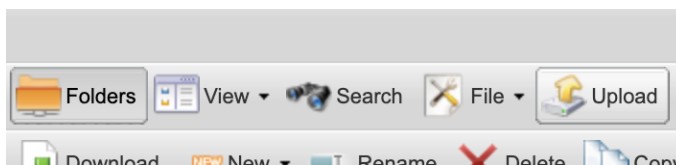
To **view**, you must download the file – steps 1 – 3 below

To **edit**, you must download, save, edit, save and reupload the file – all steps below

1. Right click the desired file
2. From the right click menu, select 'Download':



3. Open the file to view on your device
4. Save the file to your device and make the required changes
5. Navigate back to MyFiles via your web browser
6. Click 'Upload'

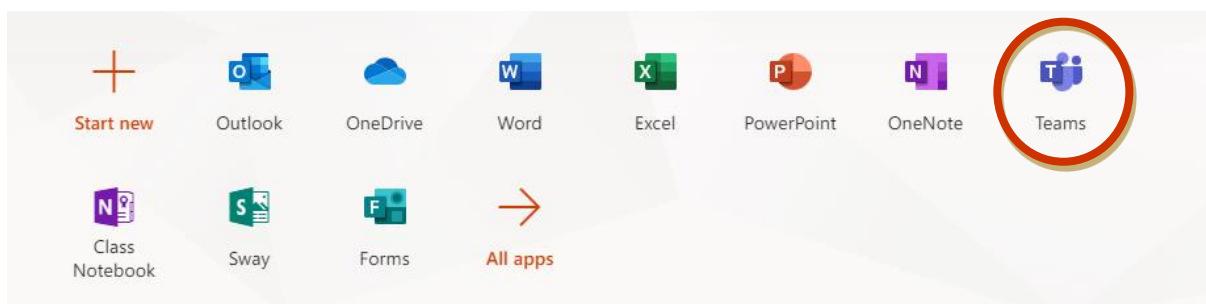


- a. Click 'Browse'
- b. Select your file
- c. Click 'Upload'
- d. Click the icon the top right of the Upload window to close

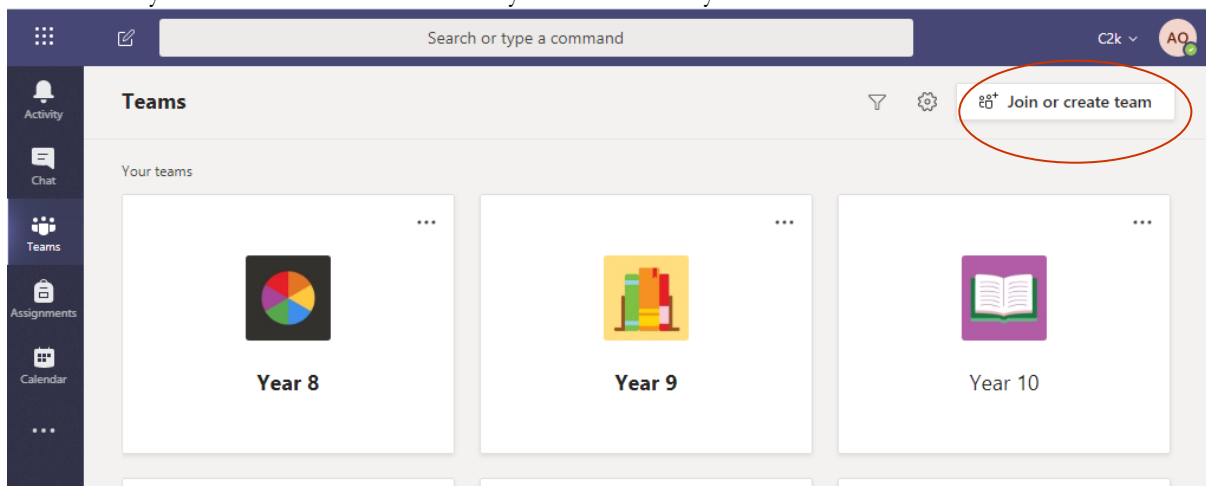
Microsoft Teams

Microsoft Teams can be accessed by following the instructions below:

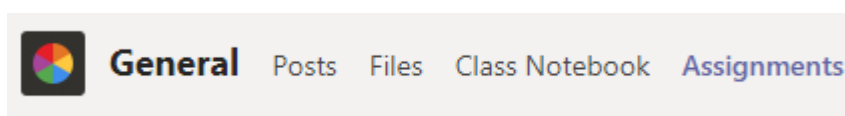
- Pupils should use Chrome or Edge as the web browser not Internet Explorer.
- Go to www.c2kschools.net
- Pupils should login with their c2k username and password. This will bring them to the My School Homepage.
- Click on the Office 365 logo.
- If prompted pupils should sign in with their username@c2ken.net email address and password.
- This will take them to the Office 365 Homepage.
- Pupils should then select Teams from the options.



- They will then be able to view any Team that they have been added to.



- If pupils have been given a code to join a team, they should select join team and enter the code provided. (A Team for each year group is already set up so does not require a code to join)
- Pupils will then be able to access any content that has been shared in the Posts, Files, Class Notebook and Assignments tabs.

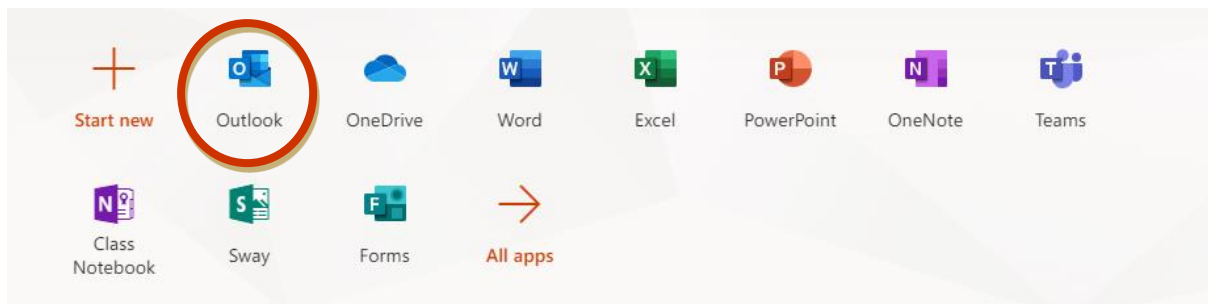


- The Posts tab will allow pupils to post queries during revision time which can be answered by their teacher or other pupils.
- Pupils are reminded to use the forum responsibly.

Pupils can also access Microsoft Teams by downloading the app from the App Store on iOS and the Play Store on Android devices. Pupils should log in with their username@c2ken.net email address and password.

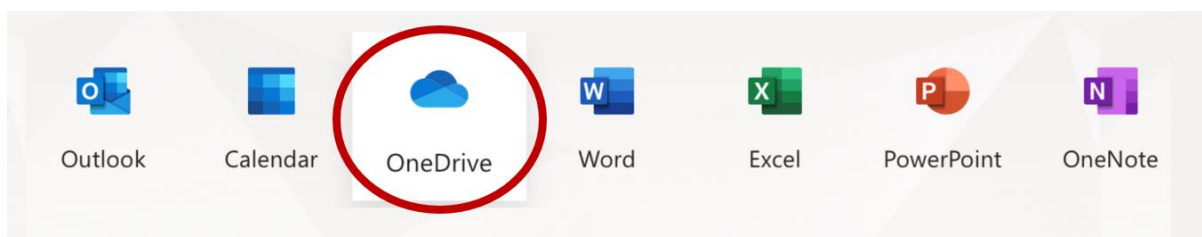
School Email

- School email can be accessed by following the instructions above to access the Office 365 Homepage.
- Pupils should then select Outlook from the options.



One Drive

- OneDrive can be accessed in the same way. It is the cloud storage service developed by Microsoft that allows pupils to store all their work securely in one place and then access it virtually anywhere. The service works similarly to a traditional hard drive, but it's available through the internet with additional features. OneDrive links automatically to Teams using the same username and password.



Staying Safe Online

As you learn from home, you will likely use the Internet much more than you normally would. It's important that you behave responsibly online and that you stay safe. You should never share your password, personal details or private information with anyone online, especially those that you don't know.

You should download the Safer Schools App that you will have heard about through school.

CEOP has lots of help and advice for staying safe online and can be accessed here:

<https://www.ceop.police.uk/safety-centre/>

If you are in Year 8, 9 or 10, you can find help here: https://www.thinkuknow.co.uk/11_13/

If you are in Year 11, 12, 13 or 15, you can find help here:

https://www.thinkuknow.co.uk/14_plus/

- You may receive emails from people who aren't really who they say they are – always be wary when receiving emails with links to click or emails requesting personal information.
- You should only use your school email for school, not for any other reason. Don't click links or download anything if you don't know who the sender is.
- You should only use your C2k username and password for Google Classroom and ensure all communication with your teachers is like it would be in school face to face.
- Consider your 'screen time' – you will be using your device all day as a learning tool so don't use it all night too
 - Switch off for 5 minutes every hour
 - Get out for some fresh air
- If you use Social Media, review your privacy settings to make sure only your friends can contact and interact with you
 - Think before you post – would you be happy for anyone (family and teachers) to read/see it?
 - Remember that anything you 'post' is online forever
 - Your digital footprint is growing larger with everything you post online
- Tell someone if you're being bullied online – cyber bullying is not 'ok' and you can get help
 - Here is some advice: <https://youtu.be/IMZTgfdWE4w>

You can get further help here: <https://www.internetmatters.org/resources/navigating-secondary-school-online-safety-guide/#risks>

Frequently Asked Questions

Question	Answer
Can I access my MySchool files and folders from home?	Go to www.c2kschools.net and use your C2k username and password to log in. Click on 'View All' and choose 'Files and Apps'.
How do I log in to Microsoft Teams from home?	Go to office.com and use your C2k username (jbloggs287@c2kni.net) and password to log in.
I tried the above but it didn't require my log in details and took me to a blank Microsoft Team	There must be a Microsoft account logged in in the background on your computer. When you open Microsoft Teams, click on the letter in the circle on the top right hand of the screen, sign out and sign in again with your C2k account.
I used my C2k username and password but I could not log in to MySchool or Microsoft Teams	C2k requires you to change your password every 100 days – it will lock you out of your account if you haven't changed your password when this happens. You can use this link to change your password from home.
I tried to change my password but it didn't work/I have forgotten my password.	If you have tried to change your password unsuccessfully or have forgotten it, please contact Mrs Bronagh Loughlin-bloughlin081@c2kni.net
How will I know when a teacher has set me work?	Use Microsoft Teams on a daily basis, following your normal timetable. Keep checking on work throughout the day. In the event that work is not there, a teacher may be ill but ensure you check again regularly.
How can I ask my teacher a question?	You can email your teacher through Outlook to ask them a question.
What happens if I have no internet connection?	You could try to hotspot through your phone.
If school closes, will the building remain open; can I come in to pick up books/files etc?	No – when school is closed, there will be no access to pupils.
How should I structure my day to work effectively from home?	Keeping a routine Monday to Friday will be central to making this work. Start as you mean to go on. Get up, get breakfast/dressed and prepare to start work at 9.10am. Follow your daily timetable. You may be fitting your schoolwork around other household routines but ensure you give it sufficient time. Take leisure breaks and time away from screens. Where possible, get outside for a walk/fresh air. Go to bed at a reasonable hour, so you are ready to start the next day.
Do I have to do schoolwork? What happens if I don't?	You will be coming back to school when directed and will continue to follow the curriculum. It is important that you have completed work to the best of your ability so that you are at the same stage in your learning as the rest of your class. You have to take personal responsibility for your learning.

I really need to talk to someone. Can I contact my Class Tutor or Year Tutor?	Yes, you can email your Class/Year Tutor or Mrs Ferguson bferguson479@c2kni.net
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Parental Responsibility

Encourage and support your child's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.

Checking on your son/daughter regularly to ensure their online safety and that they are spending their time online appropriately and productively.

Parents must bear in mind the challenges and demands which will be placed on teachers by relying on remote learning to support students with their studies. As such cognizance should be given to this added challenge for teachers who will continue to strive to support our students.

Parents must appreciate that teachers may be ill at some point and therefore not able to work remotely with their students or indeed someone in the teacher's family may be ill and they may be caring for them.