



# St. Joseph's Grammar School Donaghmore



## Guidance for Parents/Carers and Year 8 - 10 Pupils

### Parents/Carers

In the event of a school closure **NO ONE INCLUDING STAFF** will be able to access the school building until a deep clean has been completed or we are allowed to return based on official guidance. If there were to be a closure we will endeavour to teach remotely or set tasks from textbooks or booklets already prepared and issued.

1. As parent/carers please remind pupils that it is essential that they take all their **textbooks, booklets and files** home with them daily.
2. Pupils will be expected to complete any work set unless they themselves are ill. We would urge parents/carers to monitor this and ensure it happens.
3. Ensure parents/carers have downloaded our **School App** as this will be the main method of communication in the event of a closure. Available in **Google play** or on the **App Store**.
4. Follow our school social media for updates – **Facebook, Twitter and Instagram**. Any comments or concerns should be directed to the school info account. Please refrain from posting queries on the social media platforms.



		
Donaghmore Convent	@sjs41	stjosephsdonaghmore

5. Should you need to contact school in the event of closure you can email the school info account which will be monitored. The email address is: [info@stjosephs.donaghmore.ni.sch.uk](mailto:info@stjosephs.donaghmore.ni.sch.uk)

## Year 8 – 10 pupils

In the event of a school closure we will endeavour to provide enough work for your child to ensure they don't miss out. All work will be further explained and marked when we return to school.

Work for **Key Stage 3** pupils will be in the form of:

1. <b>Photocopied resources/booklets</b> that your son/daughter will have been issued in class	
2. Guidance on which pages/exercises to complete in their <b>relevant text book</b>	
3. In some cases, online resources set up in <b>Google classroom or OneNote</b> .	

If school were to close, a further document a **Work Overview** for Year 8, Year 9 and Year 10 on what work they should complete (**provided they are well enough**) will be sent out on the school app. This overview will indicate if the work is available in **hard copy** or **Google Classroom** format.

## Important steps to take

To prepare for this pupils need to do the following things.

1. Remind pupils that it is essential that they take all their textbooks and files home with them daily.
  - ✓ **Change your password** whilst in school. A password will last for 60 days but if it expires whilst you are at home it will be difficult to reset it. To change it press Ctrl, Alt and Delete on the keyboard.
  - ✓ Select **Change Password**.



**Please note:**

In the event that your password expires at home and you need it reset you can send an email using an alternative email address/your parents email to:

Mr Kane	<a href="mailto:ekane284@c2kni.net">ekane284@c2kni.net</a>
Ms Dolan	<a href="mailto:ddolan891@c2kni.net">ddolan891@c2kni.net</a>
Mrs Hughes	<a href="mailto:ehughes285@c2kni.net">ehughes285@c2kni.net</a>
Mrs McCourt	<a href="mailto:omccourt733@c2kni.net">omccourt733@c2kni.net</a>

## Access to Google classroom

- ✓ If your subject teacher has not already given you a code for a **Google Classroom**, ask them for it and take a careful note somewhere safe. Enrol yourself in that course using your C2K login not your gmail account. Your **C2k email** address should be your school login e.g. **jbloggs123** followed by **@c2ken.net**



This will be one method teachers will use to set pupils work, give out handouts, collect in work etc. if you have to remain at home. A lot of teachers already use this as a means setting and collecting work. It can be accessed on your **smartphone (download the App to your device)** as well as **laptops or tablets**.

Some teachers may use an alternative called **OneNote**. Pupils are familiar with how to access this online.



- ✓ Ensure you can access **My School** from home. In Google type in My School log in. Click on the link as shown below.

### MY-SCHOOL - Login

<https://www.c2kschools.net>

MY-SCHOOL. Username: Password: Accessibility Guidelines · Forgotten Password. © 2019  
Capita Managed IT Solutions Limited.

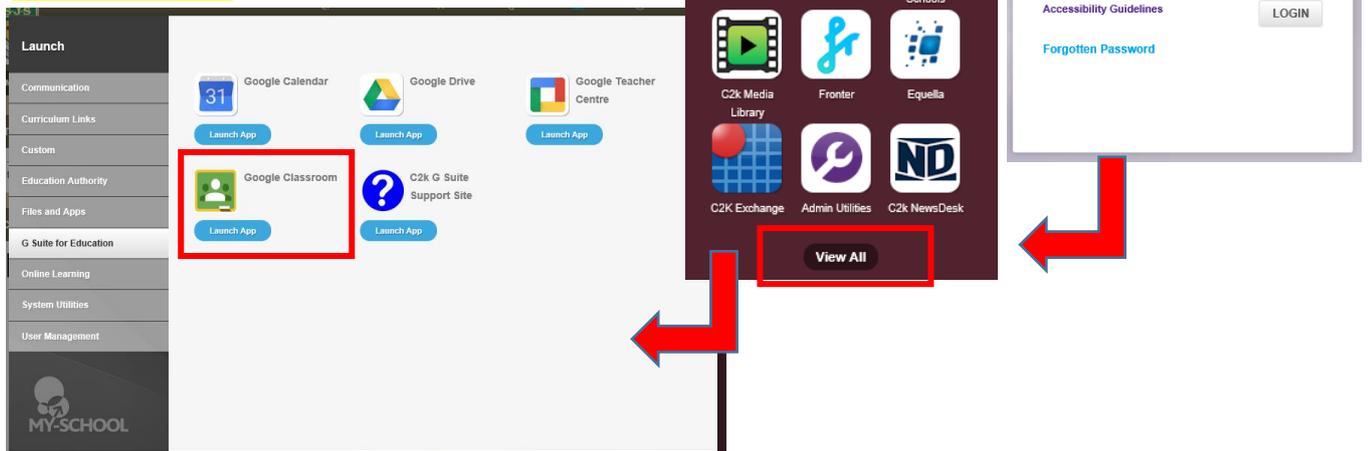
- ✓ You will be asked for your **normal log in** details i.e. your user name and password.
- ✓ The screen will then take you to the normal **My School** screen that you would get in school. Check that this works for you and if not let Emmet our technician know.

# Quick "How to" Guide to Google Classroom

To access Google Classroom inside or outside of school you need to log into **My-School** using your **C2k username and password**.

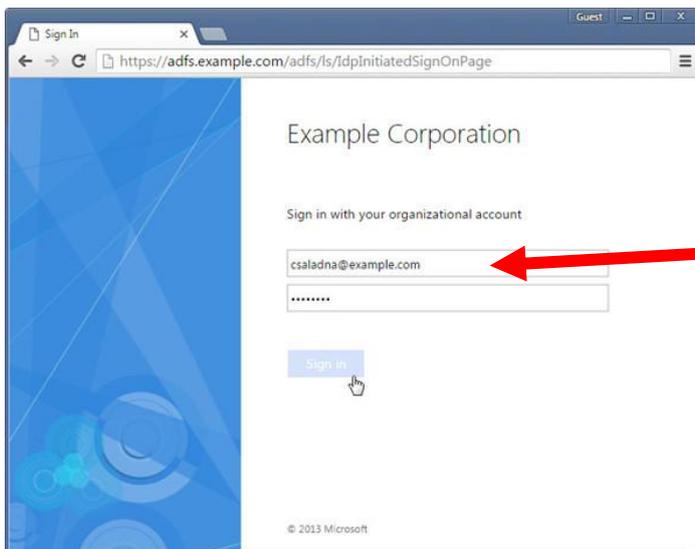
When you log in go to the **Launch Pad** and select **View All**

From here select **G Suite for Education** and click on **Google Classroom**



You will be asked to verify that it is you i.e. [ddolan891@c2ken.net](mailto:ddolan891@c2ken.net). Select continue and if prompted to enter your username and password

**Please Note** you must enter your C2k username and password using **c2ken.net** and **not c2kni.net**

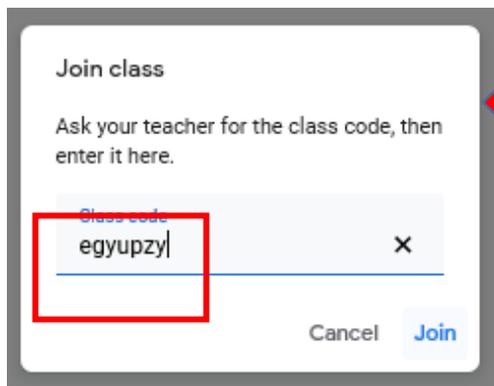
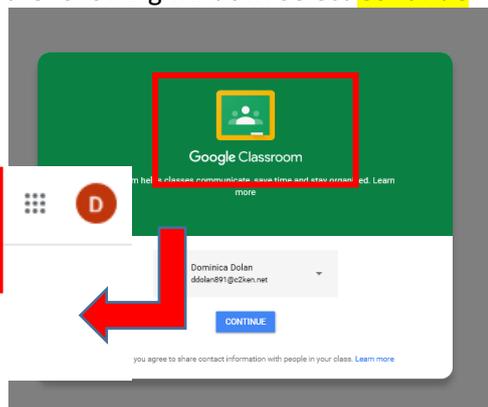


ddolan891@c2ken.net

When Google Classroom loads you may be presented with the following window. Select **Continue**-  
*Note the use of your c2ken username*

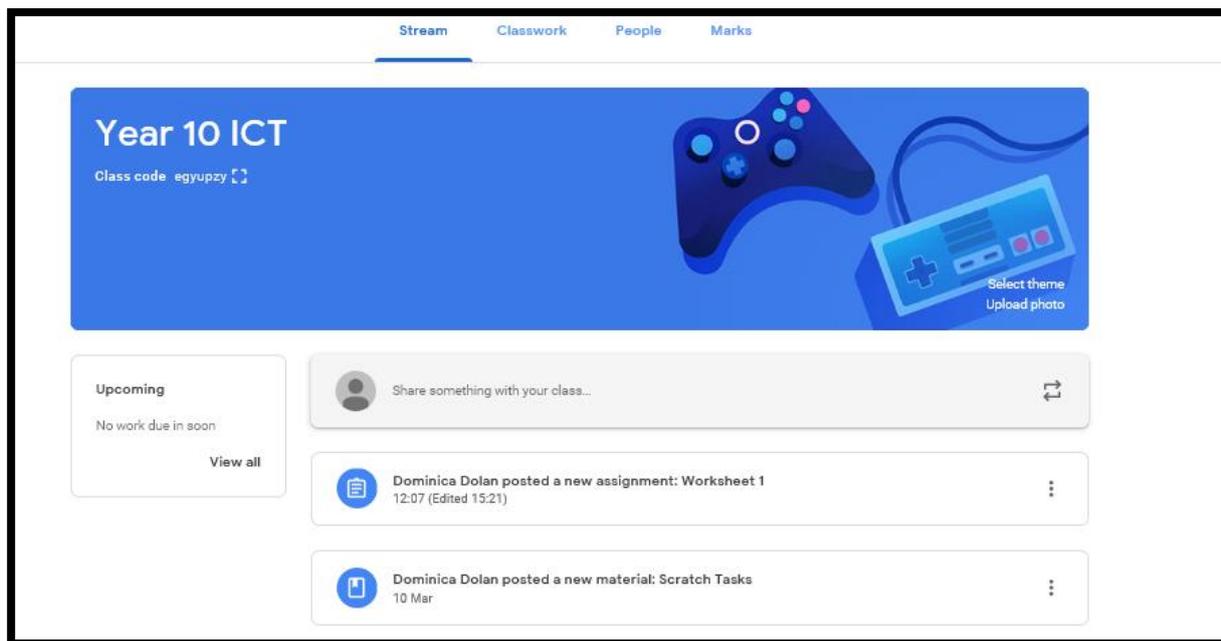
If this is your first time accessing Google classroom you will be prompted to **Join a class**. If not click on the **+** **button** to Join a classroom.

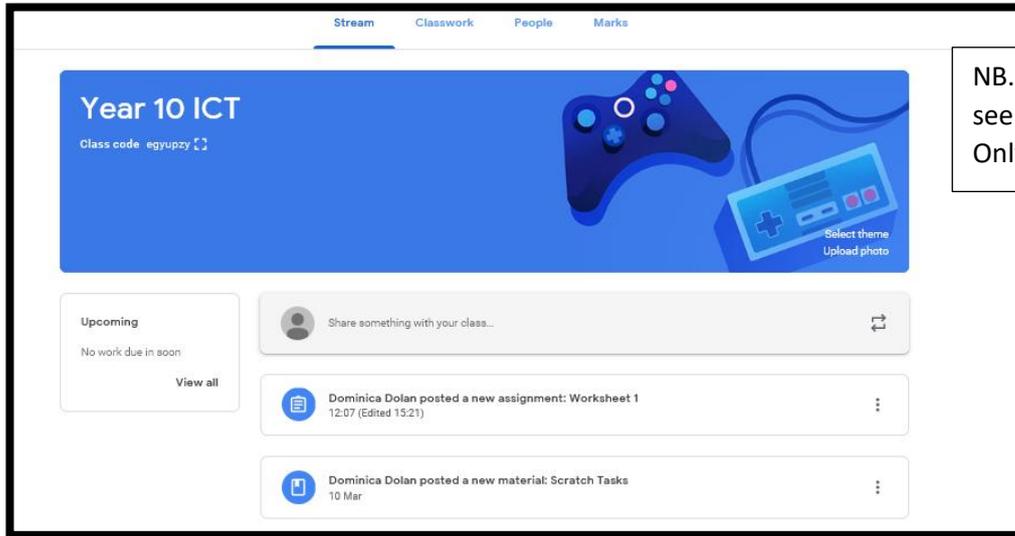
When the **Join Class** window appears **enter the code provided by your teacher**



And click **Join**

When the window loads it will display the classroom you have just enrolled on.





NB. Students will not see marks- Teachers Only

**Upcoming** shows what work is due soon

The **Stream** shows what work, assignments or comments that have been posted

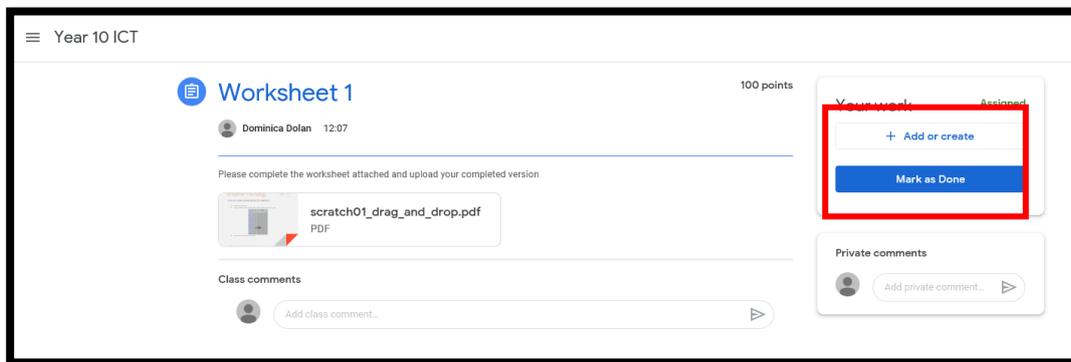
**Classwork** will display all assignments and materials or links you need to access. These will be items that your teacher has uploaded.

**People** shows the teachers/ students who are assigned to the classroom

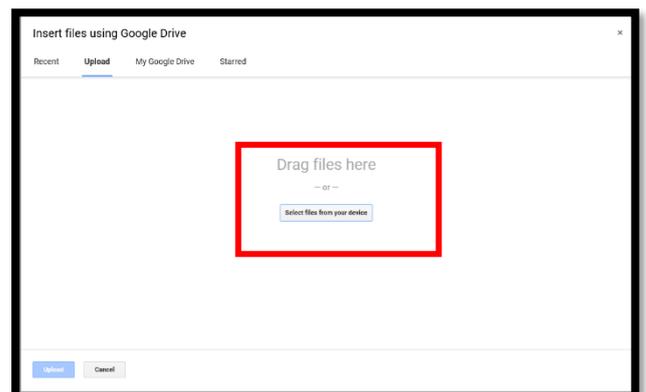
If your teacher wants you to **upload** some work this will be contained within an **Assignment** container.

### How to upload

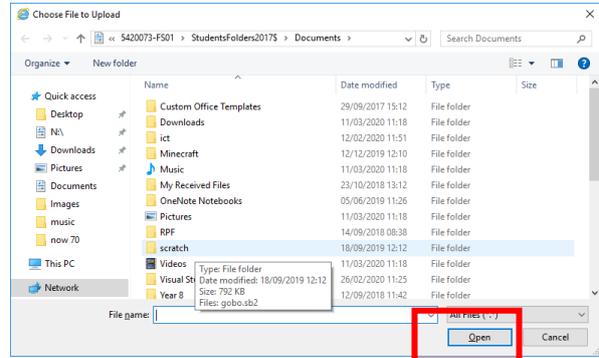
1. Click on **Classwork**
2. Click on the **Assignment container**- *in this case Worksheet 1*



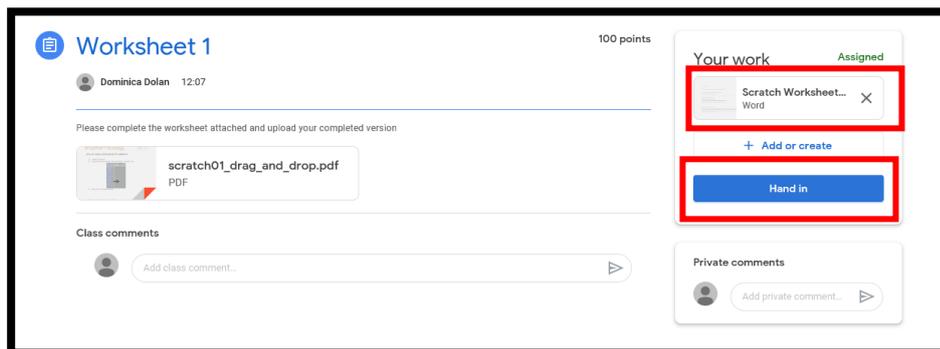
3. Click on the **Add or Create** button on the right hand side.
4. When the **Upload File** window appears click on **Select Files from device** or choose other relevant option



5. When the **File Browser** window opens locate your file and select **Open**



6. You will then have the option to attach more files or you may simply click the **Upload** button  
7. You will then be returned to the **Assignment container** and you will see your uploaded folder. The final step is to then “Hand-In” your work by clicking the **Hand in** button



8. A message will pop-up to confirm hand in- click **Hand in** again  
9. Your work will finally be displayed as Handed-In

