



## Accessing C2K from outside school

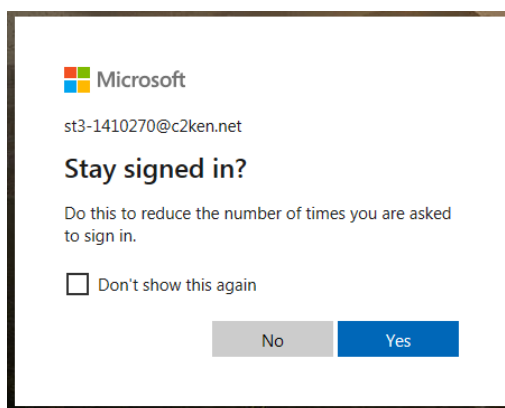
1. Browse to [www.c2kschools.net](http://www.c2kschools.net)
2. Log on using your C2K username + password



C2K Schools Home Screen ([www.c2kschools.net](http://www.c2kschools.net))

### Access School C2K Email:

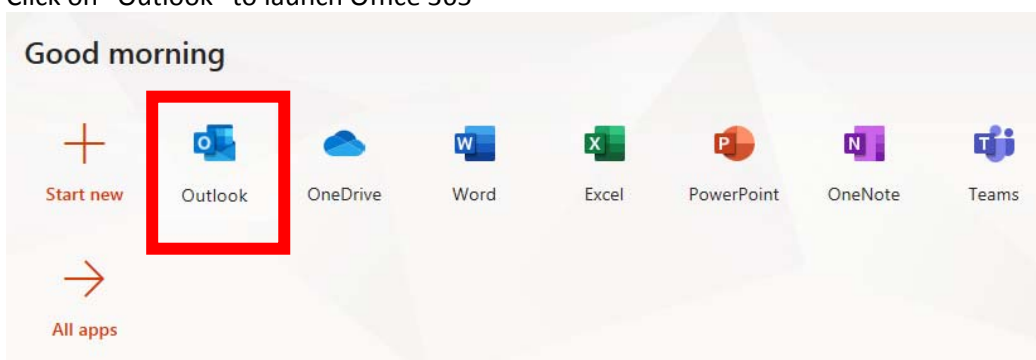
1. Click on Office 365 icon (from the launch pad group of 9 icons)
2. If prompted to log in again username is in the format of `c2kusername@c2ken.net`



*Answer Yes or No to stay logged in.*

*If other people use your computer I would advise clicking "No" to stop them accessing your email and possible confidential information.*

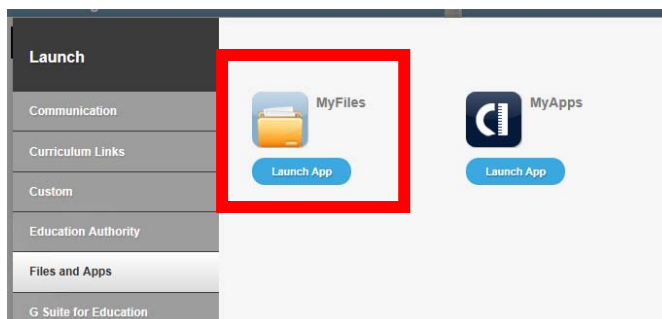
3. Click on "Outlook" to launch Office 365





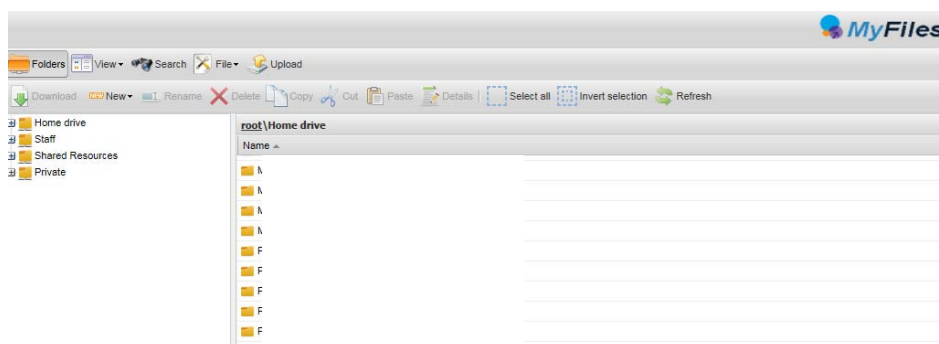
## Access School C2K Files / Documents / Shared & Staff Resources:

1. Click on View All (from underneath the launch pad group of 9 icons)
2. Click on Files & Apps from the left-hand tabs
3. Launch app – MyFiles



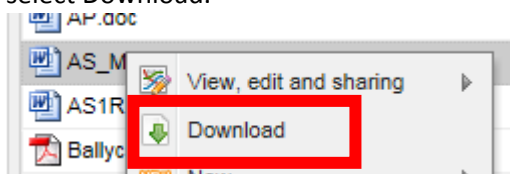
Files and Apps > MyFiles

4. Your MyDocuments folder automatically opens. Other areas such as Shared Resources, Staff Resources, and Private folders are accessible by expanding the list on the left-hand side.

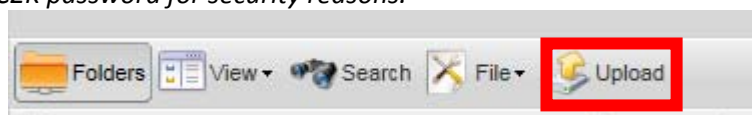


### How to edit an existing file:

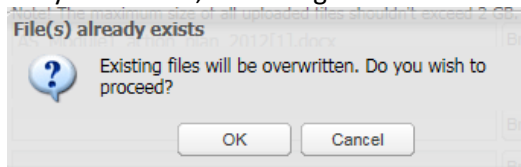
1. Double click on the file & select Download.



2. Click "Save" or the arrow beside Save if you wish to specify where you want it to save to.
3. Work on the file as required, then when ready, click on "Upload" to re-add the file to C2K.  
*Note: if significant time has passed between download & re-upload you may be prompted to re-enter your C2K password for security reasons.*



4. A confirmation message will state that the file already exists & to confirm that it will be overwritten. At this point if you click OK, the change will be immediately made on C2K.

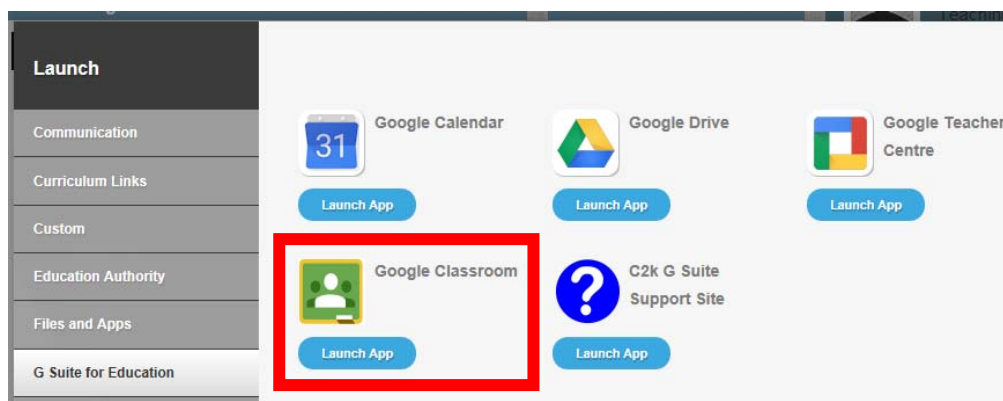




## Access Google Classroom:

View Support site at: <https://sites.google.com/c2ken.net/gsuitehelp>

1. Click on View All (from underneath the launch pad group of 9 icons)
2. Click on G Suite for Education from the left-hand tabs
3. Launch app – Google Classroom



4. When prompted to Log in enter your username in the format: [c2kusername@c2ken.net](mailto:c2kusername@c2ken.net)

Active Directory Federated  
Services V3

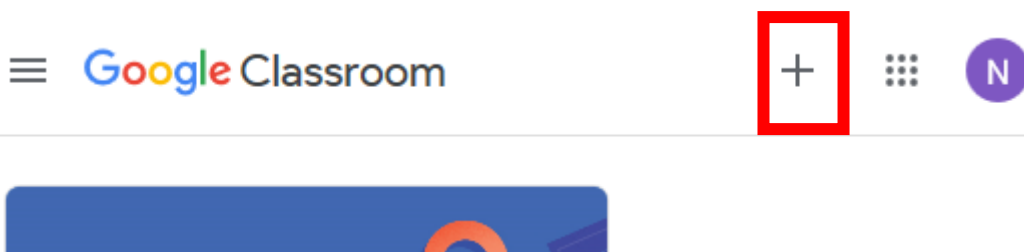
Sign in with your organizational account

Sign in

*Log in username format: c2kusername@c2ken.net*

5. Classrooms you currently are members of are now displayed. To create a new class, or join an existing class click on the + icon at the top-right of the window.



6. To securely log out of Google Classroom when finished click on the circled icon at the top-right corner & click Sign out.



## Change an Expired C2K Password:

1. Browse to [www.c2kni.net](http://www.c2kni.net) and open School Services.
2. From the list of C2K School Services choose "Change your password"



*Note: the other available options have now been replaced by accessing via [www.c2kschools.net](http://www.c2kschools.net)*

3. Complete all fields as requested. Your new password must meet the minimum length requirement, and must not have been used previously.

**Change Password**

Please complete all fields marked with \*


Username \*

Current Password \*

New Password \*

Re-enter Password \*

Verification \* Type the characters shown in the image below



4. Remember to immediately update your current C2K saved passwords on your mobile devices – i.e. email etc, with the newly created password. When next in school you may be also prompted to update your password for C2K Wireless.



## C2K Collaborate Ultra

### Overview

Collaborate Ultra is high quality sound and video virtual classroom software offers schools and partners the opportunity not only to video conference but also to use online tools to replicate the classroom experience for users wherever they are.

As the software is browser based, it offers a high quality experience on desktops, laptops and mobile devices (iOS & Android).

Pupils can take part in polls or quizzes which will help form the basis for discussion in the lesson. PowerPoints can be viewed and commented on with pupils having the ability to raise a virtual hand to ask a question or use the chat function to type a question.

### Getting Started

The teacher creates a session using the Ultra software via MySchool>View All>Online Learning tab, then navigate to the second page, via the bottom right arrow, where the Collaborate Ultra icon is located.



The teacher should set up a session to run over this academic year; they can then send the participant link to their pupils and agree a start time for the lesson. The teacher can control what the participants do within the session via the Session Settings.

### Help and Support

The following links provide resources offering additional support and information on Collaborate Ultra and how it may be used to support teaching and learning:

**Collaborate Ultra Experience Help website:** <https://help.blackboard.com/Collaborate/Ultra>

### YouTube Videos

1. Blackboard Collaborate with the Ultra Experience User Interface Tour  
<https://www.youtube.com/watch?v=1W4sGpVmJaY>
2. Session Settings in Blackboard Collaborate with the Ultra Experience  
<https://www.youtube.com/watch?v=K-R6kmVI44U>
3. Sharing PowerPoint Files in Blackboard Collaborate with the Ultra Experience  
[https://www.youtube.com/watch?v=6H3R-E\\_pgEY](https://www.youtube.com/watch?v=6H3R-E_pgEY)
4. Blackboard Collaborate ULTRA Part 1  
<https://www.youtube.com/watch?v=zbLdst02P0>



## Downloading MS Office

To download a copy of Microsoft Office onto your own device, follow instructions provided on our College website, or via:

<http://www.wellingtoncollegebelfast.org/documents/4398/office.pdf>

Office can be installed free of charge on up to 5 devices per user account.

**Note: Username must be entered in the format: [c2kusername@c2ken.net](mailto:c2kusername@c2ken.net)**

## Accessing Show My Homework

To access Show My Homework follow the link on the College website, or via:

<https://wellingtoncollege.showmyhomework.co.uk/school/homeworks/calendar>

**Note:** Students can view all homework's assigned by staff without the need to log in by clicking on the above link, and choosing Show All:

Wellington College  
View homework calendar  
<http://www.wellingtoncollegebelfast.org.uk>

Select a year ▼ Select a type ▼ Select a subject ▼ Select a teacher ▼ All classes ▼

9 Mar - 15 Mar ◀ ▶ Homework key ▼

Please use the above filters to see your tasks. Or, **show all**

Staff log ins for Show My Homework are (by default) in the format: [c2kusername@c2ken.net](mailto:c2kusername@c2ken.net)

If you can't log in, click Forgot Password and a reset link will be emailed to your C2K email account.