

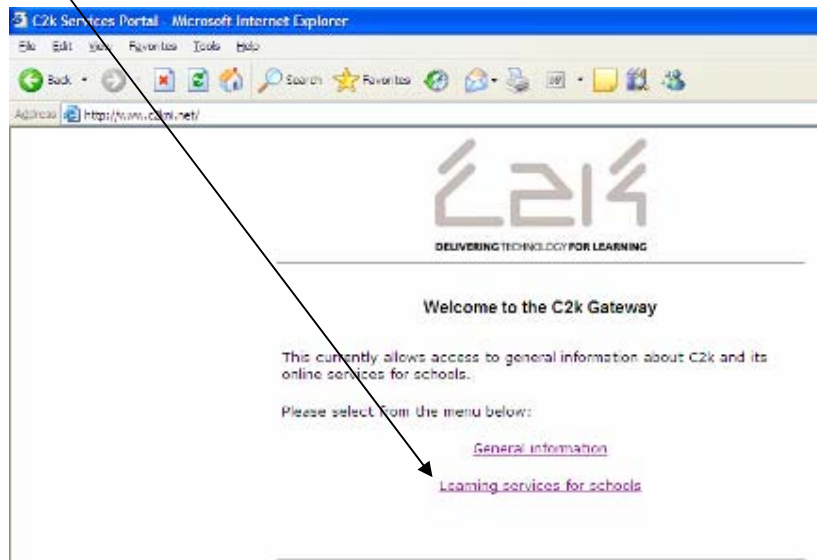
## *External access to files and folders from home/library*

### 1) Access

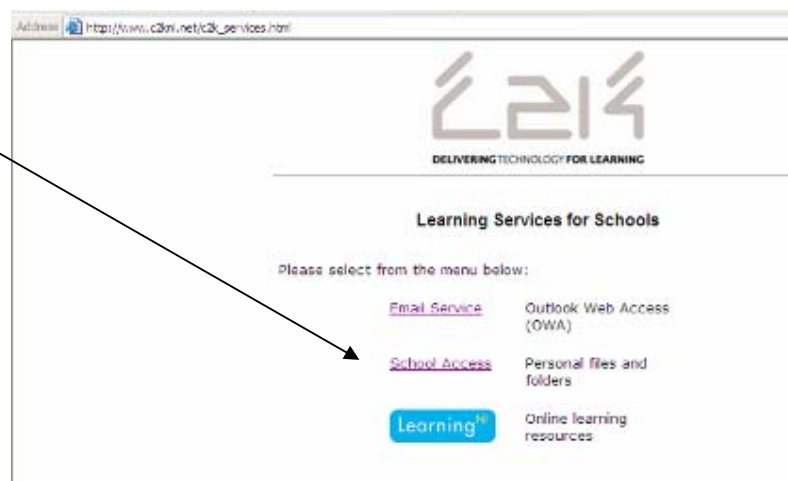
In your local library or home log on to the <sup>1</sup>Internet

1.1 Type in [www.c2kni.net](http://www.c2kni.net) address

1.2 Click “**Learning services for schools**”



1.3 Click “**School Access**”



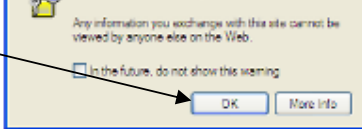
<sup>1</sup>The

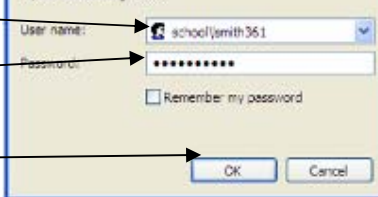
- downloading speed of files will depend on (i) connection type: PSTN 56kps, ISDN 128kps and Broadband 512kps min and (ii) the size of the file (iii) computer specification.
- opening and editing of files may depend on the software or version being available on the local desktop.

### School Access

Please select from the drop down menus below:

- 1.4 Click **downward arrow**: select **board** → Board: Belfast BELB
- 1.5 Click **downward arrow**: select **school** → School:
- 1.6 Click **Connect to School** button → Connect to School

- 1.7 Click **OK**
- 
- A security alert dialog box titled "Security Alert" with a warning icon. The text reads: "You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web." There is a checkbox for "In the future, do not show this warning" and two buttons: "OK" and "More Info".

- 1.8 Enter your C2k Username – using the prefix **school\**  
eg **school\smith361**
- 1.9 Enter your C2k **Password**
- 1.10 Click **OK**
- 
- A "Connect to myfolders.learningni.net" dialog box. It shows the URL "myfolders.learningni.net" and fields for "User name:" (containing "school\smith361") and "Password:" (masked with asterisks). There is a checkbox for "Remember my password" and "OK" and "Cancel" buttons.

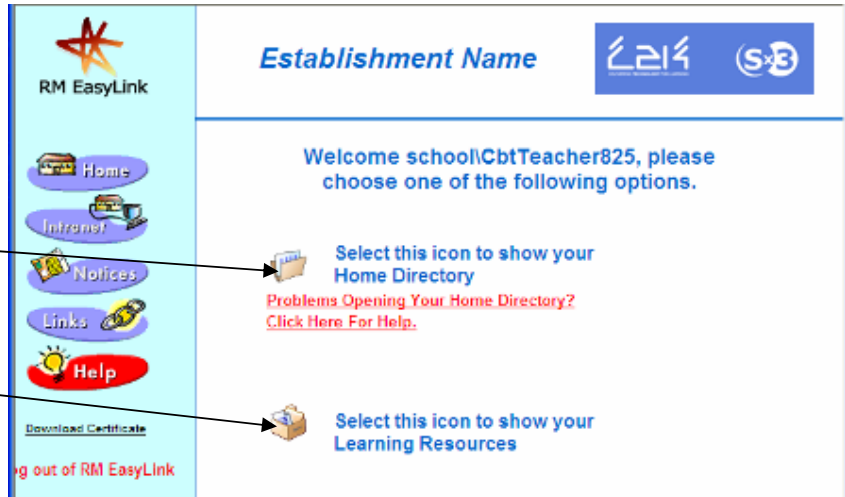
## 2) Home Page

### Home Directory

- Your school files and folders

### Learning Resources

- Available resources

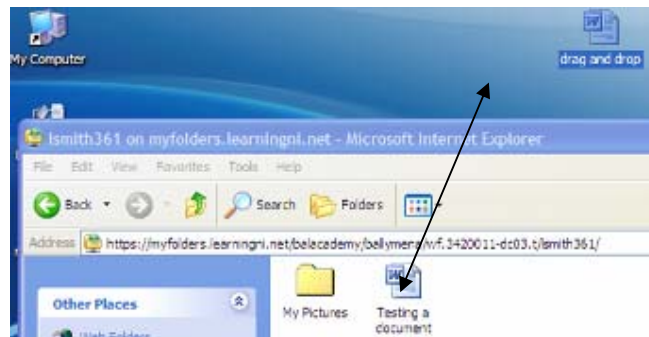


The image shows the RM EasyLink home page. On the left is a vertical navigation menu with icons and labels: Home, Intranet, Notices, Links, Help, and Download Certificate. On the right, there is a header with "Establishment Name" and logos for "214" and "SxB". Below the header, a welcome message says "Welcome school\CbtTeacher825, please choose one of the following options." Two callout boxes point to the "Home" and "Help" icons in the menu, providing instructions: "Select this icon to show your Home Directory" and "Select this icon to show your Learning Resources".

## 2.1) Home Directory: Opening & Saving Files

### Method 1 - Home Access

- To Edit : **Drag and drop** file from the **My Folders** window to the desktop
- To Save in the **My Folders** window: **Drag and drop** file from the desktop to the **My Folders** window



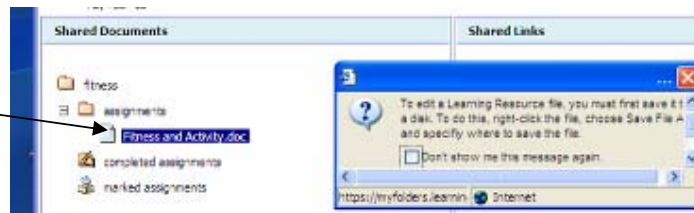
### Method 2 – Public Library Access

- To Edit - Double click file directly from the **My Folders** window - you will be prompted to log on again
- To Save – Select **File>Save** – the direct path to file location on C2k system will be found

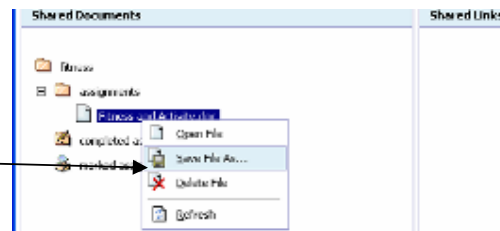
## 2.2) Learning Resources

### 2.2.1 To Open: Save Locally

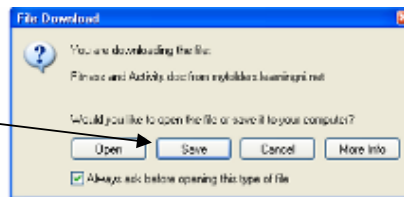
- Click the desired resource file
- At prompt **right-click** file



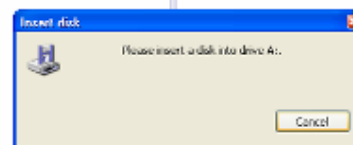
- Select **Save File As**



- Click **Save**

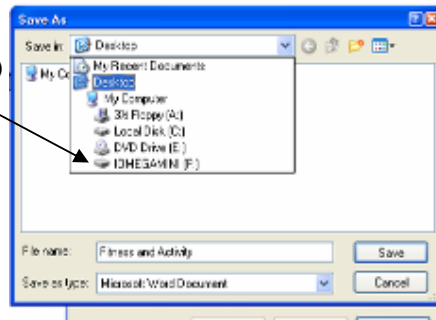


- Click **Cancel** Button (*Library Prompt Only*)



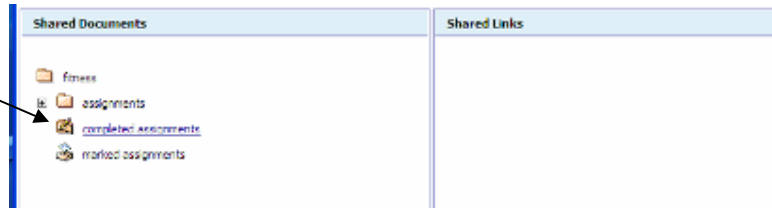
- Select which **Drive** (Floppy A or F is UBS in library)
- Click **Save**

*(The resource file is now saved on your floppy or UBS pen)*

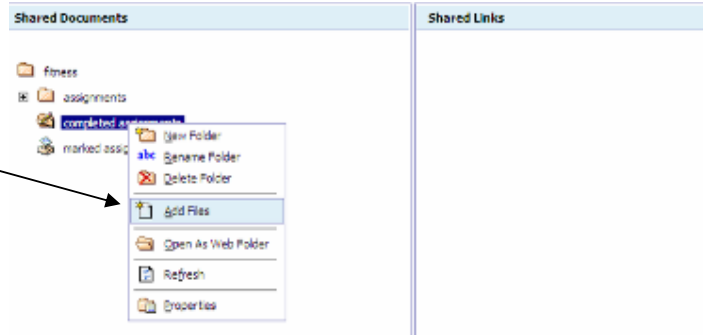


### 2.2.2 To <sup>2</sup> Save completed work back to a resource folder:

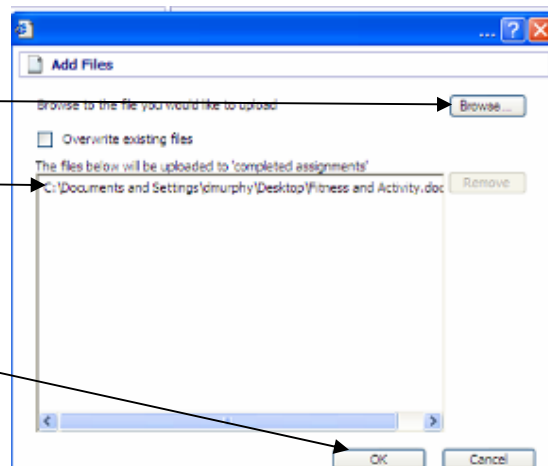
- **Right Click** Destination Folder (eg Completed Assignment)



- Select **Add Files**



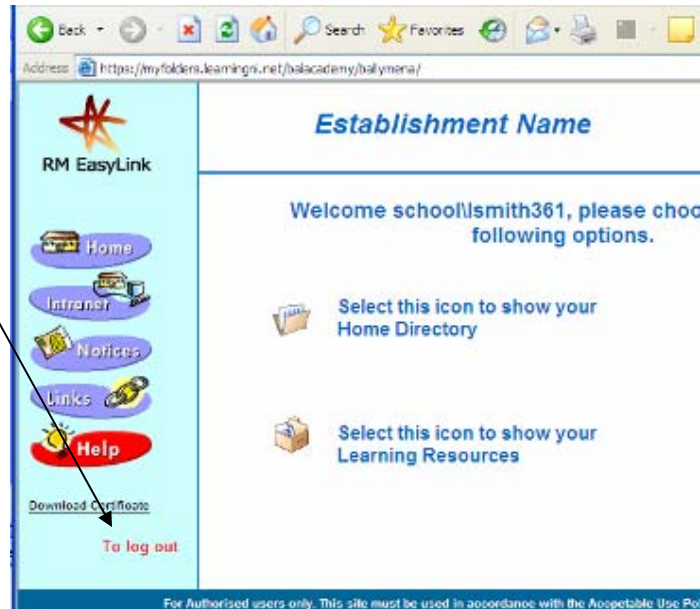
- Select **Browse** button
- Search on the desktop or on a disk for the saved file which is to be uploaded to the Resource Folder
- Click **OK**



<sup>2</sup>The folder permission rights must be set to **Write or Collaborate** by the teacher (owner) to enable the user to save a completed piece of work back to a Learning Resource folder.

3) **Logging Out:** You must ensure all browser windows are closed.

- Click To Log out



#### NOTES:

- **Browser:** IE 5.4 or later is required
- **Email Icon** – Email can only be accessed if it has been made available to student(s) by the school (if the email facility has been made available please refer to the school’s C2k Manager/Administrator for OWA guidelines).
- **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.
- **Learning Resources:** The folder permission rights must be set to **Write or Collaborate** by the teacher (owner) to enable the user to save a completed piece of work back to a Learning Resource folder.
- **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.

#### Failed Log On Attempts

- A page error is displayed after 3 failed login attempts; the account is locked out after 5 login attempts and has to be re-enabled by your C2k Manager/Administrator.