

Our expectations are that all students continue with their studies via our Home Learning programme. The academy has created 'virtual classes' online using Microsoft Teams (instructions for logging in are below) which can be accessed via smartphone, tablet or computer. Students will find, in each class, work that has been set for them which they can hand in and they will then receive marks and feedback from their teachers.

Therefore we anticipate that a student's week will work as follows:

- Before 9am every Monday morning: All tasks (known as 'Assignments') that students must be doing for the week will be added to the online classes, ready for the week ahead.
- Monday 9am onwards: Students will be able to log on to Microsoft Teams and see the Assignments for that week, along with the deadlines for completion.
- Monday to Friday: Students should complete and then 'hand in' their Assignments online, using their timetable as a guide in order to help structure their days. Students will also receive feedback and/or grading on their Assignments which will help to inform the next steps for them and help them to learn.

The first, and most important, website that students need to be able to log in with is 'Office 365'. Once they have logged into it, they will be using 'Microsoft Teams' where their classes are all set up. Details for the various logins are below.

Instructions for Office 365 & Microsoft Teams

1. Use Google to find 'Office 365'.
2. Enter your school email address (this is your firstname.secondname@nkacademy.co.uk e.g. john.smith@nkacademy.co.uk) plus your normal computer school login password.

Instructions for Home Access+

1. Go to www.nkacademy.co.uk.
2. Click on 'HomeAccess+' at the top of the page.
3. Scroll down and click on 'Click Here'.
4. You may be asked for your username and password - enter your usual school computer login and password. Should this not work first time, on your username enter nhkes\ before your username e.g. nhkes\stas15

Instructions for Hegarty Maths

1. Go to www.hegartymaths.com.
2. Click 'Student Login'.
3. It will ask for your school. Type in NK Academy. NK Academy will be listed - click on this.
4. Enter your First Name, Surname and Date of Birth.

5. It will ask for your password and confirmation of your password. Fill these in.

Instructions for GCSEPod (KS4 Students only)

1. Go to www.gcsepod.com
2. Click on 'login'.
3. Click on 'New Here? Get Started'.
4. Click on 'Student'.
5. Enter your First Name, Last Name, Date of Birth. Under 'school' type in North Kesteven School. 'North Kesteven School' should pop up - click on this.
6. Enter your username (we would suggest using your username for your school login).
7. Enter a password and confirm (this must be at least 8 characters in length).
8. Enter a password hint to remind you just in case you forget. You can also enter an optional email address to help you reset your account just in case you forget your details.
9. Select the subjects that you are studying and hit 'Save'.

Instructions for Seneca (KS4 Students only)

1. Go to www.senecalearning.com
2. Click on 'Students, start here'.
3. Click on 'Sign Up'.
4. Enter your First Name, Last Name, Email and Password.
5. Click on 'I'm a Student'.
6. Click on 'North Kesteven Academy'.
7. Tick the box and then click 'Finish Sign Up'.