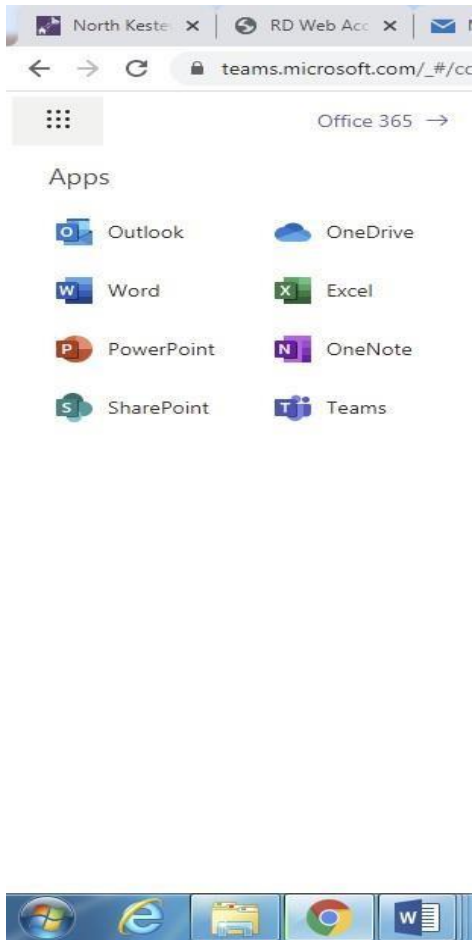


# Microsoft Teams

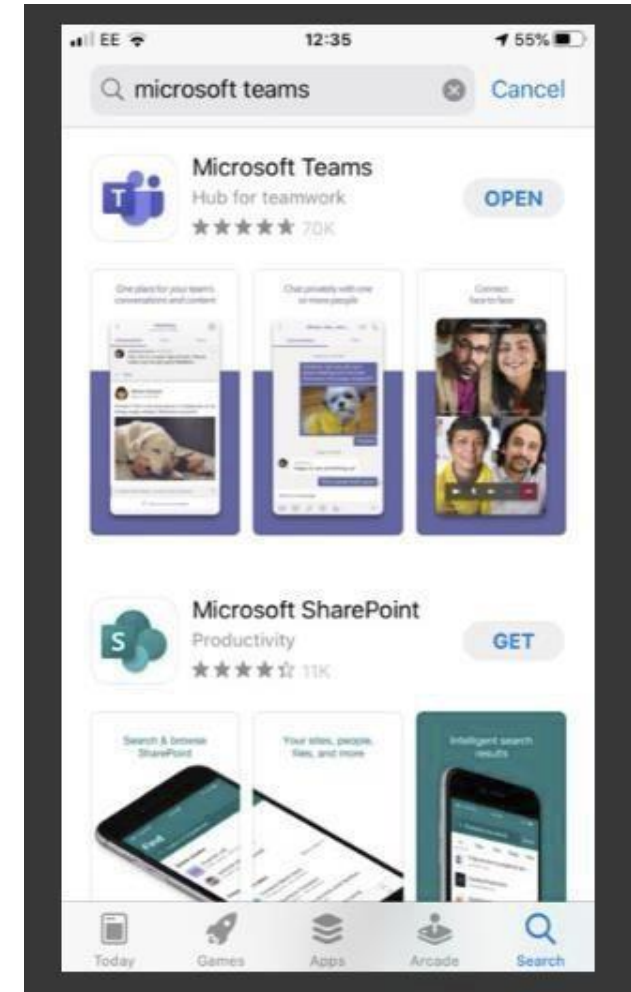
Guide to NKAcademyOnline

# Getting started...

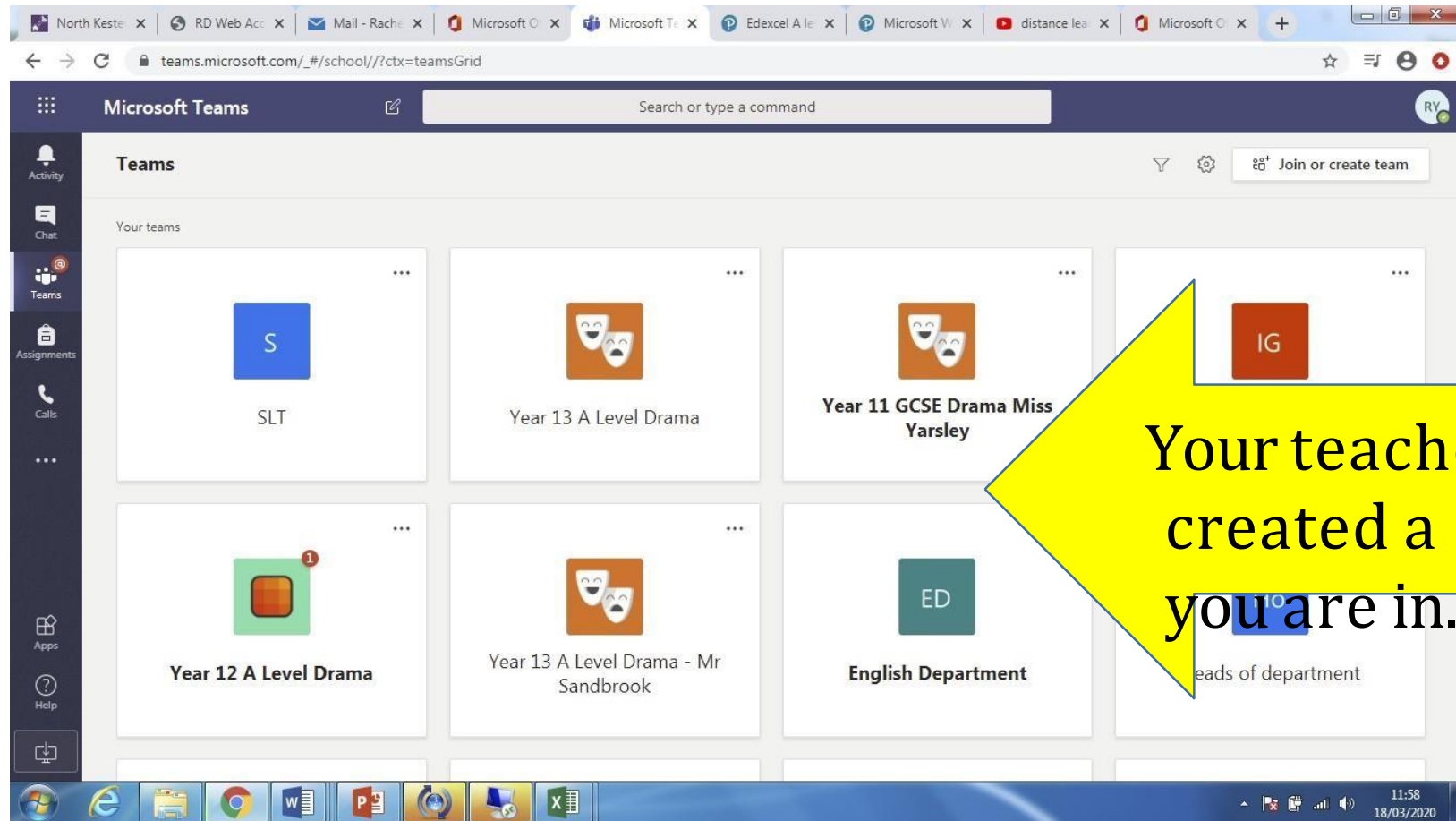


You can access Teams through Office 365 on your home computer or laptop and by downloading the app onto your phone. We suggest you do both as you will be able to receive notifications of assignments and feedback from your teachers via both devices. If you have parents working from home (using the home computer) and your assignment can be done in your book, your phone will be a crucial communication device for school.

You **LOG IN** using your **school email address** and your **school password**.

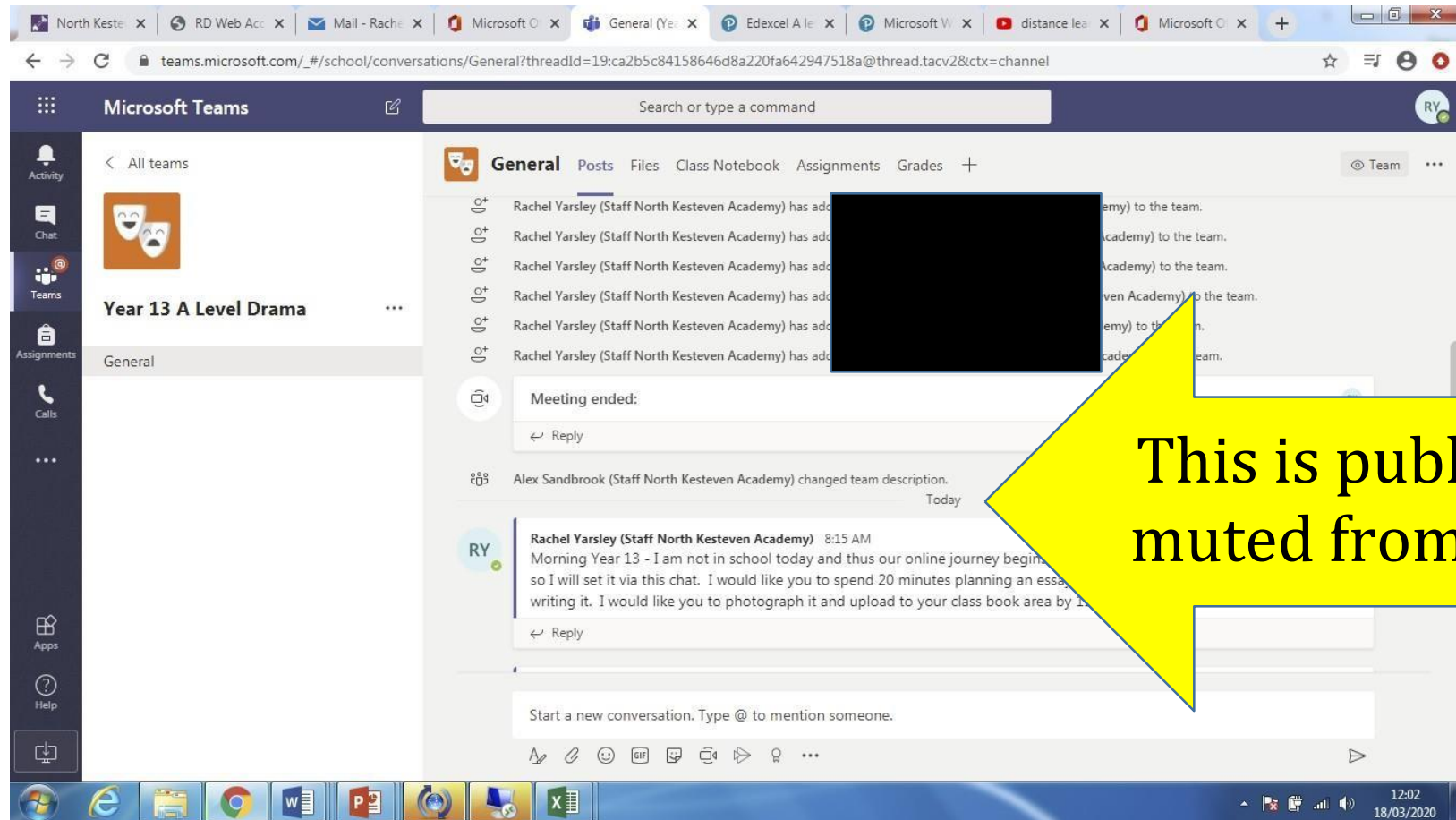


# When logged in you will get here...



Your teachers will have created a team for each class you are in.

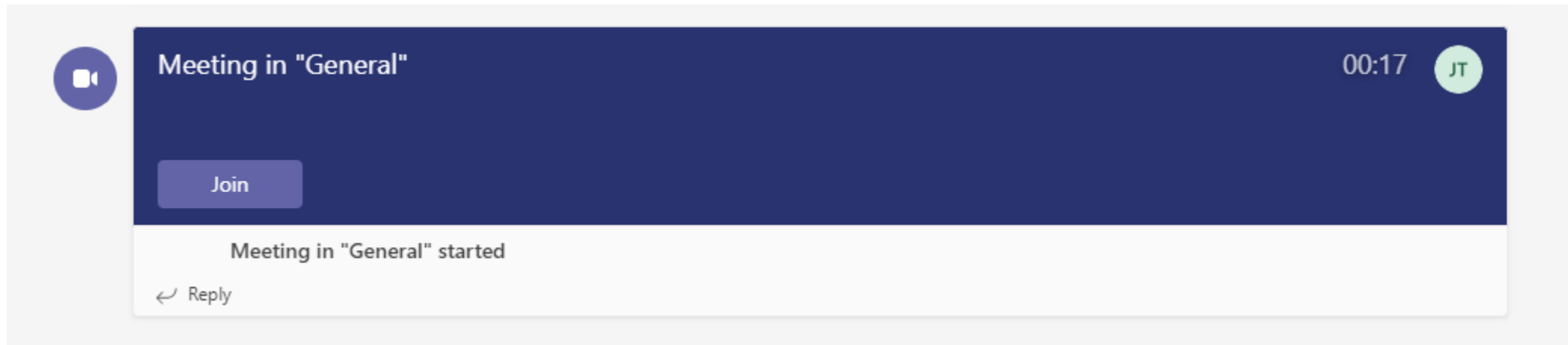
This is your general page for whole team 'chat' - your teacher can communicate with you as a class, live stream lessons from here and you can communicate back...



This is public and students can be muted from the chat if necessary!

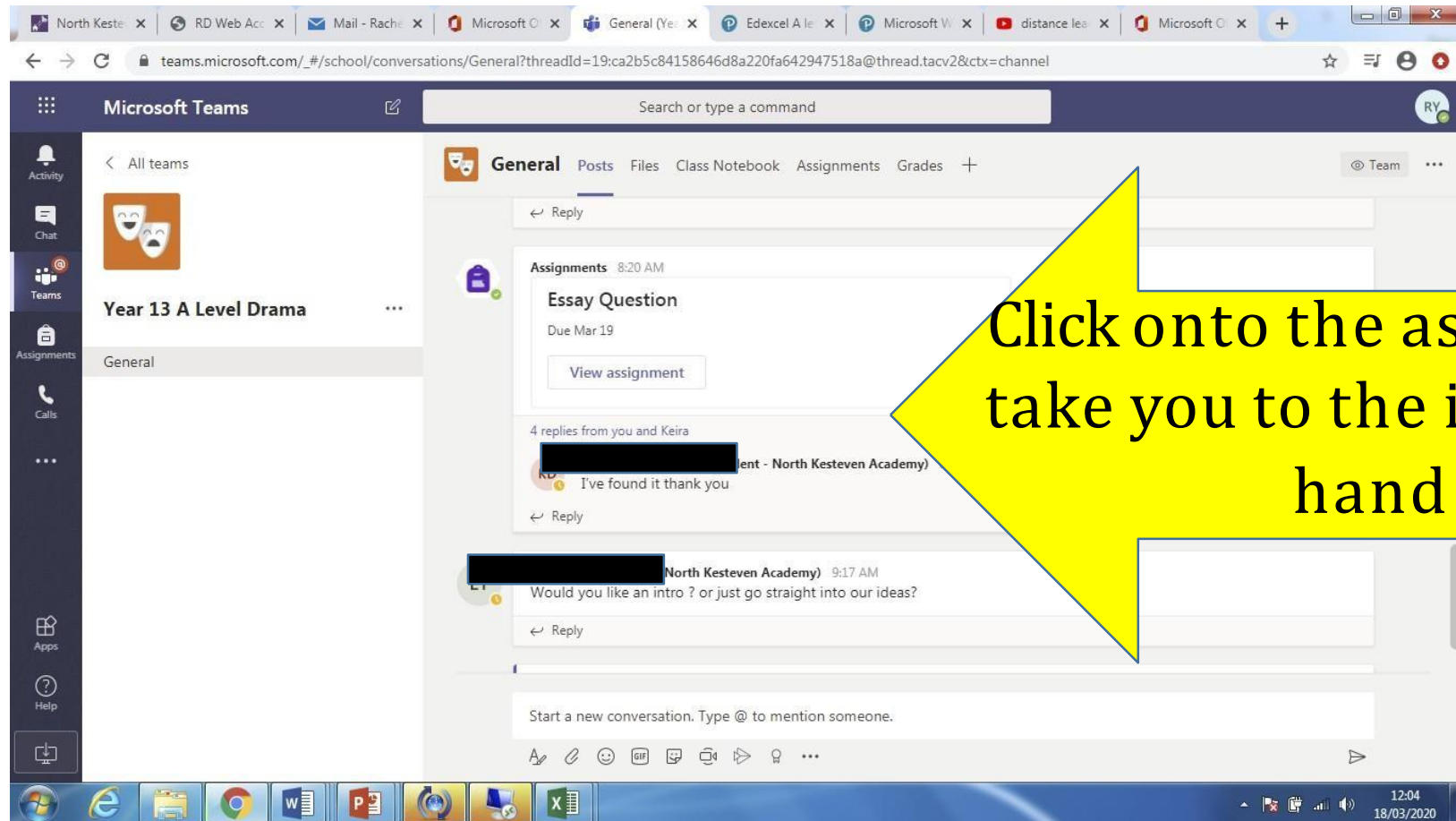
# Live streaming lessons

If you test positive for Covid but are well enough to continue learning, you will be expected to go onto the correct team for that lesson and join the live stream. The box below will appear.



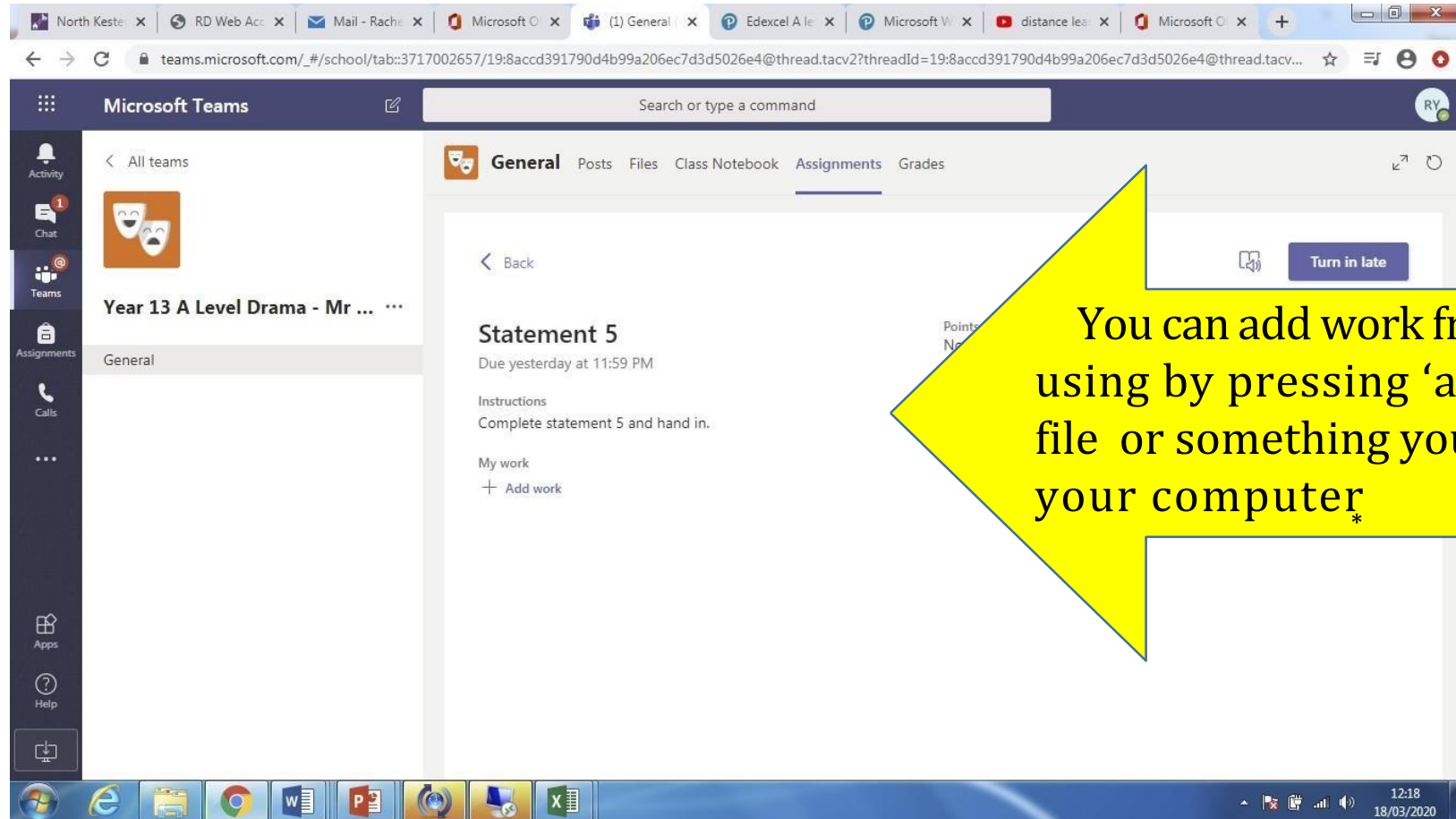
Click join and you will be asked to choose your camera and microphone options.  
Leave your camera and microphone off, unless requested to turn them on by the teacher.

Your teacher can set assignments and if/when they do they will appear on the posts as below...



Click onto the assignment and it will take you to the instructions and the hand in date...

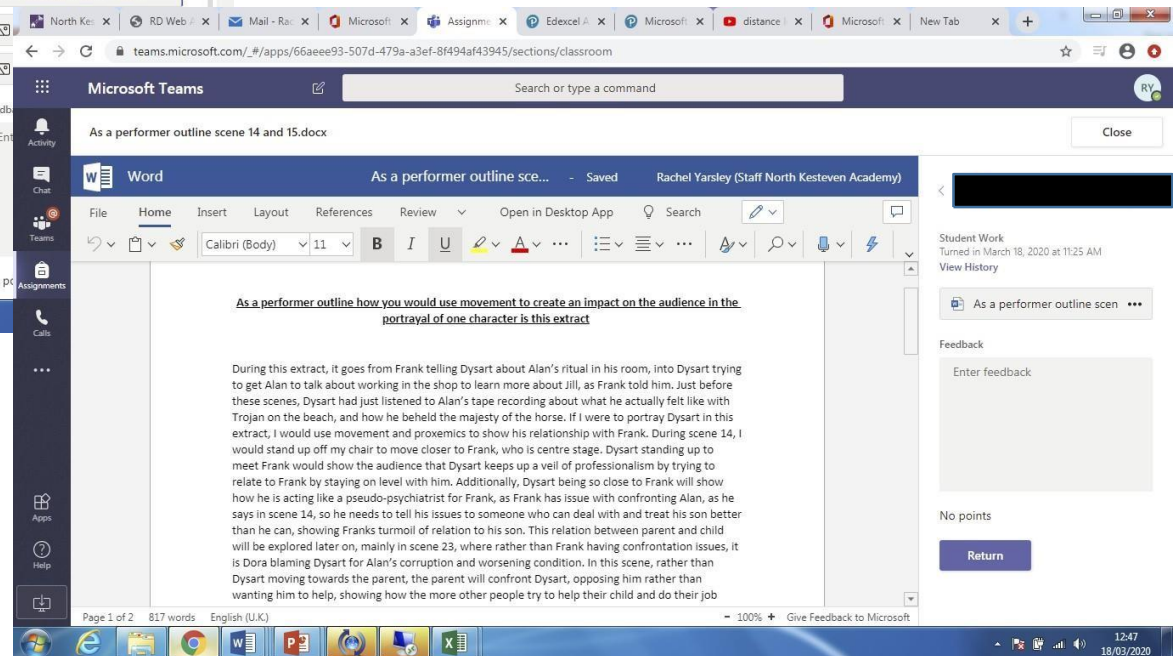
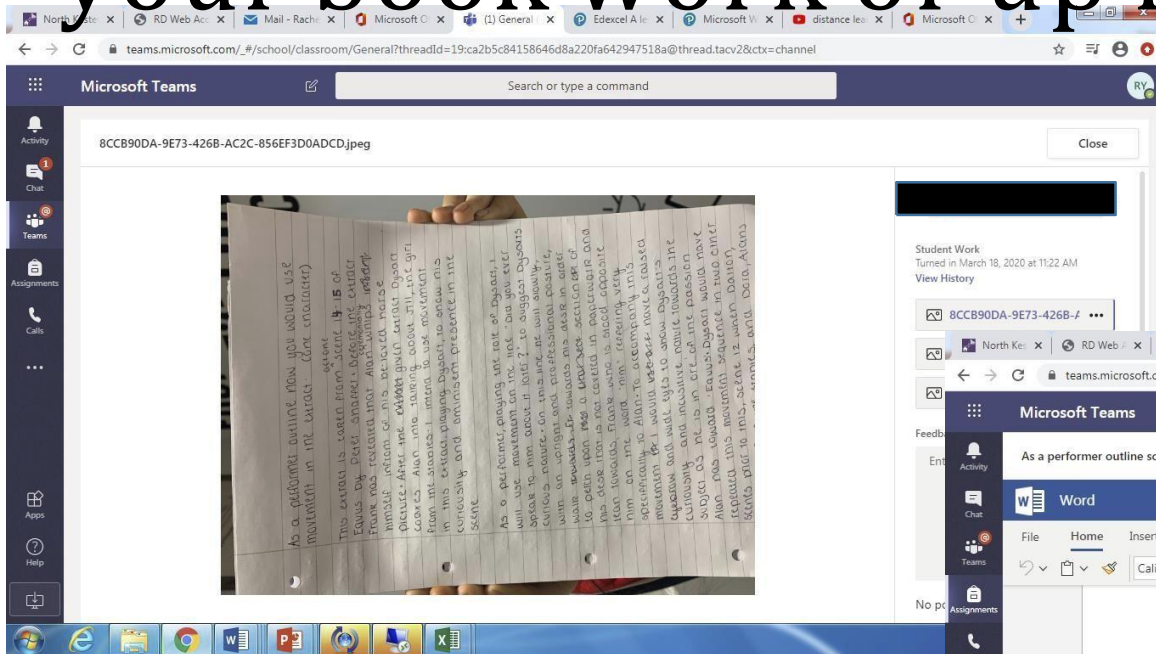
The assignment instructions will appear - you can also click then little book in the right-hand corner to have instructions read to you...



You can add work from the PC or lap top you are using by pressing 'add work' if it is an electronic file or something you have downloaded or saved to your computer



# You can use your phone to photograph and upload your book work or upload a word doc...





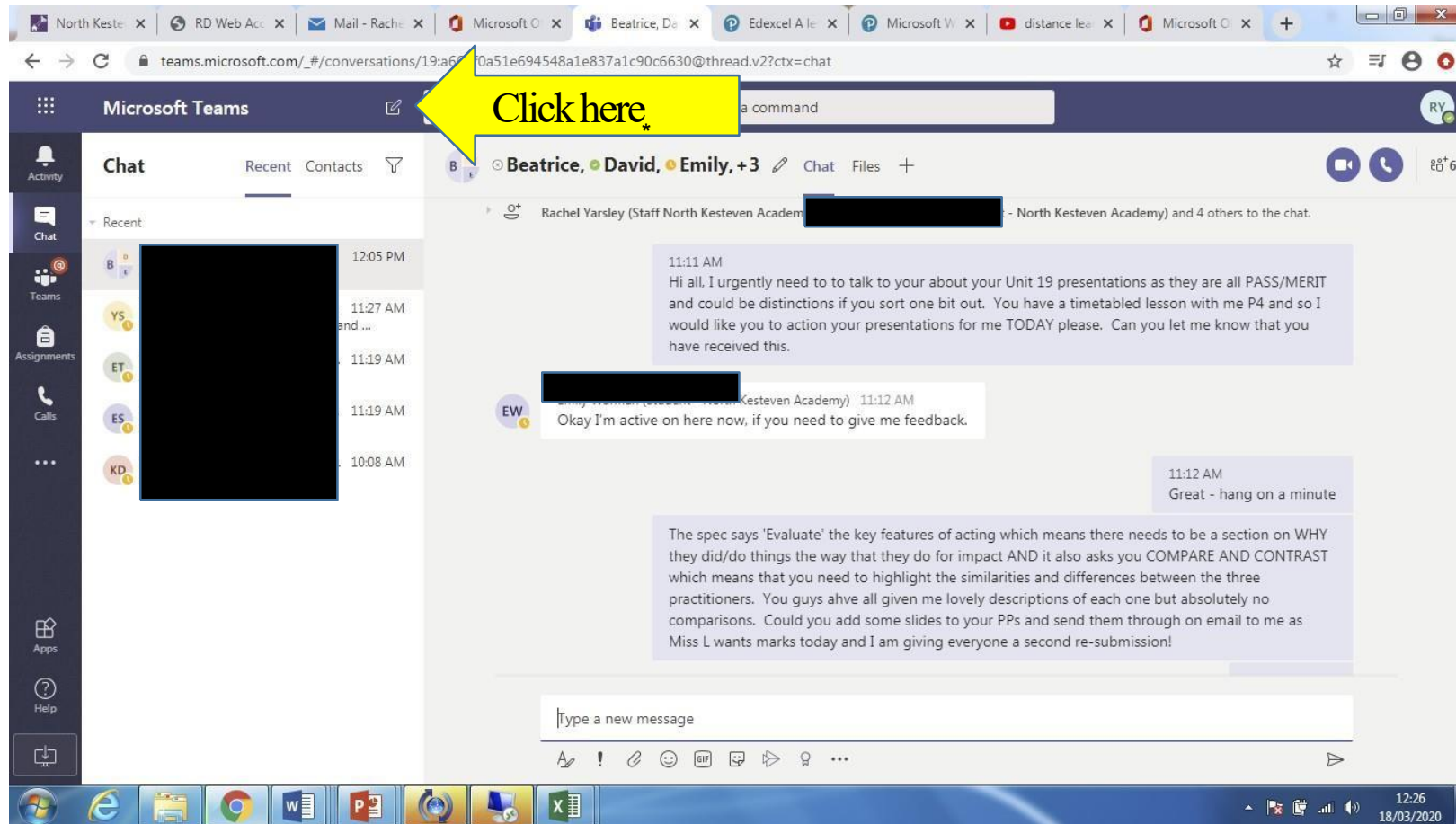
# Checking and grading...

The screenshot shows the Microsoft Teams interface for an 'Essay Question' assignment. The assignment is due tomorrow at 11:30 PM. Below the title, there are two tabs: 'To grade (10)' and 'Graded (0)'. A table lists the status of 10 students. The first student's name is obscured by a black redaction box. The status column shows a mix of 'Turned in' and 'Viewed' statuses. A search bar for students is visible at the top right of the table area.

Name	Status
[Redacted]	✓ Turned in
	⊘ Not turned in
	👁 Viewed
	✓ Turned in
	✓ Turned in
	✓ Turned in
	✓ Turned in
	👁 Viewed
	✓ Turned in

Your teachers will click on the assignment and it will allow them to see who has and has not turned in their work...

# Individual/group chats with teachers...



You can set up individual chats

If you are struggling to answer a question or understand a task and you want an individual response.

If the answer to the question that you are asking benefits the class, the teacher may put the answer on the group page without revealing who asked the original question.