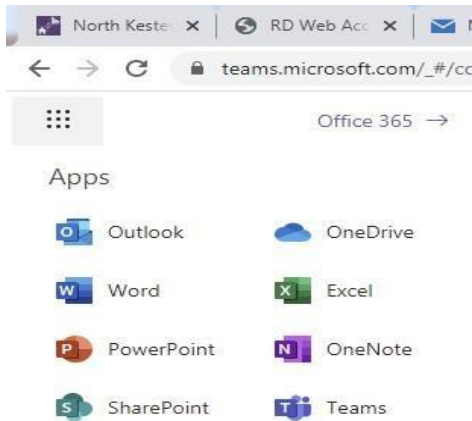


Microsoft Teams

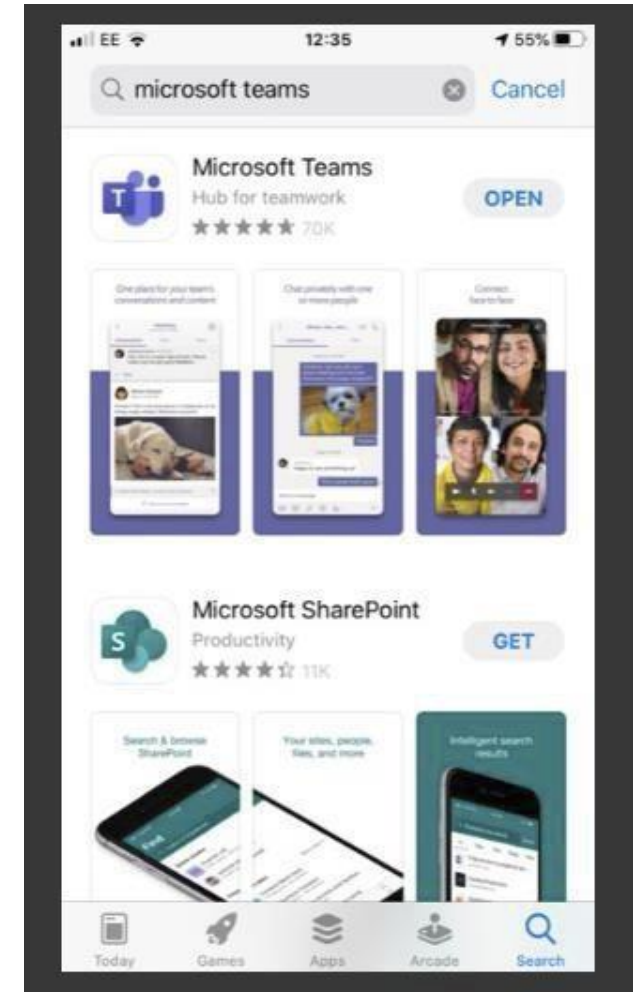
Guide to NKAcademyOnline

Getting started...

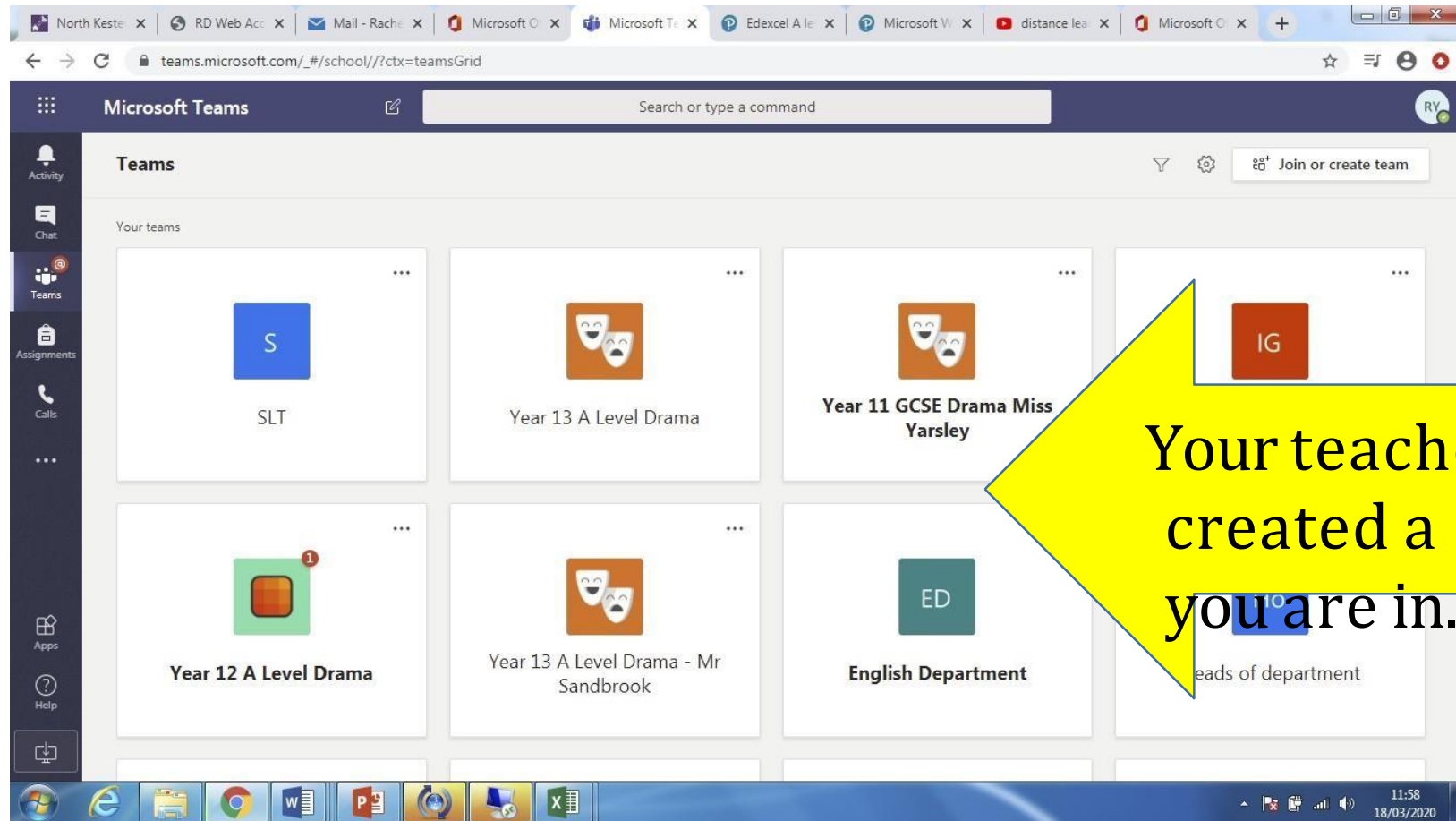


You can access Teams through Office 365 on your home computer or laptop and by downloading the app onto your phone. We suggest you do both as you will be able to receive notifications of assignments and feedback from your teachers via both devices. If you have parents working from home (using the home 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**.

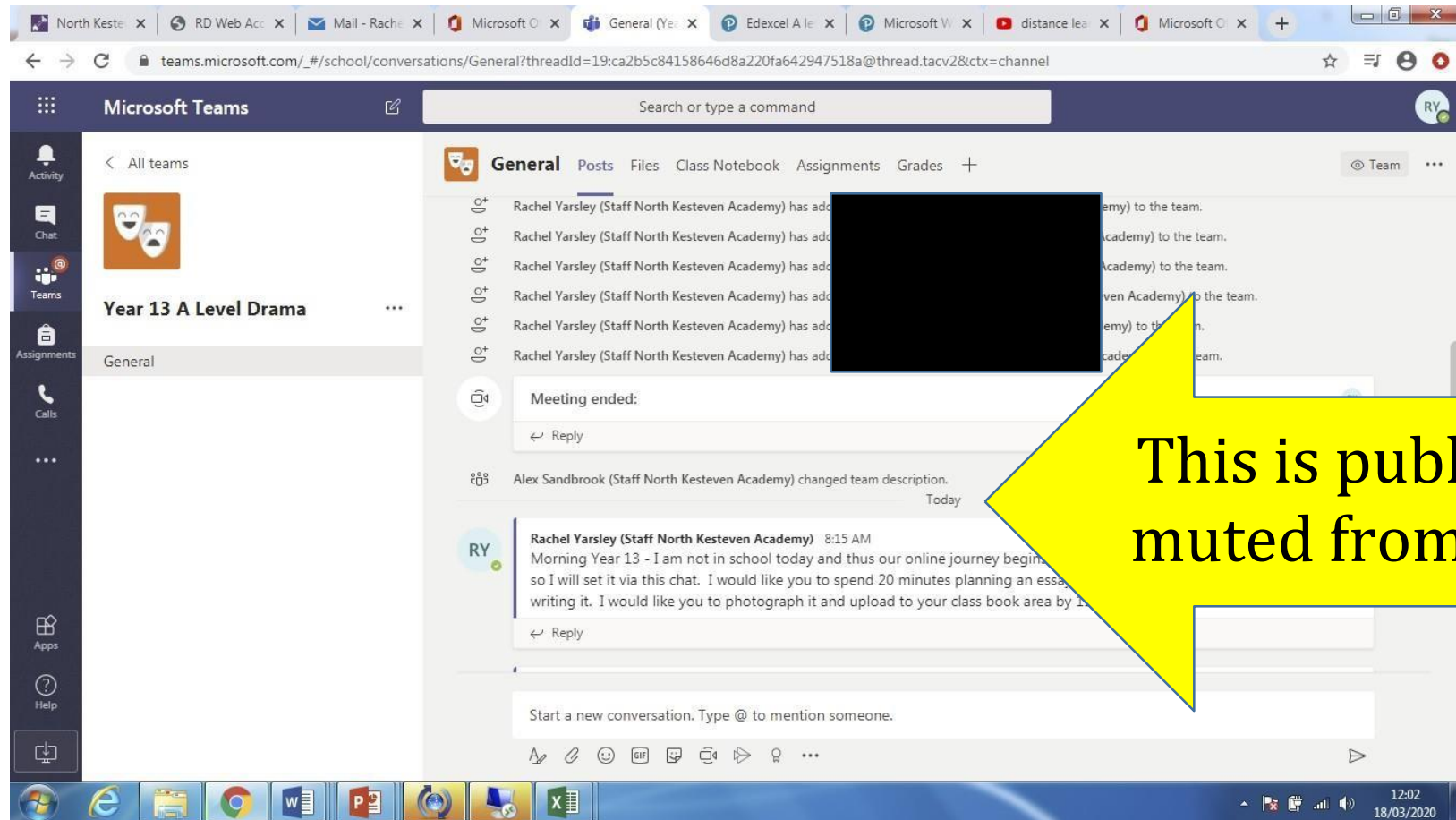


When logged in you will get here...



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

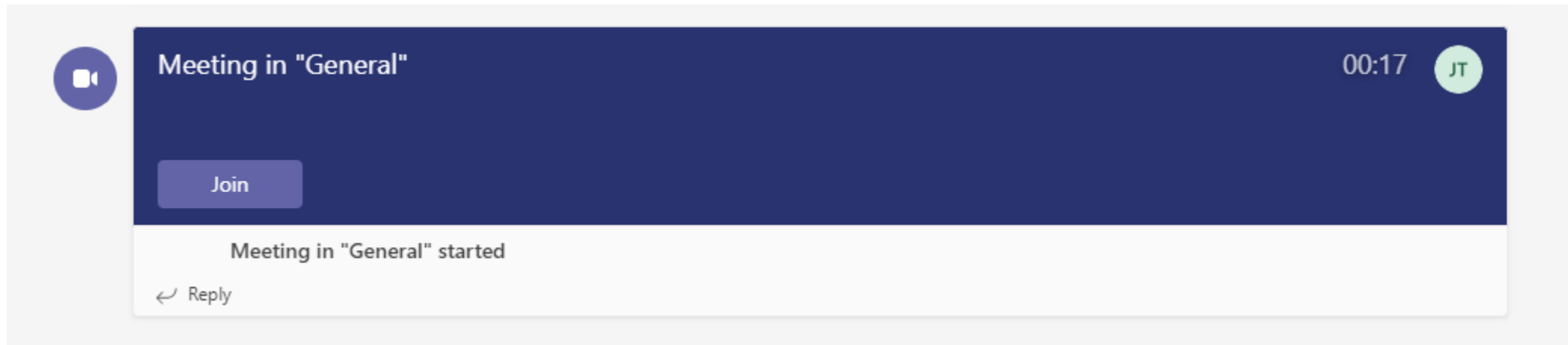
This is your general page for whole team 'chat' - your teacher can communicate with you as a class, live stream lessons from here and you can communicate back...



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

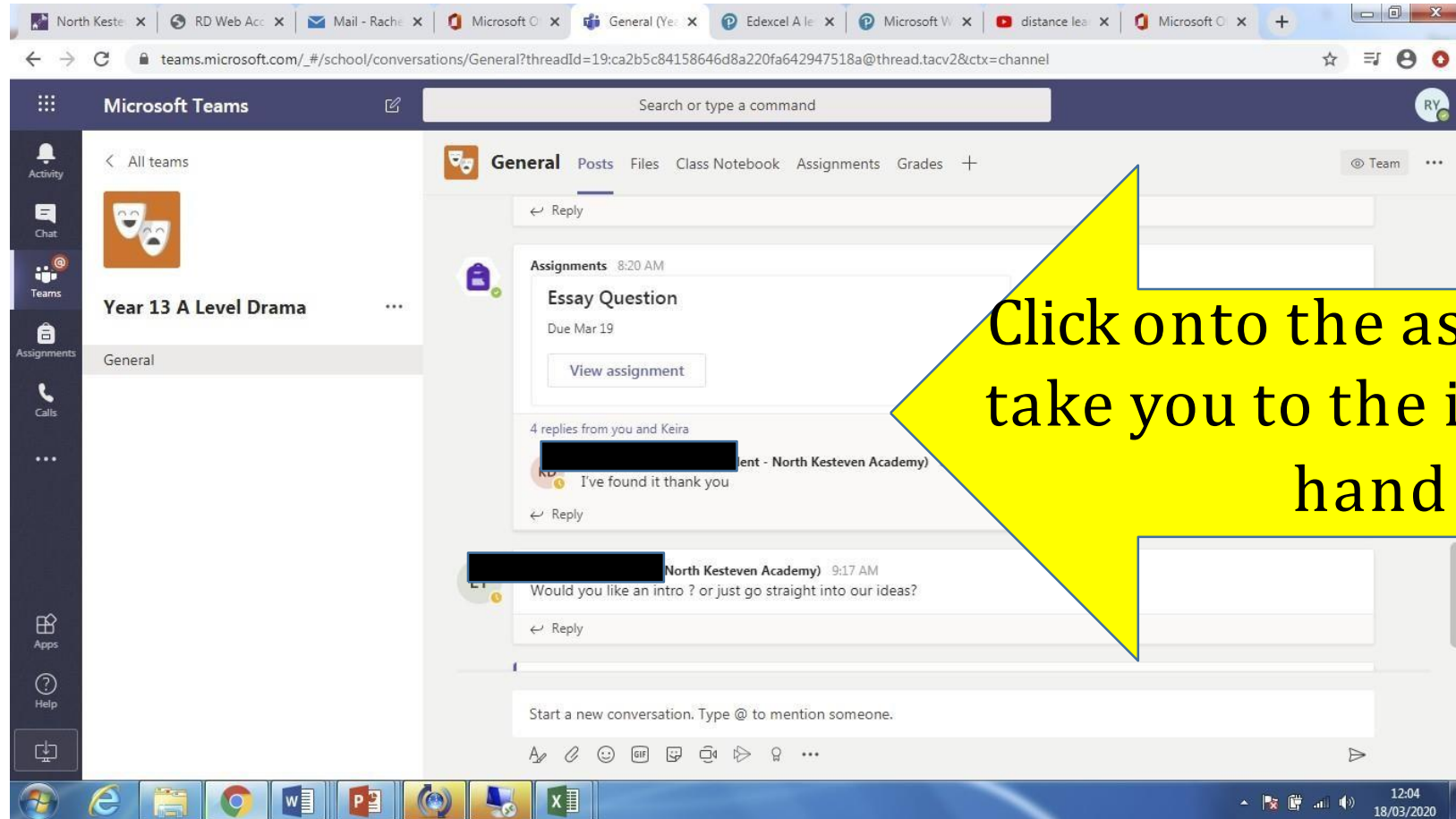
Live streaming lessons

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.



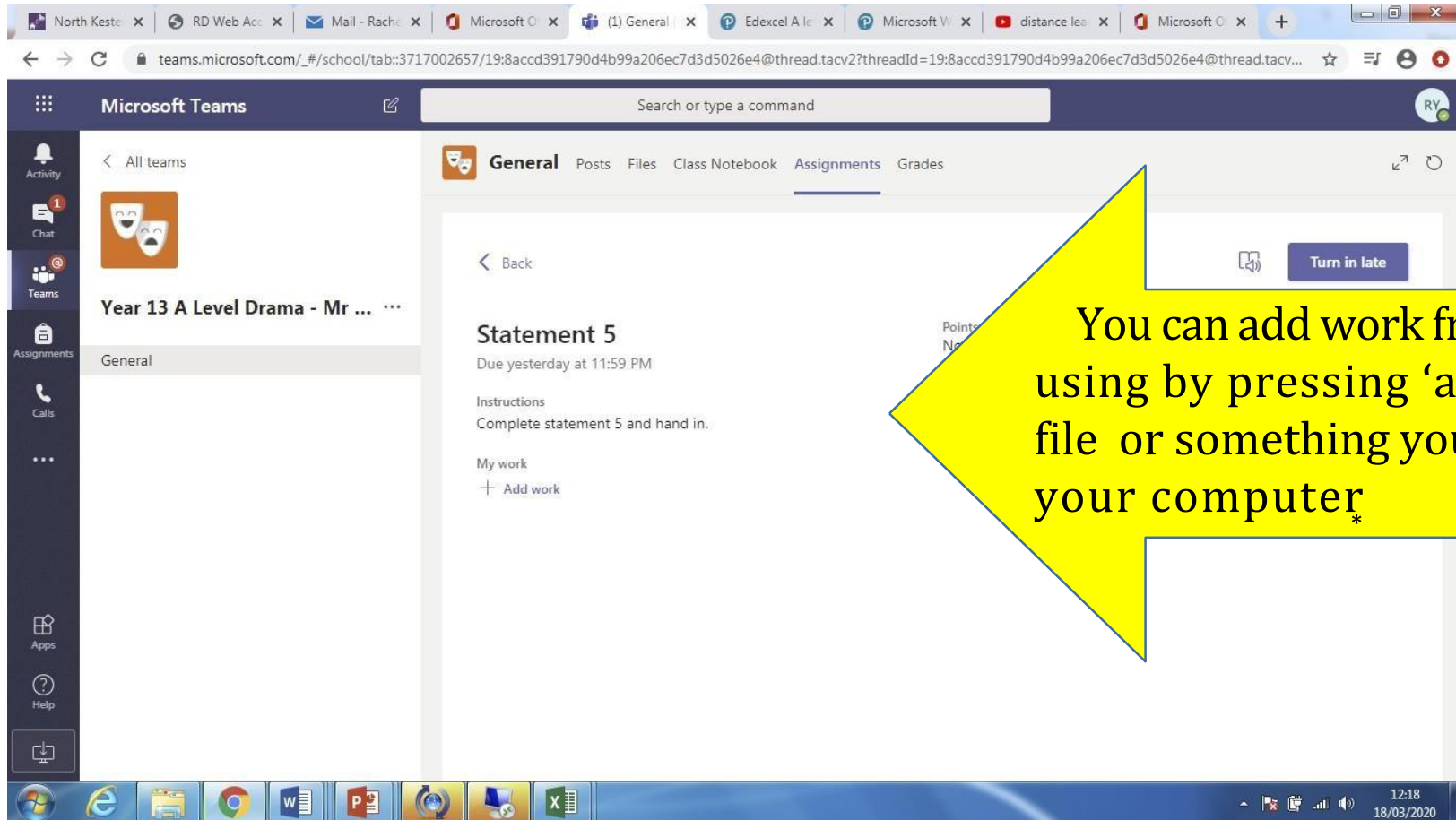
Click join and you will be asked to choose your camera and microphone options.
Leave your camera and microphone off, unless requested to turn them on by the teacher.

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...

The image displays two screenshots of a Microsoft Teams chat window, demonstrating the process of sharing student work.

Top Screenshot: Shows a chat window with a message containing a photograph of a student's handwritten work on lined paper. The text in the photo reads: "As a performer outline how you would use movement in the extract... (from student's work)". The handwriting is in blue ink.

Bottom Screenshot: Shows the same chat window, but the work has been uploaded as a Word document titled "As a performer outline scene 14 and 15.docx". The document content is visible, showing the same text as the photo above. The document title is "As a performer outline scene 14 and 15.docx" and the author is "Rachel Yarsley (Staff North Kesteven Academy)". The document content includes the heading "As a performer outline how you would use movement to create an impact on the audience in the portrayal of one character in this extract" and a paragraph of text: "During this extract, it goes from Frank telling Dysart about Alan's ritual in his room, into Dysart trying to get Alan to talk about working in the shop to learn more about Jill, as Frank told him. Just before these scenes, Dysart had just listened to Alan's tape recording about what he actually felt like with Trojan on the beach, and how he beheld the majesty of the horse. If I were to portray Dysart in this extract, I would use movement and proxemics to show his relationship with Frank. During scene 14, I would stand up off my chair to move closer to Frank, who is centre stage. Dysart standing up to meet Frank would show the audience that Dysart keeps up a veil of professionalism by trying to relate to Frank by staying on level with him. Additionally, Dysart being so close to Frank will show how he is acting like a pseudo-psychiatrist for Frank, as Frank has issue with confronting Alan, as he says in scene 14, so he needs to tell his issues to someone who can deal with and treat his son better than he can, showing Franks turmoil of relation to his son. This relation between parent and child will be explored later on, mainly in scene 23, where rather than Frank having confrontation issues, it is Dora blaming Dysart for Alan's corruption and worsening condition. In this scene, rather than Dysart moving towards the parent, the parent will confront Dysart, opposing him rather than wanting him to help, showing how the more other people try to help their child and do their job".

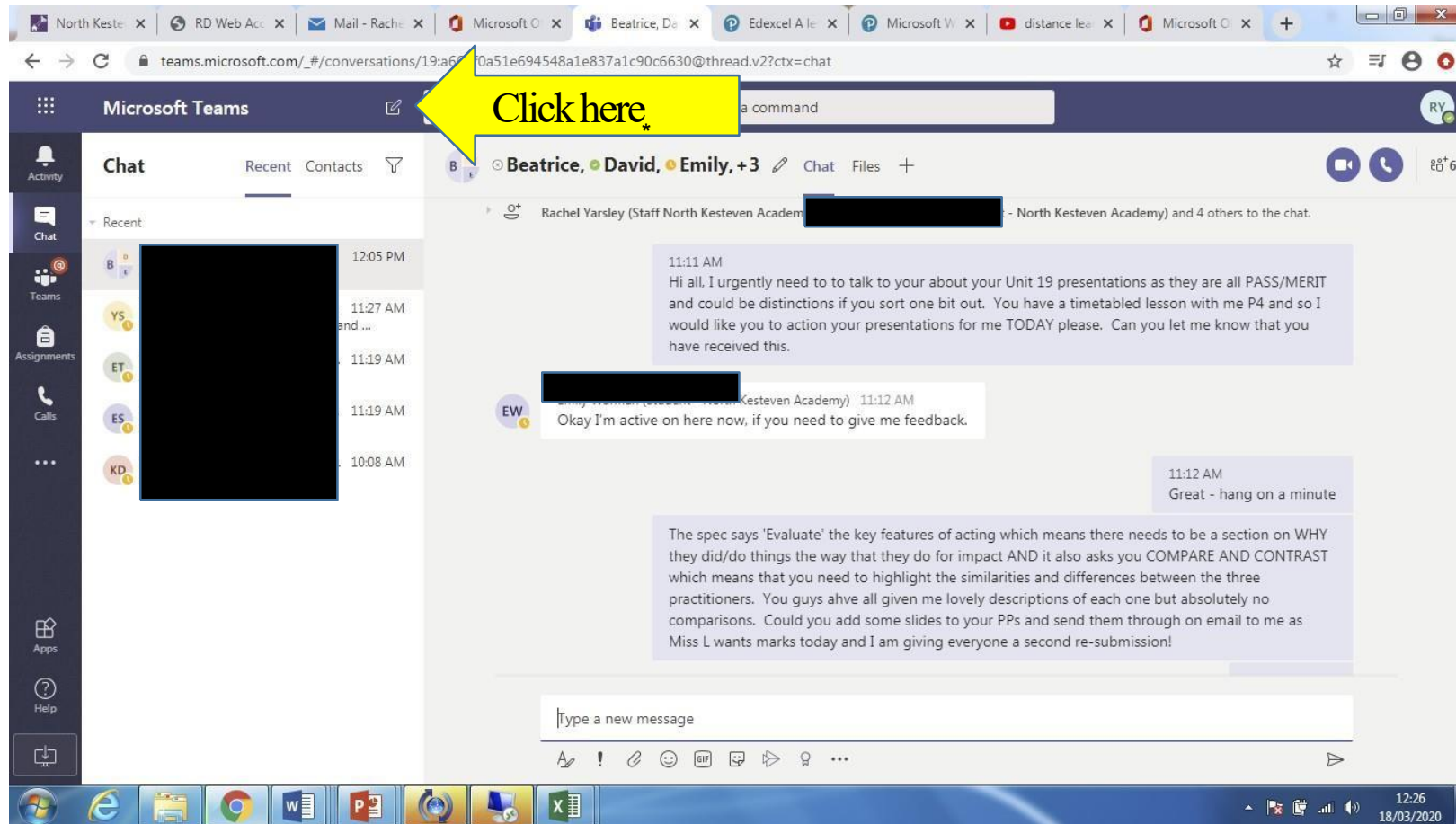
Checking and grading...

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', 'Not turned in', and 'Viewed'.

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.