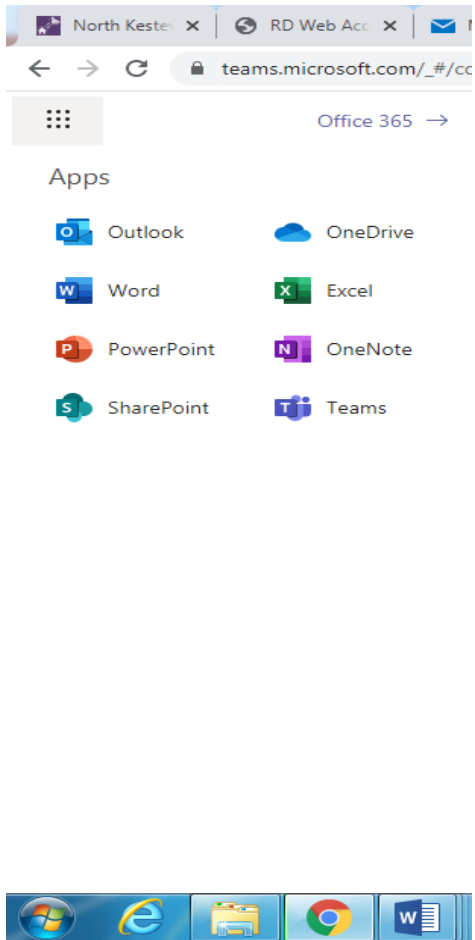


Microsoft Teams

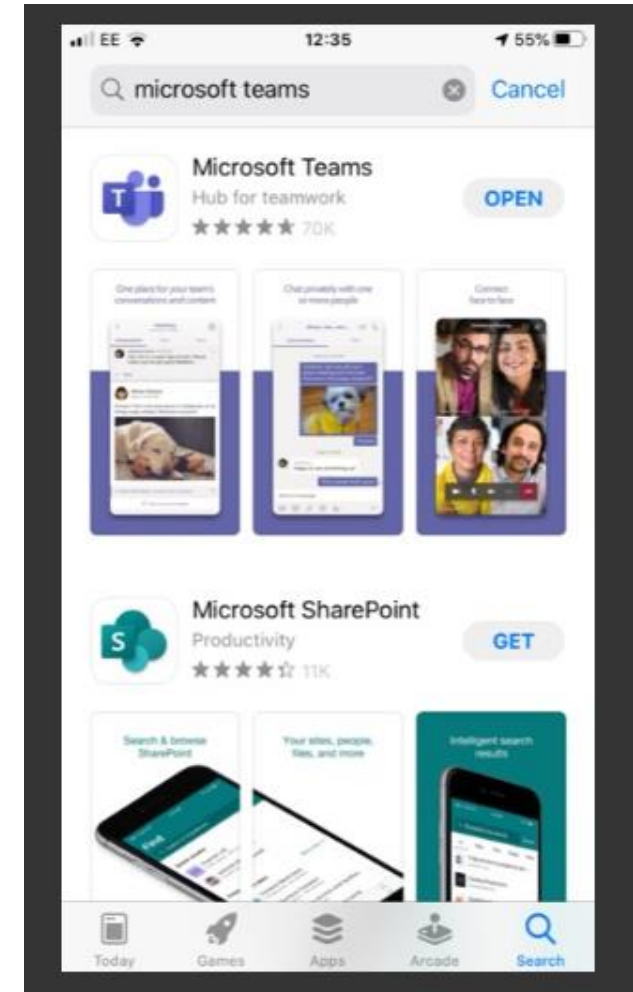
Guide to NK Academy Online

Getting started...

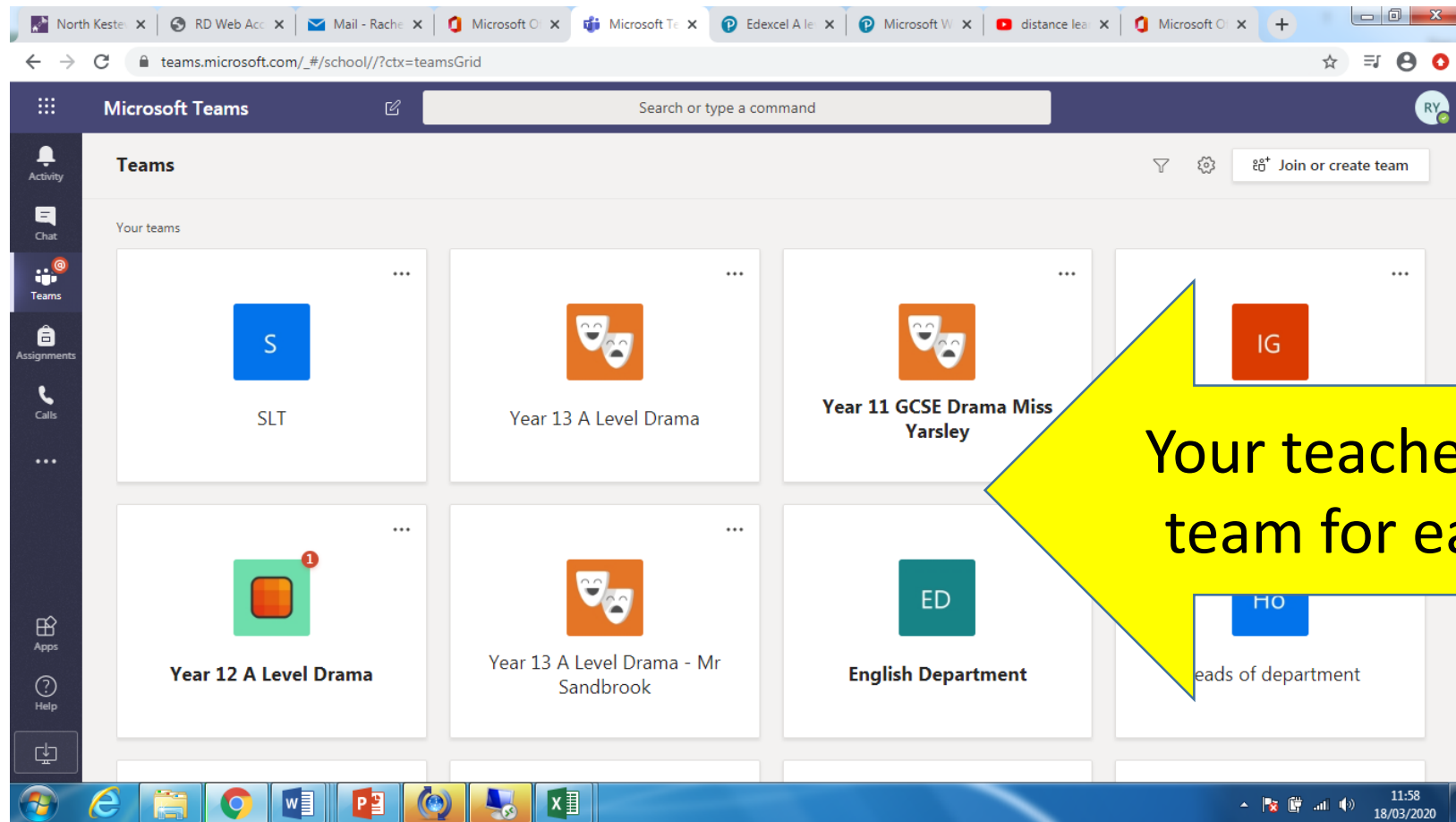


You can access Teams through Office 365 on your home computer or laptop and by downloading the app onto your phone. We suggest you do both as you will be able to receive notifications of assignments and feedback from your teachers via both devices. If you have parents working from home (using the home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

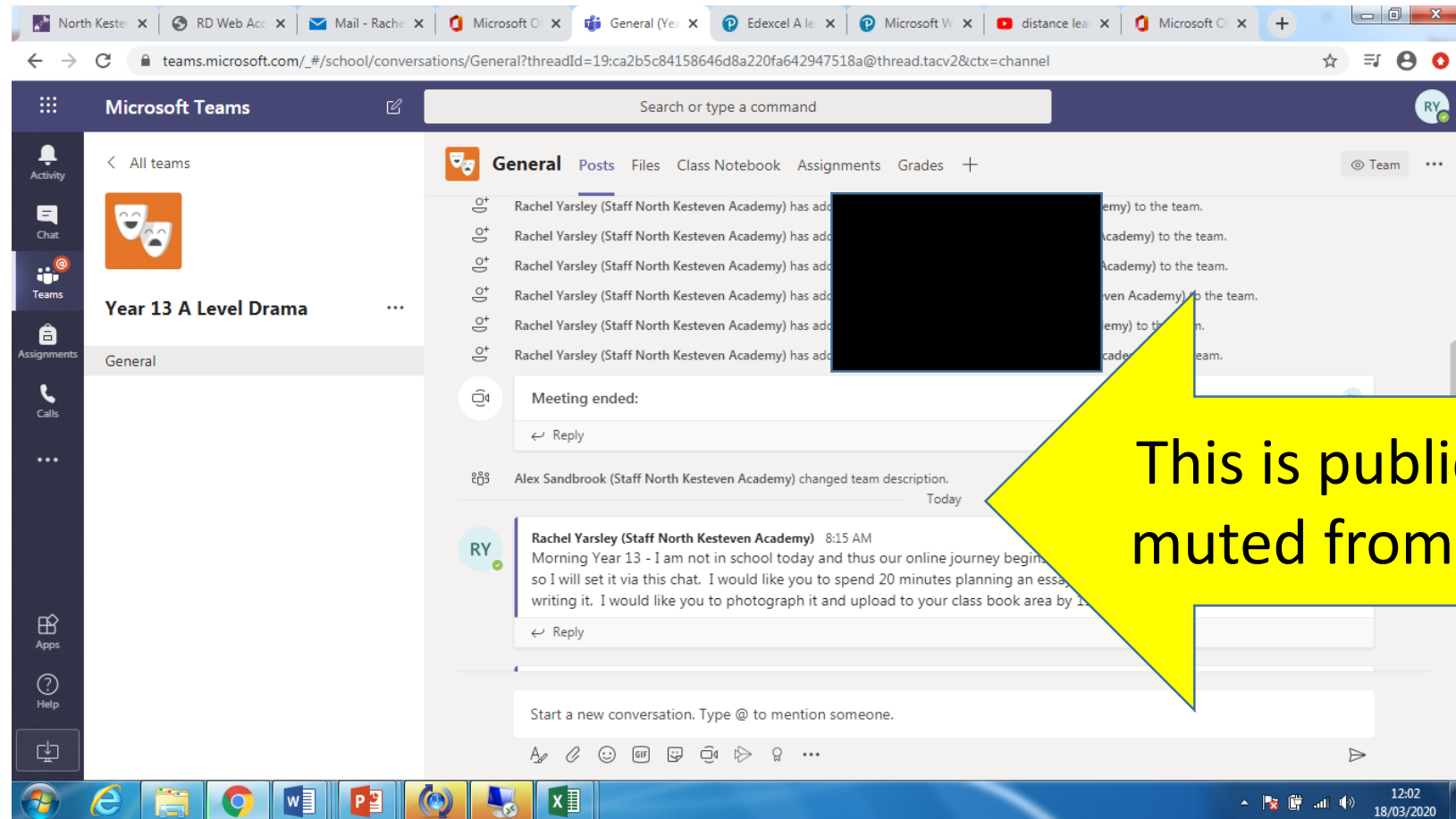


When logged in you will get here...

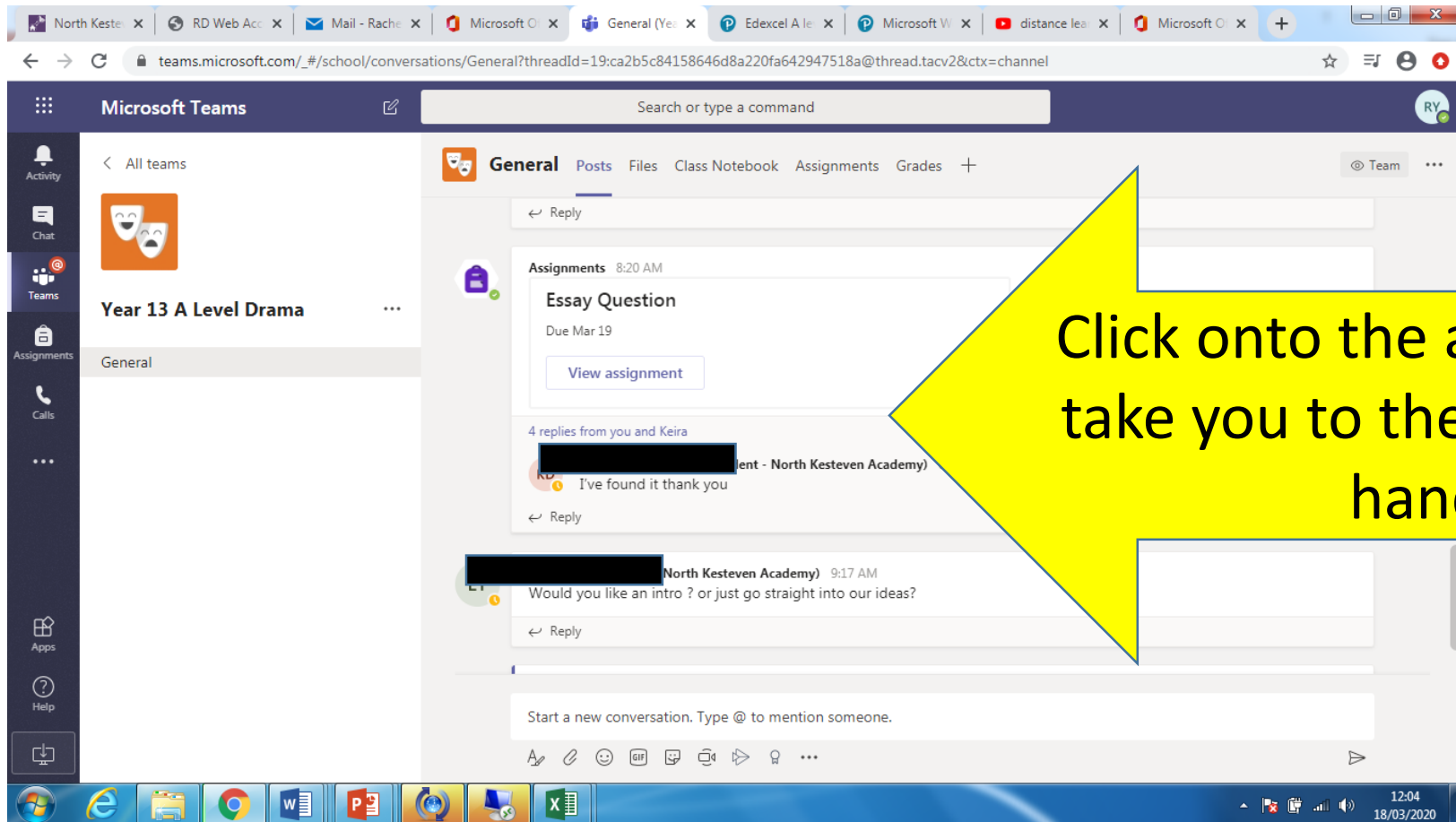


Your teachers will have created a team for each class you are in...

This is your general page for whole team 'chat' – your teacher can communicate with you as a class and you can communicate back...



Your teacher will set weekly assignments and 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 the little book in the right hand corner to have instructions read to you...

The screenshot shows the Microsoft Teams web interface. The top navigation bar includes a search bar and a user profile icon. The left sidebar shows navigation options: Activity, Chat, Teams, Assignments, Calls, and Apps. The main content area displays the 'General' channel for a team named 'Year 13 A Level Drama - Mr ...'. Under the 'Assignments' tab, an assignment titled 'Statement 5' is shown, due yesterday at 11:59 PM. The instructions are 'Complete statement 5 and hand in.' Below the instructions, there is a 'My work' section with an '+ Add work' button. A 'Turn in late' button is visible in the top right corner of the assignment card. The Windows taskbar at the bottom shows various application icons and the system tray with the date 18/03/2020 and time 12:18.

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....

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 search bar for students is visible. The main area displays a list of students with their names, checkboxes, and submission status. A large black redaction box covers the names of the first three students. The status for these three students is 'Turned in'. The remaining seven students have various statuses: 'Not turned in', 'Viewed', 'Turned in', 'Turned in', 'Turned in', 'Viewed', and 'Turned in'. Each row has a plus icon in the right margin. The Windows taskbar at the bottom shows the time as 12:10 on 18/03/2020.

Name	Status
[Redacted]	Turned in
[Redacted]	Turned in
[Redacted]	Turned in
[Redacted]	Not turned in
[Redacted]	Viewed
[Redacted]	Turned in
[Redacted]	Turned in
[Redacted]	Turned in
[Redacted]	Viewed
[Redacted]	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...

Can you see the feedback box in the corner?

8CCB90DA-9E73-426B-AC2C-856EF3D0ADCD.jpeg

Close

Student Work
Turned in March 18, 2020 at 11:22 AM
[View History](#)

8CCB90DA-9E73-426B-7 ...

AC54295F-40DA-44CB-9, ...

113B9C37-9290-4BDC-8! ...

Feedback

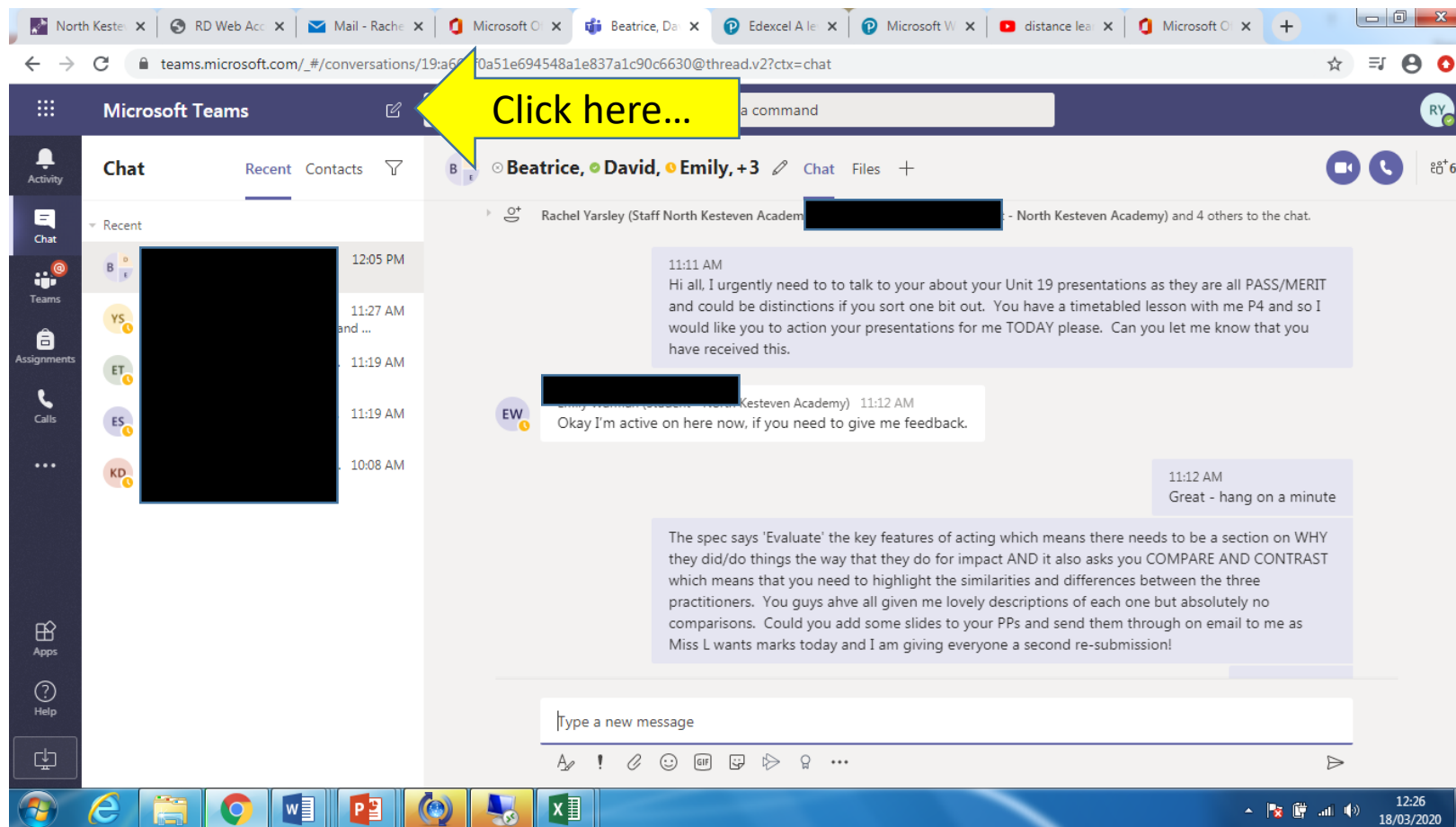
Enter feedback

No points

12:21
18/03/2020

The image shows a screenshot of a Microsoft Teams meeting. The main content is a photograph of a student's handwritten work on lined paper. The work is divided into two sections. The first section is titled 'As a performer outline how you would use movement in the extract (use enaction)'. The second section is titled 'This extract is taken from scene 14-15 of Equus by Peter Shaffer. Before the extract Frank has revealed that Alan's name is Frank. After the extract given extract by Alan into talking about Jill, the girl from the extract. I intend to use movement in this extract, playing by Alan to show his curiosity and optimism present in the scene'. The second section contains a detailed analysis of the scene, discussing the use of movement to convey Alan's character and the relationship between Alan and Frank. A feedback box is visible in the bottom right corner of the work area, with the text 'Enter feedback'. The Teams interface shows the meeting title '8CCB90DA-9E73-426B-AC2C-856EF3D0ADCD.jpeg' and a 'Close' button. The bottom right corner of the Teams window shows the time '12:21' and the date '18/03/2020'. The Windows taskbar is visible at the bottom of the screen, showing various application icons.

Private/group chats with teachers...



You can set up private 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.