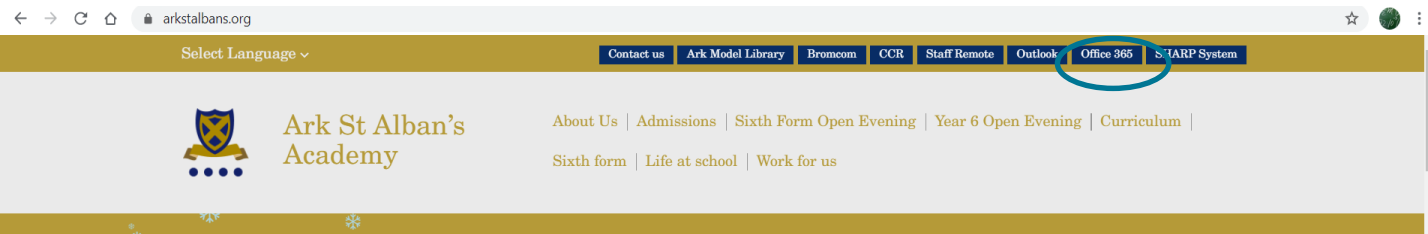
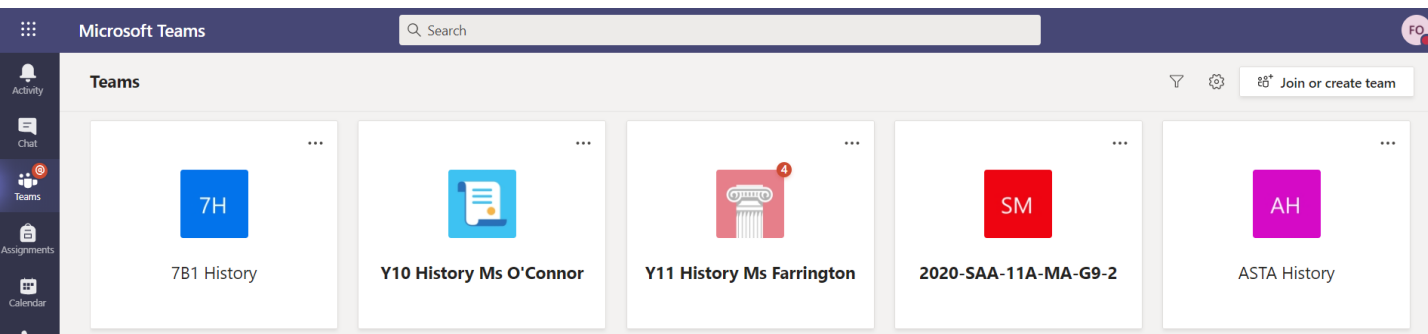
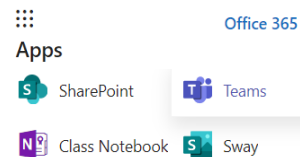


Accessing MS Teams from home

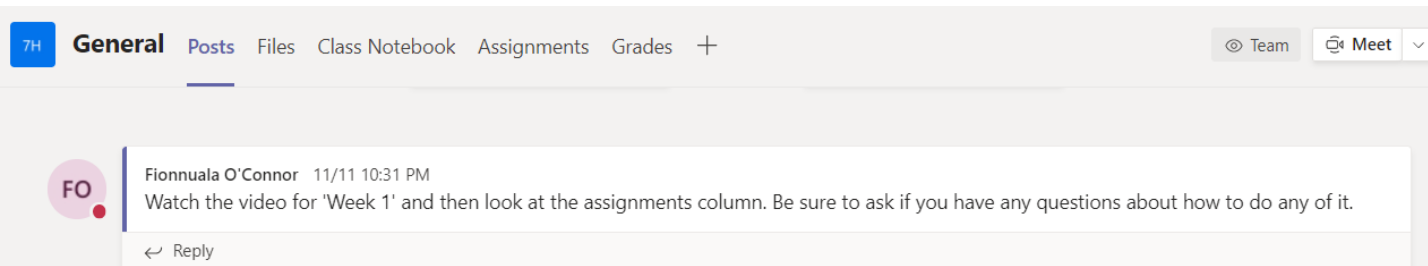
1. After you have read your email from your head of year, you will need to access Microsoft teams.
2. Go to the academy homepage: www.arkstalban.org
3. Click **Office365** – it is highlighted in blue in the top right hand corner of the home page. If you are asked for your username and password, copy it from your planner.



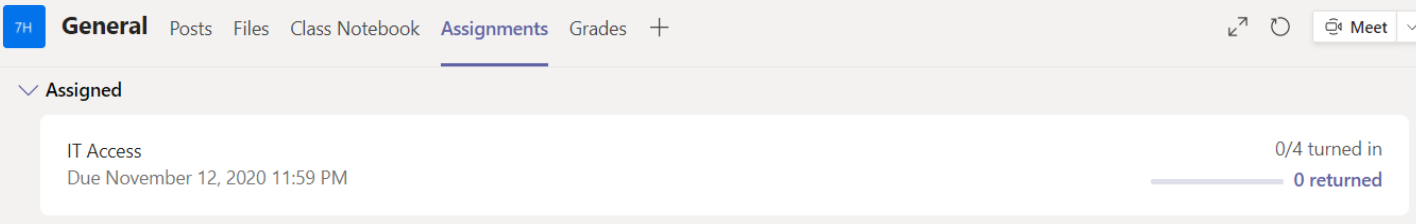
4. Click on the grey grid in the top left hand corner. Select **Teams**.
5. This will open a second window in your internet browser
6. Select **Teams** again from the purple menu on the left hand side of the screen.
7. Select the subject that you need to complete work for by clicking on it once.



8. Your teacher will leave instructions for you under **posts**. Any videos, powerpoints or worksheets that you need to access will be under **Files**.



1. You will have at least one assignment to complete every day. Click on the **Assignments** button.



2. Click on the assignment that is due first. It will open your assignment, normally a **quiz**. You should

use the video you **1. Which of these was not a feature of the move towards a one-party state?**
(1 Point)

- dissolution of the Constituent Assembly
- destruction of other political parties
- use of terror ✓
- restrictions on the press

3. You can also complete the quiz on a mobile phone using the **Teams** app.

4. Your work will be due at **2pm** every day.

