



# Get Examcraft Formative up and running in your classroom.

How to easily use Examcraft Formative with Microsoft integration.

[www.examcraft.formative.com](http://www.examcraft.formative.com)



Microsoft Teams

# Setting up your class using Microsoft Teams

Before getting started with students make sure your teacher account is integrated and your classes are synchronised. Follow below a few steps to have a very successful and smooth students onboarding.

## How to import/connect/sync your classes with Microsoft Teams:

Before start, make sure you are logged in to your Microsoft Teams teacher account. Then access [app.examcraft.formative.com](http://app.examcraft.formative.com) and go to **Classes** tab.

Click on **Add** classes button on top right.

Choose **Sync Rosters with Microsoft Teams**.

A pop-up banner will ask you to confirm you are using the correct account to sync.

The list of students from your Microsoft Teams will appear for you to import. Click on **Import** button. Now you are ready to assign activities!

**Remember** to enable/accept pop-ups from examcraft formative in case this feature is disabled on your device.

**TIP**



Microsoft Teams

Google Classroom Import

Business Demo

Formative class: Business Demo

Aoife Flynn  
<aoife@demoschool.ie>  
This student is already in your class

Brian O'Connor  
<brian@demoschool.ie>  
This student is already in your class

James Kelly  
<james@demoschool.ie>  
This student is already in your class

John Doyle  
<john@demoschool.ie>  
This student is already in your class

Lucy Ryan  
<lucy@demoschool.ie>  
This student is already in your class

Mary O'Sullivan  
<mary@demoschool.ie>  
This student is already in your class

Paul O'Brian  
<paul@demoschool.ie>  
This student is already in your class

Sarah Murphy

Close Import



Members and guests (7)

Name	Role
Aoife Flynn aoife@demoschool.ie	Member
Brian O'Connor brian@demoschool.ie	Member
James Kelly james@demoschool.ie	Member
John Doyle john@demoschool.ie	Member
Lucy Ryan lucy@demoschool.ie	Member

**IMPORTANT:** To ensure the integration with Microsoft works smoothly and your students do not miss any assignments, ensure your Microsoft Teams is always up-to-date, and re-sync with Examcraft Formative when needed.



### ATTENTION!

Usually students email accounts are like teachers: student@schoolname.ie if you do not use Microsoft Teams often, or students are having any issues accessing it, make sure they have access to their Microsoft Teams accounts before getting started with Examcraft Formative.

If the students **do not** use their accounts associated with the school they will have problems or will not be able to access Examcraft Formative.

## How to assign your first formative to your students:

Once your students are set up as per steps above, they will be able to access all the activities you assign to them.

Open your formative and make sure you are happy enough with the content. Then click on the **Assign** button on the top right.

Chose **Student-paced** mode if you want to allow students to answer the activity on their own pace.

Make sure you are assigning it to the correct class.

You can expand the **additional settings** and change how your students will experience that formative. Visit our **Training Centre** to learn more about each setting, or be bold and explore them with students.

Click on **Assign**.

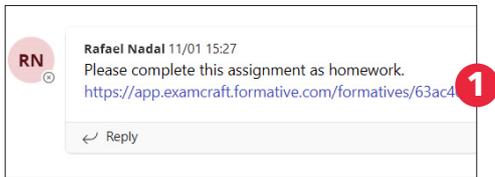
Select 'Share to Microsoft Teams' to make the link available to your students on their classroom dashboard on Teams.

Choose the classe you will be sharing the message and personalise it as you want.

# The student experience

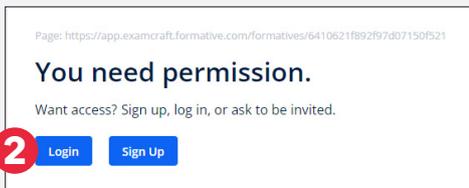
Let's have a look at your student experience. Once you assigned and posted an activity through Microsoft Teams, invite your students to access it.

Guide your students through the steps below on the first time using the platform:



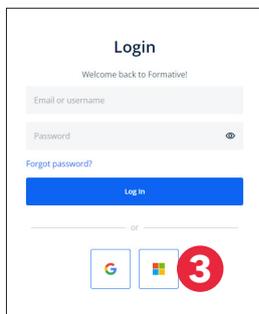
Please make sure your students are logged in to Microsoft Teams with their student account.

By clicking on the link, they will be taken to the Examcraft Formative website.



Your students won't need to sign up to Examcraft Formative, as they have already been set up by you.

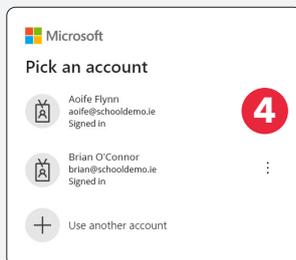
All they need to do is click on **Login** button.



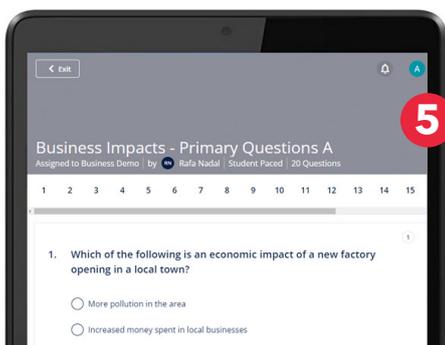
Tell/Instruct your students to login using their student account.

To optimise time and avoid issues, we recommend students to use the Microsoft single sign-on (SSO). They just need to click on the Microsoft symbol under the login button and sync their account.

**REMEMBER:** If the student is using a personal account or any other email account that is not the same account onboarded on Microsoft Teams, they will have their access denied.



If the students are not logged in to their students account, a next screen will ask them to confirm which account they are trying to sync.



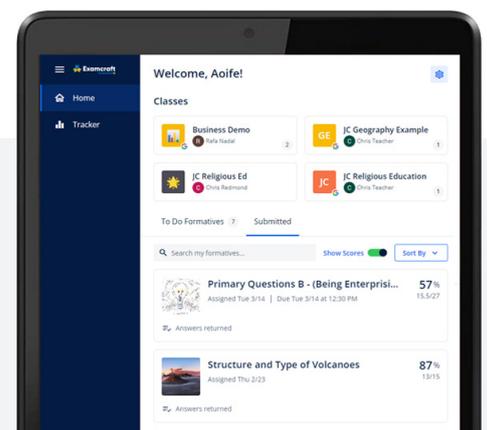
After log in, your students will be taken to the activity page and they will be ready to answer it.

Once the activity is completed, they need to click on '**Submit**' button.

## Student's dashboard

Students can now access their dashboard and see their activities organised by classes. They can access previous assignments and review their activities

All they need to do is access [app.examcraft.formative.com](https://app.examcraft.formative.com) and login with their student account.



Need extra help? Ask for a clinic session in your school  
[formative@examcraftgroup.ie](mailto:formative@examcraftgroup.ie)

[www.examcraft.formative.com](https://www.examcraft.formative.com)