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# Guide to online exams

For students

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This is a guide for students on how to use Microsoft Team's for online exams at Business Academy Aarhus.

## Miniguide Microsoft Teams – Students

### Before the exam

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- You must install the Microsoft Teams app on your PC/Mac
  - <https://teams.microsoft.com/downloads>
- Sign in with your BAAA account — it's important that you don't use a private account. *(If there is a problem, call ServiceDesk on 8936 3200.)*
- You must test the microphone and webcam with a fellow student through Microsoft Teams **before** the exam date. You must have a working webcam in your PC/Mac. Otherwise, you will need to sign in both via you PC/Mac and your smartphone. If you need to use your smartphone, you'll need to download Microsoft Teams as an app. We **must** be able to see you during the exam.
- **You must log into Microsoft Teams 15 minutes before the exam**
- *If you need help; see links below for PC and Mac.*
  - PC**
    - <https://support.microsoft.com/help/4034886/accessories-headset-troubleshooting-microphone-issues>
    - <https://support.microsoft.com/help/17444/windows-camera-app-webcams-help>
  - Mac**
    - <https://support.apple.com/guide/mac-help/mchlp2980/mac>
    - <https://support.apple.com/guide/mac-help/mchla1b1e1fe/mac>
    - <https://support.apple.com/HT203186>

### On the day of the exam

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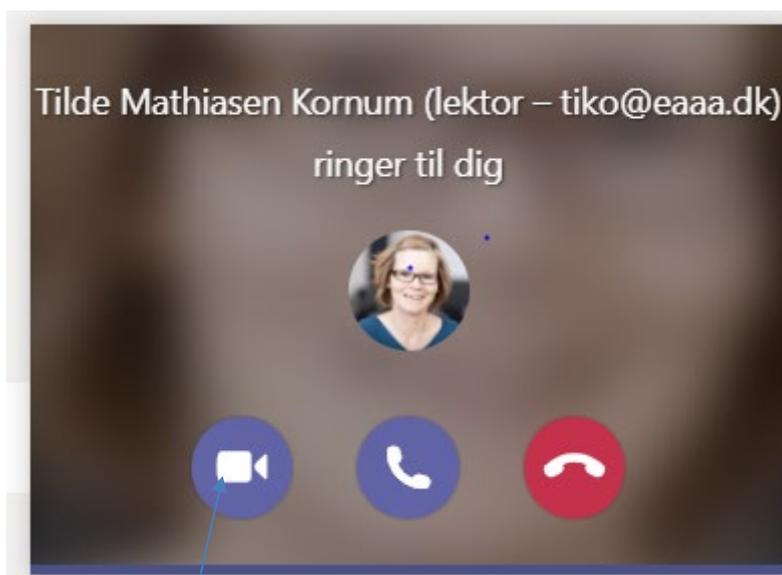
- 1) Check that you've opened your presentation in PowerPoint.
- 2) Have your student card ready.
- 3) About 15 minutes before the exam starts, log into Microsoft Teams and wait until you are called into the virtual exam room
- 4) You will be phoned through Microsoft Teams and the exam will then start.
- 5) At the end of the exam, you will be removed from the conversation while the examiner and co-examiner assess you. It is important that you stay in

Teams so that the examiner can phone you again and give you your mark in the virtual exam room.

## Visual guides for using Microsoft Teams

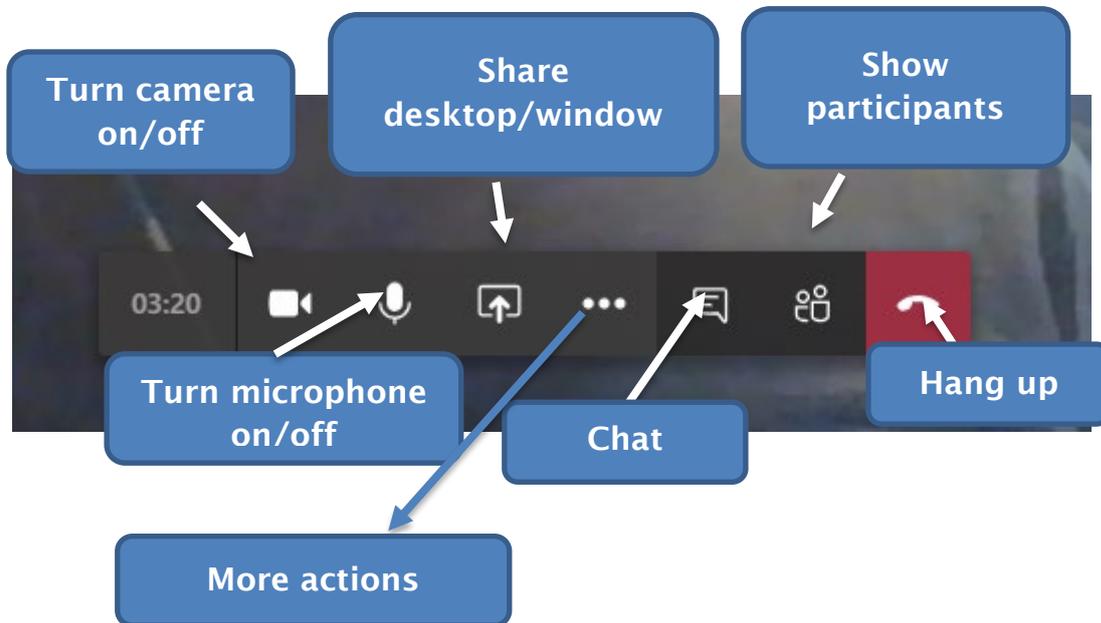
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### Incoming calls:

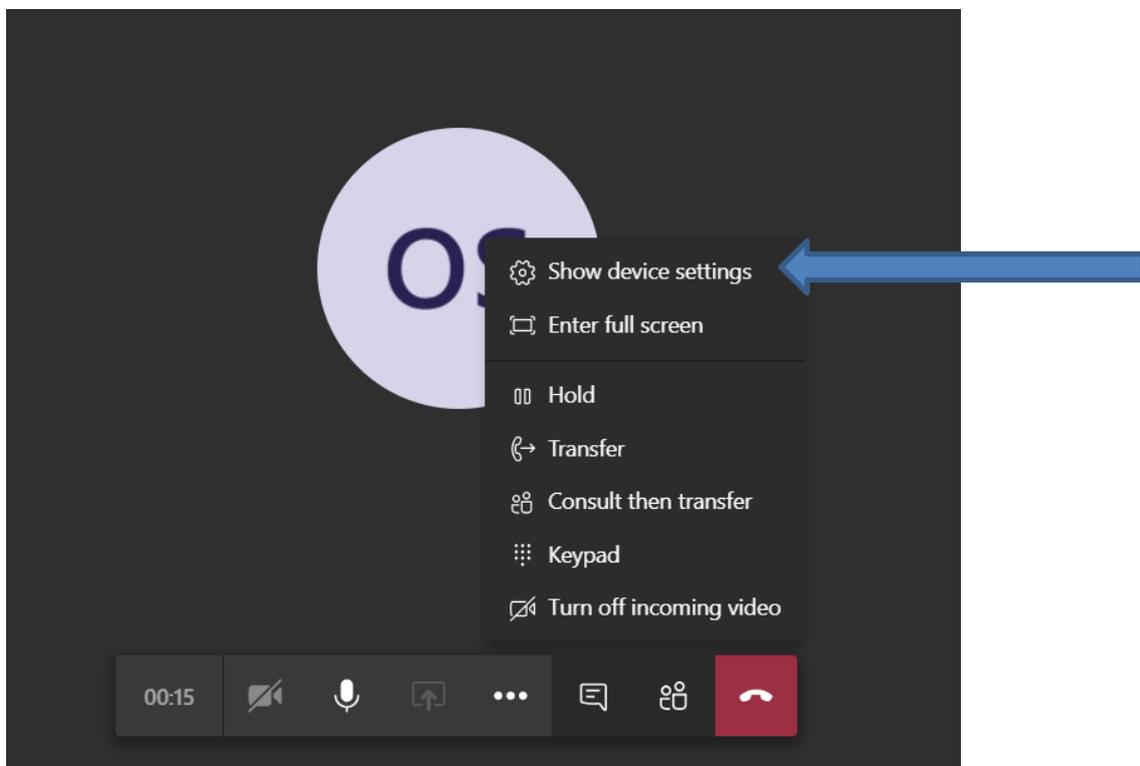


Click on the camera icon

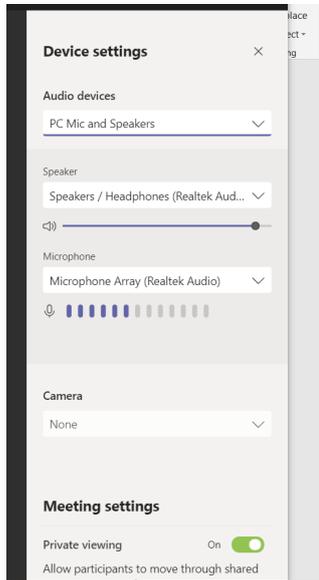
Once you are in the call (the virtual exam room), there will be a bar with different tools:



When you click 'more actions', you will see the following menu:

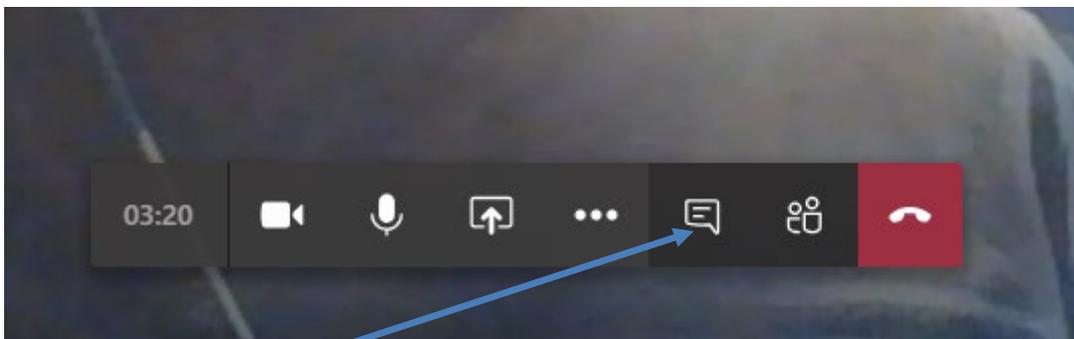


'Show device settings' which allows you to set up the microphone, speakers, and camera. You must test this with a fellow student no later than the day before the exam.



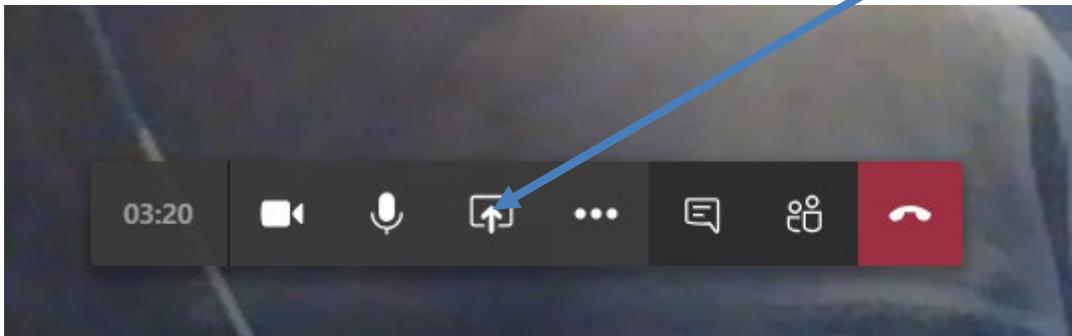
Check here if there is a problem with the microphone, speakers and/or camera

## Chat function



Click on the 'Show Conversation' icon and you'll get a chat box.

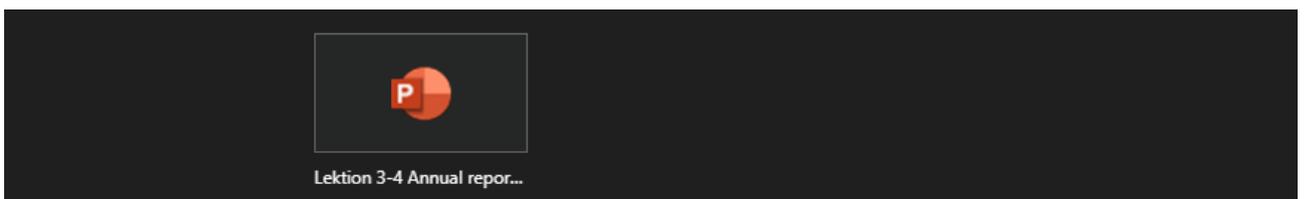
To show your presentation, you can share it by clicking on the 'share' icon:



At the top right corner there is a 'slider'. Scroll down until you find your document (if you have many things open).



Click the document and it can now be seen by all the meeting participants. You can show it in the presentation mode.



When you're done with your presentation, click 'stop sharing' so that the exam can continue.

