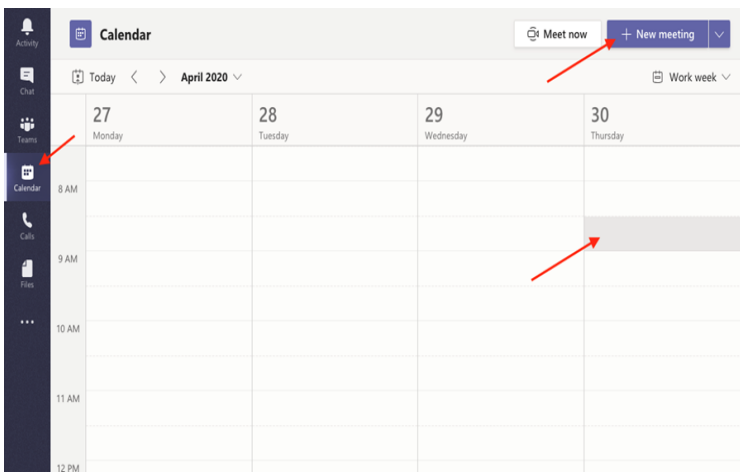


What is Teams?

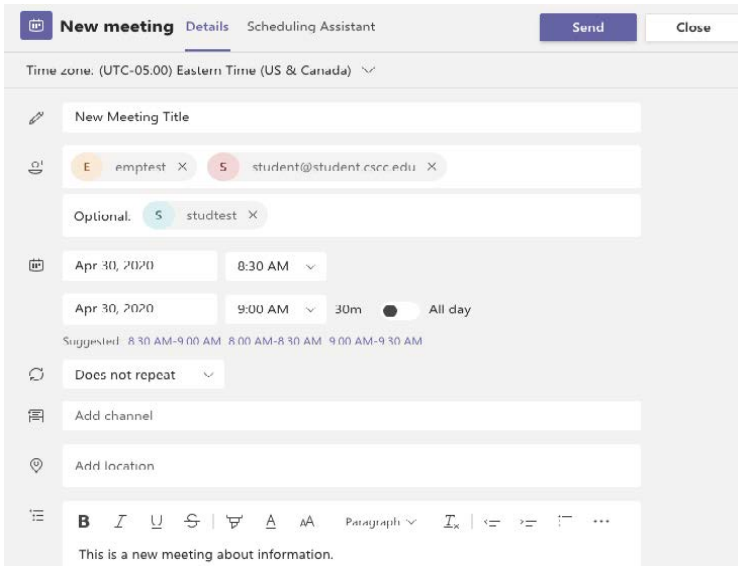
Teams will allow you to create and schedule meetings with students for testing, individually or as a group. Teams is available to all CSCC employees and students as part of our Microsoft accounts.

Create Meetings and Send Invites in Teams

In Teams, click on Calendar on the left, then click New Meeting or select the calendar on the date and time for the meeting.



Give the new meeting a title. Required attendees will be your students' email addresses. Choose a date and time, then click send.



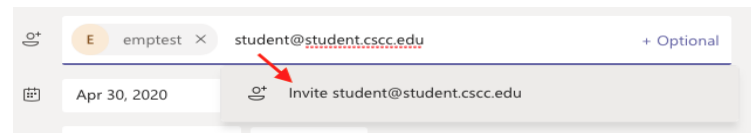
Create Meetings and Send Invites Cont.

Enter the following information:

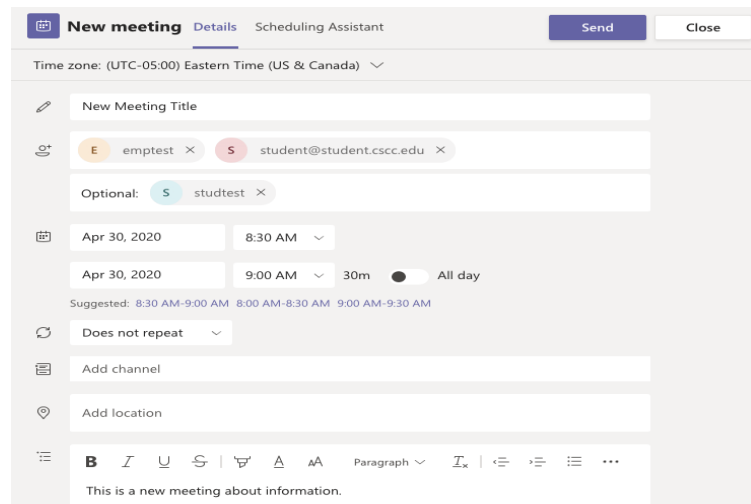
- Name of the test in the Meeting Title
- Student(s) e-mail address(es)
- Date and time for the start and end time of the test session
- Any information the students need about the test session (e.g. what materials they may/may not use, etc.)

Note on Inviting Attendees:

- To invite Columbus State employees, simply start typing their name or email address and it will search the directory.
- To invite people outside the domain (non-@csc.edu email addresses - including students), type their full email address and then click the Invite [email_address] option that appears below.

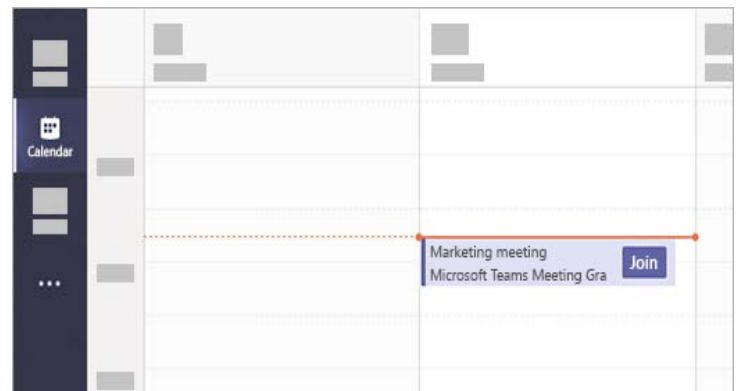


Click Send at the top:



Joining a Meeting

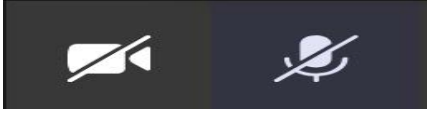
From your Teams Calendar, select "Join Meeting"



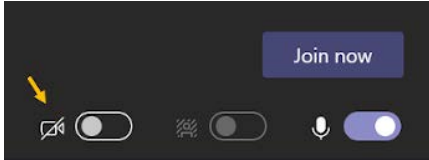
Manage A/V settings in a Teams meeting

If people in a meeting can't hear/see you, you might be muted/have video turned off, or you might not have configured your microphone/camera correctly.

In your Teams meeting, look at the microphone and camera buttons. If there is a line through it, your microphone is muted/your camera is turned off. Click the button to unmute and make yourself visible.



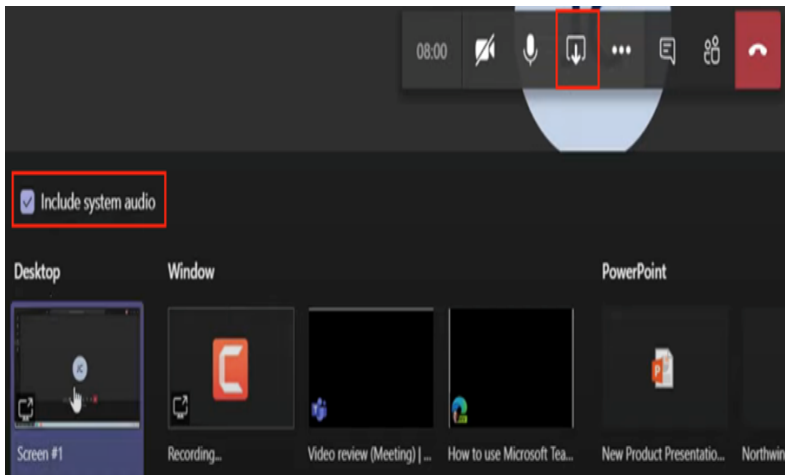
You are also given the option to share audio/video when joining a session. Click the options before entering the meeting



Sharing Screen and Video

You and your students have the ability to share your screen during a Teams session. To share your screen:

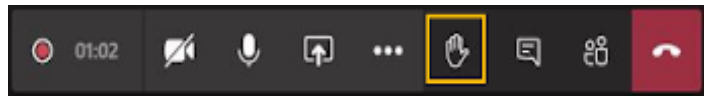
1. Click the Share icon.
2. Check box to include system audio.
3. Choose your source-what you wish to share from the panels at the bottom of the screen.



Proctoring a Test

When a student joins a testing session, follow the steps below to help ensure the testing session is secure

- Prior to the start of the test session, use the "JOIN" button in the meeting to begin the meeting.
- The student(s) will follow their instructions to join the meeting. They will enter into the LOBBY where you will need to approve them
- Once they are approved and in the meeting, you can begin recording the session. If you would like, click anywhere in your meeting screen. A series of options will appear.
- Click on the ellipsis to display more options.
- Click "START RECORDING"
Ask the student(s) to present their ID to you by holding it up to the camera and verify their identity.
- Ask the student(s) to complete a 360 degree scan of their testing space, including their work surface. All non-testing materials need to be removed from the work surface. If necessary, you may ask to see the space again if items needed to be removed.
- Ask the student(s) to close any other documents or web sites they may have open on their computer.
- If you require, ask the student(s) to SHARE SCREEN with you. They can click anywhere on their screen to view meeting options. Click on the SHARE SCREEN icon.
- If you require a password for the test, once the screen has been shared, request CONTROL of the screen. Click anywhere on the screen to view meeting options. Click on the REQUEST CONTROL button. You will see two arrows, now with personal bubbles for each participant.
- Go through the test instructions/information, such as materials permitted during the test (scrap paper), whether food or drinks are permitted during the test, etc. Ask the student(s) if they have any questions. Remind them of the hand raising option as well.
- When proctoring a test for your entire class, you may view all of your students at once. Click on More Options (...). Then, click on Gallery View.



Note: It is best practice to turn off your camera and mute your microphone while students are testing so that they are not distracted by your background noise.