

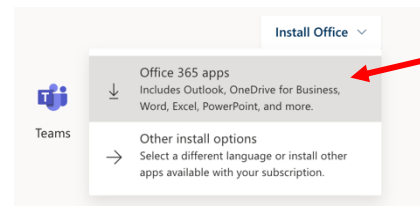


Using Microsoft TEAMS for Proctored Exams

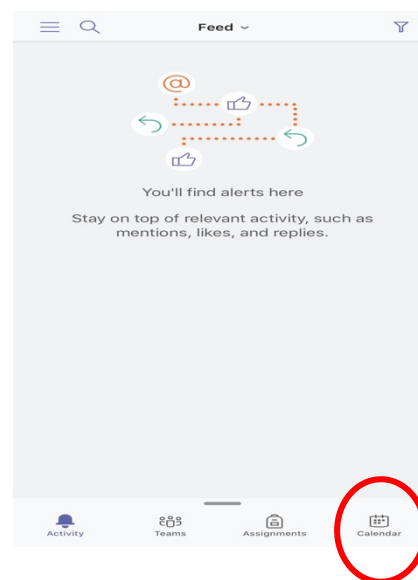


Students, follow the directions below once you have scheduled a time to take an exam with your facilitator.

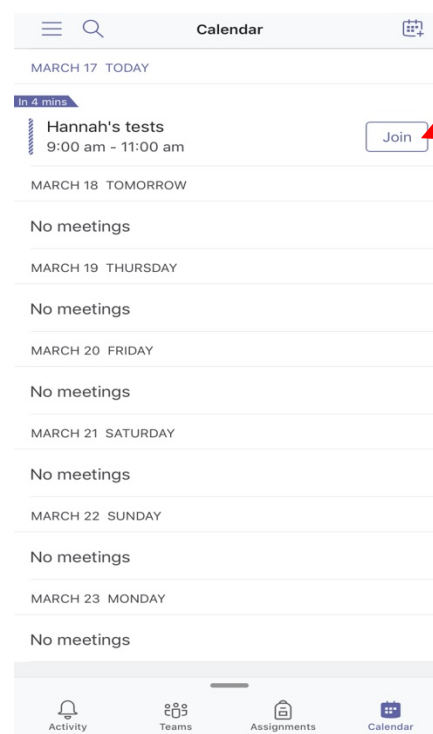
1. Download the Microsoft Teams App. You can access this from your iPad's self-service or by downloading it from portal.office.com. Be sure to download it to your computer rather than use the web version to enable all features. Once downloaded, log in using your @stu.k12.wv.us e-mail and password.



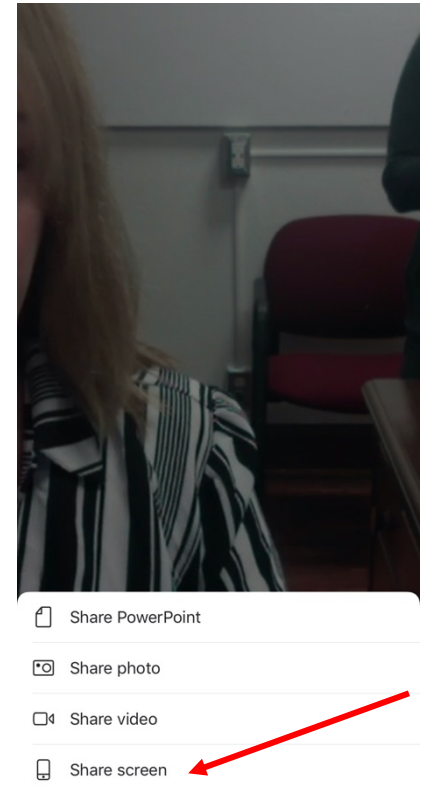
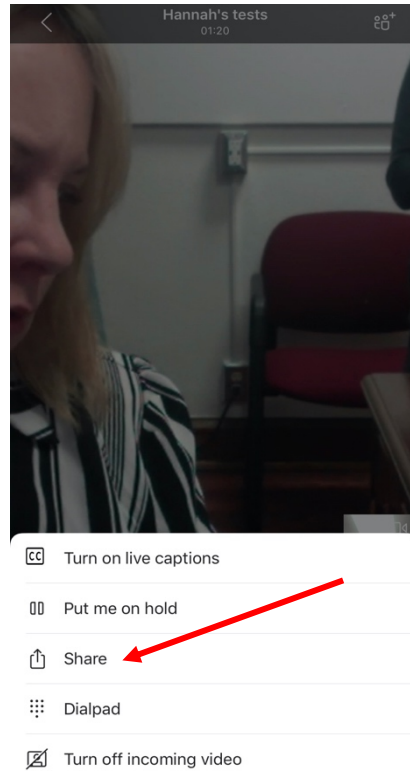
2. Once you have logged in, click on *Calendar* on the bottom of your screen.



3. You will only see your Teams meeting if you have scheduled an appointment prior with your facilitator. The option to *Join* the meeting will appear 5 minutes prior to your scheduled time. Failure to join the meeting within 10 minutes of your meeting's start time will result in a cancelation. If you are having trouble joining, you may contact Valery Harper at 304-348-7738 or 304-415-4850.



- When both parties have joined the meeting, your facilitator will prompt you to share your screen. Begin by clicking the three dots and then *Share*. When your sharing options appear, choose *Share screen*.



- A count down will begin to start your screen broadcast. Once it has started, you may exit the app and proceed to your desired exam. Your facilitator can then monitor while you take your exam. When you have completed your work, you can *Stop Broadcast* and end the Teams call.

