

**PAK-AUSTRIA FACHSCHULE: INSTITUTE OF APPLIED  
SCIENCES & TECHNOLOGY**



**Teachers Guide for Online Classes, Assignments and Exams**



# General Guidelines for Teachers

## Technological requirements

- Personal computer (laptop or desktop) if the case also tablets.
- Internet connection with good speed (at least 1024 Kbps in downloading and 512 Kbps in uploading)
- Websites for checking the connection speed:

<https://www.speedtest.net/it>

<http://test.eolo.it/>

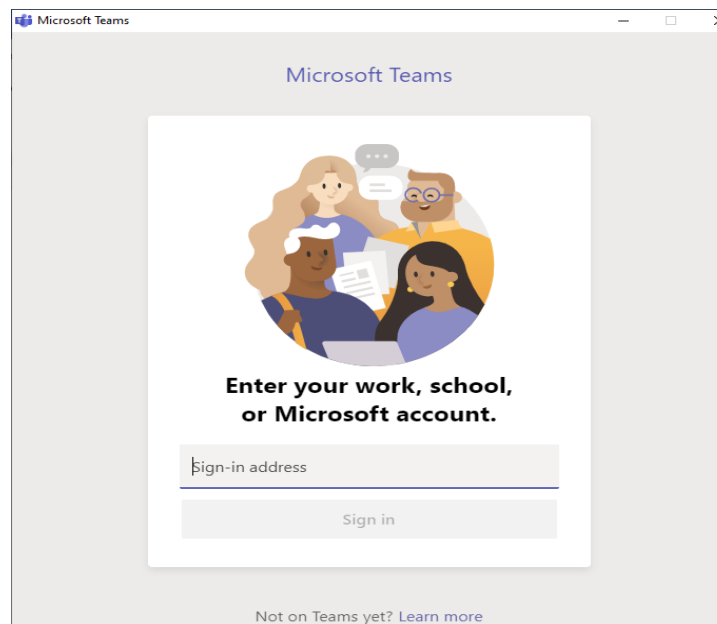
- Webcam
- Microphone

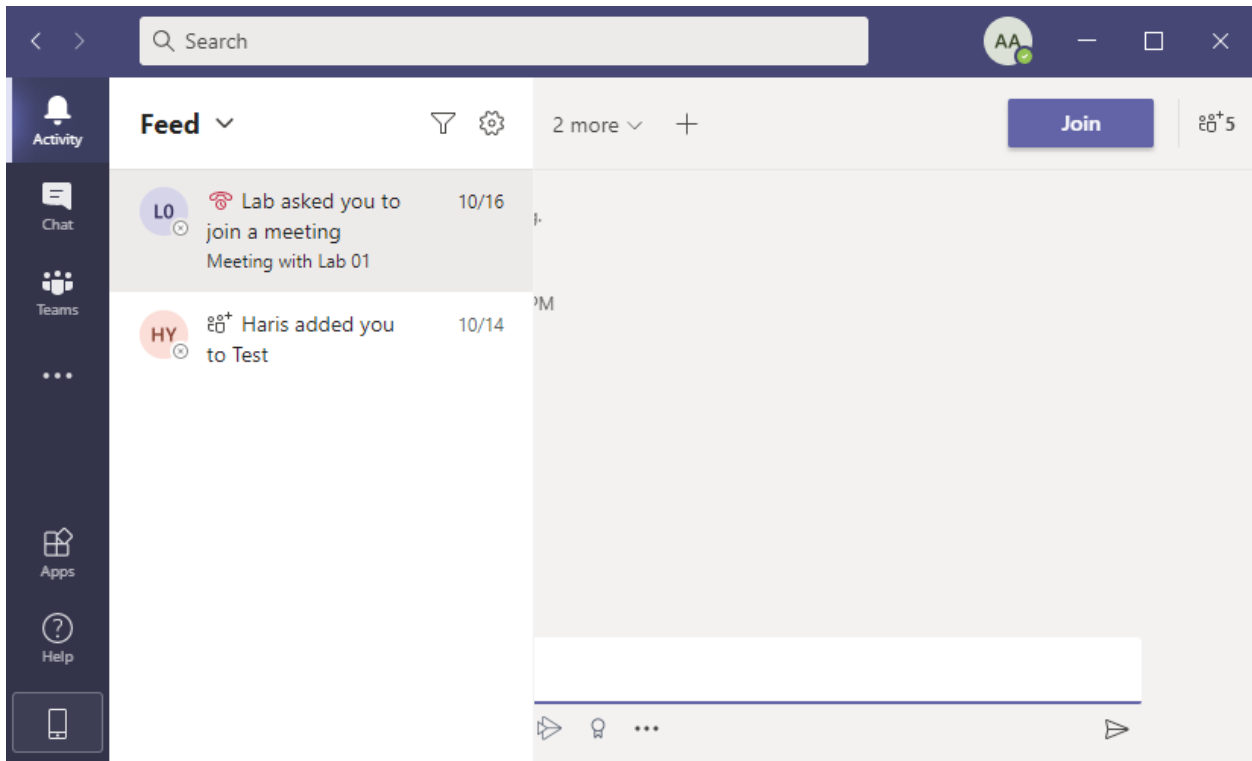
## Software requirements

- Microsoft Teams App, preferably in a desktop version, also through Browser (Google Chrome or Internet Explorer)
- Operating systems with support, updated to the latest security patches and equipped with antivirus software

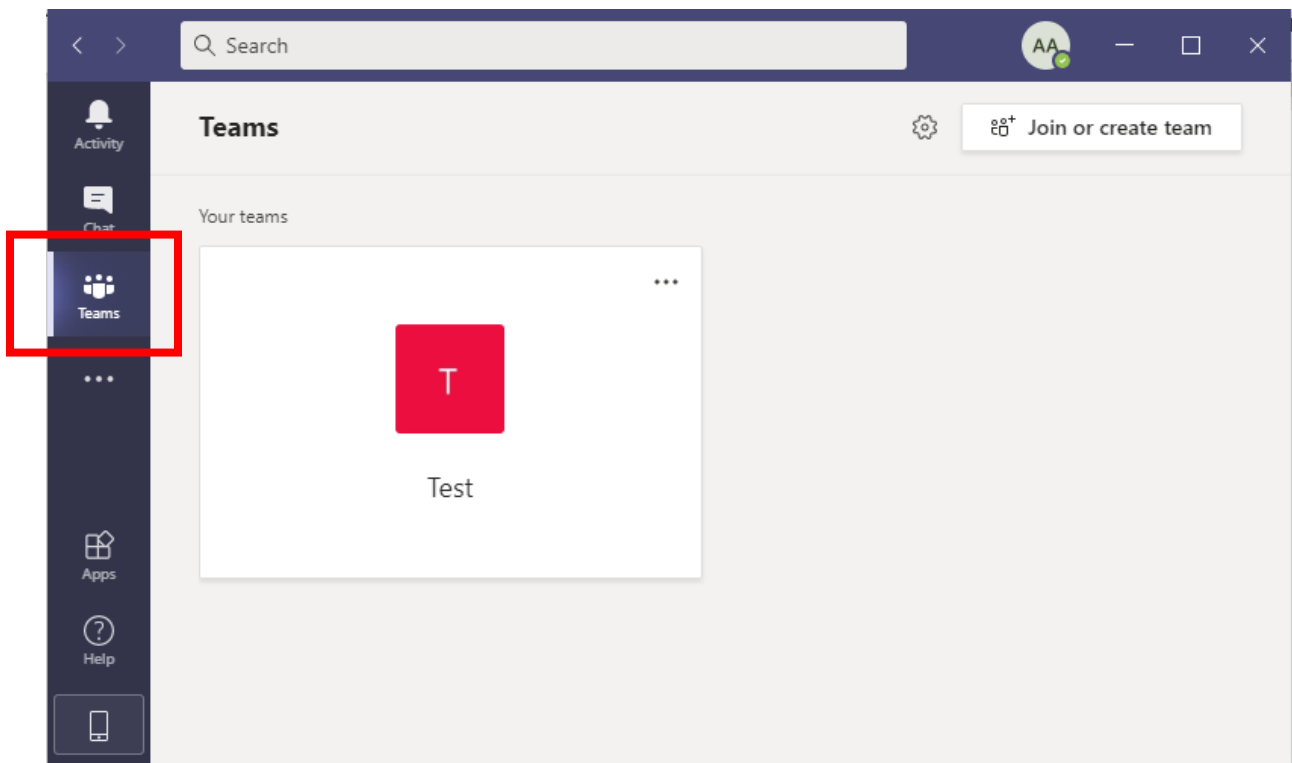
## **CLASS CREATION in MS TEAMS**

*Open MS TEAMS and Sing-in using your Email ID*

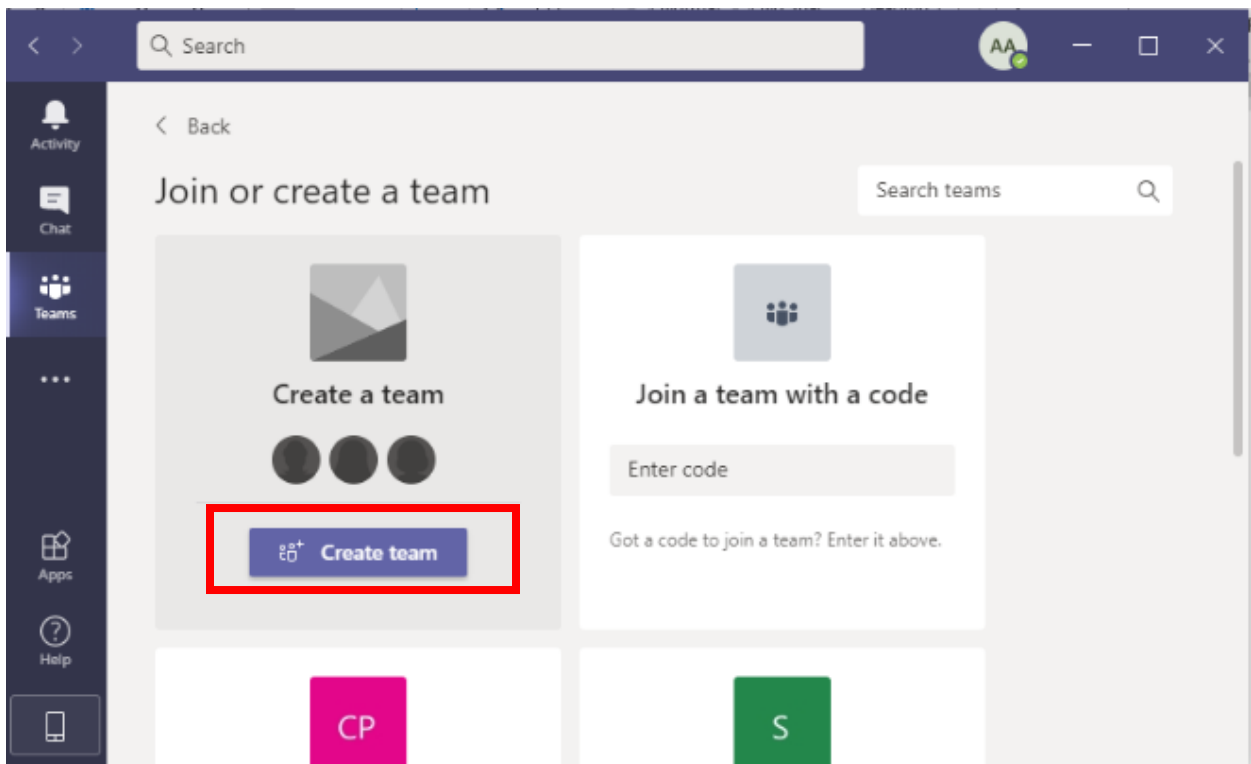
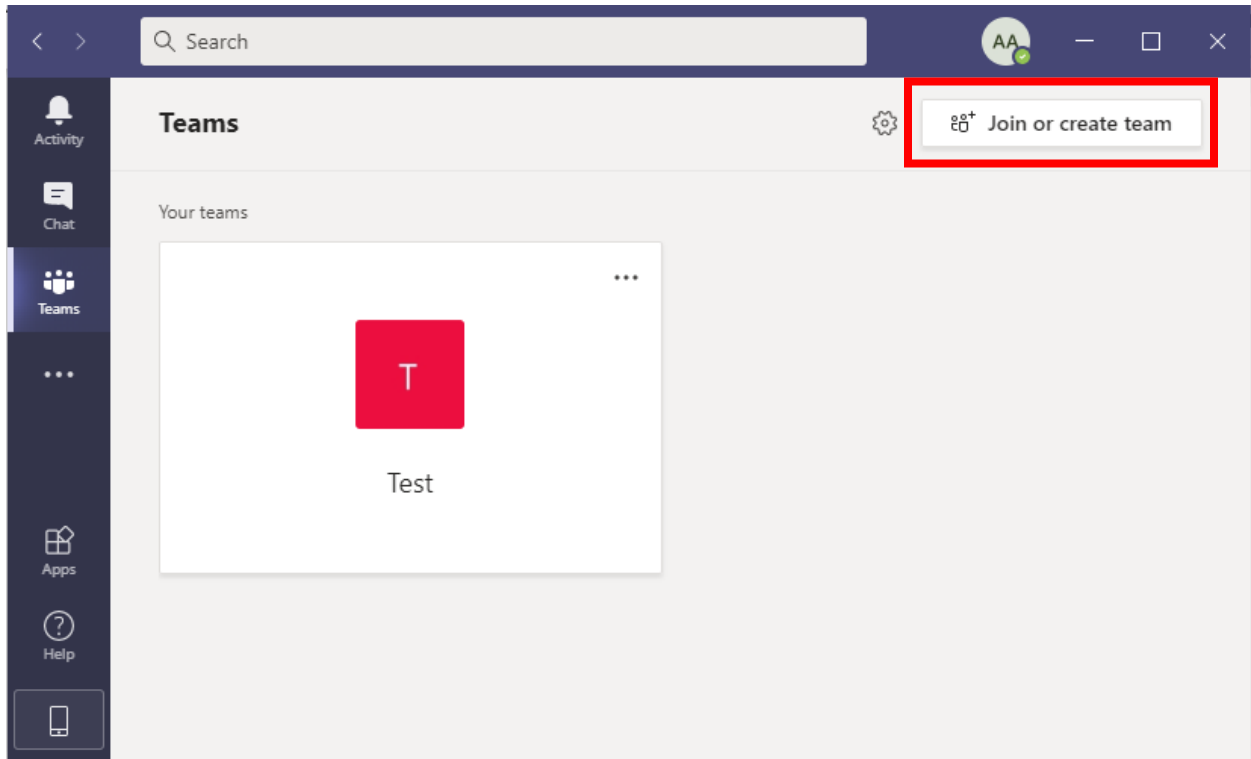


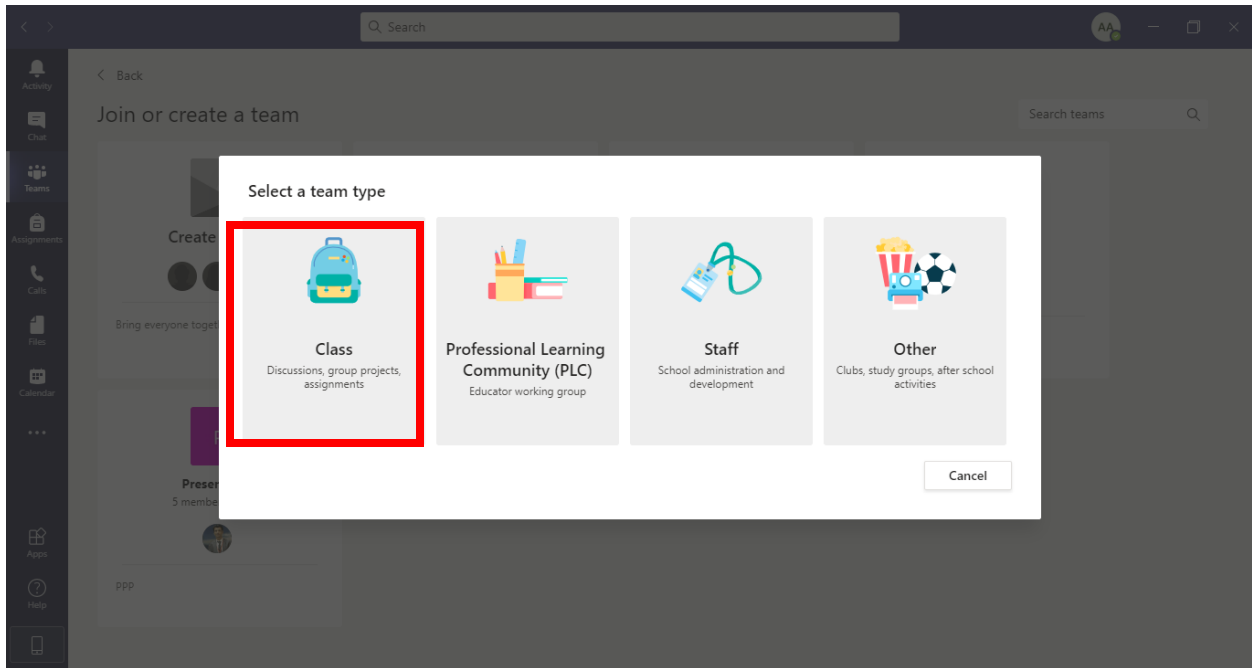


Click on **Teams**



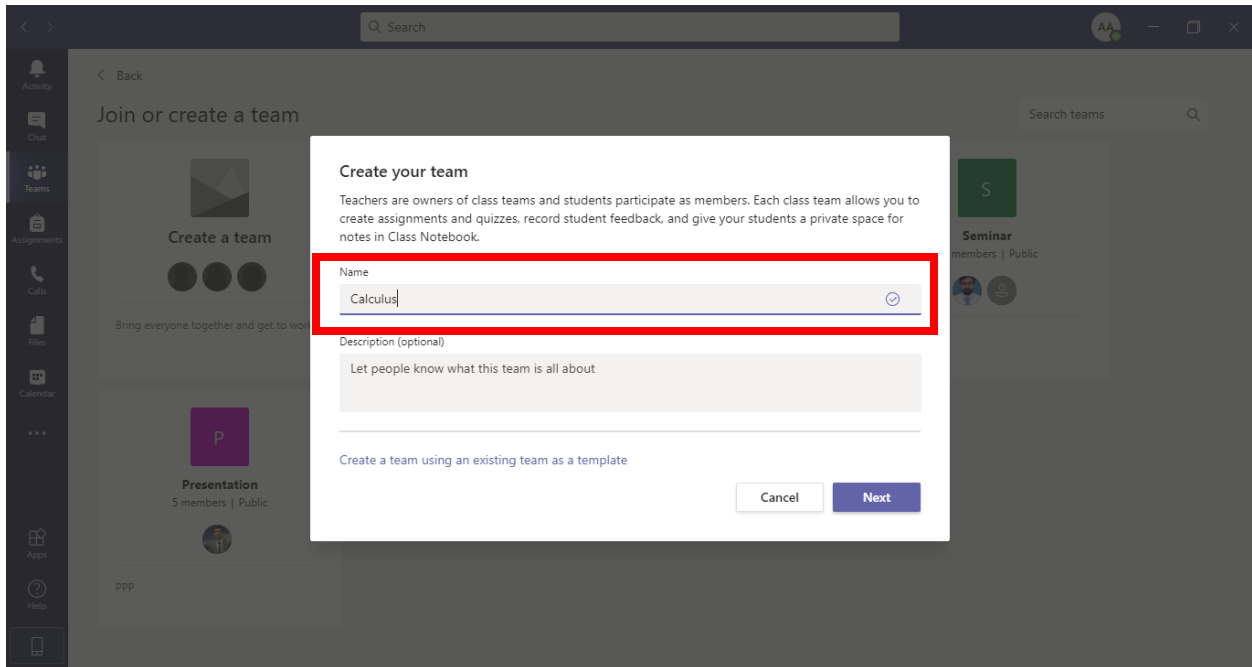
Click on **Join or create team**



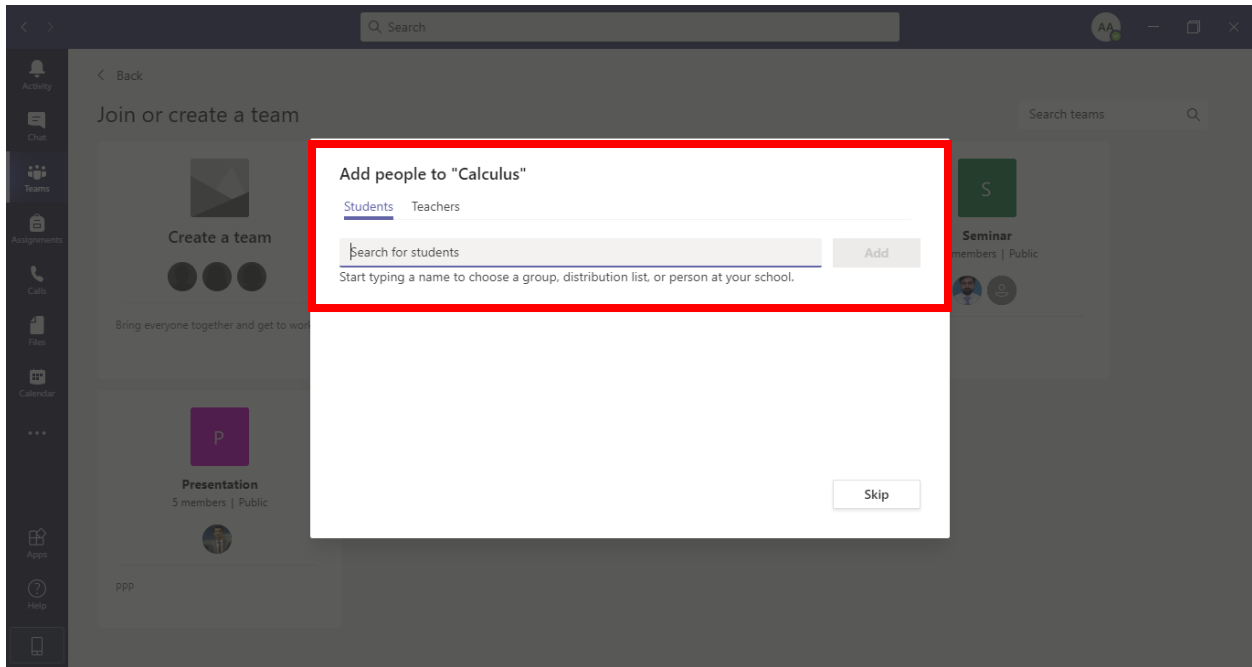


Enter **Class Name** e.g. **CALCULUS** and Add description about course

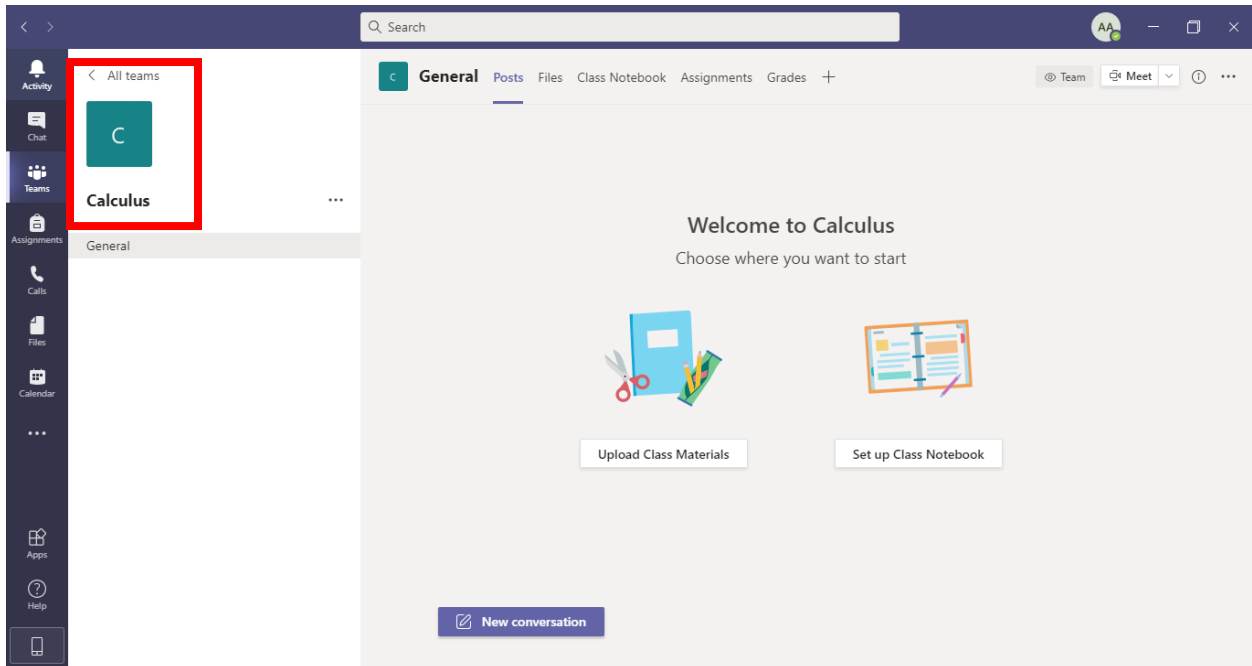
Press **NEXT**



Add **STUDENTS** using their Email Address e.g. [jalil.raza@paf-iast.edu.pk](mailto:jalil.raza@paf-iast.edu.pk) and press **CLOSE**

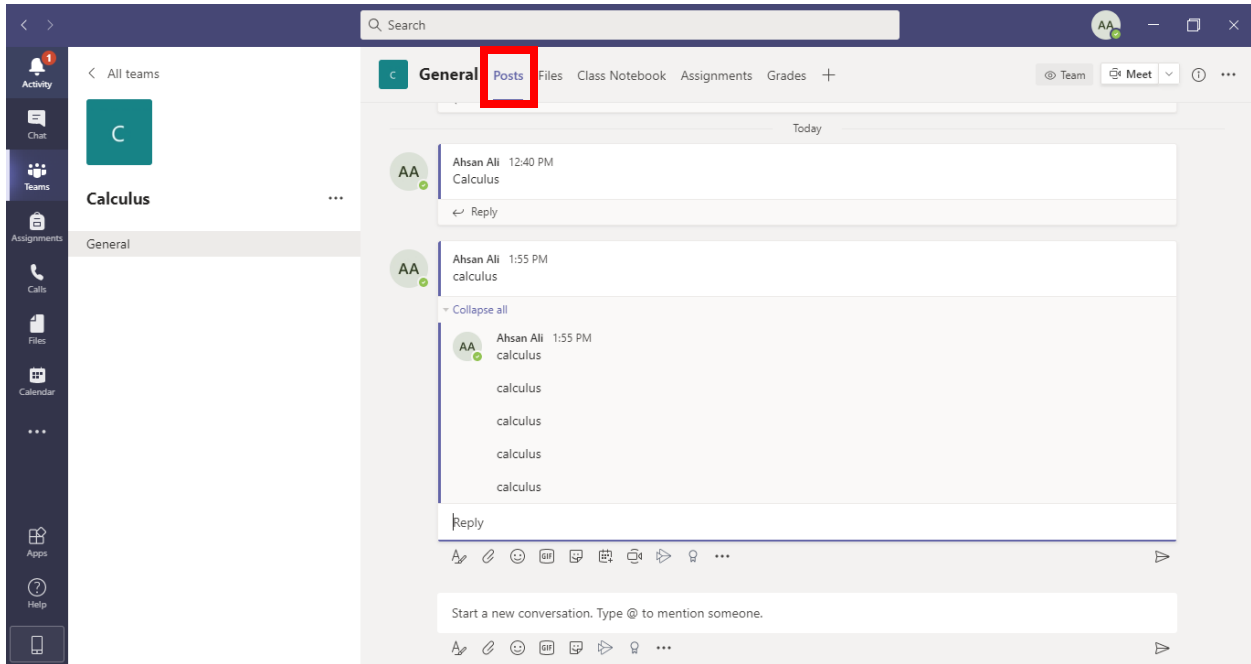


**Class has been created Successfully**

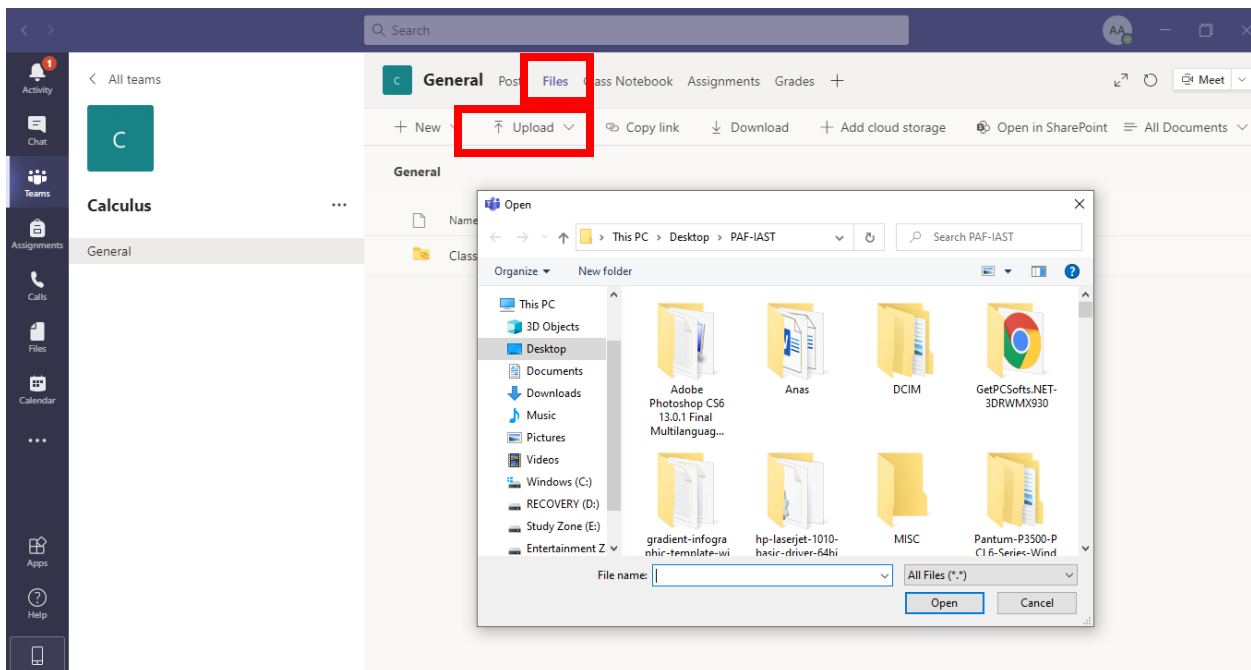


On top you can see various tabs i.e. **Posts, Files, Class Notebook, Assignments, Grades** etc.

**Posts:** This tab is just like Facebook Wall, where all messages, notifications etc. appear.

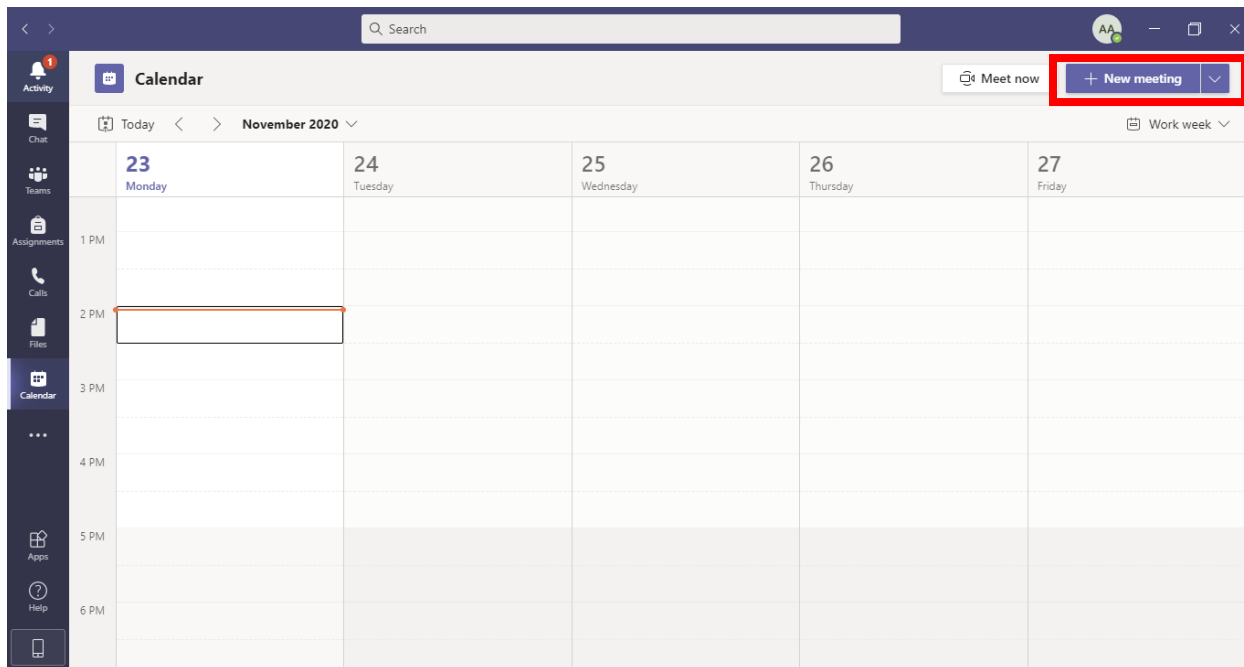


**Files Tab:** Using this tab, you can upload Class Material e.g. PowerPoint presentation, pdf file, word files etc.

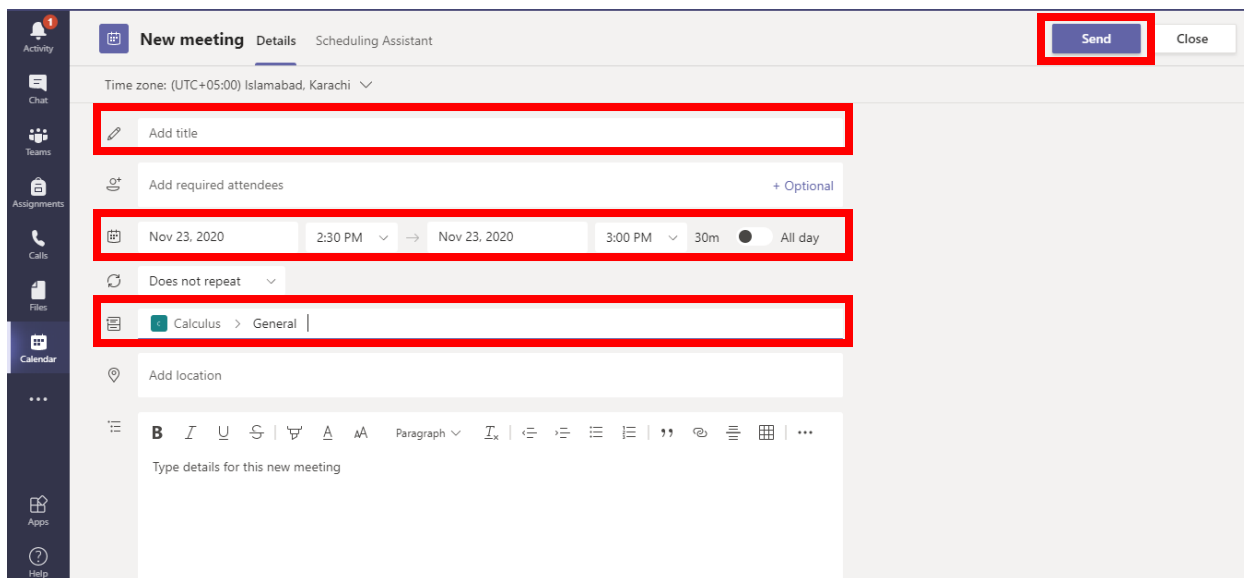


## **CLASS SCHEDULE**

Select **Calendar option** and schedule Class on given date and time. As soon as Class is scheduled, intimation through **Email and Teams** is sent to all **Class participants**.



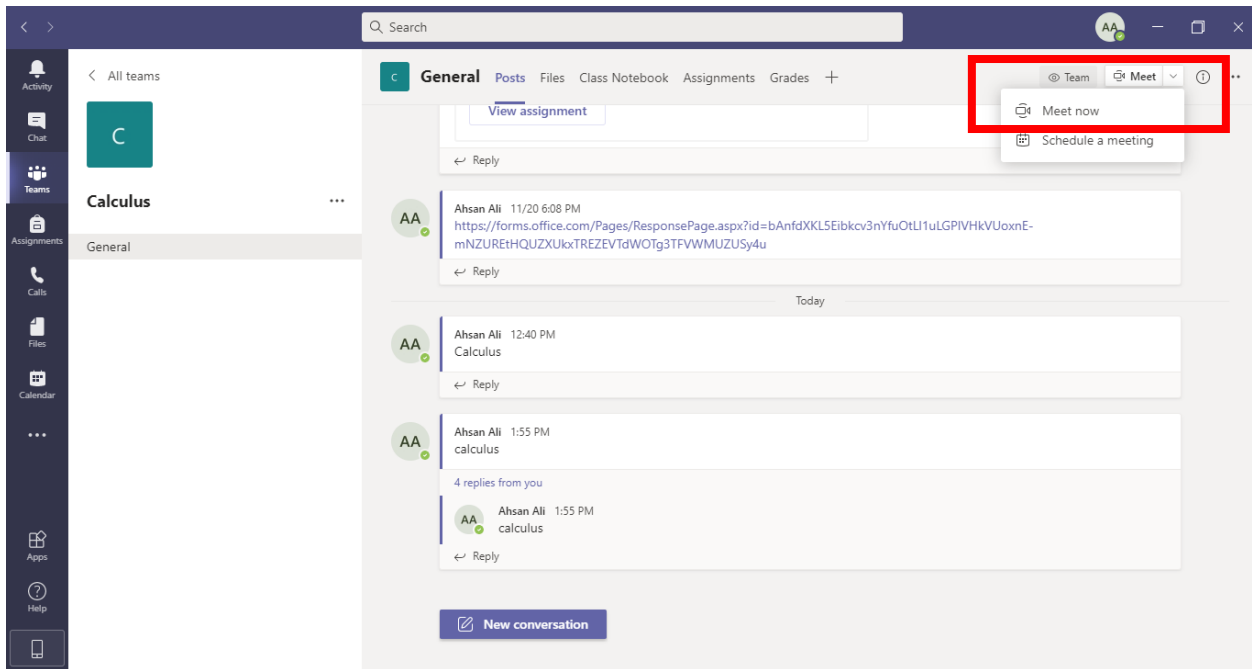
**Add TITLE → SELECT DATE and TIME → SELECT CHANNEL or TEAM → CLICK PRESS**





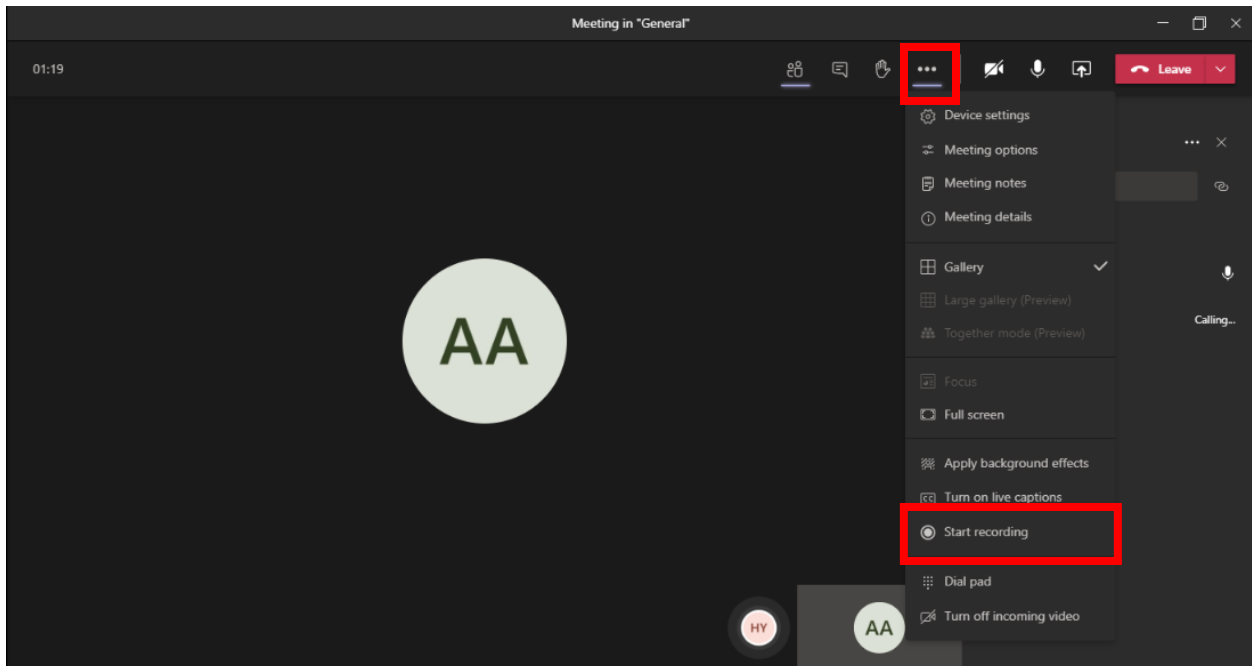
## **LIVE SESSION**

Click **Meet Now** Icon to start Live Session



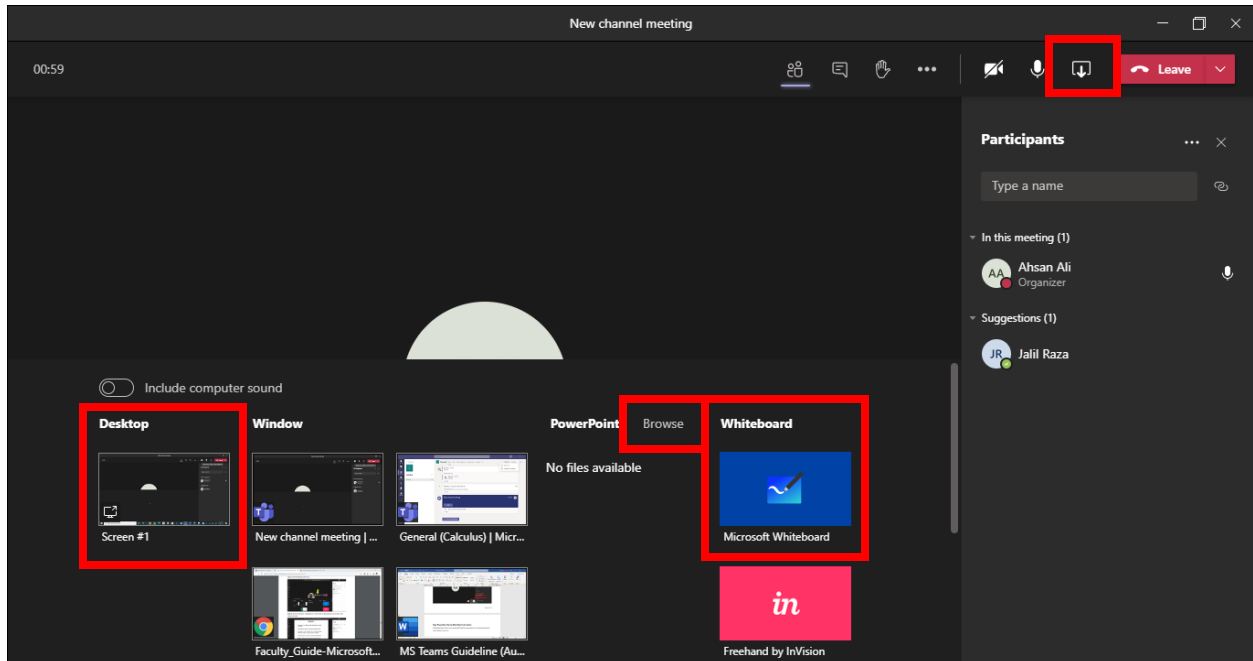
## **Record Live Session**

By Selecting More Actions Button, you can Record a Live Session. Live session recording once finished in published in the Posts as well as web.microsoftstream.com.

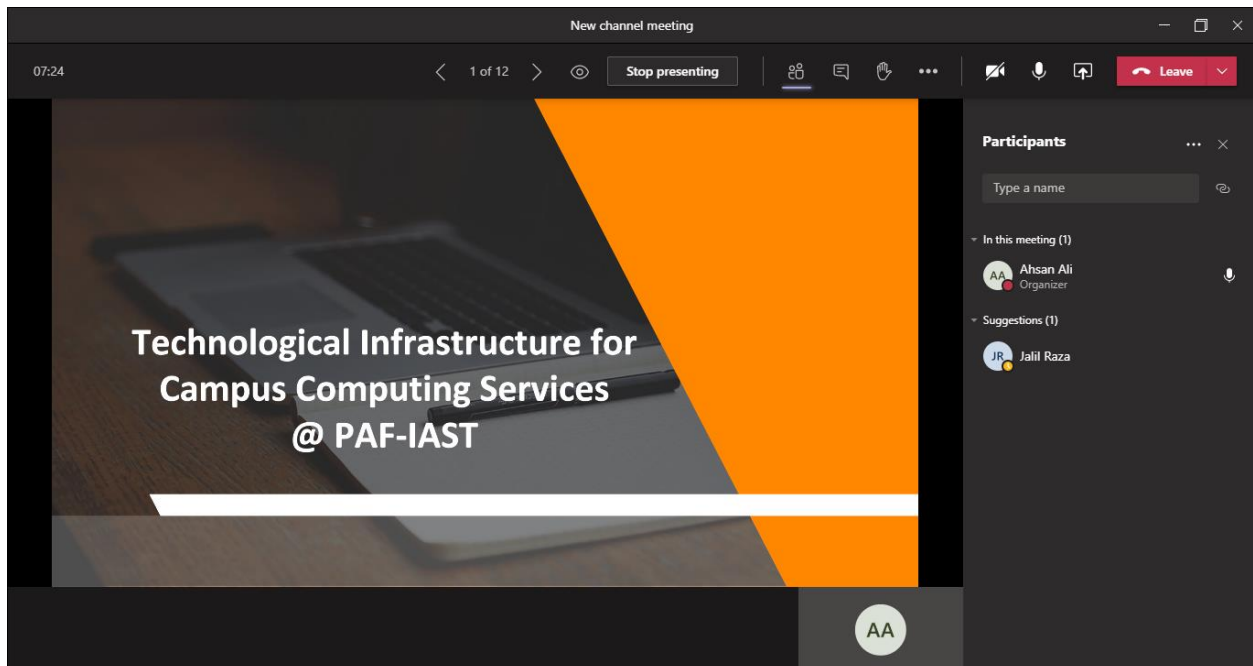


## Share Presentation, File, Use White Board in Live Session

By Selecting Share button, you can upload PowerPoint presentation, use white board option, share Desktop Screen etc.

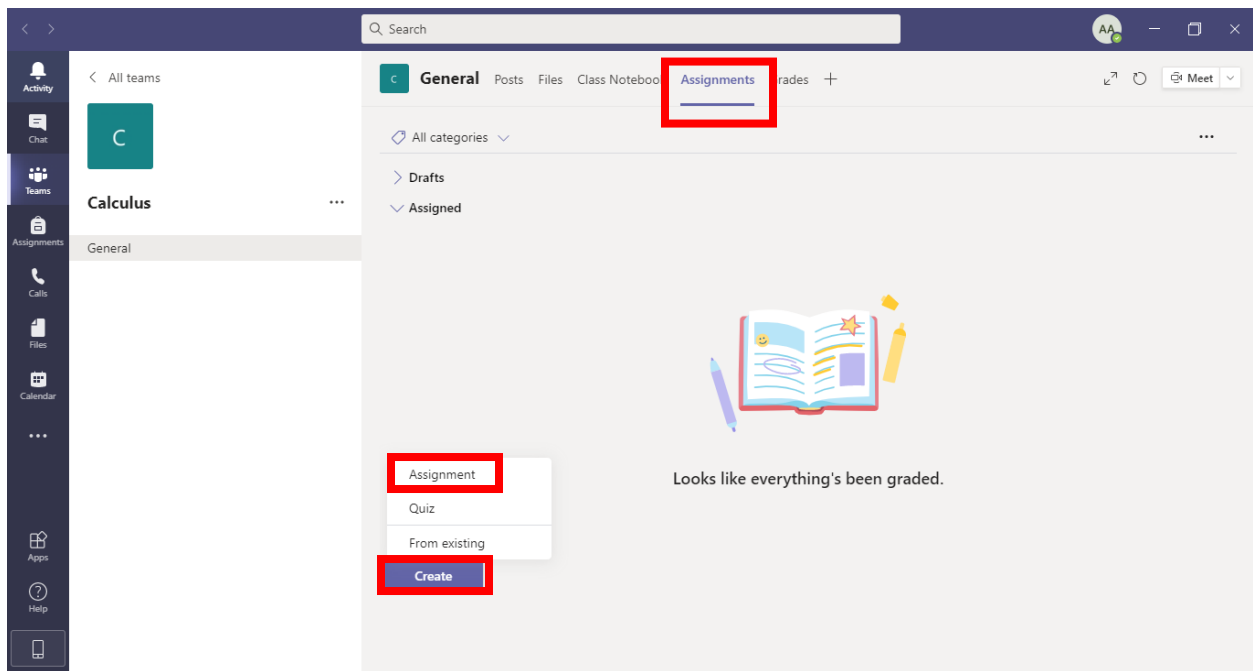


Once Presentation is uploaded, it is shared with all participants

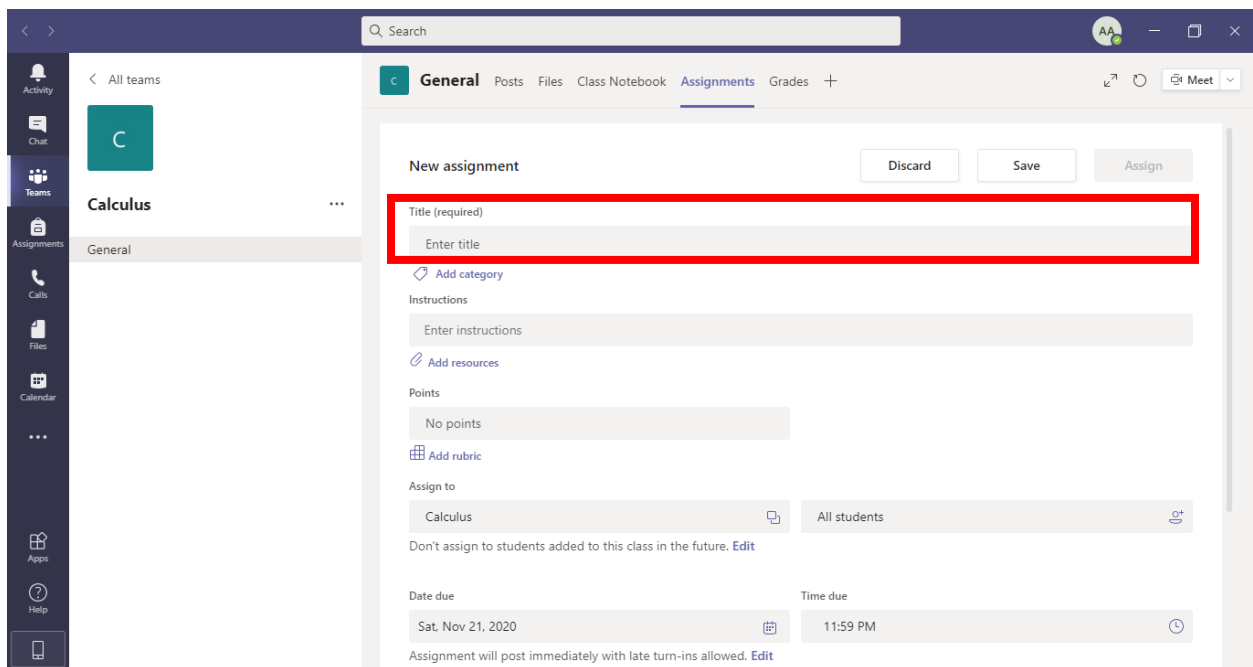


## ONLINE ASSIGNMENTS

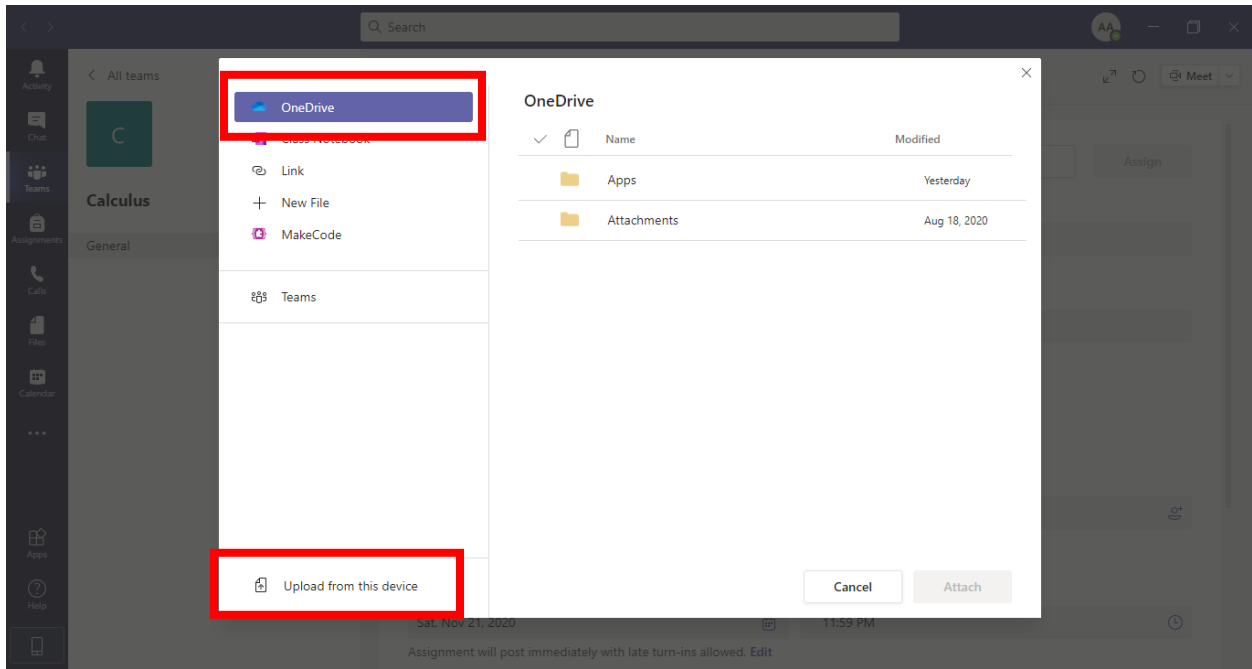
Click on **ASSIGNMENT TAB** and **PRESS CREATE** and Choose **ASSIGNMENT**



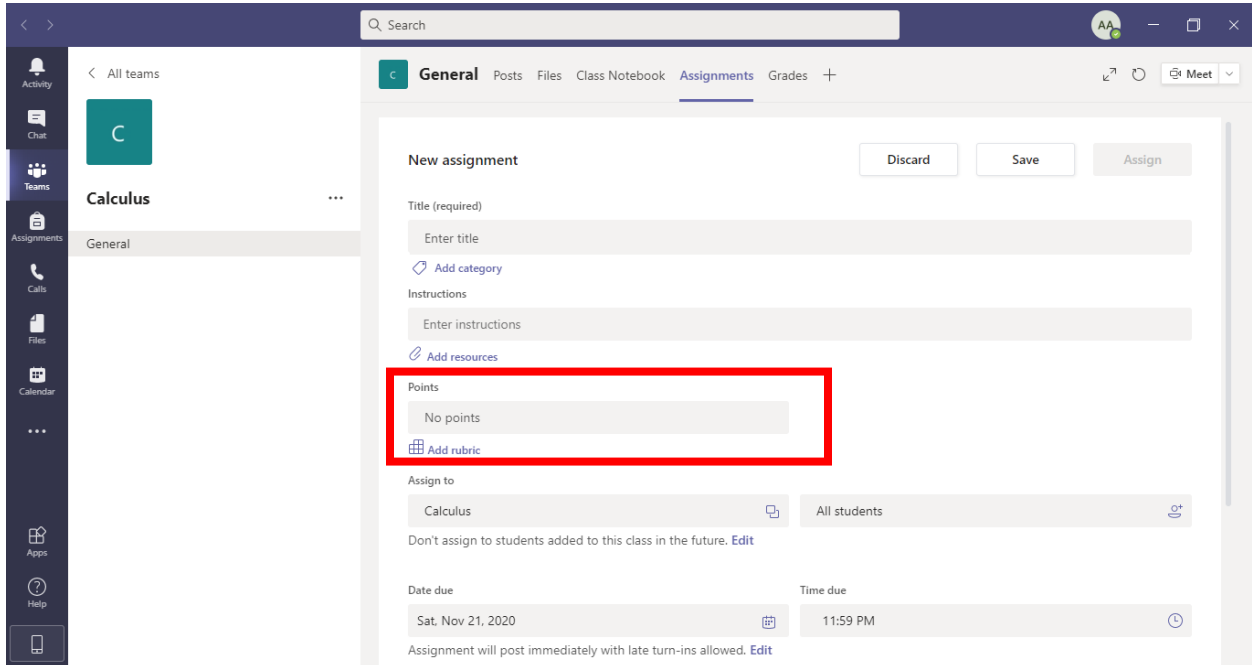
Choose **Suitable Title** for an assignment.

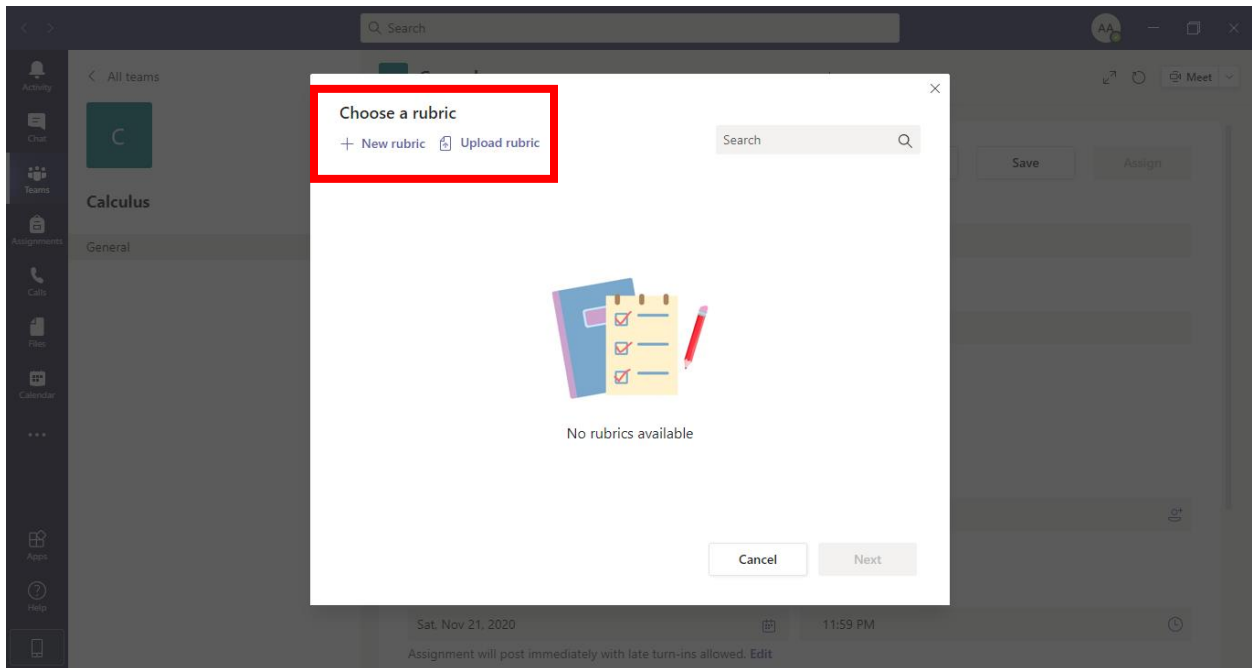


Add Resources from your computer or OneDrive under **Instructions**.

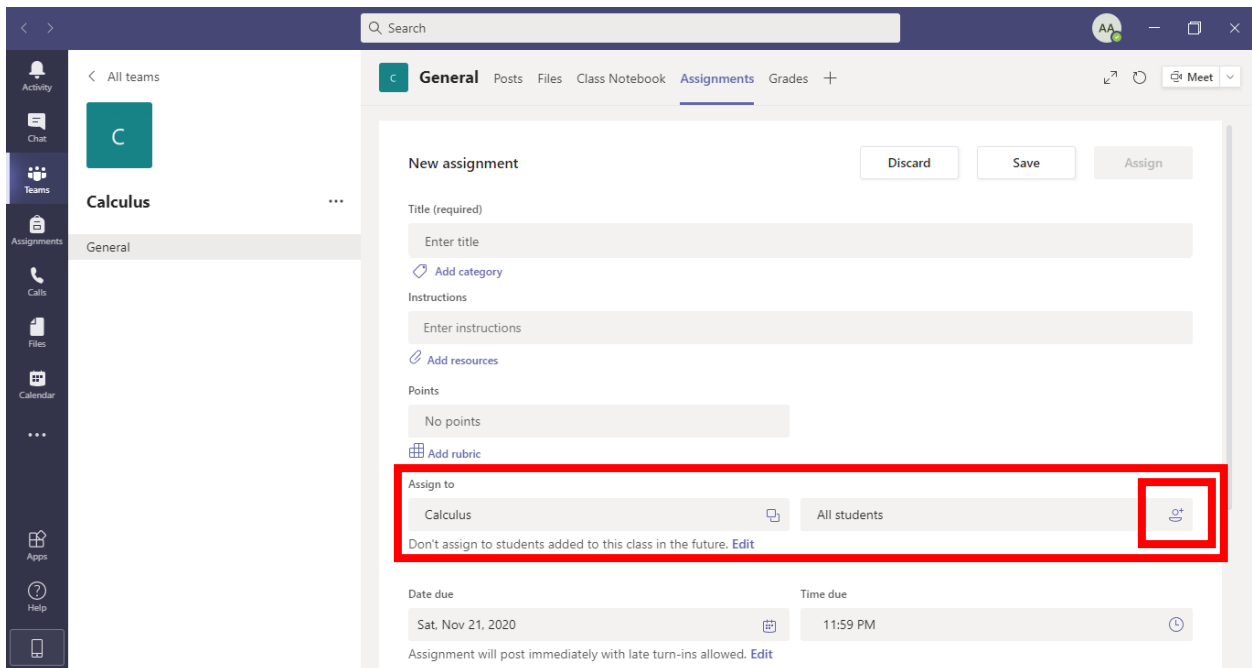


Assign **Marks** for Assignment Using **POINTS** and you can also add **RUBRICS** for an assignment.





## Assign Assignment to class or Specific Students



## Assign due date and time

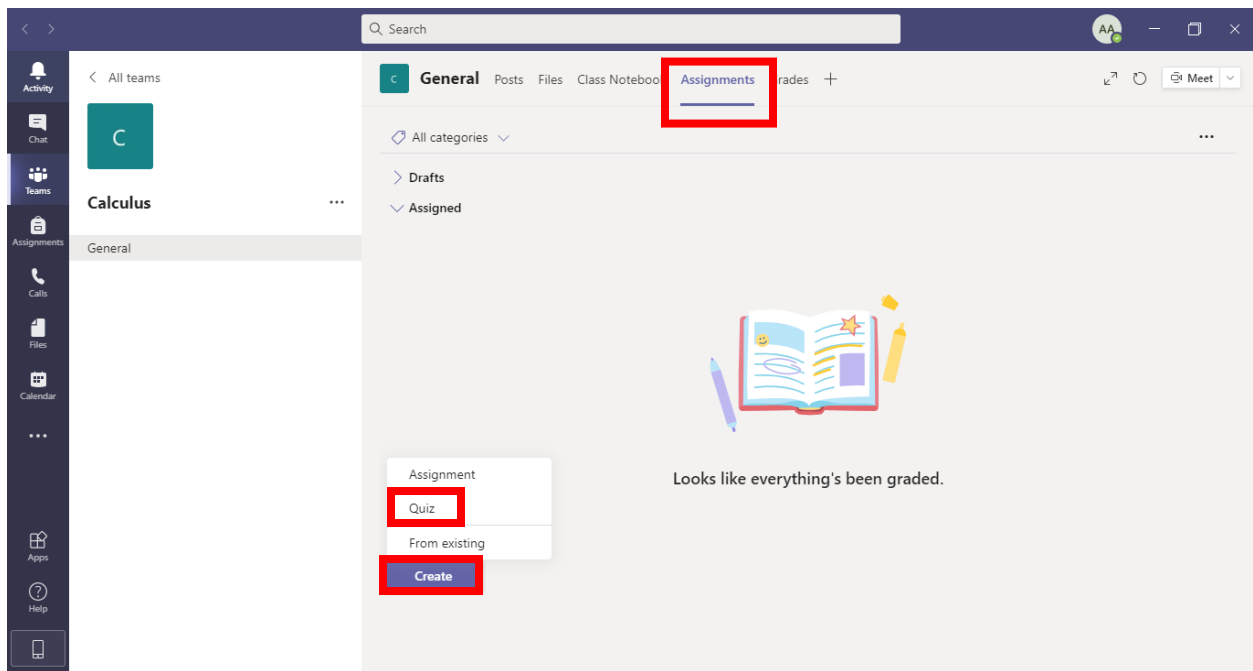
The screenshot shows the 'New assignment' form in Microsoft Teams. The form is titled 'New assignment' and includes fields for 'Title (required)', 'Add category', 'Instructions', 'Add resources', 'Points', 'Add rubric', and 'Assign to'. The 'Assign to' field is set to 'Calculus' and 'All students'. At the bottom, the 'Date due' field is set to 'Sat, Nov 21, 2020' and the 'Time due' field is set to '11:59 PM'. These two fields are highlighted with a red border. The 'Assign' button is visible at the top right of the form.

## After Adding all Information Click **ASSIGN**

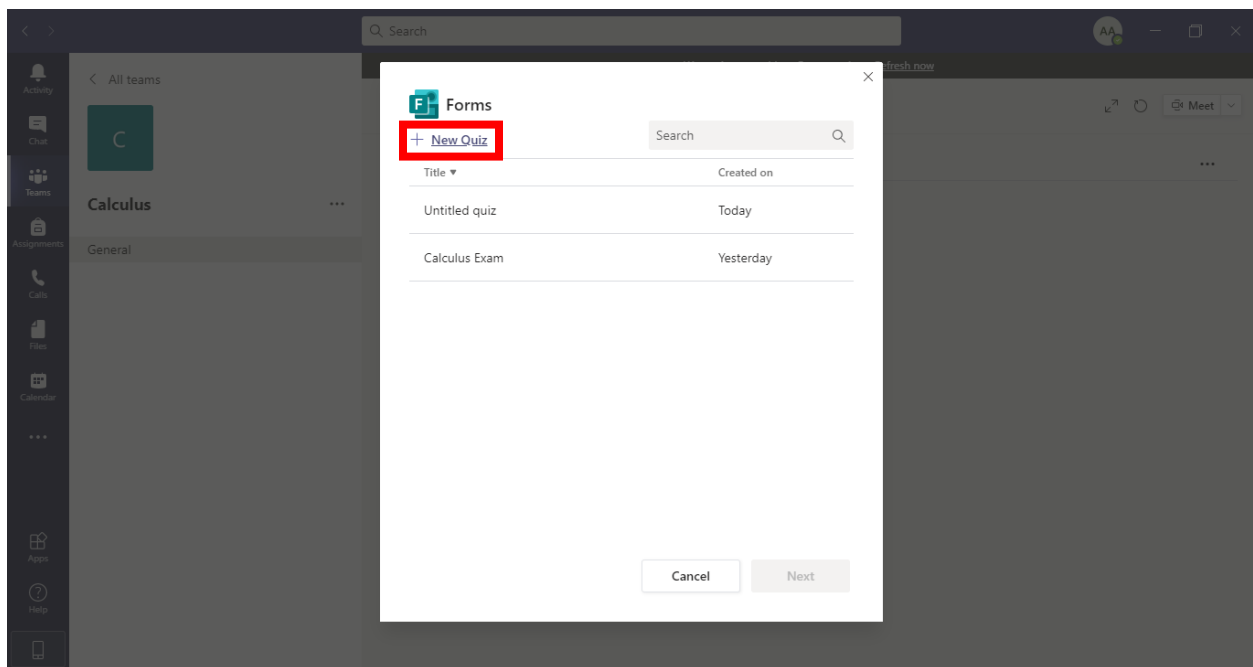
The screenshot shows the 'New assignment' form in Microsoft Teams after all information has been entered. The 'Title (required)' field is filled with 'Quadratic Equation'. The 'Date due' field is set to 'Sat, Nov 21, 2020' and the 'Time due' field is set to '11:59 PM'. The 'Assign' button is highlighted with a red border. The 'Save' and 'Discard' buttons are also visible. The form is titled 'New assignment' and includes a 'Saved: Nov 20, 10:24 AM' timestamp.

## ONLINE QUIZ & EXAM

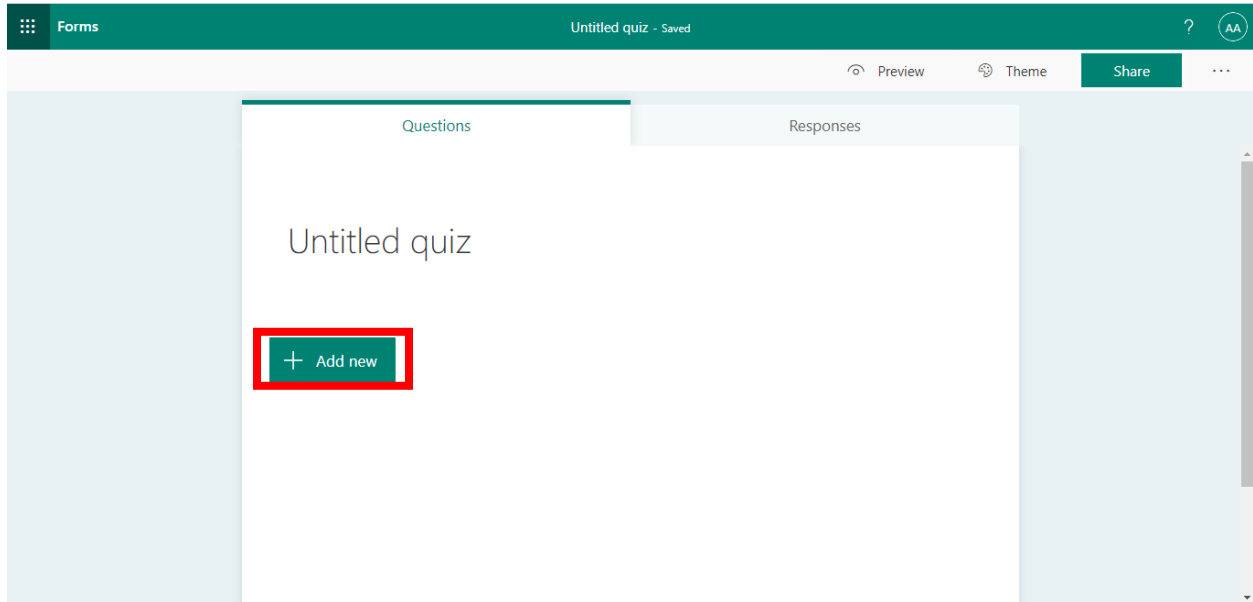
Click on **ASSIGNMENT TAB** and **PRESS CREATE** and Choose **QUIZ**



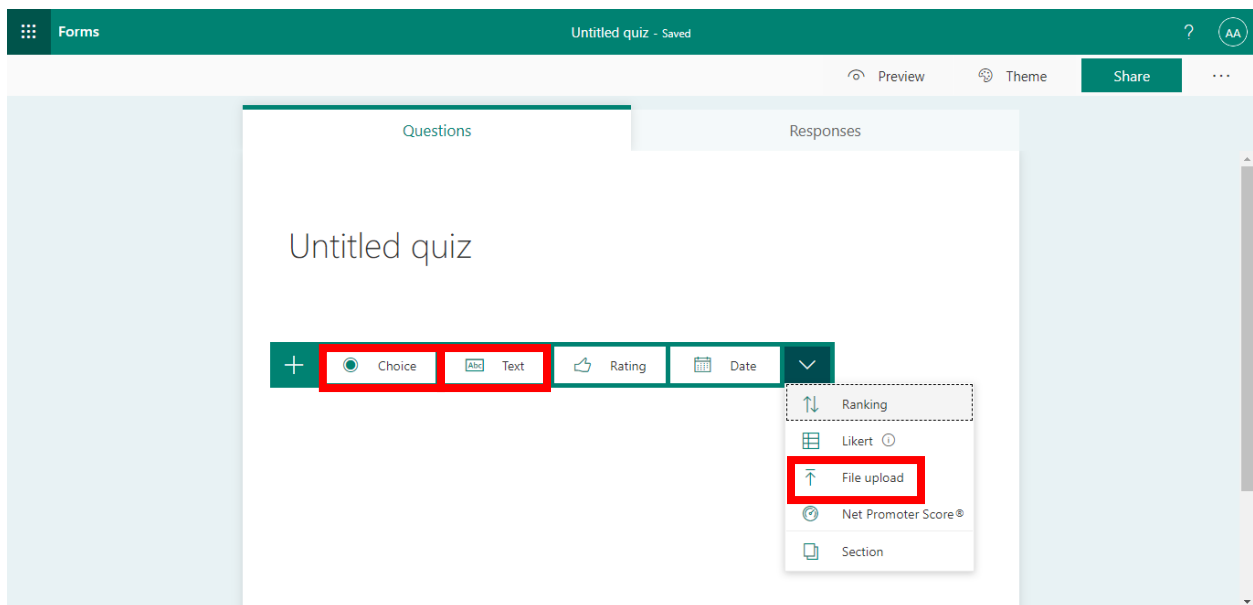
Click on **NEW QUIZ**



Click **ADD NEW**



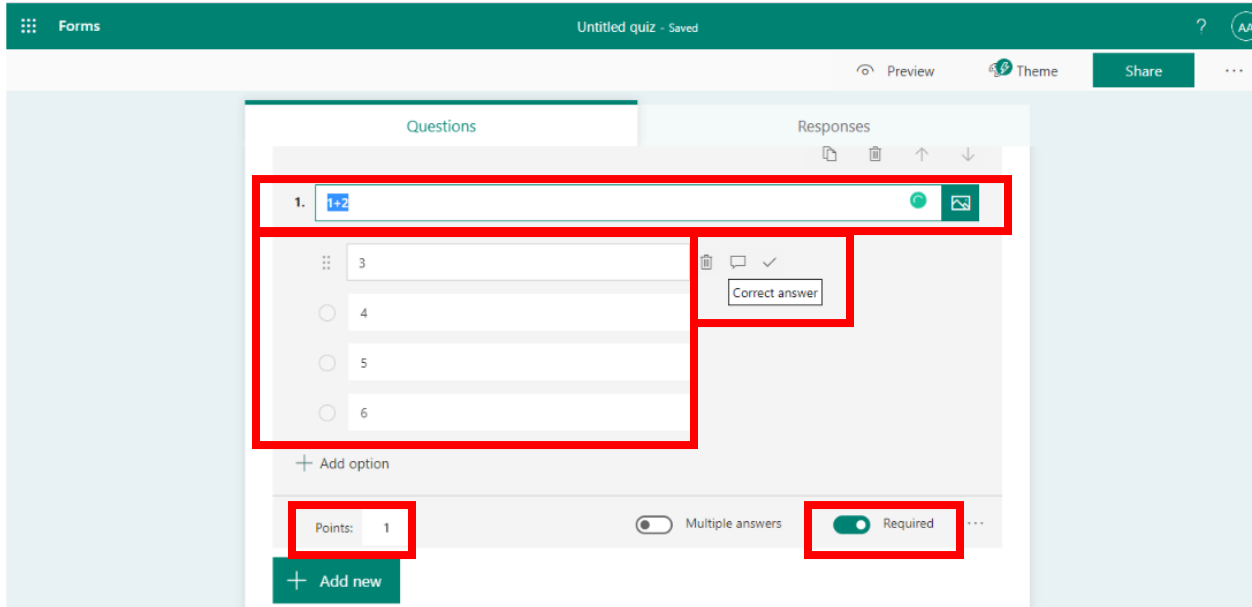
You can create multiple type of questions for exam or quiz e.g. **MCQs, TEXT based Questions and File Upload Questions** (Where students have option to upload files from Computer or OneDrive)





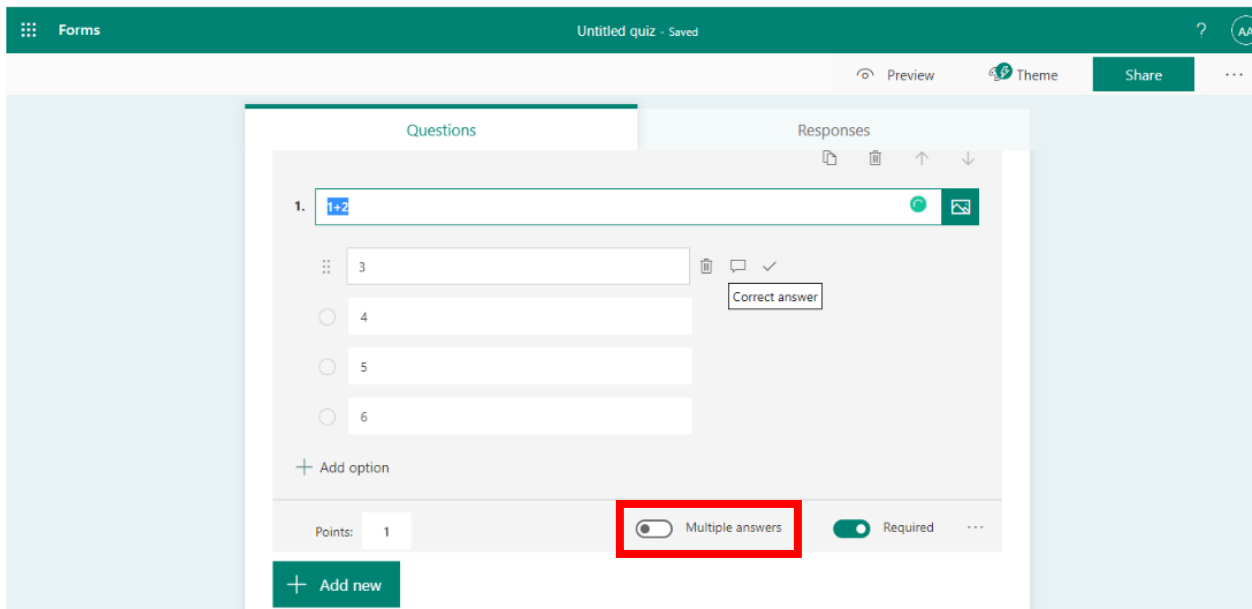
## Multiple Choice Question

Enter you question → options → choose right option → Points for question → check  
**REQUIRED**



The screenshot shows the 'Questions' tab in a quiz editor. A question is being edited with the text '1. 1+2'. Below the question, there are four radio button options: 3, 4, 5, and 6. A 'Correct answer' button is visible next to the options. At the bottom of the question editor, the 'Points' are set to 1, and the 'Required' toggle is turned on. The 'Multiple answers' toggle is turned off. A red box highlights the question text, the options, the 'Correct answer' button, the 'Points' field, and the 'Required' toggle.

If you have multiple right answers, choose **MULTIPLE ANSWERS**, and choose right options



The screenshot shows the 'Questions' tab in a quiz editor. A question is being edited with the text '1. 1+2'. Below the question, there are four radio button options: 3, 4, 5, and 6. A 'Correct answer' button is visible next to the options. At the bottom of the question editor, the 'Points' are set to 1, and the 'Multiple answers' toggle is turned on. The 'Required' toggle is turned on. A red box highlights the 'Multiple answers' toggle.

## TEXT based Questions

Type question → Points for question → check Long Answer

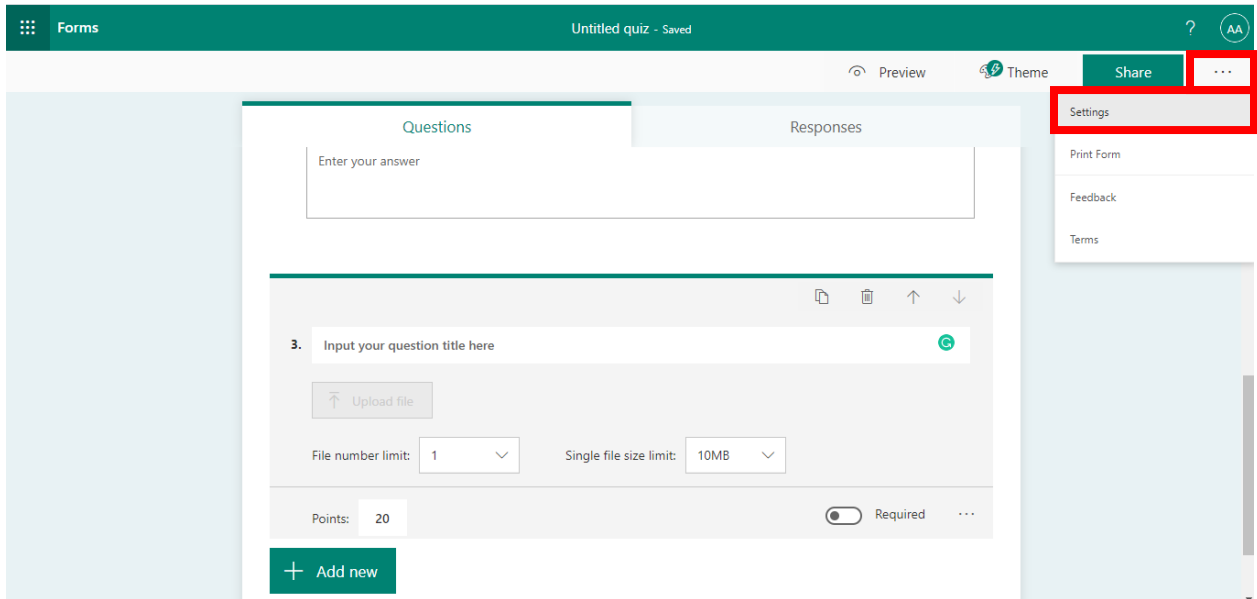
The screenshot shows a quiz editor interface with a green header bar containing 'Forms', 'Untitled quiz - Saving...', and navigation icons for 'Preview', 'Theme', and 'Share'. The main content area is divided into 'Questions' and 'Responses' tabs. Under the 'Questions' tab, there are two radio button options labeled '5' and '6'. Below these is a question editor for question 2: 'Assume that function  $f$  is differentiable everywhere, which of the graphs A), B), C) or D) is the graph of the first derivative of  $f$ ?'. The question text is enclosed in a red box. Below the question is a text input field labeled 'Enter your answer'. At the bottom of the question editor, there are three red boxes: one around 'Points: 10', one around a 'Long answer' toggle switch which is turned on, and one around a 'Required' checkbox which is unchecked. An 'Add new' button is located at the bottom left of the question editor.

## File Upload based Questions (All uploaded files/ Answers will be stored on OneDrive)

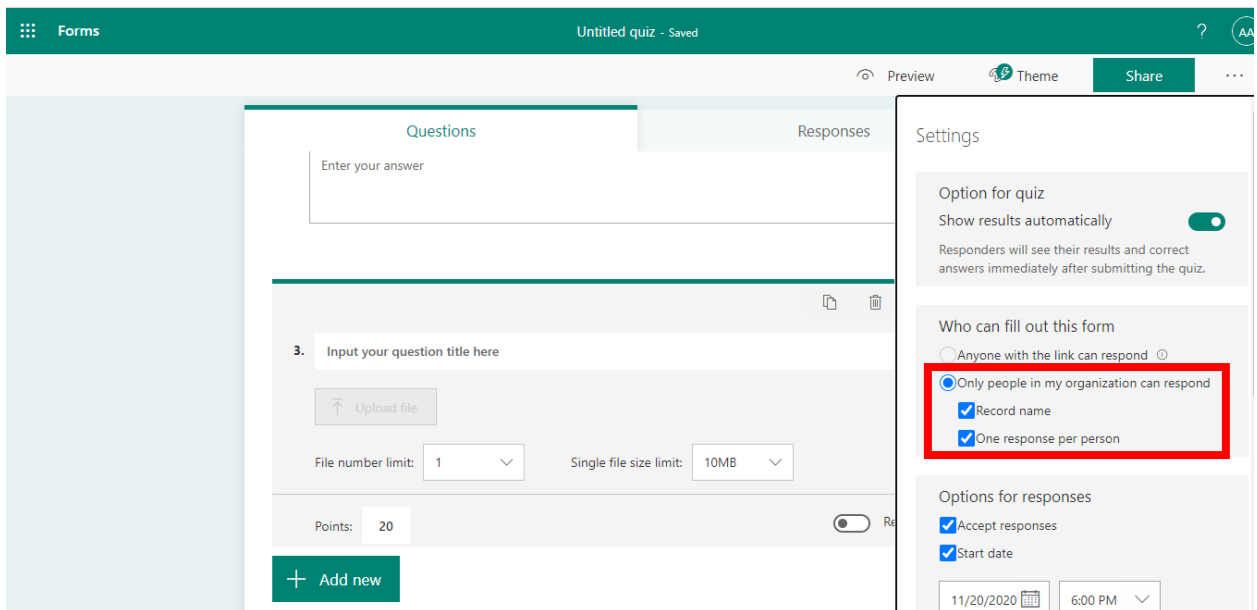
Type question → Select file Size Limit → Points for question

The screenshot shows a quiz editor interface with a green header bar containing 'Forms', 'Untitled quiz - Saving...', and navigation icons for 'Preview', 'Theme', and 'Share'. The main content area is divided into 'Questions' and 'Responses' tabs. Under the 'Questions' tab, there is a text input field labeled 'Enter your answer'. Below this is a question editor for question 3: 'Input your question title here'. The question text is enclosed in a red box. Below the question is an 'Upload file' button. Underneath the upload button, there are two dropdown menus: 'File number limit: 1' and 'Single file size limit: 10MB', both of which are enclosed in red boxes. At the bottom of the question editor, there are two red boxes: one around 'Points: 20' and one around a 'Required' toggle switch which is turned off. An 'Add new' button is located at the bottom left of the question editor.

After adding all questions, go to **SETTINGS**

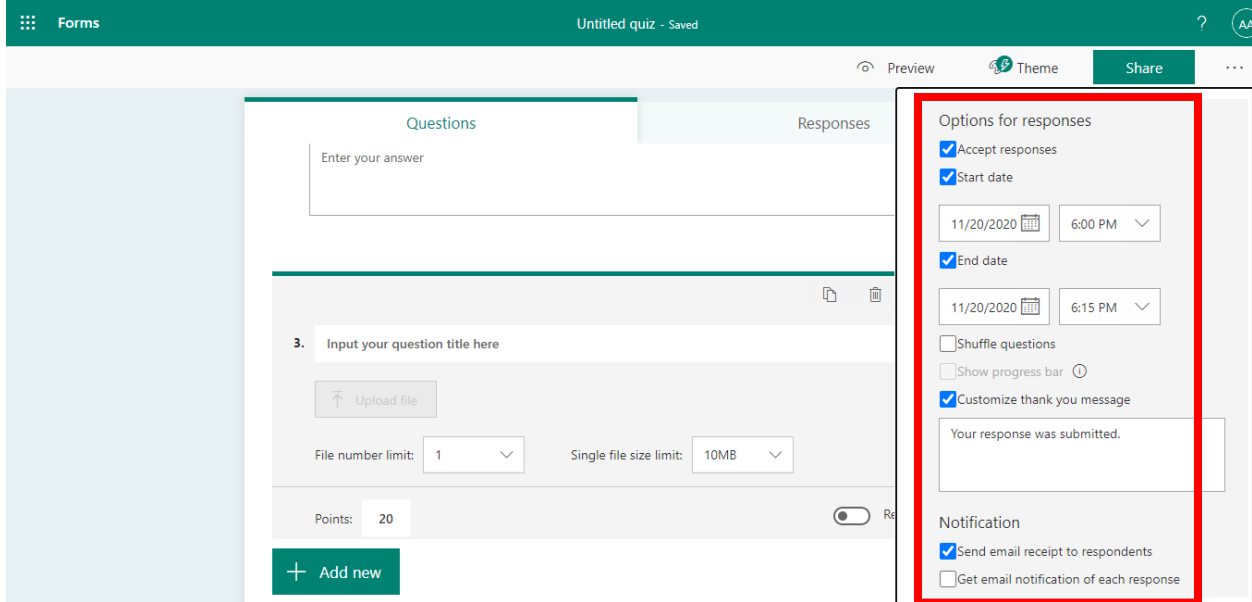


Check **ONLY PEOPLE IN MY ORGANIZATION CAN RESPOND (Record name & one response per person)**

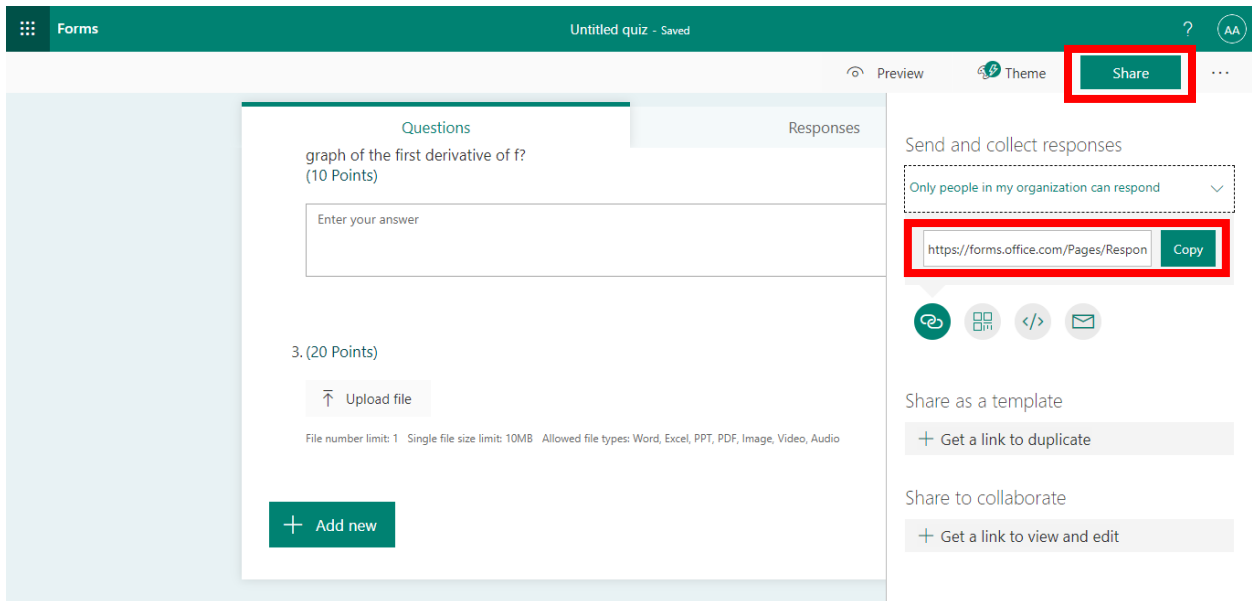


Check

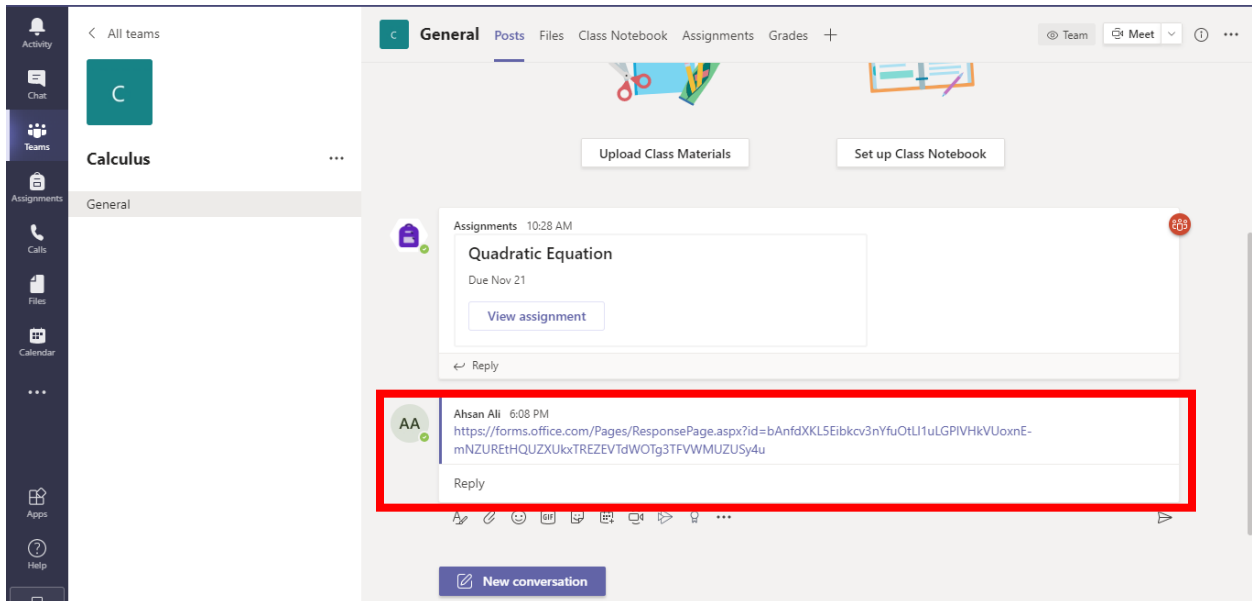
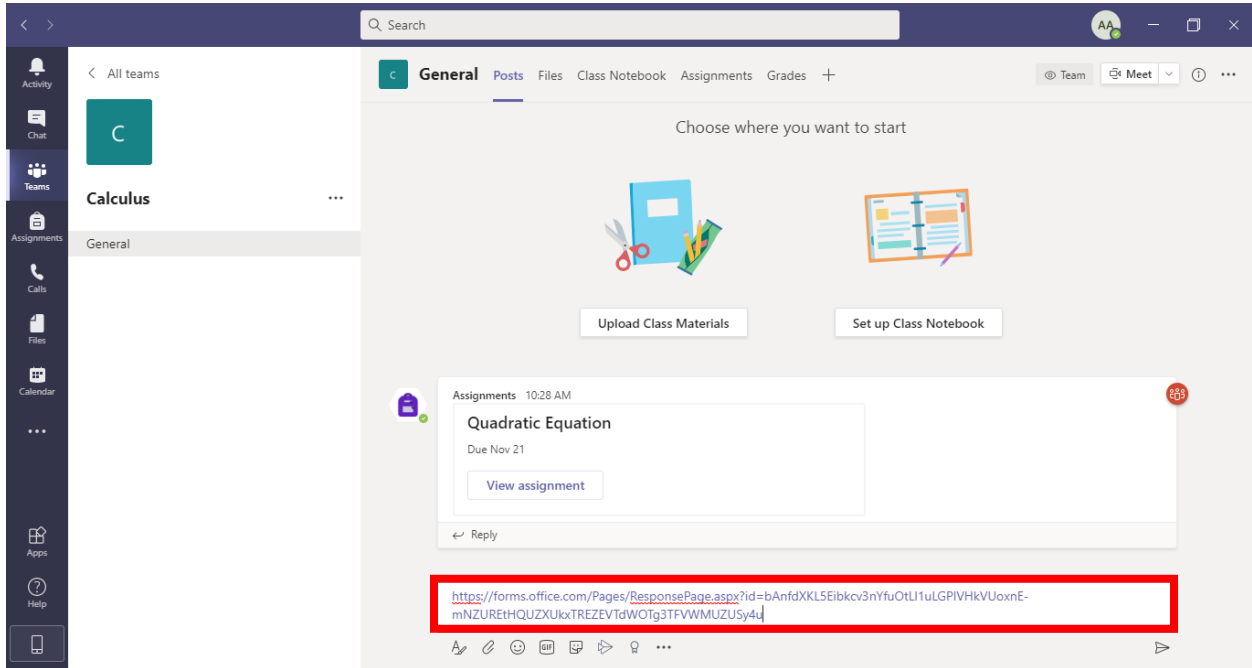
**ACCEPT RESPONSES → START DATE → END DATE → SHUFFLE QUESTIONS (Optional) →  
CUSTOMIZE THANK YOU MESSAGE → SEND EMAIL RECEIPT TO RESPONDENTS**



Click **SHARE** → **COPY LINK**



Go to **CLASS** → **POSTS** → **PASTE LINK**



## How to Export Assignments and Quizzes to MS Excel

In Grades tab, you can see Assignments and Quizzes and their scores. You can also export result of all assignments and quizzes to MS Excel.

