PAK-AUSTRIA FACCHSCHUCHLE: 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

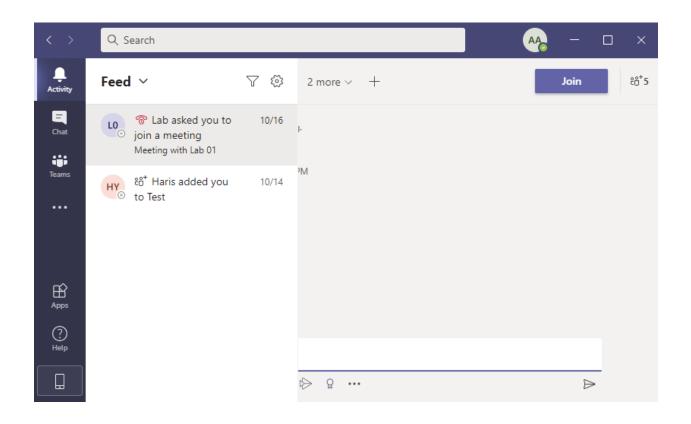
Software requirements

- 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

📫 Microsoft Teams		-	×
	Microsoft Teams		
	Enter your work, school, or Microsoft account.		
	Şign-in address		
	Sign in		
	Not on Teams yet? Learn more		

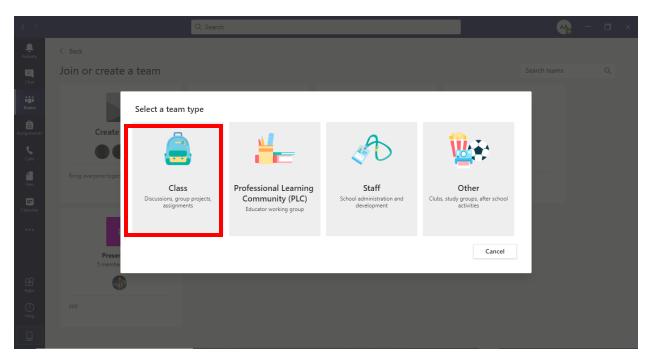


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Enter Class Name e.g. CALCULUS and Add description about course

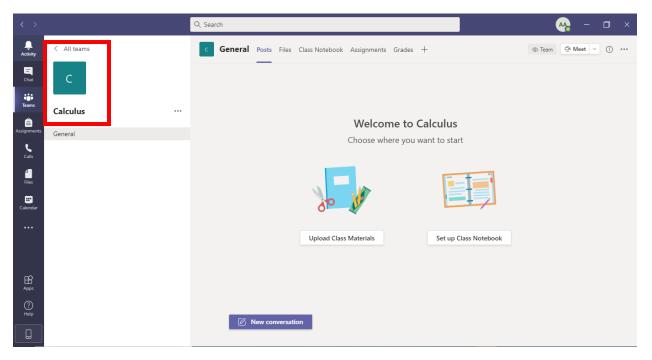
Press **NEXT**

	Join or create a team		
Teams	Create a team	Create your team Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.	
	Bring everyone together and get to wo	Name Calculus Oescription (optional) Let people know what this team is all about	
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Apps Bielp	Presentation 5 members Public		Skip				

Add **STUDENTS** using their Email Address e.g. jalil.raza@paf-iast.edu.pk and press **CLOSE**

Class has been created Successfully

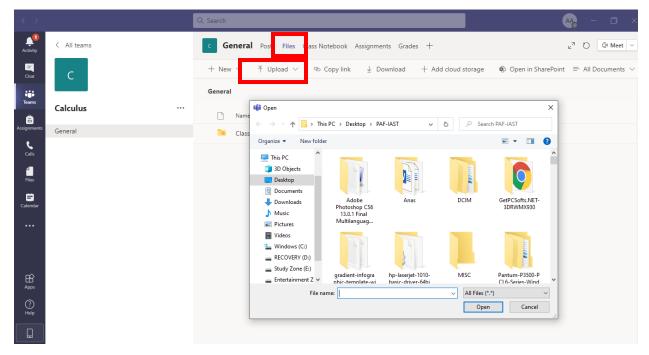


On top you can see various tabs i.e. Posts, Files, Class Notebook, Assignments, Grades etc.

Posts: This tab is just like Facebook Wal	l, where all messages,	, notifications etc. appear.
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Files Tab: Using this tab, you can upload Class Material e.g. PowerPoint presentation, pdf file, word files etc.



<u>CLASS SCHEDULE</u>

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.

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Add TITLE \rightarrow SELECT DATE and TIME \rightarrow SELECT CHANNEL or TEAM \rightarrow CLICK PRESS

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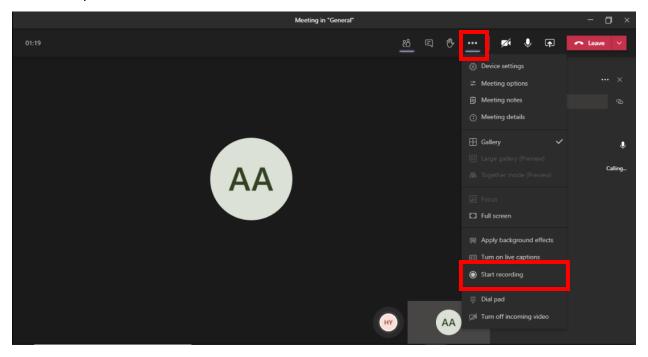
Click Meet Now Icon to start Live Session

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Record Live Session

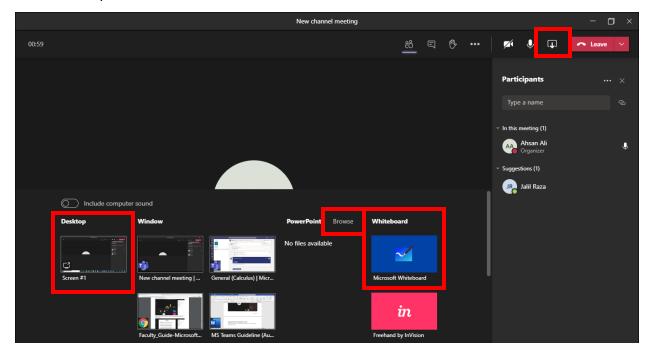
By Selecting More Actions Button, you can Record a Live Session. Live session recording once

finished in published in the Posts as well as web.microsoftstream.com.

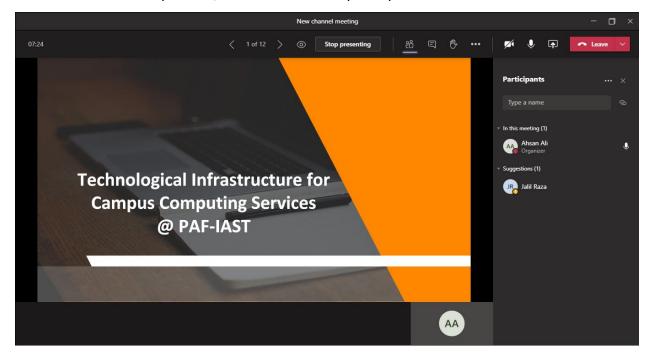


Share Presentation, File, Use White Board in Live Session

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

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Choose **Suitable Title** for an assignment.

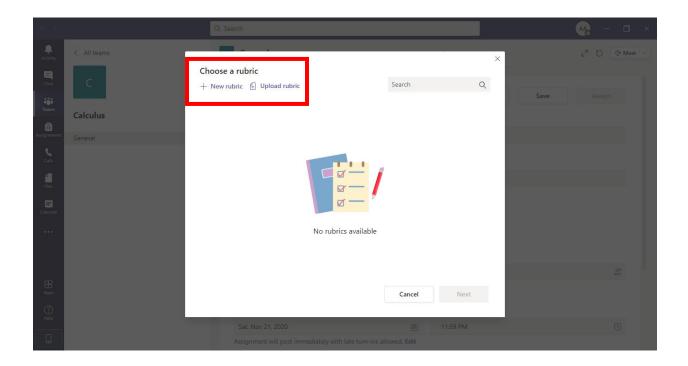
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Add Resources from your computer or OneDrive under Instructions.

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

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Assign Assignment to class or Specific Students

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Assign due date and time

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After Adding all Information Click ASSIGN

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ONLINE QUIZ & EXAM

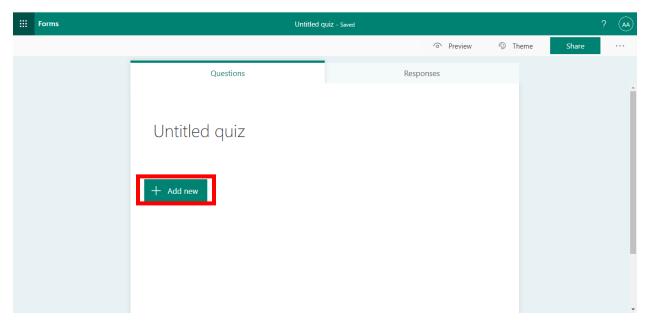
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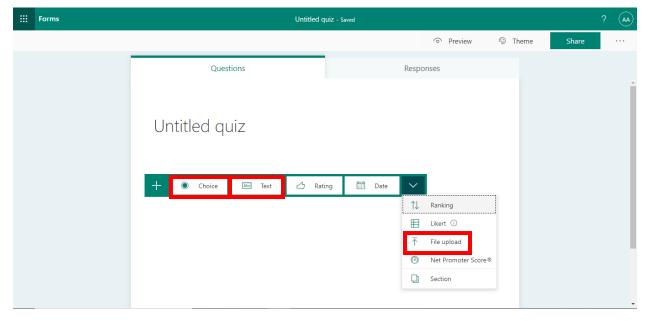
Click on **NEW QUIZ**

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Apps (?) Help					

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 \rightarrow options \rightarrow choose right option \rightarrow Points for question \rightarrow check REQUIRED

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	Add option		
		Multiple answers Required	

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

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TEXT based Questions

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Type question \rightarrow Points for question \rightarrow check Long Answer

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

Type question \rightarrow Select file Size Limit \rightarrow Points for question

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

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Check

ACCEPT RESPONSES \rightarrow START DATE \rightarrow END DATE \rightarrow SHUFFLE QUESTIONS (Optional) \rightarrow

CUSTOMIZE THANK YOU MESSAGE → SEND EMAIL RECEIPT TO RESPONDENTS

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Click SHARE → COPY LINK

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Go to CLASS → POSTS → PASTE LINK

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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.

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