CYPRUS SCIENCE UNIVERSIY

DEMONSTRATION FOR CYPRUS SCIENCE UNIVERSITY STUDENTS ON HOW TO PERFORM ONLINE EXAM ON MICROSOFT TEAMS PLATFORM

Step 1: Log in to Microsoft Teams using your student csu account such as namesurname@stu.csu.edu.tr

Step 2: Open up the teams you want to enter the exam for

Step 3: In the General posts, you will see that your lecturer has shared a web link for you to access your exam

Step 4: Link on the link shared within the teams and that will take you to the web site whether the exam is

Step 5: You will see your exam apperead with the title (here is trial exam for demonstration purposes).

This document will show you different types of questions you might have in your exam and how to respond to each question.

Step 6: You can see 'Question trial 1' in Figure 1 which is a type of multiple choice question. Please click the relevant option to choose the correct answer (see Figure 1)

Figure 1

Step 7: You can see 'Question trial 2' in Figure 2 which is a type of text question. Please type your answer in the following box. There is no limit in the number of characters you can use (Figure 2)

2. Question trial 2 *
   (10 Points)

   Please type your answer here

Figure 2

Step 8: You can see 'Question trial 3' in Figure 3 which is a type of question where you need to upload a file as an answer of your question. The file type can be a word, pdf, image, excel, voice etc. as restricted by your lecturer. You can see the choice of file types that your lecturer is allowing you to upload from the Allowed file types. Click on upload file and choose your file from your directory on your computer. Once your document is upload, you will see the name of your document.

3. Question trial 3 *
   (10 Points)

   ↑ Upload file

   File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Figure 3

Step 9: You can see 'Question trial 4' in Figure 4 which is a type of rating question. Here you will need to rate your answer. The default symbol used is a star but your lecturer can change the symbol to number. Click on the starts or number options to give your rating. Here the rating is performed by chosing 3 starts (Figure 4)

4. Question trail 4 *
   (20 Points)

   ★ ★ ★ ☆ ☆

Figure 4

Step 10: You can see 'Question trial 5' in Figure 5 which is a type of likert scale question. Please choose your answers by clicking the relevant options corresponding the relevant statements (Figure 5)

Figure 5

Step 11: You can see 'Question trial 6' in Figure 6 which is a type of ranking question. Here, you have to rank the options in the correct order and to change the order, you have to use the arrows pointing upwards and downwards to move your options (Figure 6)

Figure 6

Step 12: If you will have a question where the answer is a date, you will see a screen like Figure 7. Please click on the date identifier (icon like a calendar) to choose your date from calendar (Figure 7)

Figure 7

Step 13: Once you are sure that you have answered all questions and finalized your answers, you can submit your exam by clicking on the submit button at the bottom of the page (Figure 8)

Figure 8

Step 14: Once you submit, you will see a thank you message and the window like Figure 9
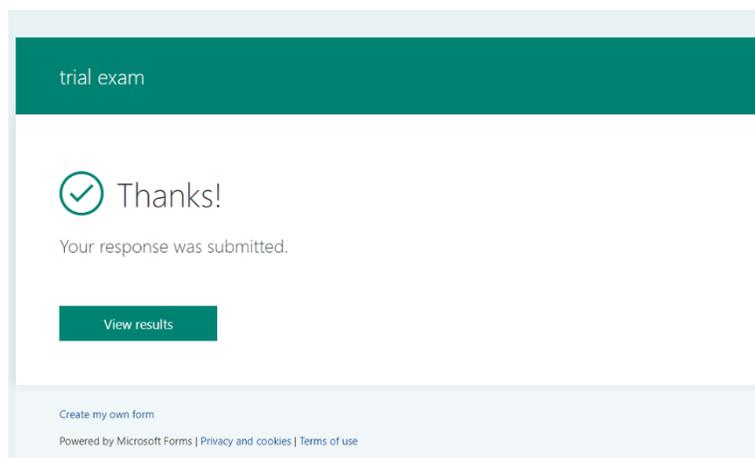

Figure 9

Note: Please note that your response is allowed one time only. If you try to access again, you will see a screen like Figure 10
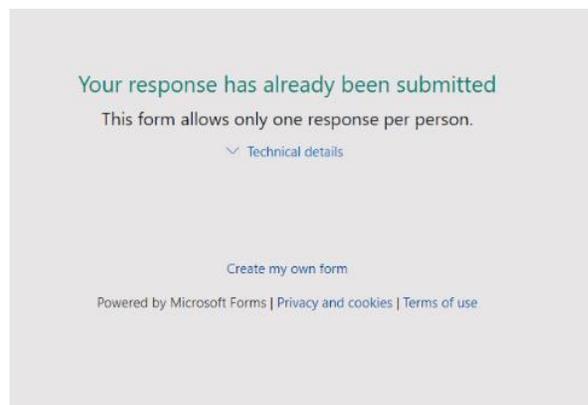

Figure 10