



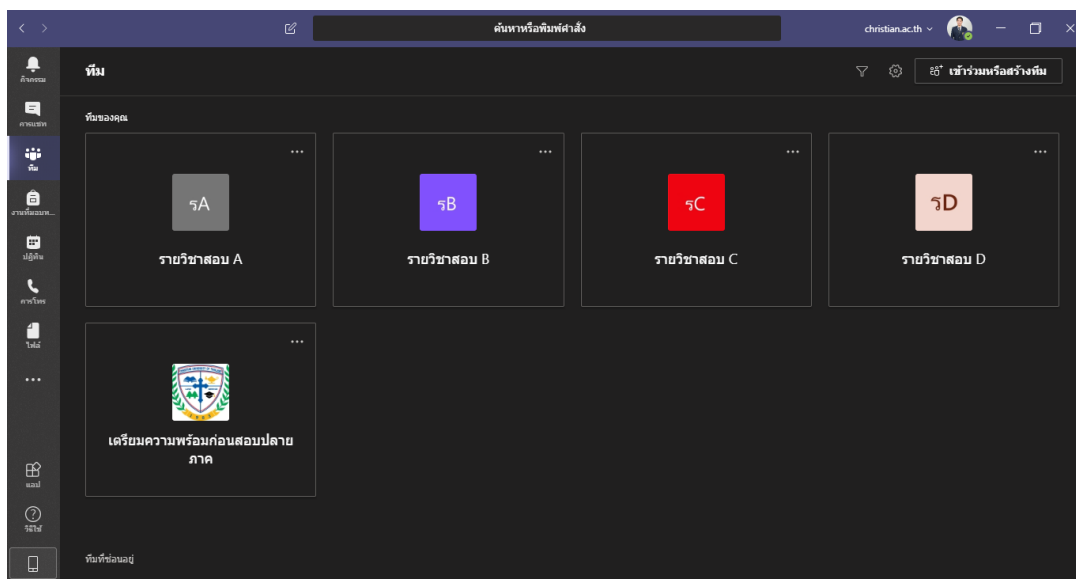
Online Examination with Microsoft Teams

(Examination for Several Courses)


Once you have installed Microsoft Teams program and logged in, your device screen will appear below

****Note..! “Team” will be referred to “online examination room”.**

*In case you can't log in, check the manual again how to access the system.

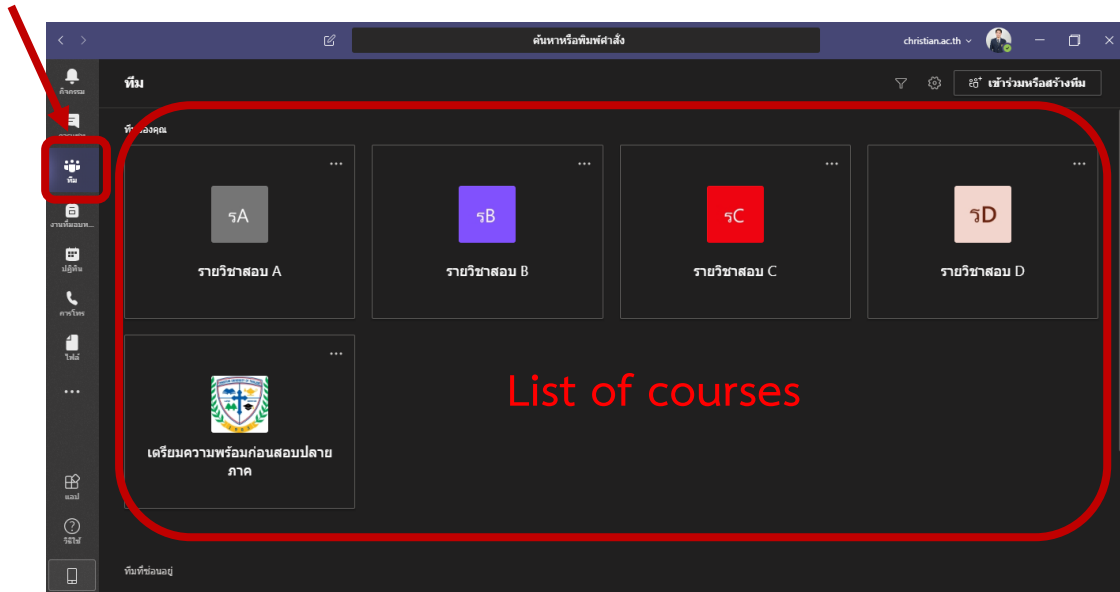


1. In this example, we will use laptop to join the team or examination room.

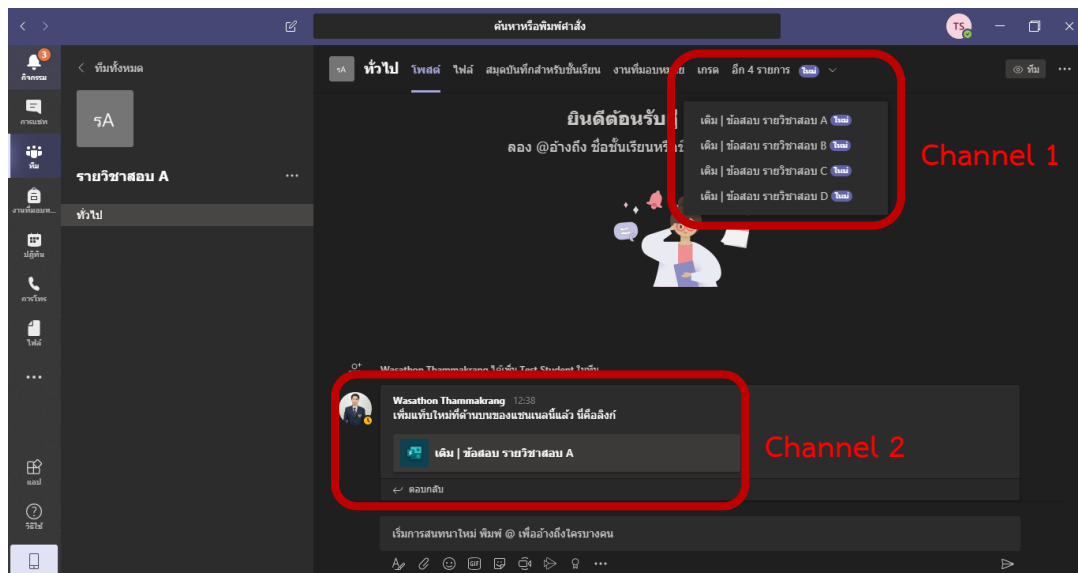
Once you have logged in, click the icon  on the left side of the screen.

You will access to the examination room and all courses for your examination will appear as shown in the picture below.

You are required take the examination for each course respectively as stipulated in the examination schedule.

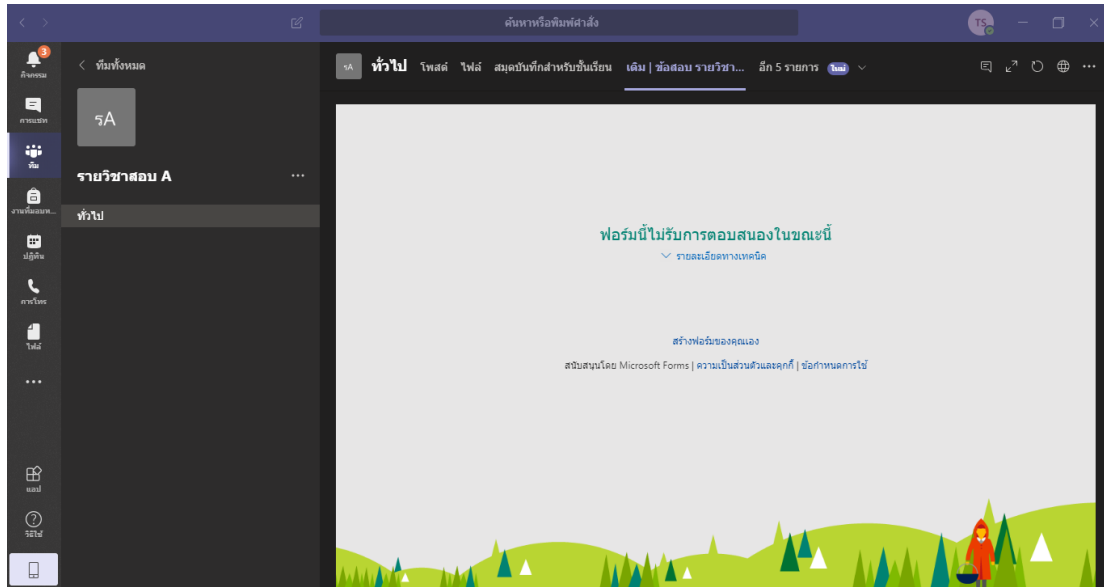


2. After you click to choose the course for your examination, the below window will appear. You can start taking the examination by either of 2 channels as shown in the picture.

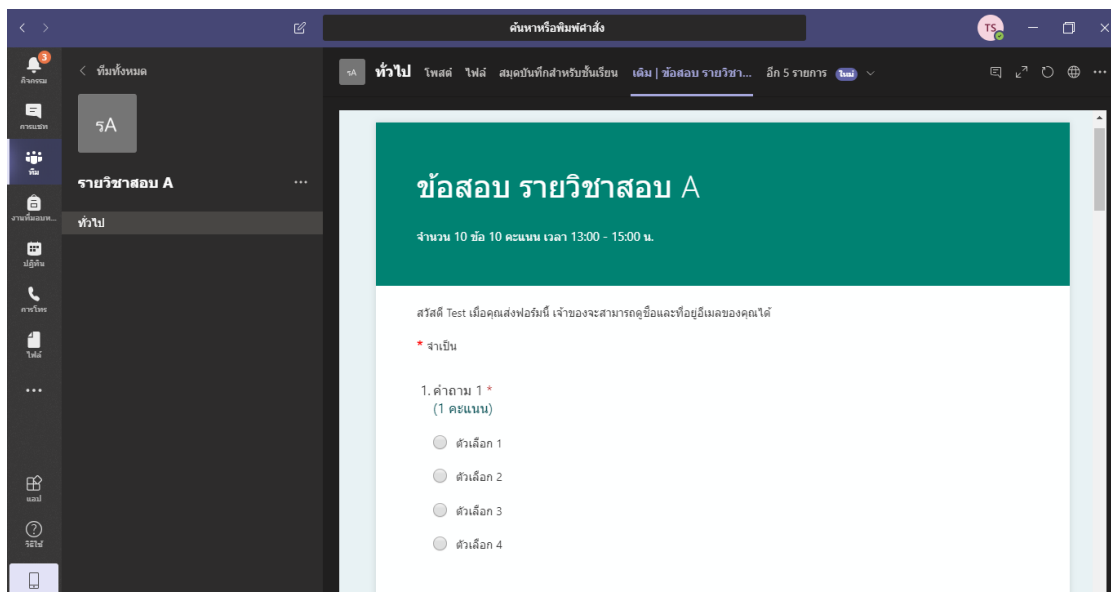



3. When you click any channel, the next window of the examination room will appear.

3.1 If the examination is not yet due to start, the system will not response as shown below.



3.2 Once the examination is due to start, you can take the examination.



4. Each time you finish doing the examination , you have to press  to submit your examination.

****Note..!** The examination should be finished within the stipulated time.

Do not forget to press  to submit your examination.

