

MICROSOFT #TEAMS@URA

USER GUIDE FOR ON-LINE EVALUATION

-- STUDENTS --

The Romanian-American University adopted Microsoft Teams for Education to support the on-line teaching activities.

CAUTION! The test / exam / colloquium / during the semester (the test / exam) are scheduled in Microsoft Teams@URA Platform as scheduled on the website and teachers will provide audio-video surveillance and the recording of the session through the platform.

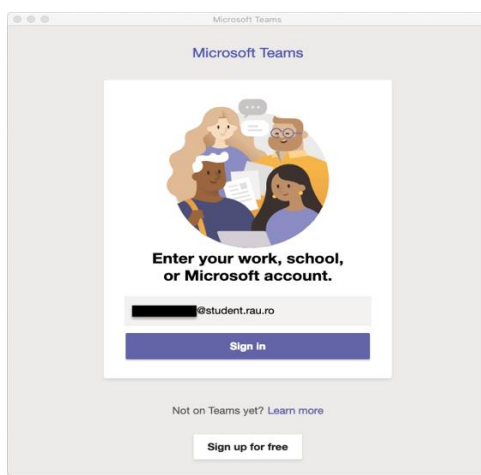
Students, before the test/exam, will be asked to present their student card / photo ID.

Content

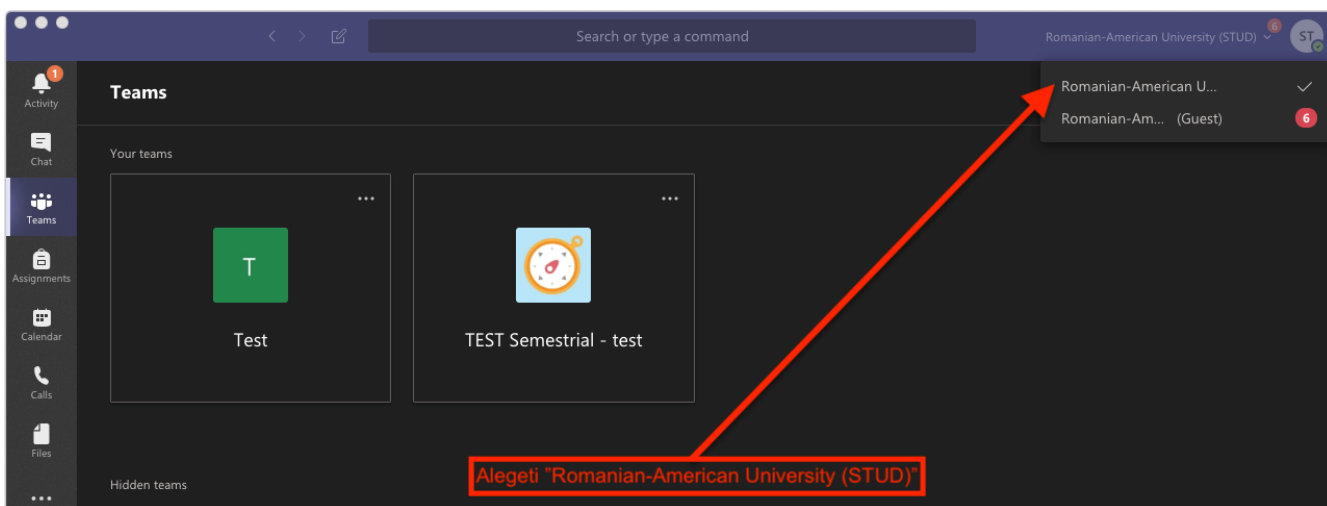
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CONNECTING TO MICROSOFT TEAMS

1. To take the tests/exams, the connection in the MS TEAMS @ URA platform is made using the same details as to the regular courses. The student identifies by using the email @student.rau.ro (relevant for your current study program). If you want to check your institutional email address details or usage instructions check the dedicated web page: <http://online.student.rau.ro>



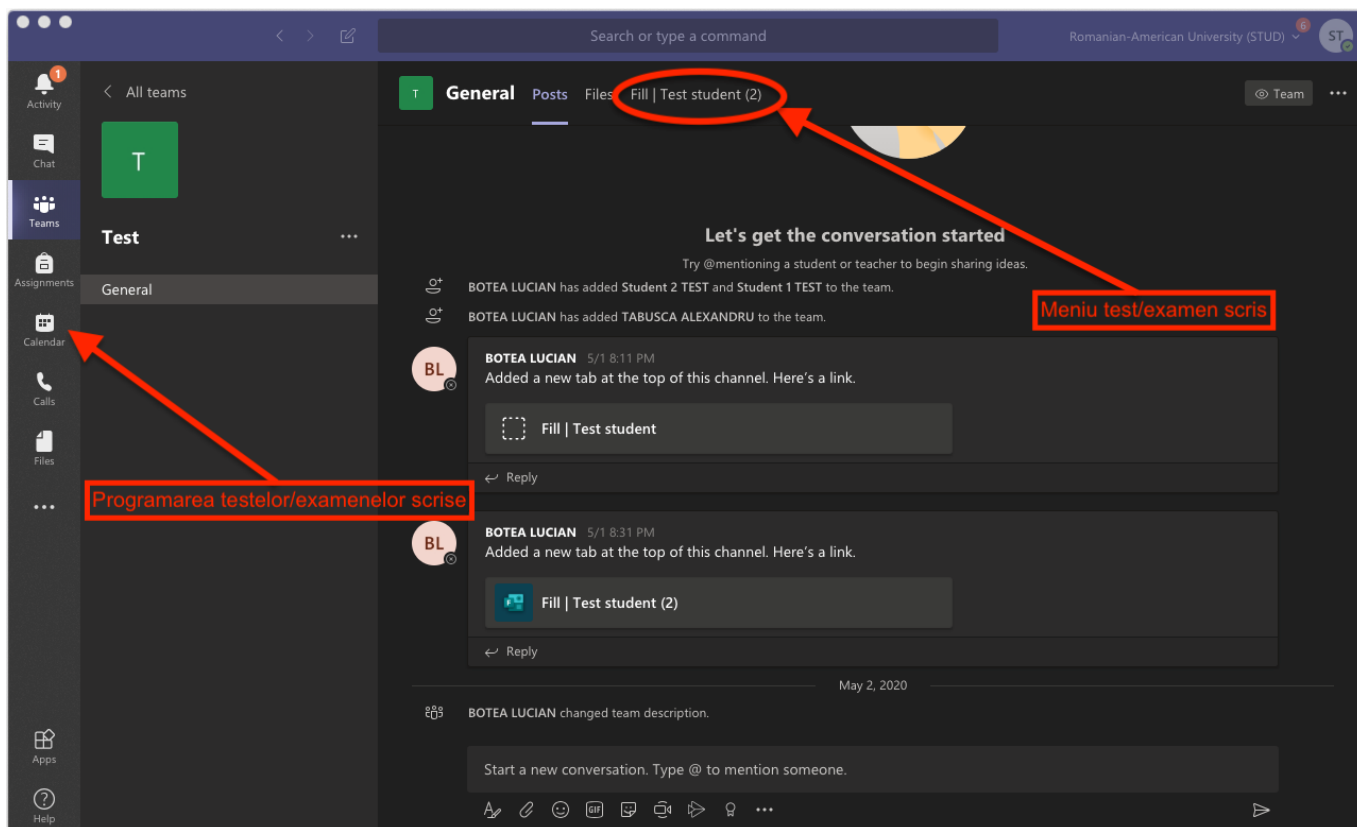
2. For the **written** tests/exams select the option "**Romanian-American University (STUD)**"



CAUTION! For all the other activities (courses, seminars, oral tests/exams) chose the option "**Romanian-American University (PROF) (GUEST)**"

TAKEING THE WRITTEN TEST / EXAMS

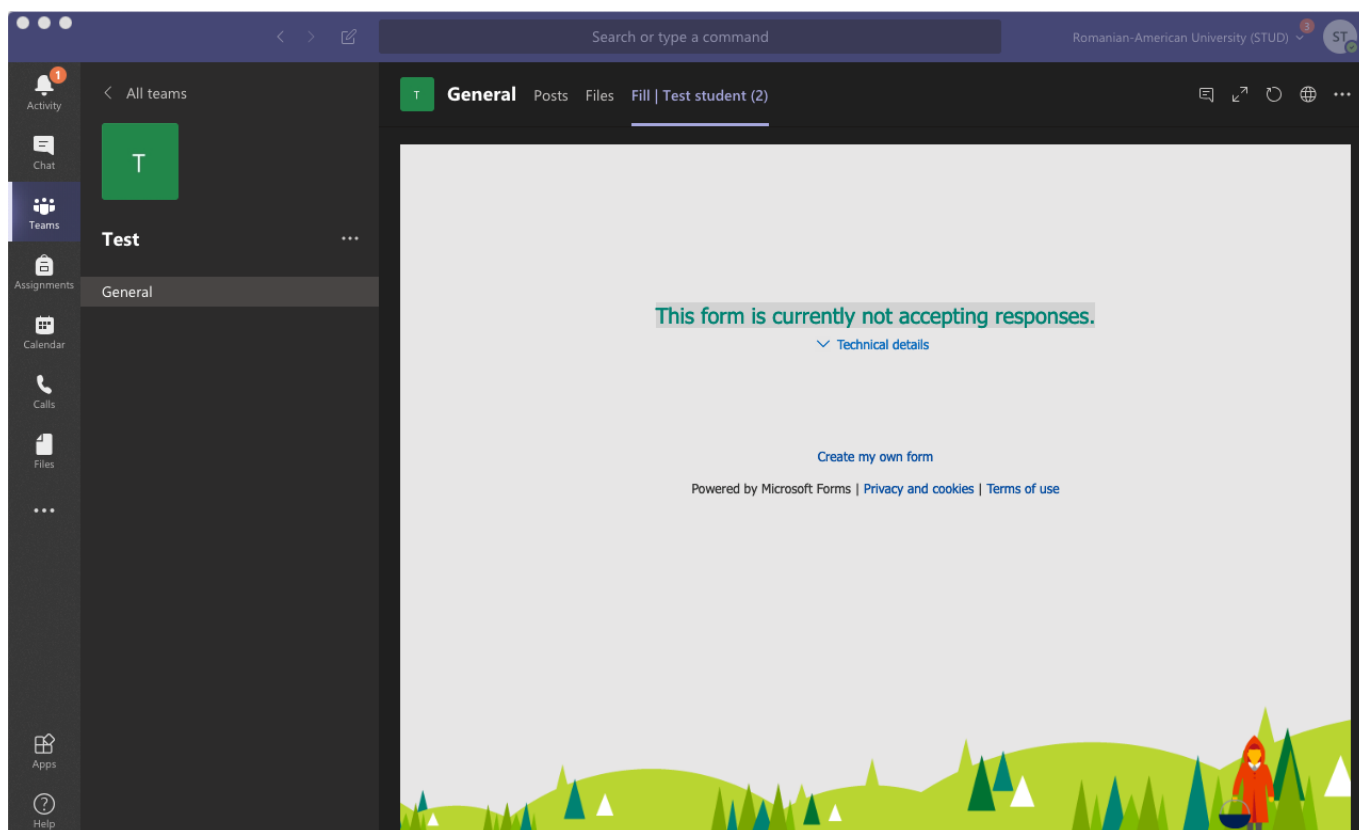
- Students will be automatically registered in the scheduled tests/exams and will receive an email. In the teams created for the written test/exam you will see a new menu (after the Files menu) where you will be able to take the written test/exam as scheduled.



- The scheduling of the written test/exam will be according to the program posted on the website www.rau.ro, and in accordance with the emails received and the calendar from MS TEAMS@URA.

CAUTION! For the students to be able to take the test/exam you will have to be connected audio and video to MS TEAMS@URA. The student card or any picture ID will be needed in order to be able to take the test/exam.

- The written test/exam will not be accessible outside of the scheduled time. If you try to access the test/exam outside the schedule you will only see the message *“This form is currently not accepting responses.”*



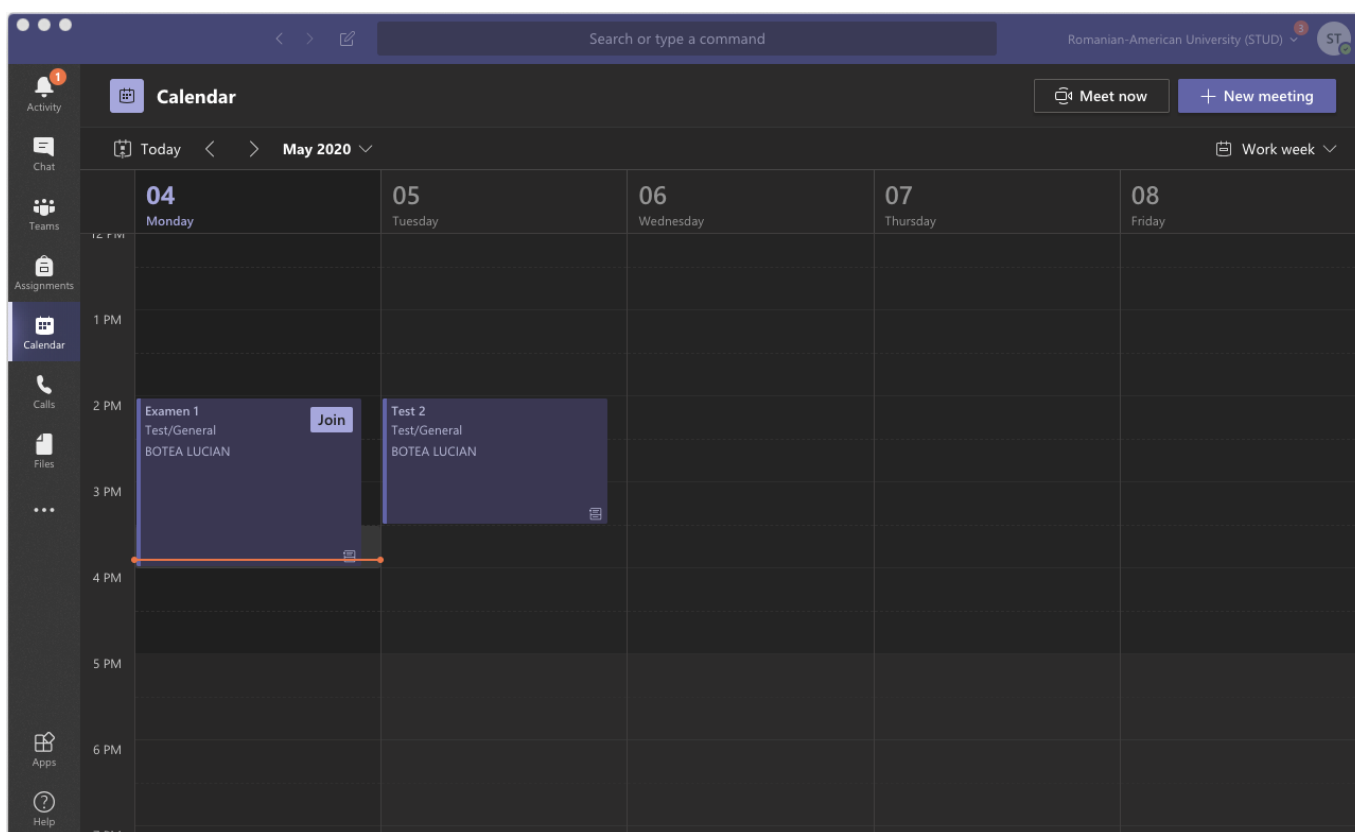
- At the time of the scheduled test/exam the students will press the button „Join” and after the teacher finishes with the instructions you will be able to access the **“test/exam menu”** described in **Step 3**.

CAUTION! For the students to be able to take the test/exam you will have to be connected audio and video to MS TEAMS@URA. The student card or any picture ID will have to be shown on camera whenever a teacher asks you to.

In order to finalize the written test, it is mandatory to click the **“Submit”** button BEFORE THE DEADLINE announced by the faculty at the beginning of the examination. The student is solely responsible for transmitting the test within the mandatory timeframe, through clicking on **“Submit”**.

TAKING THE ORAL TESTS / EXAMS

- The access for the oral tests/exams will be made in Step 2 by choosing "**Romanian-American University (GUEST)**"
- The oral test/exam will be displayed in the regular course teams. The schedule for the oral test/exams is according to the one posted on the website www.rau.ro – it will be done as your regular classes took place in MS TEAMS@.



- At the time of the scheduled test/exam the students will press the button „Join”.

CAUTION! For the students to be able to take the test/exam you will have to be connected audio and video to MS TEAMS@URA. At the beginning of the oral test/exam the students will have to show the student card or any picture ID on camera.

ErasmusPlus INCOMING STUDENTS

ErasmusPlus Incoming students receive institutional email accounts in the form of:

eXX-name.firstnames@student.rau.ro.

These emails are added individually, for each student participating to a *Team* that represents a course/seminar/lab – by the teacher organizing the respective event.

The list of institutional emails for these students, together with their allocation on teachers/disciplines, is transmitted to the teachers with such student enrolled by the **RAU Erasmus Office**.

STUDENTS WITH IRREGULAR ACTIVITY (supplementary year, reenrollment, optional disciplines etc.)

Students which have to follow didactic activities that **ARE NOT** part of current standard track, together with their entire group, must get in touch with the teacher of the course they wish to attend, mentioning **exactly the test/exam they wish to attend** (according to the standard schedule on www.rau.ro) and **their institutional email address @student.rau.ro**.

Request for addition to a test/exam MUST BE DONE with at least 24 hours before the test/exam.

These email addresses are to be added manually by an organizing teacher, for each student. In such a situation, to the *Team* that represents the requested course exam/test.

ex. Student John Jameson, with the institutional email address jameson.i.john99@student.rau.ro, from Group 999AS, wishes to take the test/exam for the class entitled *Cloud Computing*, for which a *Team* has already been created:
C MS IM IE A1 Cloud computing

The student has to contact the organizing teacher, through institutional email address, and notify that he is a student in a supplementary year, from Group 999AS and wants to join that class for the current schedule in order to take the test/exam.

The teacher will add to the team members the institutional email address of the student.

Same procedure is applied for students with resit/credit exams for classes organized during the current schedule, as well as for the students enrolled to different optional disciplines.

PRACTICAL ADVICE

Students receive on their institutional email address, at the time of their addition to the MS TEAMS@URA platform, a series of messages (invite/notification for being added to the platform, notification for being inserted into a group etc.) – please IGNORE these messages and do not try to use any other platform resources BEFORE RECEIVING THE DIRECT INVITES TO SPECIFIC COURSE TESTS/EXAMS which are organized through the video online system.

SUPPORT

For technical support (impossibility to connect due to lost password, institutional Office 365 account blocked etc.) access the dedicated web page and **READ VERY CAREFULLY ALL AVAILABLE INFORMATION:**
online.student.rau.ro

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