

Guidance for scribe/typist on supporting students via TEAMS

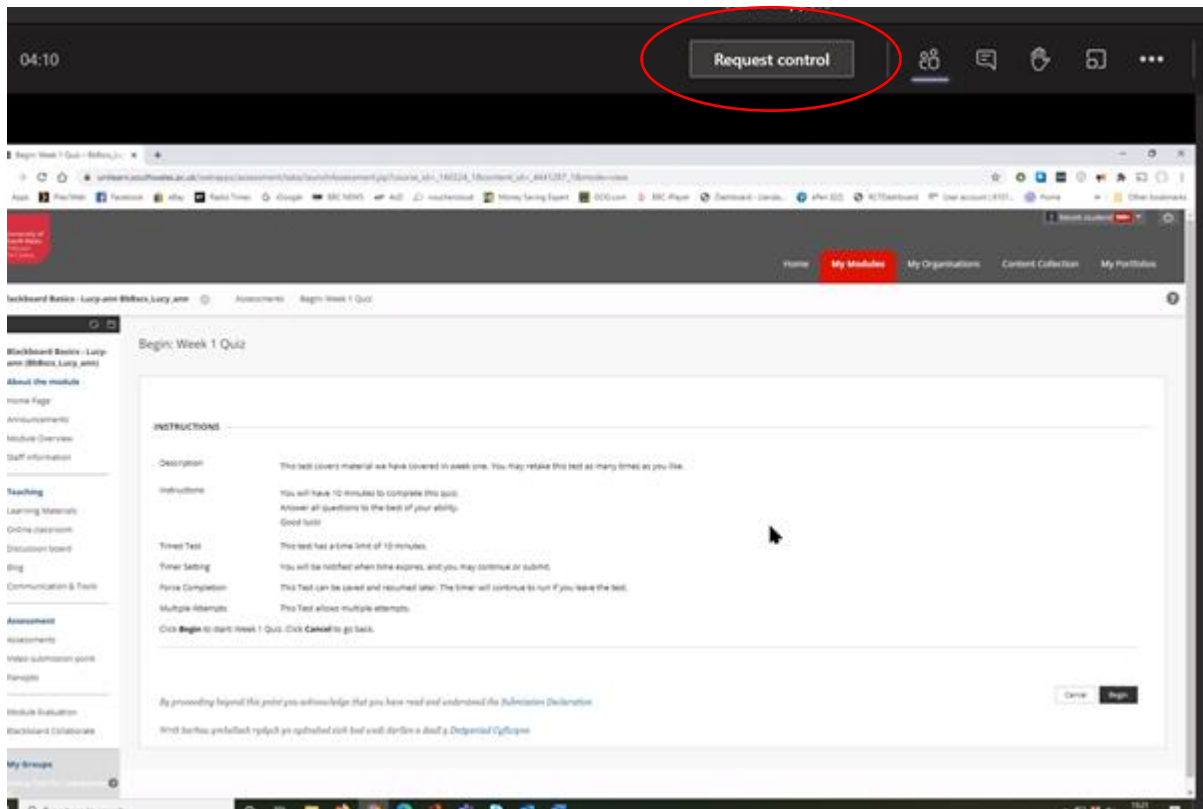
1. Accessing TEAMS

A teams meeting should have been created for you and the student by the module leader and you should have a link you can access for the date/time of scheduled exam.

2. 'Taking control' of a student's device/screen during the meeting

Important: You will need to wait for the student to share their screen during the teams meeting before you have the option to 'take control' of the students' device.

- Select the 'Request control' button on the meeting toolbar. You will then need to wait for the student to accept your request before you can control their screen.



- Once the student has accepted the request, you will see TWO cursors on the screen (one will be yours, and the other belonging to the student).

Begin: Week 1 Quiz

INSTRUCTIONS

Description	This test covers material we have covered in week one. You may retake this test as many times as you like.
Instructions	You will have 10 minutes to complete this quiz. Answer all questions to the best of your ability. Good luck!
Timed Test	This test has a time limit of 10 minutes.
Timer Setting	You will be notified when time expires, and you may continue or submit.
Force Completion	This Test can be saved and resumed later. The timer will continue to run if you leave the test.
Multiple Attempts	This Test allows multiple attempts.

Click **Begin** to start: Week 1 Quiz. Click **Cancel** to go back.

By proceeding beyond this point you acknowledge that you have read and understood the [Submission Declaration](#)

Wrth berhau ynchwilwch rydych chi'n cytuno bod wedi darllen a deall y [Datgwybodaeth Cyflwyno](#)

Cancel Begin

- You will then be able to navigate the student test window and type in text responses as dictated.

Question 2 10 points

With reference to the case study above, discuss the financial implications of the business decision.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Can I type

Path: p Words: 3