

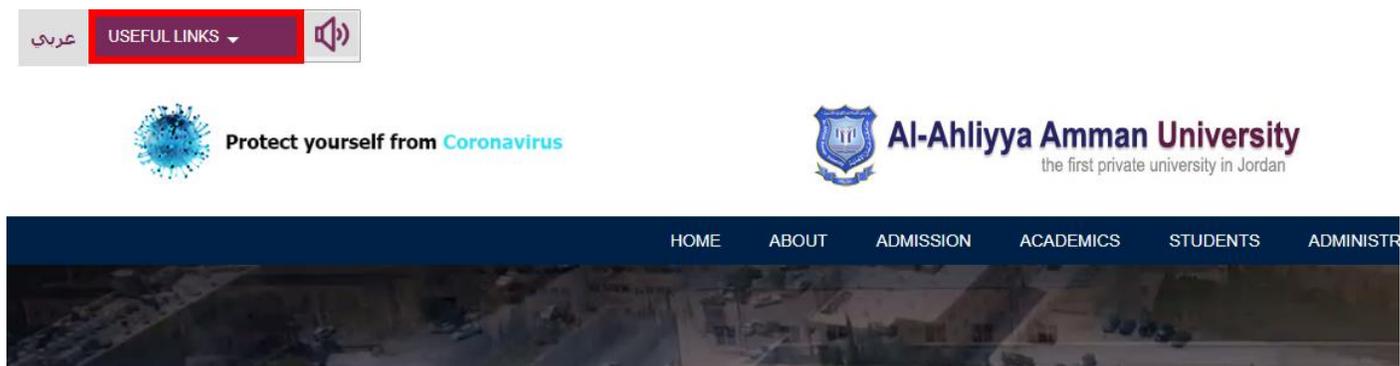


ONLINE EXAM TRAINING MANUAL FOR STUDENTS



Created By: HEC Team

1. How to Open Microsoft Forms on Computer



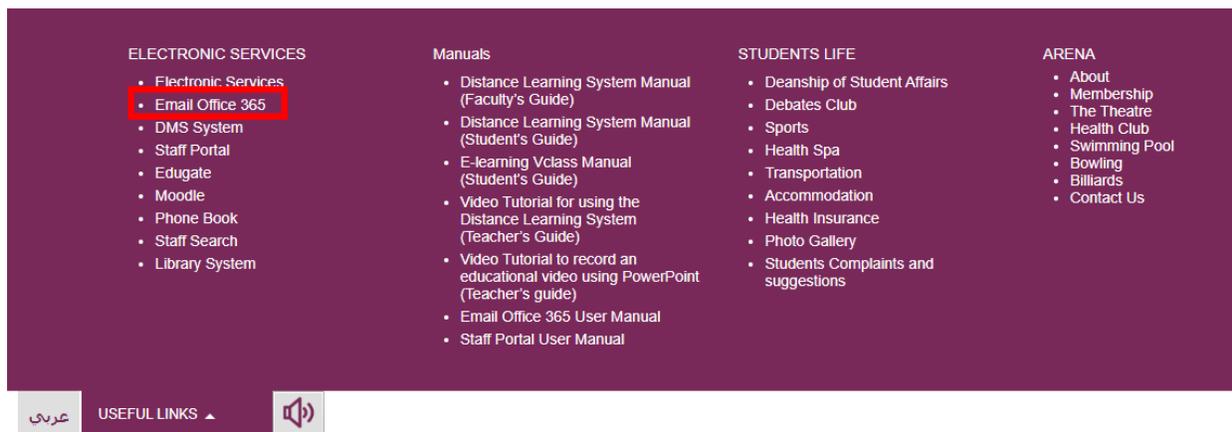
عربي USEFUL LINKS

Protect yourself from **Coronavirus**

Al-Ahliyya Amman University
the first private university in Jordan

HOME ABOUT ADMISSION ACADEMICS STUDENTS ADMINISTRATION

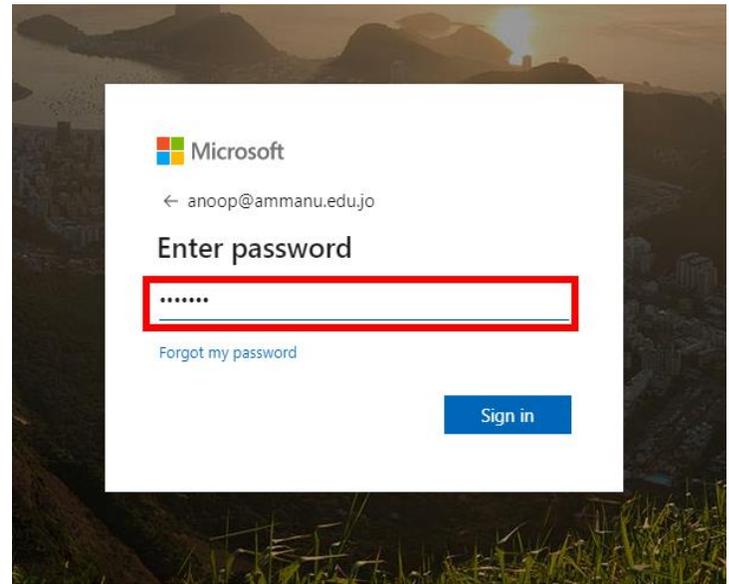
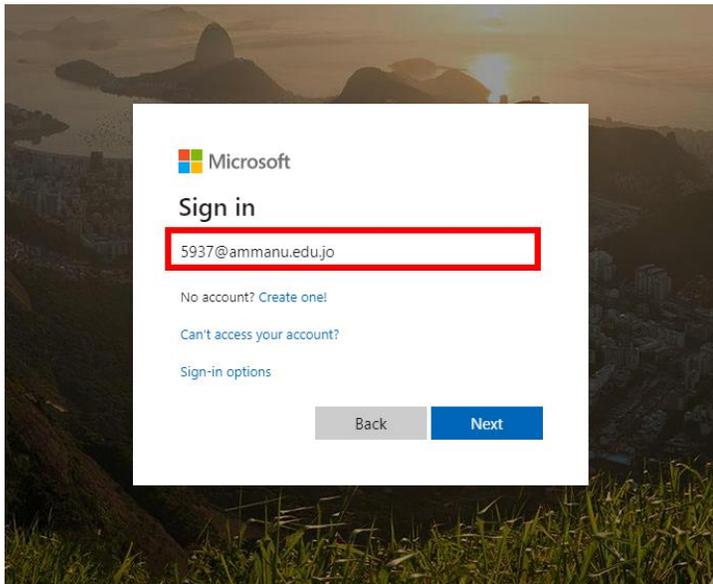
1. Click on “USEFUL LINKS”



عربي USEFUL LINKS

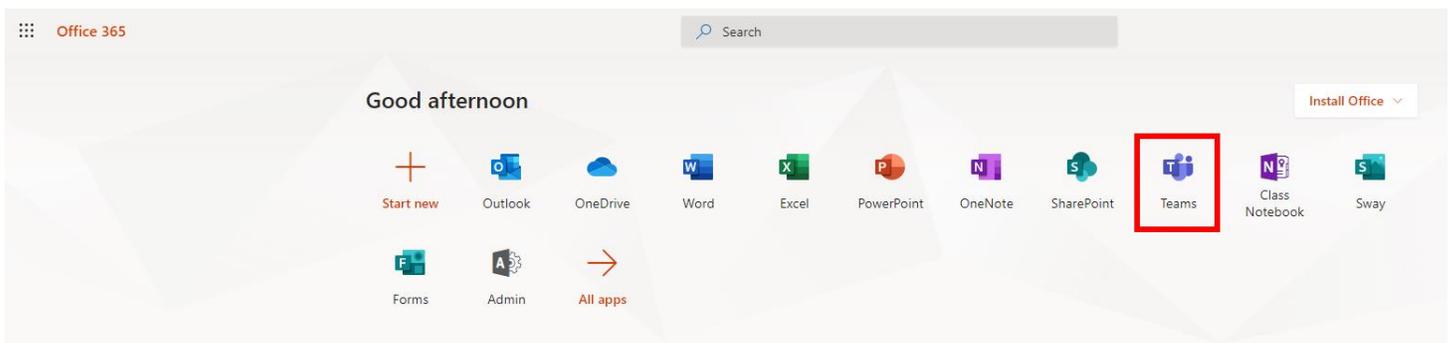
ELECTRONIC SERVICES <ul style="list-style-type: none">• Electronic Services• Email Office 365• DMS System• Staff Portal• Edugate• Moodle• Phone Book• Staff Search• Library System	Manuals <ul style="list-style-type: none">• Distance Learning System Manual (Faculty's Guide)• Distance Learning System Manual (Student's Guide)• E-learning Vclass Manual (Student's Guide)• Video Tutorial for using the Distance Learning System (Teacher's Guide)• Video Tutorial to record an educational video using PowerPoint (Teacher's guide)• Email Office 365 User Manual• Staff Portal User Manual	STUDENTS LIFE <ul style="list-style-type: none">• Deanship of Student Affairs• Debates Club• Sports• Health Spa• Transportation• Accommodation• Health Insurance• Photo Gallery• Students Complaints and suggestions	ARENA <ul style="list-style-type: none">• About• Membership• The Theatre• Health Club• Swimming Pool• Bowling• Billiards• Contact Us
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2. Click on “Email office 365”



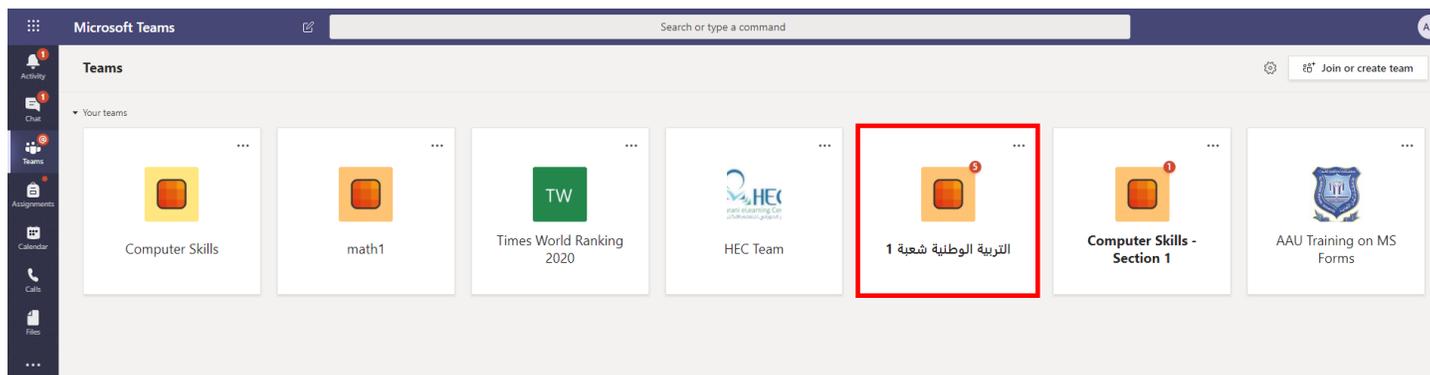
3. Enter your email ID [id@ammanu.edu.jo](mailto:5937@ammanu.edu.jo)

4. Enter your **“password”**

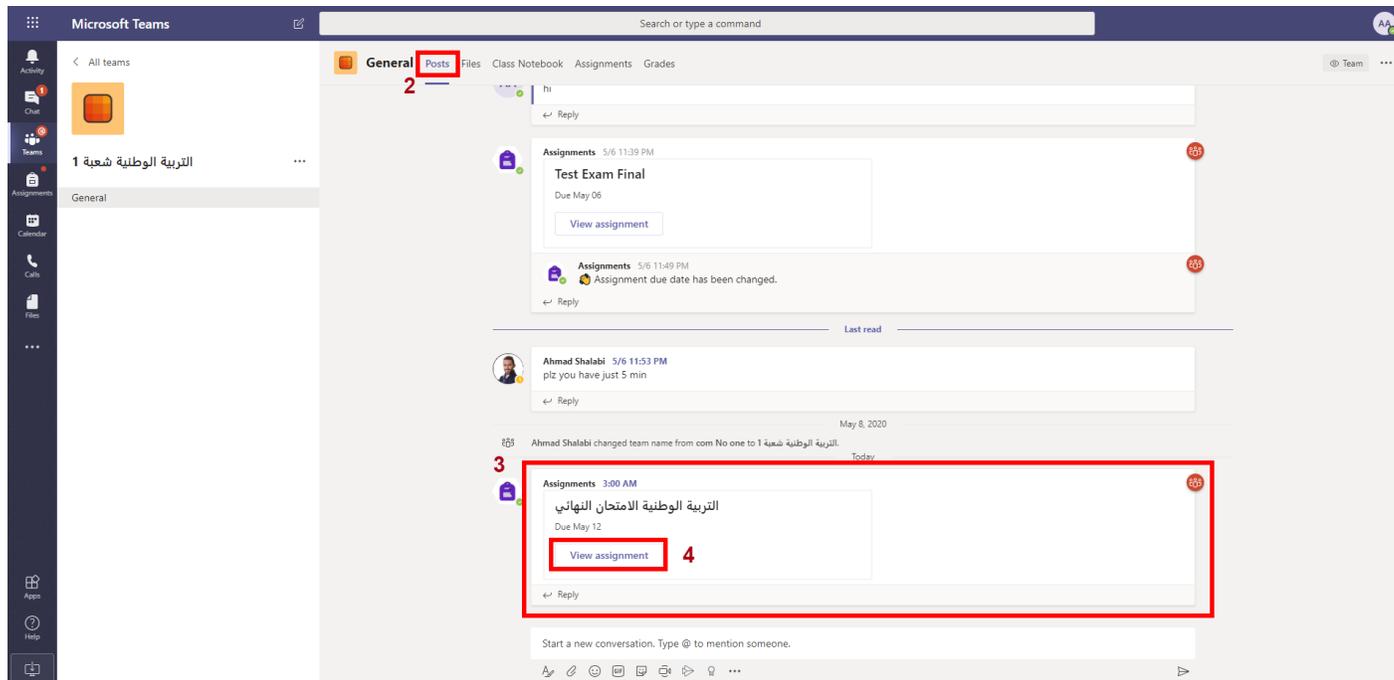


5. Select **“Teams”**

2. How to Open Your Exam on Computer



1. From Microsoft Teams select your course.



OPTION:01

2. Select the Posts tab

3. You can see the Exams you are Assigned

4. Click View Assignment to Open your Exam



OPTION:02

5. Select the Assignments tab

6. Click on the Assignment to Open your Exam

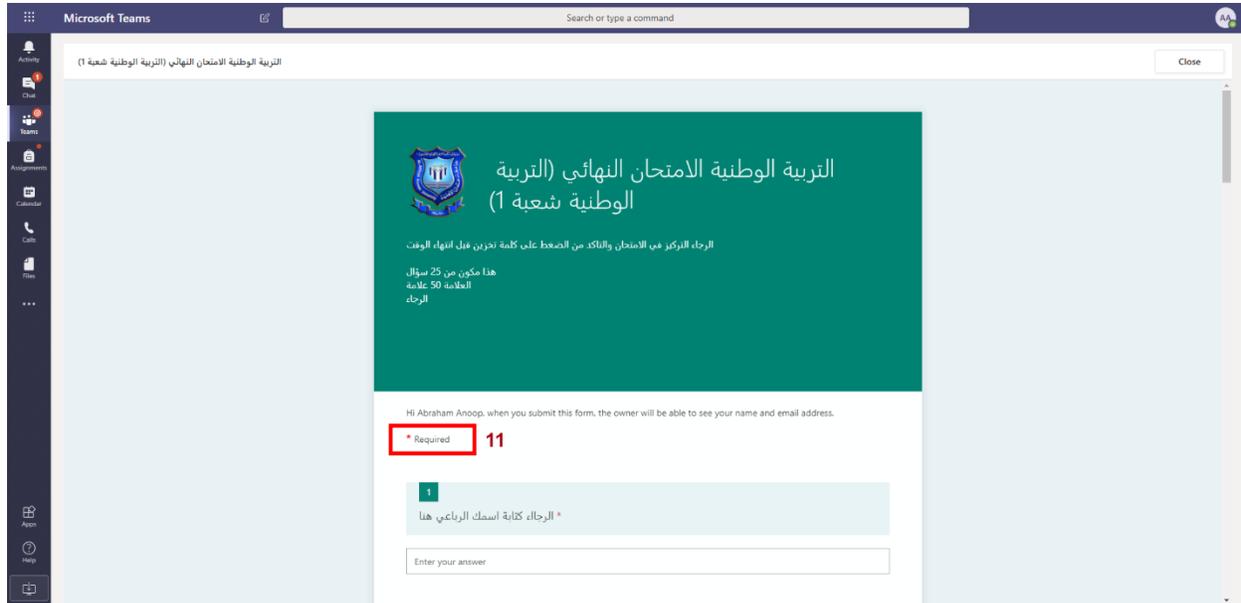


OPTION:02

7. View the Exam Details like Exam Name, Start and End Date & Time

8. Total Grade of the Exam

9. Click to Open the Exam



OPTION:02

10. You are all set to Start Exam

11. All the Questions marked with * are Mandatory Question and you cannot skip these questions.

IMPORTANT

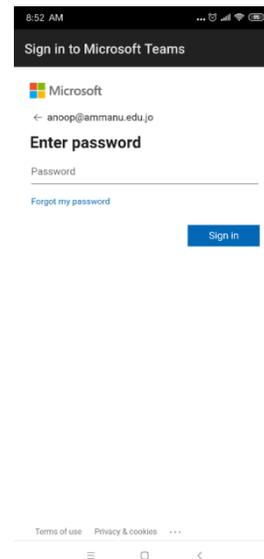
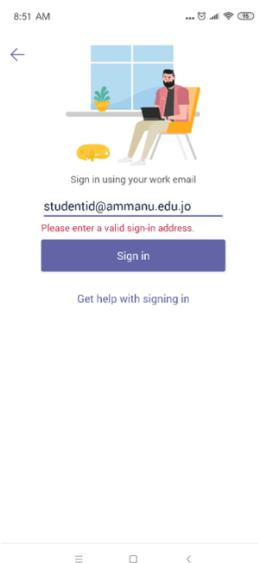
PLEASE MAKE SURE THAT **YOU SUBMIT** YOUR EXAM BEFORE THE EXAM TIME FINISH.

3. How to Open Your Exam on Mobile Phones



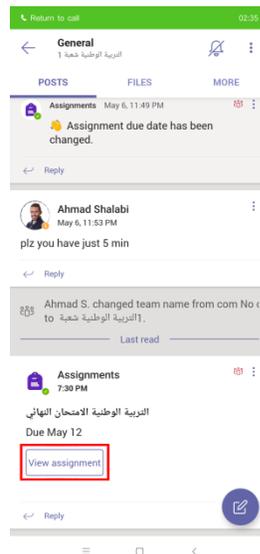
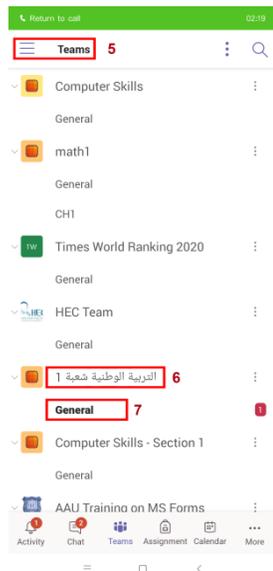
1. Install Microsoft Teams App From Playstore/Appstore.

2. Click Sign In



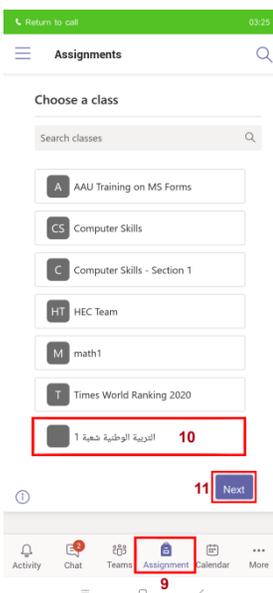
3. Enter your AAU email StudentID@ammanu.edu.jo

4. Enter Password



- 5. Find your Courses in the Teams Tab
- 6. Click on the Course Name
- 7. Click General

- 8. You can see the Exams you are Assigned
- “Click View Assignment” to Open Exam



- 9. Another way to open the exam is to “Click Assignments tab”
- 10. Select the Course
- 11. Click Next

- 12. Click to Open Exam

Return to call 04:49

التربية الوطنية شعبة 1

التربية الوطنية الامتحان النهائي

Due May 12, 2020 11:59 PM

Closes May 12, 2020 11:59 PM

13

Instructions

None

My work 15

التربية الوطنية الامتحان النهائي (التربية الوطنية شعبة 1)

Points

35 points possible

14

Return to call 04:53

التربية الوطنية شعبة 1

التربية الوطنية الامتحان النهائي (التربية الوطنية شعبة 1)

Close

Hi Abraham Anoop, when you submit this form, the owner will be able to see your name and email address.

* Required 17

الرجاء كتابة اسمك الإلكتروني هنا

Enter your answer

13. View the Exam Details like Exam Name, Start and End Date & Time
14. Total Grade of the Exam
15. Click to Open the Exam

16. You are all set to Start Exam
17. All the Questions marked with * are Mandatory Question and you cannot skip these questions

Return to call 04:51

التربية الوطنية شعبة 1

التربية الوطنية الامتحان النهائي (التربية الوطنية شعبة 1)

Close

12

ما مدى تفهمك لمستوى الامتحان (5 Points)

1 2 3 4 5

1 : ضع جدا.
5 : سهل جدا.

Submit

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*****IMPORTANT*****

PLEASE MAKE SURE THAT YOU SUBMIT YOUR EXAM BEFORE THE EXAM TIME FINISH.

4. STUDENTS ONLINE EXAM GUIDELINES

ONLINE EXAM

STUDENT GUIDELINES

- Duration of the Exam will be 1 hour.
- Login to the Microsoft Teams 10 minutes before the exam.
- Make sure your microphone is ready to receive the instructions.
- Take your exam from a quiet area.
- Please contact your Instructor for any help.
- Make sure you **SUBMIT YOUR EXAM** before the time finish.

Contact Hourani ELearning Center for Technical Support

0789144442, 0789144443, 0789154444, 0789144447