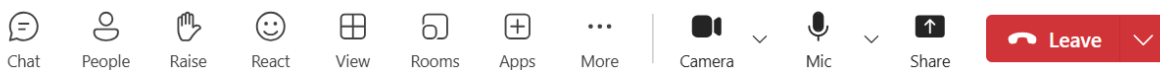


# Using MS Teams Functions for Assessments



This handout demonstrates screening sharing when using the MS Teams application and using a web browser.

This is the task bar on the MS Teams application:



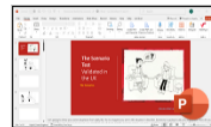
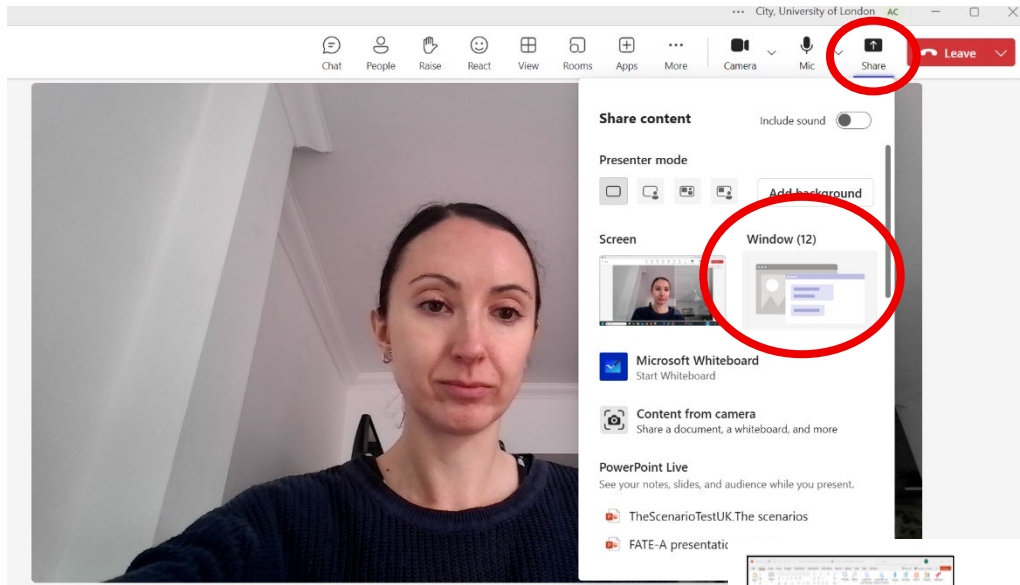
To share your assessment:

- Open the assessment in a new window
- Select 'Share'

## Screen sharing a PowerPoint presentation (MS Teams app)

Select **'Share'**

Then select **'Window'** and the window you want to share



TheScenarioTestUK.The scenarios - PowerPoint

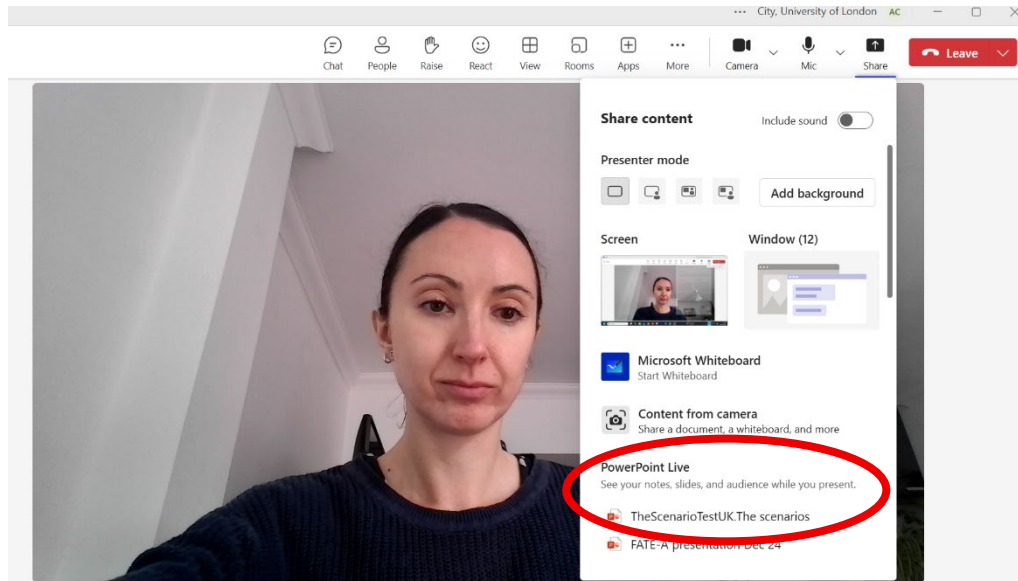


Feature use is limited to cursor movement only. A pop up window will appear so you can see the service user and yourself.

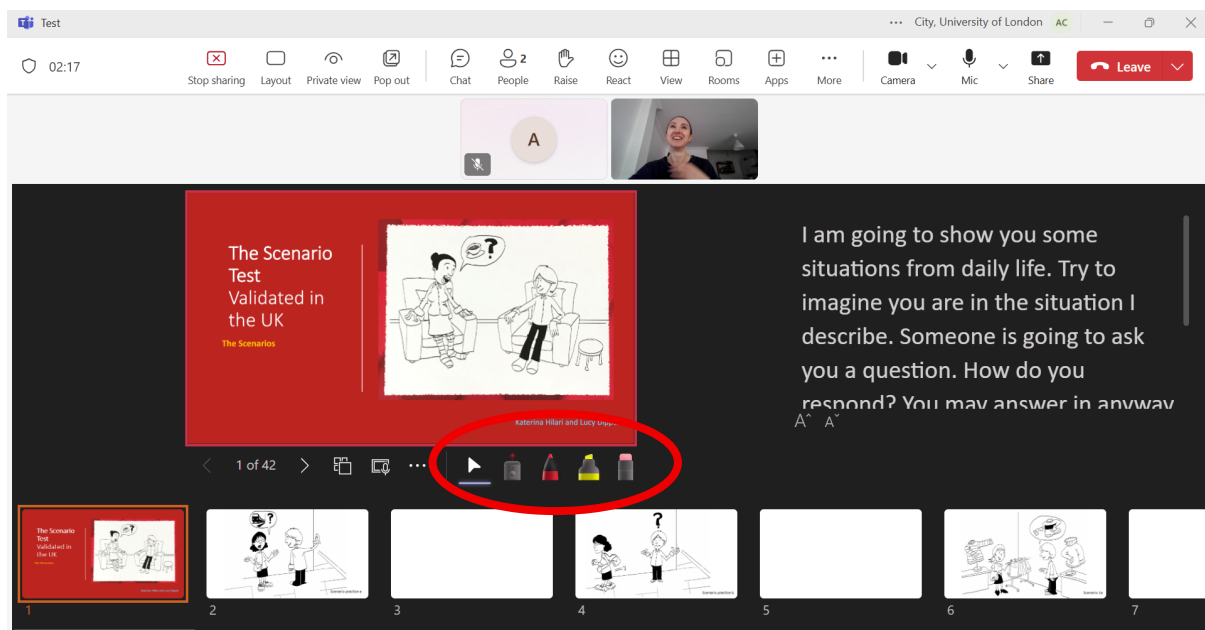
For further details: <https://support.microsoft.com/en-gb/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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You can share via PowerPoint Live if your assessment is presented on PowerPoint



When using PowerPoint Live, you can use 'Annotate' features to show where you are pointing



For further details: <https://support.microsoft.com/en-gb/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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Three useful features are **Cursor**, **Pen** and **Laser Pointer**.

### 1. Cursor



### 2. Pen



### 3. Laser pointer: disappears after 2 seconds



These features can be used to point. This facilitates pointing gesture required in this assessment.

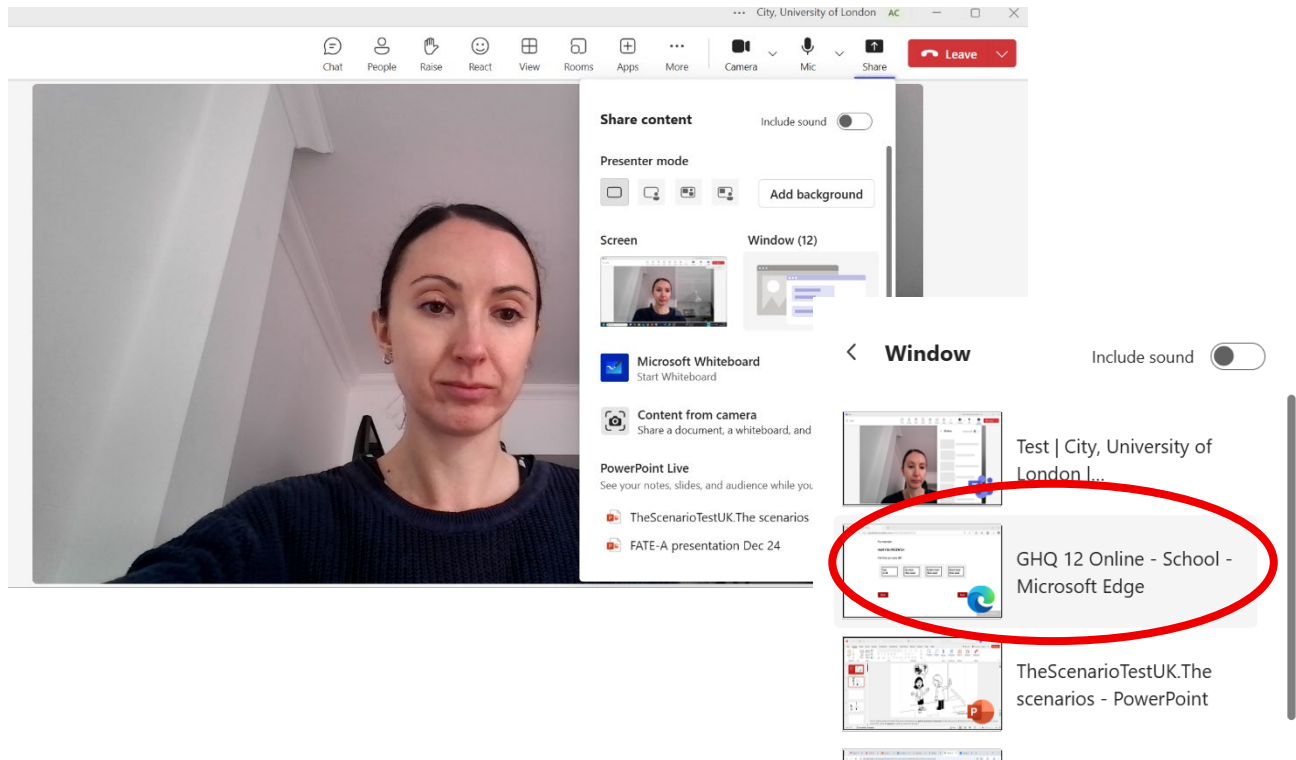
For further details: <https://support.microsoft.com/en-gb/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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## Screen sharing a Webpage (MS Teams app)

Select **'Share'**

Then select **'Window'** and the window you want to share



For example:

**HAVE YOU RECENTLY:**

Felt that you were ill?

|            |                    |                        |                      |
|------------|--------------------|------------------------|----------------------|
| Not at all | No more than usual | Rather more than usual | Much more than usual |
|------------|--------------------|------------------------|----------------------|

Back

Next

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You cannot annotate when sharing your window.

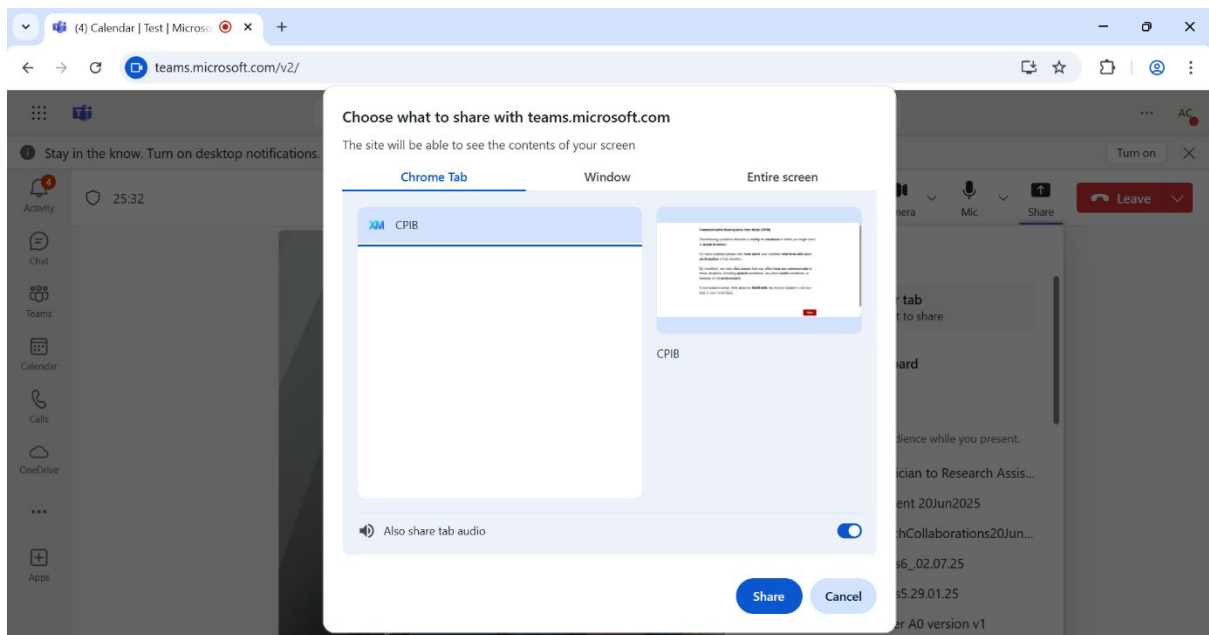
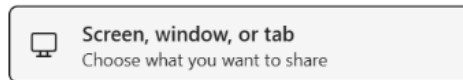
For further details: <https://support.microsoft.com/en-gb/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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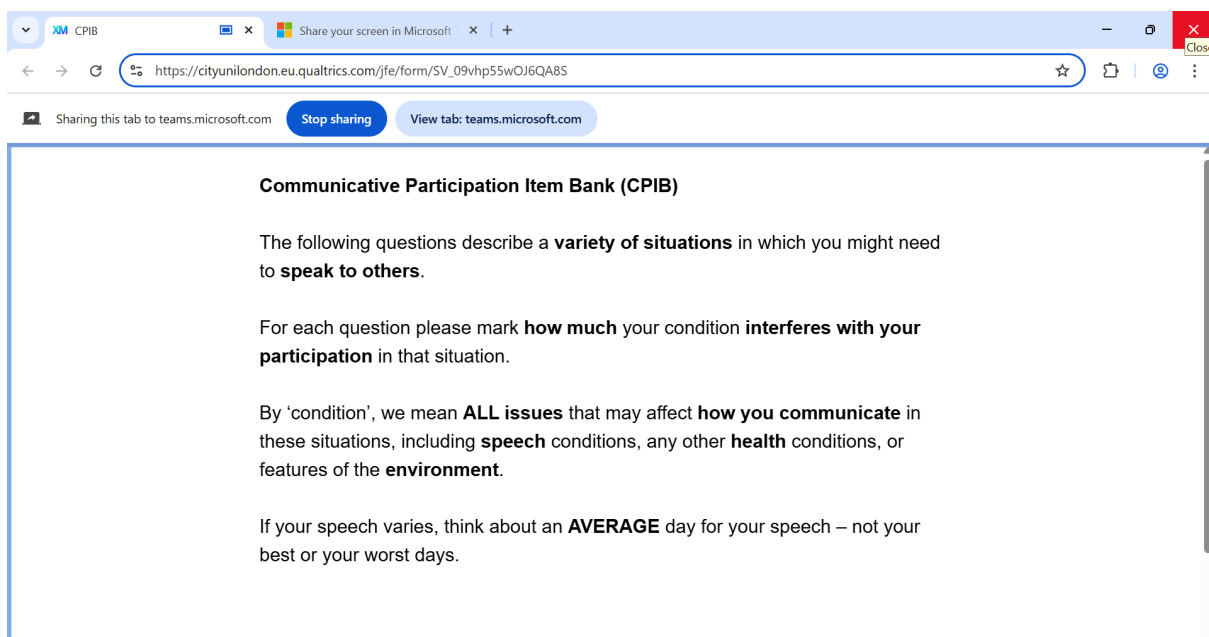
## Screen sharing when joining from a web browser

If you are joining a meeting from a browser, you have the option to share a tab.

### Share content



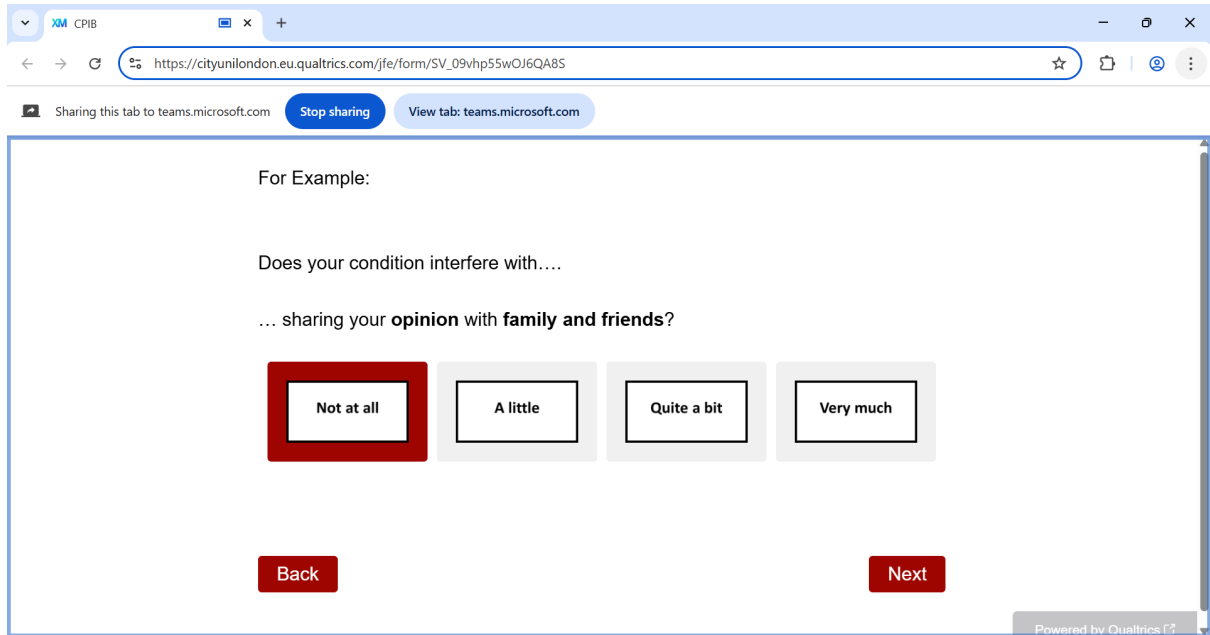
This reduces distractions on the screen.



For further details: <https://support.microsoft.com/en-gb/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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You cannot annotate when screen sharing windows or tabs.



For Example:

Does your condition interfere with....

... sharing your **opinion** with **family and friends**?

**Not at all**   **A little**   **Quite a bit**   **Very much**

**Back**   **Next**

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Other content MS Teams can share when using the app:

- Entire desktop or phone screen
- Whiteboard

For further details: <https://support.microsoft.com/en-gb/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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