

Undertaking a video assessment in Teams

Guidance notes for students

Undertaking a Live Presentation Using Microsoft Teams

- If you are asked to use [Microsoft Teams](#) for a live individual or group presentation, your lecturer will provide you with a Meeting Link in advance. Your lecturer will also be recording the event so all you need to concentrate on is presenting.
- You will be asked to confirm that you understand and accept the [University's academic integrity declaration](#) prior to delivering your presentation, at the start of the recording.
- It is best to use the [Desktop version of Teams](#) if you are being formally assessed. While Teams has a mobile app, it does not have the same features as the Desktop version (e.g. sharing your screen). **Note:** Mac users, in particular, should use the Desktop version as there are some issues reported with using the Safari browser.
- **Tip:** we recommend that you use a headset and microphone if possible (this stops audio feedback). Certainly, do not worry if you do not have a webcam - your audio is the most important thing when presenting online! See also our [general FAQs](#).
- There is **no need** to create your own [meeting](#) unless you wish to practise presenting with your friends or presentation group.
- Practise your presentation. All students have access to [Microsoft Teams](#), therefore you can practise your online presentation with friends beforehand to iron out any technical issues. [You might want to practise how to share your desktop and PowerPoint in Teams](#).
- If you have an obvious technical problem, contact the [IT Helpdesk](#). (You can get help with logging in, accessing files, converting files compressing files).

Uploading a presentation document to a Moodle submission point

- As part of your assessment, you may be required to upload a document (for example a PowerPoint presentation) to a [submission point within Moodle](#).
- Please upload the 'raw' presentation final only, without video or audio (not an annotated or narrated presentation), as this is not likely to be accepted by Moodle due to file size limits.