

# Teams 365 Faculty User Guide

## Phases 1-5 and Final Dissertation Edit

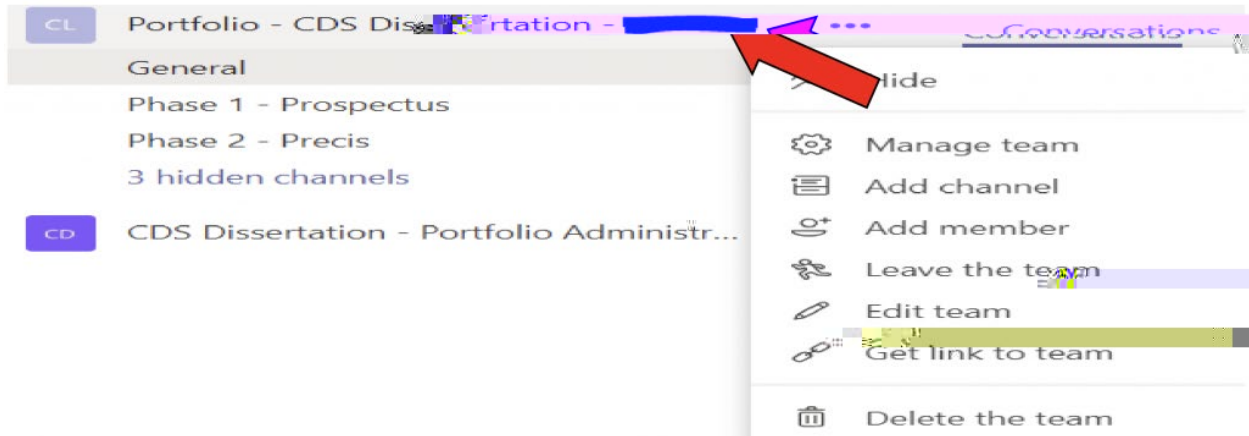
Please read this document thoroughly.

When opening Teams 365, the system will ask you how you wish to open Teams 365, either as a download or web-based. It is recommended to use the web-based version of Teams 365 unless you have the Random Access Memory (RAM) needed for APP functionality.

Teams 365 is a collaboration platform where students invite course and/or dissertation committee faculty members to provide detailed feedback on draft-deliverables during active courses (DOC/714S, DOC/715, DOC/723, DOC/741, DOC/719S, DOC/742 including A and B iterations and extensions of these courses, where applicable).

Upon entry into the Doctoral Program, doctoral students will have a Teams 365 account created and the link emailed to their @email.phoenix.edu accounts. The email account indicated on all Teams 365 accounts (students and faculty members) will be the @email.phoenix.edu. To access Teams 365, users will need to go through MyPhoenix and access their @email.phoenix.edu accounts.

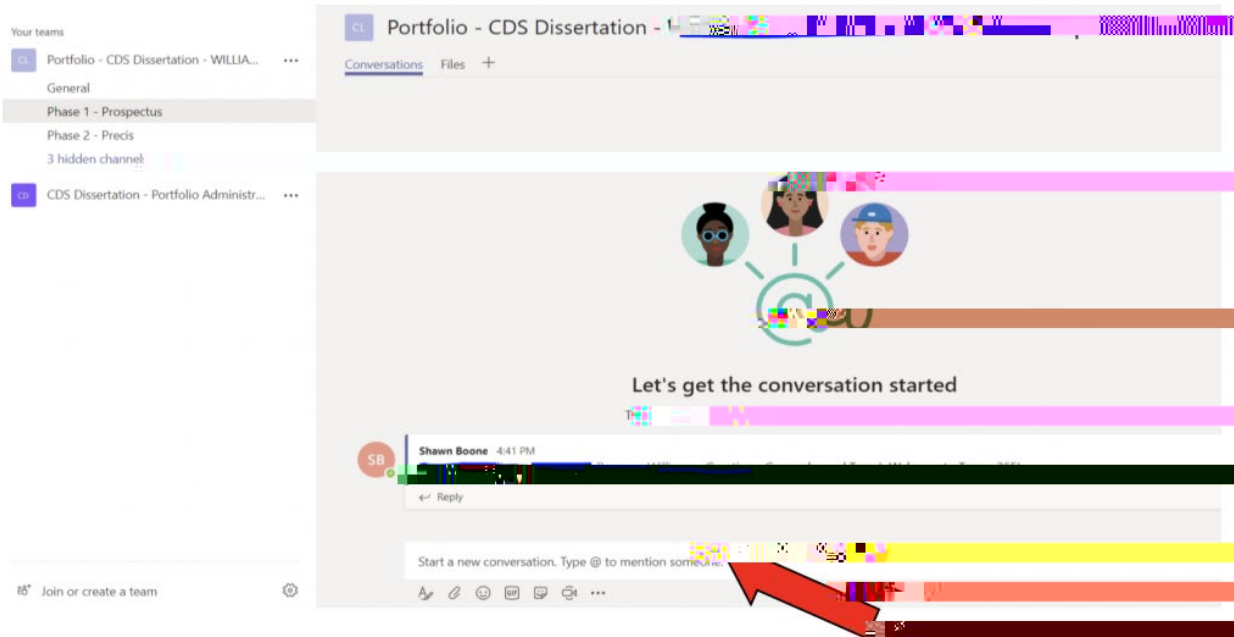
3. Once you click on the Teams 365 icon, you will be taken to Portfolio – CDS Dissertation [you should see the student’s name indicated]. Faculty will see multiple teams. Each student’s name will be appropriated to his/her Portfolio. Students are the owners of the Team. Students add or delete faculty and/or dissertation committee members to the team.



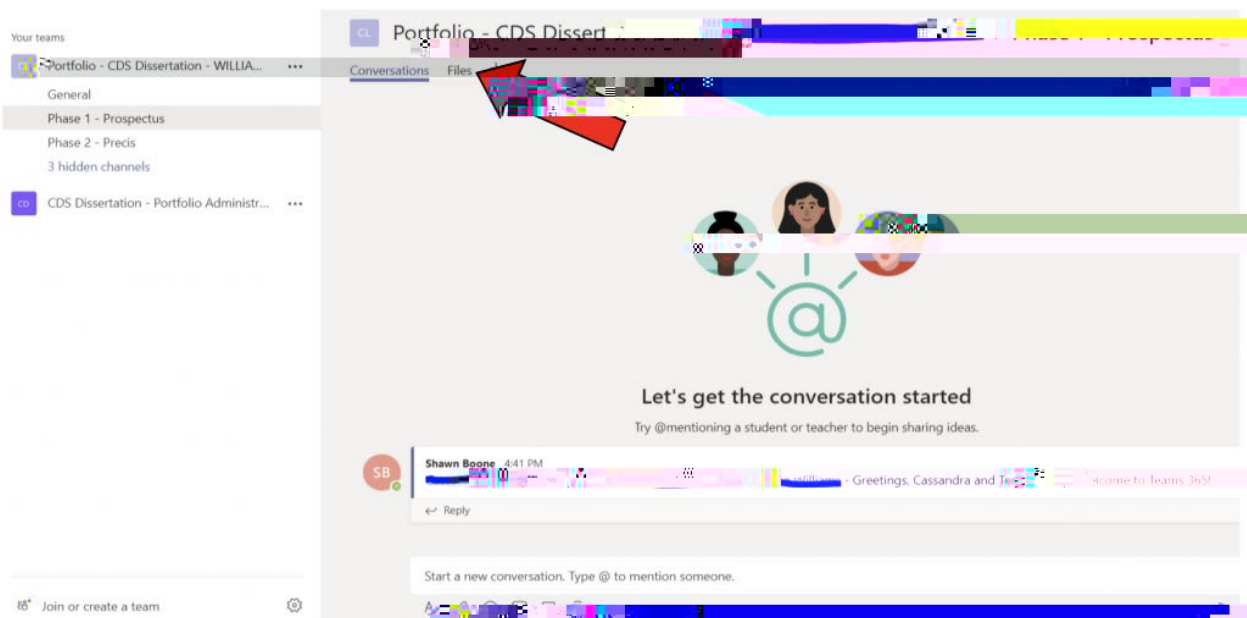
4. Student and/or faculty can post to conversations, upload files (please use .docx files only) or add additional tabs to the Team (see Bonus Material). When sending conversations, follow the directions as outlined in the Conversations section.



5. Selecting names from the Conversation @ menu to send an email and link directly to the team members' @email.phoenix.edu email addresses.

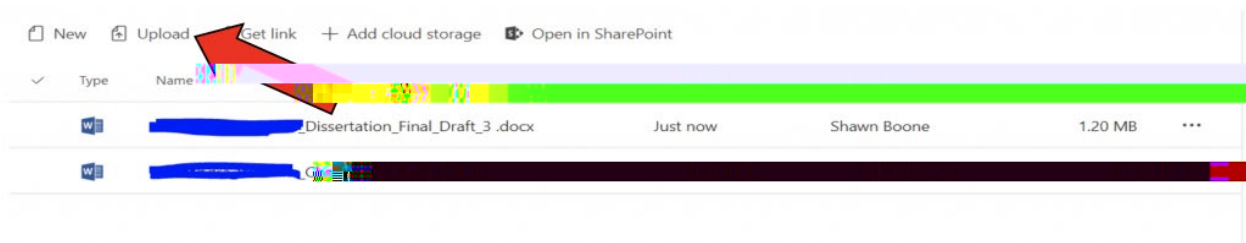


6. Students should upload a file specific to a Phase by clicking on the Files tab. (Students will use this process for each Phase to which they wish to submit a draft for review. For Final Dissertation Edit, use Phase 5 folder.)



7. Students should select the Upload button. Students are asked to only upload files with .docx extensions for Teams 365 compatibility purposes. The student can convert .doc files by resaving the document. If unfamiliar with how to convert .doc to .docx files, please watch this 1 minute and 44 second [YouTube video](#).

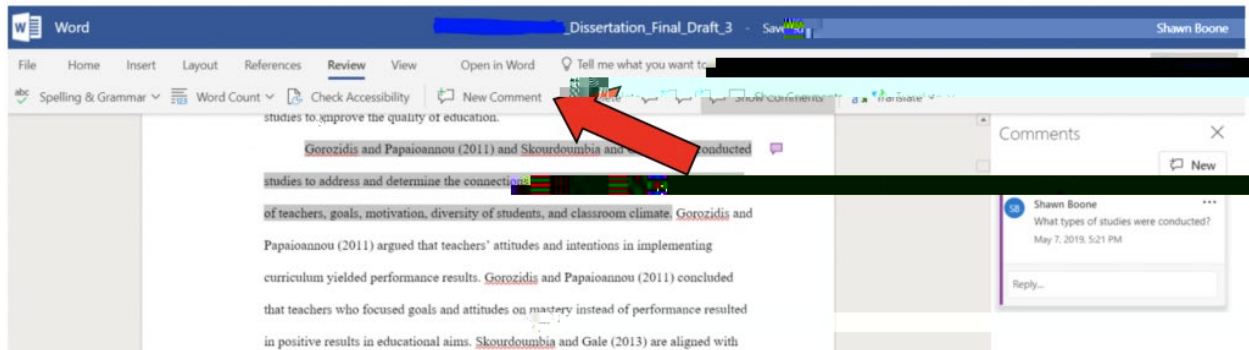
8. If a student does not convert to .docx, the faculty cannot review the document using Edit in Teams feature. Please advise the student to re-upload if he or she has not converted or feel free to convert and upload the converted file for the student.



9. When reviewing a document, click on the Edit tab and select Edit in Teams. Reviewing a document should be congruent with the active classroom assignment instructions.



10. To provide feedback in Teams, click on the Review tab and select New Comment.



11. Highlight the area where you wish to make the comment. Once you provide your comment, click on the arrow located in the comment box to post the comment.

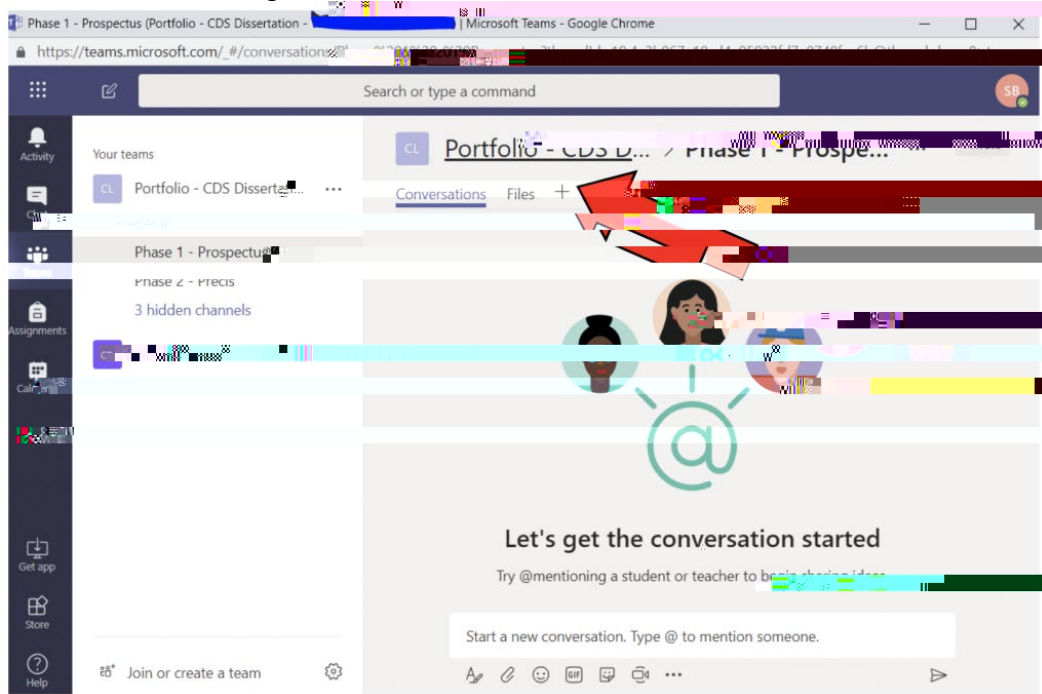
12. When you have completed your review and post each comment as you make the comment, simply close the document. The program automatically saves your comments.

Some best practices for Students and Faculty when using Teams 365:

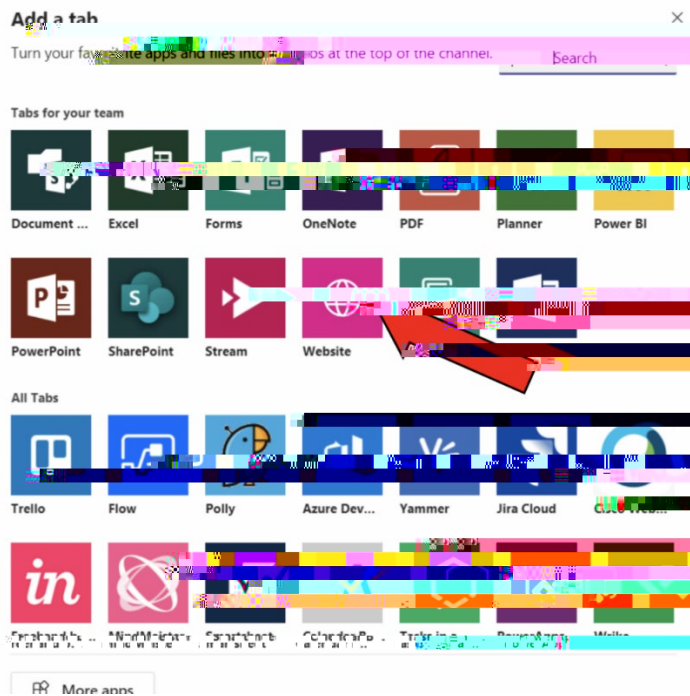
- x Students should clearly indicate which draft version and/or change matrix should be

Bonus Material ! – Inserting additional Tabs is easy! If a student or faculty wishes to add Tabs, such as the links below, to your Teams 365, simply complete the following steps:

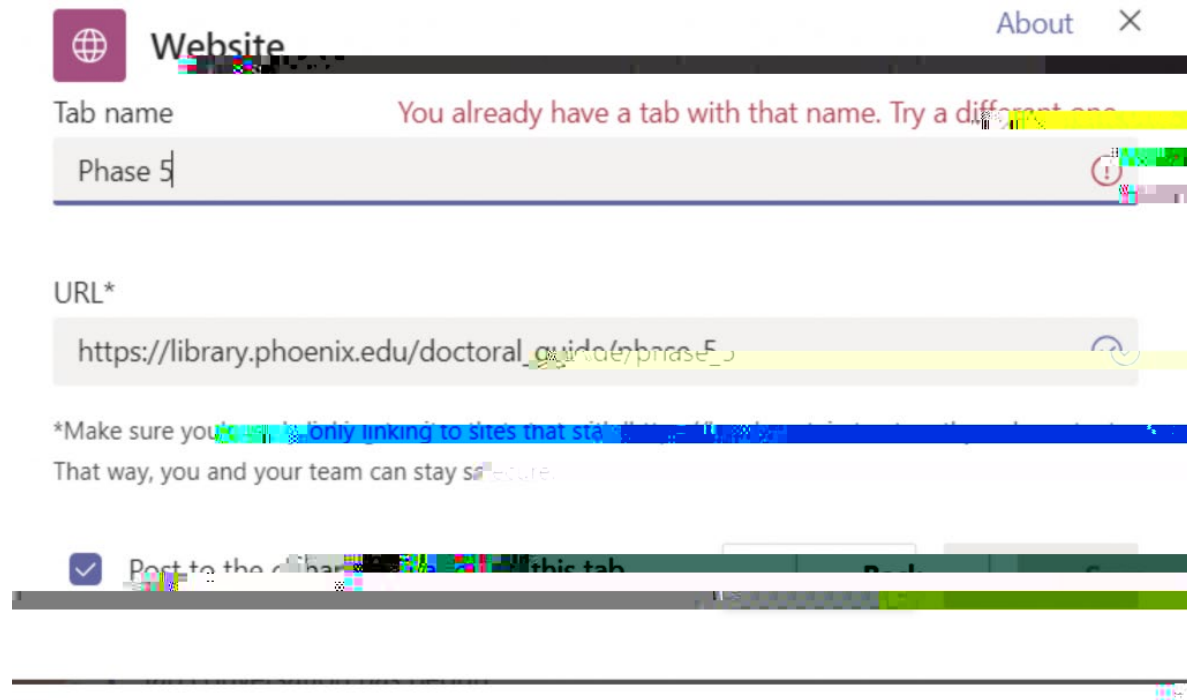
1. Click on the + sign located next to Conversations and Files tabs.



2. Choose which item you wish to add. Website was picked.



3. Paste in the URL and name the Tab.



4. And, the Tab appears with the information.

