Establishing a Supervisor Teams Workspace

Supervisors will need to establish communication and feedback processes with all of their off-campus students, particularly as they are not able to meet face-to-face. One of the applications available for this is Microsoft Teams. MS Teams is a communication and collaboration platform for Microsoft Office 365 that allows integration of several apps that are useful for the research journey.

Logging into MS Teams:
Teams can be accessed via desktop application (which can be downloaded via self-service from the IT Service Kiosk) or through a web interface: http://teams.microsoft.com.

Access to teams is through Office365, using an institutional login.

Setting up a 'Team':
Supervisors are advised to set up a 'Team' for each of their off-campus students, allowing all the information for that student, as well as any associated materials, to be contained within the one application.
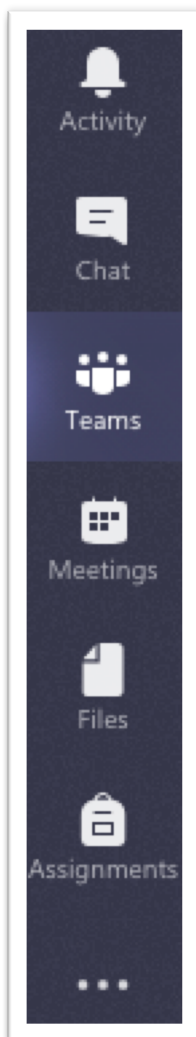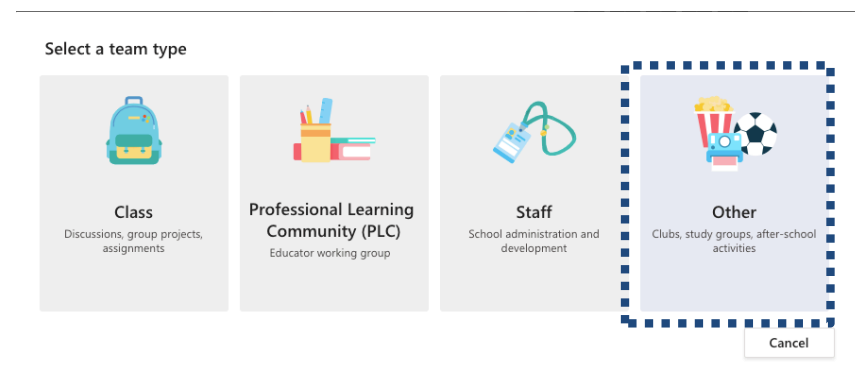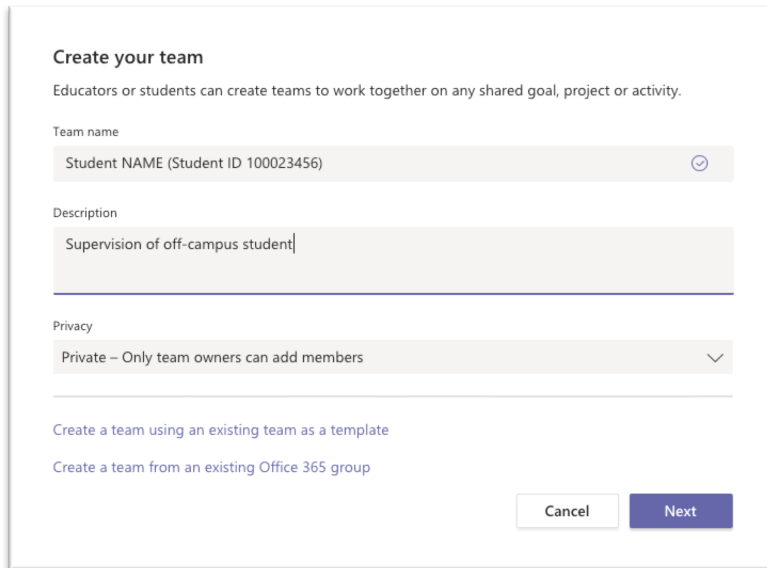

Make sure you are within the 'Teams' tab.

Click on 'Join or create team' (bottom of left pane in List view, and upper right corner in Grid view)
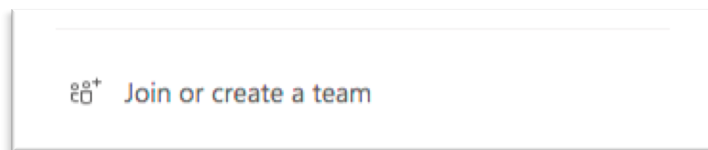
In the pane that opens, click on 'Create Team' and choose the kind of team you will need to build (for this purpose you can choose 'other' as this will give you enough flexibility with your student.

Fill in the details of your team. If you are supervising multiple students, it may be easiest to create a team that uses the student's name and ID so that it is clear what the focus of that particular team is. You will also be able to add other supervisors (including from outside ECU) and the student to the team.

Once you have set up the team, it will appear in the left pane with the name you gave it (in this case, the name of the student) and will be accessible whenever you log into MS Teams in the future.

**Using Teams and associated applications:**
You can use Teams as a virtual environment for supervision, by using the appropriate applications with it. A basic supervision team could use the following features:
- Chat function – for quick conversation between different members of the team, visible to all other members
- Files – to share documents
- Planner – list project milestones and tasks
- OneNote – to take notes and to store meeting action items and agendas
- Website link – link out to relevant resources e.g. the library website
- Meetings – set up a virtual meeting, including a screen sharing and videoconference option

When you first access a team, the default screen shown is the chat conversations, so you can see what has been discussed previously in the team.

Adding functionality to your team – using apps:
To add an app to the team interface, you would need to click on the '+' icon along the top edge. This will add a tab, and to determine the functionality of that tab you will need to choose from a list of apps.
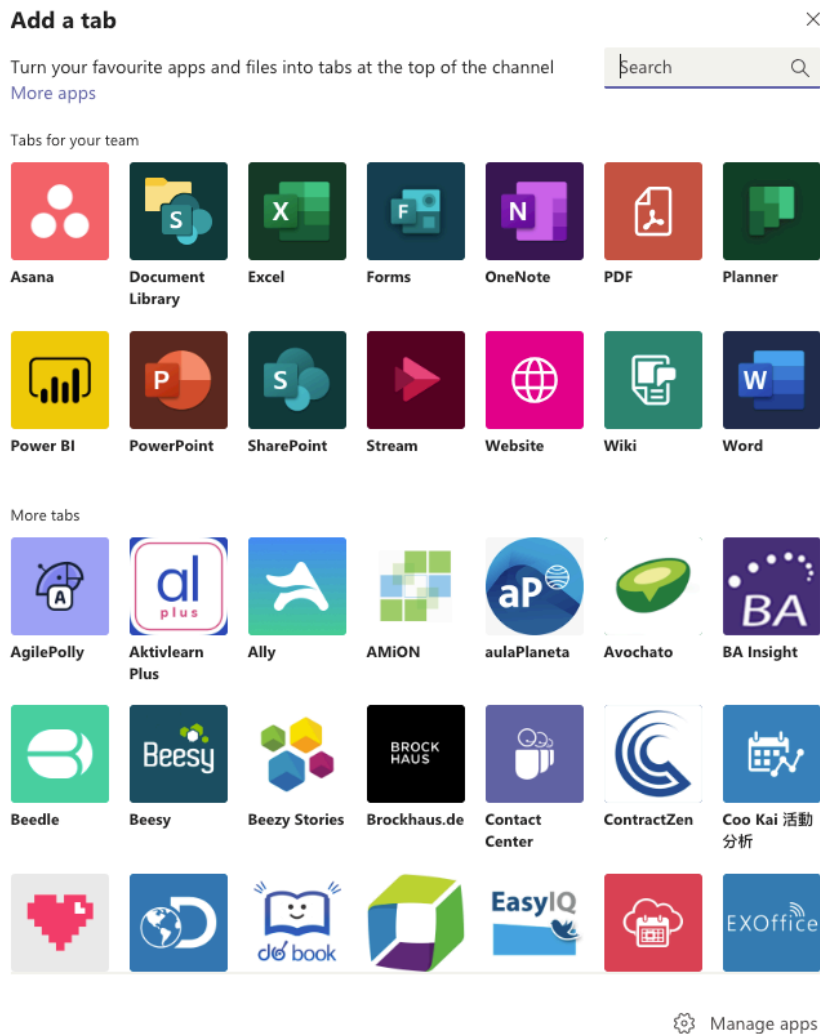
Note: If you add an application such as Word, Excel or Powerpoint as a tab, you will be asked to link an existing file in the Team with the tab.

Uploading documents:
You can upload documents into Teams, in the Files tab as well as in the Chat window. This can be used to store versions of documents. The tracking of student progress is now required by the Australian Code for the Responsible Conduct of Research. To this effect, Supervisors are strongly encouraged to store the documents associated with MyPLAN, electronic copies of completed forms, as well as any feedback on writing and associated materials.

MyPLAN Documents: https://intranet.ecu.edu.au/research/for-research-students/research-journey/myplan
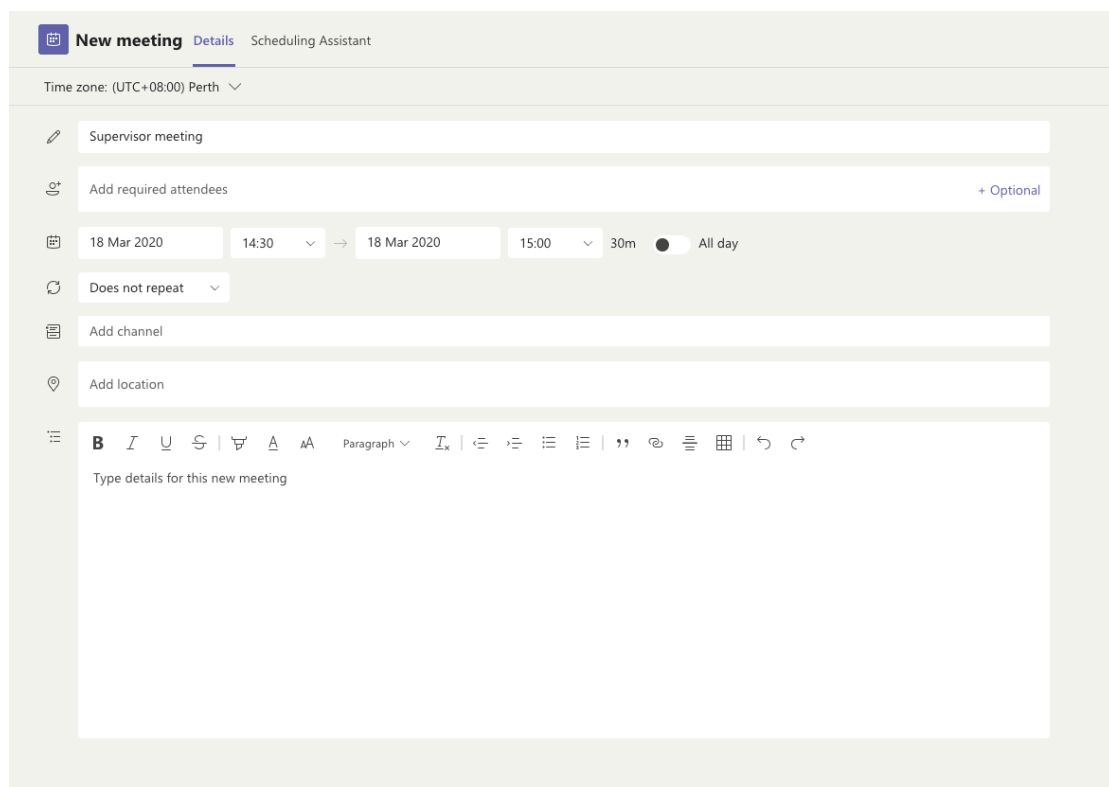**Forms, policies and guidelines:** https://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines

Setting up a virtual meeting:
On the left-hand menu, click on the 'Calendar' tab. It will open up a view of your current calendar. Click on '+ New Meeting' to schedule a meeting
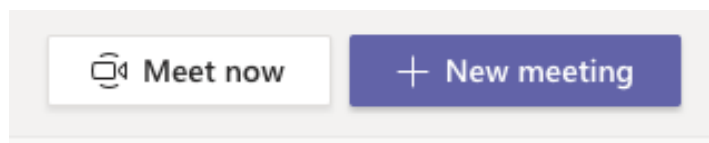
Fill in the details for the meeting as you would normally. It will allow you to pick a channel to meet in – choose the channel associated with the relevant student you would like to meet virtually with in order to invite everyone in the team, or invite others as required.

The details of the meeting will appear in your calendar, and on the main chat page of the channel.

When it is time for the meeting, anyone who has the invite can click on the meeting notification and will be given the option to join online, which will open up a videoconference.