



WCS Microsoft Teams

Initiation and Guidance Document

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1. What is Microsoft Teams?

Many of you may already be using Microsoft Teams. If not, come and join the community!

We're delighted to announce that, as part of our Office 365 package, staff and students now have access to Microsoft Teams. Microsoft Teams is an intuitive platform for collaboration, meetings, calling, using apps and all with simple administration.

Teams is used widely in the sector for creating virtual classrooms and with groups of staff for communicating and collaboration using files such as Word, Excel and PowerPoint.

This is now the digital platform of choice for West College Scotland going forward.

2. How can I use it?

Teams is an all in one solution to collaborating and communicating that combines persistent workplace chat, video meetings, file storage (including collaboration on files). The service integrates with the WCS's Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products. This should be used above any other solution for collaboration with work teams and students as the data is held in accordance with organisational guidelines. Meetings/classes can be recorded. These automatically save to Microsoft Stream for just your group to see again at a later stage full and with closed captions for accessibility. Teams can also link to Onenote, Moodle and is underpinned by Sharepoint. If wanting to video conference then a maximum of only 9 videos shown on screen at once although all participants can hear and will be shown when they speak.

Teams can be used via the web, by visiting <https://teams.microsoft.com/start> or by downloading the app to your computer, phone or tablet.

3. To set up a Team or a Channel?

Careful consideration should be taken as to whether a Team is required to be set up or if it's simply a Channel of that main Team in your area/department.

So what's the difference?

A Team site = a collection of people who gather together around a specific common goal. This site then holds all information and discussions here.

A Channel = a sub-folder for focussed discussions, topics or workstreams to aid the main team in organising their work to deliver on their joint objectives.

Some advice, direct from Microsoft, is below:

<https://docs.microsoft.com/en-us/microsoftteams/best-practices-organizing>

At West College Scotland, our protocol is based around ensuring a simple structure and the generation of, in the main, one stop shop locations for the information required for key groups, for which that information is relevant.

So, before creating a Team, or requesting that a Team be created, think about the goal, project, or work items and who can help deliver it collaboratively. Once you've identified them, add these people or groups to a Team to start collaborating. Because membership can change over time, it's a good idea to designate multiple owners for each team. For more information, see [Managing teams](#).

At West College Scotland, Departmental Leads (Operational Managers or CQLs etc) work with a manageable group of people (their team of staff) all with the same aim/ goal in mind. Whether a Team Leader, Operational Manager or CQL, the department **function** will require a Team with set, agreed channels underneath this.

4. Naming Convention

Once a Team name is created it can't be used again!

So, in order to avoid duplicate Team names and in order to create a consistent approach, it's extremely important that we all use the agreed naming conventions indicated below. Please don't overwrite these.

Naming conventions for Teams sites:

There's 4 broad categories in the naming prefix for every Microsoft Teams site at WCS – Student, Staff, Commercial or Project.

For WCS Lecturing staff with Students (classes):

Student – course code – These 2 prefixes must remain but a suffix of, say, the class name can be added after these two fields

For all WCS staff and their team (Staff teams):

Staff – Departmental name - These 2 prefixes must remain but a suffix can be added after these two fields

For WCS staff with Commercial Groups:

Commercial – Group name - These 2 prefixes must remain but a suffix can be added after these two fields

For any internal or external Project Groups:

Project - Agreed Project name - These 2 prefixes must remain but a suffix can be added after these two fields

Thanks for sticking to these naming conventions to ensure that we can store information in an ordered manner.

5. Guidelines for Use

Consistency

Consistency of approach is important if we are to ensure a quality standard in how we use and get the best of Teams.

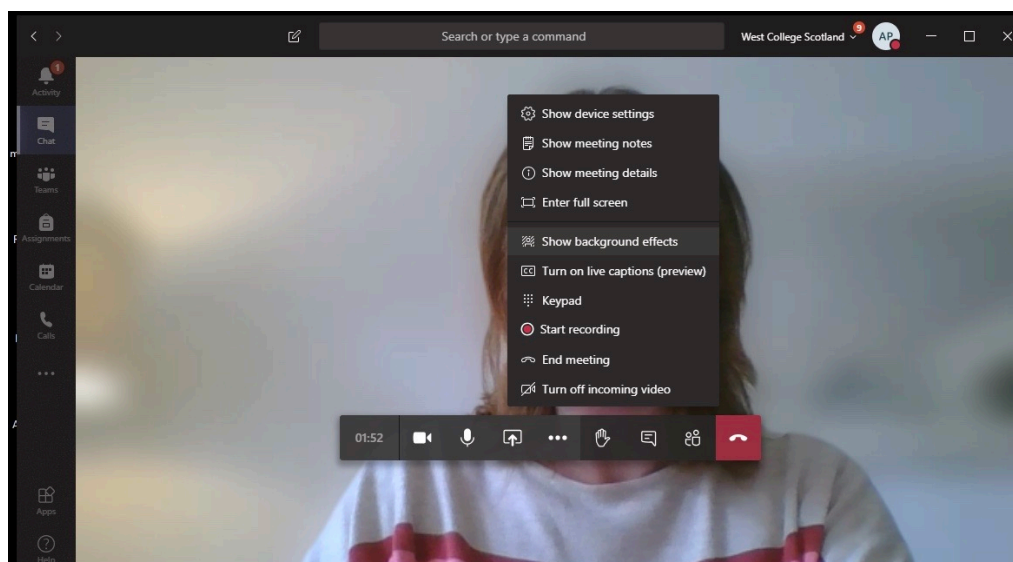
To mimic our organisational structure, every Department, whether teaching or support, is being set up with a Microsoft Teams site. Within this Teams site, you have the ability to structure your site in whatever way you choose. Have a chat within your department as to which folders (called channels) and sub folders you need to ensure a consistent approach. Be mindful of ensuring this makes sense in a cross campus manner also for a one college approach to storing and gathering information.

Privacy

When operating the video conferencing/remote meeting functionality, be mindful of privacy. What appears on camera can be seen by anyone (staff or students) so the Digital Strategy Group recommend that there be no documents visible on worktop surfaces and recommending blurring your background from prying eyes. Just follow the steps below.

Hover over your screen until you see the black tool bar appear (below).

Click on the 3 dots and scroll up to show background effects - blur background.



Professionalism

The professional conduct of all staff and students remains vital. Please ensure that, whilst video functionality and 'chat' functionality may seem more informal practices, we conduct ourselves in a professional and respectful manner. Please remember, at all times, to show respect to colleagues, students and external partners. In addition, you should expect the same in return. Please remember to uphold the reputation and professional standards of West College Scotland and protect the College's Building Our Collective Future framework.

6. How do I access support and CPD?

Please find below a useful 'Quick Start Guide' to help you navigate through Microsoft Teams. These guides are pictorial and contain useful embedded interactive demos and advice.

Quick Start Guide: [quick start guide](#)

In addition to this, Microsoft also have a fantastic training resource for Teams here at: <https://docs.microsoft.com/en-gb/microsoftteams/enduser-training>

Also, please look out for the CPD sessions which we hope you find of great benefit.

If you have any queries at all, please simply use this link to post your question:

3d2aa5ce.live.wcs.ac.uk@emea.teams.ms

A group of digital strategy staff are on the other end and happy to help you in whatever way they can.

We hope you enjoy Microsoft Teams

Thanks

The Digital Strategy Group