



APR - Assessment and Program Review folders are in Microsoft Teams

Why are APR folders in Teams?

- Accessible anywhere
 - Do not need to be on campus or access X: drive
- No need to download, modify, then re-upload with a new name
 - Changes are saved automatically
- Easy to add faculty
 - Adjuncts have access when their email is “live”
- Real-time editing
 - Multiple faculty can edit simultaneously
 - During group meetings faculty can work on individual courses on the same file
- Chat feature for faculty collaboration
- Calling and video conferencing features

Identify your TEAM:

APR (Academic Support)

APR (Liberal Arts and Sciences)

APR (Health Professions and Public Service)

APR (Business Technology and Workforce)

Access your TEAM.

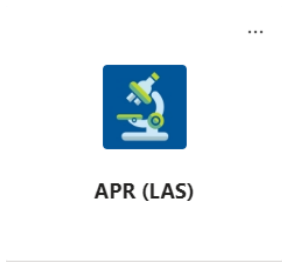
- [1-minute overview \(video link\)](#)
- [Sign in and get started \(directions link\)](#)
- [Using files in Teams-find your files \(directions\)](#)

Example with screenshots:

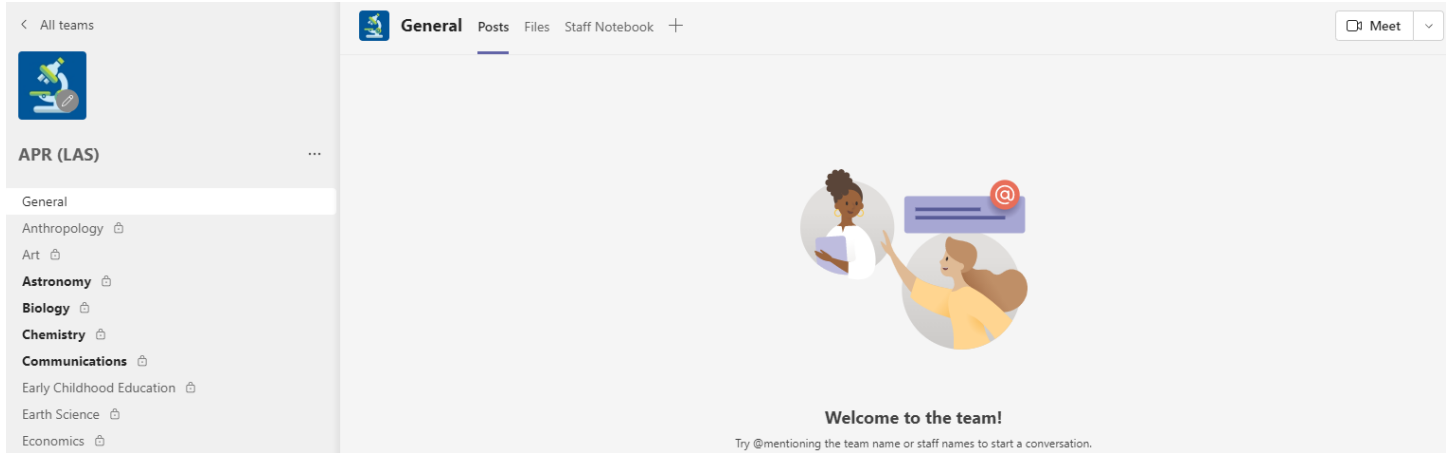
Once you enter your APR TEAM, you will automatically be in the “general” channel.

You can chat with all faculty in your programs and disciplines in the division in this channel. Files applicable to the entire division can be uploaded under “files” at the top of the screen.

On the left, you will also see your program/discipline channel. Program/discipline faculty and applicable support staff are members of the program/discipline channel.



Once you select your team you will see:



Above is the APR LAS Team. On the left is a menu of “channels”. The “**General**” tab at the top is for all members of the team. Disciplines/and Programs have their own private channels.

On the top of each channel are added features. **Files** is where files and folders can be saved. All types of Microsoft documents can be created and saved here. The **Meet** button on the top right allows members to call or video chat.

Questions? Reach out to any of the following:

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