

Teams 365 Student User Guide

Phases 1-5 and Final Dissertation Edit

Please refer to the following table for a list of 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). Students and faculty have use of this platform to markup all dissertation phase documents to keep a running history of suggestions, edits, and feedback from faculty members. Enjoy the Doctoral Journey Life Cycle and Dissertation Phases. The Phase links are provided below and can be added to Teams 365 by inserting additional tabs – this is discussed further below as Bonus Material. The collaboration in Teams 365 does not replace the work completed and required in the classroom, but Teams 365 should be supplemental and enhance the regular reviews conducted by faculty members on a student's draft document.

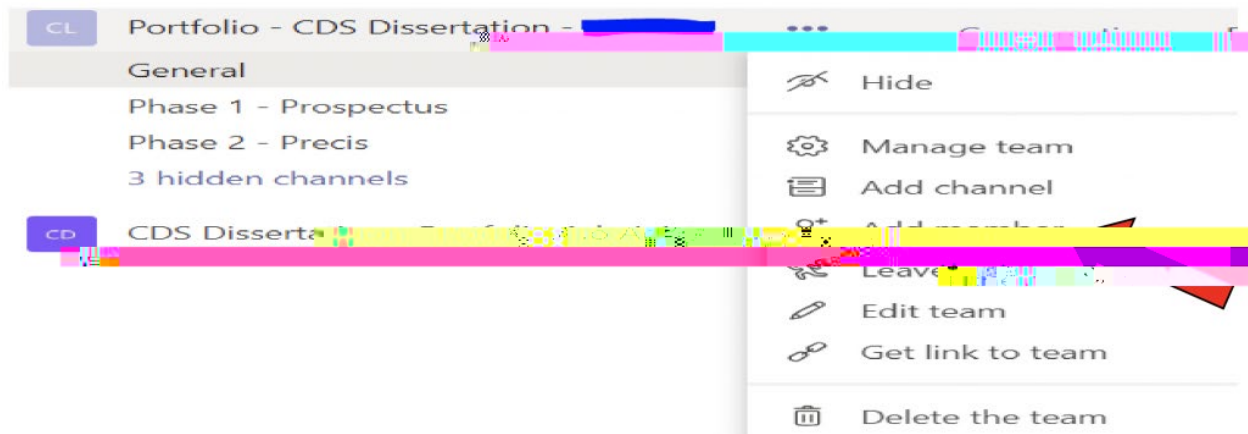
Doctoral Journey

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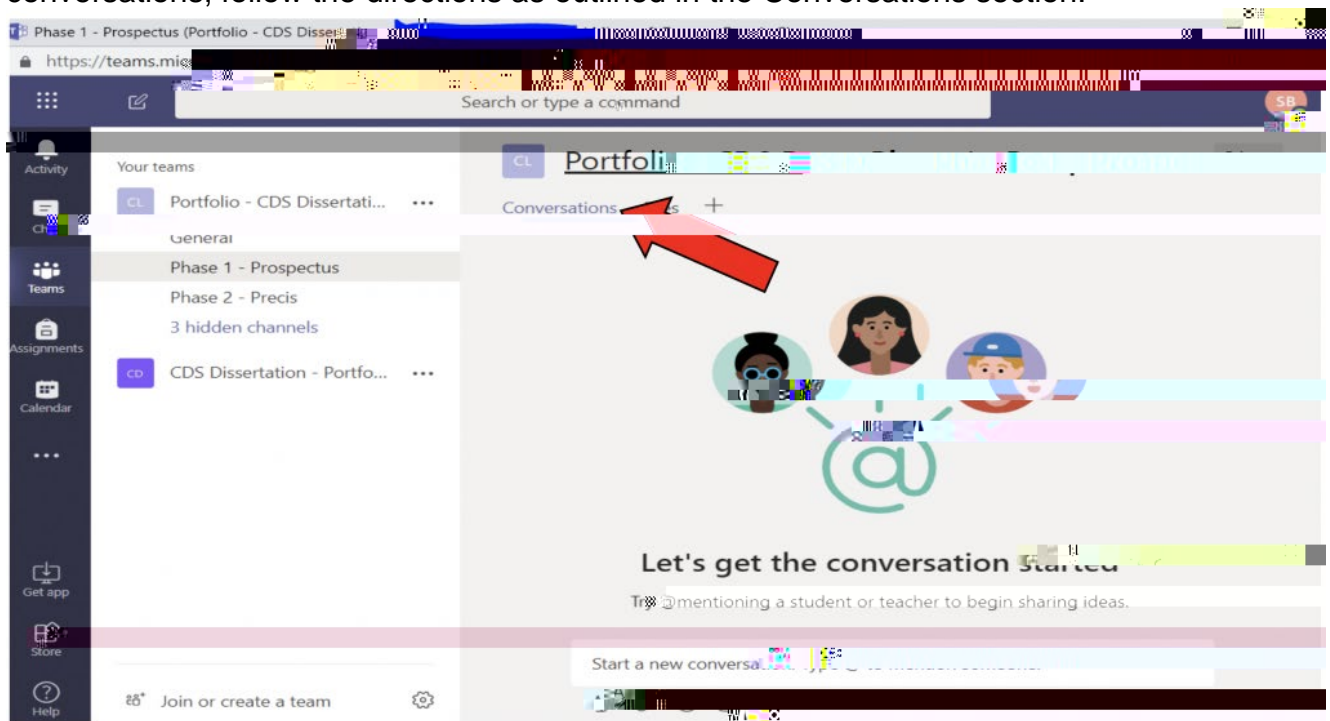
Upon entry into the Doctoral Program, doctoral students will have a Teams 365 account

3. Once you click on the Teams 365 icon, you will be taken to your designated Portfolio – CDS Dissertation [you should see your name indicated]. Students are the owners of the Team. Students add or delete faculty and/or dissertation committee members to the team.

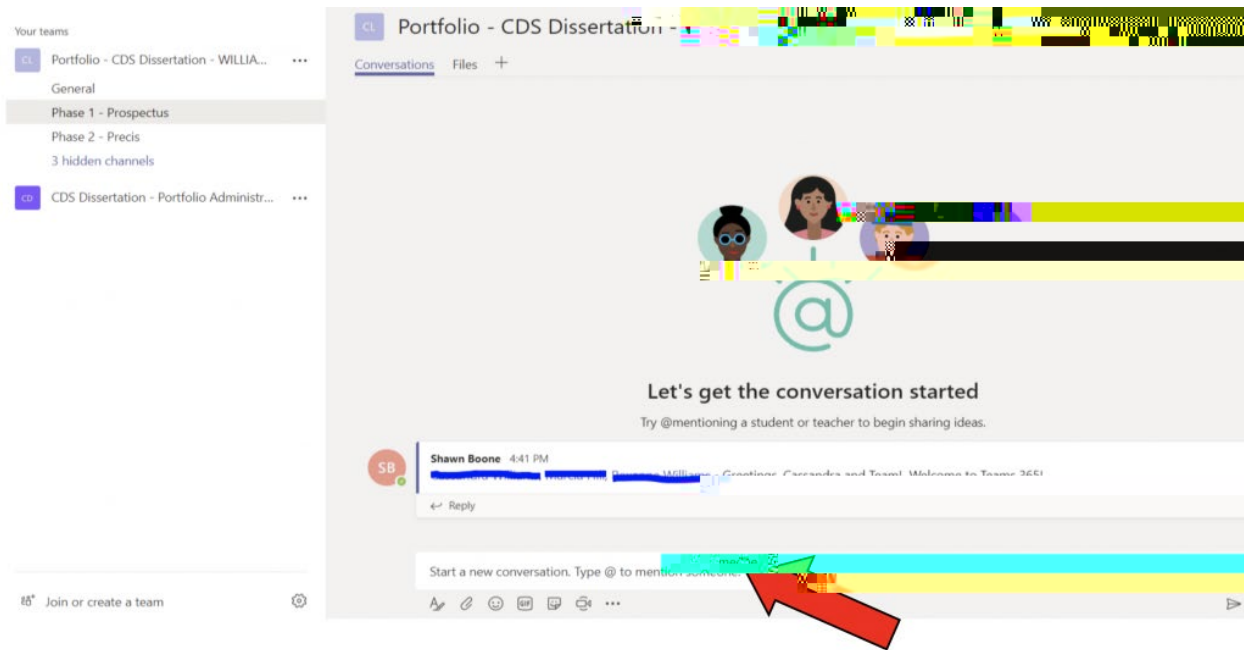
4. To add a faculty member, click on the ellipses at the top of the Portfolio and select Add member. Use faculty members' @email.phoenix.edu email addresses only.



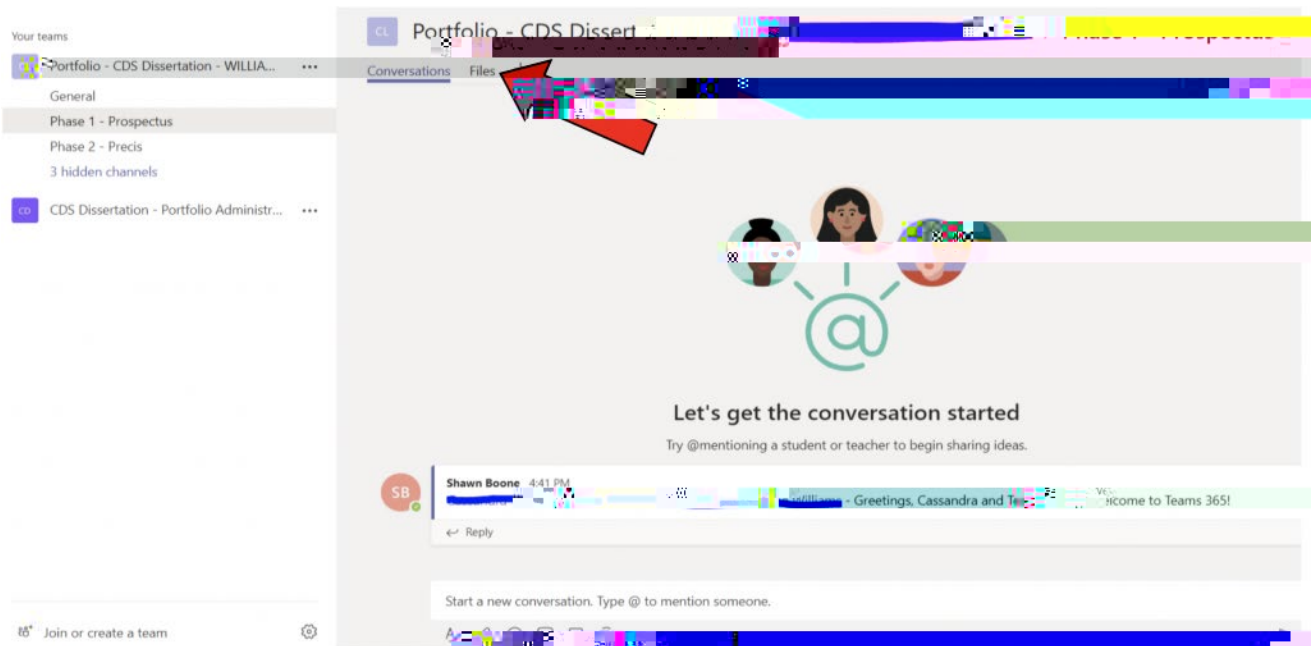
5. Student and/or faculty can post to conversations, upload files (please use .docx files only) or add additional tabs to the Team (see Bonus Material). When sending conversations, follow the directions as outlined in the Conversations section.



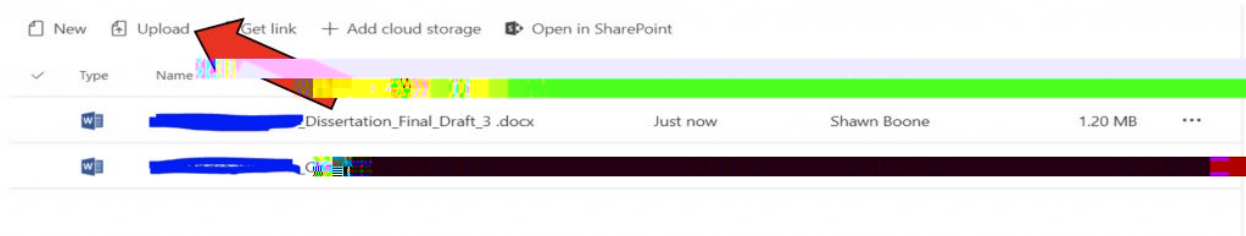
6. Selecting names from the Conversation @ menu to send an email and link directly to the team members' @email.phoenix.edu email addresses.



7. To upload a file specific to a Phase, click on the Files tab. (Use this process for each Phase to which you wish to submit a draft for review. For Final Dissertation Edit, use Phase 5 folder.)



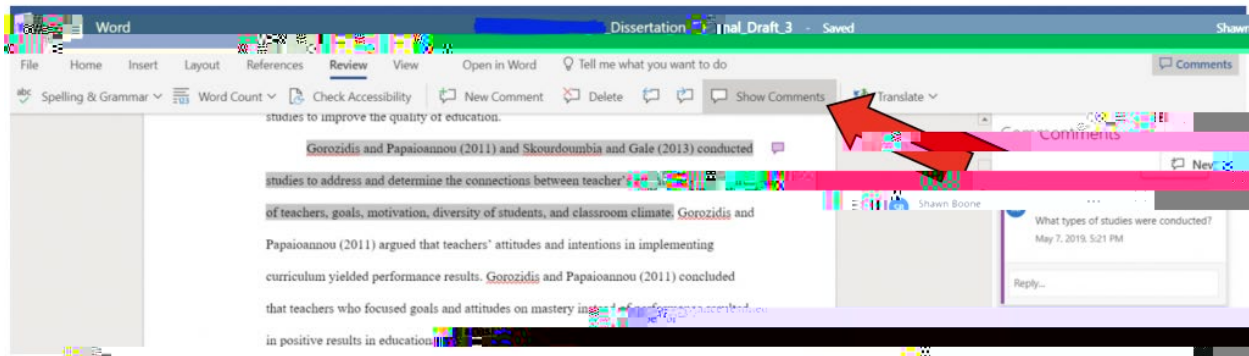
8. Then, select the Upload button. Please only upload files with .docx extensions for Teams 365 compatibility purposes. You can convert .doc files by resaving the document. If unfamiliar with how to convert .doc to .docx files, please watch this 1 minute and 44 second YouTube video.



9. After uploading a file for faculty review, please advise team members that the document is upload and in what Phase. Uploading a document should be done when faculty are scheduled to review the document per the classroom assignment.



10. Once faculty provide feedback on the document, the student can review comments on the document by clicking on the document under the Files tab and selecting Show Comments.



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

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4. And, the Tab appears with the information.

The screenshot shows a web browser window with the address bar displaying 'Phase 5'. The page header includes the University Library logo and navigation links: Home, Databases, Publications, Subjects, Help, and About. The main heading is 'College of Doctoral Studies Central'. Below this is a navigation menu with options: Welcome, Programs, Doctoral Journey (selected), Student Resources, Residency, IRB, and Document Manager. A sub-menu for 'Doctoral Journey' is open, showing 'Phase 5: IRB Approval, Dissertation (or Chapters 1-5) and Oral Defense' and 'Tools for Success'. The 'Phase 5' section is highlighted in green and contains the following text:

Phase 5 courses and processes:

- IRB Review and Approval (occurring concurrently)
- Two core program courses (8 weeks each)
- DOC/742 (8 weeks) Doctoral Project IV: Deliberate Dissertation and Oral Defense
 - Note that additional courses may be required if the dissertation is not officially approved during DOC/742
 - The dissertation oral defense occurs following DOC/742
 - The final approval step for the dissertation is Final Dissertation Editing (FDE)

On the right side, there is a sidebar with a search bar and a list of resources, including 'College of Doctoral Studies Dissertation Guide [PDF]', 'Use SAGE Research Methods', and 'Doctoral Advanced Writing [Tutorial Course]'.