

Virtual Sub Boards Team

Guidance for SSC Results Team, Department Managers & Sub Board Secretaries

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Virtual Sub Boards Team - Guidance for SSC Results Team, Department Managers & Sub-Board Secretaries

Introduction

This document provides guidance on the structure, set-up, roles and responsibilities for administering the papers and membership of the (Microsoft Teams) Teams created for the conduction of department sub-boards. This guidance supplements the separate document **Virtual Sub-Boards of Examiners Staff Guidance for using MS Teams/SharePoint**.

The ASCP project team has completed the initial set-up of Microsoft Teams for both undergraduate and postgraduate virtual sub-boards.

VSBs Teams Structure

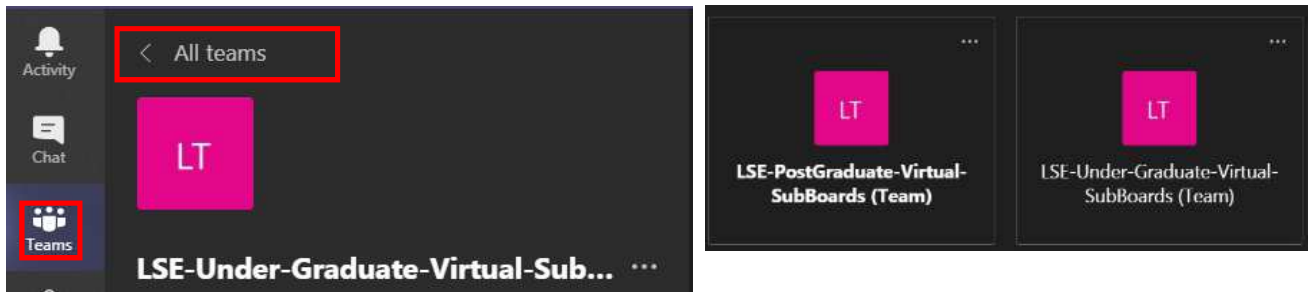
- The VSB Teams are open to all sub-board members from all academic departments across the School who wish to conduct their sub-boards virtually.
- There is one VSB Team per level of study; one for **postgraduate (PG) sub-boards** and one for **undergraduate (UG) sub-boards**.
- Within each Team, there is **one public** and **one private channel** for each department. Paperwork for all sub-boards should be uploaded to the appropriate sub-board channels by the SSC Results Team in advance of sub-board meetings and Department Sub-Board Secretaries following sub-board meetings.
- The **public channels** should contain documents that are accessible to **all members of the sub-boards**: both internal and external examiners, as well as relevant members of Professional Services Staff.
- The **private channels** should **only** contain documents that are intended for **Sub-Board Chairs and Secretaries**.

Note: For GDPR reasons, Sub Board members must **only** access channels and documents for the sub-boards they are involved in. Failure to comply could result in disciplinary action.

Uploading Sub-Board Papers

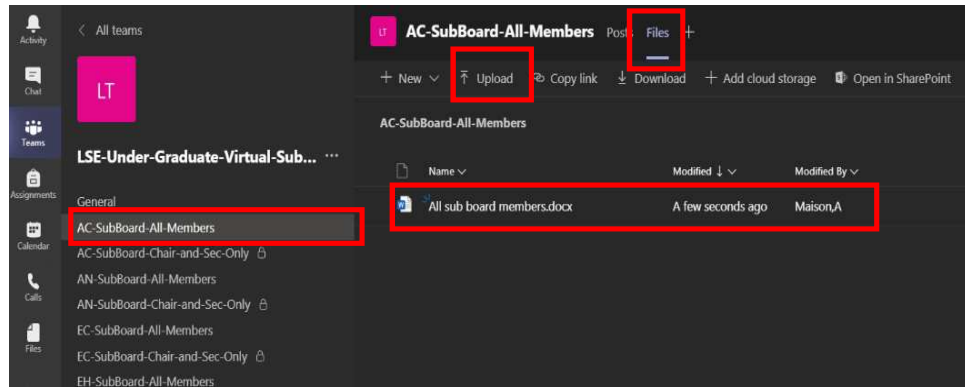
All sub-board papers should be converted to PDF documents before uploading to Teams

The SSC Results Team members have been added to both VSB Teams. All relevant individual members of the Results Team will have access to the Teams and should log into Teams using their usual LSE credentials. If already logged in, the Teams will appear in their **All teams** area



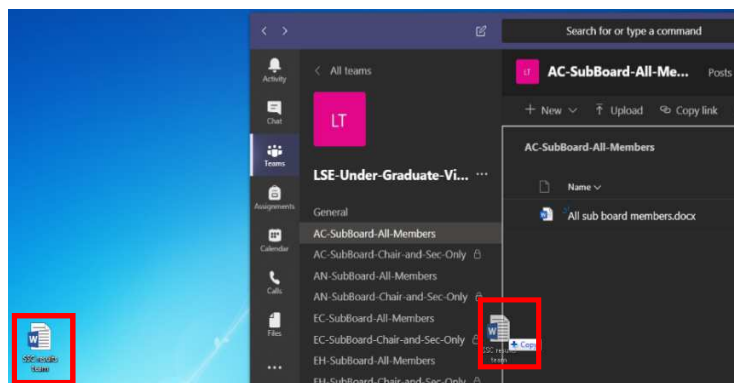
Upload or drag and drop **PDF files** to the files area for the appropriate department sub-board channels.

1. From the appropriate channel, select the **Files** tab.
2. Select **Upload** and browse to the PDF files.
3. Select required files and click **Open**.



Or

1. Drag files from where files are currently located and drop into the appropriate department sub-board channels.



Deleting Sub Board Papers

All documents stored in **public channels must be deleted from Teams** (and therefore SharePoint) by the Sub-Board Secretary **immediately after the relevant sub-board meetings have taken place**.

All documents in **private channels must be deleted** by the Sub-Board Secretary **once results have been processed** and the documents are no longer required.

Teams **should not be used as an archive to store historical sub-board documentation**. The SSC Results Team should oversee the deletion of files from the relevant channels but the responsibility for managing the records themselves lies with academic departments.

Roles, Responsibilities and Permissions

Note: Sub Board Secretaries and / or Department Managers should **only** administer channels for the sub boards they are responsible for.

SSC Results Team

After the initial VSB Teams set-up, as well as uploading sub-board documents to the files area of the relevant department / sub-board channels, the SSC Results Team will be responsible for maintaining the currency of **Department Manager lists** by adding or removing Department Managers from the main VSB Teams.

Managing Results Team Membership of VSB Teams

Relevant SSC Results Team staff have been added to the initial VSB Teams individually. Two SSC Results Team staff have been set up as Team owners. The SSC Results Team is responsible for managing the staff membership of the VSB Teams by adding or removing individual Results Team staff as required.

There should always be at least two SSC Results Team staff set up as owners of both VSB sub-board teams (UG and PG).

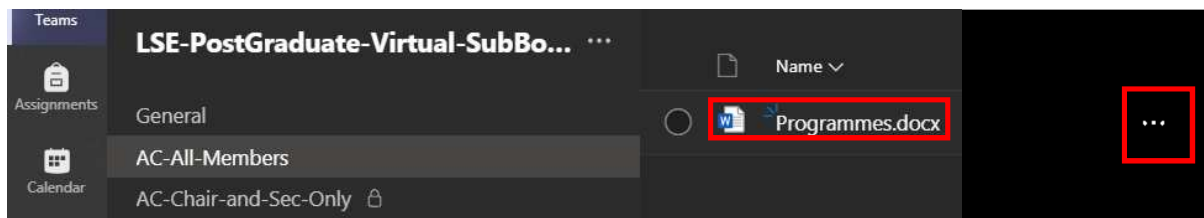
Adding metadata to documents

For the PG VSB Team, SSC Results Team staff are also responsible for adding degree programme metadata to uploaded sub-board documentation.

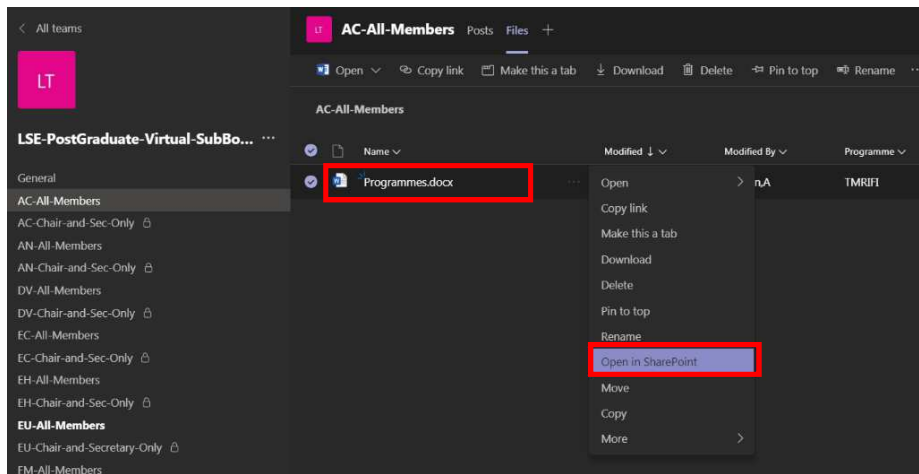
Underlying every Team there is a corresponding Teams SharePoint site.

Adding metadata (data about the document) to documents after uploading makes them easier to find, and makes it easier for sub-board papers to be filtered by degree programme.

1. Click on the three vertical dots next to the document.

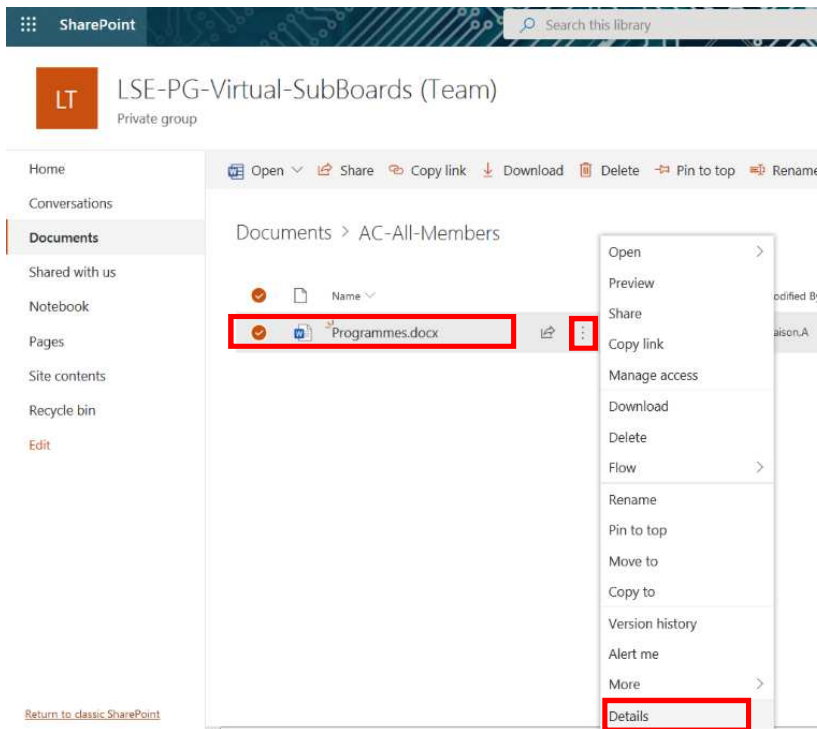


2. Click on **Open in SharePoint**.

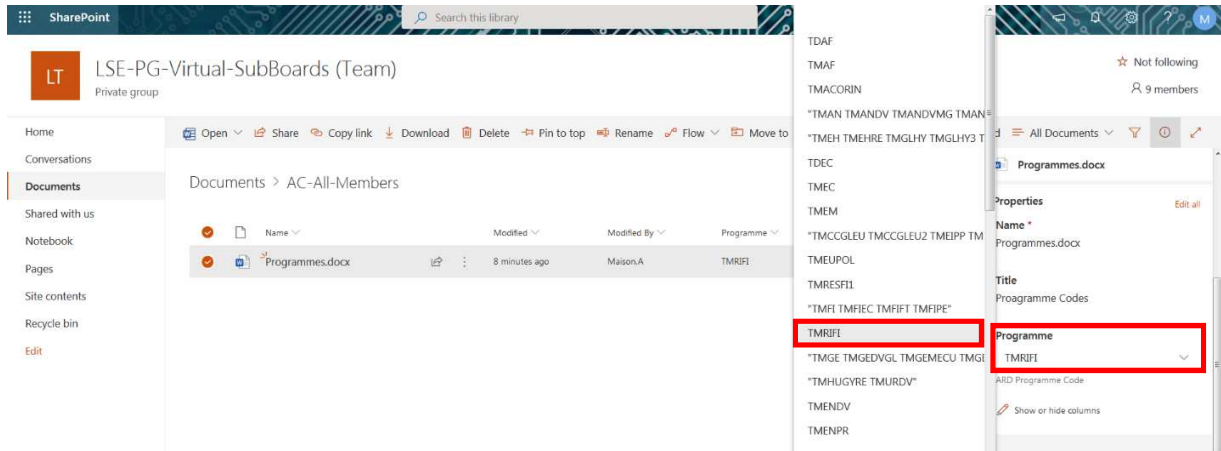


The document will open in the underlying Teams SharePoint site. ...

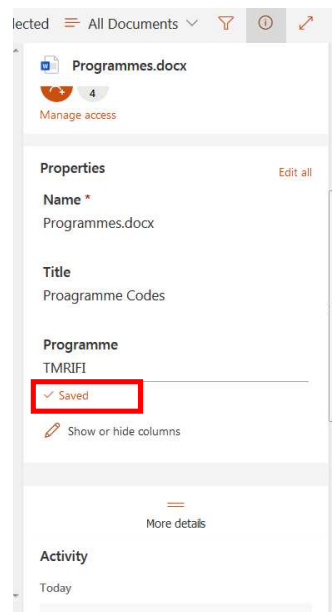
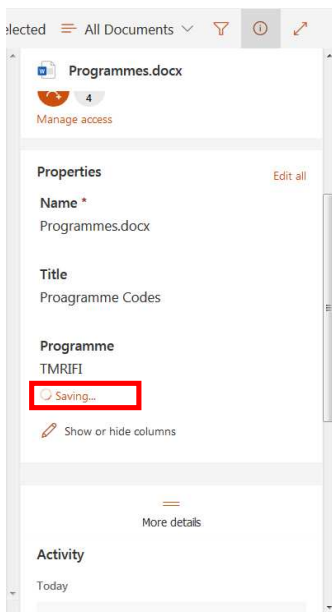
3. Click on the three 3 vertical dots next to the document name, then **Details**.



4. In the pop-up window that appears, under programme, select the appropriate PG programme code from the list.

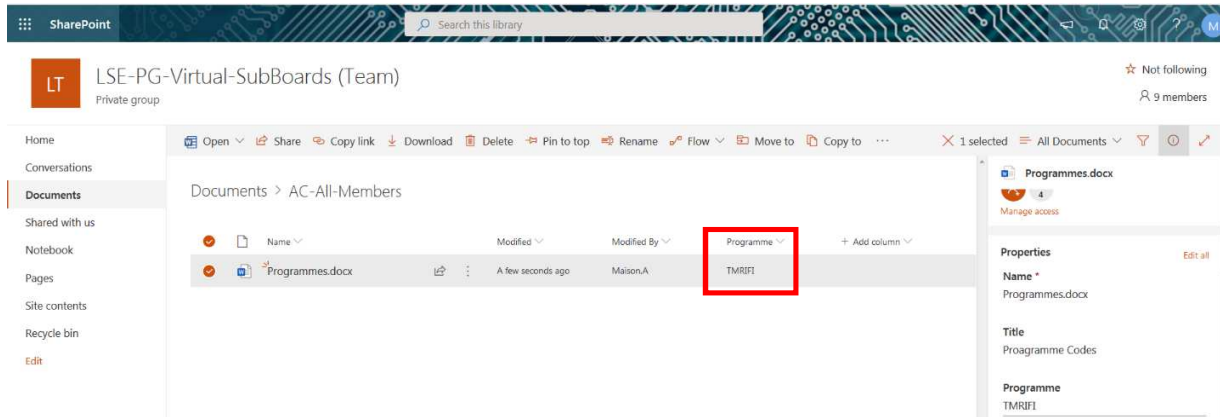


Once a programme has been selected, a message will show that changes are saving. Once this has completed the message will change to 'saved'.

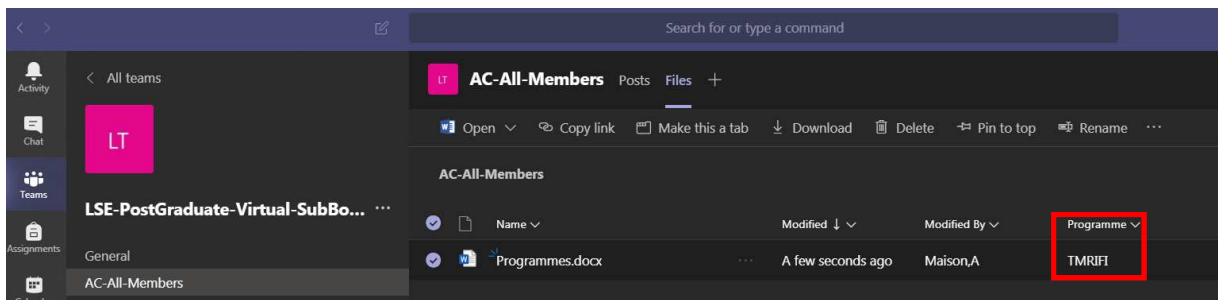


5. Completed metadata will be visible in both SharePoint and Teams and appear as below:

Metadata in SharePoint



Metadata in Teams



Department Managers

After the initial VSB Teams set-up, Department Managers will be responsible for maintaining the currency of their **department Sub-Board Secretary lists** by adding or removing Sub-Board Secretaries from the main VSB Teams as required.

Department Managers should be set-up by the SSC Results Team as Teams **Owners**.

Department Sub-Board Secretaries

After the initial VSB Teams set-up, **Sub-Board Secretaries** will be responsible for maintaining the currency of their **department's sub-board membership (including the Sub-Board Chair)** by adding or removing **Sub-Board Members** from the main VSB Team, updating channel membership accordingly.

Sub-Board Secretaries should be set-up by Department Managers as Teams **Owners**.

Sub-Board Members and Chairs should be set up by Sub-Board Secretaries as Teams **Members**.

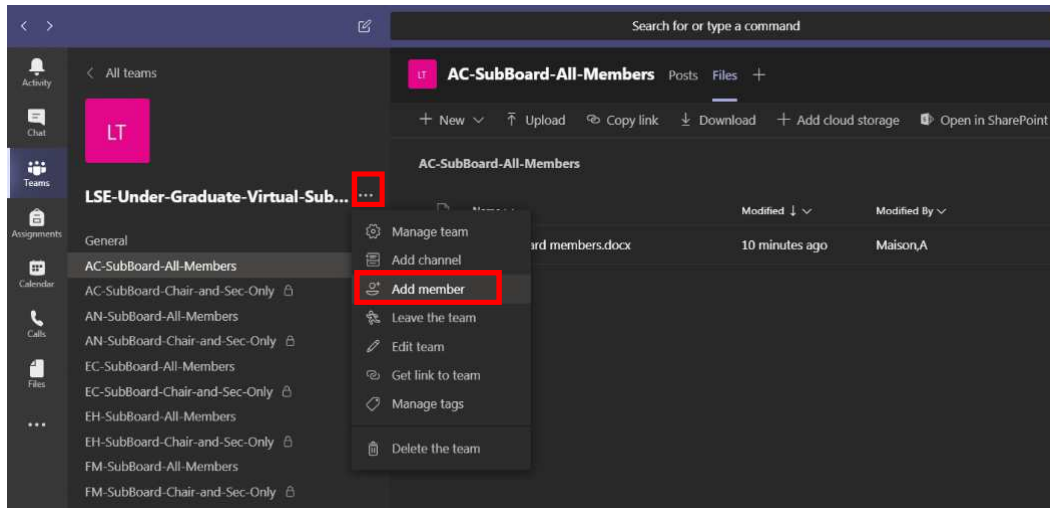
Adding and removing Team owners and members from Teams and Channels

Individuals can only be added or removed from the Teams by Team owners. Because the VSB Teams contain individuals from across all academic departments in the School, care should be taken by Department Managers and Sub-Board Secretaries to administer membership for relevant individuals involved in their own department's sub-boards only.

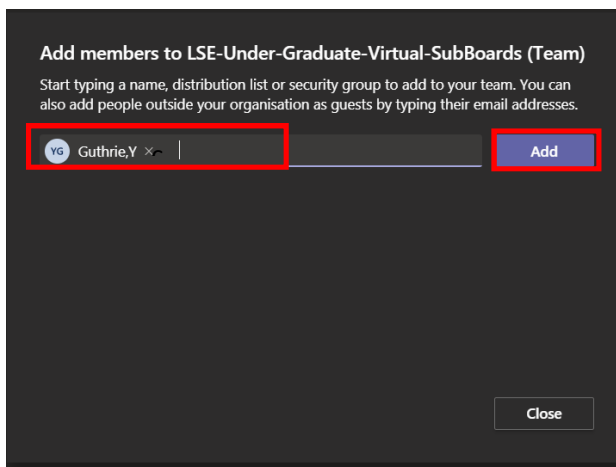
The SSC Results Team will be responsible for adding Department Managers for all academic departments to the VSB Teams.

Adding individuals to the Teams (SSC Results Team after initial Teams set up)

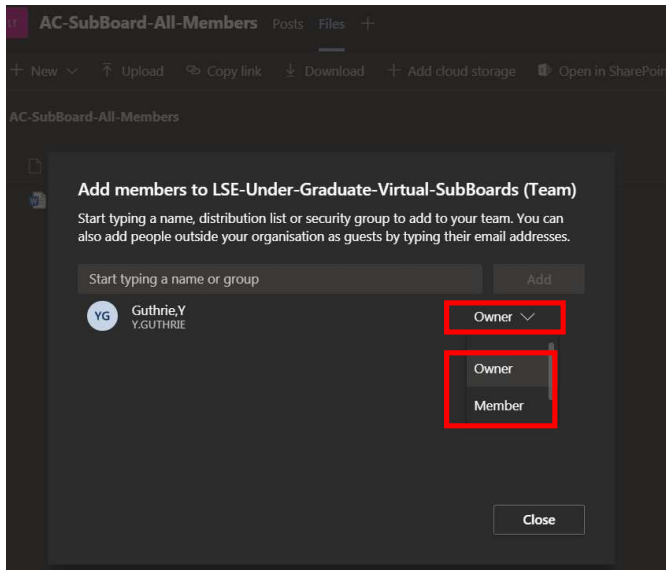
1. Click on the three dots ... next to the Team name.
2. Click on **Add member**.



3. Add the name or email address of the relevant Department Manager.
4. Click the **Add** button.




5. Select **Owner** from the drop-down Permissions box.



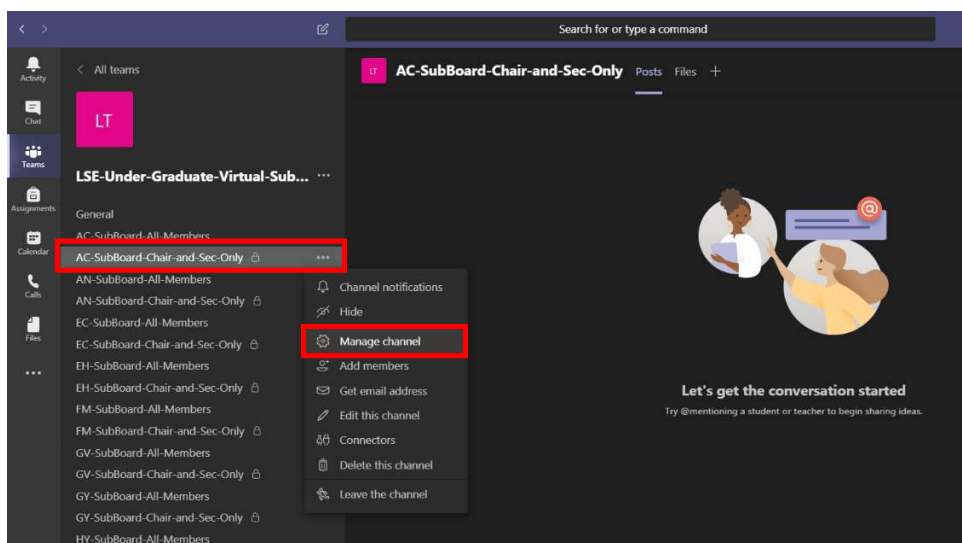
Adding individuals to a channel (SubBoard Secretary)

Adding individuals to channels is a similar process to the one for adding individuals to Teams.

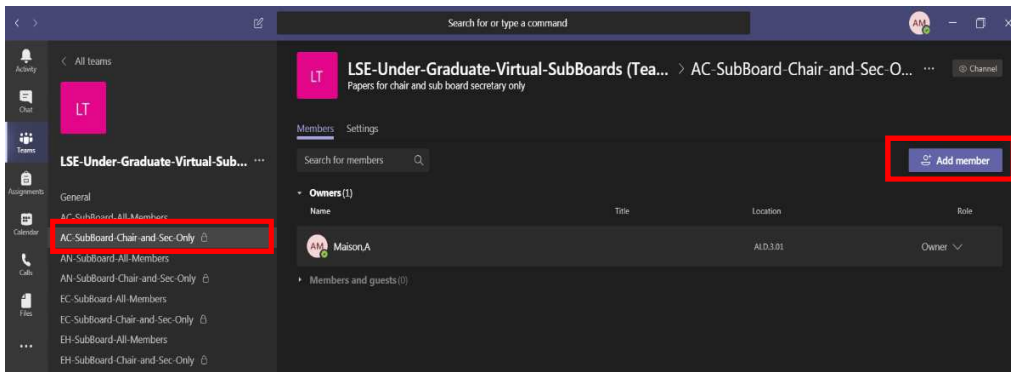
Sub-Board Secretaries will need to add or remove **Sub-Board Members** as required. By default, all individuals added to the VSB Teams will have access to the General channels and all other (public) department channels. **Sub-Board Secretaries** will need to ensure that the **Sub-Board Chairs and anyone else needing access** to documents intended for the **Chair and Secretary only** are added to the relevant department sub-board **Private channels**. Private channels have a padlock icon next to them. 

To add an individual to a Private channel:

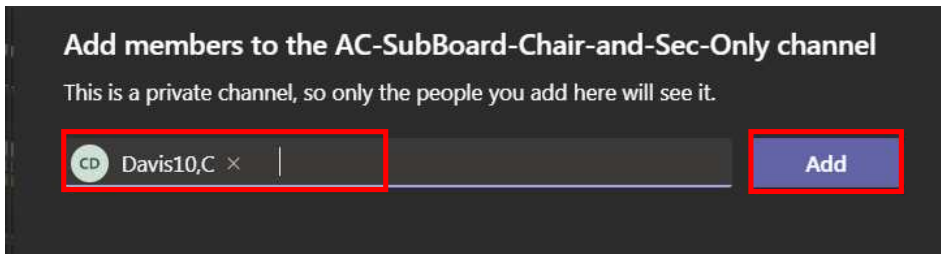
1. Click on the three dots ... next to the private sub-board channel and select **Manage channel**.



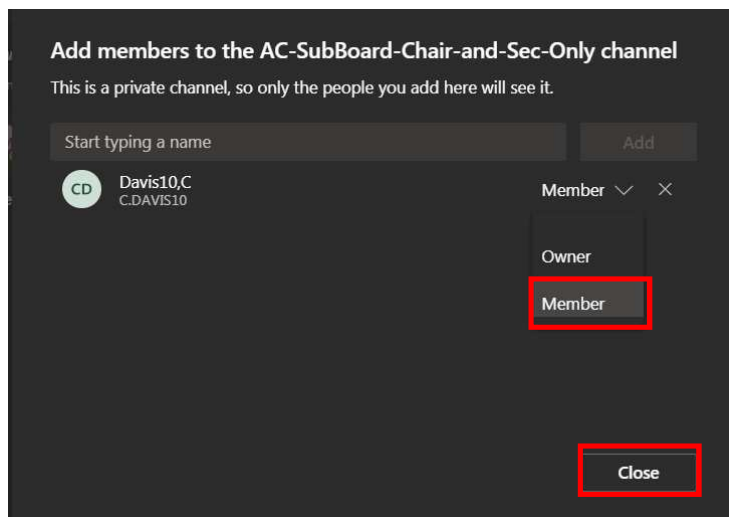
2. Click on the **Add** member button.



3. Add the names or email addresses of the Sub-Board Chair and any others that need to have access to documents intended for the Sub-Board Chair and Secretary. As this is a private channel, only individuals added to this channel will see it. Click **Add**.



4. Set permissions to Member and click on the **Close** button.



Removing individuals from the Team (SSC Results) or Private Channel (Sub-Board Secretary)

To remove individuals from the Teams or Private Channels:

1. Click on the three dots next to the Team or Channel.
2. Click on **Manage team** or **Manage Channel** depending on where you wish to remove individuals.
3. Click on the **x** next to the name of the individual you wish to remove (you may need to click on the small arrow next to Owners or Members and Guests to expand the list).

