

# Virtual Sub Boards – Guidance for Attendees on Joining a Meeting and Navigating Teams

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# Virtual Sub-Boards – Guidance for Attendees on Joining a Meeting and Navigating Teams

## Introduction

Sub-board meetings can be conducted virtually using Microsoft Teams.

This document provides guidance on using the Virtual Sub-Board Microsoft Teams created to conduct virtual sub-board meetings. It is not a general guide on using Microsoft Teams.

**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.

## What You Will Need

- Laptop or Desktop computer (recommended) or mobile device.
- Headset and Microphone (recommended) otherwise laptop/desktop/mobile device with microphone & speaker.
- Microsoft Teams (required by meeting organiser, preferred for all virtual attendees). To download and install Teams go to: [MS Teams Download/Install](#).
- A web browser (required for virtual attendees who do not have Microsoft Teams installed). Microsoft recommend using either Chrome or Edge; other browsers such as Firefox may experience issues.

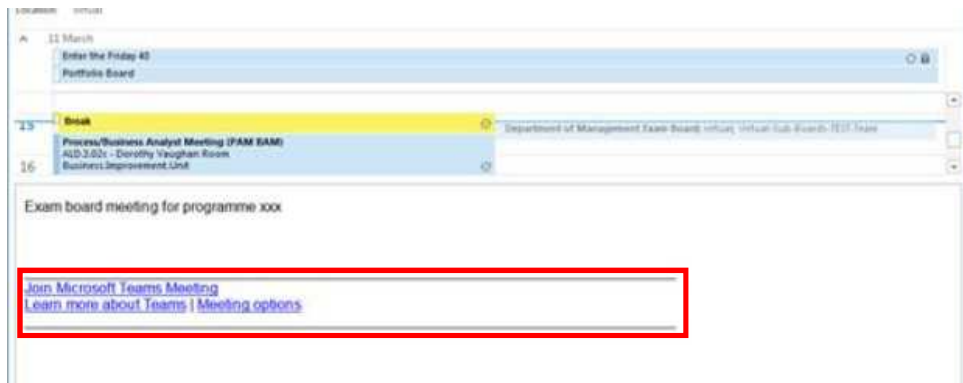
## Virtual Sub-Boards Team Structure

- 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 will 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** will contain documents that are accessible to **all members of the sub-board**: both internal and external examiners, as well as relevant members of Professional Services Staff.
- The **private channels** contain documents that are intended for **Sub-Board Chairs and Secretaries**. Only these roles will have access to the relevant private channel for their department.

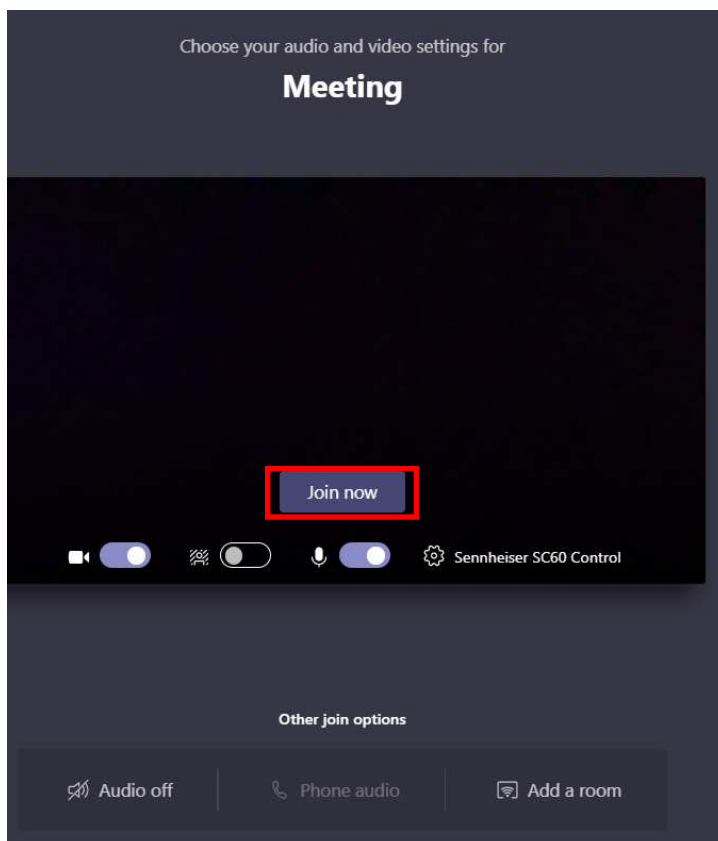
## Joining a Sub-Board Meeting

Before the meeting, you should receive an email invitation from the Sub-Board Secretary. The invitation contains a link to the relevant Virtual Sub-Board meeting.

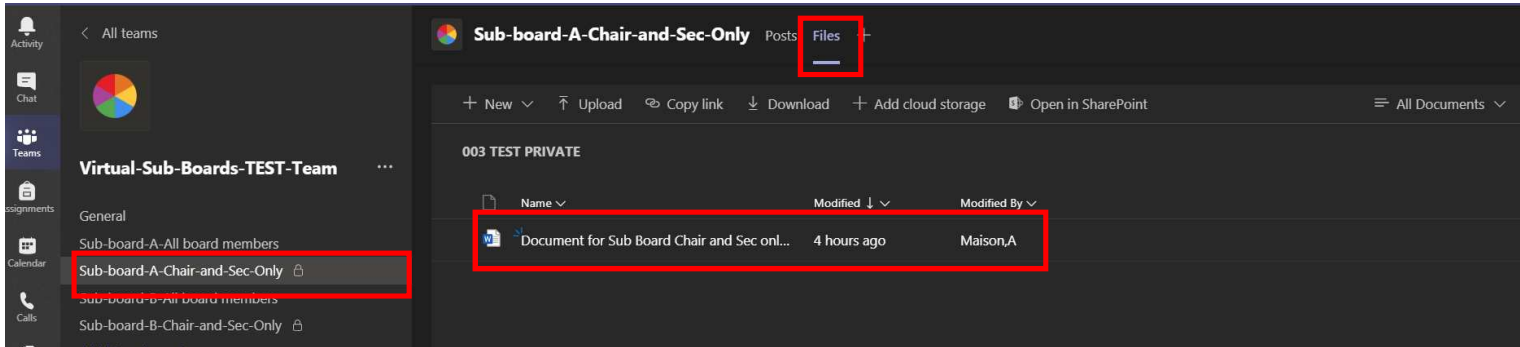
1. Clicking on the link at the appointed meeting time will allow you to open Microsoft Teams either in the desktop Teams or mobile app (if you have it installed) or in a Web browser.



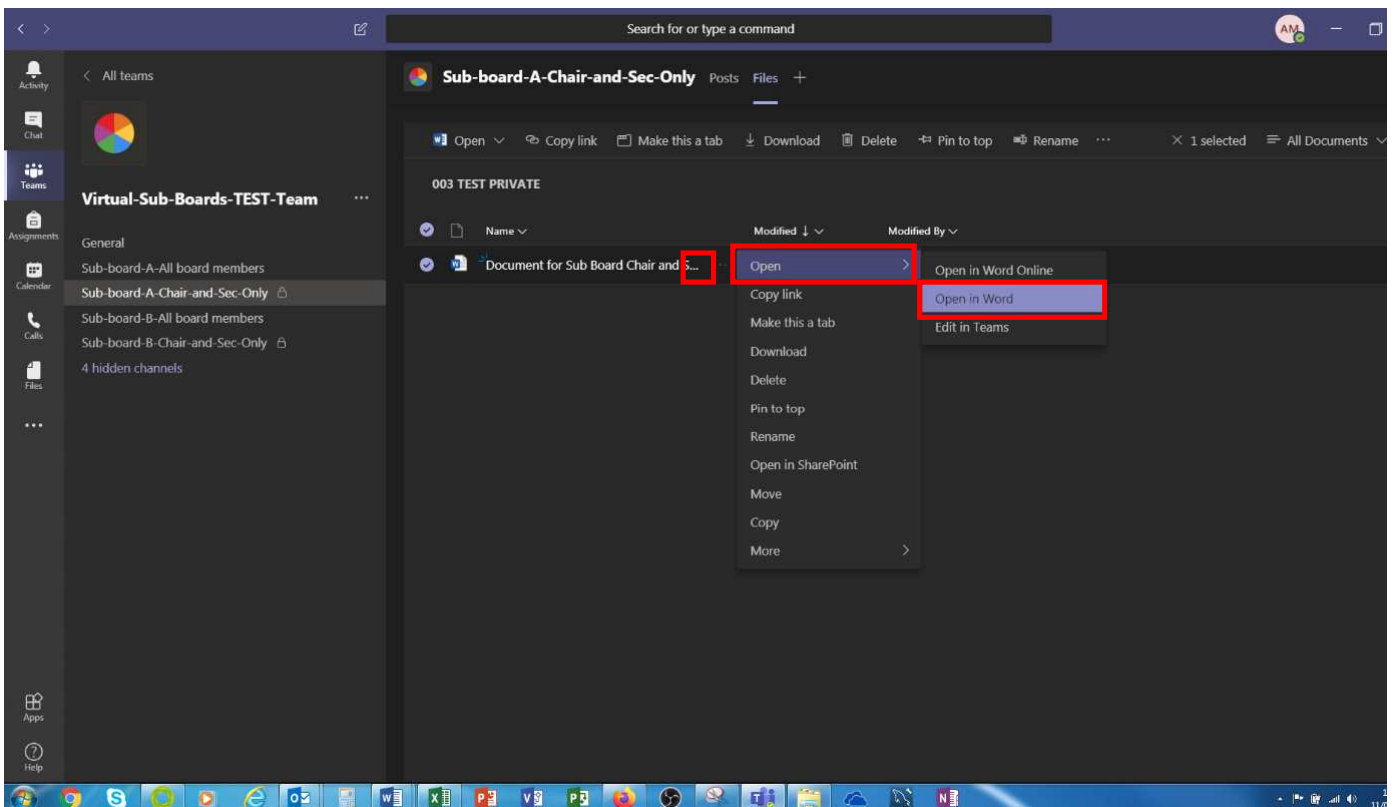
2. Click on the **Join now** button and select other options for the meeting (e.g. toggle video and microphone on or off). The screenshots below are from the Teams desktop application (recommended option).



- The Sub-Board Secretary will be able to Share their screen so you can view relevant documents. Alternatively, you can log into the VSB Team before the meeting using your usual LSE or LSE Guest Account credentials and open any meeting documents directly from the relevant channel's files area.



- To open the file in Word (recommended) or a Web browser click on the three dots ... next to the file you wish to open, click on **Open** and select the appropriate option (e.g. **Open in Word Online** or **Open in Word**).



## Virtual Meeting Etiquette

In addition, during the meeting please:

- Mute your microphone when you are not speaking / unmute to speak;
- Limit background noise;
- Avoid typing / eating when your microphone is on;
- Speak up;
- Say your name when you speak;
- If you're in the room, in a hybrid meeting (face to face + virtual) get close to the microphone when speaking;
- Speak clearly and concisely;
- Avoid side conversations;
- Avoid multitasking;
- Stay seated and present;
- Don't place the meeting on hold, just drop the call and re-join when you can;
- Ensure you are clear on any action items assigned to you.