MINOT STATE UNIVERSITY

Guide to Virtual Advising

TWO OPTIONS FOR VIRTUAL ADVISING

Via Microsoft Teams

Instructions:

1. Download Microsoft Teams to an iPad, laptop, or smart phone:
   https://teams.microsoft.com/downloads.
   a. Click "Download."
   b. Log in with @ndus.edu email.
2. Email appointment information to the student.
3. Open Microsoft Teams prior to scheduled appointment.
4. Click on "Calls."
5. Select "Make a call."
6. Enter student's name.
7. Click on audio call or video call icon.

More information (available in Teams):

1. Click on "Teams" (main menu, left side).
2. Select "MiSU Microsoft Teams Help and Request Form."
3. View training videos, files, FAQs (main menu, top of screen).

Via Blackboard Collaborate Ultra

Instructions:

1. Create a new link in one of your current blackboard course shells.
2. Title it "Advising Sessions."
3. Leave as an "open end date."
4. Continue using the same link.
5. Send the link to your advisees.
   – Use during office hours or at a designated time.

How-to links:

- You Tube video
- Blackboard Help

Schedule advising appointments using Starfish

Benefits of using Starfish:

- Decreases the number of emails needed to schedule appointment
- Provides students with detailed instructions for appointment
- Students receive automated confirmation and reminder emails

Things to consider:

- Click here to view Starfish Resources.
- Update your meeting locations to include a virtual option.

If you would like assistance setting up appointments or if you have questions, please email Tammy Wolf.

Notifying students via email

1. Confirm date and time of appointment (CST).
2. Remind student how the virtual meeting will take place.
   a. Download the Microsoft Teams app:
      https://teams.microsoft.com/downloads.
      Login with @ndus.edu email.
   OR
   b. Send student the link to join meeting directly via Blackboard.
3. Assign students tasks, such as:
   a. View Enrollment Date/Time.
   b. Review and take care of Holds.
   c. Complete Financial Obligation Agreement.