



# Leveraging Teams for Information Distribution

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Amber Lummus  
TAIR 2022

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# Moving from Skype to Teams



# Setup and Organization

Search


< All teams

 **OPEAR Resources** ...


General

Department Reports

Tableau






Video Creation 

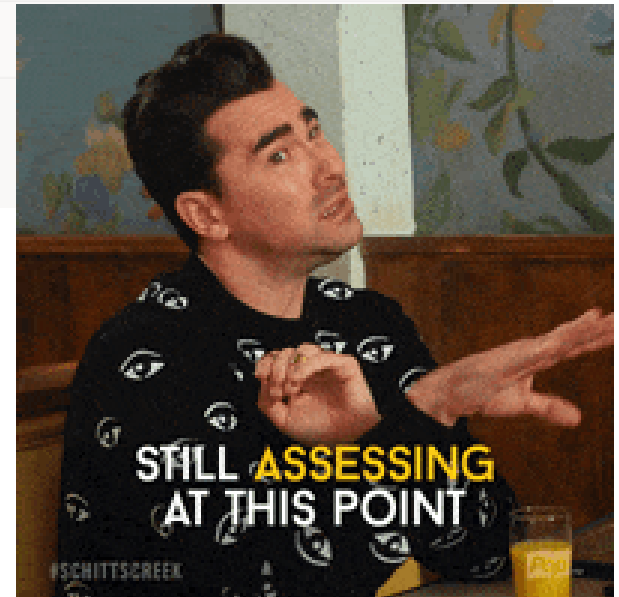
ZogoTech

 **Department Reports** Posts Files Notes +

+ New ▾ ↑ Upload ▾ 🔗 Copy link ↓ Download + Add cloud storage

**Department Reports**

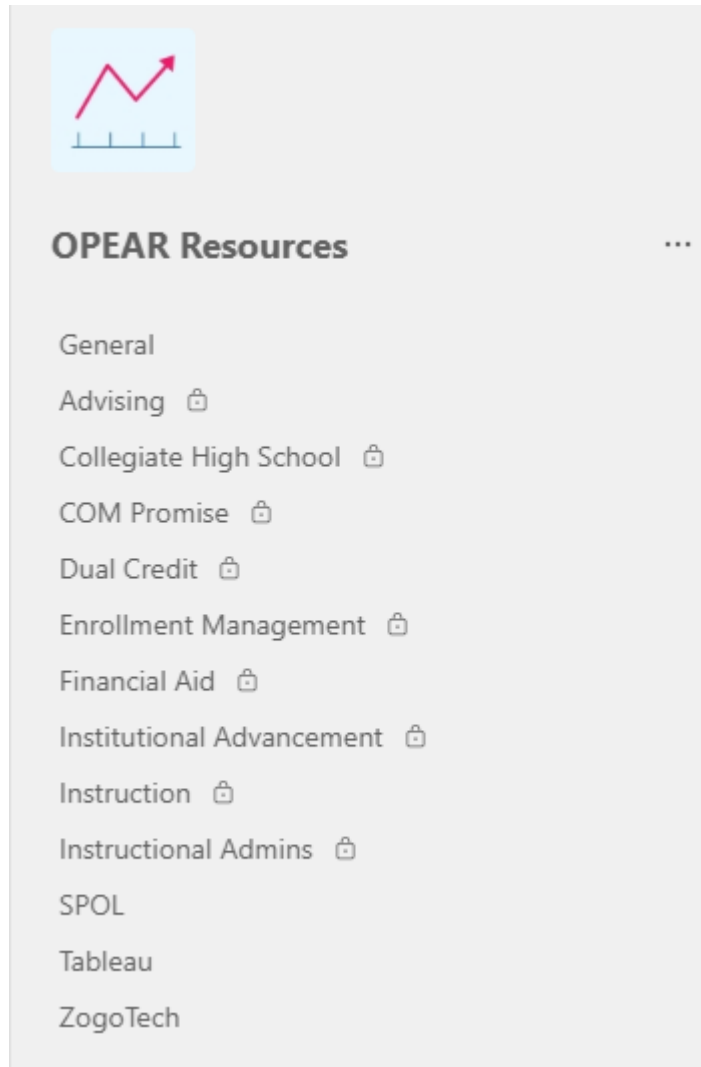
 Name ▾	Modified ▾	Modified By ▾
  Advising	Yesterday at 3:53 PM	Lummus, Amber
  Enrollment Management		



# Setup and Organization

Standard channels

Private channels



Create a channel for "OPEAR Resources" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Everyone on the team has access

Standard - Everyone on the team has access

Private - Specific teammates have access

# Adding Members

## Add members to OPEAR Resources

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

com

Add

- C** comtoday  
COMTODAY
- D** DL - Employee of the Month Selection **Committ**  
DL - Employee of the Month Selection **Committee**
- CT** **COM** Board of Trustees  
(COMBOARD) Board Calendar
- COM** Foundation

Unable to  
add groups  
to private  
channels



Add members to the Advising channel

This is a private channel, so only the people you add here will see it.

com

Add

We didn't find any matches.

# Sharing Files



Advising

Posts

Files



Meet

+ New

Upload

Sync

Copy link

Download

+ Add cloud storage

Open in SharePoint

All Documents

Advising



Name

Modified

Modified By



All Applicants by Start Term - Holds.xlsx

7 hours ago

Lyon, Alisha



Applicant Holds Live Excel Documentation....

June 3, 2021

Flores, Sarah



SharePoint

Search this library



OR

OPEAR Resources - Advising



Home

Pages



Documents

Parent Team

Site contents

Recycle bin

+ New

Upload

Edit in grid view

Share

Copy link

Sync

Download

Go to channel

Documents > Advising



Name

Modified

Modified By

+ Add column



All Applicants by Start Term - Holds.xlsx

7 hours ago

Lyon, Alisha



Applicant Holds Live Excel Documentation....

June 3, 2021

Flores, Sarah

# SAS API

## Write directly from SAS to SharePoint



### Using SAS with Microsoft 365 (OneDrive, Teams, and SharePoint)

86

By [Chris Hemedinger](#) on [The SAS Dummy](#) | July 9, 2020

<https://blogs.sas.com/content/sasdummys/2020/07/09/sas-programming-office-365-onedrive/>

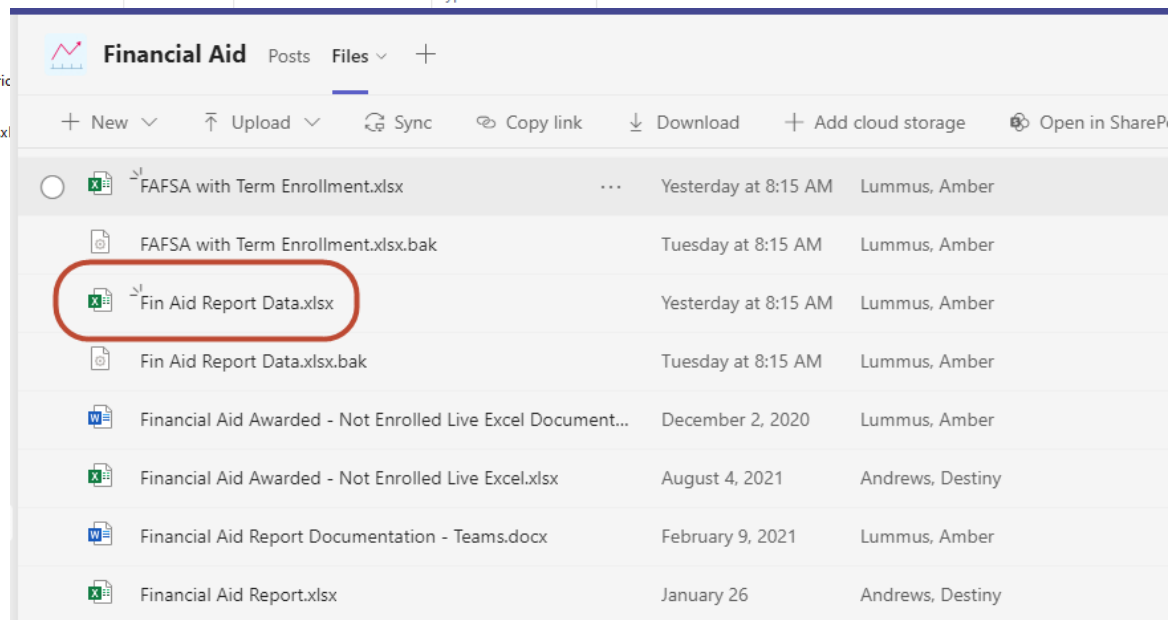
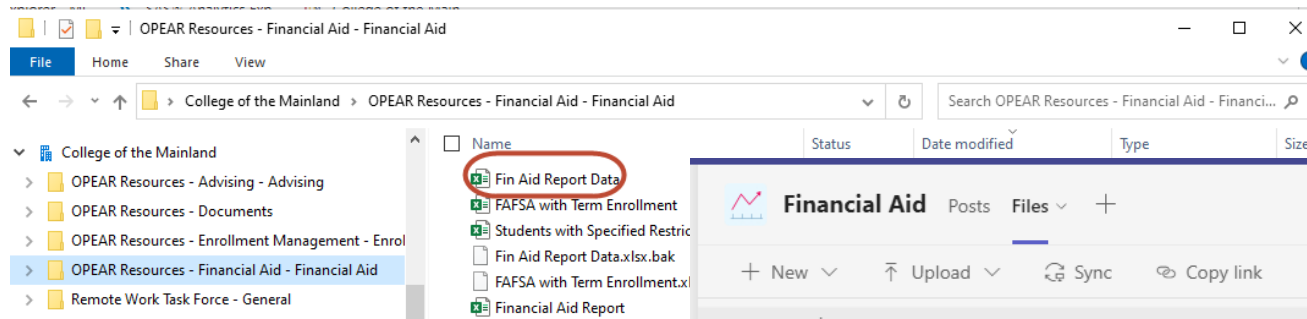




# Sharing Files


```
/*export resulting file to excel - synced SharePoint/Teams folder*/
```

```
proc export data=work.students4  
  outfile="C:\Users\alummus1\College of the Mainland\OPEAR Resources - Financial Aid - Financial Aid\Fin Aid Report Data.xlsx"  
  dbms=xlsx replace;  
run;
```





# Communication



Flores, Sarah 11/18/2020 12:18 PM Edited

Hi [ZogoTech](#)-

There is a new DEPT report available in ZogoTech called DEPT-Course Enrollment and Utilization. It enrollment for the upcoming term and prior 2 years and shows: Total Class Sections, Total Capacity, is a filter available to restrict the data by Delivery Method, i.e. Internet, Face to Face, or Hybrid.


Direct link: <https://zogotech.com.edu/adhoc/edit/204>

Let us know if you have any questions or ideas for other reports that would be useful!

[See less](#)

↩ Reply

Thursday, January 13, 2022





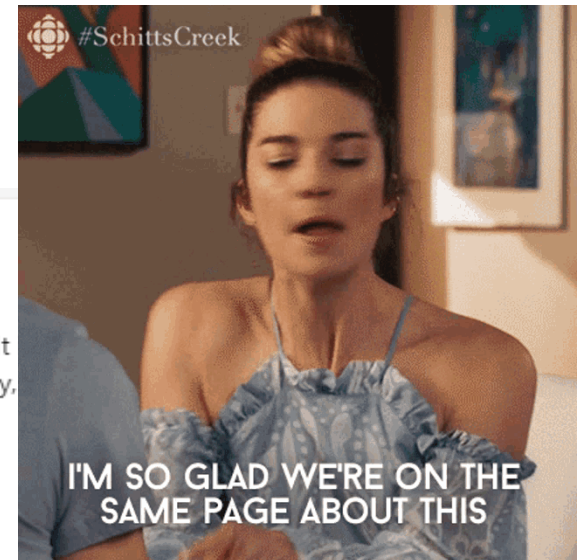
Lummus, Amber 1/12 8:51 AM

Good morning. [ZogoTech](#) was updated overnight and there are a few changes in the look of the interface, especially in Student Navigator. What used to be Table Filters can now be found by expanding the Advanced menu on the left side. If you have difficulty finding anything, please reach out and we can problem solve together. 😊

3 replies from you and Joshua

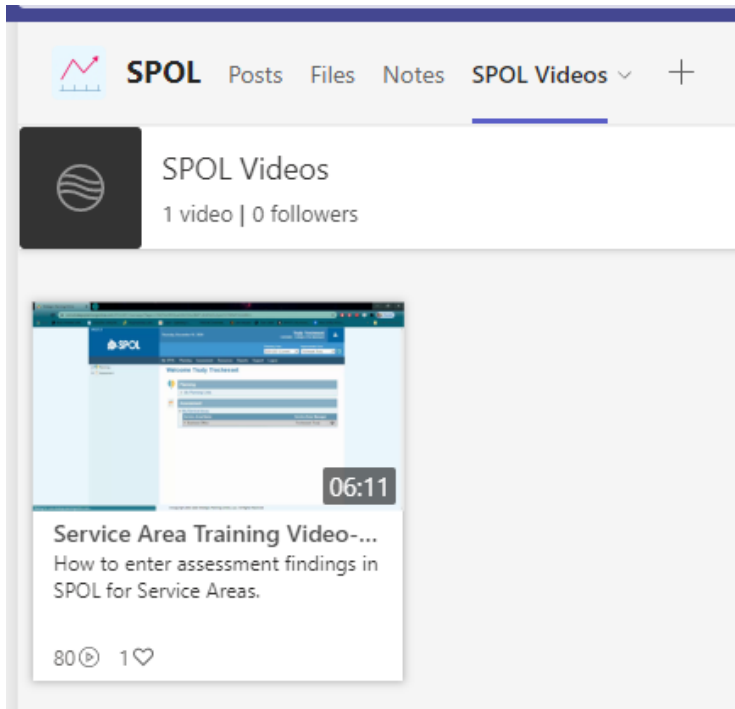
↩ Reply

 11 



# Training

## Short Videos



The screenshot shows a web browser displaying a performance dashboard. The browser's address bar shows a URL starting with 'ge=L1NQ0xORVQvaG9tZS5hc3B4P1JlbW92ZUZyb21CYWNrPUhvbWU='. The dashboard has a header with three columns, each showing '0.00%'. Below the header, there are two main sections: 'OUTCOMES' and 'MEANS OF ASSESSMENT'. Each section contains a table with performance data.


Outcome Status	Target	Actual Result	Difference Score
In progress	0.00%	0.00%	0.00%


  

Measure Type	Target	Actual Result	Difference Score
Report	0.00%	0.00%	0.00%
N/A	0.00%	0.00%	0.00%

# Training

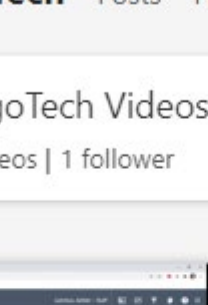
# Live Training


**ZogoTech**
[Posts](#)
[Files](#)
[Notes](#)
[ZogoTech Videos](#)




## ZogoTech Videos

2 videos | 1 follower





10👤 0♡

Student Navigator



[zogotech.com.edu/navigator](#)

 Apps
  Filter Actions - Tabl...

Student Navigator

No criteria s...

▼ Student Filters

Academic Goals

Cohort

Contacts

Credits

Enrolled by Class

Enrolled by Date

Enrolled by Term

Financial Aid

Students who have an en...

Apply Filter

Cancel

Student Navigator

Lummus, Amber - Staff

Student Name or ID

No criteria selected

Student Filters

- Academic Goals
- Cohort
- Contacts
- Credits
- Enrolled by Class
- Enrolled by Date
- Enrolled by Term
- Financial Aid

Students who have an enrollment in any class

CSMF

Leave empty to consider all classes

Apply Cancel

# SWOT Analyses

HELPFUL

HARMFUL

## SWOT Analysis Best Practices

1. Identify SWOT relative to competitors
2. Limit to 3-6 items per quadrant
3. Prioritize items within each quadrant
4. Rely on facts, not opinions



### Goals

Look

- Item 1
- Item 2
- Item 3
- Type Item...

## Music SWOT

### Strengths

Faculty- longevity, knowledgeable  
Faculty reputation attracts students  
Talent, contribution to community (ex.

Community support

degree plan, variety of classes  
new class in Santa Fe, good relationship with ISD

Successful graduates transfer and career  
faculty have relationships with faculty at 4-year

Ensembles, long-standing legacies

Opportunity to explore career options before transferring to 4 year

### Weaknesses

Facilities could be improved; HS often have better facilities  
rooms are multi-purpose and can't focus on specific

Support services are slow- ex facilities- sink repair, no response, temperature regulation

Technology needs  
Change in dept chair, dean & VP changed recently  
learning curve

Music theory- difficult course, point where students are lost if they realize they don't want to stay in music field

Lack of advertizing and publicity  
need for audition posters in schools could improve both on faculty

Could benefit from more chamber music opportunities  
Curriculum limited by lack of space

### Opportunities

Improvement in ISD relationships

North county - big focus at college, nothing currently offered there

Employ students and graduates to provide lessons at COM- would need to be advertised in catalog and able to pay higher

cross-curricular within fine arts department - collaborate (ex. with theater)

mariachi ensemble- TCHS and UH have one  
hip hop, audio engineering, DCI instrumental

summer camps, could be led by outside guests as well as fac  
host events - ex competitions possibly involve

rent out facilities  
scholarship money available to students, could possibly be also used for camps,

### Threats

attempted to use HSI grant funds and received some pushback

Administration doesn't fully

No official faculty advising relationship

Students are being advised incorrectly,

CE - registration process is not friendly, but it undergoing renovation

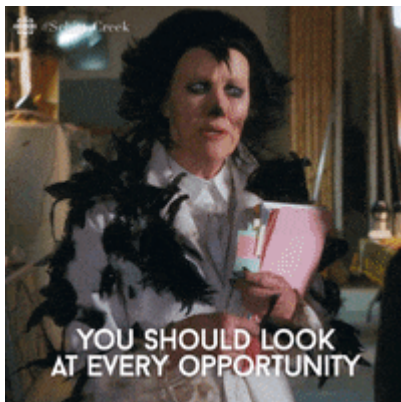
COVID impact

State- FOS might end in 2025, does have support from 4 year though

Need to prove program viability; data on program review is from pandemic time

Hyper-focus on

drastic changes effect fine arts in music- registration window - attempt to cancel classes early if there is





# What's Next?

- Increase Engagement
- Explore Apps



# How have YOU used Teams?

