

History Department Online Advising Guide Cleveland State University

The Department of History at Cleveland State University has transitioned all major advising for History and Social Studies online to Microsoft Teams at http://bit.ly/CSU_HISadvising. Reach out to your advisor with any questions.

Here are the top 5 things to know:

- 1. Accessing Teams:** Access Microsoft Teams and join the History Department Advising Team by one of the following methods:
 - a. Open your campus webmail and then clicking on the squares in the upper left corner. Choose Teams from the dropdown. Join the team using this code: r01a89r.
 - b. You may use this direct link to our History Department Advising Page http://bit.ly/CSU_HISadvising and join using this code r01a89r.
- 2. Advising Notebook:** The individual notebooks in Teams will serve as your temporary advising file. Teams will automatically create an advising notebook for you under the “Class Notebook” tab. If you have your major checksheet or other notes you want to share with your advisors, you may upload them to your individual notebook.
- 3. Making an Appointment:** Visit Starfish (<https://www.csuohio.edu/successprograms/starfish-student>) to make an appointment with your advisor. All appointments will be conducted online in Microsoft Teams at http://bit.ly/CSU_HISadvising.
- 4. Your Appointment in Teams:** Use the Teams chat function for your advising meeting or arrange to make an audio call through Teams with your advisor.
- 5. Department Paperwork:** Entrance and Exit interview paperwork will be assigned to individual students as an assignment in Teams. Please upload your materials here when requested. You may post copies in your advising notebook if you desire.

General Teams Tech Support:

1. See the Center for Instructional Technology & Distance Learning Site for information on Teams: <https://www.csuohio.edu/messaging-services/teams>