

Teaching Lab Plans - Teams Upload Instructions

The **Teaching Lab Plans** form is submitted by the **Department Chair** on the “COVID19 Planning Review” Teams site for review by EHS/ORA. Process to perform this upload is detailed below.

- a) Go to **COVID19 Planning Review** team in Teams, see Figure 1.

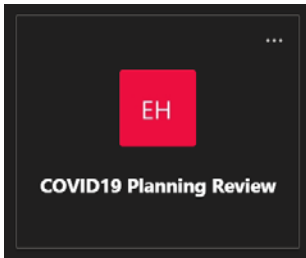


Figure 1. COVID19 Planning Review Team

- b) While in **COVID19 Planning Review** team find the channel titled **Teaching Lab Plans**, which is always seen in the **Hidden Channels** group, see Figure 2.

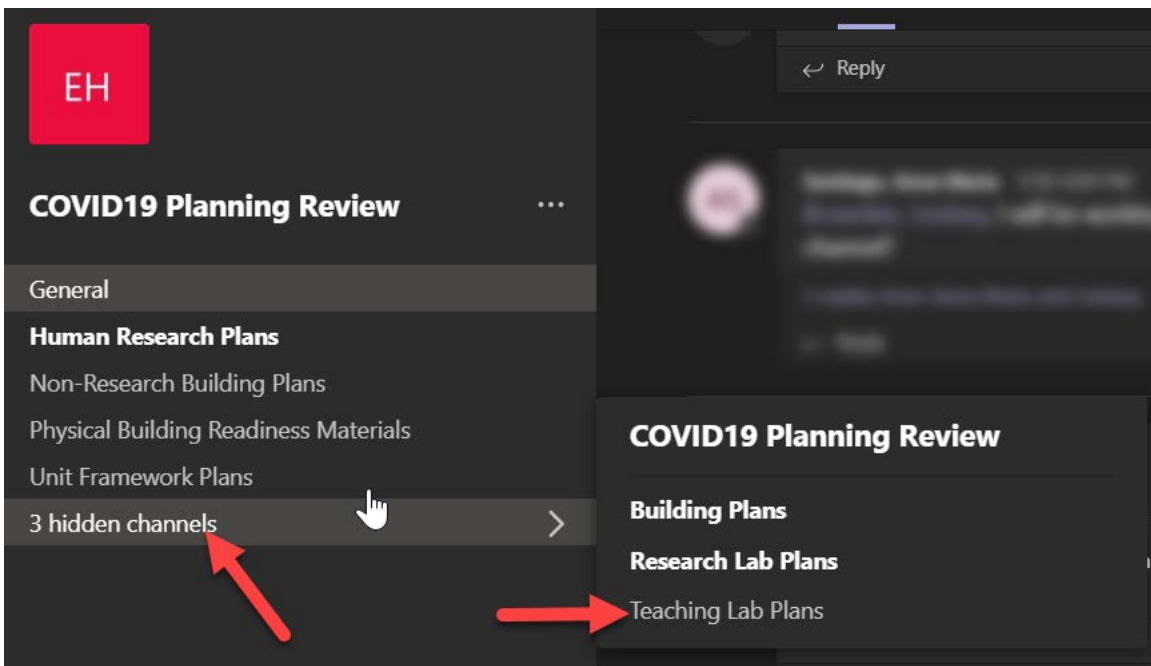


Figure 2. COVID19 Planning Review Details

- c) When in **Teaching Lab Plans** select Files, as seen in Figure 3.



Figure 3. Teaching Lab Plans Navigation 1

d) While in **Teaching Lab Plans**, select **Submit Teaching Lab Plans For Approval**, as seen in below in Figure 4.

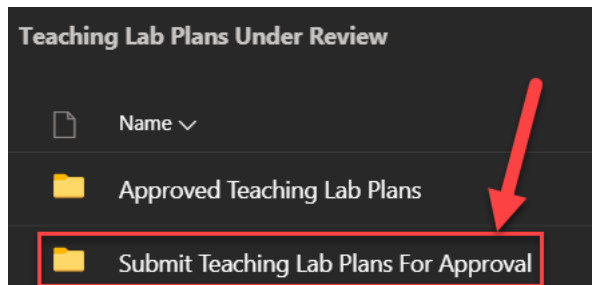


Figure 4. Teaching Lab Plans Navigation 2

e) Select your department from the list of departments seen in this area in Teams, as seen in Figure 5 below.

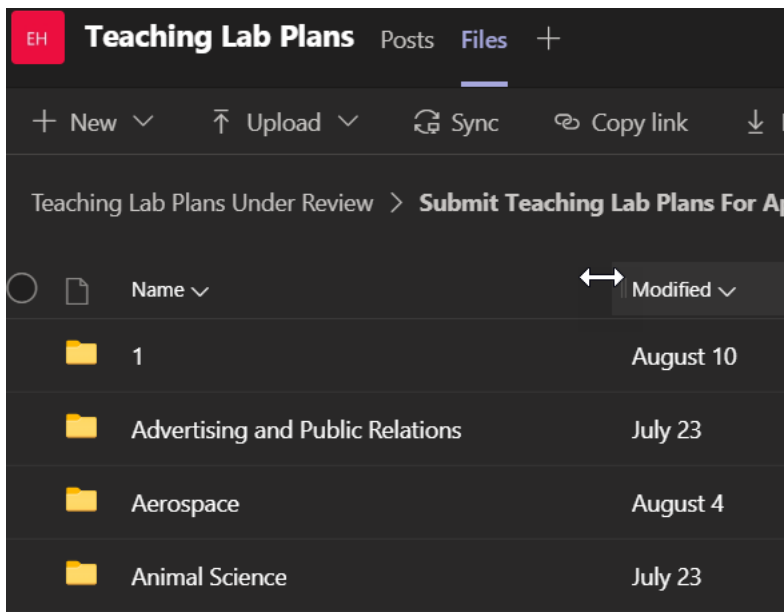


Figure 5. Teaching Lab Plan Navigation 3

f) Upload your files to your department folder by dragging and dropping the file into the folder or selecting upload, selecting the file, then clicking open button, as seen in Figure 6 below.

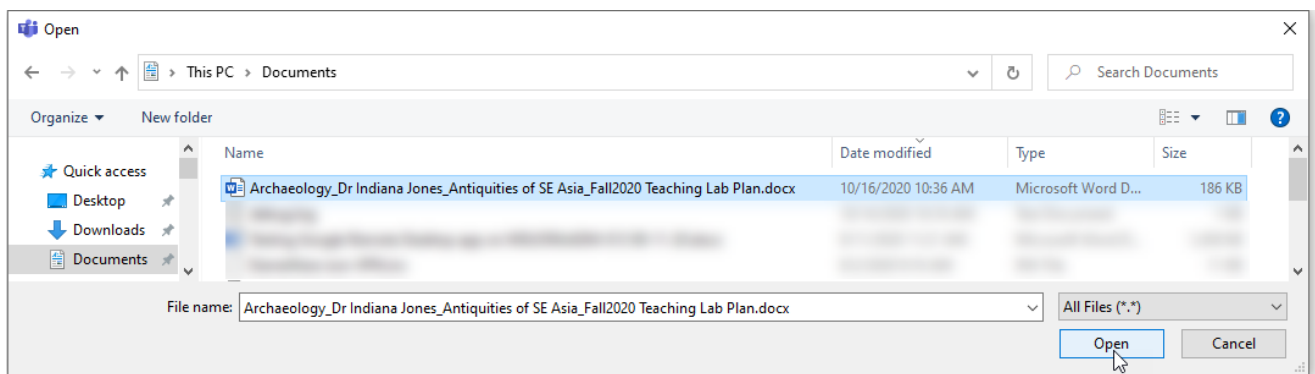


Figure 6. Upload Screen