

Guide to Navigating DC Microsoft Teams:

Two Separate Teams

Facilitators will typically work within **two separate Microsoft Teams spaces** during the DC week:

1. **Facilitator Case Team** - Facilitators also have access to a separate Client & Facilitator-only Team that contains:
 - case materials
 - facilitator resources
 - workflow documents
 - client folders

This Team is used primarily for facilitator preparation, coordination, and case management.

2. **Student DC Team** - This is the Team where:
 - Facilitators communicate with students
 - Student submissions are uploaded
 - Schedules and case updates are shared
 - Clinic workflow occurs

Each clinic has its own clinic channel within this Team.

Microsoft Teams is used throughout the DC week for:

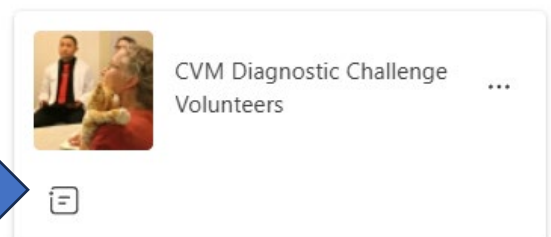
- communication,
- workflow coordination,
- student submissions,
- schedules,
- and case materials.

This guide highlights the Teams areas facilitators use most frequently during the week.

Step 1: Accessing the CVM Diagnostic Challenge Volunteer DC Teams

This Team is used for facilitator communication, client communication (*granted you may need to still contact your client via email or text*), facilitator resources, and access to facilitator case materials

Clients also have access to portions of this Team.



Teams can be accessed:

- through the desktop application
- through a web browser
- or on a mobile device

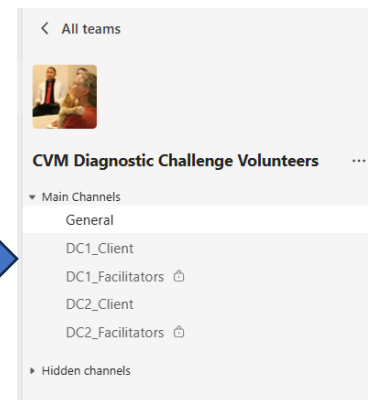
Main Channels You Will See

What Is a “Channel”? In Microsoft Teams, a **channel** is simply a dedicated workspace or section within a Team. Think of your facilitator channel as your shared digital workspace for accessing case materials, communicating with facilitators and clients, and managing

You will typically see channels such as:

- General
- DC1_Client
- DC1_Facilitators 🔒
- DC2_Client

Notice, the “DC1_Facilitators” has a 🔒, this simply means it is a private channel. This means only facilitators assigned to that case/group have access; clients cannot access these materials; and facilitator-only case materials and workflow documents are stored here. If you can see the locked facilitator channel, it means you have access to that private facilitator workspace.



Step 2: Navigating the Facilitator Team

Posts

- Used for reminders, announcements, workflow coordination, and facilitator discussions. Works similarly to a group discussion or message board.



Shared (aka Files/Documents)

- This is where facilitator documents and case materials are stored. Most facilitators will spend the majority of their time in the **Shared** tab during preparation and throughout the week.

Locating Your Case Materials

Inside the **Shared** tab, you will see several main folders, including:

- 1 – DC Case Material
- 2 – Before DC
- 3 – During DC
- 4 – After DC



Documents > DC2_Facilitators

 Name ▾
 1 - DC Case Material
 2- Before DC
 3 - During DC
 4 - After DC
 Photos and_or videos for DC Announcements

Finding Your Case Folder

To locate your assigned case:

1. Open: “1– DC Case Material.”
2. Find your species and facilitator's last name(s)
 - Example:
 - K9_1_Trullinger_Velutini_Smith
 - Equine_Waggoner_Eickert
3. Open your assigned case folder

Documents > DC2_Facilitators > 1 - DC Case Material

  Name ▾
 Beef_Ziegler_Deliberto
 Dairy_Abbott_Webb
 Equine_Waggoner_Eickert
 Feline-1_Clarson_Warmenhoven_Martucci_Nelson
 Feline-2_Reese_Vittori_Marshall
 K9_1_Trullinger_Velutini_Smith
 K9_2_Graf_Paulson_JLarson
 K9_Pence_Anderson_Mick_Ceniceros
 Zoo_Iredale_Corcoran

Inside Your Case Folder

Once you open your assigned case folder, you will typically see several main folders, including:

- **Clinic**
- **DC – ### (your case materials)**
- **Appointment Sheets**

Documents > DC2_Facilitators > 1 - DC Case Material > Beef_Ziegler_Deliberto

 Name ▾	Modified ▾
 Clinic	November 8, 2023
 DC - 101	October 20, 2025
 DC2_Appointment Sheets	October 30, 2023

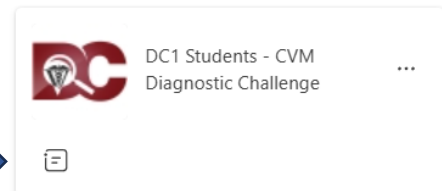
- **Clinic:** This folder typically contains student contact information and note-taking sheets.
- **DC – ### (Your Case Folder)** - This is the primary case materials folder. The folder name will include your assigned case number. This folder typically contains case information, facilitator notes, diagnostic information, case flow documents, client information, and other case-specific resources. Most facilitator preparation before DC week occurs within this folder.
- **Appointment Sheets**

Practical Tip

Many facilitators find it helpful to review the case folder structure and facilitator notes before arriving in Pullman so they feel more familiar with where materials are located during the week.

Step 3: Accessing Student DC Teams

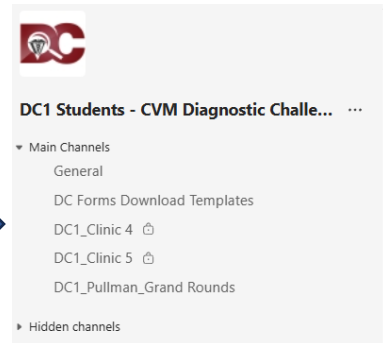
Facilitators will receive an email invitation to access the “Students – CVM Diagnostic Challenge” Team.



Step 4: Main Student Clinic Team “Channels”

Once inside DC Student Teams, you will see several main channels:

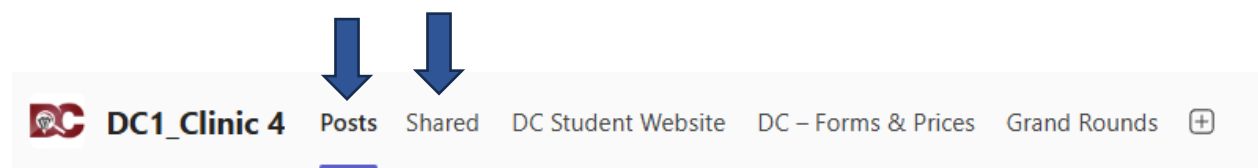
- 1.) Your Clinic: DC1 Clinic#
- 2.) General
- 3.) DC Forms Download Templates
- 4.) DC Pullman Grand Rounds



Important Reminder

Please work primarily within your assigned clinic channel. The **General** and **DC Forms Download Templates** channels are visible to all participants.

Step 5: Most Used Areas for Facilitators



Posts

- Used for clinic communication, reminders and announcements, updates for students, and workflow coordination. Some facilitators may also communicate through email, depending on workflow preference.

Shared (aka Files)

- This is the primary workflow area for student submissions, SOAPs, lab requests/results, schedules, case materials, and Grand Rounds drafts.

Important Workflow Folders

- **“Before,” “During,” & “After”:** These folders are organized by time frame and contain many commonly used workflow documents and resources.

#2_During DC:

Documents > DC1_Clinic 4 > #2_During DCs

 Name
 01_Submissions & Uploads
 02_Case Updates
 03_Schedule
 04_In Progress Case Material - Case Medic...
 05_Information & Handouts
 06_Grand Rounds

Documents > DC1_Clinic 4

 Name
 #1_Before DC
 #2_During DCs
 #3_After DCs

- **Submissions & Uploads:** Primary workflow area used during the week. Common uses include student lab requests, SOAP submissions, medical records, and facilitator uploads and lab results.

Documents > DC1_Clinic 4 > #2_During DCs > 01_Submissions & Uploads

 Name	Modified	Modified By	N
 Facilitator Uploads to Students	September 11, 2025	Halsey, Rachel Marie	
 Submissions to Facilitator	September 11, 2025	Halsey, Rachel Marie	

- **Facilitator uploads to Students:** Used for lab results, images, radiographs, case material, and additional documents or information.

Documents > DC1_Clinic 4 > #2_During DCs > 01_Submissions & Uploads > Facilitator Uploads to Students

Name	Modified	Modified By	Notes
Submission 1 (Day 1)	September 11, 2025	Halsey, Rachel Marie	
Submission 2 (Day 2 AM)	September 11, 2025	Halsey, Rachel Marie	
Submission 3 (Day 2 PM)	September 11, 2025	Halsey, Rachel Marie	
Submission 4 (Day 3)	September 11, 2025	Halsey, Rachel Marie	

- **Submitted to Facilitator:** Students use this folder to submit diagnostic requests, SOAPs, Medical Records, and other assigned material.

Documents > DC1_Clinic 4 > #2_During DCs > 01_Submissions & Uploads > Submissions to Facilitator

Name	Modified	Modified By	Notes
Medical Record_SOAP	September 12, 2025	Halsey, Rachel Marie	The medical record should include: 1) MPL 2) Daily SOAPs 3) Summary SOAPs 4) Current Plan 5) Client Communication 6) Testing data/results 7) Financial Records
Submission 1 (Day 1 PM)	September 11, 2025	Halsey, Rachel Marie	
Submission 1 (Day 1)	September 11, 2025	Halsey, Rachel Marie	
Submission 2 (Day 2 AM)	September 11, 2025	Halsey, Rachel Marie	
Submission 3 (Day 2 PM)	September 11, 2025	Halsey, Rachel Marie	
Submission 4 (Day 3)	September 11, 2025	Halsey, Rachel Marie	

****Please note: ****

- **Medical Record (Student & Facilitator)** – this will be used by students to submit medical records to you. **Needs to include:**
 - **MPL, Hx, and PE**
 - **SOAPS**
 - **Dx results**
 - **Ongoing case Documentation**
- **Case Updates:** Used to provide evolving case information, new findings, updates to the case, and additional instructions. This folder may update multiple times throughout the day.
 - Below is an example of what would be posted here (as a Word document)

Day 2PM Update

Surgical status: The surgical team at WSU reviewed Aspen's case and agreed to take her as a surgical patient. Surgery is scheduled for day after tomorrow.

Patient Update: Aspen is resting comfortably in your clinic and is stable. She is able to keep some food down with implementation of your treatment plan, but will still regurgitate about every 3-4 times she eats or drinks.

Client: Mrs./Mr. Smith trust Aspen in your care until surgery. Their kids got to visit Aspen and see a happier dog than last time.

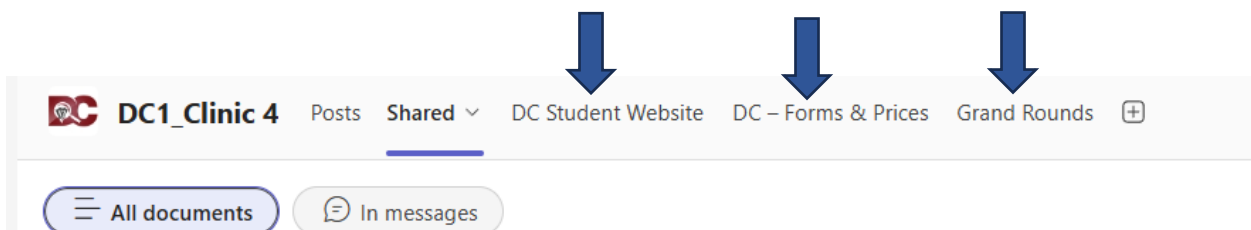
Plan: There will be a one-week time leap before your next meeting with Mr. and Mrs. Smith. Your next update will come in the morning.

- **Schedule:** This folder is used to post daily schedules for students. This can be updated at any time
 - Below is an example (again this would be in a word document):

DC Daily Schedule

Time	Facilitator	Client
8:00am	Group 4	
8:15am		Group 4
9:00am		Group 4
9:15am	Group 4	
9:30	Group 3	
9:45am		Group 3
10:30a m		Group 3
10:45a m	Group 3	
11:30a m		
12:00p m		
1:00pm	Group 4	
1:30pm		Group 4
2:00pm		Group 4
2:30pm	Group 4	
3:00pm	Group 3	
3:30pm		Group 3
4:00pm		Group 3
4:30pm	Group 3	
5:00pm	Group 4	
5:30pm	Group 3	

- **In Progress Case Material:** This space is to be used by the students however they want. Facilitators don't need to use this.
- **Information & Handouts:** This folder contains copies of some blank forms as well as handouts for students. Facilitators don't need to use this.
- **Grand Rounds:** This includes information and forms for grand rounds as well as a drop box for students to upload so facilitators can look at their draft.



Along the top these additional tabs are **Websites**. These are helpful website links available for your quick reference.

Practical Tips

- Check Teams regularly throughout the day.
- Communicate workflow expectations early with students.
- Coordinate communication preferences with your co-facilitator.
- Many facilitators find it helpful to check Teams at consistent times throughout the day.

Final Reminder

You do not need to memorize the Teams structure before arriving in Pullman.

Most facilitators become more comfortable navigating Teams as the week progresses and they begin working within their clinic workflow.

Good Luck and Have Fun!