



# Busy person's guide

How to actively participate in the  
Shape Our Future consultation



## **Our strategic plan will be created by our community and we need your help to shape our future**

There are three different ways you can take part:

1. Attend one of our virtual workshop sessions during the consultation period
2. Start or join a discussion on Microsoft (MS) Teams. We have set up special Teams groups for each of the four themes of the consultation
3. Put down your thoughts in one any of our confidential online questionnaires. Again, there is one form for each main theme of the consultation.



## How to join a discussion on MS Teams (1)

To become a member of the MS Teams forums for Shape Our Future, you will need the following access codes:

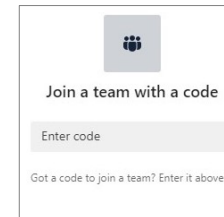
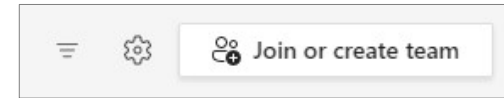
- Our Future Learning: **qef2jic**
- Our Students: **qvr2k89**
- Our Focus: **mzb7dsm**
- Our Impact: **412aymm**

Read on for step-by-step instructions for MS Teams →



## How to join a discussion on MS Teams (2)

1. Open **Microsoft Teams** on your computer.
2. Click the **Teams icon** on the left-hand side of the Teams window
3. Then click the **Join or create a team** button (on the upper right-hand side of the window).
4. Go to **Join a team with a code**
5. Put the relevant code (from the previous page) in the **Enter code box**
6. And click **Join**.



Repeat the above steps for each of the forums that you want to join.

Keep reading for further information →



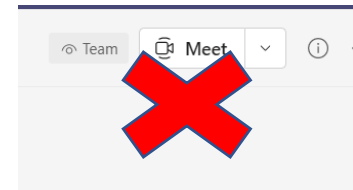
## How to join a discussion on MS Teams (3)

You can start a new conversation or add comments and reactions to existing ones, just like other parts of the Teams software. This is an open forum visible to staff and students at DMU. Only staff and students with a current DMU IT account login will be able to become members.

**As with Teams in general, anything you post in the groups is not anonymous.**

Please also bear in mind our [principles of the consultation process](#), and the rules and guidelines for using the forums (accessible in the **Files** tab).

**Please do not press the 'meet' button in the top right corner of the forum.** Repeat offences on this issue will result in your removal from the Teams group.





## How to submit an online Shape Our Future questionnaire (1)

These forms provide an opportunity for those who are not able to join us at one of the consultation workshop events to give us their thoughts, ideas and feedback.

There is one online form for each of the consultation themes. The direct links are:

- [Consultation questions for Our Future Learning](#)
- [Consultation questions for Our Students](#)
- [Consultation questions for Our Focus](#)
- [Consultation questions for Our Impact](#)

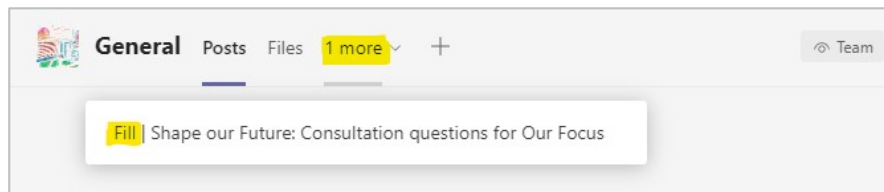
Keep reading for information about entering text →



## How to submit an online Shape Our Future questionnaire (2)

You can type your responses in the text boxes below the questions and consultation theme prompts. You can skip any of the text boxes if you wish. There is a limit of 4,000 characters for each box, which is about 600 words.

You can also access the forms via the Fill tab at the top of each Teams forum. If the tab is not showing, you may need to select the pull-down menu to the right of the Files tab.



Keep reading for information about anonymity →



## How to submit an online Shape Our Future questionnaire (3)

### Anonymity

In contrast to the virtual workshops and MS Teams forums, **DMU will not collect your name or other identifying personal information** on these survey forms.

To ensure the survey remains anonymous, we encourage respondents not to provide detail within the free text boxes that could identify themselves.

Shape Our Future:  
Consultation questions for Our Future Learning

2. What does learning look like in the future?

Enter your answer





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Thank you for reading!