Communications Connector

For Microsoft Teams

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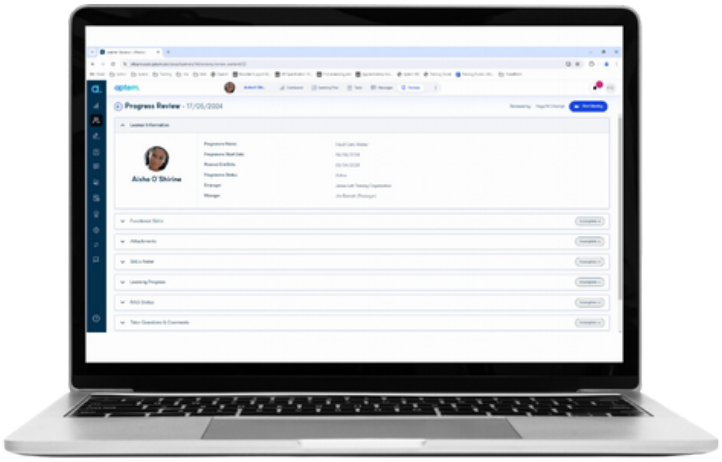
By bringing your organisation's Microsoft Teams licence into Aptem, you can seamlessly plan and interact with online events including reviews, meetings, one-to-ones, workshops, and placements, from within Aptem.



The value the Teams Connector will bring to your organisation:

Simplify review invites

Effortlessly select invitees from the learner, manager, and mentor checkboxes. Aptem's built-in knowledge of role allocations ensures invites are automatically sent to the correct individuals upon saving, eliminating the need to identify role holders, gather emails, and manually send invitations, thus enhancing your workflow efficiency.

Halve administrative effort

Set up a review or meeting in Aptem once, and it will automatically sync with your Teams calendar. Any amendments will also sync, eliminating the need to update both platforms.

Stay compliant

Funding rules require learner reviews to be held every 12 weeks. Now, Aptem customers can sync reviews with their Teams calendar up to 12 weeks ahead. This ensures that reviews are scheduled precisely when needed, offering peace of mind and seamless planning.

Streamline tutor workload planning

The learner's name automatically appears in the review or meeting title, providing tutors with a quick overview of upcoming sessions. This feature supports more effective planning and helps tutors efficiently manage their schedules.

enquiries@aptem.co.uk
www.aptem.co.uk

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Key features:

- The Communications Connector is available for reviews, meetings, placements and workshops.
- Aptem users can schedule reviews and meetings from within Aptem and these will appear in the tutor's Microsoft Teams calendar. We will automatically invite attendees via email from which they can add the meeting to their preferred calendar.
- Reviews and meetings can be rescheduled and cancelled from within Aptem or from the Teams calendar.
- Reviews, meetings, placements and workshops can be joined from Aptem.
- The learner's Off-the-Job hours for meetings will appear in Aptem automatically.
- Aptem customers can sync reviews with their Teams calendar up to 12 weeks ahead. This ensures that reviews are scheduled precisely when needed.
- NEW: Transcripts for reviews held on Teams will be made available in Aptem.

How to get started:

If you are interested, please speak to your Customer Success Manager who will be able to tell you about this feature in more detail and explain the pricing, depending on your organisation's Aptem subscription package.

Once you have added the Communications Connector to your Aptem package, it's straightforward to set up and get started.

Follow the 5-step configuration process in the Aptem Help Centre.

When setting up a review or meeting, simply tick the 'meet online' checkbox and the review/meeting will synchronise into your Teams calendar.

NEW: Using latest AI technology, transcripts are automatically summarised with the 'Enhanced review' functionality, saving tutors a significant amount of time.

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