**Guidelines for Supervising Principal**

**Virtual Office**

**Preparation**

Before you can begin the virtual office and select a student(s) to work on the files, you will need to have the following available:

Microsoft Teams

Excel spreadsheet

Templates

Begin by creating one or two virtual offices in Teams. They are to be created as offices and not set up as classrooms. The offices should have law firm names.

You will need to create a letterhead for each firm to be used by the student(s). This will then be a template for all students to use.

Provide student with the Excel Spreadsheet for them to track their hours.

As the supervising principal, you will select several different scenarios for each student to be work with. You can select one or two at a time. Each scenario is to be discussed at the beginning to answer any questions the students may have.

**Scenarios**

The scenarios allow the student to work in different areas of law. Each scenario has multiple tasks that build on each other and which can be assigned. The student can work through each task and track their work hours using the excel spreadsheet.

Using the excel spreadsheet, they can also create a new sheet for each client file and track billable hours for each student. This exercise will help students understand the importance of tracking hours and to help connect the time spent on each file when an invoice/account is sent to the client.

Scenarios can be altered to suit your needs.

If you have more than one student, each student can be set up in separate firms and scenarios can be selected wherein one office works for the plaintiff/applicant and the other office works for the defendant/respondent. This will allow them to create letters for the files.

As part of some scenarios, there are opportunities to have volunteers come and be part of the initial intake meeting with the student either in person, through Zoom or phone call using Teams.

**Assigned Tasks**

After each task is completed and uploaded to the virtual office, it should be reviewed with the student and constructive feedback can be provided.

Students will also have the ability to see what they would have done differently and ask questions.

The best part of the scenarios is to have fun while the students are learning.