TEAM DISTRICT FACILITATOR PROGRAM GUIDE

2025-2026

TEAM

Teacher Education And Mentoring Program

Bridging the Journey from Preparation through Professional Practice

EASTCONN

Where Learning Comes to Life

TABLE OF CONTENTS

The Role of the TEAM District Facilitator *1*

Implementation **1**

Monitoring **3**

TEAM Requirements *6*

Certification **6**

Durational Shortage Area Permits (DSAP) 6

TEAM Exemptions for Prior Experience 6

Required Modules 6

Public Lookup 8

Assignments **8**

Educator Data System (EDS) 8

Active Certificates 9

Compliance Report 9

TEAM Dates **9**

TEAM Allocations *10*

CSDE Communications *11*

District Best Practices *11*

District Assigned Module Submission Dates **11**

Collaboration with Other Districts **11**

Module Review Capacity **12**

Looking Up TEAM Status of Teachers New to the District **12**

TEAM User Accounts **12**

TEAM Modules Pacing Guide *13*

User Accounts *14*

Beginning Teacher User Accounts **14**

Troubleshooting 14

Create an Account **15**

Forgot Username/Password **15**

Profile **15**

Personal Info 15

Change Password 15

Challenge Questions 15

User Notifications 16

TEAM Dashboard & Roles *16*

Account Information **16**

Team System Messages **17**

TEAM Roles & Dashboards **17**

District Facilitator Dashboard *18*
Edit District Plan (Primary DF) **18**
Create New District Plan 18
Set/Edit Review Option **19**
Beginning Teachers **20**
Admin/Mentor Match 20
Monitoring 21
Mentor Meeting Log 21
At-A-Glance 21
Submitted Papers 22
Inactive Teachers 23
TEAM Completed 24
Set Module Completed 25
Mentors **26**
District Mentors 26
Mentor Stipend Worksheet 27
Reviewers **27**
District Reviewers 27
Review Monitoring 28
In-District Review (In-District Review Option Only) 28
Resources **29**
Educator Lookup 29
Resource Archive 29
District Facilitator Annual Timeline **29**
Resource Admin **30**
CategorY Administration 30
Resource Administration 30
My Classes *30*
Personal Journal *31*
Review District Plan *31*
Dashboard Resources *31*
Professional Development *31*
Support *32*
Technical Support **32**
TEAM Program Support **32**
Useful Online Resources *32*

THE ROLE OF THE TEAM DISTRICT FACILITATOR

The superintendent is required to appoint the individual who will be responsible for the facilitation of TEAM in the district. The TEAM District Facilitator (DF) oversees the implementation of the TEAM Program at the LEA level. The DF must be a certified teacher or administrator in the district who will lead the TEAM Coordinating Committee and function as the liaison between the Connecticut State Department of Education (CSDE), the district, the beginning teachers, and the mentors regarding requirements of the TEAM program. In larger districts, the job may require more than one person. The requirements listed above apply to all individuals serving in the DF capacity.

IMPLEMENTATION

The District Facilitator ensures that TEAM is being fully implemented. The following table lists the implementation tasks by role:

Role	DF Responsibility
TEAM Coordinating Committee (TCC)	• Facilitates the TCC to guide the activities of the TEAM program. • Leads the TCC in developing the district's Three-year TEAM support plan, including a plan for the allocation of district resources as needed (see Edit District Plan (Primary DF) section). • Coordinates the selection and recruitment of quality mentor/cooperating teachers. • Prepares annual report for Superintendent
Administrators	• Keeps administrators informed about the TEAM Program. • Seeks their input in placing BTs with mentors, and in ensuring that the support plan is implemented in their schools. • Encourages administrators to help BTs connect evaluation feedback to TEAM. • Follows up with administrators on PGAP sign-off as needed (see Admin/Mentor Match section). Clarifies the sign-off is based on the approval of resources requested and not the goal. Administrators can assist with suggesting resources and discussing the teacher's plan.
Mentors	• Ensures there are adequate numbers of mentors/cooperating teachers to meet the requirement of no more than 2 mentees per mentor. DF must contact Gady Weiner (gady.weiner@ct.gov) if there is a need to assign more than 2 BTs per mentor. • Oversees recruitment and selection of mentors. • Verifies mentors' training is up to date via the DF dashboard (See District Mentors section). • Monitors mentor meeting logs to ensure mentoring hours meet requirements (See Mentor Meeting Log section). • Provides mentors with support. Organize regular meetings to provide professional development for mentors to support each other. • Secures release time for mentor to observe BT and BT to observe mentor or other colleagues. • Provides professional development support. • Prepares a stipend report based on the hours of mentoring provided to each BT (See Mentor Stipend Worksheet section). Submit report to HR/business office for payments to be issued.

Reviewers	Oversees the selection and recruitment of educators to conduct module reviews. Ensures reviewers are trained and updated regularly (See District Reviewers section). If the district participates in the regional review, ensures there are an adequate number of reviewers within the district. • Each district should estimate how many papers will be submitted during the school year to determine how many reviewers will be needed. • All districts participating in the regional review should be sure the number of reviewers the district will have covers the number of papers to be submitted. • Since each BT submits 2 modules per year, on average, a district with 5 BTs, for example, will submit 10 reflection papers over the year. We suggest that each reviewer will review 5 reflection papers. So, in this example, the district needs 2 reviewers. For districts doing an in-district review, the district should decide how many reviewers are needed for the year.

Beginning Teachers (BTs)	• Provides orientation (a PowerPoint presentation is provided by the SDE) for beginning teachers and their mentors.
	• Issues TEAM Registration Letters (template(s) provided by the SDE) with Mentor/Beginning Teacher Assignment
	• Assigns mentor within 30 days of hire. Mentor assignments must be made through the DF dashboard (See Admin/Mentor Match section).
	• Checks with HR to ensure that all BTs are entered into EDS with accurate assignment information and have the correct module requirements and dates based on their assignments (See Educator Lookup section on how to check for potential errors).
	• Verifies that all BTs have created user accounts on the TEAM dashboard.
	• Monitors progress toward module completion.
	• Provides professional development support.
	• Verifies the accuracy BT list for the TEAM Allocation and contacts the CSDE if any discrepancies are found.
	• Secures release time for BT to observe mentor or other teachers.
	• Schedules Module 5 facilitated conversation.
	  ○ Determines who will facilitate Module 5
	  ○ Decides on who will participate: BTs only, BTs and mentors (recommended), all staff (even experienced teachers benefit from Module 5)
	• Enters TEAM Completions into EDS (See TEAM Completed section)
	  ○ Your superintendent appointed an individual to the role of EDS LEA TEAM. This person is responsible for entering the date of TEAM completion into EDS.
	  ○ If a beginning teacher applies for a professional certificate before the completion has been entered into EDS, the certification bureau will notify the teacher that the TEAM completion requirement has not been met. If possible, ask the person who holds the EDS LEA TEAM role to enter TEAM completions in EDS as soon as possible. Remember that the date the teacher completed TEAM is the date that must be entered into EDS.

MONITORING

A major part of the DF role is the monitoring of ongoing tasks throughout the year. The following table lists the tasks that require monitoring by user group:

Role	DF Responsibility
New Beginning Teachers (BTs)	• Ask for a list of new hires before the school year begins. • Regularly monitor your BT list to ensure all new BTs (with initial certification) are entered. • Check with HR if teachers are missing. • Make sure late hire BTs receive registration letters and are matched to mentors and administrators.

Mentors - Meeting Log Hours	• Mentors are required to provide a minimum of 10 hours per module.
	• The DF can track the mentoring hours and verify that the BT is receiving the required number of hours per school year on the Monitoring page of the TEAM dashboard (See Monitoring section).
	  ○ The DF can view the mentor log and see the number of hours for the current school year and a total for the time the teacher is active in TEAM.
	• Mentor stipends are based on the mentoring hours and not completion of modules (See Mentor Stipend Worksheet section).
	  ○ Mentors who do not fulfill obligations for mentoring hours may not be eligible to receive the full stipend from the district.
	  ○ A district may reduce a stipend if the number of hours provided to a beginning teacher is significantly less than required.

Mentors - Eligibility	• To maintain Mentor eligibility, Mentors must complete the required number of Professional Learning Units (PLUs) in the online Mentor Update before their expiry date (See ____ for additional information on pacing). • Mentors with expired eligibility must retake the Initial Support Teacher (IST) Training. • Mentors typically have an expiration date of September 30th (See District Mentors section).

BT – TEAM Dates and Deadlines	• Monitor BTs' deadline dates to ensure they are on track to complete TEAM (See Monitoring and/or At-A-Glance sections).
	• Completion of TEAM in a timely fashion is part of a teacher's professional responsibility.
	  ○ Teachers in category 1 are expected to complete TEAM in two years.
	  ○ Teachers in category 2 are expected to complete TEAM in one year.
	  ○ An additional year is granted to all teachers, which is not displayed to beginning teachers on their dashboard.
	• 6 months prior to the deadline, a notification is sent to DFs, mentors and beginning teachers if the TEAM modules have not been completed.
	• In order for BTs to meet the TEAM deadlines in a timely fashion, the start date and deadline date have been set to two specific dates per year.
	• Entry dates are assigned as follows:
	  ○ **September 1** is the entry date for teachers hired and in a classroom on or before October 31.
	  ○ **February 15** is the entry date for teachers hired and in a classroom anytime on or after November 1, and on or before February 14.
	• Teachers hired and placed in a classroom on any date on or after February 15, will have an entry date of September 1, of the following school year.

BT Module Progress	• Regularly check BT progress.
	• The dashboard provides a tool that allows you to see where a teacher is in the module process and how many modules have been completed (See Monitoring and/or At-A-Glance sections).
	• BTs generally submit two modules per year.
	  ○ The first module is generally submitted between December and February.
	  ○ The second module is submitted between April and May. Check to be sure modules are being submitted in a timely fashion.
	• Meet with BTs who are not making progress to offer additional support or to determine if there are problems with the mentor assignment.
	• Check TEAM Completed on your dashboard to see the teachers who have completed all TEAM requirements. The date of completion must be entered into EDS. The individual assigned the role EDS LEA TEAM is responsible for entering the completion.

Administrators – PGAP sign-off	• Check on PGAP sign-offs. • Contact administrators to request they sign-off, if necessary. • Sign-off is not approval of the goal. It is an agreement that the school/district can support the professional learning activities and resources.
Reviewers	• Check to be sure they are reviewing papers. • The dashboard provides a tool to monitor the number of papers reviewed by each reviewer. If the district pays reviewers, monitor the number of reviews allotted (See District Reviewers section).

TEAM REQUIREMENTS

CERTIFICATION

The TEAM program is only required for teachers that hold an **initial certificate**, not authorizations or permits. The certificates that are required to participate in TEAM are as follows:

- Initial Certificate
- Interim Initial Certificate
- Non-renewable Interim Initial Certificate

Teachers who hold the Temporary 90-day Certificate, Durational Shortage Area Permit (DSAP) or Long-Term Substitute Authorization benefit from having an experienced teacher to support them, but they are **not** required to participate in TEAM.

DURATIONAL SHORTAGE AREA PERMITS (DSAP)

- Teachers who are teaching under a DSAP are not eligible for TEAM. However, if a teacher is teaching bilingual in a content/grade area for which they hold an initial certificate, they may participate in TEAM. If the teacher is not showing on your dashboard, contact the CSDE.

TEAM EXEMPTIONS FOR PRIOR EXPERIENCE

- Teachers who have previous teaching experience out of state or at an approved private school may be exempt from TEAM only if the Bureau of Certification determines that the previous experience meets the requirements for a TEAM exemption. Please email teacher.cert@ct.gov with questions about prior experience. The TEAM program consultants do not review previous experience and will not grant an exemption from TEAM.

REQUIRED MODULES

The number of modules a beginning teacher (BT) is required to complete (2 or 5) is determined by their endorsement. BTs with an endorsement in Category 1 will complete 5 modules. BTs with an endorsement in Category 2 will complete 2 modules from modules 1-4 (See Educator Lookup and/or At-A-Glance sections to see individual's TEAM program requirements).

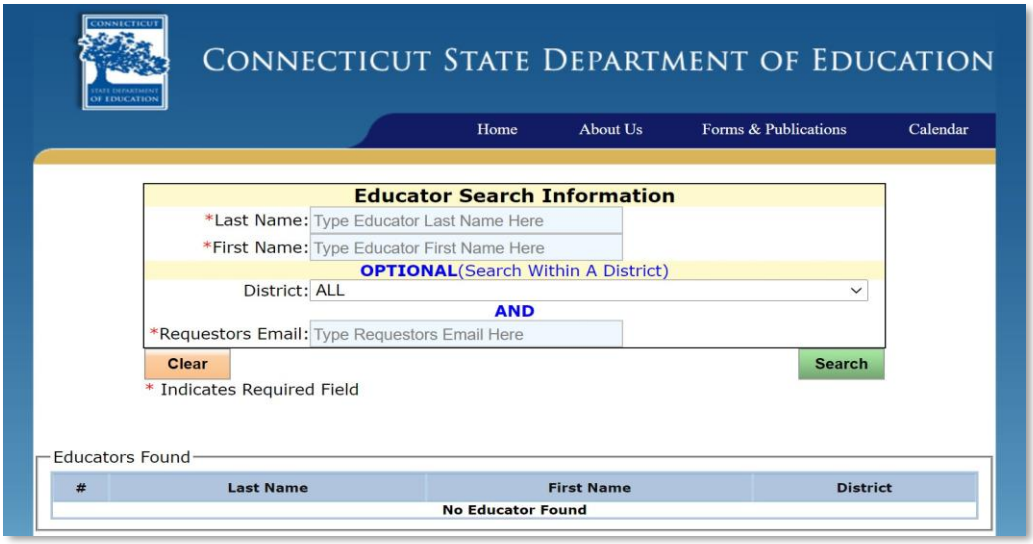
In specific cases, the TEAM category is determined by the assignment. If a teacher serves in a position where there is limited work with students, the TEAM category may not match the typical category for the endorsement, such as a Content/Instructional Coach. For those teachers, the TEAM category is determined in a case-by-case review.

The following table lists the TEAM participation categories by endorsement:

Category I	Category II	Category III
5 Modules	**2 Modules**	**TEAM not required**
• English (#015) • History/Social Studies (#026) • Mathematics (#029) • Biology (#030) • Chemistry (#031) • Physics (#032) • Earth Science (#033) • General Science (#034) • Art (#042) • Health (#043) • Special Education (#165, 265) • Elementary (#013, 112 & 113 - excludes birth to age 3, 305) • Montessori Primary, Birth-K (#512) - excludes birth to age 3 • Montessori Elementary, Grades 1-6 (#511) • Middle School 4-8 (#215, 226, 229, 230, 231, 232, 233, 234, 235) • Music (#049) • Physical Education (#044) • Bilingual Education (#902, 915, 926, 929, 930, 931, 932, 933, 934, 966, 967, 968, 969, 970, 971, 972, 973, 974) • World Languages (#018, 019, 020, 021, 022, 023, 024, 101, 317, 318) • Remedial Reading/Remedial Language Arts (#102) • Teaching English to Speakers of Other Languages [TESOL] (#111)	• Business Education (#010) • Agriculture (#040) • Vocational Agriculture (#041) • Home Economics (#045) • Technology Education (#047) • Partially Sighted (#055) • Deaf and Hard of Hearing (#057) • Blind (#059) • School Library Media Specialist (#062) • Teacher-Coordinator Marketing Educator (#089) • Occupational Subj. in Technical High Schools (#090) • Trade and Industrial Occupations in Comprehensive H.S. (#098) • Health Occupations - Comp. High School (#103) • Health Occupations in a Technical High School (#109) • Dance, Grades Pre-K through 12 (#483) • Theatre and Drama, Grades Pre-K through 12 (#485)	• Driver Education (#035) • Speech and Language Pathologist (#061) • School Counselor (#068) • School Psychologist (#070) • School Social Worker (#071) • School Nurse-Teacher (#072) • Vocational Technical Administrator (#082) • School Business Administrator (#085) • English to Non-English Speaking Adults (#088) • Intermediate Administrator/ Supervisor (#092) • Superintendent of Schools (#093) • Reading and Lang. Arts Consultant (#097) • Teacher Coordinator Co-op Work Edu/Diversified Occup. (#104) • Department Chairperson (#105) • H.S Credit Diploma Program (#106) • Ext. Diploma Program. Non-credit Mandated Program (#107) • Practical Nurse Education Instruction (#108)

PUBLIC LOOKUP

An online lookup tool provides a way to view all active certificates and the last employing district. The lookup tool shows the certificate type(s), endorsement(s), effective date, expiration date, and last employing district in Connecticut. This is the first step in trying to determine if a BT is required to complete TEAM or why the teacher may be missing from your dashboard.
The URL for the public lookup page is: http://sdeportal.ct.gov/CECSFOI/FOILookup.aspx



ASSIGNMENTS

The TEAM program applies to teachers that teach in a Connecticut public school, charter school or an approved private special education facility. The teacher is employed full-time or part-time, provided they are teaching under a valid certificate in a content area that meets compliance with their certificate, or in a 10-month long-term substitute position in a content area that meets compliance with their certificate (i.e. the teacher must be in the same position for the full 10 months).

Additional details on qualifying assignments are in Section 1.G. of the TEAM program manual.

EDUCATOR DATA SYSTEM (EDS)

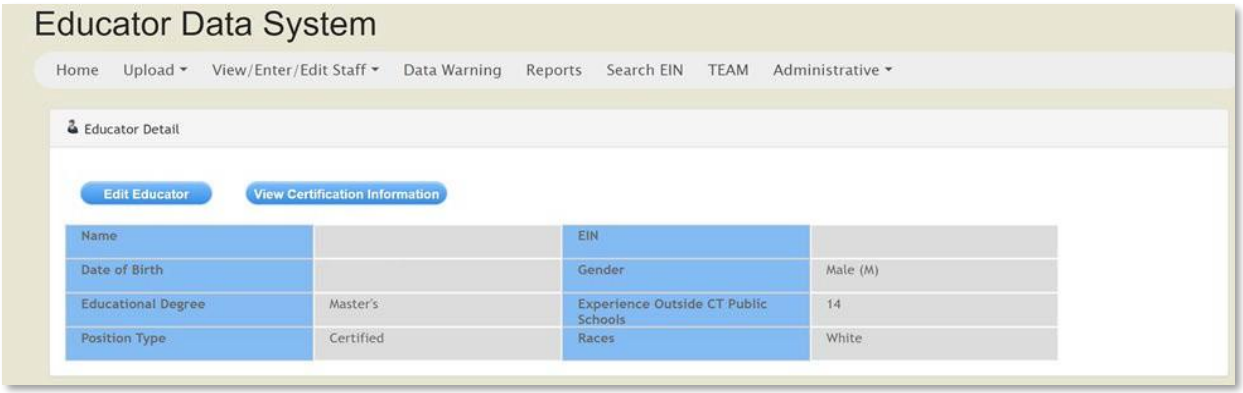
All educators serving in a position that requires holding an active certificate must be entered by their district into the Educator Data System (EDS). The system processes the educator's assignment and compares the assignment to the endorsements on the educators' active certificate[1]. If the assignment does not match the grade level and/or content area, the teacher is "out of compliance". The TEAM status cannot be determined for teachers that are out of compliance, which may result in the teacher not appearing on the DF dashboard or showing as inactive on the dashboard. Questions regarding entry into EDS should be directed to the person in your district who has the role of Security Manager. This is generally someone in HR. If you do not know who your Security Manager is, you can look it up on the SDE site – Security Manager

The URL for the EDS login page is: https://csde.ct.gov/

[1] Certificates must be current or the teacher will not be in TEAM. Educators serving under a Durational Shortage Area Permits (DSAPs) are not eligible for TEAM. However, teachers with a DSAP for bilingual in a content/grade area for which they hold an initial certificate may participate in TEAM.

ACTIVE CERTIFICATES

The active certificates held by an educator can be looked up in EDS by clicking the "View Certification Information" button while viewing the educator's record in EDS.



This will open a new window with a list of all active certificates. If a teacher does not hold an initial certificate, the teacher is not required to participate in TEAM.

COMPLIANCE REPORT

The compliance report shows a list of educators and their assignments that have a discrepancy. If a teacher is teaching outside of the grade level or in a content area outside of their certification, they will be listed on the report. If a teacher's certificate has expired, they will also appear in this report. The report is included in the "Reports" section of EDS at the top of the screen (see the above diagram).

If a teacher is out of compliance, their module requirement cannot be determined, and the teacher will not be included in TEAM.

TEAM DATES

Once it has been determined that the Beginning Teacher is required to participate in TEAM, they are given an entry date, expected completion, and deadline date.

Entry dates are assigned as followed:

- *September 1***,** will be the entry date for teachers hired and in a classroom on or before October 31;
- *February 15***,** will be the entry date for teachers hired and in a classroom anytime on or after November 1, and on or before February 14.

Teachers hired and placed in a classroom on any date on or after February 15, will have an official entry date of September 1, of the following school year.

Beginning Teachers **expected completion date** is the timeframe in which Beginning Teachers should be able to complete all TEAM program requirements.

- Beginning Teachers required to complete *two modules* are expected to complete within one year.
- Beginning Teachers required to complete *five modules* are expected to complete within two years.

An optional year is built into the program in case the Beginning Teacher is unable to complete by the expected completion date. The **deadline date** is the date that all TEAM program requirements must be met.

Below is an example of these dates for both categories of TEAM participation.

	Two Modules	Five Modules
Hire Date	Between February 15, 2024, and October 31, 2024	Between February 15, 2024, and October 31, 2024
Entry Date	September 1, 2024	September 1, 2024
Expected Completion Date	September 1, 2025	September 1, 2026
Deadline (optional year)	September 1, 2026	September 1, 2027

If a teacher has not completed all TEAM requirements successfully before the established deadline date, the teacher will no longer be eligible to renew their initial educator certificate and will no longer be certified to teach in CT public schools. Please see Section 1.P-Q of the TEAM Program Manual for more information.

TEAM ALLOCATIONS

The TEAM allocations are calculated based on the number of qualifying BTs in the state for the current school year. The allocation amount varies based on the number of BTs each year. The allocation verification process starts around the middle of January and ends on February 14th. On February 15th, the allocation list is closed and cannot be modified.

- Qualifying teachers are all BTs that were active at any point during the school year between September 1 and February 14. At the time the payments are calculated this may include BTs who completed TEAM during the school year in addition to active participants.
- Prior to distributing the allocation to districts, the CSDE provides a list of all eligible BTs. The DF is required to verify the accuracy of the list and contact the CSDE if any discrepancies are found.

TEAM allocations are not available for educators with future entry dates, since these teachers are not required to participate in TEAM during the current school year.
The details of the allocation such as the names of the beginning teachers, number of BTs and the total amount are in the spreadsheet published by the CSDE. This spreadsheet is available on the TEAM website.

The allocations are distributed through the state grant system. Generally, the allocation goes to the district's fiscal department or to the department that handles grants for the district. In some cases, the district's fiscal department may receive the allocation and not know that the funding is intended for the TEAM program. In other cases, the DF may not be aware that the allocation was received by the district. To help you track down the allocation, we suggest you contact your fiscal office and provide them with the DF contact information and the exact amount of the allocation (from the spreadsheet published by the CSDE).

The TEAM dashboard provides a worksheet for calculating the mentor stipends. This sheet is for LEA internal purposes only and the information entered into the worksheet is not required for allocation purposes (See Mentor Stipend Worksheet section). The information in the worksheet is not transmitted to the CSDE.

CSDE COMMUNICATIONS

The Talent Office communicates with district facilitators through three channels:

- Resources posted to the TEAM website
- Messages on the TEAM dashboard
- Email

Most documents on the TEAM website are updated on an annual basis and are replaced in late July/early August, prior to the beginning of the school year. These include the TEAM program manual, presentations and module guidelines.

Messages on the TEAM dashboard contain updates on changes to the dashboard functionality, training related information or pertain to the expiration of mentor and reviewer eligibility (See Team System Messages section).

At the beginning of the school year, the CSDE emails will include information related to updated resources, a list of teachers who are approaching their deadline or have not completed TEAM, and/or any allocation updates.

DISTRICT BEST PRACTICES

DISTRICT ASSIGNED MODULE SUBMISSION DATES

Districts that have assigned submission dates for TEAM modules have less wait time for module results and allow for more time to make changes to reflection papers/projects in situations where revisions are needed. Assigned submission dates assist BTs in planning their time and prevent situations where a BT may need the extra year to meet the TEAM requirements.

The typical dates that districts use for last day to submit are February 28th and May 1st.

The mentor can assist the district facilitator in keeping the BT on the district schedule. If a BT is falling behind, it is good practice to meet with the mentor and the BT to determine the reason for the lack of progress. You can provide additional support if needed. In some instances, a mentor/BT relationship may not be working. You can help to resolve any differences, or you may need to assign a different mentor. In other cases, the BT may not be taking TEAM seriously. You will want to emphasize the professional responsibility that is expected of all teachers. Remind the BT of the consequences for not completing TEAM by their deadline date. Remember, per state statute, TEAM completion cannot be used in making hiring decisions.

COLLABORATION WITH OTHER DISTRICTS

Many districts, especially smaller ones, have benefitted from collaborating with other districts to pool resources by conducting module 5 or training with a large group of participants. Some districts may have extra mentors or reviewers that they can share with other districts. Over the years, many private special education facilities have partnered with neighboring districts to provide mentoring or conduct reviews of reflection papers or projects. Retired educators can also be hired to serve as mentors or reviewers.

If your district is utilizing a retired mentor or a mentor from another district, please contact Technical Support (see Technical Support section). If your district is utilizing reviewers from another district, please see the Set/Edit Review Option and/or In-District Review (In-District Review Option Only) section(s).

MODULE REVIEW CAPACITY

Every district must plan to "cover" the number of reflection papers/projects submitted by the district's beginning teachers. Some districts have decided to incentivize reviewers by paying them per review (See the District Reviewers section on how to view the number of reviews completed per school year).

LOOKING UP TEAM STATUS OF TEACHERS NEW TO THE DISTRICT

If a teacher completed TEAM in another district, you can verify this by checking:

- their TEAM status on the TEAM spreadsheet in EDS. If you do not have access to EDS, ask the person who holds the EDS LEA TEAM role to provide the spreadsheet.
- if the individual's EDS assignment has already been entered and transferred to TEAM, you can view this information using the Educator Lookup in the TEAM dashboard (See Educator Lookup section).

TEAM USER ACCOUNTS

Remind all individuals participating in TEAM (Administrators, Mentors, Reviewers, Beginning Teachers, and In-District Trainers) to create and/or update their TEAM user account information at the start of each year (See Create an Account and/or Profile sections). Certain features require individuals to have a TEAM user account (Please see Beginning Teacher User Accounts regarding when Beginning Teachers should create their accounts).

TEAM notifications and communications are sent to the email address used for the TEAM username. Certain pages in the TEAM dashboard display user account profile names (i.e. Admin/Mentor Match Pages) whereas others utilize the educator's name based on EDS data (i.e. District Mentor or Reviewer pages, Educator Lookup). Mentors and administrators must have a TEAM user account to be matched to a Beginning Teacher in the TEAM dashboard.

TEAM MODULES PACING GUIDE

Although there are varied ways to complete the module process within the 8-10 week timeframe, the chart below may provide you with some guidance. When planning your module process, please recognize that there may be some overlap and variation in how different teachers develop new learning to accomplish the goal of their module.

Potential Time Frame	Module Process
Weeks 1 - 3	**Phase 1 - *Reflect on Practice*** • Analyze data on teaching and student learning • Explore CCT Performance Profile • Select a CCT indicator for the focus of module work • Develop an Initial Summary of current performance specific to the CCT indicator
Weeks 3-4	**Phase 2 - *Develop a Professional Growth Action Plan*** • Set a Professional Growth Goal for the Module that is achievable within an 8- 10 week timeframe. • Create a Professional Growth Action Plan (PGAP). • Determine and record the Anticipated Timeline for Module • Establish meeting dates with the mentor. • Share the Professional Growth Action Plan (PGAP) with the building administrator
Weeks 4 - 6	**Phase 3 - *Develop New Learning*** • Engage in professional learning activities • Record examples of what was learned and how it was learned • Think deeper about your own practice and how the new learning relates to it
Weeks 6 - 8	**Phase 4 - *Implement New Learning*** • Implement new learning in daily practice. • Discuss with mentor how implementing new learning is impacting practice and student learning • Make adjustments as needed or identify and develop additional new learning. • Analyze impact on teaching practice, instruction, and student learning • Record specific example/evidence of changes in practice and student outcomes
Weeks 8 - 10	**Phase 5 - *Reflect on Practice*** • Reflect on changes in practice and student learning, • Collaborate with mentor to assess and adjust subsequent instruction or engage in additional professional learning as needed • Document specific examples/evidence of impact on practice and student outcomes • Draft your reflection paper for your mentor to review and provide feedback. • Submit final draft of reflection paper

Be sure all meetings are recorded by your mentor in the BT/Mentor Meeting Log and use My Personal Journal to record thoughts, observations and reflections about your new learning throughout the module process.

USER ACCOUNTS

User accounts are not automatically created. All users (BTs, administrators, mentor, reviewers) need to create an account on the TEAM dashboard. When a user account is created, based on the TEAM status, assignment data in EDS and training history, the system will grant the user the appropriate role (excluding the District Facilitator role which is manually assigned).

BEGINNING TEACHER USER ACCOUNTS

Once a teacher is entered into EDS, the system will determine based on the assignment and the certification if the teacher is required to participate in TEAM. New Beginning Teachers will not be able to create a TEAM user account until their EDS district assignment data has been transferred to the TEAM dashboard (this data is transferred twice per week.).

Beginning Teachers that have recently been linked to your district in TEAM are noted in the Weekly District Facilitator Email that is automatically sent on Mondays (See User Notifications section for additional information)

If a BT has created an account and does not have access to the TEAM modules or your district is not listed on their dashboard, please check the following:

- The teacher has been entered into EDS
- The teacher holds an initial certificate
- The teacher's assignment in EDS is not listed as a long-term sub with a duration of less than 10 months

TROUBLESHOOTING

As the DF, one of your main responsibilities is making sure that all BTs are registered in TEAM and receive the support they need. The following tools will allow you to troubleshoot and locate the reason why a BT has not been registered into the TEAM program or is missing from your list.

The most common reasons for missing educators are:

Cause	Method of troubleshooting
The teacher does not hold an initial certificate and is not required to participate in TEAM	Use the public lookup to check the teacher's certification
The teacher has not been entered correctly into EDS	Check EDS to make sure that the teacher has been entered, the assignment content area is correct and the assignment duration is yearlong/10 months
The teacher is not teaching in a grade/content area for which they are certified	Check the compliance report in EDS
The teacher's certificate has expired	Use the public lookup or EDS to view the certificate expiration date

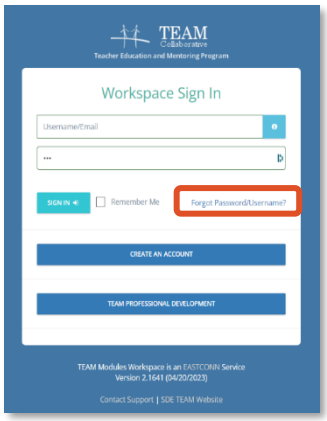
CREATE AN ACCOUNT

To create a TEAM user account, go to https://ctteam.org and click “Create an account”. You will need your EIN to create your TEAM account.

Please note that your TEAM user account will be linked to your school/district based on your district assignment in EDS and a new account does not need to be created upon switching to a new school/district.

FORGOT USERNAME/PASSWORD

Click on the “Forgot password/username?” on the sign-in page. Enter the email address used for your TEAM username. You will then have the option to send an email reset link or answer account challenge questions.



If it does not recognize your email address, click the “Forgot username” button. Enter your EIN and any possible last names your account may be under.

If you are still unable to access your account, you can contact your TEAM District Facilitator to reset your TEAM username and/or password or submit a ticket by clicking the “Contact Support” link at the bottom of the TEAM site page. Please include your EIN so we can locate your TEAM account.

PROFILE

Access your TEAM profile by clicking *My Profile* on the TEAM main menu or clicking your name at the top right of the screen then “Profile”. View your current roles, district, and school information. Click “Edit Username/Password” to access the Profile menus.

PERSONAL INFO

You can edit your TEAM username and contact information at any time. Please note that your profile name is what will populate on your district’s dashboard page. Please make sure to update your profile name with any name changes.

CHANGE PASSWORD

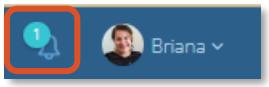
Click the “Change Password” tab to update your existing password. TEAM requires a minimum of 6 characters.

CHALLENGE QUESTIONS

Click the “Challenge Questions” tab to update or create challenge questions. Challenge questions allow you to access your TEAM account if you forget your password and/or are unable to receive emails at your current TEAM username email address.

USER NOTIFICATIONS

TEAM users may receive email and/or system notifications regarding the TEAM dashboard. You can view system notifications by clicking on the bell icon. Email notifications are sent to the TEAM username email address. If you are using a school email address and are not receiving TEAM email notifications, please contact your school's IT staff to ensure that productsupport@eastconn.org is not being blocked.



District Facilitators receive a weekly email on Mondays with the following information:

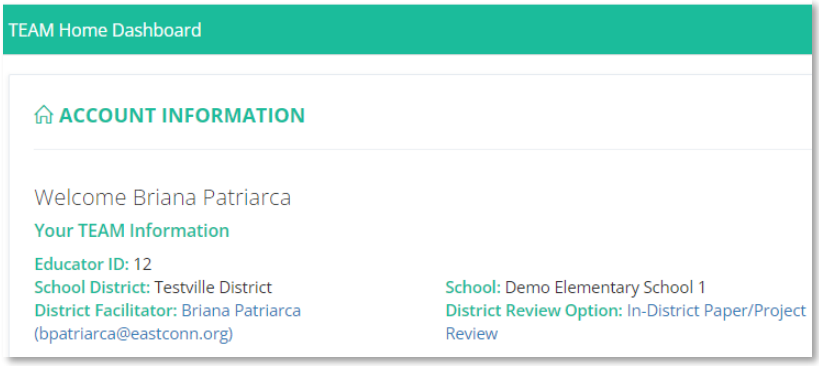
- New Beginning Teachers – this includes Beginning Teachers with EDS district assignments that have transferred to TEAM within the last week. Once linked to your dashboard, Beginning Teachers can be matched to their assigned administrator and mentor in the TEAM dashboard (see the Admin/Mentor Match section)
- Recently Inactive Beginning Teachers – this includes those that have an inactive status date within the last two months (see the Inactive Teachers section)
- Submitted Papers (In-District Review Option districts only) – this lists papers that were submitted for review (see In-District Review (In-District Review Option Only) section)
- Unsuccessful Modules – identifies modules that were returned to Beginning Teachers as not meeting criteria within the past week
- Mentor and Reviewer Upcoming Expiry Dates – this includes mentors and reviewers within your district that have an expiry date within six months and 30 days after the expiry date.

TEAM DASHBOARD & ROLES

TEAM dashboards vary based on the roles linked to your TEAM account. Each role linked to your account will populate as a menu on the TEAM main menu and as a tile on the TEAM dashboard page. You can access your dashboard at any time by clicking on the TEAM logo at the top left of the page or clicking *Dashboard* on the TEAM main menu.

The "Account Information" and "TEAM System Messages" are on all user's dashboards.

ACCOUNT INFORMATION



- **Educator Identification Number (EIN), school and district information** are based on the district assignment information received from EDS. The system retains the last district worked until a new district assignment has been entered and transferred from EDS.
- **TEAM District Facilitator** is the primary TEAM District Facilitator associated with your current district in TEAM. This role is manually updated by TEAM Technical Support and therefore there may be a delay in updates to this assignment being reflected in the dashboard.
- **District Review Option** identifies your current TEAM district's review option. There are three review options available to districts. Click on the review option to learn more about your district's selected review option.

- **Mentor and School Admin** are listed on Beginning Teacher's accounts and identifies their assigned mentor and school administrator. Mentor and admin matches are done by the TEAM District Facilitator. There is typically a delay in these matches being added/updated for new Beginning Teachers and those that have moved to a new district.

TEAM SYSTEM MESSAGES

TEAM system messages can be accessed on the TEAM dashboard and/or via the TEAM main menu and contains announcements from CSDE and TEAM Technical Support regarding: changes to the dashboard, important reminders, and/or notifications about upcoming events, quarterly newsletter. Certain announcements may be targeted to and only visible to specific user roles.

TEAM ROLES & DASHBOARDS

Below are the following roles that a TEAM user can have, how these roles are added to TEAM accounts, and a brief overview of what their dashboard consists of. Please note that there may be a delay in roles being assigned if they are dependent on EDS data.

- **Administrator** – automatically assigned based on the primary district assignment in EDS. If the primary role in EDS is not considered an administrator role, the role will need to be manually added by TEAM technical support. Dashboard contains Beginning Teachers within their assigned school and Professional Growth Action Plan (PGAP) approval.
- **Beginning Teacher** – automatically assigned based on EDS data. Individuals that meet the TEAM program requirements (See Section 1.G. of the TEAM Program Manual for TEAM participation requirements) will automatically be assigned this role. Dashboard contains their module progress and module center.
- **Chief Reviewer (CR)** – assigned upon completion of CSDE/RESC-facilitated chief reviewer training. This training is offered periodically to districts. Chief reviewers provide adjudication for the Regional Review option. Dashboard contains the initial and chief review queue.
- **District Facilitator (DF)** – manually assigned by TEAM Technical Support Staff. Multiple District Facilitators can be assigned to a district, but a primary must be designated. Dashboard contains Beginning Teacher, Mentor, and Reviewer monitoring pages.
- **Mentor** – assigned upon completion of the RESC or in district (must be facilitated by an eligible In-District Trainer) Initial Support Teacher (IST) training. Role and dashboard will still populate if eligibility has lapsed though certain features may be disabled. Dashboard contains assigned Beginning Teachers.
- **Reviewer** – assigned upon completion of RESC-facilitated Initial Reviewer Training (IRT). Role and dashboard will still populate if eligibility has lapsed though certain features may be disabled. Initial review queue populates for reviewers in Regional and Private In-District review.
- **In District Trainer** – assigned upon completion of the CSDE/RESC-facilitated Training of Trainers. Role and dashboard will still populate if eligibility has lapsed through certain features may be disabled. Eligible Trainers can facilitate the Initial Support Teacher (IST) training in district and are listed on the District Facilitator's dashboard on the District Mentors page in the TOT column.

Check out the TEAM Program Manual to learn more about the TEAM program roles and responsibilities.

DISTRICT FACILITATOR DASHBOARD

The District Facilitator dashboard provides tools to help monitor Beginning Teacher progress, district mentors, and reviewers.

In this section we will review the District Facilitator Dashboard and corresponding menu available on the TEAM main menu. Many of these menu options are also available on the District Facilitator dashboard tile (may need to scroll down page) as well as a list of Beginning Teachers within six months of the TEAM deadline date (will appear only if you have Beginning Teachers within this deadline date timeframe).

Check out the following CSDE TEAM documents for more guidance on the District Facilitator role and responsibilities:

- TEAM Program Manual
- District Facilitator Annual Timeline

These documents and additional resources can be found at https://portal.ct.gov/SDE/TEAM/TEAM-District-Facilitator-Resources

EDIT DISTRICT PLAN (PRIMARY DF)

This menu option will only be available to the primary District Facilitator. District plans are valid for three years and are housed in the TEAM dashboard.

CREATE NEW DISTRICT PLAN

- On the TEAM main menu, select **District Facilitator** then *Edit District Plan*.
- Select "Create New Plan".
- Select the years covered and whether you would like to populate the last submitted plan in your new plan. This will allow you to easily edit and revise your last submitted plan.
- Complete all required fields in each section. District Facilitator and Superintendent information will automatically populate and update based on their assignment/role in the TEAM dashboard.
    - Export the plan as a PDF to send to TCC and superintendent for approval.
- Click "Submit Plan" to finalize and submit your plan.
- Once submitted, all users within your district will be able to view your district plan by clicking *Review District Plan* on the TEAM main menu.

Check out the CSDE Guide for Developing Three-Year Mentoring Plan for additional guidance on developing your District Plan in the TEAM dashboard.

SET/EDIT REVIEW OPTION

The review option applies to both how modules are submitted and reviewed in the TEAM dashboard. There are three review option available in TEAM:

	Description	How often is my paper reviewed?
Regional	Reflection papers are submitted to a statewide pool of trained reviewers and are reviewed anonymously.	If paper is initially reviewed as not meeting criteria, it is returned to the beginning teacher to revise and resubmit (module progress will reset to Draft stage). If the second review also does not meet criteria, the paper is sent to a Chief Reviewer for adjudication. Any additional submissions will automatically go to the Chief Reviewer. Successful completion will automatically update on the TEAM dashboard
Private In-District	Reflection papers are submitted to an in-district pool of trained reviewers and are reviewed anonymously.	Reflection paper or project is reviewed by a single reviewer. If reviewed as not meeting criteria, the module progress will reset to Draft stage. Successful completion will automatically update on TEAM dashboard.
In-District	District Facilitator distributes reflection papers to selected reviewers.	Reflection paper or project outcomes are manually entered by the TEAM District Facilitator. If module outcome is entered as not meeting criteria, module progress will reset to Draft stage. If module outcome is entered as successful completion, dashboard will update module to Module Completed.

To set your district's review option:

- On the TEAM main menu, select **District Facilitator** then *Set/Edit Review Option*.
- Select the review option the select save.
- The selected district review option will be displayed on district's TEAM user accounts under "Account Information" on their TEAM dashboard.

Check out Section 2.B.*Selection of a Process for the Review of Module Completion* of the TEAM Program Manual to learn more about the different review options.

BEGINNING TEACHERS

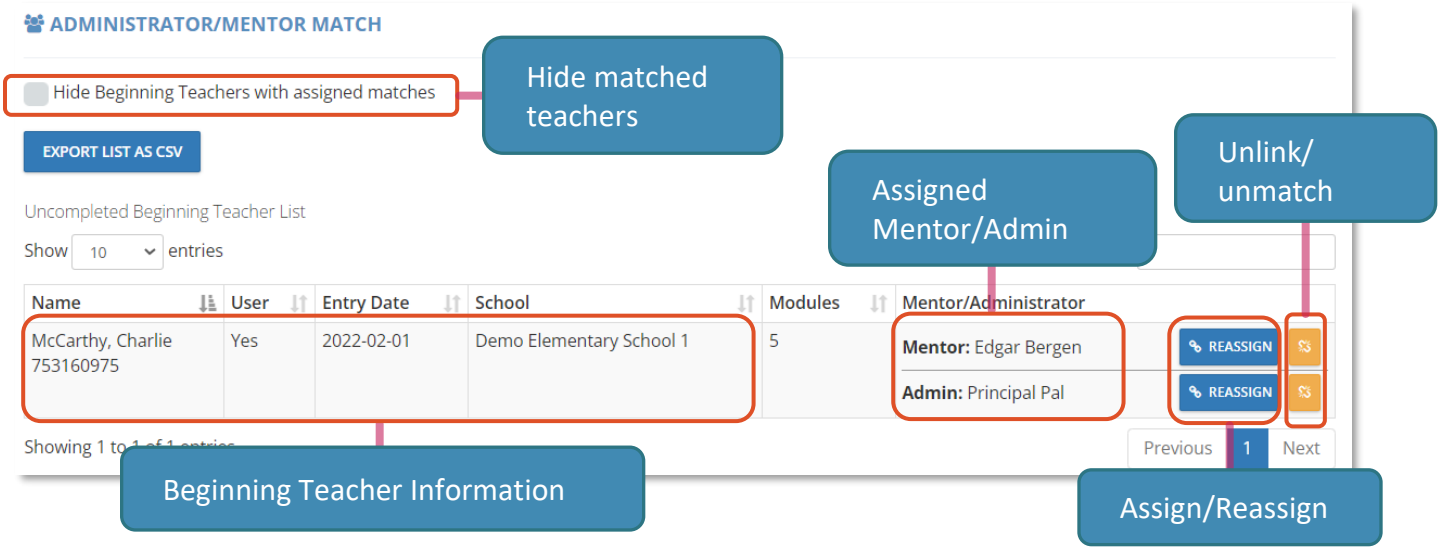
The following pages allow District Facilitator's to monitor Beginning Teachers TEAM progress. Please note that Beginning Teachers must have a district assignment in the Educator Data System (EDS) and meet TEAM participation requirements to populate on the TEAM Beginning Teacher pages. EDS data is transferred to TEAM twice per week so there may be a delay in changes being reflected in the TEAM dashboard.

Check out these CSDE documents/pages for additional information:

- District Facilitator Annual Timeline
- TEAM Program Manual – Section 1.G.

ADMIN/MENTOR MATCH

Beginning Teachers without TEAM user accounts can be matched to administrators and mentors in the TEAM dashboard. Due to the delay in EDS district assignments being entered and transferred, there is typically a delay in new Beginning Teachers, administrators, and/or mentors populating on their new district's TEAM dashboard (system retains the last district worked until new assignment transfers).



Assigning/Reassigning

- On the TEAM main menu, select **District Facilitator**, then **Beginning Teachers**, and *Admin/Mentor Match*.
- Check the "Hide Beginning Teachers with assigned matches" button to only view those that do not have an assigned mentor or administrator.
    - Please note that Beginning Teachers that have transferred from a different district may still be matched to their assigned mentor and administrator from their previous district.
- Click the "Assign" or "Reassign" button next the mentor or admin in the last column for the selected Beginning Teacher.
- Up to three tabs will populate to assign the administrator or mentor:
    - School Admins/Mentors: These are individuals assigned to the same school as the Beginning Teacher
    - District Admins/Mentors: These are individuals assigned to different schools as the Beginning Teacher
    - No Account Admins/Mentors: Administrators and mentors must have a TEAM user account to

be assigned to a Beginning Teacher. Individuals that have the admin role and/or are eligible to mentor that do not have a TEAM user account will populate here

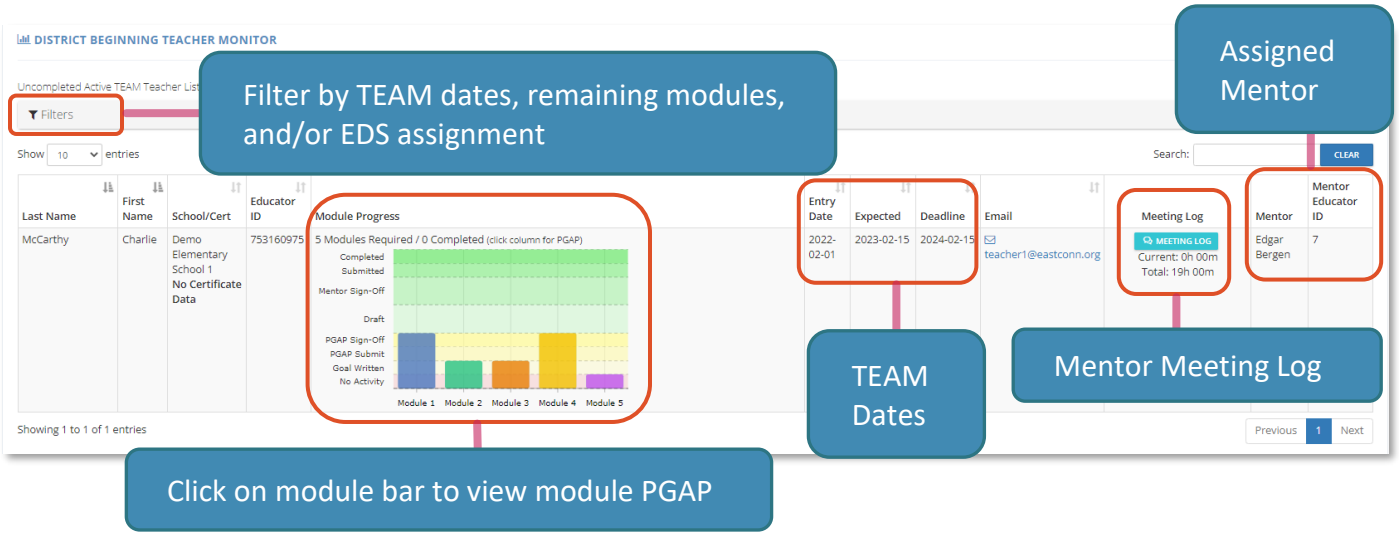
- Please check all three tabs and search for individuals by any possible names (the mentor/admin name is based on their TEAM profile name and may be different from their name in EDS).
    - If you are not seeing the individual, please check with your EDS data entry staff to ensure that their EDS assignment has been entered. Please note that EDS data is transferred twice per week so there may be a delay in updates being reflected in the TEAM dashboard.
- Select the individual you would like to assign/reassign. Uncheck or leave checked the option to send an email to the new administrator/mentor notifying them of the new assignment.

Unassigning Administrators/Mentors

- On the *Admin/Mentor Match* page, click the unassign button (broken link icon) next the mentor or admin in the last column for the selected Beginning Teacher.

MONITORING

The *Monitoring* page provides a visual overview of module progress for Beginning Teachers with TEAM user accounts. Beginning Teachers without user accounts will not populate on this page.



Click on the icon to sort alphabetically by that column or click the "Filters" bar to filter by:

- TEAM entry, expected completion, and/or deadline date
- Remaining modules
- EDS Assignment

MENTOR MEETING LOG

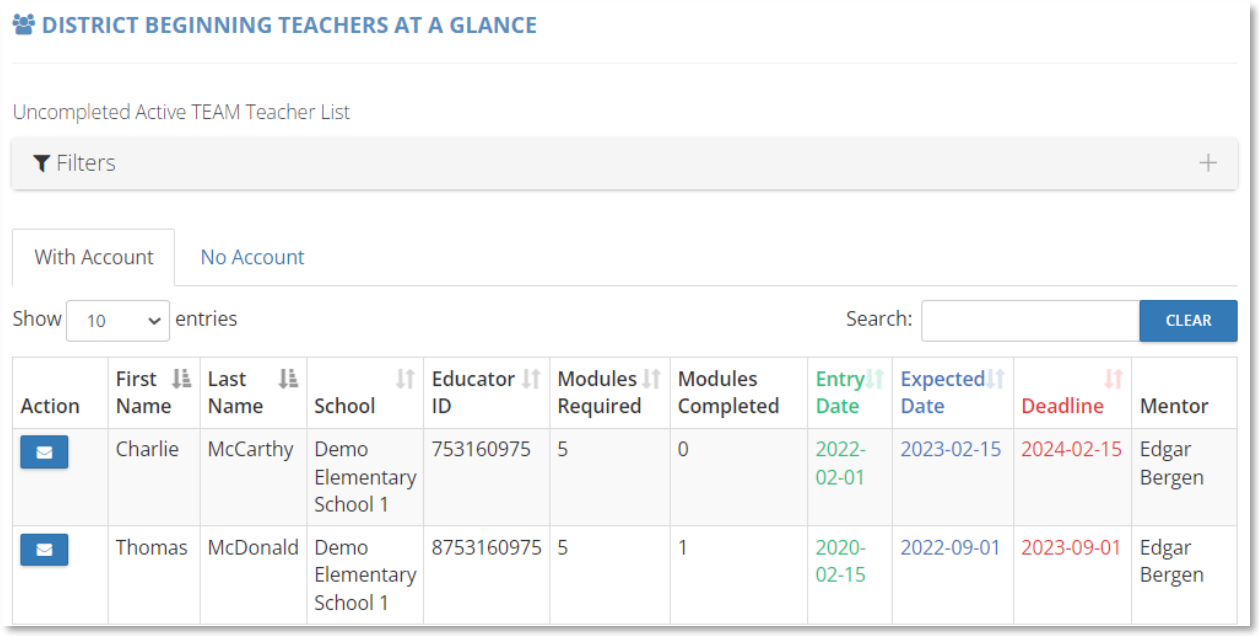
District Facilitators can view all mentor meeting log notes and hours via the *Mentor Meeting Log* page. The "Current" hours are the hours for the current school year (September – August) and the "Total" are all logged mentor hours. These totals encompass any hours logged including mentor matches from a different district.

AT-A-GLANCE

The *At-a-Glance* provides an overview of TEAM participation and is broken up into two tabs: those with a TEAM user account and those that do not have a TEAM user account.

The following information is listed:

- Beginning Teacher name, EIN, and primary school assignment (based on EDS data)
- Modules required (based on endorsement)
- Modules completed in dashboard (with Account tab only)
- TEAM entry, expected completion, and deadline date
- Assigned mentor in dashboard



DISTRICT BEGINNING TEACHERS AT A GLANCE

Uncompleted Active TEAM Teacher List

Filters

With Account | No Account

Show 10 entries Search: CLEAR

Action	First Name	Last Name	School	Educator ID	Modules Required	Modules Completed	Entry Date	Expected Date	Deadline	Mentor
	Charlie	McCarthy	Demo Elementary School 1	753160975	5	0	2022-02-01	2023-02-15	2024-02-15	Edgar Bergen
	Thomas	McDonald	Demo Elementary School 1	8753160975	5	1	2020-02-15	2022-09-01	2023-09-01	Edgar Bergen

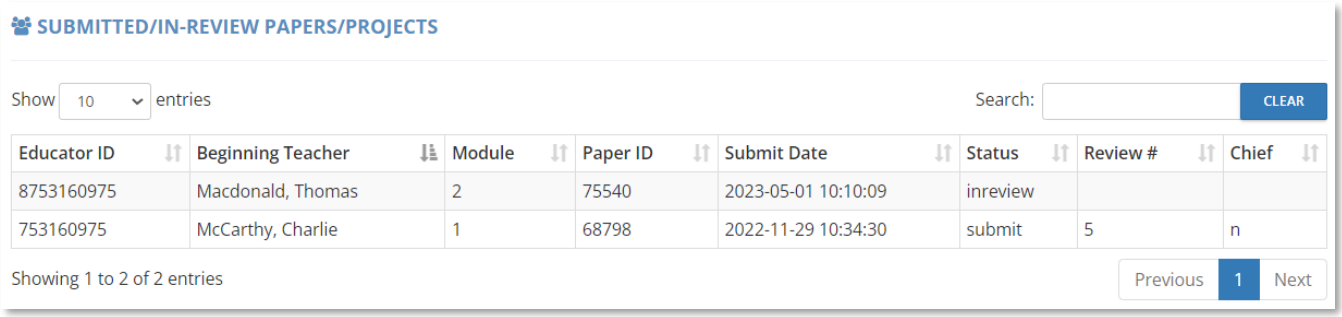
Click on the icon to sort alphabetically by that column or click the "Filters" bar to filter by:

- TEAM entry, expected completion, and/or deadline date
- Remaining modules
- EDS Assignment

SUBMITTED PAPERS

The *Submitted Papers* page provides an overview of all papers/projects that have been submitted in the TEAM dashboard and are currently in the review process.

Please note that districts participating in the in-district review option will only view "submit" for the status as the reviews are submitted directly to the District Facilitator and the submission is reviewed outside of the TEAM dashboard (See In-District Review for more information on how reviews are entered in the TEAM dashboard).



SUBMITTED/IN-REVIEW PAPERS/PROJECTS

Show 10 entries Search: CLEAR

Educator ID	Beginning Teacher	Module	Paper ID	Submit Date	Status	Review #	Chief
8753160975	Macdonald, Thomas	2	75540	2023-05-01 10:10:09	inreview		
753160975	McCarthy, Charlie	1	68798	2022-11-29 10:34:30	submit	5	n

Showing 1 to 2 of 2 entries Previous 1 Next

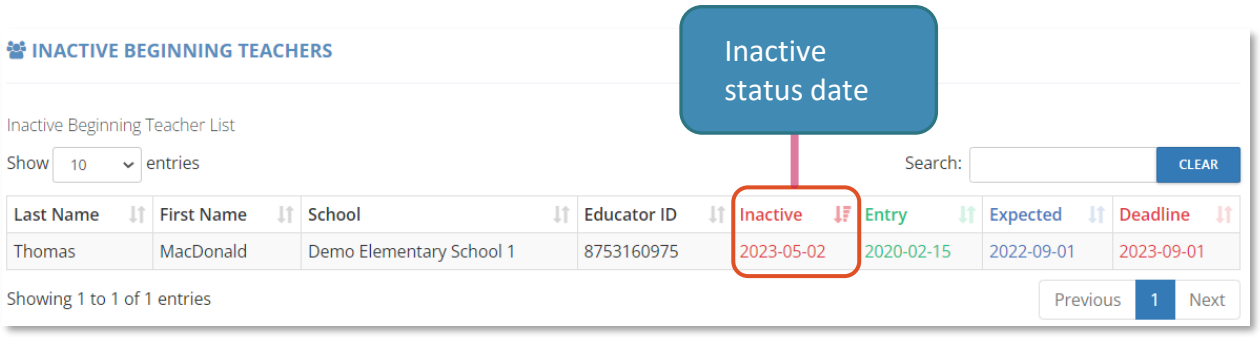
INACTIVE TEACHERS

Teachers with an inactive TEAM status will populate on the *Inactive Teachers* page. Inactive status may be due to the following issues:

- Lapsed endorsement
  - Check EDS or CSDE's Educator Search for endorsement information.
- No district assignment in EDS
  - Check if the EDS assignment/data has transferred to the TEAM dashboard using the Educator Lookup in the TEAM dashboard.
- EDS compliance error (i.e. teaching assignment is outside of endorsement)
  - Check for EDS compliance errors using the Educator Lookup in the TEAM dashboard.
- Holds endorsement that is ineligible for TEAM participation (i.e. Professional, 90-day, certain DSAPs)
  - Please see APPENDIX B - Team Participation Categories by Endorsement Codes in the CSDE TEAM Program Manual for endorsements requiring TEAM participation
- Did not complete TEAM requirements by TEAM deadline date

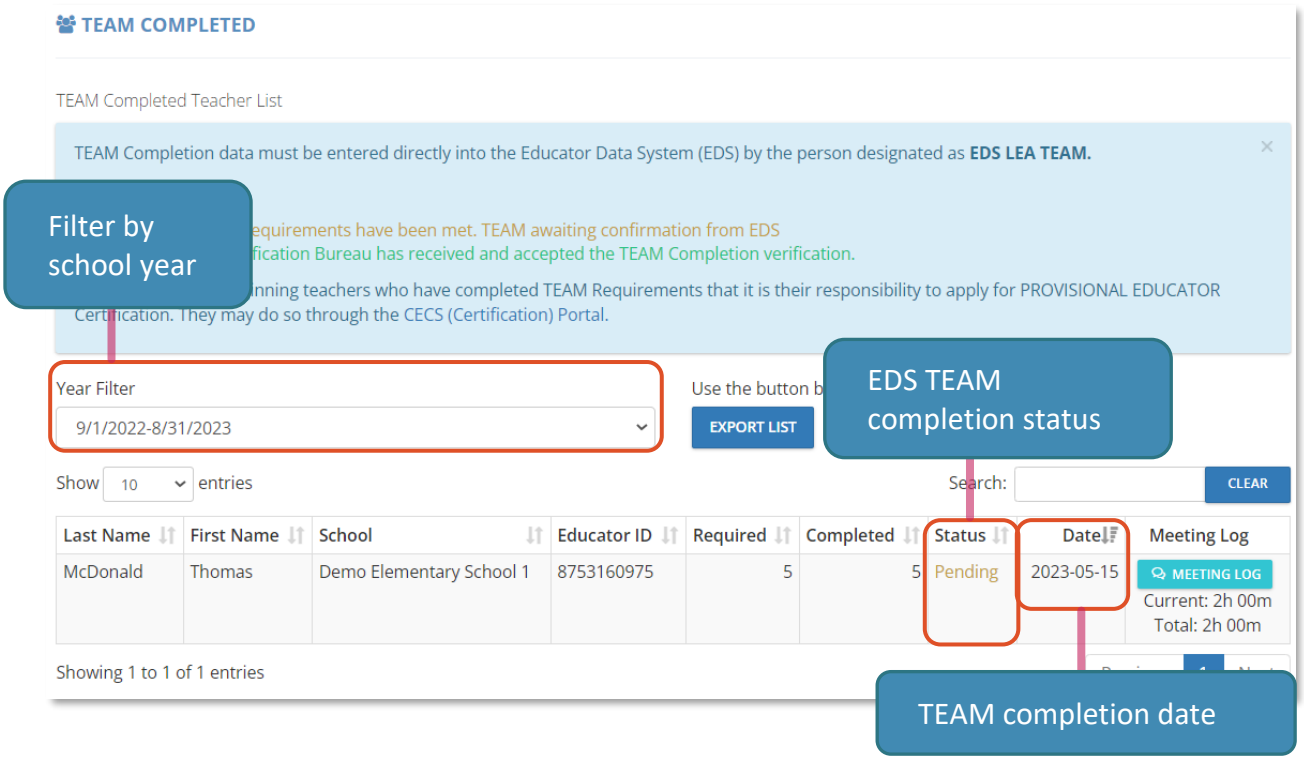
Beginning Teachers with an inactive TEAM status will be given access to their modules for 90 days. If they remain inactive after 90 days, the Beginning Teacher role will be removed from their TEAM account (Module progress will remain saved and will be restored to their dashboard once their TEAM status returns to active).

During this period, Beginning Teachers will still populate on their assigned mentor and administrator dashboards, but they will only populate on the Inactive Teacher page on the District Facilitator dashboard.



TEAM COMPLETED

The *TEAM Completed* page lists Beginning Teachers with current district assignments that have completed the required number of TEAM modules in the TEAM dashboard. Teachers that have completed the modules in TEAM will still populate on the Beginning Teacher monitoring pages until their TEAM completion date has been entered in the Educator Data System (EDS).



Beginning Teachers will receive an email notification to their TEAM username email address notifying them once their completion status has been updated to confirmed and a certificate of completion will be available to them on their TEAM dashboard.

Check out the CSDE Educator Data System page for additional support and resources on navigating EDS.

SET MODULE COMPLETED

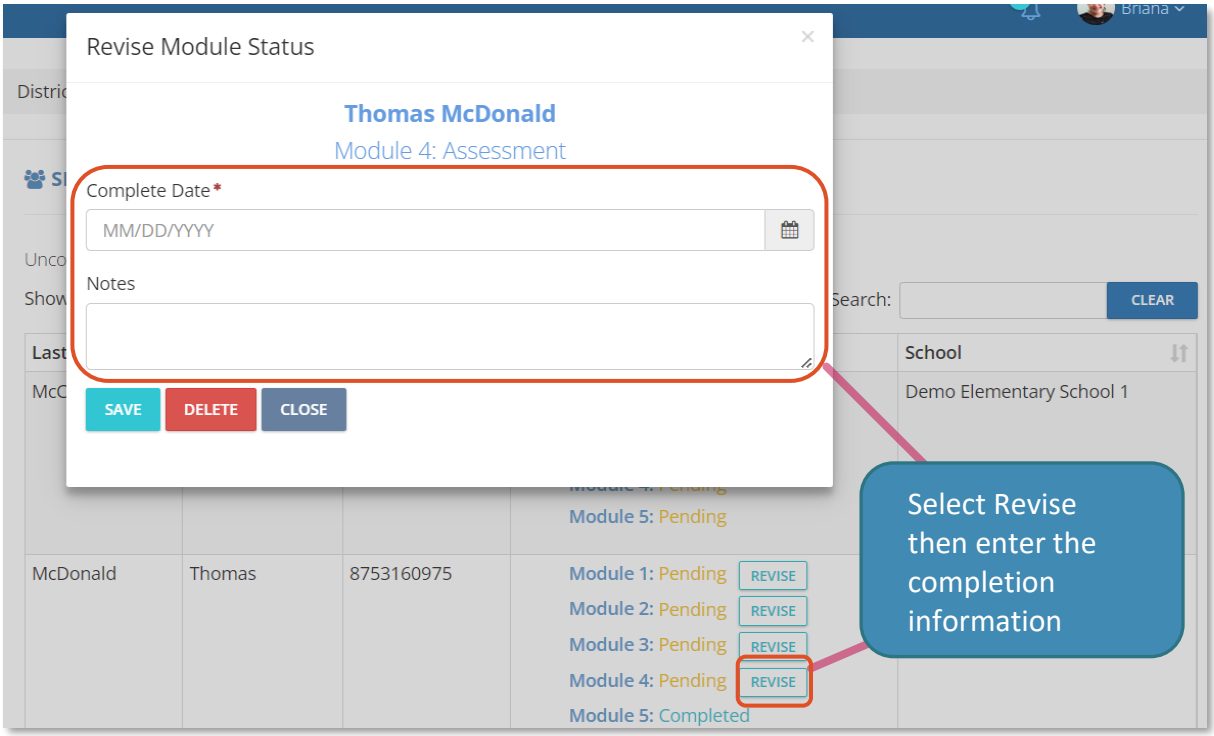
District Facilitators can manually set a Beginning Teacher's module as completed. This option is ideal for when:

- Beginning Teachers completed a module at a previous district (have certificate of completion or proof of completion)
- Module was completed outside of the TEAM dashboard (i.e. presentation)

Districts must have eligible TEAM reviewers to set modules as completed. If your district participates in consortium review, please see the In-District Review section on how to enter review outcomes.

To manually set a module as completed:

- Select "Revise" for the appropriate Beginning Teacher and module
    - This option is note available for modules that have been submitted for review
- Enter the module completion date and any notes
- Click "Save"



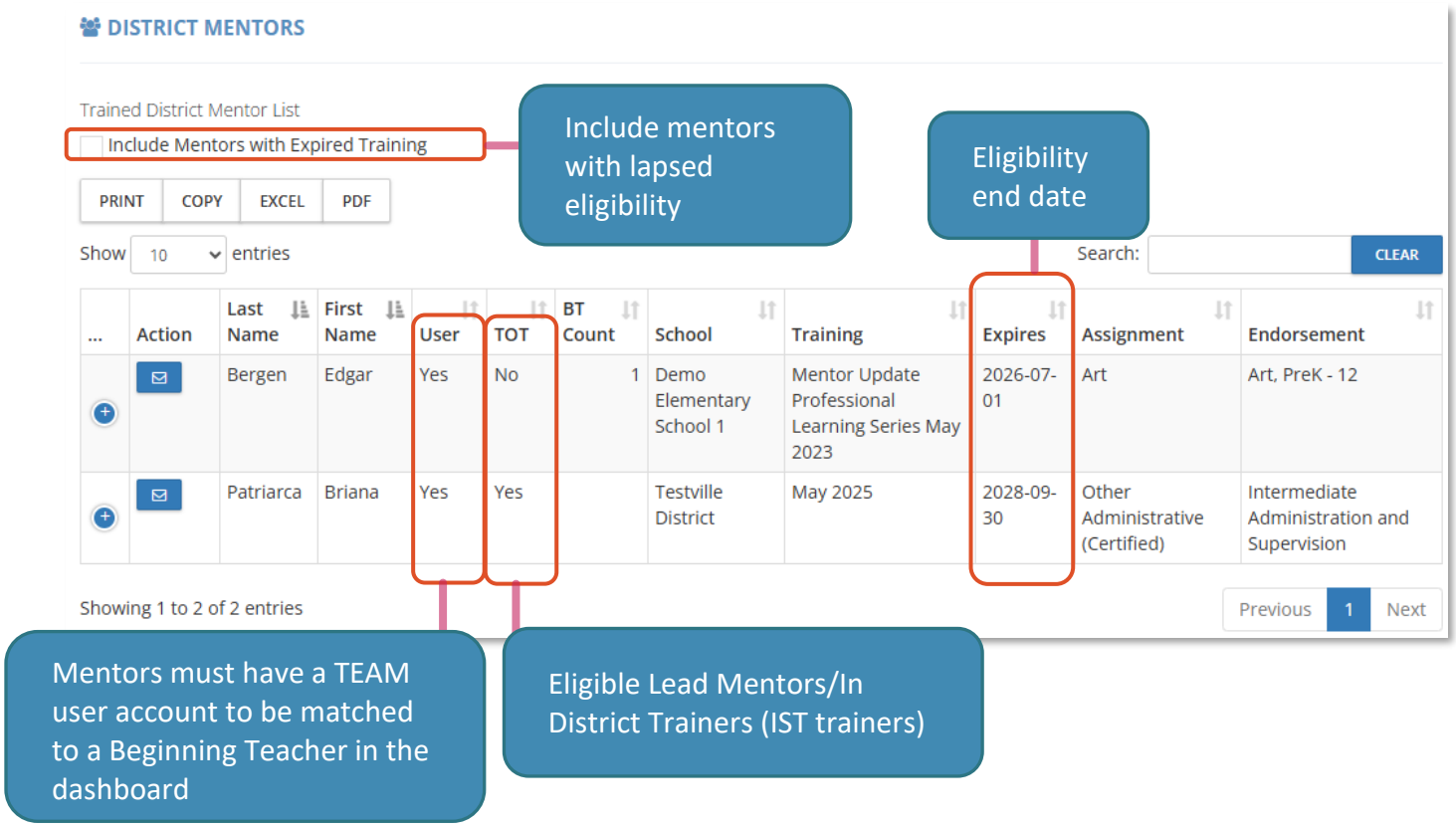
MENTORS

Mentors and/or Cooperating Teachers must complete the state-approved Initial Support Teacher (IST) training and must maintain their eligibility by completing three online mentor professional learning units over the three-year eligibility period (Mentor Update training is available on the mentor dashboard menu in TEAM). Mentors with lapsed eligibility must retake the IST training to become eligible to mentor again.

Please note that only TEAM participants utilize the TEAM dashboard as part of program completion. Cooperating Teachers only utilize the TEAM dashboard for maintaining their eligibility.

DISTRICT MENTORS

View all trained mentors in your district including the total Beginning Teacher's they are currently assigned and their eligibility information. Mentors can only be assigned two Beginning Teachers at a time and must have CSDE approval to mentor additional Beginning Teachers.



Check out these CSDE documents/pages for additional information:

- TEAM Program Manual
- Mentor Training and Eligibility
- Mentor Guide
- Cooperating Teacher Handbook
- TEAM Initial Training Schedule and Registration

MENTOR STIPEND WORKSHEET

The Mentor Stipend Worksheet is a tool for district facilitators in helping determine mentor stipend amounts based on data from the Educator Data System (EDS) and the TEAM dashboard. As this worksheet is a tool and not an official report, corrections to the worksheet should be done outside of the TEAM dashboard.

The Mentor Stipend Worksheet consists of three steps:

1) Populate any active Beginning Teachers in your district
    - Select the Beginning Teachers that should be included in your worksheet
2) Select the stipend amount the mentor should be allocated
3) Once you have confirmed the stipend worksheet, it will be locked and cannot be edited.
    - Export the stipend worksheet to CSV to add or make corrections to the stipend worksheet.

Check out the TEAM Program Manual – Section 2.B.*Payment of Mentor Stipends by Local or Regional Board of Education* section to learn more about Mentor stipend requirements

REVIEWERS

TEAM Reviewers must complete the state-approved Initial Reviewer Training (IRT) which must be facilitated by CSDE-appointed RESC trainers. Reviewers maintain their eligibility by completing the three online Reviewer professional learning units over the two-year eligibility period. Reviewers with lapsed eligibility can renew at any time by completing the required number of online Reviewer professional learning units.

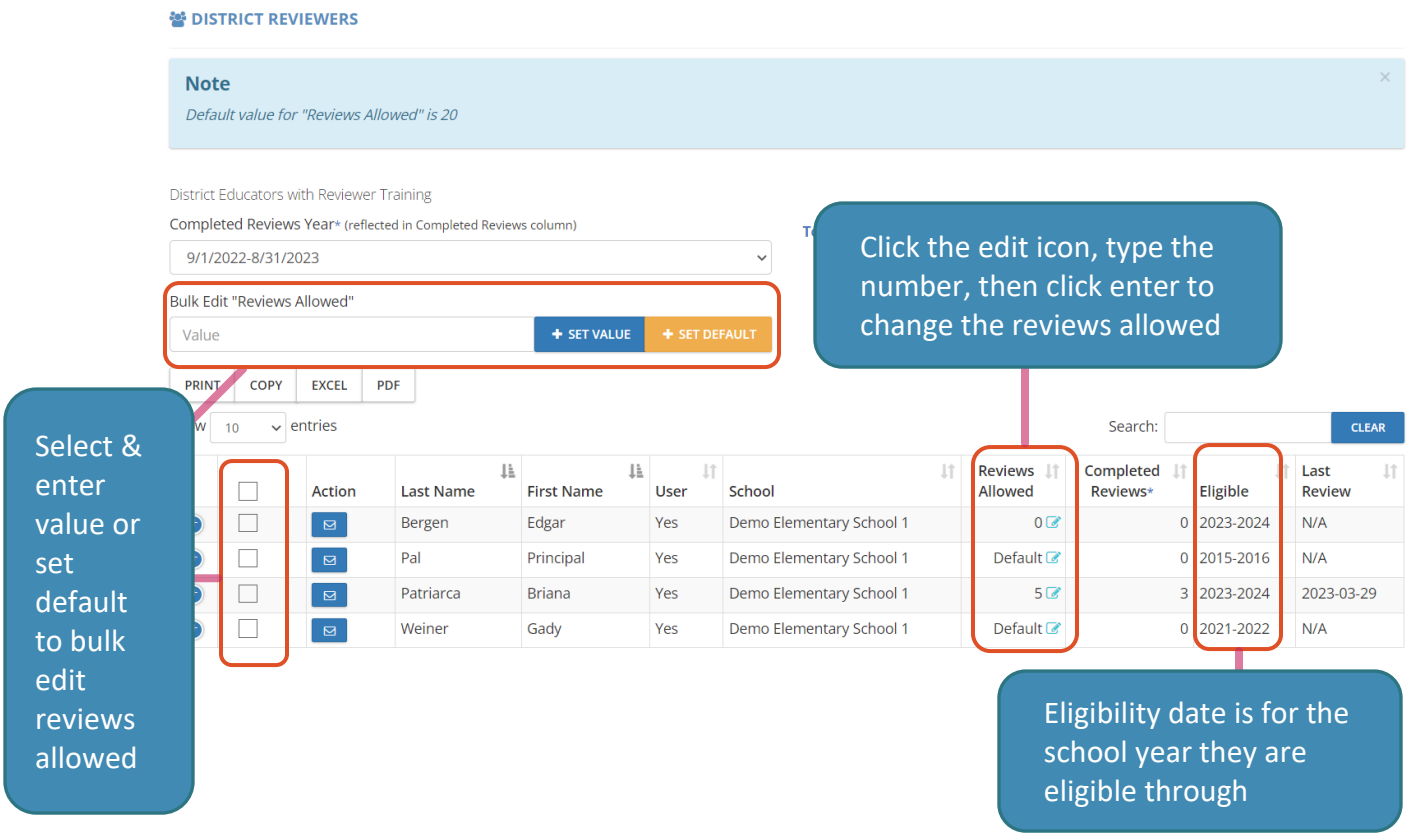
Check out these CSDE documents/pages for additional information:

- TEAM Program Manual
- TEAM Initial Training Schedule and Registration

DISTRICT REVIEWERS

View all trained reviewers with your district and set the number of allowed reviews. The default number of allowed reviews is 20. If changed to 0, reviewers will not be able to pick up papers in the TEAM dashboard (regional and private review options).

See graphic for how to edit the number of allowed reviews.



REVIEW MONITORING

Review monitoring provides an overview of reviewer data for the current school year (September through August). It includes:

- Active Beginning Teachers in district
- Estimated reflection paper submissions
- Number of reviewers that completed Initial Reviewer Training
- Reviews completed since 9/1
- Reflection papers submitted since 9/1

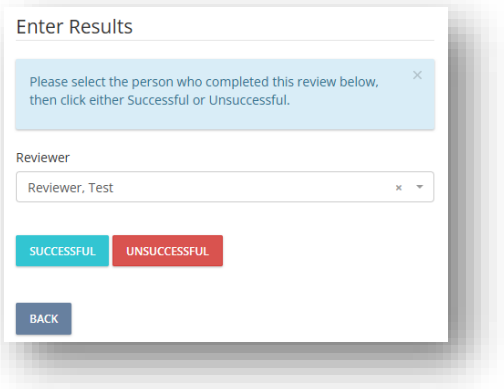
IN-DISTRICT REVIEW (IN-DISTRICT REVIEW OPTION ONLY)

With the in-district review option, module submissions in the TEAM dashboard go to the In-District Review page on the District Facilitator dashboard. Submissions are manually distributed by the District Facilitator (print or email PDF to reviewer) and the outcome is entered by the District Facilitator.

Districts must have eligible reviewers to enter the module outcome.

- Click "View" to access the submitted paper/project.
    - Click the print or PDF buttons if need to distribute the submission to a reviewer.
- Once reviewed, click on "Enter Results" on the *In-District Review* page.
    - Select the Reviewer.
      NOTE: For districts participating in consortium review without any eligible reviewers in district, please submit a Technical Support ticket with the paper ID, reviewer name, date review completed, and outcome.

- Select whether the review was “Successful” or “Unsuccessful”.
  - For **Successful**: Confirm that all criteria was met then click “Submit”. The module will automatically update to completed.
  - For **Unsuccessful**: Select which criteria was met/not met and corresponding feedback, click “Continue” to review the criteria and feedback selections, then click “Submit Review” to return the module to the Beginning Teacher for revision and resubmission. The module will automatically revert to the draft stage.



RESOURCES

EDUCATOR LOOKUP

The Educator Lookup lists individuals within your district based on the district assignments in the Educator Data System (EDS). The following information is available for individual records:

- Educator Id Number (EIN)
- Name (based on EDS data)
- Primary District Facilitator
- Primary assignment, endorsement and endorsement type/dates (based on EDS data)
  - EDS Compliance Code – will note if issue. Individuals with compliance issues may not populate on DF dashboard pages such as the match or monitoring pages.
- Beginning Teacher data (if applicable)
- Training history (if applicable)
- User data (if applicable) including username
  - Please note that the individual’s name on Educator Lookup, District Mentor, and/or District Reviewer are based on EDS data. The Admin/Mentor match pages populate user’s profile name which may differ.
- Change username/password

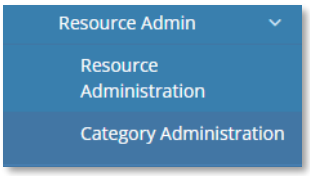
RESOURCE ARCHIVE

The Resource Archive will direct you to the CSDE TEAM homepage and provides additional resources to support TEAM program implementation and progress.

DISTRICT FACILITATOR ANNUAL TIMELINE

The District Facilitator Annual Timeline lists all the major TEAM milestones during the year. For each milestone, CSDE provides the details, suggestions and best practices that have proven to assist in the timely submission of reflection papers, building reviewer and mentoring capacity and processing of TEAM allocations.

RESOURCE ADMIN



District Facilitators can add and categorize role-specific resources such as submission timelines or Mentor and Reviewer expectations to their districts dashboard under the District Facilitator "Resource Admin" menu. Resources posted by system administrators as well as district resources appear on the *Dashboard Resources* page

CATEGORY ADMINISTRATION

Create categories to help organize resources.

- Under the "Resource Admin" menu, select "Category Administration
- Click the ADD NEW button
- Add a meaningful title and click SAVE

RESOURCE ADMINISTRATION

Add district-specific resources. These resources will only be visible to users within your district in TEAM and will populate on the *Dashboard Resources* page.

- Under the "Resource Admin" menu, select "Resource Administration
- Click the ADD NEW button
- Add the following:
  - Title
  - Display Options: Show on Home Page
    - It is recommended that only priority resources be shown on the home page
  - Publish and Expiry Date
  - Role Options – leave unchecked to show on all role accounts or select specific roles
  - Description
  - Uploaded Resource or External Resource
- Click SAVE

To disable resources:

- Click the edit icon for the resource you would like to disable
- Select the "Disabled" check box
- Click SAVE

MY CLASSES

Prior to their training start date, individuals registered for Initial Support and/or Initial Reviewer Training will be sent a link to confirm their training registration. By confirming their training registration, participants will be able to view the training class information in the TEAM dashboard. Please note that the training information available in the TEAM dashboard is at the trainer's discretion and certain training information such as Zoom links or pre-work material may be sent/available via other means (i.e. Protraxx, email).

PERSONAL JOURNAL

The Personal Journal provides a space to enter personal entries/notes. Personal Journal entries are only visible to the user and are ideal for entering notes, observations, resource information, etc.

The Personal Journal should NOT be used to document logged meeting hours between the Mentor/Beginning Teacher. It can be used if the Beginning Teacher or mentor wanted to document personal notes regarding the meeting(s) or their role/progress that do not need to be seen by the TEAM District Facilitator or Beginning Teacher.

REVIEW DISTRICT PLAN

The Review District Plan is available to all users and will populate a PDF of the last submitted district plan for the district the user is currently tied to in the TEAM dashboard. See Edit District Plan on how to create/revise your district's plan.

DASHBOARD RESOURCES

The *Dashboard Resources* page contains dashboard, TEAM program, and district-specific resources posted by CSDE or TEAM District Facilitators (see the Resource Admin section on how to post district-specific resources to the TEAM dashboard). Video playlists are available for each role and are posted on the *Dashboard Resources* page or via the EASTCONN Applications YouTube page.

Resources can be role-specific and may populate/disappear based on your dashboard roles.

PROFESSIONAL DEVELOPMENT

Professional Development will direct you to the CSDE TEAM Professional Development page. The TEAM Professional Development page may include the following training registration opportunities:

- District Facilitator Orientation (held in the fall)
- District Facilitator Meetings (held in the spring and fall)
- Initial Support Training (IST) Training – initial training for mentors and cooperating teachers
    - Mentors renewing eligibility can access the online Mentor Professional Learning Series via their TEAM mentor dashboard. Mentors with lapsed eligibility will need to retake the IST.
- Initial Reviewer Training (IRT) – initial training for TEAM reviewers
    - Reviewers renewing eligibility can access the Reviewer Professional Learning Series via their TEAM reviewer dashboard. Reviewers can renew their eligibility at any time by completing the required number of professional learning units in the Reviewer Professional Learning Series.

** Please note that the training/professional development registrations are managed by the hosting RESCs. Please contact the RESC directly for any issues regarding training registration issues. **

SUPPORT

TECHNICAL SUPPORT

For technical issues with the TEAM dashboard, individuals can submit a ticket by clicking the:

- Contact Support Link at the bottom of the TEAM page
- Technical Support on the TEAM main menu (logged into TEAM account)

Please be sure to be as specific as possible regarding your issue including the page you are having difficulty/issues with, the full name(s) of any individuals that the issue may impact, and, if possible, your EIN and the EINs of any individuals that may be impacted/involved with the issue.

TEAM PROGRAM SUPPORT

For issues regarding TEAM participation, program requirements, and/or policies, please contact the Connecticut State Department of Education (CSDE):

Ashley Wright, Program Manager Ashley.Wright@ct.gov

Gady Weiner, Data Manager Gady.Weiner@ct.gov

Regional Education Service Centers (RESCs) may offer customized technical assistance and in-district support. Please be aware that the RESCs may charge a fee for these services. Please contact your local RESC for additional information (RESC map).

ACES: Francesca Bickel (fbickel@aces.org)
CES: Kasey Dunn (dunnk@cestrumbull.org)
CREC: Jessica Kazigian (jkazigian@crec.org)
EdAdvance: Carrie Kilian-Sirois (kiliansirois@edadvance.org)
EASTCONN: Lauren Rodriguez (lrodriguez@eastconn.org)
LEARN: Michele Han (mhan@learn.k12.ct.us)

USEFUL ONLINE RESOURCES

Public Lookup – Educator Certification

Educator Data System - EDS

TEAM Program Website

TEAM Dashboard Login

DF Timeline

TEAM Training Schedule