TEAM IN-DISTRICT TRAINER PROGRAM GUIDE

2025-2026

TEAM
Teacher Education And Mentoring Program
Bridging the Journey from Preparation through Professional Practice

EASTCONN
advocate educate elevate

CONTENTS

THE ROLE OF THE IN-DISTRICT TRAINER/LEAD MENTOR

In-District Trainers/Lead Mentors can support other mentors in the district, especially newly trained mentors and they can facilitate Initial Support Training for new mentors in their district. In-District Trainers or Lead Mentors must meet the following requirements:

- Experienced mentor with a minimum of five years of mentorship, three of which should be within the last five years.
- Demonstrated leadership skills and maintain current mentor eligibility.

In some instances, these requirements can be waived for educators in administrative roles.

To become an In-District Trainer/Lead Mentor, individuals must complete the online training module, "Training New Trainers of Mentors", and must participate in a virtual Training of Trainers (TOT). To maintain trainer eligibility, all trainers are required to participate in the annual virtual TOT which is typically held in June.

IST TRAINING FACILITATION GUIDELINES

- Recommended maximum number of participants is 25; minimum is 10.
- Designed as virtual trainings though districts may opt for in-person/hybrid.
- Positive feedback about balance of asynchronous pre-work and synchronous sessions to build deeper knowledge.
- Minimum of 24-48 hours between sessions to allow time for trainers to provide feedback on pre-work. IST session pacing can occur within a week (MWF) if the facilitator can ensure feedback is provided to asynchronous work.
- Follow the scope and sequence of the IST materials as designed.
- Utilize the In-District Trainer Dashboard to manage training participation agreements and training completion records.

CSDE COMMUNICATIONS

The Talent Office communicates with In-District Trainers through three channels:

- Resources posted to the TEAM website
- System messages on the TEAM dashboard
- Email
- TEAM Quarterly Newsletter

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 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, In-District Trainer, and reviewer eligibility (See Team System Messages section).

USER ACCOUNT

User accounts are not automatically created. All users 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. Mentors must have a TEAM user account to be matched to a Beginning Teacher in the TEAM dashboard.

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).

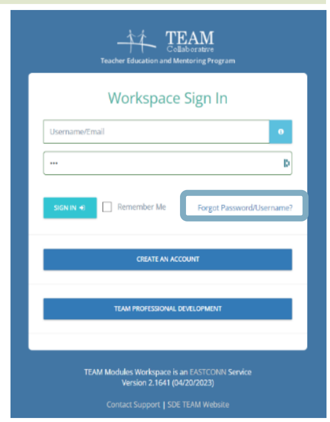
It is recommended that users update their profile information at the start of each school year. See [Create an Account] and/or [Profile] sections for more information.

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

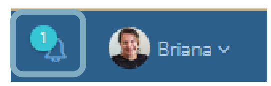
Click the "Change Password" tab to update your existing password. TEAM requires a minimum of 6 characters.

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 not receiving TEAM email notifications and your username is a school email, please contact your school's IT staff to ensure that productsupport@eastconn.org is not being blocked (there will be a red notification under "Account Information" on your TEAM dashboard if this issue occurs).

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.

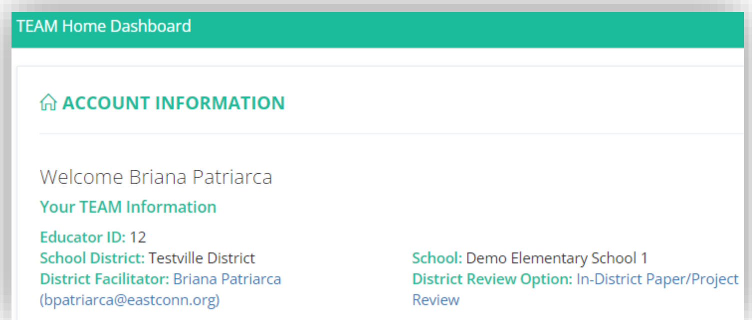
The "Account Information" and "TEAM System Messages" appears on all user's dashboards.

ACCOUNT INFORMATION

The following information is listed on the Account Information tile:

- **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.
- Certain **Dashboard Resources** may be posted in the blue "Dashboard Resources" box under the Account Information tile. See the Dashboard Resources section on how to view all dashboard resources.

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.

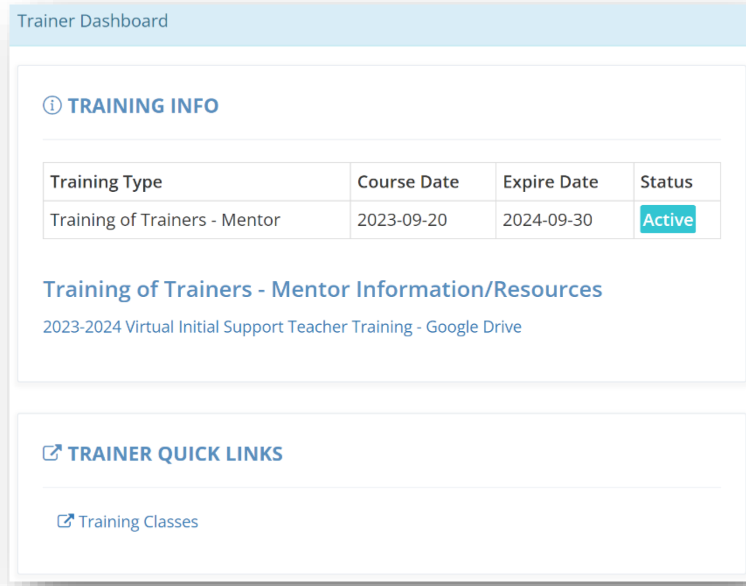
IN DISTRICT TRAINER DASHBOARD

Initial Support Teacher (IST) trainers that complete the annual Training of Trainers (TOT) will be given the In District Trainer dashboard once the training record has been imported into the TEAM dashboard (please allow up to two weeks for the training record to be imported into TEAM).
IST trainer eligibility will be through September of the following year. To maintain IST trainer eligibility, trainers must attend the annual TOT training.

Initial Reviewer (IRT) Trainers are CSDE appointed RESC trainers. These CSDE/RESC appointed IRT trainers will be given the role once TEAM Support staff have been notified and the appropriate role has been added to the dashboard. Eligibility will be through September of the following year and will need to be re-entered annually.

The In-District Trainer dashboard is located on the TEAM dashboard homepage (may need to scroll down to see tile) and contains the following:

- Eligibility status and expiration date
- Link to IST training materials (Google Folder)
- Link to IRT training materials (RESC IRT trainers only)
- Training Classes page link (can also be accessed on the TEAM main menu under “In-District Trainer” menu)

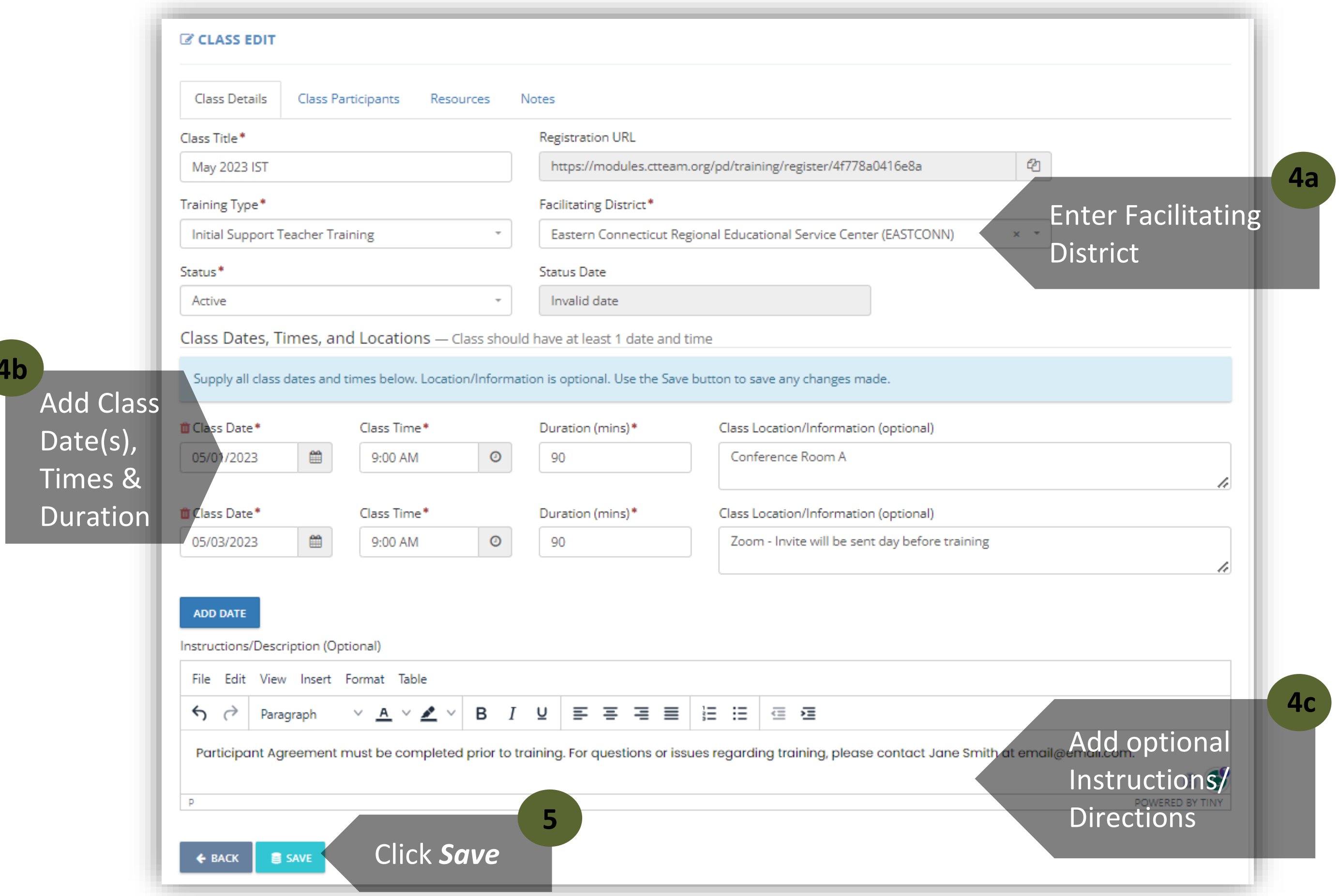


TRAINING CLASSES

In this section, we will review the steps trainers will take to create and facilitate training/participation agreement registration in the TEAM dashboard. Please note that if your school/agency utilizes an event registration system, the below steps will need to be followed to ensure participation agreement completion and to record training completion.

1- CREATE A CLASS

1. Select **In District Training** on the TEAM main menu then *Training Classes.*
2. Select ADD NEW to create a new class.



3. Add a meaningful title for the class such as “Spring 2023” or “May 2023” and select the CONTINUE button.
4. Under the *Class Details* tab enter the following:
    a. Facilitating District
    b. Class Date(s), Time(s) & Duration(s) - Click “Add Date” to add additional dates. Add Class Location/Information such as building/room information (Optional).

       NOTE: Participants will be able to view this information prior to completing the registration/participant agreement in the dashboard. For virtual trainings, it is recommended the Zoom links be added to the Class Details closer to the start of training (could include this in the Class Location/Information or Instructions/Description fields)

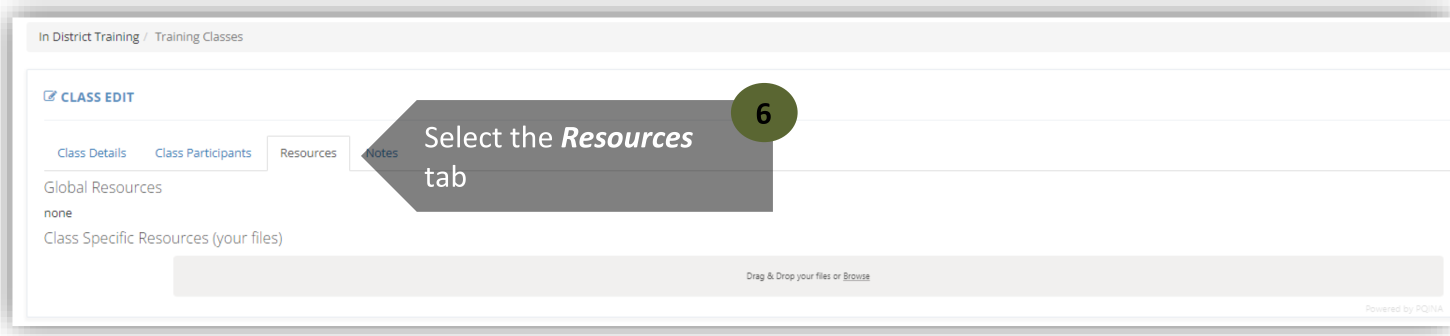
    c. Add Instructions/Description (Optional)

RECOMMENDATION:

- Include directions on who participants should contact with training questions or issues. TEAM Technical Support will not be able to assist participants with any specific questions regarding training facilitation or participation.

- Include link to prework and any additional steps/instructions that participants need to complete prior to training so that participants can easily locate and reference it in their TEAM dashboard.

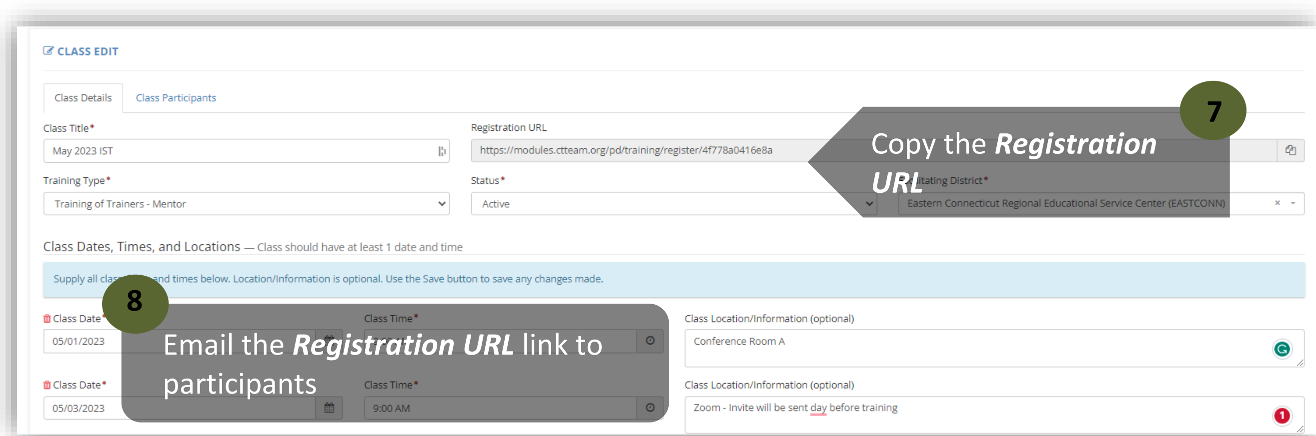
5. Click  .



6. Select the *Resources* tab to upload any additional class resources (resources will be available to registrants using the registration URL link and, once registered, on their *My Classes* page on the TEAM dashboard).

   RECOMMENDATION: Add links in the class information on the *Class Details tab* or upload a document on the training class *Resources tab* with any pre-work/important class information so registrants can easily access this information in the TEAM Dashboard (must have a TEAM user account and confirm their training registration in TEAM to access this information in the dashboard).

2 - PARTICIPANT AGREEMENT/TRAINING REGISTRATION



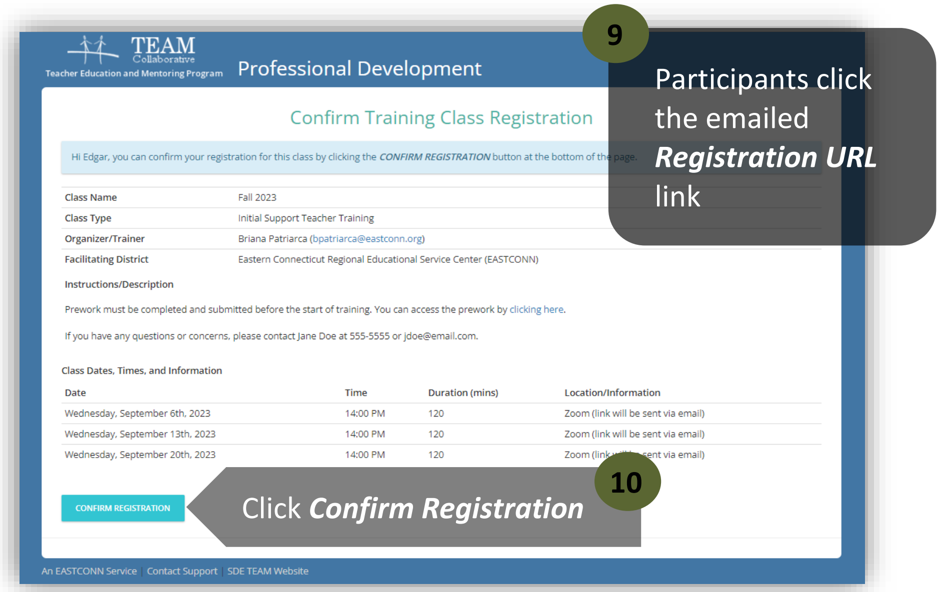
7. Copy the Registration URL to send to training participants.
8. Send an email to training participants and include the Registration URL link.

   RECOMMENDATION:

- Set a deadline for pre-work completion and house the pre-work link in your training class information. This will ensure that participants confirm their training class registration prior to the start of training.
- Note in your email that once they have confirmed their registration, they can view training class details on the "My Classes" page on their TEAM dashboard (this page will only populate once a training class registration has been confirmed).

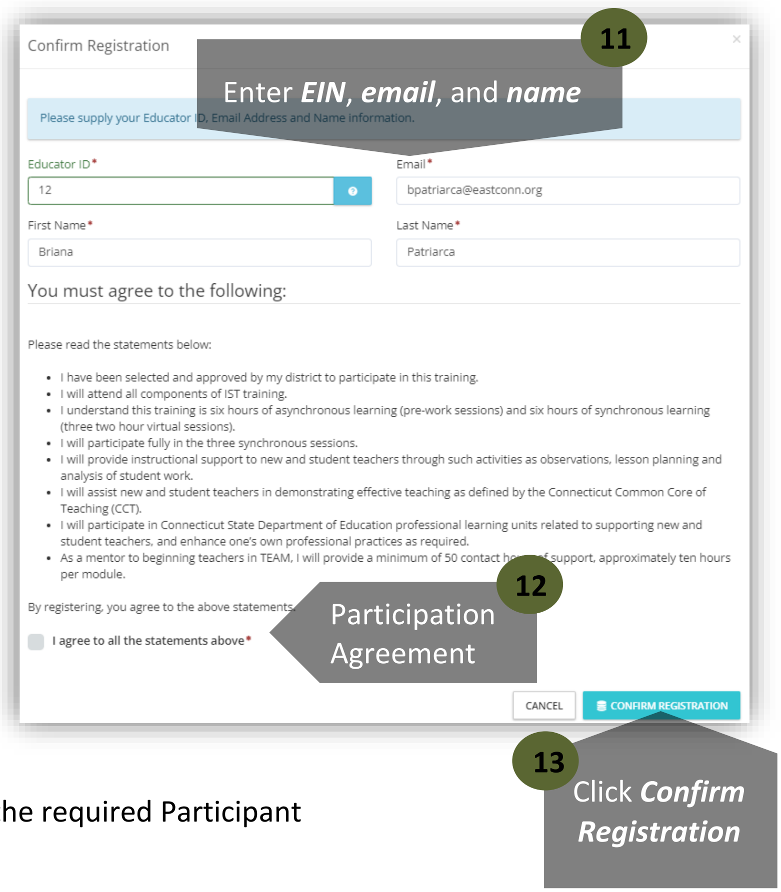
9. Participants click on the emailed *Registration URL* link to view class details and register in the dashboard.

10. Participants click the CONFIRM REGISTRATION button.



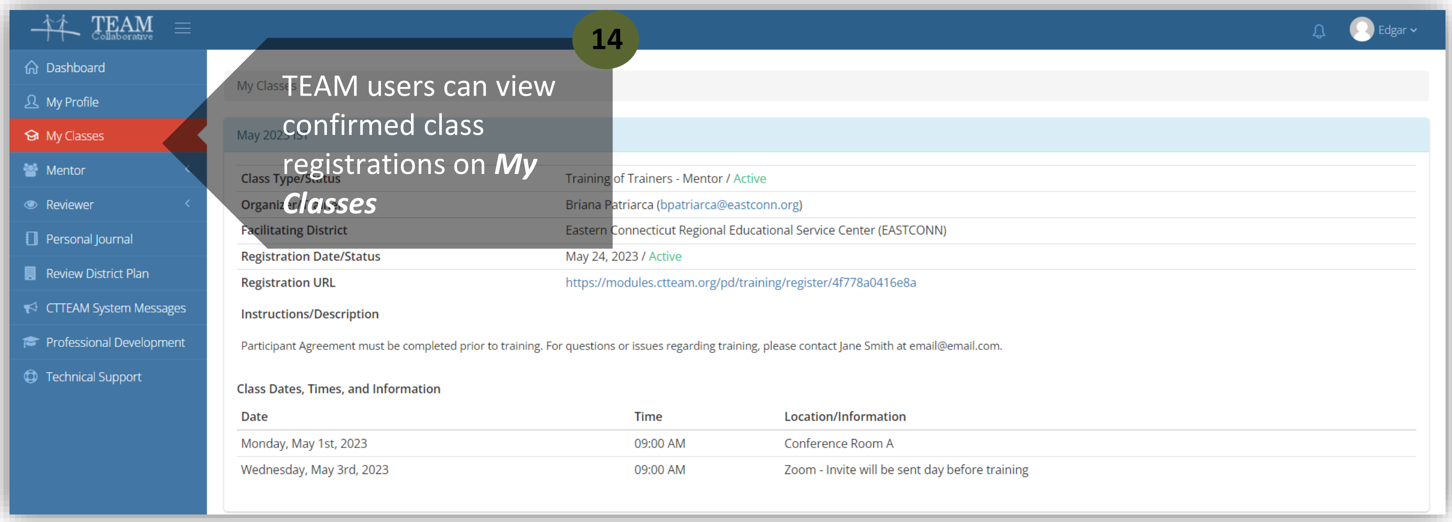
11. Class Registration (includes participant agreement):
    a. Educator Id Number (EIN): Participants can view their EIN in the TEAM dashboard, on their CT Teacher Certification, or by using [CSDE Educator Lookup](#) (Click the ? button in the Educator ID field)
    b. Email Address
    c. First and Last name

NOTE: Participants must have a TEAM-eligible district assignment in the Educator Data System (EDS) to complete the required Participant



Agreement/training registration in the TEAM. dashboard.

12. Click the checkbox to acknowledge participation agreement.
13. Click the CONFIRM REGISTRATION button. Registrants will receive a confirmation email. Participants without a TEAM user account will be prompted to create an account.



14. Registrants can view class details/registration information and any class resources under **My Classes** on the TEAM main menu.

TROUBLESHOOTING CONFIRMING TRAINING REGISTRATION:

- Participants with an active mentor status will be directed to complete the Online Mentor Update to renew their eligibility upon confirming their registration and will have an "ineligible" status on the Class Participant page. Initial Support Teacher (IST) training is intended for new mentors and those with lapsed eligibility.
- Participants that have not worked and currently do not work in a participating TEAM district/school will receive an error message when confirming their registration that the EIN is not recognized.

3 - TRAINING RECORDS/ATTENDANCE

Trainers receive a weekly email notification of updates for all active training class registration confirmations. It is recommended that all participants confirm their training registration via the registration URL link (see 2 - Participant Agreement/Training Registration section for more information).

MANUALLY ADD PARTICIPANTS

1. Select **In District Training** and select the training class.
2. Select the icon to view/edit the training class.
3. Select the NEW PARTICIPANT button.

4. Enter their EIN, name, and email address, and status (defaults to “Active”).

NOTE: Participants must have a TEAM-eligible district assignment in the Educator Data System (EDS) and have a TEAM user account to be manually added.to a training class.

5. Click the SAVE button.

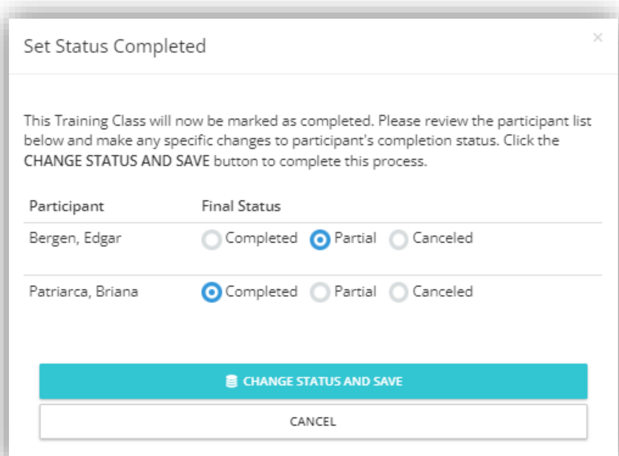
VIEW/EDIT CLASS ROSTER

1. Select **In District Training** on the TEAM main menu.
2. Select the icon to view/edit the training class.
3. Select the Class Participants tab.
4. To edit a participant/registration status, select the icon next to the participant’s name.
5. Participant Status indicates their status prior to the completion of training
    a. *Ineligible* – current mentor and not eligible to participate in IST
    b. *Active* – current registered participant
    c. *Canceled* – participant/trainer unregistered due to cancelation or not completing required steps (i.e. pre-work) prior to start of training (Will not populate when enter training completion status)
    d. *Pending* – can be used to indicate pending pre-work or other information needed prior to the start of training (will populate with default status of “Completed” when enter training completion status)

ENTERING ATTENDANCE/TRAINING COMPLETION:

1. Select **In District Training** on the TEAM main menu.
2. Select the icon to view/edit the training class.
3. On the *Class Details* tab, change the *Status* field “Completed”.
4. Using the pop-up window, mark training attendance:

<u>*Completed:*</u> completed all training requirements
NOTE: If participant has attended sessions with other trainers, the trainer for the last/final session taken to complete training should mark the participant as completed.
<u>*Partial:*</u> completed some of the training requirements (i.e. has not completed all training sessions)
<u>*Canceled:*</u> did not attend any training sessions



5. Select the 

button to record attendance.
6. Participants marked as completed will receive an email notification that their training record has been imported and the role has been added to their dashboard. An example of the confirmation email is available in the In-District Trainer resources section on the Dashboard Resources page (see Dashboard Resources section for more information).

MY CLASSES

Prior to their training start date, individuals registered for Initial Support Teacher 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 to document personal notes regarding meeting(s) or their role/progress that do not need to be seen by the TEAM District Facilitator.

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 linked to in the TEAM dashboard.

DASHBOARD RESOURCES

The *Dashboard Resources* page contains dashboard, TEAM program, and district-specific resources posted by CSDE or TEAM District Facilitators. 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 Teacher (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 CSDE:

Ashley Wright, Program Manager	Ashley.Wright@ct.gov
Gady Weiner, Data Manager	Gady.Weiner@ct.gov

Regional Education Service Centers (RESCs)[AW2] 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)