TEAM REVIEWER 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 REVIEWER

Reviewers are educators selected by the district to review beginning teacher reflection papers or projects. All reviewers must participate in Initial Reviewer Training (IRT) to be eligible to review reflection papers or projects. Training is developed by the Connecticut State Department of Education (CSDE) in collaboration with RESC staff and delivered in the fall
each year. Reviewers must participate in an online reviewer update training every two years to continue to review reflection papers or projects. The TCC establishes the district criteria for the selection of reviewers.

Districts that require a project at the end of each module, may provide training specifically for their reviewers once the reviewers have completed IRT. The process should be established in collaboration with the TCC and clearly explained in the district's three-year mentoring plan.

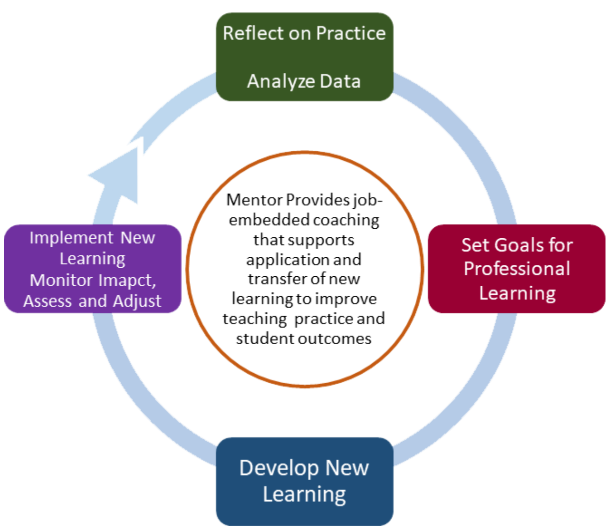
TEAM PARTICIPATION REQUIREMENTS

THE TEAM PROGRAM PROCESS OF CONTINUOUS PROFESSIONAL GROWTH

A cycle of continuous professional growth is an iterative process that deeply engages teachers in the work of analyzing student needs, assessing their knowledge and skills, attaining new learning to develop strategies to address weaknesses and strengths, implementing new strategies and practices, and reflecting on the impact of specific practices on student learning.

The TEAM program is designed to be a Process of Continuous Professional Growth; a process that teachers will continue to use throughout their entire teaching career. The two diagrams below illustrate how a process of continuous professional growth and the TEAM module process are directly aligned.

Process of Continuous Professional Growth



TEAM Module Process

CSDE COMMUNICATIONS

The Talent Office communicates with mentors through three channels:

- Resources posted to the TEAM website
- 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 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 and/or have not completed TEAM.

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.

If your district does not have submission timeframes, it is good practice to set up a submission schedule with your BT to ensure progress in module submission and completion. If a BT is falling behind, it is good practice to meet with the BT to determine the reason for the lack of progress and provide additional support if needed. TEAM District Facilitators should be included on conversations if the BT is not taking TEAM seriously or if there are serious concerns regarding the BTs progress through the modules.

PROJECTS/PAPERS

Districts determine certain module submission requirements such as whether modules 1-4 can be submitted as a paper or a project. The criteria to evaluate a project is the same as a paper though the structure can vary by district. Projects may include a presentation or use of a district template for module submission.

Projects and external document links (i.e. Google Slides or Docs) will likely be returned as not meeting criteria if submitted to the Regional review queue. It is important that Mentors and Beginning Teachers are aware of the submission requirements and expectations to avoid delays in module completion and review.

USER ACCOUNT

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. Reviewers must have a TEAM user account to review papers/projects 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.

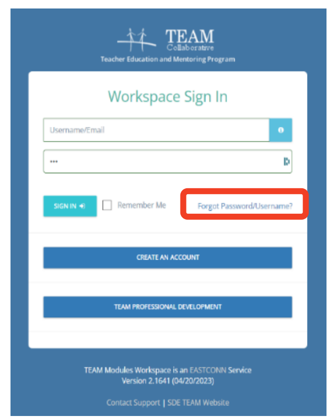
CREATE AN ACCOUNT

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

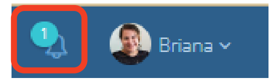
Click the "Change Password" tab to update your existing password. TEAM requires a minimum of 6 characters.

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 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.



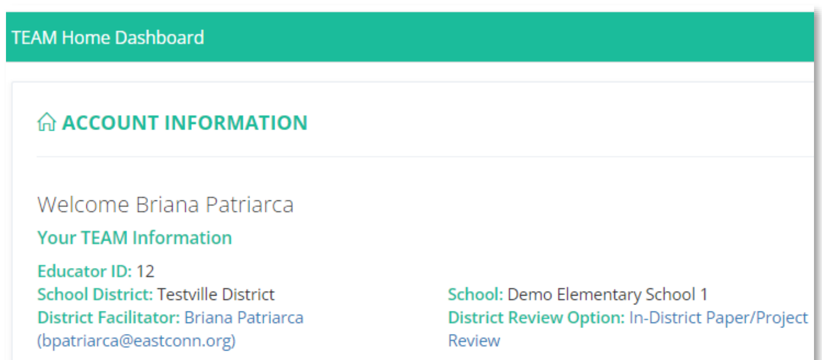
TEAM DASHBOARD & ROLES

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

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 (See the Submit for Review section for more information).
- **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.

TEAM REVIEW OPTIONS

Districts determine whether Beginning Teachers can submit papers or projects and determine which review option their district will participate in. This review option is how papers/projects are submitted in the dashboard and how district reviewers will review papers in the dashboard. TEAM users can view their district's review option on the Account Information tile (See the Account Information section for more information).

There are three district review options:

	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.

Modules can only be reviewed by CSDE-trained TEAM reviewers with current eligibility. Reviewers determine if the Beginning Teacher has successfully met all the criteria for the module and, if unsuccessful, will provide feedback and the teacher can revise and resubmit the reflection paper or project.

TEAM District Facilitators can view the status of all submitted modules within their region. Because review timeframes vary, it is recommended that Beginning Teachers submit prior to the red zone periods to allow enough time to revise and resubmit if needed.

REVIEWER DASHBOARD

The Reviewer dashboard provides tools to review Beginning Teacher module submissions and maintain Reviewer eligibility.

In this section we will review the Reviewer Dashboard and corresponding menu available on the TEAM main menu. Many of these menu options are also available on the Reviewer dashboard tile (may need to scroll down page).

Check out the following CSDE TEAM Program Manual more guidance on the Reviewer role and responsibilities.

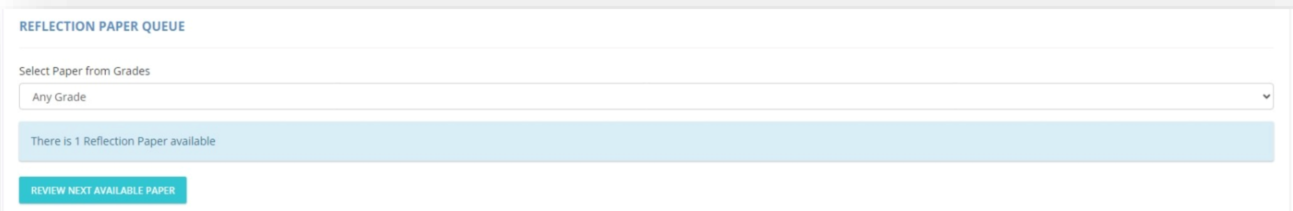
REFLECTION PAPER QUEUE (REGIONAL & PRIVATE REVIEW ONLY)

The Reflection Paper Queue page applies to the Regional and Private Review options only. Submitted papers go into a queue and reviewers can pick up papers by a selected grade range. Districts participating in In-District Review review modules outside of the TEAM dashboard (i.e. presentations, PDF print outs) and outcomes are manually entered by the TEAM District Facilitator.

PICKING UP A PAPER

To pick up a paper/project in the Regional or Private review queue:

- Go to **Reviewer** on the main menu then *Reflection Paper Queue*
- Select a grade range or any grade then click REVIEW NEXT AVAILABLE PAPER to pick up a paper
- Reviewers can only review one paper at a time and the number of papers available in the queue varies.



You can return to the paper by anytime by returning to your queue and clicking RESUME REVIEW.

Review Timeframes

- *Regional reviewers* have seven days to complete reviews and will receive a reminder email on day six. Reviews that have not been completed within that timeframe will be returned to the regional review queue.
- *Private In-District reviewers* do not have enforced timeframes. It is recommended that reviewers only pickup papers if they can complete the review within two to four days. If Private In-District reviewers are unable to complete the review within a timely manner, please submit a technical support ticket to have the paper returned to the in-district queue (See Technical Support section).
- *In-District reviewers* complete reviews outside of the dashboard. Reviews are manually distributed by District Facilitators. To ensure that Beginning Teachers receive feedback within a timely manner, it is recommended that reviews be completed within a timely manner (i.e. two weeks).

Regional Review Paper Issues
Papers submitted to the Regional Review queue should be:

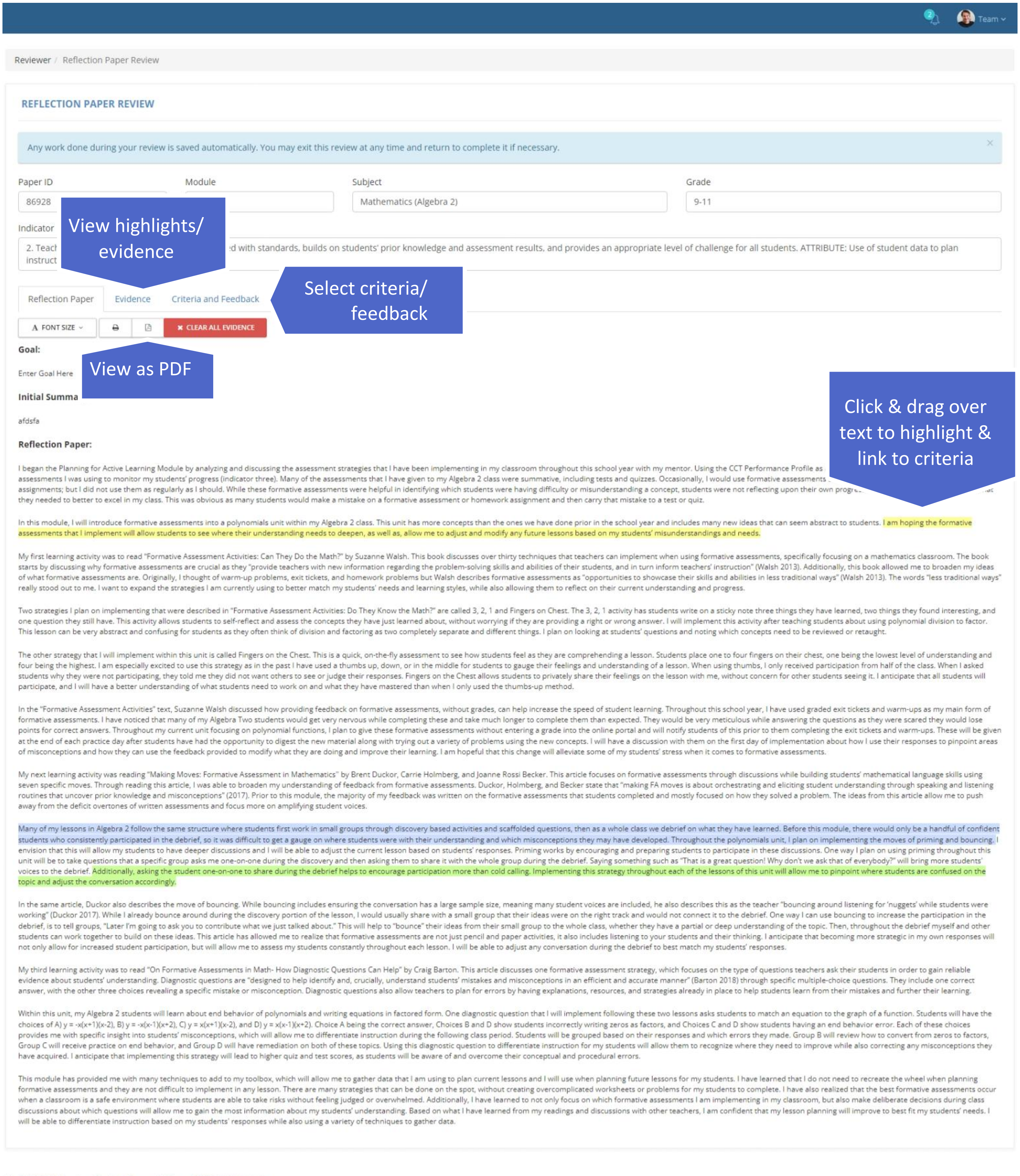
- Anonymous – should not include any information that would identify them or the school/district they work for
- Paper text – Occasionally, Beginning Teachers will submit a link to an external document (i.e. Google Doc) in lieu of pasting their paper in the dashboard. Reviewers cannot click external links in module submissions making it difficult to access the external link.

If a reviewer picks up a paper with either of these issues, it is at the discretion of the reviewer whether they would like to proceed with the review.

If they would like the paper returned to the Beginning Teacher to correct these issues, the reviewer should submit a technical support ticket noting the paper id and the issue(s) (See Technical Support section). TEAM Technical Support will then pull the paper from the reviewer's queue to return it to the Beginning Teacher.

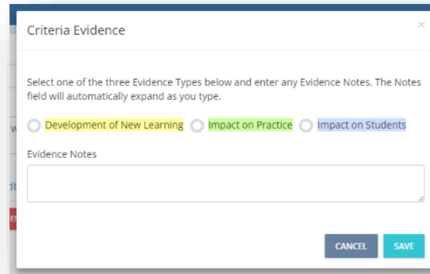
Private Review Paper Issues
Papers submitted to the Private Review queue:

- Should follow district guidelines in terms of anonymity and the use of external documents/links.
- Do not have enforced return timeframes. Once picked up, the paper remains with the reviewer until the review is completed. It is highly recommended that reviewers do not pick up papers unless they are able to complete the review within a timely manner.
    - Please submit a technical support ticket if you are unable to complete the review within a timely manner so that paper can be returned to the queue.
- Does not have chief review/adjudication (chief reviews can only accesses submissions from the regional review queue).


Team
Reviewer / Reflection Paper Review
REFLECTION PAPER REVIEW
Any work done during your review is saved automatically. You may exit this review at any time and return to complete it if necessary.
Paper ID
86928
Module
Subject
Mathematics (Algebra 2)
Grade
9-11
Indicator
View highlights/ evidence
Reflection Paper
Evidence
Criteria and Feedback
Select criteria/ feedback
FONT SIZE
CLEAR ALL EVIDENCE
View as PDF
Goal:
Enter Goal Here
Initial Summa
afdsfa
Reflection Paper:
Click & drag over text to highlight & link to criteria
An EASTCONN Service | Contact Support | Home | SDE TEAM Website

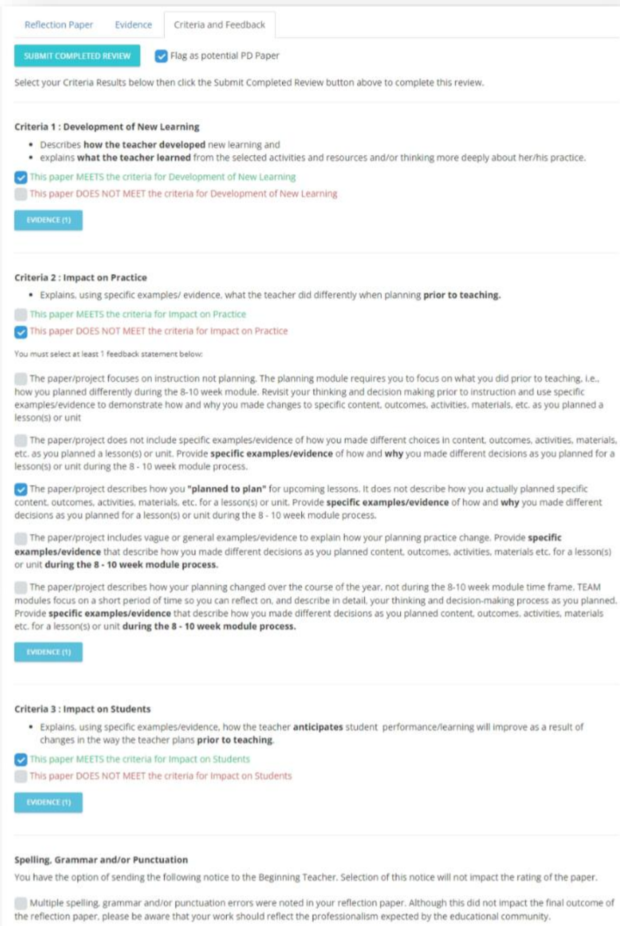
Evidence Notes

Highlight sections to note evidence criteria. A pop-up will appear where you can select the criteria and add your notes.



Reviewers can view all highlights and evidence notes by criteria on the "Evidence" tab.

These notes/highlights will not be seen by the beginning teacher but can be helpful if a module goes to chief review for adjudication.



Criteria and Feedback

Reviewers select which module criteria was met or not met.

If the criteria was not met, reviewers select from feedback statements. It is recommended that reviewers only select one, at most two, feedback statements, per criteria.

PD Paper

Flag exemplary submissions as well as submissions that require a lot of revisions as potential PD papers. PD papers are used as practice papers and examples in professional development and training. Flagged PD papers help our trainers provide a range of submissions to be used as training materials preparing reviewers and mentors in supporting beginning teachers.

Spelling, Grammar and/or Punctuation

This is an optional selection for informational purposes only. Beginning teachers will not be notified if this option is selected.

Once all selections have been made, click the 

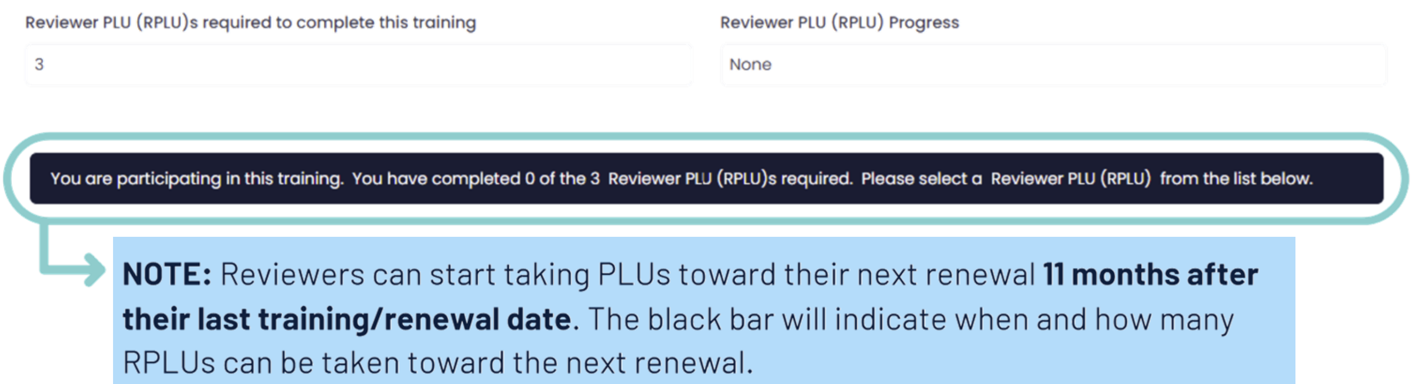
to **complete the review**.

REVIEWER UPDATE: PROFESSIONAL LEARNING UNIT (RPLU) SERIES

To maintain Reviewer eligibility, Reviewers must complete three online Reviewer Professional Learning Units (RPLUs) over a two-year period. Reviewers with lapsed eligibility can renew at any time by complete the required number of Reviewer Update RPLUs.

ACCESS REVIEWER UPDATE: PROFESSIONAL LEARNING UNIT (RPLU) SERIES

- Click **Reviewer** on the TEAM main menu, then click *Reviewer Update: Professional Learning Unit (RPLU) Series.*
- A new browser tab will open to https://team.habilislearning.com.
- Login using your TEAM credentials.
- Under "New/Available Training Courses" tile, select the *Reviewer Update: Professional Learning Unit (RPLU) Series* (If have already started a RPLU, it may show under the "In Progress Training Courses" tile).
- The required number of RPLUs to renew Reviewer eligibility are listed in the "RPLUs required to complete this training" field under the training description.
- At the top of the page, select "Participate" to start the course.
- Select "Begin" to start a RPLU. Make sure to click the "Complete" button at the end of each RPLU to ensure the RPLU is counted toward your eligibility.
- Upon completing the required number of RPLUs, make sure that the "RPLUs required to complete this training" field is "0". If not, please make sure that the RPLUs are marked as completed (if they say "Continue" you must click the "Complete" button on the last page of the training).
- The Reviewer tile on the TEAM dashboard should automatically update with your new eligibility dates (may need to refresh the page).



- To view completed trainings, select **Training** on the main menu then "Participate in a Training Course". Click the "Completed" tab to view completed trainings.

CHIEF REVIEWER DASHBOARD

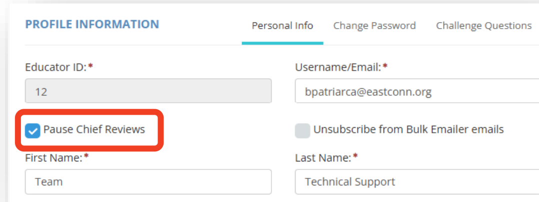
TEAM trained Chief Reviewers provide adjudication for the regional review queue. Chief Reviewers can support reviewers and provide adjudication within their district outside of the TEAM dashboard.

PAUSE CHIEF REVIEWS

Chief reviewers can pause Chief Review resubmits via their TEAM profile. Chief Reviewers should select this option if they are going to be out on leave or if they are no longer participating in TEAM.

To pause reviews:

- Select **My Profile** on the TEAM main menu
- Select "Edit Profile/Password"
- Select the "Pause chief reviews" checkbox
- Click SAVE



By selecting this option, any resubmits will be rerouted to the Chief Review queue.

REFLECTION PAPER QUEUE

IN REVIEW

Chief Reviewers can pick up multiple papers. Once a paper has been reviewed by a chief reviewer, any additional submissions will be sent directly to that chief reviewer and will populate in the *In Review* tab.

The review tools for a chief reviewer are the same as initial reviewers except, chief reviewers can view past reviewers' criteria and feedback selections on the "All Reviews" tab (see Reviewing Tools section for more information).

Chief Review Timeframes

To ensure that papers are returned to Beginning Teachers within a timely manner, Chief Reviewers will have within fourteen days from the resubmission date or the date the paper was picked up to complete their review and will receive a reminder email on day thirteen.

It is recommended that Chief Reviewers email beginning teachers to provide additional clarification and support in understanding the feedback and revisions needed for their module. There is no set timeframe for Beginning Teachers to resubmit, but Chief Reviewers could recommend a timeframe.

REQUIRING REVIEW

Papers that are in the chief review queue and can be picked up for review. The dashboard prioritizes reviews for individuals within 6 months of their TEAM deadline date.

COMPLETED

Chief Reviewers can access and view past reviews.

INITIAL REVIEW QUEUE

Chief Reviewers can view the submissions pending initial review within the Regional Review queue. Chief Reviewers can only view submissions and cannot pick up initial review papers from this page (See Reviewer Dashboard section on how to pick up initial papers for review).

PD PAPERS

Chief Reviewers can access, and view papers flagged as PD papers. These submissions can be used for training purposes, though any identifying information (name and district) should be removed.

STATISTICS

Statistics provide insight on review rates and numbers by school year (September-August) and can be used for informational purposes.

EXPORT REVIEWS

Chief Reviewers can export their review counts by date. This is intended for RESC Chief Reviewers for invoicing so the payment due rates may not align with district Chief Reviewer rates.

CSDE does not provide direct compensation to district Chief Reviewers. Compensation for initial reviews and chief reviews is determined and dispensed at the district level.

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. 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 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

TEAM Program Website

TEAM Dashboard Login

TEAM Training Schedule