



# FALL 2017

## TEAMS WORK SESSIONS

Facilitated by Nathan Miller and Patty Muir

Do you dread every fall when it is time to complete the annual accreditation data collection?

Do you put it off until the Office of Public Instruction (OPI) starts calling?

This technical assistance session is just for you! Come to a session and receive face-to-face assistance from OPI staff. During the six-hour session, you will use your own data to work through the system and either submit your data or be very close to completing the entire data collection process.

See the OPI TEAMS Help website for more details.



Direct OPI assistance

Work with your own data

On the spot  
troubleshooting

Complete TEAMS  
reporting in one session

Free of daily, in office  
distractions

**PREREGISTRATION REQUIRED**

See page 2 list for city, date,  
and time of sessions and  
preregistration instructions.

**OPI TEAMS HELP**

406-444-9444

OPITEAMS@mt.gov

## TEAMS DAY-LONG WORK SESSIONS

City	RESA Region	Date	Time
Helena	IV – SWMSS	August 16	9:00 am – 3:00 pm
Helena	IV – SWMSS	August 18	9:00 am – 3:00 pm
Glasgow	I - PESA	September 12	9:00 am – 3:00 pm
Havre	II – MNCESR	September 13	9:00 am – 3:00 pm
Helena	IV – SWMSS	September 18	9:00 am – 3:00 pm
Great Falls	II – MNCESR	September 20	9:00 am – 3:00 pm
Kalispell	V – WMPLC	September 27	9:00 am – 3:00 pm
Missoula	V – WMPLC	September 28	9:00 am – 3:00 pm
Miles City	I - PESA	October 3	9:00 am – 3:00 pm
Billings	III – MRESA3	October 5	9:00 am – 3:00 pm
Billings	III – MRESA3	October 6	9:00 am – 3:00 pm
Bozeman	IV – SWMSS	October 11	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 24	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 26	9:00 am – 3:00 pm

PREREGISTRATION REQUIRED and will open July 1, 2017 at

<https://goo.gl/forms/rdeaVZxrmHKGyISf1>

### What to expect during your Work Session:

**Help with every aspect of TEAMS**, from uploading, hand-entering, or rolling over TOE and Teacher-Class records.

**This is not a training.** The facilitators are there to help you work with your own data, and will walk the entire group through the process, step-by-step. There may be up to 20 people attending each session.

**Each participant is expected to work through the system at their own pace.** If your TOE information is not completely entered into TEAMS, you may start with this step, but you may not be able to submit your data by the end of the day.

### DON'T FORGET:

**Bring all information needed to complete the entry process in order to make the most of your session. Remember the order of data entry; if this order is not followed, information can be lost:**



The OPI is committed to providing reasonable accommodations to people with disabilities. If you need a disability-related accommodation or have questions concerning accessibility, please contact Danielle Murphy, 406-444-1625 or [dmurphy@mt.gov](mailto:dmurphy@mt.gov), at least seven business days prior to the session.