



FALL 2014

TEAMS WORK SESSIONS

AND OTHER Q&A SESSIONS

Facilitated by **Effie Benoit** and **Danielle Murphy**

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

Do you put it off until the OPI starts calling?

This technical assistance session is just for you! Come to a session and receive face-to-face assistance from a member of the TEAMS help desk. 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 School Staffing website for more details.



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Direct OPI assistance

Work with your own data

On-the-spot troubleshooting

Complete TEAMS reporting in one session

Free of daily, in-office distractions

PRE-REGISTRATION REQUIRED

See attached list for city, date, and time of sessions and pre-registration instructions.

OPI TEAMS HELP DESK

406.444.9444

OPITEAMS@mt.gov

TEAMS DAY-LONG WORK SESSIONS

City	RESA Region	Date	Time
Havre	II – MNCESR	September 23	9:00 am – 4:00 pm
Glasgow	I – PESA	September 24	9:00 am – 4:00 pm
Sidney	I – PESA	September 25	9:00 am – 4:00 pm
Bozeman	IV – RESA4U	September 29	9:00 am – 4:00 pm
Bozeman	IV – RESA4U	September 30	9:00 am – 4:00 pm
Helena	IV – RESA4U	October 2	9:00 am – 4:00 pm
Kalispell	V – WM-CSPD	October 7	9:00 am – 4:00 pm
Kalispell	V – WM-CSPD	October 8	9:00 am – 4:00 pm
Missoula	V – WM-CSPD	October 9	9:00 am – 4:00 pm
Missoula	V – WM-CSPD	October 10	9:00 am – 4:00 pm
Miles City	I – PESA	October 14	9:00 am – 4:00 pm
Billings	III – MRESA3	October 15	9:00 am – 4:00 pm
Billings	III – MRESA3	October 16	9:00 am – 4:00 pm
Great Falls	II – MNCESR	October 20	9:00 am – 4:00 pm
Great Falls	II – MNCESR	October 21	9:00 am – 4:00 pm
Helena	IV – RESA4U	October 23	9:00 am – 4:00 pm
Helena	IV – RESA4U	October 27	9:00 am – 4:00 pm
Helena	IV – RESA4U	October 30	9:00 am – 4:00 pm
Helena	IV – RESA4U	November 3	9:00 am – 4:00 pm
Helena	IV – RESA4U	November 5	9:00 am – 4:00 pm
Helena	IV – RESA4U	November 6	9:00 am – 4:00 pm
Helena	IV – RESA4U	November 12	9:00 am – 4:00 pm

PRE-REGISTRATION REQUIRED at http://www.opi.mt.gov/Reports&Data/Teams.html#gpm1_2

What to expect during your Work Session:

Help with every aspect of TEAMS, from uploading or hand-entering TOE and Teacher-Class records to running the Preliminary Accreditation Report and understanding any generated deviations.

This is not a training. The facilitators are there to help you work with your own data, and will not walk the entire class through the process step-by-step. There may be up to 20 people attending each session, so patience and a willingness to refer to the manual during busy times is encouraged and appreciated.

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:



TEAMS ADOBE CONNECT HOUR-LONG Q&A SESSIONS

Date	Time Session Starts	Log In Information
August 28	10:00 am	
September 2	10:00 am	Pre-registration not required for Q&A sessions.
September 2	2:00 pm	
September 4	10:00 am	See School Staffing/TEAMS Help Page for log in links the day of the session.
September 4	2:00 pm	
September 9	10:00 am	
September 9	2:00 pm	
September 11	10:00 am	http://www.opi.mt.gov/Reports&Data/Teams.html#gpmI_2
September 11	2:00 pm	
September 18	10:00 am	
September 18	2:00 pm	
October 1	10:00 am	
October 2	2:00 pm	
October 22	10:00 am	
October 22	2:00 pm	
October 28	10:00 am	
October 28	2:00 pm	
November 10	10:00 am	
November 10	2:00 pm	
November 13	10:00 am	
November 13	2:00 pm	
November 17	10:00 am	
November 17	2:00 pm	
November 18	10:00 am	
November 18	2:00 pm	
November 19	10:00 am	
November 19	2:00 pm	
November 20	10:00 am	
November 20	2:00 pm	

What to expect during your Q&A session:

Answers to any and hopefully all questions you have. Tips and tricks the facilitators think might be of interest or useful to the participants.

If questions do not last the entire hour, the session may end early.