OPI TEAMS UPDATES

AIM Unit:

Nicole Thuotte

Andy Boehm

Jennifer Straw

Shara Blair

OFFICE OF PUBLIC INSTRUCTION

ELSIE ARNTZEN, STATE SUPERINTENDENT

OPI.MT.GOV

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TEAMS CONVERSION

The TEAMS system is being transitioned as of July 1, 2023

Districts will enter much of the data into Infinite Campus (Calendar, TOE and other personnel records, Teacher-Class, CTE, etc.)

Policy and program information will be entered in a new application

Due dates could change (e.g., TOE in December, Teacher-Class 2x per year – 1st and 2nd semester)

TEAMS SCREENS

Systems Screens Converted to Infinite Campus (AIM):

- Terms of Employment (TOE)

- Contractors

- Professional Licensure

- Special Education

- Alternative Education

TEAMS SCREENS

Systems Screens Converted to Infinite Campus (AIM):

- Contractors

- Paraprofessionals

- Teacher Incentive

- Compensation Expenditure TOE

TEAMS SCREENS

Systems Screens NOT Converted to Infinite Campus (AIM):

- Policies
- Recruitment
- Indian Education for All
- American Indian Student Achievement
- Internships
- Assessment
- Gifted and Talented

TEAMS SCREENS

School Screens Converted to Infinite Campus (AIM):

- Teacher-Class

- Distance Learning

- Dual Enrollment

- Offsite Locations

- Pupil Instruction/Aggregate Hours

TEAMS SCREENS

School Screens Converted to Infinite Campus (AIM):

- Pupil Instruction Related

- Career and Technical Education (CTE)

- Alternative Education

- Classroom Overload

TEAMS SCREENS

School Screens NOT Converted to Infinite Campus (AIM):

- Indian Education for All

TEAMS – CALENDARS

TEAMS – CALENDARS

1. The Calendar Start and End Dates should reflect the fiscal year (July 1, XX to June 30, XX+1)

2. Calendar Type defaults to Instructional – must create calendars for Alternative and Offsite programs

TEAMS – CALENDARS

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1. The grade levels should match the grades authorized by the state; AND served by the calendar (e.g., school serves grades K-6, but calendar serves grades 5-6)

2. Map grades to the state grade (e.g., EK/K1 maps to KF)

3. If grades are served that do not match authorized grade, mark exclude from state reporting (e.g., 7th grade taking HS algebra)

TEAMS – CALENDARS

➢ Term dates reflect the actual student start and end dates of school, divided by the appropriate grading periods.

TEAMS – CALENDARS

Period Schedules:

➢ If there is a significant difference in schedule between grade levels within a school, create a separate calendar

➢ Create separate period schedules for early release, A day/B day, etc.

TEAMS – CALENDARS

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Period Schedules:

➤ If using an "all day" period schedule (attendance once per day) enter all non-instructional time (unstructured recess, lunch) into "lunch time"

➤ Mark all non-instructional periods (courses, activity, after school programs, etc.) as "non-instructional"

TEAMS – CALENDARS

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Days:

➢ Include all instructional days – including rotations, early release, etc.

➢ Include all PIR days with duration

TEAMS – TOE RECORDS

Convert TEAM TOE Record to Infinite Campus:

TEAMS – TOE RECORDS

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TEAMS – TOE RECORDS

1. School – select the school (select District Level – EL/HS/K12 for Districtwide assignments)

2. Start Date (can be historical – does not have to be a new record every year unless information changes)

3. Enter State Assignment Code

4. Enter FTE if required by State Assignment Code

5. If the employee is to be assigned to a classroom, must indicate Teacher

TEAMS – TEACHER CLASS

➢ Requires all the information that populates the existing TEAMS Extract

➢ Will require accurate rosters for student count

➢ Will require accurate calendars for class minutes

➢ May be more than one certification period per year (e.g., first and second semester)

TEACHER CLASS - COURSE

TEACHER CLASS - COURSE

1. Course Number (no format requirements)

2. Course Name (no format requirements)

3. Distance Class – required for all courses offered remotely (not offsite)

4. Dual Enrollment Credit – required for all courses where students earn both high school and college credit

TEACHER CLASS - COURSE

TEACHER CLASS - COURSE

1. SCED Subject Area – first two digits of the NCES course identifier

2. SCED Course Identifier – last 3 digits of the NCES course identifier (must be a code prefaced by "MT")

3. Lowest Grade – lowest grade course designed for

4. Highest Grade – highest grade course designed for

5. Available Carnegie Unit Credit – amount of credit student will receive upon completion

TEACHER CLASS - COURSE

6. Course Level – Designated level of the course

7. Sequence _ of _ - 1 of 1 unless it's a progressive course

*See TEAMS help page for more information on which courses to enter and specific requirements for specialized courses (TEAMS (mt.gov))

TEACHER CLASS - SECTION

TEACHER CLASS - COURSE

1. Section Number (no format requirements)

2. Session Type – length of the course (quarter, trimester, semester, full year, etc.)

3. Session Number – where the course falls in the Session Type

4. Section Schedule Placement – indicate where in the schedule the course falls

TEACHER CLASS – STAFF

TEACHER CLASS - STAFF

1. Staff Type – select the staff type to add to the course (must have at least a Primary Teacher)

2. Role – select the role corresponding to the Staff Type (if not a state reported course, select Not Applicable/Not State Reported)

TEACHER CLASS – ROSTER

TEACHER CLASS - ROSTER

➢ Maintain rosters to show active, dropped and incoming students

➢ Rosters will calculate enrolled students, M/F numbers for CTE, etc.

➢ Use Roster Setup ONLY for initial load of class rosters

TEAMS – PROFESSIONAL LICENSURE

TEAMS

	SEID	Name	Position	License Type	License Number	License Status	License Expiration
1 2	215476	Adams-Custer, Lillian	SE69 - School Nurse, Special Education	Registered Nurse	NUR-RN-LIC-69764	Active	12/31/2022
	215476	Adams-Custer, Lillian	SP69 - School Nurse - General Education	Registered Nurse	NUR-RN-LIC-69764	Active	12/31/2022

License Search

License Information

Licensing Board/Program
Board of Nursing

License Type
Select

License Number
NUR-RN-LIC

LICENSE NUMBER	LICENSE TYPE	STATUS	EXPIRATION DATE	BUSINESS NAME	LAST NAME	FIRST NAME	CITY	STATE	ZIP
NUR-RN-LIC-69764	Registered Nurse License	Active	12/31/2024		Adams-custer	Lillian	WHITEFISH	MT	59937

MT Dept. of Labor/Industry

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TEAMS – PROFESSIONAL LICENSURE

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1. Start Date/End Date – date of licensure
2. SPED Related Services Credential – only for specific special education assignments
3. Health License – license type
4. License Number
5. License/Certification Type

DLI Record Search (mt.gov)

TEAMS – SPECIAL EDUCATION

➢ Most information taken from TOE records

➢ Adding % of FTE Level fields to District Assignment screen

➢ Select Supervisor on District Assignment screen

➢ Adding Certification Status to Credential tab

TEAMS – ALTERNATIVE EDUCATION

➢ If the Alternative Education program operates on a different schedule (terms, periods, etc.) create a separate calendar

➢ If the Alternative Education program operates on the same schedule, indicate all Alternative Education courses in the course itself

TEAMS – CLASSROOM OVERLOAD

➤ Add additional staff to Staff History for a course when the enrollment exceeds state standards

➤ Developing a method of reporting additional time

TEAMS – REPORTS

➢ Currently published TOE validations that mimic the TEAMS Preliminary Quality Educator Report

➢ Data Integrity Tools>Data Validation>Data Validation Report>TOE Reports

➢ Combination of 4 reports

TEAMS – REPORTS

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➢ Use the current TEAMS Extract to verify Teacher Class Data

➢ More reports coming soon!!

TEAMS – TO DO LIST

➤ Use the TOE reports to ensure that all staff have an SEID entered (State Staff ID)

➤ Use the TOE reports to ensure that all staff have a District Assignment (State Assignment Code)

➤ Use the TOE reports to ensure that staff have an FTE entered (where appropriate)

➤ Use the TEAMS extract to ensure that courses are correctly configured

TEAMS – TO DO LIST

➢ As you are rolling data to 23-24 review your calendar setup and create additional calendars for grade level configurations, alternative schools, and/or offsite programs that don't match schedules with the main calendar

➢ Enter PIR dates and durations for 23-24

COMING SOON

➢ Detailed Instructions

➢ User Guides

➢ Videos

➢ In Person Training and Data Entry Sessions