

# Using the MT Edition Value Added for the TEAMS Extract

## [AIM User Guide](#)

This AIM User Guide explains how to prepare the MT Edition application to extract a “Teacher-Class” file to upload into TEAMS (Terms of Employment, Accreditation and Master Schedule). This guide is designed for schools that do not have an existing student information system. Districts that do not use a student information system may use the MT Edition Value Added application to store and extract data to submit on TEAMS. TEAMS is OPI’s online system used to collect data for school accreditation (aka Annual Data Collection). In the MT Edition Value Added, districts may enter schedules, courses and teachers and assign students to courses. Data may then be extracted in a format suitable for upload into the “Teacher- Class” screen of the TEAMS system.

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Table of Contents

TEAMS - Terms of Employment, Accreditation, and Master Schedule ..... 3

MT Edition Calendars ..... 3

Terms ..... 3

Periods ..... 4

Days..... 5

Teachers ..... 6

Add Staff..... 6

Indicate District Assignments..... 8

COURSES ..... 9

General Elementary Courses..... 9

Middle/High School Courses ..... 10

Courses by Specialists ..... 11

Creating Sections ..... 12

CREATING ROSTERS ..... 13

Course Changes..... 15

TEAMS EXTRACT..... 16

FAQ:

- 1. **What is TEAMS?**  
Terms of Employment, Accreditation and Master Schedule (TEAMS) is a collection that replaced the previous Annual Data Collection (ADC). In TEAMS, districts report courses and teaching assignments at the class level.
- 2. **What calendar information is required?**  
Districts must identify student enrollment dates and enter a daily schedule so TEAMS can accurately calculate student instruction time.
- 3. **What information is required for teachers?**  
Teachers must have an SEID (previously known as the Folio Number), an employment record, and an assignment into a school to be attached to the TEAMS extract.
- 4. **What do I need to know about the courses students are taking?**  
Depending on the certification of the educator, students in grades K-6 generally need to be assigned only to a grade level course. Students taking courses from educators with specialized certifications (e.g., Physical Education teachers) and 7-8 and high school students will need to be assigned to a specific subject area course.
- 5. **How are students attached to courses with teachers?**  
Teachers are assigned to the courses they teach, and students are placed on a roster for that course. The TEAMS extract only records the number of students in a course, but not names of students.

# TEAMS - Terms of Employment, Accreditation, and Master Schedule

This collection will fulfill a number of new and anticipated reporting requirements in addition to replacing the existing Annual Data Collection (ADC).

- The Terms of Employment collection reports the employment status of each employee of the district, including position code, FTE portion, base salary, employment start and end dates, total annual days and hours, Full-time/Part-time status, and permanent/temporary status.
- The Accreditation component collects information about the schools' compliance with the Montana School Accreditation Standards.
- The Teacher-Class collection includes information on course catalog and teaching assignments at the class level.

*This guide will specifically address the Accreditation and Teacher-Class portions of the TEAMS project. More information on the TEAMS project may be found on the [OPI webpage](#).*

## MT Edition Calendars

For general AIM reporting, districts are required to create calendars with basic district information. For the purposes of the TEAMS collection, districts must also enter **Terms, Periods** and **Days**.

**Path: Index> System Administration> Calendar> Calendar**

### Terms

Terms define the periods of time in which students are enrolled in courses. If districts only have full-year courses, only a full-year term is required. If students rotate courses on either a quarter, trimester or semester schedule, click **New Term Schedule/Terms** to define those terms.

1. Enter the **Start Date** and **End Date** for each term as determined by your school/district.
2. Click **Save**.

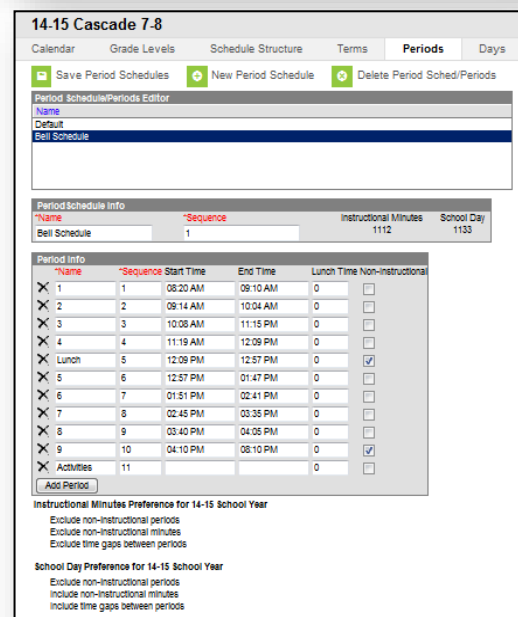
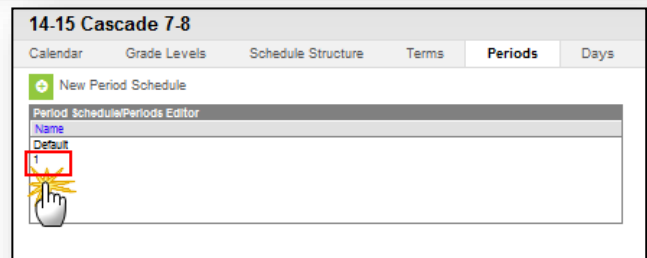
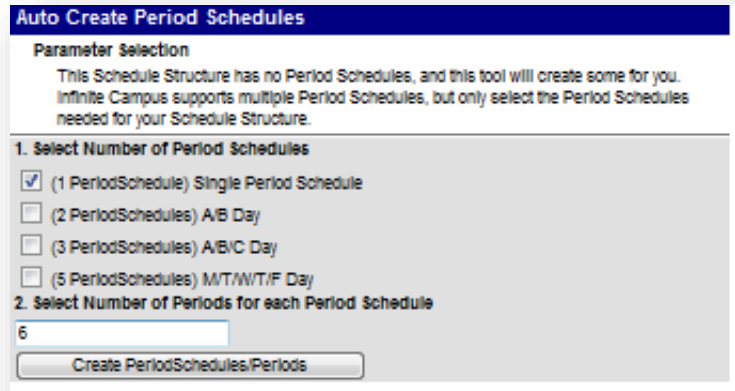
## Periods

Periods define the time that students spend in courses. If the school is only recording time in one course (e.g., 1<sup>st</sup> grade or 2<sup>nd</sup> grade, etc.), the district only needs to create one period. (use default for this.) If students transfer from one course to another (e.g., high school or middle school) the periods need to reflect that movement between courses.

**NOTE:** If MT Edition will be used to record attendance, periods may be set up based on times attendance will be taken (e.g., before and after lunch).

1. Click **New Period Schedule** under the **Periods** tab to add a schedule.
2. Under **Select Number of Period Schedules:** For each schedule, you must enter a list of periods and times in the next step, so use the least number of schedules as possible to reflect the school's activities accurately. Check the box that applies.
3. Under **Select Number of Periods for each Period Schedule.** Enter the number of periods for the schedule being added. You can add more in the next step, if needed.
4. Click **Create Period Schedules/Periods.**
5. To list the period information, click the schedule just added.
6. Enter a schedule **Name** (e.g., *Bell Schedule, Early Out Days, etc.*), if desired.
7. Enter **Start time** and **End Time** for each period.
8. Check **Non-Instructional** for every period that is not pupil instruction time.
9. Click **Save Period Schedules.**

**NOTE:** After saving, the *Instructional Minutes* and *School Day* minutes are calculated, as shown on the Period Schedule Info. Days



## Days

The **Days** tab is used to identify the days on which students receive instruction. Holidays, early release days, and teacher in-service days are included. Excluding or shortening days reduces the total number of instructional minutes for a course.

First, set the range for school days. This should include your PIR days.

1. On the **Days** tab, click **Day Reset**.
2. Enter the *Start Date* and the *End Date* (these dates are the dates of instruction beginning and ending for the school year and are not the fiscal school year dates.)
3. If school is not held on Friday, un-check Friday.
4. Click **Create Days**.
5. Next, adjust for days school is not held. Select a date by clicking the blue number from the large calendar. For PIR days, uncheck *Instruction* and *Attendance*. For holidays or other non- school days, uncheck *School Day*, *Instruction* and *Attendance*. For shortened days, enter the *Start Time* and *End Time*.
6. To enter *Day Events*, click **Add Day Event**. Select the *Type* from the drop-down menu.
7. Click **Save Day/Day Events**. Repeat for all altered instruction days.

Calendar Grade Levels Schedule Structure Terms Periods **Days**

Day Reset Day Rotation Print Print Rotation Multi Day Event

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01 F	02
03	04 M	05 T	06 W	07 TR	08 F	09
10	11 M	12 T	13 W	14 TR	15 F	16
17	18 M	19 T	20 W	21 TR	22	23
24	25	26	27	28	29	30
31						

**Auto Create Calendar Days**

**Day Reset**

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose "Fill Missing Days Only").

\*Start Date 08/25/2014

\*End Date 06/09/2015

Duration 0

Fill Missing Days Only ☒

Mon Tue Wed Thu Fri Sat Sun

☒ ☒ ☒ ☒ ☒ ☐ ☐

Create Days

**Day Detail**

Date 05/05/2020 Day # 163

\*Period Schedule T

School Day ☒ Instruction ☒ Attendance ☒

Start Time End Time Duration 0

Comments

**Day Events**

Type Duration Inst. Minutes

Ad

AD: Abbreviated Day  
CH: Holiday - Christmas  
IO: In Service Optional  
IS: In Service  
OH: Holiday - Other  
PT: Parent-Teacher Conference  
Srt: Holiday - Spring Break  
SI: Inclement Weather  
TV: Teacher Vacation

**Event on this Day**

**Day Detail**

Date 05/05/2020 Day # 163

\*Period Schedule T

School Day ☒ Instruction ☒ Attendance ☒

Start Time End Time Duration 0

Comments

**Day Events**

Type Duration Inst. Minutes

Add DayEvent

## Teachers

To include a teacher and/or para- professional responsible for student instruction in TEAMS, add them to the MT Edition application using the following steps.

### Add Staff

1. From the **Index** tab, select **Census**.
2. Select **Staff Locator**.
3. Enter the teacher's *Last Name*, *First Name* and *Gender*.
4. Click **Search**.
5. The search results display any teachers entered into another District or MT Edition. Verify the teacher's demographic information and select the corresponding match.

Name	Staff State ID	Gender	Birth Date	%
Classroom Teacher	12345	M	100	
Classroom Teacher 3	126661	M	67	
Classroom Teacher 5	126663	M	67	
Classroom Teacher 7	126665	M	67	

**NOTE:** Hovering over the name of the teacher will show the last district of employment – the same as the student locator does for student.

6. If there is no match for the teacher being entered, click **Create New District Staff**.

Name	Staff State ID	Gender	Birth Date	%
Classroom Teacher	12345	M	100	
Classroom Teacher 3	126661	M	67	
Classroom Teacher 5	126663	M	67	
Classroom Teacher 7	126665	M	67	

7. Required fields are: *Last Name*, *First Name*, *Gender* and *Employment Start Date*. However, for the TEAMS extract, the teacher's SEID (Folio Number) must be entered in the *Staff State ID* field.

Name	Staff State ID	Gender	Birth Date	%
No matches found				

8. Enter the required data and click **Save**.

**NOTE:** The *Staff State ID* number was previously an auto-generated number. The district may need to replace the auto-generated number with the correct SEID number.

The teacher's SEID (Folio Number) may be found on the teaching certificate or located using the [Montana State Educator Information System \(MSEIS\) Educator Search](#).

The form is titled "Person Information" and is divided into several sections. The first section, "Person Information", contains fields for \*Last Name (Professori), \*First Name (Edwin), Middle Name, Suffix, \*Gender (Male), Birth Date, and Soc Sec Number. The second section, "Race/Ethnicity", contains a dropdown for "Is the individual Hispanic/Latino?", a checkbox for "Is the individual from one or more of the these races? (check all that apply)", and checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. The third section, "Person Identifiers", contains fields for Student State ID, Local Staff Number, Staff State ID (126994), and Person GUID. The fourth section, "Employment Information", contains fields for Start Date (08/25/2014), End Date, Teaching Start Year, Teaching Years Modifier, License Number, FTE Percent, Seniority, and Education. A "Save" button is located at the bottom right of the form.

Person Information	
*Last Name	*First Name
Professori	Edwin
*Gender	Birth Date
Male	
Middle Name	
Suffix	
Soc Sec Number	

Race/Ethnicity	
Is the individual Hispanic/Latino?	
Is the individual from one or more of the these races? (check all that apply)	
<input type="checkbox"/> American Indian or Alaska Native	
<input type="checkbox"/> Asian	
<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> White	
Race/Ethnicity Determination	
Home Primary Language	

Person Identifiers	
Student State ID	
Local Staff Number	
Staff State ID	126994
Person GUID	

Employment Information	
Start Date	End Date
08/25/2014	
Teaching Start Year	Teaching Years Modifier
License Number	FTE Percent
Seniority	Education

Save



## Indicate District Assignments

1. Select the **District Assignments** tab and click **New**.
2. Select the *School*, enter a *Start Date* and check the box for *Teacher* (if the teacher will be a **Team Member** for Special Education students, also check *Special Ed* and/or *Advisor*). Click **Save**.
3. If a teacher is assigned to multiple schools, create an assignment for each school.
4. The teacher's SEID (Folio Number) may be found on the teaching certificate or located using the [Montana State Educator Information System \(MSEIS\) Educator Search](#).
5. Enter any of the known elements of the teacher's demographics and/or license information and click **Search Educators**.
6. Click **View** to see the specific license history and information for the selected teacher.
7. The SEID is located at the top of the page, under the teacher's name.

**NOTE:** Information shown here was obtained from the public site. Districts have access to the secure MSEIS/TEAMS site.

**Professori, Edwin**  
Gender: M

Demographics | Identities | Households | Relationships | Enrollments | District Employment | **District Assignments**

Save Delete **New**

**Assignments**

**Employment Assignment Information**

School: Cascade 7-8  
Start Date: 08/25/2014  
End Date:   
Title:   
FTE of Assignment:   
Assignment Code:   
Type: Teacher ☒ Special Ed ☐ Advisor ☐ Supervisor ☐ Program ☐ Behavior Admin ☐ Health ☐ Behavior Response Approver ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

Montana State Educator Information System  
State of Montana Office of Public Instruction  
Mail all required documents to: OPI/Licensure, PO Box 202501, Helena, MT 59620  
Denise Jones, Montana State Superintendent

SSOPublic: Public Guest (Public)

Location:   
Help:   
Screen Help   
User Manuals   
Contact Support   
OPI Home   
Logout:   
Logout of MSEIS

**Educator Search Screen** (Note: The Folio ID is now called an SEID (State Educator Identification Number))

Last Name: Seltz First Name:   
App Status: License Class: Search Educators Clear Search License Exp Date:   
Search

**Educators** Show 50 Items per page Page 1

View	SEID	Prefix	Last Name	First Name	Middle Name	Suffix	Maiden Name	Gender	Status
View	13756		McDonald	May	B			F	ACTIVE
View	14682		Seltz	Adele	W			F	INACTIVE
View	54122		Seltz	Christine	D			F	INACTIVE
View	34334		Seltz	Deborah	A			F	INACTIVE
View	73748		Seltz	Deborah	Rene		Curry	F	ACTIVE
View	51876		Seltz	Diane	J			F	INACTIVE
View	18910		Seltz	Edmund	J			M	INACTIVE
View	51467		Seltz	Eva	G			F	INACTIVE
View	13103		Seltz	Larry	A			M	ACTIVE
View	56798		Seltz	Laura	M			F	ACTIVE
View	23481		Seltz	Marcia	J			F	ARCHIVE
View	28310		Seltz	Mary	A			F	ACTIVE
View	49656		Seltz	Michael	J			M	INACTIVE
View	49083		Seltz	Rhonda	L			F	ACTIVE
View	28459		Seltz	Richard	T			M	ACTIVE
View	10716		Seltz	Susan	T			F	INACTIVE
View	25479		Seltz	Susan	M			F	INACTIVE
View	25797		Seltz	Wayne	T			M	ACTIVE
View	48401		Seltz	Winfield	S			M	INACTIVE

Mail all required documents to: OPI/Licensure, PO Box 202501 Helena, MT 59620

Montana State Educator Information System  
State of Montana Office of Public Instruction  
Mail all required documents to: OPI/Licensure, PO Box 202501, Helena, MT 59620  
Denise Jones, Montana State Superintendent

SSOPublic: Public Guest (Public)

Location:   
Help:   
Screen Help   
User Manuals   
Contact Support   
OPI Home   
Logout:   
Logout of MSEIS

**Primary Information**

Full Name: Richard T Seltz  
SEID: 28458  
Gender: Male

Back to Search Screen

**Print License History**

Select	Class	Status	Source	Recommend	App Date	Issued	Effective	Expires
Select	Class 1 - Professional Teaching	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 3 - Administrator	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 1 - Professional Teaching	Renewed	CONVERT		2/9/2004	2/9/2004	7/1/2004	6/30/2009
Select	Class 3 - Administrator	Renewed	CONVERT		2/9/2004	2/9/2004	7/1/2004	6/30/2009
Select	Class 1 - Professional Teaching	Renewed	CONVERT		4/8/1999	4/8/1999	7/1/1999	6/30/2004
Select	Class 3 - Administrator	Renewed	CONVERT		4/8/1999	4/8/1999	7/1/1999	6/30/2004
Select	Class 1 - Professional Teaching	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 3 - Administrator	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 1 - Professional Teaching	Renewed	CONVERT		6/29/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 3 - Administrator	Renewed	CONVERT		6/29/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/9/1982	9/9/1982	7/1/1982	6/30/1987
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/1/1977	9/1/1977	7/1/1977	6/30/1982

**Endorsements for Selected License**

Endorsement	Description	Status	Source	Recommend	App Date	Issued	Effective	Expires
015 SPE - (Secondary (5-12))	Speech Communications	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
025 MAT - (Secondary (5-12))	Mathematics	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014

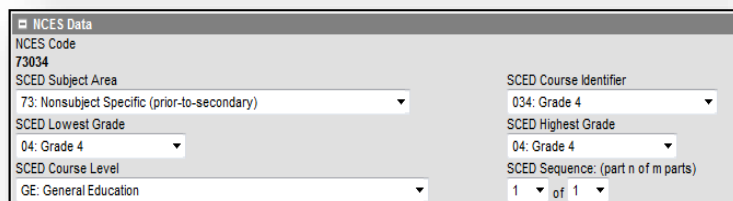
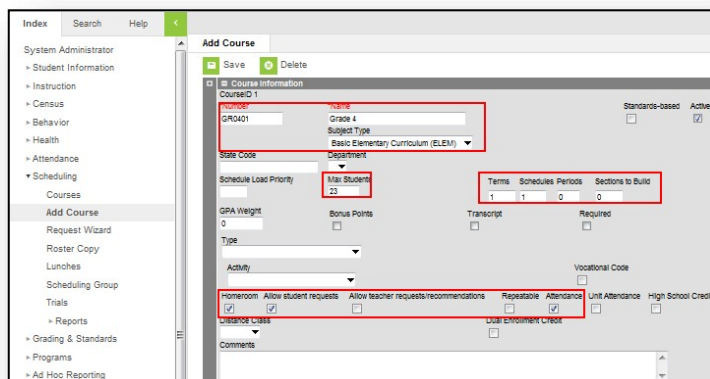


## COURSES

Courses are entered into MT Edition Value Added depending on the certification of the teacher and the grade level of the student. For elementary students taught by K-8 certified elementary teachers, only a “grade level” course (e.g., 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade) is required. Students taught by a specialist need to be enrolled into their specified courses (typically middle and/or high school students). Districts will also need to account for specialists who supplement a student’s education (e.g., K-6 physical education teachers).

### General Elementary Courses

1. Select the current **Year**, **School** and/or **Calendar**.
2. From the **Index**, select **Scheduling** and select **Add Course**.
3. Enter **Number** and **Name** (district specified), **Max Students** (set at a higher number than would ever be enrolled in the course), **Terms** (same as number of terms entered on calendar), **Schedules** (typically 1), **Periods** (number of periods for course), and check **Allow Student Requests**.
4. **OPTIONAL:** Check **Homeroom** and **Attendance** as appropriate – if using the MT Edition Value Added application to take attendance.
5. Under **NCES Data**, choose **SCED Subject Area**, **SCED Course Identifier**, **SCED Lowest Grade**, **SCED Highest Grade**, **SCED Course Level** and **SCED Sequence** (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3). The NCES code auto-fills after this identifying data is entered.
6. Click **Save** (top of screen).



**NOTE:** Elementary courses are numbered 51 to 73 and contain the notation (prior-to- secondary).

For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).

## Middle/High School Courses

1. Select the current **Year**, **School** and/or **Calendar**.
2. From the **Index**, select **Scheduling** and select **Add Course**.
3. Enter **Number** and **Name** (district specified), **Max Students** (set at a higher number than would ever be enrolled in the course), **Terms** (same as number of terms entered on calendar), **Schedules** (typically 1), **Periods** (number of periods for course), and check **Allow Student Requests**.
4. If the course is *Distance Learning* or *Dual Enrollment*, check the appropriate box.
5. If the course is part of an Alternative Education Program for At Risk Youth, check the **Alternative Ed Program** box under **Custom Data Elements** at the bottom of the **Course** tab.
6. **OPTIONAL:** If using the MT Edition application to keep attendance, check **Homeroom** and **Attendance** as appropriate.
7. **Elementary (Grades 5-8):** Under **NCES Data**, choose **SCED Subject Area**, **SCED Course Identifier**, **SCED Lowest Grade**, **SCED Highest Grade**, **SCED Course Level** and **SCED Sequence** (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).
8. Click **Save**.  
**NOTE:** Elementary courses are numbered 51 to 73 and contain the notation (prior- to-secondary). For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).
9. **High School (Grades 9-12):** Under **NCES Data**, choose **SCED Subject Area**, **SCED Course Identifier**, **SCED Lowest Grade**, **SCED Highest Grade**, **SCED Available Credit**, **SCED Course Level** and **SCED Sequence** (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).
10. Click **Save**.

**NOTE:** Secondary courses are numbered 01 to 22. For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).

## Courses by Specialists

If the K-6 (or K-8) curriculum uses specialists in courses such as Music, Art, etc., enter those courses separately from the grade/classroom courses (e.g., 1<sup>st</sup> grade, 4<sup>th</sup> grade, etc.).

1. Select the current **Year**, **School** and/or **Calendar**.
2. From the **Index**, select **Scheduling** and select **Add Course**.
3. Enter *Number* and *Name* (district specified), *Subject Type*, *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), and *Periods* (number of periods for course).
4. **OPTIONAL:** Check *Homeroom*, *Allow Requests* and *Attendance* as appropriate.
5. **Elementary (Grades K-6 or K-8):** Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).
6. Click **Save**.

**NOTE:** Elementary courses are numbered 51 to 73 and contain the notation (prior to secondary). For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).

## Creating Sections

Sections define the time period that courses occur and link teachers and students to courses.

1. Choose the current **Year**, **School** and/or **Calendar**.
2. From the **Search** tab, *Search for Course/Section*. Click **Go**.
3. Click on a course.
4. Click the **Sections** tab.
5. Click **Add a Section**.
6. Enter *Section Number*.
7. Select *Session Type*.
8. The *Session Number* corresponds to the *Session Type*. For example, if *Session Type* is Quarter, the *Session Number* for this course will be 1, 2, 3, or 4 for 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, etc. For a full year course there is only one *Session Number*.
9. Check the boxes that correspond to the time the course is offered. If a course is offered more than once per day, create a separate section for each time the course is offered.
10. Click **Create Section**.
11. Click the **Staff History** tab.
12. Select **New Primary Teacher**.
13. Select a name from the **Name** dropdown list.
14. Choose a **Role**. The teacher selected as *Primary Teacher* should have a *Role* of *00: Teacher of Record* and hold an appropriate MT certification to teach the selected course. Only one *Primary Teacher* may be identified for each course.
15. Click **Save**.
 

**NOTE:** For distance learning courses, the district must have a *Facilitator* assigned to the course under *Primary Teacher*. The teacher holding the proper endorsement for the course should be identified as the *Primary Teacher*.
16. If another teacher will be sharing the teaching responsibilities with the *Primary Teacher*, select **New Teacher**.

17. Choose the name of the second teacher from the dropdown list and choose a **Role**.

18. Click **Save**.

**NOTE:** The teacher holding the proper endorsement for the course should be identified as the *Primary Teacher*. If another staff member will be sharing the teaching responsibilities (e.g., a para-educator) with the *Primary Teacher*, select **New Section Staff**.

19. Choose the name of the staff member from the dropdown list and choose a **Role**.

20. Click **Save**.

## CREATING ROSTERS

TEAMS will derive an enrollment count from student rosters entered in MT Edition and uploaded into the TEAMS Teacher-Class data collection.

After searching for the Course/Section (see page 12), select the **Roster Setup** tab.

### Students may be selected in multiple ways:

- **Copy student from this section:** – Select a section for which students are already enrolled, and the screen will copy that list of students to this section – helpful if there are AM and PM sections of a course or all students in a grade are taking the same courses. **NOTE:** When using this option, students don't appear under *Current Roster* until **Save Student List and/or Copy Section** is selected.

- **Show Students in this grade only:** – Select one grade level to display a list of students in the specified grade level
  - useful for enrolling students into a course that only applies to one grade level. Click student names to add to the *Current Roster*. Click **Save Student List and/or Copy Section** when all students have been added.

**B500-1 Arts in Culture**  
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Show Students in this grade only:

Benny, Jack (10)	All
BOLTON, MICHAEL P(11) 11279	09
Huttable, Denise (12)	10
Huttable, Theodore (10)	11
Huttable, Theodore (11)	12
McDonald, Ronald (12) 10745	
Ray, Rachel R(11) 111612	

- **All Students:** Select students from the list of all enrolled students. Click student names to add to the *Current Roster*. Click **Save Student List and/or Copy Section** when all students have been added.

**B500-1 Arts in Culture**  
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Show Students in this grade only:

Benny, Jack (10)
BOLTON, MICHAEL P(11) 11279
Huttable, Denise (12)
Huttable, Theodore (10)
Huttable, Theodore (11)
McDonald, Ronald (12) 10745
Ray, Rachel R(11) 111612

### Students may also be added to classes individually.

This method is recommended for enrolling students after the first of the year and for recording course changes.

- To enable this functionality for a course, check *Allow student requests* on the **Course** tab.
- Navigate to the student's **Schedule** tab: (Path: **Index/Student Information/General**).

**B500 Arts in Culture**

Course Sections Grading Tasks Standards Composite Grading Assessments

Save Delete

Course Information

CourseID 4

Number B500

Name Arts in Culture

Standards-based ☐ Active ☒

Subject Type Core Academic Class

Core Academic Subject Area (CORE) Arts (ART)

Department

State Code

Schedule Load Priority 25

Mail Students ☐

Terms 0 0 0 0

Schedules Periods Sections to Build

GPA Weight 0

Bonus Points ☐

Transcript ☐

Required ☐

Type HPR: Honors

Activity

Vocational Code

Homeroom ☒

Allow student requests ☒

Allow teacher requests/recommendations ☐

Repeatable ☐

Attendance ☒

Unit Attendance ☐

High School Credit ☐

Distance Class ☐

Dual Enrollment Credit ☐

Comments



- |         | Summary | Profile | Enrollments | Schedule  | Attendance   | Flags  | Grades   | Transcript | Credit Summary | Assessment | Behavior | Transportation    | Notes     |
|---------|---------|---------|-------------|---|--|--|--|------------|----------------|------------|----------|-------------------|-----------|
|         |         |         |             | Filter ▾  |  |  |  |            |                |            |          |                   | Settings  |
|         |         |         |             | <b>Q1</b> (8/21/2019 - 10/25/2019)                              | <b>Q2</b> (10/28/2019 - 1/17/2020)                     | <b>Q3</b> (1/21/2020 - 3/19/2020)                      | <b>Q4</b> (3/23/2020 - 5/6/2020)                       |            |                |            |          |                   |           |
| 2000    |         |         |             | 0 SH 1011-0<br>Drivers Education (S1)<br>Rosenblum, M           | SH 1011-0<br>Drivers Education (S1)<br>Rosenblum, M    | No Scheduled Course                                    | No Scheduled Course                                    |            |                |            |          |                   |           |
| -0.33   |         |         |             | 1 HE 2311-1<br>Weight/Health 10-12 F (S1)<br>Birdwell, G        | HE 2311-1<br>Weight/Health 10-12 F (S1)<br>Birdwell, G | HE 2311-1<br>Weight/Health 10-12 F (S2)<br>Birdwell, G | HE 2311-1<br>Weight/Health 10-12 F (S2)<br>Birdwell, G |            |                |            |          |                   |           |
| -100.04 |         |         |             | 2 FCS 2411-2<br>Culinary Arts I (S1)<br>Vaughn, A               | FCS 2411-2<br>Culinary Arts I (S1)<br>Vaughn, A        | FCS 2412-2<br>Culinary Arts II (S2)<br>Vaughn, A       | FCS 2412-2<br>Culinary Arts II (S2)<br>Vaughn, A       |            |                |            |          |                   |           |
| -0.02   |         |         |             | Ad/CF 5000-21<br>Advisory<br>Welsh, K                           | 5000-21<br>Advisory<br>Welsh, K                        | 5000-21<br>Advisory<br>Welsh, K                        | 5000-21<br>Advisory<br>Welsh, K                        |            |                |            |          |                   |           |
| -0.34   |         |         |             | 3 MA 2311-3<br>Geometry (S1)<br>Blazer, P                       | MA 2311-3<br>Geometry (S1)<br>Blazer, P                | MA 2312-3<br>Geometry (S2)<br>Blazer, P                | MA 2312-3<br>Geometry (S2)<br>Blazer, P                |            |                |            |          |                   |           |
| -5      |         |         |             | 4 ENG 2111-4<br>English 10 (S1)<br>Dubois, S                    | ENG 2111-4<br>English 10 (S1)<br>Dubois, S             | ENG 2112-4<br>English 10 (S2)<br>Dubois, S             | ENG 2112-4<br>English 10 (S2)<br>Dubois, S             |            |                |            |          |                   |           |
| -2005   |         |         |             | Lunch No Scheduled Course                                       | No Scheduled Course                                    | No Scheduled Course                                    | No Scheduled Course                                    |            |                |            |          |                   |           |
| -100.03 |         |         |             | 5 SS 2111-5<br>World History (S1)<br>Stewart, A                 | SS 2111-5<br>World History (S1)<br>Stewart, A          | SS 2112-5<br>World History (S2)<br>Stewart, A          | SS 2112-5<br>World History (S2)<br>Stewart, A          |            |                |            |          |                   |           |
| -0.04   |         |         |             | 6 SCJ 2211-6<br>Biology (S1)<br>Sauby, M                        | SCJ 2211-6<br>Biology (S1)<br>Sauby, M                 | SCJ 2212-6<br>Biology (S2)<br>Sauby, M                 | SCJ 2212-6<br>Biology (S2)<br>Sauby, M                 |            |                |            |          |                   |           |
|         |         |         |             | 7 SH 0111-7<br>Study Hall (S1)<br>Blazer, P<br>Start: 8/21/2019 | SH 0111-7<br>Study Hall (S1)<br>Blazer, P              | SH 0112-7<br>Study Hall (S2)<br>Blazer, P              | SH 0112-7<br>Study Hall (S2)<br>Blazer, P              |            |                |            |          |                   |           |
|         |         |         |             | SH 0111-7<br>Study Hall (S1)                                    |  |  |  |            |                |            |          |                   |           |
|         |         |         |             | Load  | Lock All   | Print  |  |            |                | Calendar   | Item     | Walk-in Scheduler | Messenger |

Requests

Search

Search

Effective Date

5/4/2020

Today

Clear

Course Name

+ Add Option

Search

+ ADD COURSE AND SECTIONS

+ Mentoring

3300

+ Spanish Club

3301

+ GSA Club

3303

+ Tech Club

3304

+ Chess Club

3305

+ Speech & Drama

3402

+ FFA

3403

When a student moves from one course to another, do not delete the course from the student's schedule. As with an enrollment, end date the first course using the Roster Update tool by clicking on the course, then add the new course.

All Data	FHS Activities	Report Comments	Person Documents	Firms
anscript	Credit Summary	Assessment	Behavior	Transportation
Fees				

### Q4 (3/23/2020 - 5/6/2020)

No Scheduled Course

HE 2512-1  
Weight/Health 10-12 F (S2)  
Birdwell, G

FCS 2412-2  
Culinary Arts II (S2)  
Vaughn, A

5000-21  
Advisory  
Welsh, K

MA 2312-3  
Geometry (S2)  
Blazer, P

ENG 2112-4  
English 10 (S2)  
Dubbs, S

### Roster Update

Advisory - 5000 - 21

Start Date  Today

End Date  Today

☒ Lock

☐ No Credit

☐ Repeated

Modified By  
Welsh, Kate on 6/4/2019 9:40 AM

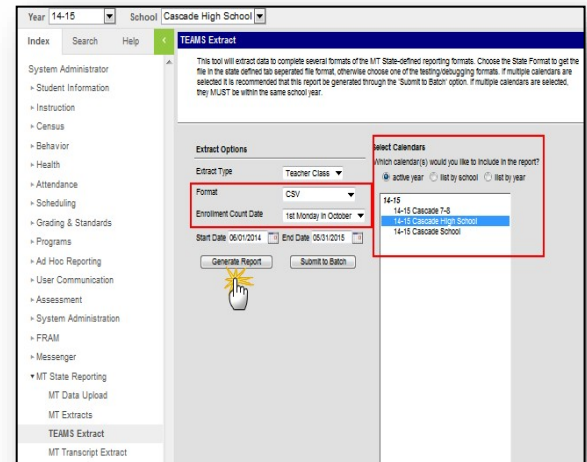


## TEAMS EXTRACT

**NOTE:** TEAMS uploads are done by school. A separate upload file should be created for each school (but may include multiple calendars for that school.)

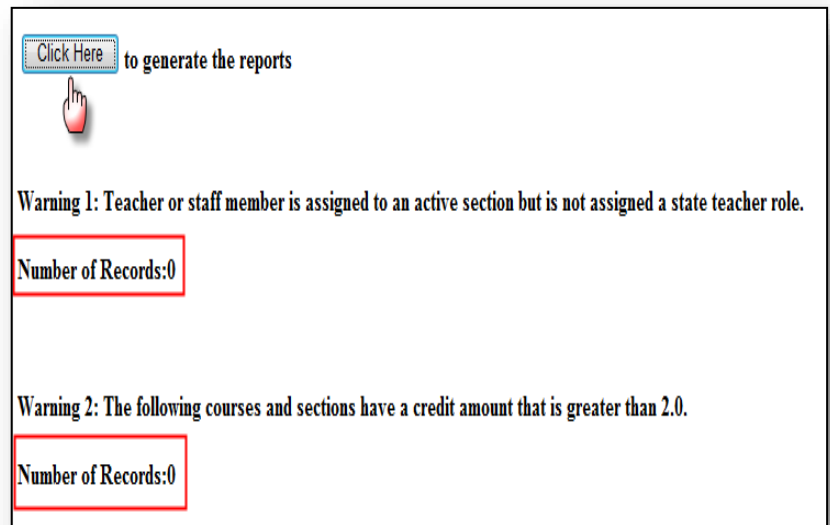
1. From the **Index**, select **MT State Reporting**.
2. Select **TEAMS Extract**.
3. Under **Format**, select **CSV**.
4. Choose an **Enrollment Count Date**. (TEAMS uses the October Count Date)
5. Select one or more *Calendars*.
6. Click **Generate Report**.

**NOTE:** Prior to generating the report, a screen will open showing two warnings:



- **Warning 1:** Teacher or staff member is assigned to an active section but is not assigned a state teacher role – need to verify that each section has an assigned Teacher of Record.
- **Warning 2:** The following courses and sections have a credit amount that is greater than 2.0.
- If both warnings show *Number of Records: 0* **OR** all issues have been resolved, click **Click Here** to generate report.

7. Verify that data is entered into all fields.
8. If data is missing, check the steps above to correct the missing field.
9. If all data is entered and accurate, the file is ready for upload to TEAMS: [TEAMS Login Screen](#)
10. Follow the instructions provided in the [TEAMS OPI website](#).



**NOTE:** If you want to make changes in the file before uploading into TEAMS, you must **import** this file into Excel (i.e., not just open the file in Excel) to make any edits prior to uploading into TEAMS. The instructions for doing this can be found on the [TEAMS OPI website](#). When done making edits, click “Save As...” and save it as a CSV file, which can be uploaded it into TEAMS.

**For more information, contact the AIM Help Desk at 1- 877-464-6681 or**

**[Submit an AIM Help Desk Ticket](#)**