

# OPI TEAMS UPDATES

## AIM Unit:

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Putting Montana Students First **A+**



# TEAMS CONVERSION

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

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

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Policy and program information will be entered in a new application

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

**22-23 Belgrade High School**

Calendar    Grade Levels    Schedule Structure    Terms    Periods    Days

Save    Mark for Deletion

**Calendar Info**

Calendar ID 116	School 0491 Belgrade High School (schoolID:5)
*Name 22-23 Belgrade High School	Number Sequence
*Start Date 07/01/2022	*End Date 06/30/2023
Student Day (instructional minutes)	Teacher Day (minutes)
Whole Day Absence (minutes)	Half Day Absence (minutes)
Type I: Instructional	External LMS Exclude
Require Student Assignment	
NOGPA Quarter	
GPA1 Semester	

1

2

- A: Alternative
- B: Homebound
- F: Offsite
- H: Homeschool
- I: Instructional
- O: Other
- R: Residential
- S: Summer School
- X: Outside District

# 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

**22-23 Belgrade High School**

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

New Save Delete

**Grade Level Editor**

Name	Seq
07	8
08	9
09	10
10	11
11	12
12	13

**Grade Level Detail**

Name (locked)  
07

\*Sequence Number  
8

\*State Grade Level Code  
07: Grade 7

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Grade Code

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment



# TEAMS – CALENDARS

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., 7<sup>th</sup> grade taking HS algebra)

# TEAMS – CALENDARS

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

**22-23 Belgrade High School**

Calendar    Grade Levels    Schedule Structure    **Terms**    Periods

Save Term Schedule/Terms    New Term Schedule/Terms    Delete Term S

**Term Schedule/Terms Editor**

Name  
Quarters

**Term Schedule Detail**

\*Name    Primary  
Quarters   

**Term Detail**

	*Name	*Sequence	*Start Date	*End Date
	Q1	1	08/25/2022	11/06/2022
	Q2	2	11/07/2022	01/22/2023
	Q3	3	01/23/2023	04/02/2023
	Q4	4	04/03/2023	06/11/2023

Add Term

# 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

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

Save Period Schedules    New Period Schedule    Delete Period Sched/Periods    Copy Period Sched/Periods

Period Schedule/Periods Editor

Name  
A  
B  
ER All Periods

Period Schedule Placement			
	A	B	ER All Periods
0	0	0	0
1	1		1
2		2	2
3	3		3
4		4	4
Lunch	Lunch	Lunch	
5	5		5
6		6	6
7	7		7
ACT	ACT	ACT	

Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
A	1	<input type="checkbox"/>	294	360

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:31 AM	08:20 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:30 AM	10:09 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:15 AM	11:55 AM	54	<input type="checkbox"/>	<input type="checkbox"/>

Save Period Schedules    New Period Schedule    Delete Period Sched/Periods    Copy Period Sched/Periods

Period Schedule/Periods Editor

Name  
M  
Main  
MWF  
T  
TRF  
W

Period Schedule Placement								
	M	Main	MWF	T	TRF	W	R	F
Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
C	C	C	C	C	C	C	C	C
1/2 HR	1/2 HR	1/2 HR	1/2 HR	1/2 HR	1/2 HR	1/2 HR	1/2 HR	1/2 HR

Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
M	1	<input type="checkbox"/>	500	620

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X Homeroom	1	08:20 AM	03:15 PM	60	<input type="checkbox"/>	<input type="checkbox"/>
X C	2	09:16 AM	03:15 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1/2 HR	3	08:20 AM	11:45 AM	60	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 22-23 School Year

# TEAMS – CALENDARS

## 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

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	Homeroom	1	08:10 AM	03:15 PM	60	<input type="checkbox"/>	<input type="checkbox"/>
X	C	2	09:16 AM	03:15 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	1/2 HR	3	08:10 AM	11:35 AM	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add Period"/>							

# TEAMS – CALENDARS

Days:

- Include all instructional days – including rotations, early release, etc.
- Include all PIR days with duration

**Day Detail**

Date: 08/28/2023 Day #: Not an instructional day.

**\*Period Schedule**

Main ▾

School Day  Instruction  Attendance

Start Time End Time Duration

Comments

**Day Events**

Type	Duration	Inst. Minutes
IS: In Service ▾	420	360

Add DayEvent

**Blended Learning Groups ?**

Add Group

# TEAMS – TOE RECORDS

Convert TEAM TOE Record to Infinite Campus:

Below is the data entered on the record:

School Code:	0412	SEID:	57967	Position Code:	TC01
Base Salary:		Employment Start Date:	8/29/2022	Employment End Date:	6/30/2023
Employment Hours/Year:		Employment Days:		Employment FTE:	1.000
Employment Hours Code:	FULL	Employment Status:		Itinerant Employee Flag:	N

School: Edgerton School (0412) ▼

SEID: 57967 Lori Adkins

Position Code: Teacher - General Education (TC01)

Employment Start Date: 8/29/2022

Employment End Date: 6/30/2023

Employment FTE: 1.000

Employment Hours Code: Full Time ▼

Itinerant Employee Flag: No ▼

# TEAMS – TOE RECORDS

## Convert TEAM TOE Record to Infinite Campus:

The screenshot displays the Infinite Campus interface for user 'Adkins, Lori'. The 'District Employment' tab is active, showing an employment record for '#0466 Kalspell Public Schools (08/29/2022 -)'. Below this, the 'Employment Information' section includes fields for Start Date (08/29/2022), End Date, Teaching Start Year, Teaching Years Modifier, License Number, FTE Percent (0), Seniority, and Education.

The 'District Assignments' tab is also shown, displaying an assignment for 'Edgerton School (08/29/2022 -)'. The 'Employment Assignment Information' section contains the following fields and options:

- School: Edgerton School (1)
- Department: (2)
- Title: (3)
- \*Start Date: 08/29/2022 (2)
- End Date: (3)
- Type: (4)
- FTE of Assignment: 1 (4)
- State Assignment Code: TC01:Teacher - General Education (3)
- Teach:  (5)
- Special Ed:
- Program Admin:
- Behavior Admin:
- Health:
- Behavior Response Approver:
- Response to Intervention:
- Advisor:
- Supervisor:
- Counselor:
- Foodservice:
- Exclude Behavior Referral:
- Self Service Approver:
- FRAM Processor:

# 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

Course Sections Grading Tasks Standards Grade Calc Options Assessments Copy Course

Save Delete Push To Sections

**Course Information**

CourseID 1

\*Number **1** 1100100 \*Name **2** 1st Grade Home Room

Standards-based  Active  External LMS Exclude   
Course-Only Curriculum

Subject Type

State Code 23004 Department

Schedule Load Priority  Max Students

Terms 0 Schedules 0 Periods 0 Sections to Build 0 Preferred Room Type

Section Template Group

GPA Weight 0 Bonus Points  Advisory  Transcript  Required

Type

Responsive  Activity  Vocational Code

Homeroom  Allow student requests  Allow teacher requests/recommendations  Hide Standards On Portal  Repeatable  Attendance  Positive Attendance  High School Credit

Distance Class  **3** Dual Enrollment Credit  **4**

Comments

- Modified by: Administrator, System 03/21/2023 23:02



# 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

**NCES Data**

NCES Code  
**01001GE0.5011**

SCED Subject Area  
01: English Language and Literature (Secondary) **1**

SCED Lowest Grade  
09: Grade 9 **3**

Available Carnegie Unit Credit  
.5 **5**

SCED Course Level  
GE: General Education **6**

SCED Course Identifier  
001: MT-English/Language Arts I (9th grade) **2**

SCED Highest Grade  
12: Grade 12 **4**

SCED Sequence: (part no. of parts)  
1 of 1 **7**

SCED Course Identifier  
001: MT-English/Language Arts I (9th grade)

SCED Highest Grade

- 001: MT-English/Language Arts I (9th grade)
- 002: MT-English/Language Arts II (10th grade)
- 003: MT-English/Language Arts III (11th grade)
- 004: MT-English/Language Arts IV (12th grade)
- 005: MT-AP English Language and Composition
- 006: MT-AP English Literature and Composition
- 007: MT-IB Language A: Literature (English)
- 008: MT-English as a Second Language
- 009: Language Arts Laboratory
- 051: MT-English/Literature (freshmen and sophomores)
- 052: MT-English/Literature (juniors and seniors)
- 053: MT-Literature
- 054: American Literature
- 055: MT-American Literature/History
- 056: British Literature
- 057: British Literature/History
- 058: MT-World Literature
- 059: Biblical Literature
- 060: MT-Literature of an Author

Yes

No

# 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 \(mt.gov\)](https://teams.mt.gov))

# TEACHER CLASS - SECTION

Section | Staff History | Roster | Attendance | Grading By Task | Grading

Save | Delete

**Section Editor**

SectionID  
1

\*Section Number  **1**

Teacher Display Name

Max Students

Lunch Count  Milk Count  Adult Count

Custom Count 1  Custom Count 2  Custom Count 3

Room

Skinny Seq  Homeroom

Hide Standards On Portal  Advisory

Distance Class (Override)  ( ) External LMS Exclude

**Primary Teacher**  
Ryan, Susan **2**

Session Type  **3** Session Number

- Modified by: Administrator, System 03/22/2023 09:27

**Section Schedule Placement**

Period Day	Trimesters					
	T1		T2		T3	
	Regular Day	Early Release	Regular Day	Early Release	Regular Day	Early Release
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**4**



# 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

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

Save + New Primary Teacher + New Teacher + New Section Staff 1

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher Ryan, Susan						Teacher of Record

Assignment Start and End date fields should remain blank unless you are adding a new section after the first day of the first scheduled term, or stop working in the section before the end of the first scheduled term. In this case, enter an Access End Date.

Access to this section is controlled by Access Start and Access End dates. In this case, enter an Access End Date.

Staff History Detail  
Primary Teacher

\*Name Ryan, Susan 2 District Assignment [Dropdown] 3

Assignment

Start Date [Calendar] End Date [Calendar]

Access to Section Dates

Unrestricted Start Date [Calendar] End Date [Calendar]

Date Range Start Date [Calendar] End Date [Calendar]


- 00: Teacher of Record
- 02: Co-Teacher General Education
- 03: Co-Teacher Special Education
- 04: Co-Teacher Title I
- 05: Co-Teacher Alternative Education
- 07: Instructional Para General Ed
- 08: Instructional Para SPED
- 09: Instructional Para Title 1
- 10: Instructional Para AE
- 12: Facilitator
- 13: Not Applicable/Not State Reported

# 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

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


 Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/)

Show Students in this grade only: 01

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

 Print Options

**Active Students**

Active Students: 0 Males:0  
Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
------	--------	-----	------------	----------	-------------------------------------	-------	--------	-----	-----	-----------

**Incoming Students**

Incoming Students: 0 Males:0  
Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
------	--------	-----	------------	----------	-------------------------------------	-------	--------	-----	-----	-----------

**Dropped Students**

Dropped Students: 0 Males:0  
Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
------	--------	-----	------------	----------	-------------------------------------	-------	--------	-----	-----	-----------



# 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
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  
 ▼

License Type  
 ▼

License Number

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

MT Dept. of Labor/Industry





# TEAMS – PROFESSIONAL LICENSURE

Demographics Identities Households Relationships Enrollments  
District Employment District Assignments **Credentials** Military Connections

[Save](#) [Delete](#) [New Credential](#)

### New Employment Credential Information

**\*Start Date**  
08/29/2022  **1**

**End Date**  
 

Fully Certified

**English Learners Credential**

**SPED Related Services Credential**  
MEDNURSE: Medical/Nursing Service Staff **2**

**Health License**  
RN: Registered Nurse **3**

**License Number**  
NUR-RN-LIC-69764 **4**

**License / Certification Type**  
REG: Regular / Full **5**

# TEAMS – PROFESSIONAL LICENSURE

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 \(mt.gov\)](https://www.dli.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

Validation Group Detail

Name \* Archived  
TOE Reports

Description

Rules

Name	Description	Severity
<a href="#">TOE IN_QEC</a>	TOE records that qualify for the QEC payment	Information ▼
<a href="#">TOE Missing_SEID</a>	TOE records missing SEID	Information ▼
<a href="#">TOE Missing_Assignment</a>	TOE records missing State Assignment Code	Information ▼
<a href="#">OPI TOE Summary Report</a>	A summary by district, LE and School	Information ▼



# TEAMS – REPORTS

**Index** Search <

## Data Validation Report

Search Campus Tools

- MT Data Upload
- MT EOY Attendance Totals
- MT EWS
- MT Extracts
- MT State Assessment Report
- MT Transcript Extract
- TEAMS Extract
- ▼ Data Integrity Tools
  - ▼ Data Validation
    - Stored Procedure Setup
    - Validation Rules
    - Validation Groups
    - Data Validation Report**
    - Definition Bank
    - Definition Groups
    - Definition Group Extract
  - ▼ Data Certification
    - Certification Category
    - Setup
    - Event Certification
- Account Settings
- Access Log

**Instructions**

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule. State Owned Data Validation Groups can be run against the State Dataset via DIS.

**Report Options**

Data Validation Group \*  
TOE Reports

Data Validation Group Description

**Report Data Source**

Local Dataset  
 State Dataset

**Output Options**

**Report Processing**

Generate Now  
 Submit to Batch Queue

**Format Type**

HTML  
 CSV

**Generate** Reset


# TEAMS – REPORTS

**District:** Kalispell Public Schools

**Time:** Wed Apr 05 23:59:56 MDT 2023

**Preview:** Results limited to 100 records per Rule

## TOE Reports



### Summary

Rule	Severity	Occurrences
<a href="#">TOE IN QEC</a>	Info	30
<a href="#">TOE Missing SEID</a>	Info	175
<a href="#">TOE Missing Assignment</a>	Info	0
<a href="#">OPI TOE Summary Report</a>	Info	375

### TOE IN QEC [Back To Summary](#)

StateFY	CountyCode	CountyName	District	LegalEntityCode	SchoolCode	SchoolName	SEID	PersonName	
2023	15	Flathead	Kalispell Public Schools	0310	0415	Cornelius Hedges School	73695	Ames, Melaina	1
2023	15	Flathead	Kalispell Public Schools	0310	0415	Cornelius Hedges School	140491	Barr, Lacie	1



# TEAMS – REPORTS

- 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