What is a Team?

A team is composed of personnel chosen to complete an assessment through a different lens.

Creating and Maintaining a Team

In this example, the district administrator of a district will form a team consisting of all the administrators in the district to see how they rate the “entire team” in implementing Instructional Leadership. The lens of the assessment changes from “how am I doing” to “how are we doing.” The Self-Assessment for Instructional Leadership is then turned into a team assessment by the addition of a “scope statement” at the top of the assessment. The assessment would then be completed and the results viewable via reporting.

To create a team. Click on the Maintain Teams link under the Maintenance header in the District Menu window.

The Team Maintenance page will be displayed

Use the search criteria above to filter the list of district teams below. The “Status” parameter indicates whether the team should be active or not. Inactive teams are hidden by default. Teams may only be deleted if they have no associated historical records.

To create a team, click the Add Team link highlighted above
The Maintain Team window will be displayed

Select the building(s) or district-wide as appropriate, enter the team name, and add the Context Description of the assessment. The Context Description will become the scope statement or lens through with the assessment is taken. When complete click the Save button.

To add members to the team, click the edit control highlighted below.

Use the search criteria above to filter the list of district teams below. The “Status” parameter indicates whether the team should be active or not. Inactive teams are hidden by default. Teams may only be deleted if they have no associated historical records.
The Member Maintenance page will be displayed.

To add team members, click the Add Team Members link highlighted below

The maintain Team Members window will be displayed

Below is a list of available users that can be added to the team. Click the check box to add or remove members to and from the team. The selection(s) will automatically save.

This window allows team members to be chosen by building, or individually by searching for their name(s). For this example, I will choose everyone assigned to Central Office and a person from the other buildings to represent the building admins. As team members are added, they are automatically saved. This allows the selection of individual buildings as selecting other team members. When the selection has been completed, click the Close button.
When this window closes, the list of team members will be displayed

Assigning an Assessment

To assign an assessment, return to the District Menu page and click the Assign Team Assessment found under the Assign Assessments (Team and Individual) highlighted below
The Assign Team Assessments page will be displayed.

ASSIGN TEAM ASSESSMENTS

To assign an assessment, click the Assign Assessment link highlighted above. The Assign Assessment window will be displayed.

Select the correct team and the assessment then click the Assign button. At this point the assessment has been assigned.
The assignment will be displayed on the Assign Team Assessment page

ASSIGN TEAM ASSESSMENTS

Search Criteria

| Building: | Select All  
| Assigned By: | Rinier-Mooney, angela  
| Team: | All Teams  
| Assessment: | All Assessments  

Search Reset

This page is used to assign assessments to teams of district users. Press the ‘Assign Assessment’ button to display a pop-up. The pop-up is used to select a building, team, and an assessment to assign to the selected team. Press the button in the ‘Action’ column to view a list of team members and their progress with the assigned assessment. Press the red ‘X’ delete button, if visible, to close an assessment assignment record. Participants will still be able to complete the assessment, but their submission will be marked as late. Press the red ‘X’ delete button, if visible, to remove an assessment assignment record.

Assign Assessment

Assigned Assessments

<table>
<thead>
<tr>
<th>Team Name</th>
<th>Assessment</th>
<th>Count Complete</th>
<th>Team Score</th>
<th>Building</th>
<th>Assigned By</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Administrators -- Instructional Leadership</td>
<td>Instructional Leadership v1</td>
<td>0/7</td>
<td>-</td>
<td>Multiple buildings</td>
<td>angela Rinier-Mooney</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

The assessment will be displayed on the My Assessments page under the header of Active Team Assessments