



FALL 2016

TEAMS WORK SESSIONS

Facilitated by Nathan Miller 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 Office of Public Instruction (OPI) starts calling?

This technical assistance session is just for you! Come to a session and receive face-to-face assistance from OPI staff. 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 TEAMS Help 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

**PREREGISTRATION
REQUIRED**

See page 2 list for city, date, and time of sessions and preregistration instructions.

OPI TEAMS HELP

406-444-9444

OPITEAMS@mt.gov

TEAMS Day-Long WORK Sessions

City	RESA Region	Date	Time
Helena	IV – SWMSS	September 8	9:00 am – 3:00 pm
Havre	II – MNCESR	September 13	9:00 am – 3:00 pm
Glasgow	I - PESA	September 14	9:00 am – 3:00 pm
Great Falls	II – MNCESR	September 20	9:00 am – 3:00 pm
Great Falls	II – MNCESR	September 21	9:00 am – 3:00 pm
Missoula	V – WMPLC	September 27	9:00 am – 3:00 pm
Kalispell	V – WMPLC	September 28	9:00 am – 3:00 pm
Billings	III – MRESA3	October 4	9:00 am – 3:00 pm
Billings	III – MRESA3	October 5	9:00 am – 3:00 pm
Miles City	I - PESA	October 12	9:00 am – 3:00 pm
Bozeman	IV – SWMSS	October 14	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 18	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 25	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 27	9:00 am – 3:00 pm

PREREGISTRATION REQUIRED and will open July 11, 2016 at <http://goo.gl/forms/DldjUzb7vbo0k1QJ2>

What to expect during your Work Session:

Help with every aspect of TEAMS, from uploading, hand-entering, or rolling over 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 walk the entire group 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:

