Introduction to Microsoft Teams for District Test Coordinators (DTCs)

Libby Cook
Office of Student Assessment
State Board of Education  STRATEGIC PLAN GOALS

1. ALL Students Proficient and Showing Growth in All Assessed Areas
2. EVERY Student Graduates from High School and is Ready for College and Career
3. EVERY Child Has Access to a High-Quality Early Childhood Program
4. EVERY School Has Effective Teachers and Leaders
5. EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. EVERY School and District is Rated “C” or Higher
**VISION**

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.

**MISSION**

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.
DTCs & Microsoft Teams

- DTC Training & Microsoft Teams
- Accessing the DTC Training Team
- DTC Training Team Layout
- Announcements & Training Materials
DTC Training and Microsoft Teams

- Virtual DTC training and communication option for Fall 2021
- Works across various user platforms (desktop app, smart phone app, or web app)
- Allows organization, interaction, and participation
- Allows trainees to complete training at their own pace and on their own unique schedules
- Quick access location for all OSA Program materials
Accessing Teams

• Who Has Access
• How to Access
• Troubleshooting Tips
Who Gets Access to the DTC Training Team?

• Only one (1) DTC per district will be allowed access to the training team.

• Once confirmed by OSA staff, newly appointed DTCs will be sent an email from ecook@mdek12.org with instructions on how to request access.
Accessing Teams: Sign in Screens

Microsoft Teams Icon

First Time Sign in and Password Screens

Returning or Changing Organization Screen
Accessing Teams: Interface and General Layout

• Teams App Interface
• 2021 DTC Training Team
  • OSA Program Channels

• User Account Information
• Teams Settings “…”
  • Check for updates
Accessing Teams: Troubleshooting Tips

• Copy the teams link into a web browser address bar. Hit enter.

• Click cancel on the pop-up window “This site is trying to open Microsoft Teams”

• On the Microsoft Teams gray background page, click “Use the web app instead.”

https://teams.microsoft.com/l/team/19%3a131a83812cc74cdd9ef9fcf8ee580721%40thread.tacv2/conversations?groupId=51c43ab5-3809-4f71-9c02-405ff22c6bd&tenantId=7e35b344-7106-498b-9980-0510a132b777
Accessing Teams: Troubleshooting Tips

- Work with your IT team to download the Microsoft Teams App or use the Web App instead.
  - You may need to have your district IT works with OTSS to ensure appropriate tenant access.
- Email ecook@mdek12.org for additional steps, if needed.

Download the App
Launch it Now (If App is already installed)

The Web App
(Chrome Browser works best on Macs)
Fall 2021 DTC Training

- Program Channels
- Announcements
What Your Fall 2021 DTC Team Looks Like

- Teams Channels will be your Assessment Programs
- DTCs complete at your own pace.
Each Program Channel will have

- A training module announcement
- Links to training video(s)
- Links to handouts and a
- Link to the questions form
PDF Slides & Presentation Videos

- PDFs have active links.

- DTC Tools for Success
  - DTC Training Documents (found in Teams)
  - 2021 Accountability Standards with Appendix F
  - 2020-2021 Vendor Resources Folder
  - Vendor Tools
    - Questar Customer Support
    - Nextera Help Tab
    - Test Coordinator Manuals (TCMs)

Videos have narrations & comments by program coordinators.
Downloading PDF Slides & Presentation Videos

Utilize “…” to access download options.
Questions Form Link

Entering contact information helps us reach out to you directly in district specific questions.

For each question, select the program topic in the dropdown menu, then type your question in the following box.
Tools & Tips

Announcements
Announcements: Tools & Tips

By default, Teams will show you the post with most recent activity first (unless we pin an announcement).

Note the Date Posted

Fall 2021 K-3 Assessments DTC Training

The DTC power point has also been added to TEAMS.

Help us by hitting like to let us know you can access it in TEAMS!

2021 Fall DTC Training

2021 DTC Training > 05 K-3 Assessments

If you open in power point then go to slide show and click play from start, there is a voice over for all slides.

2021 DTC Training
From: Elizabeth Cook in Teams <noreply@email.teams.microsoft.com>
Date: Wed, Sep 25, 2021 at 5:24 PM
Subject: Elizabeth mentioned 2021 DTC Training
To:

Hi,
Your teammates are trying to reach you in Microsoft Teams.

Elizabeth mentioned 2021 DTC Training in 2021 DTC Training > General

2021 DTC Training  Your OSA Assessment programs will soon begin rolling out fall presentations through...😊

Reply in Teams

Channel we posted in
Summary of what we posted in the channel
Announcements: Tools & Tips

Click “See More” To expand the post.

Fall 2021 Roll Call

Official Training Information is coming soon! (Posted 9/28/2021)
2021 DTC Training

Your OSA Assessment programs will soon begin rolling out fall presentations through their designated program channels here in teams. More information and details are forthcoming.

- At this time, let us know you have Teams access by dropping your name and district in a reply (i.e. Libby Cook, MDE).

NOTE: We only need you to post one (1) time for roll call. Extra posts by the same DTC will be deleted for record keeping purposes.
If you cannot locate “reply” on a post, you may have to scroll to the bottom or click “collapse all.”

Reactions allow you quick ways to interact with or acknowledge posts.
Questions?

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