

**TEAM**

Connecticut's Teacher Education And Mentoring Program



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# District Facilitator Dashboard Guide

This guide will serve as a quick reference for the features included on your District Facilitator Dashboard.

Your Dashboard is divided into Quick Links and Message Board

**District Facilitator Message Board** provides a convenient link to important topical information. New information will appear in your message board while it is relevant.

**Quick Links is a menu of links to dynamic panels and District Facilitator Tasks:**

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## Beginning Teacher – Mentor Match

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This link will open a panel listing your current Beginning Teachers, as reported in the CSDE Staff File. This distinction is important here, only those teachers who your district has entered into the ED163, and which CSDE has determined to be a Beginning Teacher with TEAM requirements, will be visible on this list.



The list can be filtered to show only one school: Select the school, by name, from the drop down list. Click the “Filter” Button.

The list can be further sorted by Beginning Teacher First Name or Last Name: Click on the heading to toggle the sort order. Note- list can be sorted by only one element at a time.

The data displayed on this page may be downloaded as a .csv (comma separated values) file. This file can be easily opened using Excel. When you click the export link, you will be prompted to “open or save.” Please note that this data is dynamic and may change.

The columns of the list provide useful information:

- **User:** a checkmark indicates that the person has created a User Account on ctteam.org. All Beginning Teachers and Mentors are required to establish a User Account as part of their participation.
- **School:** displays the name of the school to which the Beginning Teacher is assigned
- **Mods:** provides the required number of modules the Beginning Teacher must successfully complete to meet the TEAM requirement to advance to the Provisional Certificate.
- **EIN:** displays the CSDE issued Educator Identification Number.
- **Mentor:** displays the name of the currently assigned Mentor. If no mentor is assigned “Assign Mentor” is a link to the Assignment window that displays the names of eligible Mentors: click “Match.” “Undo” is a link to the Assignment window; allowing you to change the mentor assignment.
- **User:** a checkmark indicates that the Mentor has created a User Account on ctteam.org.

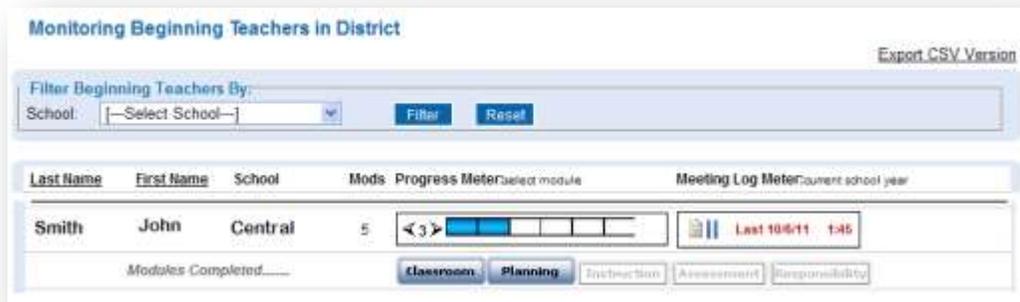
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## Beginning Teacher – Monitoring

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This link will open a panel listing your current Beginning Teachers, who are signed-up as ctteam users. The distinction is important, only those teachers who have created a login for

themselves will be visible on this page. This page will display a list of teachers and a graphical ‘snapshot’ of the teacher’s activity.



The list can be filtered to show only one school: Select the school, by name, from the drop down list. Click the “Filter” Button.

The list can be further sorted by Beginning Teacher First Name or Last Name: Click on the heading to toggle the sort order. Note- list can be sorted by only one element at a time.

The data displayed on this page may be downloaded as a .csv (comma separated values) file. This file can be easily opened using Excel. When you click the export link, you will be prompted to “open or save.” Please note that this data is dynamic and may change.

The columns of the list provide useful information:

- **School:** displays the name of the school to which the Beginning Teacher is assigned
- **Mods:** provides the required number of modules the Beginning Teacher must successfully complete to meet the TEAM requirement to advance to the Provisional Certificate.
- **Progress Meter:** displays in a box, a number representing the current module on which the Beginning Teacher is working, and a six-cell display of progress milestones:
  - *Navigation arrows on either side of the Module Number permit selecting a different module*
  - *Clicking on any of the cells will open the PGAP*
    - Cell 1 will be highlighted when the teacher has begun work on the Professional Growth Action Plan (PGAP), by writing a Goal or Initial Summary
    - Cell 2 will be highlighted when the teacher “Notifies” his/her School Administrator that the PGAP is ready for review and sign-off
    - Cell 3 will be highlighted when the School Administrator has signed-off
    - Cell 4 will be highlighted when the teacher begins to draft his/her Reflection Paper – note: the Reflection Paper is considered in Draft until the teacher requests the Mentor’s sign-off, just prior to submission for review
    - Cell 5 will be highlighted when the Reflection Paper has been submitted for review, and the results of the review have not yet been returned

- Cell 6 will be highlighted when the Review Results have been returned indicating that the Module has been “successfully completed” - note: if the review indicates that the Module was “not successfully complete,” the status of the paper is re-set to Draft and the Progress Meter will display only 4 cells
- **Meeting Log Meter:** displays a box with a cumulative summary of logged meetings between the beginning teacher and mentor (for the current school year) and a link to the log:
  - A page view icon will link you to the log summary
  - Vertical tally marks represent individual log entries
  - The date of the last entry is displayed and
  - A calculation of the number of hours: minutes is displayed
- **Modules Completed.....:** provides a display of modules that have been successfully completed. The Module name will be highlighted. If a Reflection Paper is reset to Draft, indicating “not successfully complete,” the date of review decision will be displayed.
- **Planned Features:**
  - ***Meeting Log Meter will include the ability to select past school years allowing multi-year monitoring***

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## Beginning Teacher - Admin Match

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This link will open a panel listing your current Beginning Teachers, who are signed-up as cteam users. The list will display the School Administrator to whom you have assigned the PGAP Sign-off responsibility.



The screenshot shows a web interface titled "Beginning Teachers in District (Users)". At the top right is a link for "Export CSV Version". Below the title is a filter section labeled "Filter Beginning Teachers By:" with a dropdown menu for "School" (currently showing "--Select School--") and two buttons: "Filter" and "Reset". Below the filter is a table header with the following columns: "Last Name", "First Name", "School", "Administrator", "Action", and "Change Date".

The list can be filtered to show only one school: Select the school, by name, from the dropdown list. Click the "Filter" Button.

The list can be further sorted by Beginning Teacher First Name or Last Name: Click on the heading to toggle the sort order. Note- list can be sorted by only one element at a time.

The data displayed on this page may be downloaded as a .csv (comma separated values) file. This file can be easily opened using Excel. When you click the export link, you will be prompted to "open or save." Please note that this data is dynamic and may change.

The columns of the list provide useful information:

- **Administrator:** the name of the administrator is displayed
- **Action:** select "Change or add" to Match (assign) an Administrator
  - A new window opens that displays the names of certified administrators within your district who are both users (created a login for themselves) and recorded in the ED163 data as certified and working in an appropriate administrative (supervisory) position
  - Select the action Match or Remove, respond to the dialog, and wait for the page to refresh. You will see the name in the administrator column
  - More than one administrator can be matched with an individual beginning teacher.

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## Beginning Teacher – TEAM Complete

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This link will open a panel listing your current Beginning Teachers, who have met their TEAM Requirements; successfully completing the required number of modules.

**Report of Beginning Teachers Completing TEAM for *your district name***

The District Superintendent will be notified, on a weekly basis, of any beginning teachers who have newly completed TEAM and whose Certification status is Pending.

Status:

- Pending = TEAM requirements have been met, teacher awaiting Superintendent Verification
- Verified = Superintendent has verified the list of beginning teachers and sent their names to the Certification Bureau
- Confirmed = Certification Bureau has received and accepted the TEAM Completion verification.

[Export PDF](#)

Last Name	First Name	School Name	Modules Required	Modules Completed	Status	Date
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The list can be sorted by Beginning Teacher Last Name or First Name, or by School: Click on the heading to toggle the sort order. Note- list can be sorted by only one element at a time.

The data displayed on this page may be downloaded as a .csv (comma separated values) file. This file can be easily opened using Excel. When you click the export link, you will be prompted to “open or save.” Please note that this data is dynamic and may change.

The columns of the list provide useful information:

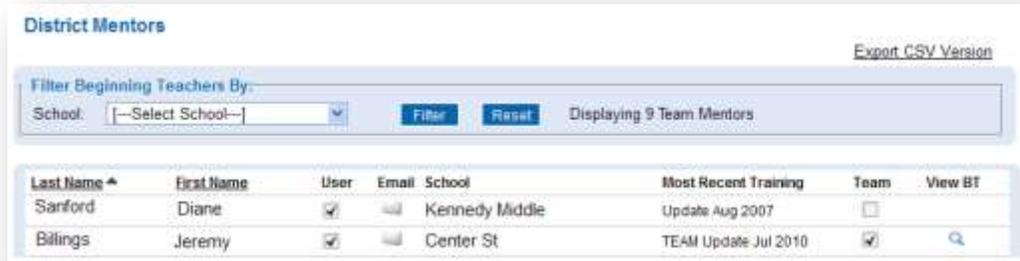
- Modules Required: displays the number of modules required by the CSDE
- Modules Completed: displays the number of modules for which a status of “Successful” has been recorded
- Status:
  - Pending = TEAM requirements have been met, teacher awaiting Superintendent Verification
  - Verified = Superintendent has verified the list of beginning teachers and sent their names to the Certification Bureau
  - Confirmed = Certification Bureau has received and accepted the TEAM Completion verification
- Date: indicates the date on which the district superintendent “verified” completion

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## District Mentors

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This link will open a panel listing your current Mentors, as reported in the CSDE Staff File. The distinction is important, only those teachers who your district has entered into the ED163, and whose training history is recorded by EASTCONN will be displayed. Mentors who are TEAM trained or initially BEST trained and TEAM Updated are listed.



The screenshot shows a web interface titled "District Mentors". At the top right is a link for "Export CSV Version". Below it is a filter section titled "Filter Beginning Teachers By:" with a dropdown menu for "School" currently set to "--Select School--". There are "Filter" and "Reset" buttons, and a status indicator "Displaying 9 Team Mentors". Below the filter is a table with the following data:

Last Name	First Name	User	Email	School	Most Recent Training	Team	View BT
Sanford	Diane	<input checked="" type="checkbox"/>		Kennedy Middle	Update Aug 2007	<input type="checkbox"/>	
Bilings	Jeremy	<input checked="" type="checkbox"/>		Center St	TEAM Update Jul 2010	<input checked="" type="checkbox"/>	

The list can be filtered to show only one school: Select the school, by name, from the drop down list. Click the “Filter” Button.

The list can be further sorted by Mentor’s First Name or Last Name: Click on the heading to toggle the sort order. Note- list can be sorted by only one element at a time.

The data displayed on this page may be downloaded as a .csv (comma separated values) file. This file can be easily opened using Excel. When you click the export link, you will be prompted to “open or save.” Please note that this data is dynamic and may change.

The columns of the list provide useful information:

- **User:** a checkmark indicates that the person has created a User Account on cteam.org. All Mentors and Beginning Teachers are required to establish a User Account as part of their participation.
- **Email:** an icon appears indicating that an email address is available. Click the icon and your computer will open a email message to the mentor.
- **School:** displays the name of the school to which the Mentor is assigned
- **Most Recent Training:** displays the type and date of the most recent training (as recorded in the Mentor Training History data).
- **TEAM:** a checkmark is displayed to indicate that the Mentor has completed TEAM Training. No checkmark indicates BEST Trained, but not TEAM Updated.
- **View BT:** a magnifier icon provides a link to the mentor’s Beginning Teacher Monitor.

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## Other Users [note: this panel has changed]

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This link will open a panel listing Educators in your district, who are signed-up as cteam users. It provides a simple summary of those participating in TEAM and the roles they play.

Last Name	First Name	Email	School	Role	Assign to TCC
Stern	Marilyn		Cultural Magnet	mentor,reviewer	<input type="checkbox"/>

The list can be filtered to show only one school: Select the school, by name, from the drop down list. Click the “Filter” Button.

The list can be further sorted by First Name or Last Name: Click on the heading to toggle the sort order. Note- list can be sorted by only one element at a time.

The data displayed on this page may be downloaded as a .csv (comma separated values) file. This file can be easily opened using Excel. When you click the export link, you will be prompted to “open or save.” Please note that this data is dynamic and may change.

The columns of the list provide useful information:

**Role:** lists the TEAM roles that appear on the person’s dashboard

**Assignment:** permits the District Facilitator to assign the role of TCC member to the user.

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## Regional Reviewers

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Districts selecting *Regional Review* will open a listing of Qualified Reviewers, and data to monitor their activities:

Last Name	First Name	School	User	Suggested Reviews	Reviews Completed*	Last Review	Action
Hernandez	Janet	Roosevelt	<input checked="" type="checkbox"/>	5	1	07/05/2011	<a href="#">Save</a>

- Suggested Reviews defaults to 5, the minimum number of reviews for each reviewer. This field can be edited to increase the number of assigned reviews based on your district’s requirement for participation in the regional review process: click “Save” (for each reviewer changed).
- Reviews Completed: counts reviews completed during the current school year.
- Last Review: displays the date the most recent review was completed.

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## In-District Reviewers

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Districts selecting *In-District Review* will open a listing of Beginning Teachers who have submitted Reflection Papers:

Last Name	First Name	School	Module #	Submit Date	PDF	Action
Dupre	Peter	Brook Middle	3	Jun 16, 2011	<a href="#">View PDF</a>	Successful
Jackson	Monique	North Elementary	3	Feb 01, 2011	<a href="#">View PDF</a>	Successful
Stone	Phil	Central High	3	Jun 02, 2011	<a href="#">View PDF</a>	<a href="#">Successful</a> <a href="#">UnSuccessful</a>

- Module #: indicates which module was addressed by the Reflection Paper.
- Submit Date: displays the date on which the Paper was submitted.
- PDF: The “View PDF” link opens the submitted Reflection Paper with the teacher’s name removed. You may print the PDF or email it to the Reviewer you select.
- When the Paper is returned, click the appropriate button. This will open the data entry form: *This year we are asking for some additional data from the in-district review process: the name of the reviewer and the criteria selected.*
  - Select the reviewer’s name, if using a committee, select the lead reviewer.
  - For each criteria, select the appropriate response.

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## Look up EIN

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This link will open a panel listing the certified educators working in your district, as reported in the CSDE Staff File.

The list can be searched by last name. Enter Last Name in the field provided. Click the “Search” Button.

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## Payments Report

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This link will open a panel listing the most recent Payments Report for your district. During March of each year, the new report is calculated and you will have until April 1, to accept the report or correct errors.

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## View District Support Plan

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This link will open a panel displaying your Three-Year District Support Plan in a printer-friendly format. Also available from this page is a link to the CSDE Staff Feedback Report.

To print, from your browser use the File-Print sequence or press the key combination CTRL-P.

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## Edit District Support Plan

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This link will open a panel permitting you to select your district and enter your *editing password*. The *editing password* was entered at the time your plan was initially entered. Click submit to open the Plan editing page. You may change your password from the editing page. If you have forgot your password, click “request password” to request it in email.

Remember to save any changes you make to your plan before leaving the web page.

To print, open the “Printer Friendly” page and use the File-Print sequence or press the key combination CTRL-P.

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## Summary Report Data (inactive until April)

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This link will open a panel displaying the numerical summaries required for your annual report. It will become active April 1.

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## My Profile

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This link will open a panel displaying the details of your user account. You may edit the active fields: First Name, Last Name, email, District, School, Password and Subscription. Do not change your role. If you need a role added to your profile, please contact Michael Mahony.

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## District Facilitator Message Archive

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This link will open a panel displaying the messages and related resources that have been sent to District Facilitators.

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## Appendix

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- Beginning Teacher Dashboard
- Beginning Teacher –*Module Center Panel*
- Reviewer Dashboard
- Reviewer *Reflection Paper Panel*

The user sees this message if the data they entered and the data the district entered are not in agreement. They will see this message when they change districts.

The screenshot shows the 'Beginning Teacher Dashboard' with a 'Welcome' message. A red warning banner at the top right reads: 'Check Your Profile Information: There is a conflict with District Information.' The dashboard is divided into several sections: 'Quick Links' with links like 'My Personal Journal' and 'My Module Center'; 'BT Message Board' showing 'Today's Date: September 28, 2011' and '2 Meeting Log Open'; 'Module Progress' with a progress bar and 'Select Module. Click for PGAP'; 'Meeting Log Summary' with 'This School Year. Click to View' and a date 'Last 9/26/11 1:00'; and 'Contact Center' listing 'District Facilitator: District Facilitator', 'School Administrator', and 'Mentor: Mentor'.

Beginning Teacher *Module Center*, also visible to the Mentor.

The screenshot shows the 'Module Center' interface. It features a 'DASHBOARD' button and a 'Welcome' message. The 'Module Center' is organized into tabs: 'Environment', 'Planning', 'Instruction', 'Assessment', and 'Responsibility'. Under the 'Instruction' tab, 'Module 3: Instruction for Active Learning' is displayed with a list of tasks: 'Complete My CCT Performance Profile', 'Enter My Professional Growth Goal' (with a checkmark), 'Enter My Initial Summary', 'Enter My Learning Activities and Resources', 'Enter My Proposed Meeting Dates', 'Enter My Anticipated Timeline', 'Review My Professional Growth Action Plan (PGAP)', and 'Notify My School Administrator'. Below this is a 'Reflection Paper Tracker' section with a status of 'DRAFT' and buttons for 'Mentor Sign Off', 'Submitted', 'In Review', and 'Complete'. A note states: 'Current status of your Reflection Paper is displayed as the blue icon. Click to view Reflection Paper.' At the bottom, it says 'Review My Reflection Paper Feedback' and 'Module Status: In Progress'. A copyright notice at the bottom reads: '© 2011 Connecticut State Department of Education'.

## Mentor Dashboard

### Mentor Dashboard

**Quick Links**

- [My Personal Journal](#)
- [Review District Support Plan](#)
- [My Profile](#)
- [TEAM Connections Message Archive](#)
- [Module Resources](#)

**Mentor Message Board**

Today's Date: October 6, 2011

Mentor Message Board

Today's Date: October 6, 2011

**BT Teacher1** has 0 Meeting Log Open

**BT Teacher2** has 2 Meeting Log Open

**BT Teacher2**'s Reflection Paper Draft for [Review](#)

**Module Progress**  
Select Module. Click for PGAP

BT Teacher1 ◀ 2 ▶

BT Teacher2 ◀ 3 ▶

**Meeting Log Summary**  
This School Year. Click to View

No Meeting Log Entries This Year

Last 9/26/11 1:00

[◀ MODULE CENTER](#)

[◀ MODULE CENTER](#)

## Reviewer Dashboard

Welcome

### Reviewer Dashboard

0 of 8 Reflection Paper Reviews Completed

Reviewers are required to complete Reviewer Update Training annually. You will not be able to review papers until your update is recorded.

**Quick Links**

- [Reflection Papers](#)
- [My Profile](#)
- [Review District Support Plan](#)

**Reviewer Message Board**

Today's Date: September 26, 2011

- [Update Training Information](#)
- [Review Process](#)

## Regional Reviewer – Reflection Paper Panel

Welcome Test Reviewer

← DASHBOARD

### Reflection Papers

Select Paper from Grade Levels: Grades PK-6

**Next Paper Available For Review:**

Begin Reflection Paper Review

**Completed Papers**

← first
prev
next
last →
100

Paper ID	Paper Module	Review Start Date	Review End Date	Successful
No records found.				