Virtual Learning Platform

How to Create a Team and Assign an Assessment by District Administrator

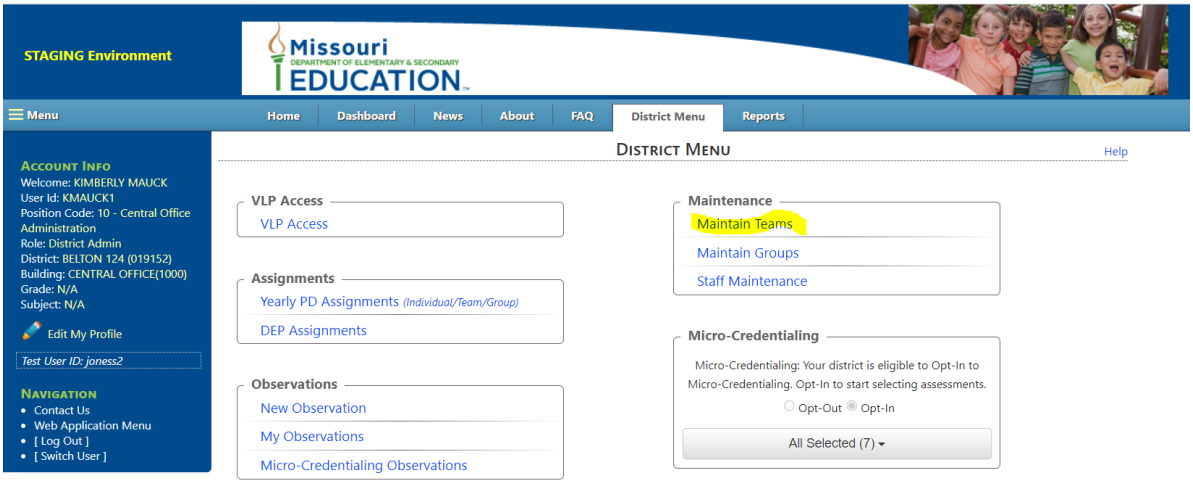
What is a Team?

A team is composed of personnel chosen to complete an assessment through a different lens. Self-assessments were designed for teachers and administrators to reflect upon their individual practice. The team concept changes the lens of the assessment by asking the question how the team is doing this practice as a grade level, as a building, as a district, etc.

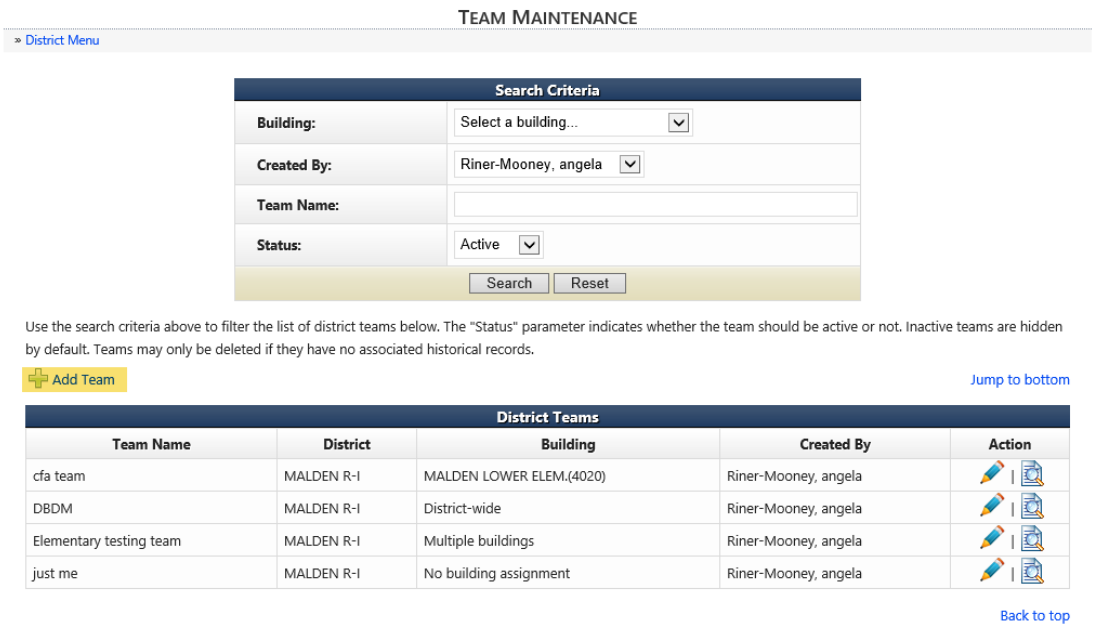
Creating and Maintaining a Team

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.

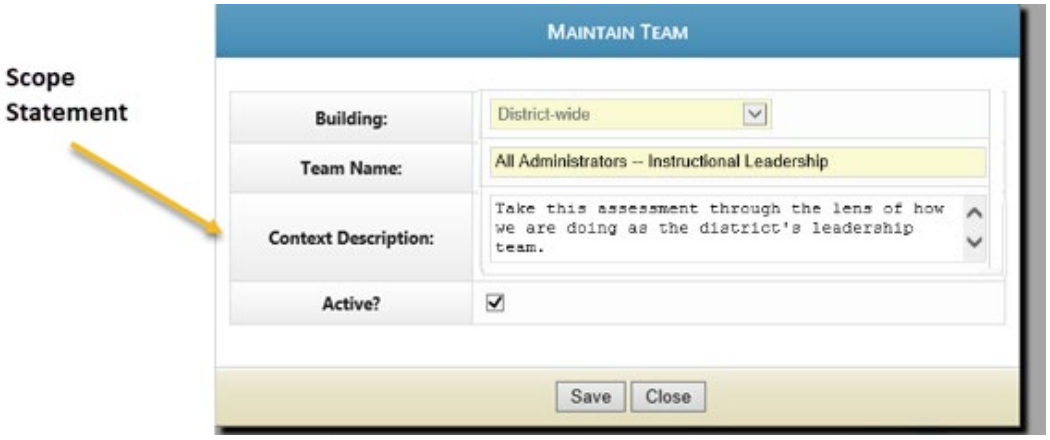


The Team Maintenance page will be displayed



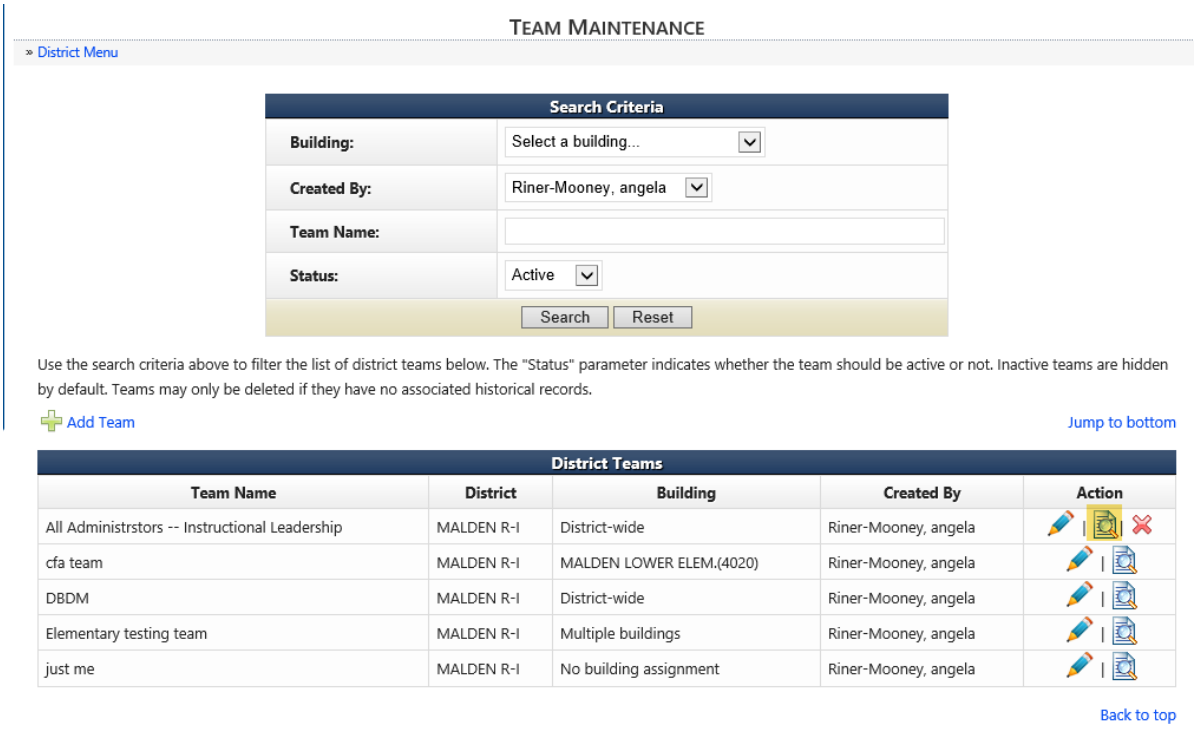
To create a team, click the Add Team link highlighted above

The Maintain Team window will be displayed

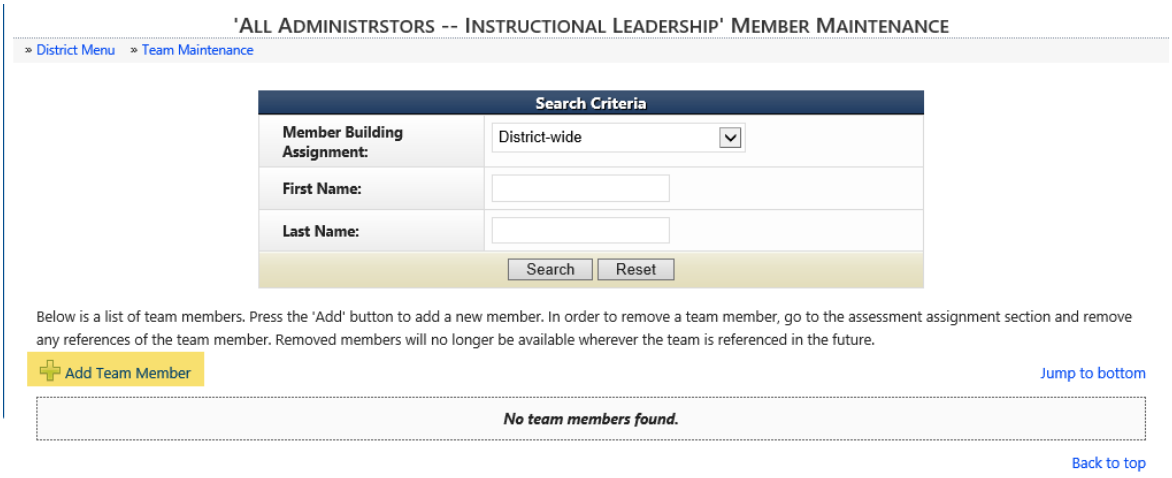


Select the building(s) or district-wide as appropriate, enter the team name, and add the Context Description of the assessment. The Context Description will become the scope statement or lens through with the assessment is taken. When complete click the Save button.

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

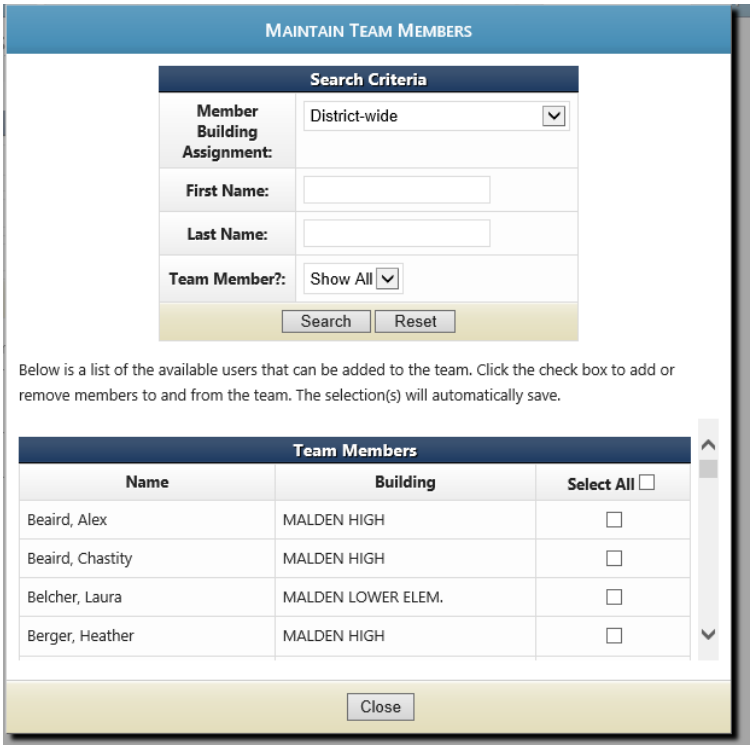


The Member Maintenance page will be displayed.



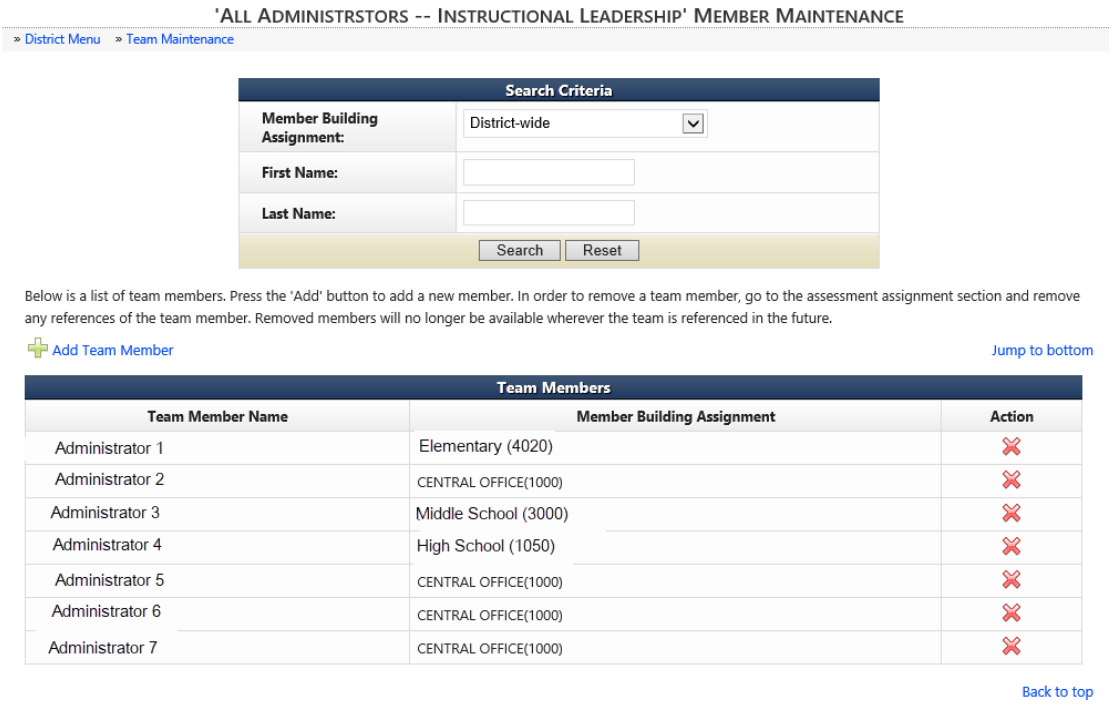
To add team members, click the Add Team Members link highlighted below

The maintain Team Members window will be displayed



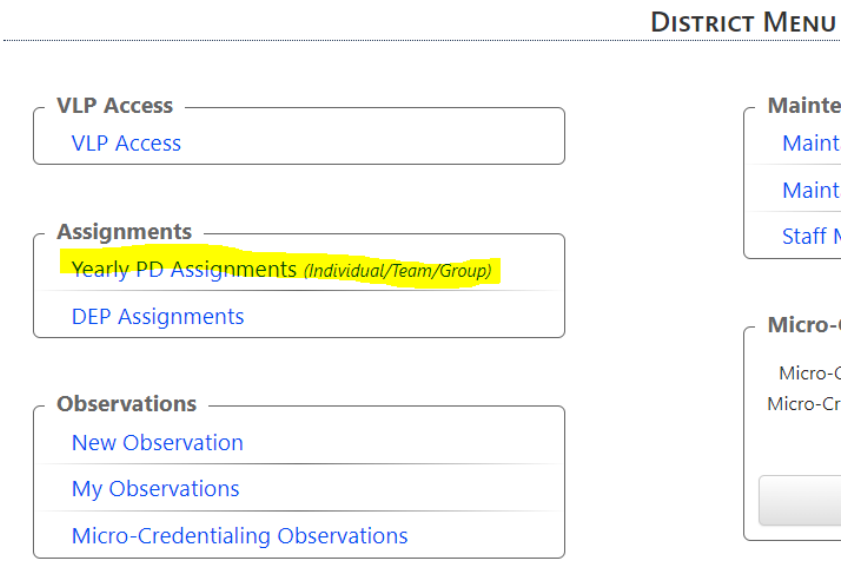
This window allows team members to be chosen by building, or individually by searching for their name(s). For this example, I will chose everyone assigned to Central Office and a person from the other buildings to represent the building admins. As team members are added, they are automatically saved. This allows the selection of individual buildings and 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

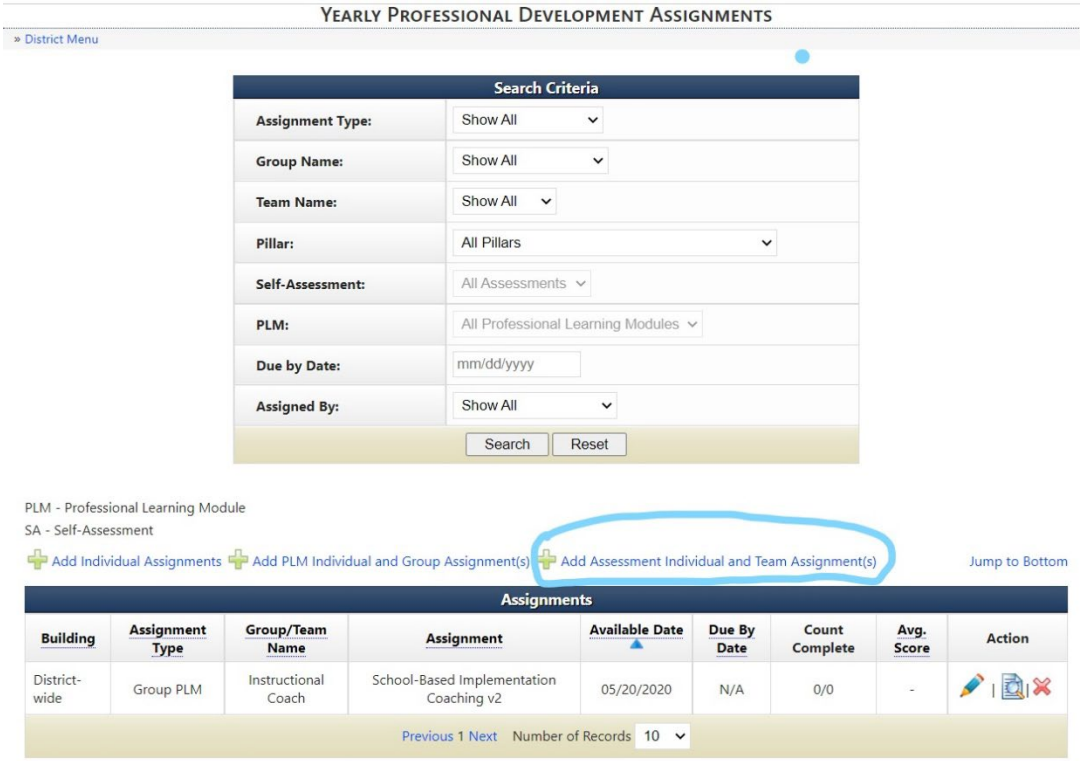


Assigning an Assessment

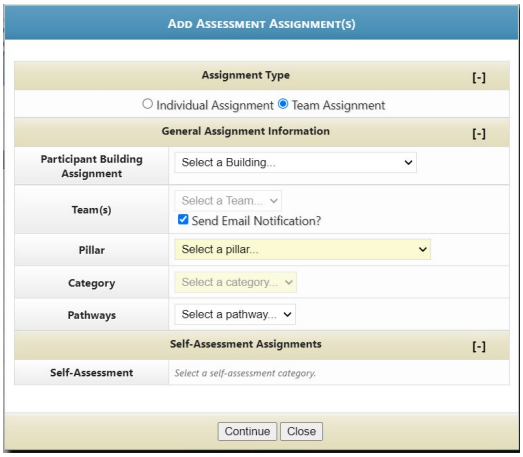
To assign an assessment, return to the District Menu page and click Yearly PD Assignments (Individual/Team/Group) highlighted below.



Then Assignments page will be displayed.

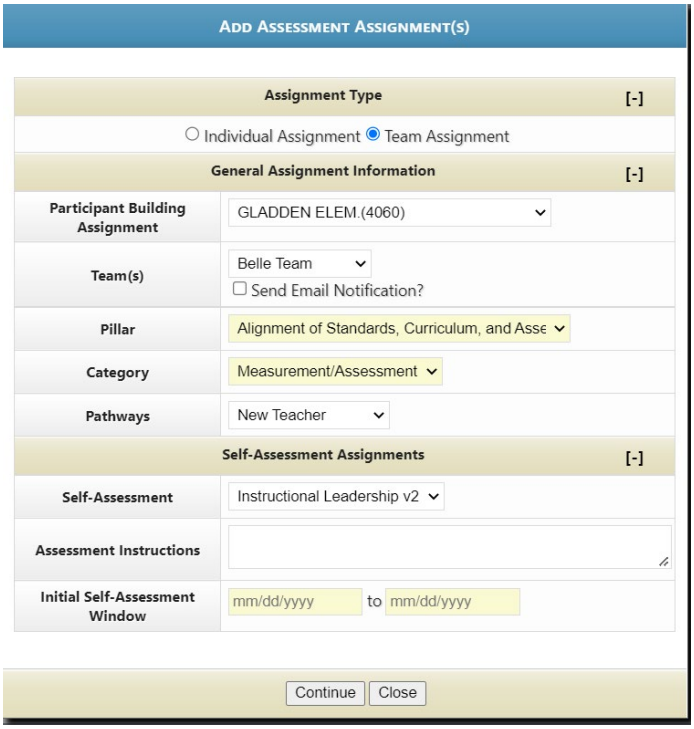


To assign an assessment, click the Add Assessment Individual and Team Assignment(s) circled in blue above. Then Add Assessment Assignment window will be displayed.

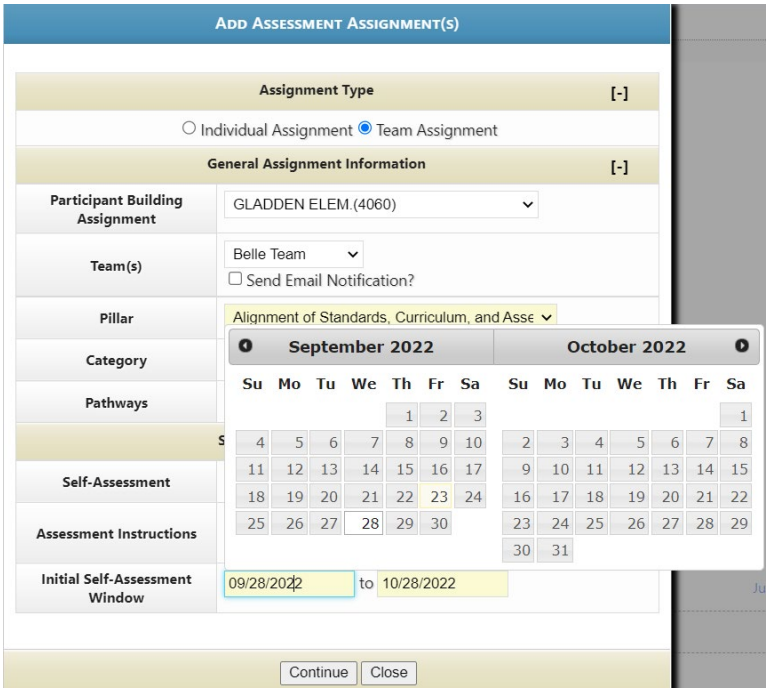


Select the Team Assignment button. Then use the dropdowns. First select the correct Participant Building Assignment. Then select the correct Team. Select the Pillar, then the Pillar Category, and then the Pathway.

Then select the correct Self-Assessment. When you select the correct self-assessment the window will change.

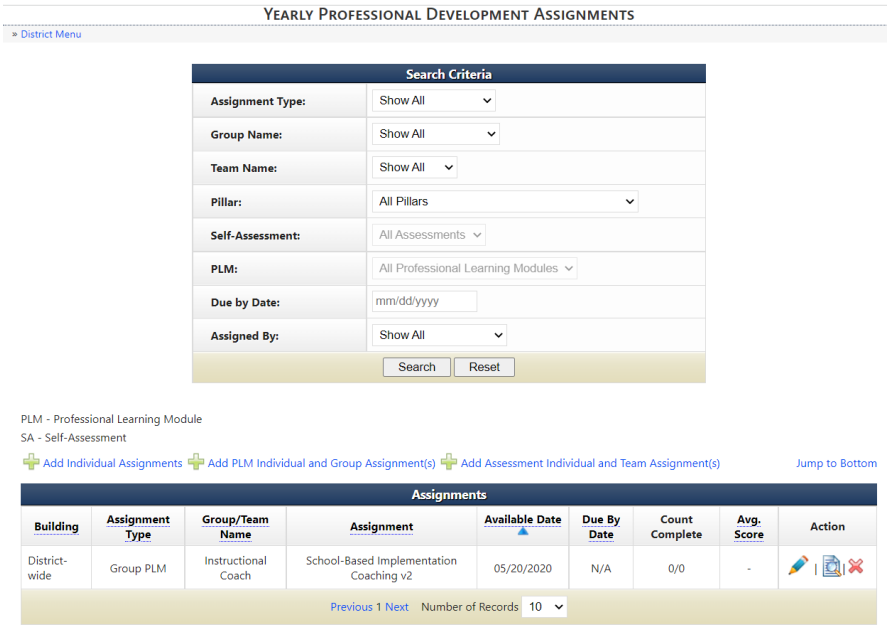


You can add in instructions, and create a window of time the assessment needs to be completed.
Select your Window dates from the calendars shown below.



Then hit Continue.

The assignment will be displayed on the Yearly Professional Development Assignments page



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

My Assessments

My Active Self-Assessments

Measurement/ Assessment

- Common Formative Assessment (CFA) (v1) *Last worked on: Thursday, May 9, 2019 12:36 PM*

My Completed Self-Assessments

You have not completed any self-assessments.

Active Team Assessments

Leadership

- Instructional Leadership (v1) for "All administrators -- Instructional Leadership"

Completed Team Assessments