Chapter

4

Team Leader Tools

To facilitate team management, examiner team leaders have access to a few additional tools through the *Scorebook Navigator* ™ software.

Team leaders will use these capabilities to make assignments, compile team findings and guide examiners through the independent review and consensus processes.

Logging In

If you are a team leader, the TNCPE office will set up your *Scorebook Navigator* ™ account with access to the team leader tools, along with the scorebook tools you will use for your own independent review and consensus assignments.

To log in, use the same username and password you set up when you started your pre-work assignment.

Accessing the Team Leader Tools

After you log in, *Scorebook Navigator* ™ will open to the **Scorebooks** page. Click on your assignment link. When the assignment opens you will see a new **Team** Tab on the menu bar, in addition to the tabs you used during your pre-work assignment (and will use again during your team's application evaluation).

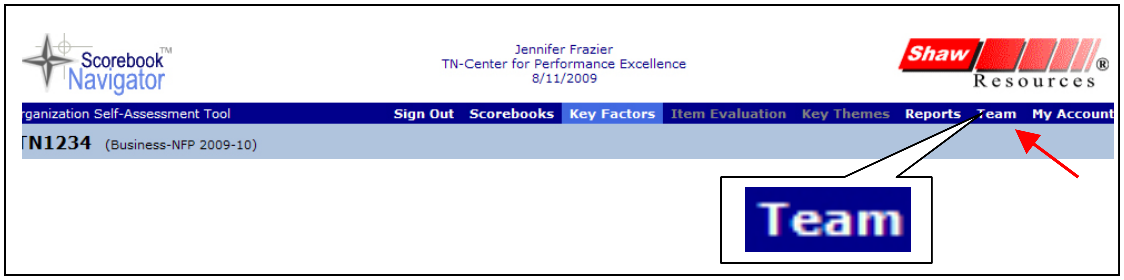

FIGURE 15 – Team leaders will find a new Team Tab on the menu bar when they open their assignment in *Scorebook Navigator* ™.

The Tools Screen

When you click on the **Team** Tab, a screen will open that contains team leader tools. Your team members do not have access to this screen. The tools are linked on a navigation column down the left-hand side of the screen.

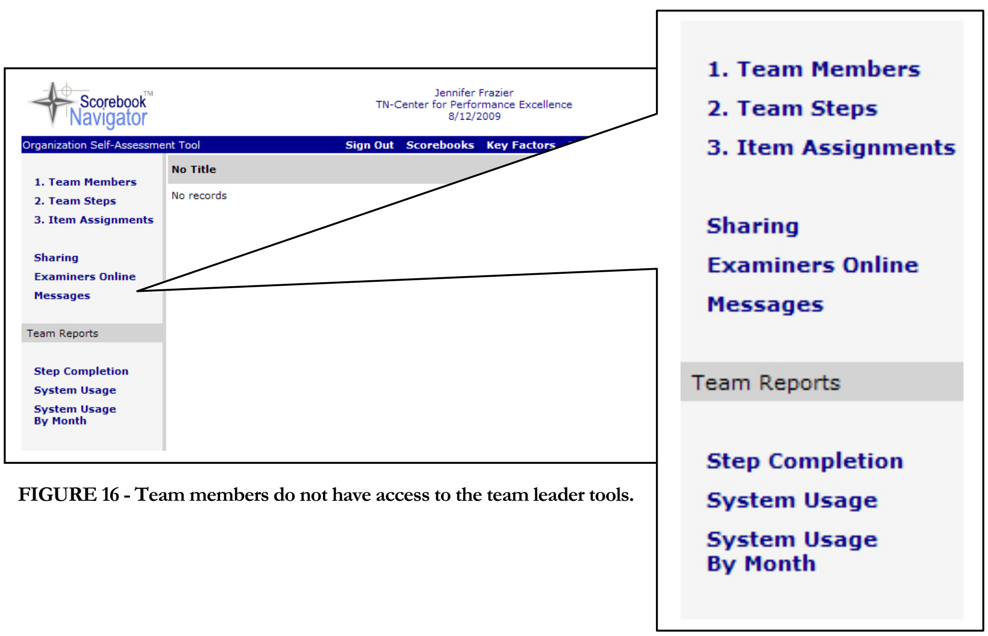

FIGURE 16 - Team members do not have access to the team leader tools.

Using the Team Leader Tools

Each of the team leader tool links opens to its respective tool screen. Please note that the Sharing tool will not be used by TNCPE teams.

The rest of the tools will be integral to your team's work, or at least very handy. The following is a description of each tool's function.

Team Members

This screen provides a list of team members and their contact information. It includes the capability to e-mail team members individually or the whole team as a group.

Examiner/Mentor/Advisor/Judge	Team Leader	Read-Only Access	Assigned Items
Fields, Tamera			6.1
Jones, David			KT 1.1 1.2 7.6
Manie, Ginger			4.1 7.1
Rawls, Katie			2.1
Schoch, Will	Yes		KF 5.1
Tull, Tom			3.1 7.2

FIGURE 17 - The Team Members Screen provides a contact list. Use the "Assigned Items" column as a quick reference to team members' assignments.

The link under each member's name will generate an e-mail to that examiner. Send an e-mail to the whole group by clicking the **Email Whole Team** link, located above the list of team member names.

OFI Alert
The functionality of the e-mail features within the team leader tools is dependent on the details of your e-mail program and may not work properly.

A handy feature of the Team Members screen is the "Assigned Items" column. It will appear on the far right after you advance your team along the process steps (you will learn more about process steps when you read about the Team Steps Screen). Use "Assigned Items" to quickly review each examiner's assignments.

Team Steps

This screen allows the team leader to advance the examiners though the process steps. It is broken down into five columns:

- **Stage:** Indicates the stage of the evaluation process that the step applies to (Stage 1 – independent review, Stage 2 – consensus).

- **Description:** Describes each step of the process the team leader will coordinate during the evaluation. Some of the steps include a drop-down menu of team member names. Use this menu to make team member assignments.
- **Due date:** Use this field to indicate when the step must be complete.
- **Instructions:** These are the instructions that will appear in the examiners' assignment field on the Scorebook page.
- **Status:** This column shows the status of each step.

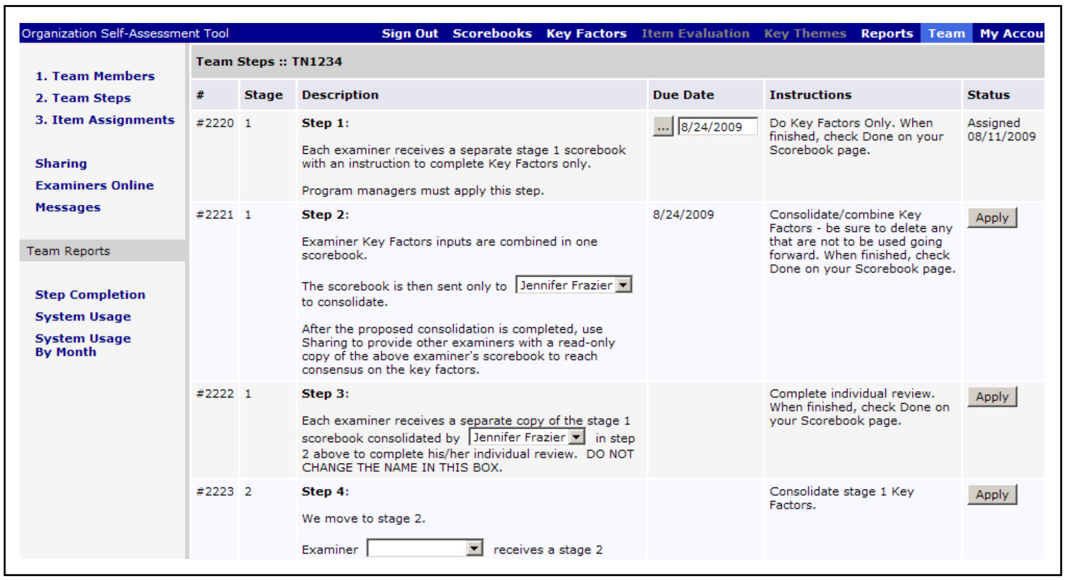

FIGURE 18 - Team leaders use the Team Steps Screen to navigate examiners through their evaluation.

The TNCPE office will activate Step 1, which instructs examiners to develop a list of key factors.

Once all team members input their key factors (they will indicate completion by checking the box labeled **Done** next to their assignment on the Scorebook Screen), the team leader will be able to move the team on to Step 2: consolidation of the key factors into a master list that will be used by the entire team during item evaluation.

> **Note**
> If all team members have checked the **Done** box, but you continue to get a message that says there is a scorebook that is not marked "done," please contact the TNCPE office: (800) 453-6474, (615) 889-8323 or contact@TNCPE.org.

Team leaders advance the team to the next step by pressing the **Apply** button under the status column. Once **Apply** is activated, team members will lose the ability to make changes in earlier steps. They will retain read-only access to their previous work, however.

OFI Alert
When a team leader presses the "Apply" button, it cannot be undone without intervention by the software developer (this is someone outside the TNCPE office). Un-applying a step will cause all users to lose data. Please do not "un-apply" without first speaking to someone at the TNCPE office: (800) 453-6474, (615) 889-8323 or contact@TNCPE.org.

The team leader can only advance the team to the next step after all the examiners have checked the Done box located on the Scorebook Screen next to their assignment. **Tip: You can monitor your team's progress using the Step Completion Screen, described on the next page.**

Item Assignments

The team leader uses this screen to make specific assignments to team members during the evaluation process.

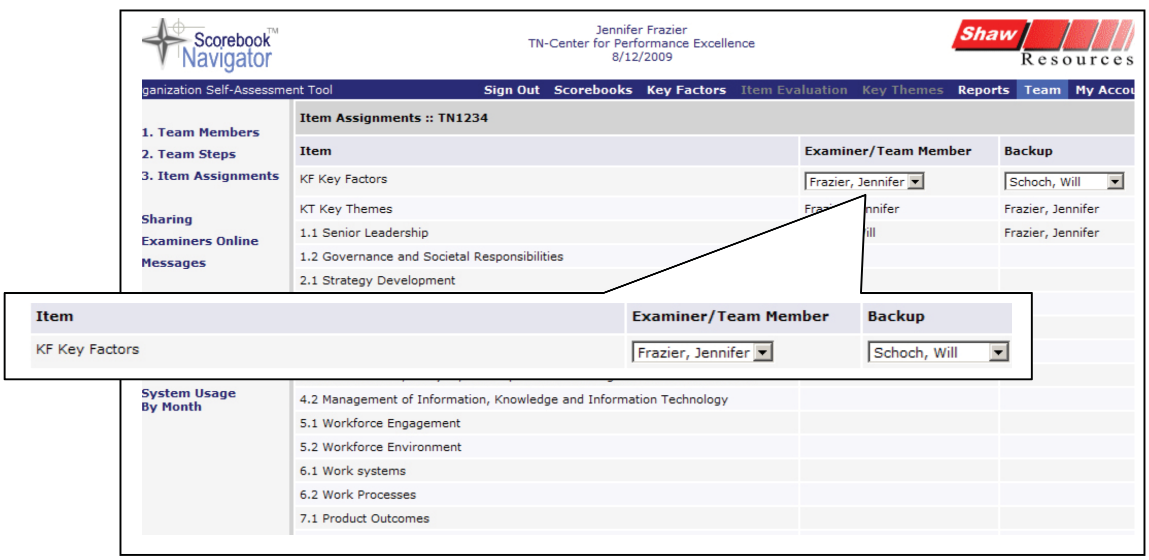

FIGURE 19 - You will use the Item Assignments Screen to delegate tasks to your teammates. Simply select team member names from the drop-down menus.

Each row contains an assignment and examiner drop-down menus. Use the menus to select an examiner and back-up for each assignment (item synthesis, key factors or key themes). When you do this, the team members you select will have write/edit access to their assigned item(s). The rest of the team will have read-only access.

Press the **Save** button at the bottom left of the screen when you're finished making assignments.

The Item Assignments Screen can be modified to provide a scorebook editor write/edit privileges to the entire scorebook. This may come in handy if you decide that one examiner will record all the scorebook updates for the team during the consensus meeting.

To give a scorebook editor full write/edit access, reassign each item to your designated scorebook editor. When you do this, item leaders will have read-only access to their work. Write/edit access can be reapplied to any examiner at any time.

Sharing

The sharing function will be used by team leaders and TNCPE staff during the TNCPE Award evaluation. It is used to monitor progress as you complete independent review.

Examiners Online

This screen provides reports on team members who are currently using *Scorebook Navigator*™, or who have used the software within the past 30 minutes.

Messages

This screen allows team leaders to leave messages for team members on the *Scorebook Navigator*™ system. Team member will receive the message the next time they log on to the software.

Team Reports

As the team leader you have access to several team reports that are also accessible via the **Team** Tab:

Step Completion – This screen serves as a dashboard where you can monitor each team member's progress. It provides a summary of each examiner's Stage 1 and 2 assignment data, which includes key factors, key themes, key factor references, ADLI/LeTCI observations, gaps, notes and items scored.

System Usage – This screen generates a report that identifies the amount of time team members have spent logged on to the *Scorebook Navigator*™ tool. Usage metrics are broken out by task.

System Usage by Month – This screen generates a report that identifies the amount of time team members have spent logged on to the *Scorebook Navigator*™ software, aggregated by month.