

# Introduction to Microsoft Teams for District Test Coordinators (DTCs)

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**Libby Cook**

Office of Student Assessment

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

October 2021: DTC Training Team Overview





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

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated "C" or Higher

6



## 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

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



# DTC Training and Microsoft Teams

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- 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

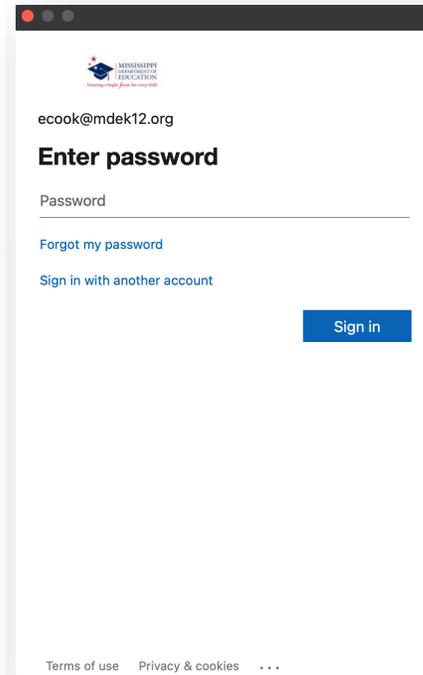
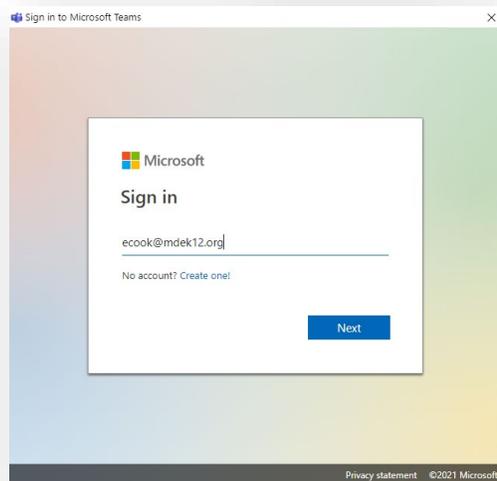
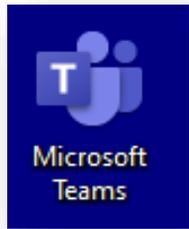
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- Who Has Access
- How to Access
- Troubleshooting Tips

- 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](mailto:ecook@mdek12.org) with instructions on how to request access.

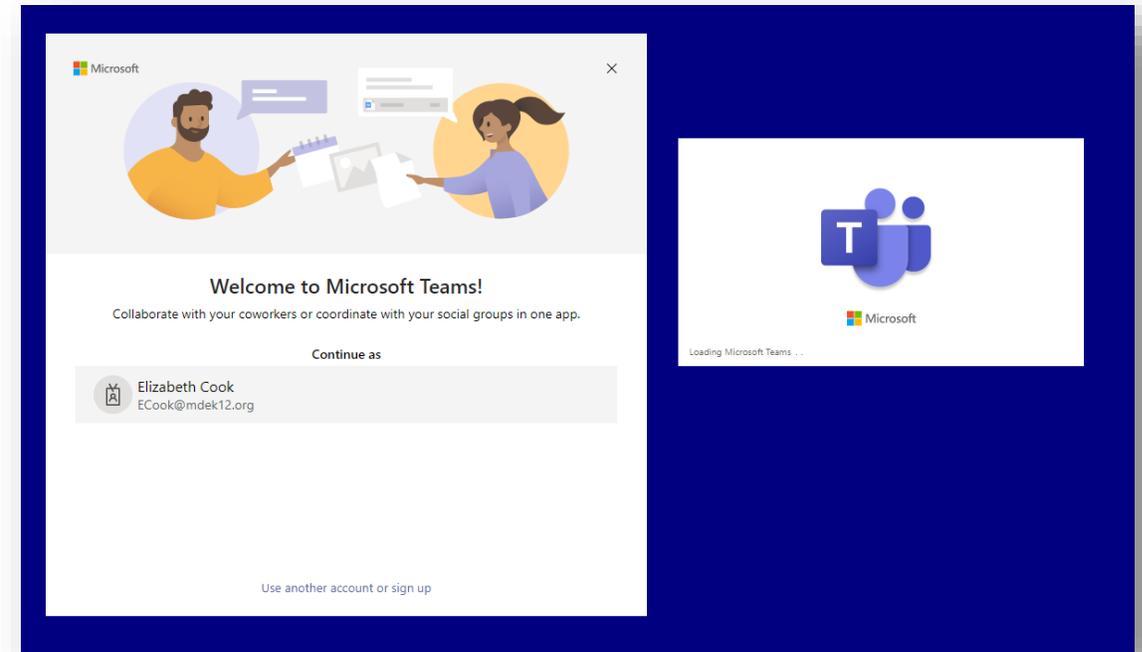


Microsoft  
Teams  
Icon



First Time Sign in and Password Screens

Returning or Changing Organization Screen



- **Teams App Interface**

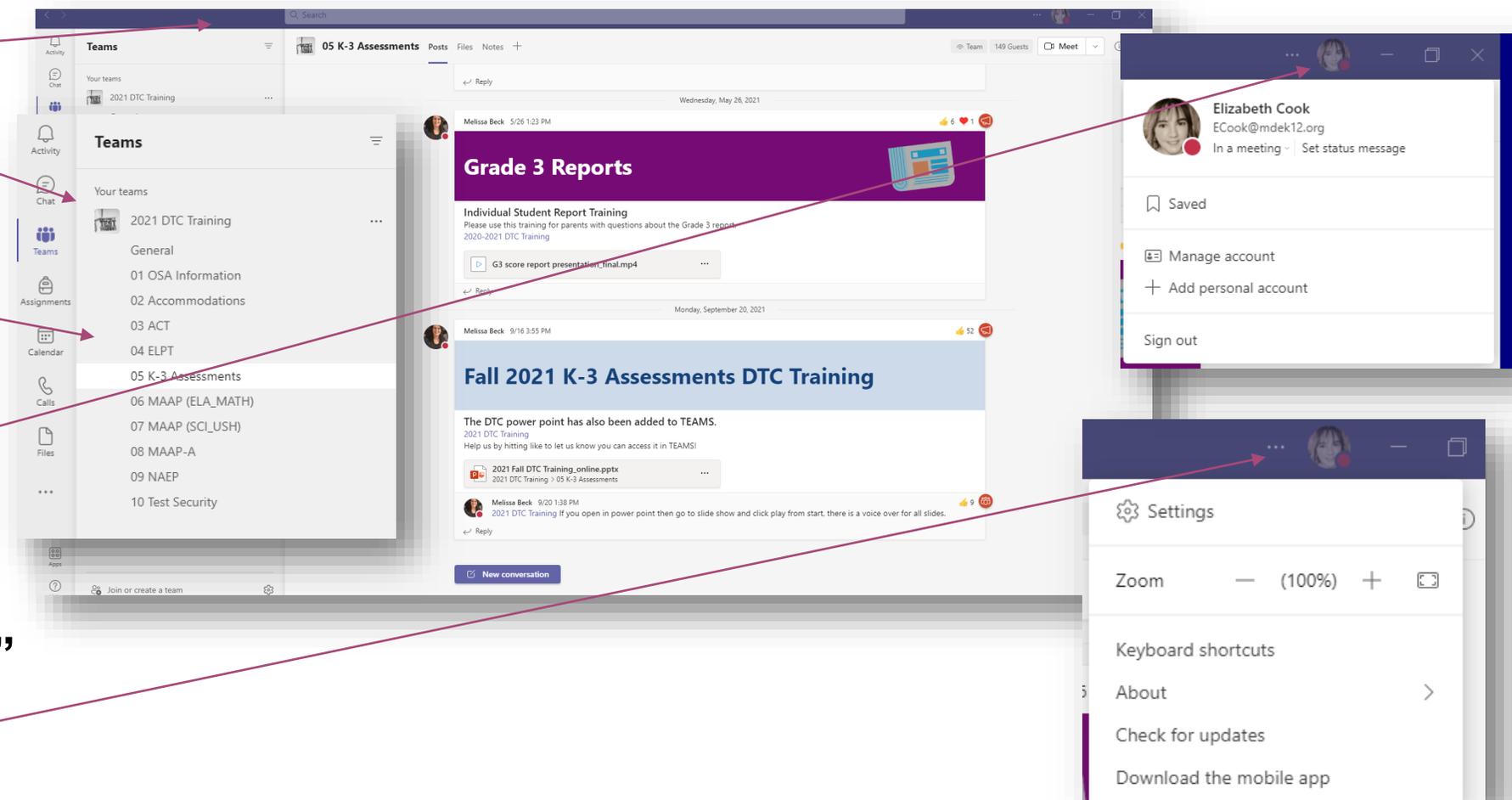
- **2021 DTC Training Team**

- **OSA Program Channels**

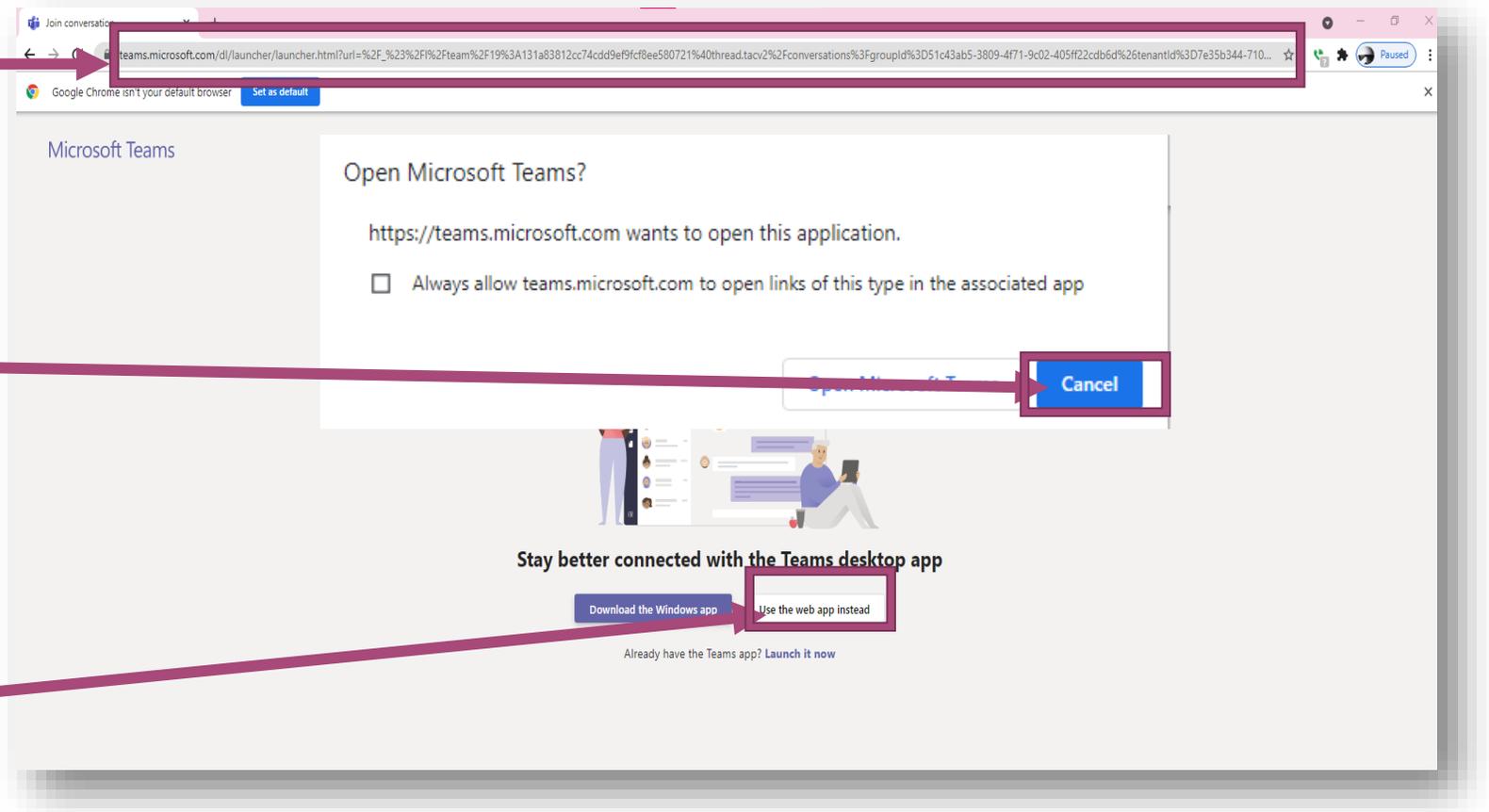
- **User Account Information**

- **Teams Settings “...”**

- **Check for updates**



- 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=51c43ab5-3809-4f71-9c02-405ff22cdb6d&tenantId=7e35b344-7106-498b-9980-0510a132b777>

- 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](mailto:ecook@mdek12.org) for additional steps, if needed.

The screenshot shows the Microsoft Teams app download page. At the top, it says "Microsoft Teams". Below that is an illustration of a woman standing next to a large screen displaying a Teams chat interface, and a man sitting on the floor using a laptop. Below the illustration, the text reads "Stay better connected with the Teams desktop app". There are three buttons: "Download the Windows app", "Use the web app instead", and "Already have the Teams app? Launch it now". Red arrows point from the text annotations to these buttons. The annotation "Download the App" points to the "Download the Windows app" button. The annotation "The Web App (Chrome Browser works best on Macs)" points to the "Use the web app instead" button. The annotation "Launch it Now (If App is already installed)" points to the "Launch it now" button.

Microsoft Teams

Download the App

The Web App (Chrome Browser works best on Macs)

Stay better connected with the Teams desktop app

Download the Windows app Use the web app instead

Already have the Teams app? Launch it now

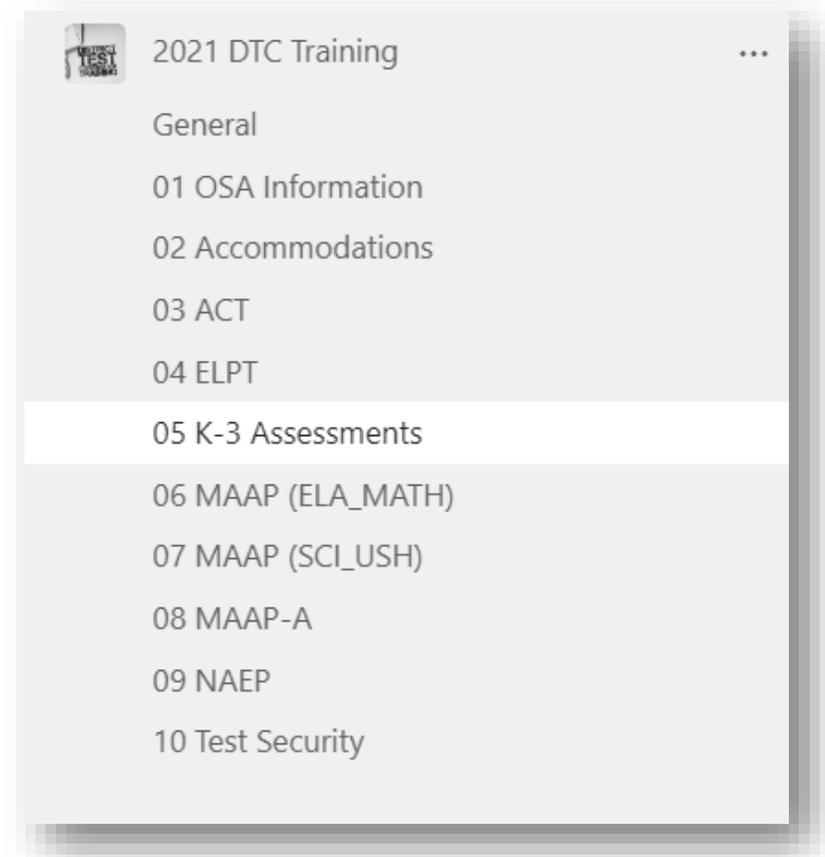
Launch it Now (If App is already installed)

# Fall 2021 DTC Training

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- Program Channels
- Announcements

- 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

The screenshot shows a training module page titled "MAAP-End of Course" with a sub-header "FALL 2021 EOC: English II and Algebra I". The page is organized into sections: "Narrated Training Presentation" (with a link for "Fall 2021 Training (MDE)"), "Presentation Slides" (with "MDE" sub-section containing "One Per Page Handout" and "Two Per Page Handout"), and "Questions Link" (with "Fall 2021 DTC Training Questions"). A note at the bottom states: "\*Only use this link if you have questions about the topic, this is not an assignment for completion status." Below the page content, a taskbar shows four open windows: "MAAPELAMATH FALL2021.mp4", "MAAP FALL2021\_1perpage.pdf", "FALL2021DTCTraining\_QuestarMAAP.mp4", and "FALL2021DTCTraining\_QuestarMAAP\_1perpage.pdf".

Annotations with red arrows point to the following elements:

- Narrated Presentation**: Points to the "Fall 2021 Training (MDE)" link in the "Narrated Training Presentation" section.
- PDF Slide Handout Links**: Points to the "One Per Page Handout" and "Two Per Page Handout" links in the "MDE" section.
- Questions Form Link**: Points to the "Fall 2021 DTC Training Questions" link in the "Questions Link" section.

A purple box at the bottom, labeled **Alternate Presentation and Handout Links**, has arrows pointing to the "MAAPELAMATH FALL2021.mp4" and "FALL2021DTCTraining\_QuestarMAAP\_1perpage.pdf" windows in the taskbar.

PDFs have active links.

MAAP MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM  
FALL 2021 DTC Training

Libby Cook  
Mathematics Content Specialist & MAAP Program Coordinator

October 2021

mdek12.org

### 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)

13

Videos have narrations & comments by program coordinators.

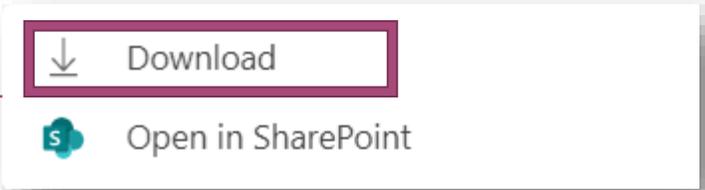
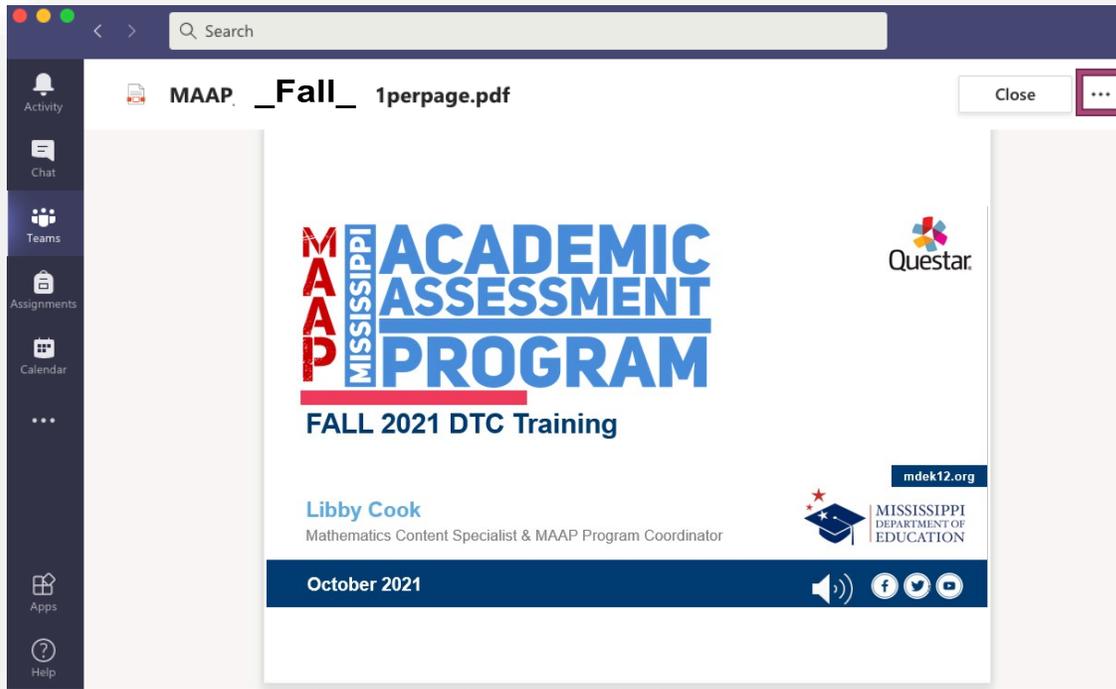
MAAP\_ \_Fall\_ 1perpage.pdf

MAAP MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM  
FALL 2021 DTC Training

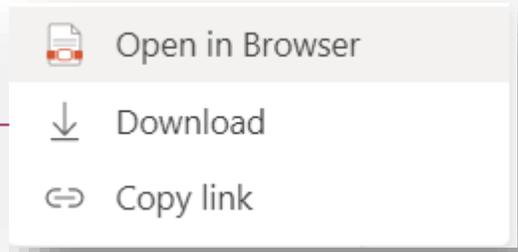
Libby Cook  
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Utilize "... " to access download options.



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

**Fall 2021 DTC Training Questions**

Use this form to submit any questions that you have regarding Spring 2021 DTC Training. Prior to the close of the 2021 Spring DTC training window, the OSA will compose a FAQ document.

**Contact Information**  
Enter your information below. The OSA will use this information to reach out to you for clarification and/or answers.

1. Title  
Select your answer

2. First Name  
Enter your answer

3. Last Name  
Enter your answer

4. District Email Address  
Enter your answer

5. District Name & District Number  
Select your answer

6. District Role  
Select your answer

Next

**DTC Training Module Questions**

For each question, select the program topic in the drop down menu, then type your question in the box. To help the OSA efficiently answer your questions, enter each question in a separate item. If you have more than 5 questions, complete additional forms.

7. Question 1 Topic [x]

Select your answer

GENERAL STUDENT ASSESSMENT

ACCOMMODATIONS

8. ACT

ELPT

K-3 ASSESSMENTS

9. MAAP (QUESTAR)

MAAP (DRC)

MAAP-A (QUESTAR)

10. Type your question in the box.

Enter your answer

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

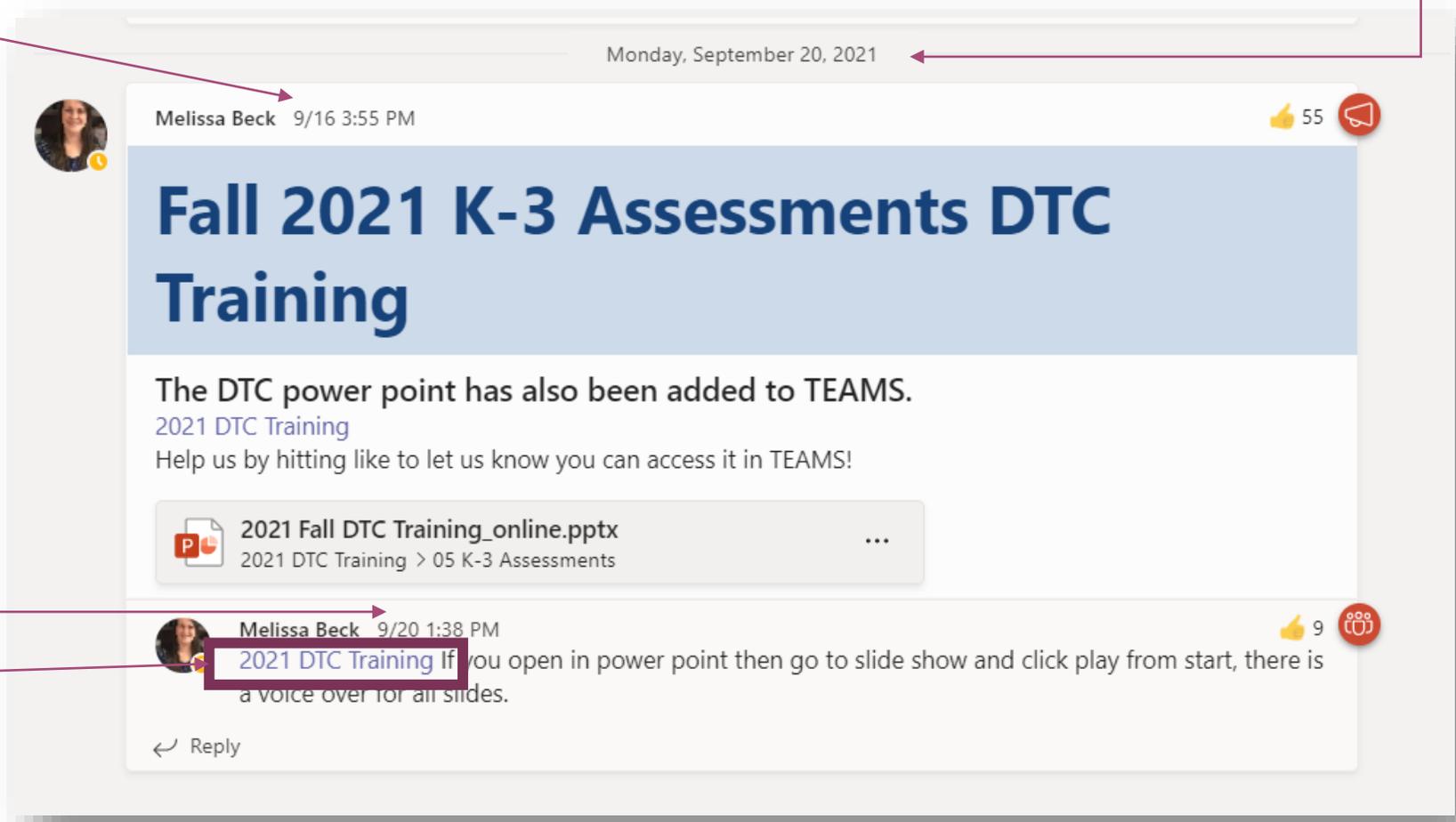
# Tools & Tips

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Announcements

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

Note the Date Posted



How MDE Tags Training Participants

From: Elizabeth Cook in Teams <[noreply@email.teams.microsoft.com](mailto:noreply@email.teams.microsoft.com)>  
Date: Wed, Sep 29, 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

Elizabeth Cook 9/29 4:24 PM

## Fall 2021 Roll Call

**DISTRICT TEST COORDINATOR**  
**FALL 2021 TRAINING**

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

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

See more

97 replies

**Click  
"See More"  
To expand the post.**

Elizabeth Cook 9/29 4:24 PM

## Fall 2021 Roll Call

**DISTRICT TEST COORDINATOR**  
**FALL 2021 TRAINING**

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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.**

See less

97 replies

Today

Elizabeth Cook 9/29 4:24 PM

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4

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

See more

Collapse all

See previous replies

- ledbetter222 (Guest) 10/4 8:22 AM  
Luke Ledbetter Prentiss County
- TV Trey Vernaci (Guest) 10/4 10:00 AM  
Trey Vernaci, Reimagine Prep (2515), Joe E. Smilow Prep (2535)
- K KWEAVER (Guest) 10/4 10:10 AM  
Kerri Weaver Enterprise School District 1211
- LK LiThesia Kent (Guest) 10/4 11:07 AM  
LiThesia Kent, Sunflower County Consolidated (6700)
- kcrane (Guest) 10/4 11:10 AM

Elizabeth Cook 9/29 4:24 PM

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See more

98 replies

Reply

If you cannot locate "reply" on a post, you may have to scroll to the bottom or click "collapse all."

# Questions?

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## Elizabeth (Libby) Cook

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