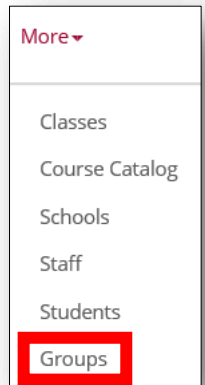


# Creating Teacher Teams in Enhanced CTLS Assess

School administrators can create Teacher Teams which places teachers into groups in order to access group data and assessments. Teachers that have been added to a teacher team will have access to all student data for any teachers in the group. When a teacher from the team creates an assessment, they will also have the option to share with their teacher team rather than their whole school.

## Creating a Teacher Team

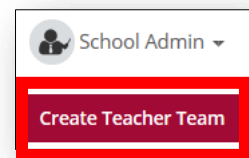
1. Navigate to the **More** menu and select **Groups** from the drop-down menu.



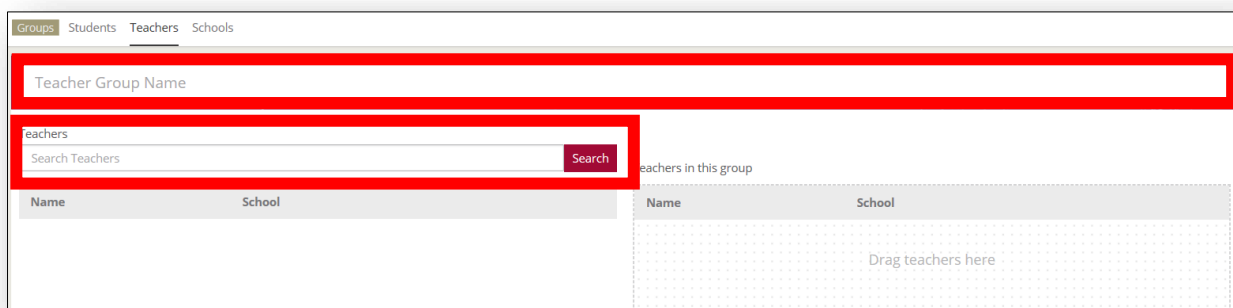
2. **Select** the **Teacher** Tab.



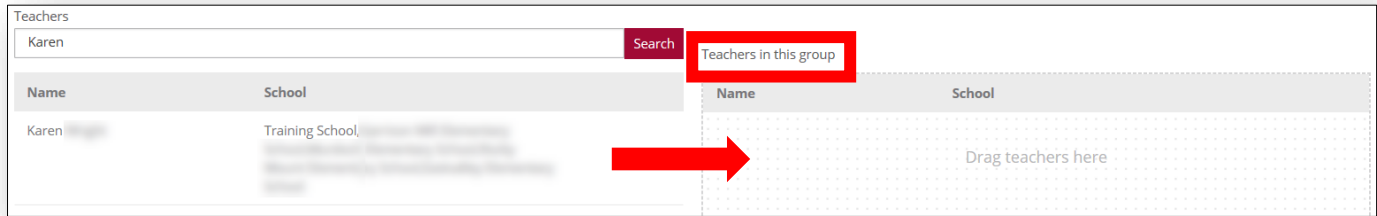
3. **Click, Create a Teacher Team** on the upper right-hand corner of the dashboard.



4. Give the Teacher Team a group name. Search for teachers by typing in their name in the text box and clicking **Search**.



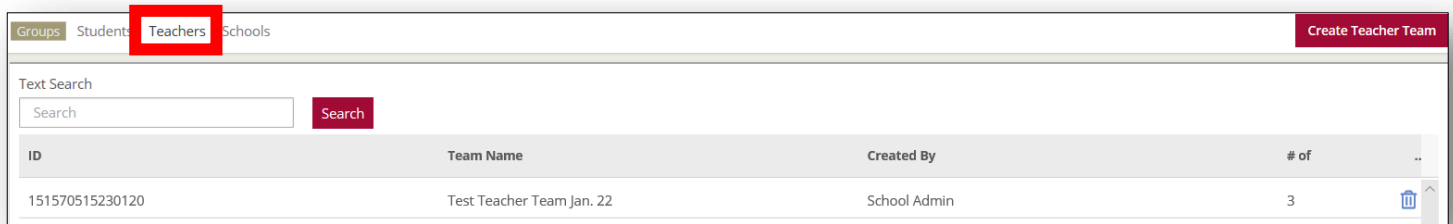
- When the name populates, click and drag the name to the right-hand side to add them to the group (teacher team).



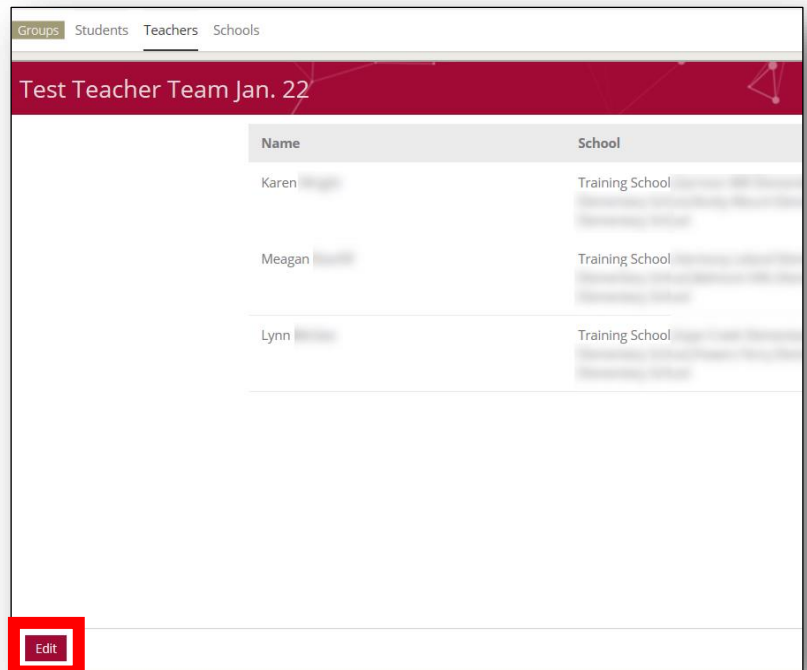
## Viewing & Editing Teacher Teams

School administrators can search for and edit teacher teams that they have created as well as view teams they have been added to.

- Navigate to the **More** menu and select **Groups** from the drop-down menu.
- Select** the **Teacher** Tab.
- Search** for the teacher team that needs editing.



- Click on the Team Name to open the team.
- Click Edit to make adjustments to the teacher team.



6. Once edits are complete, be sure to click Save at the bottom left-hand corner.

The screenshot shows a web application interface for managing a 'Test Teacher Team'. At the top, there are navigation tabs for 'Groups', 'Students', 'Teachers', and 'Schools'. Below the navigation is a header area with the text 'Test Teacher Team' and a search icon. The main content area is titled 'Teachers' and contains a search bar labeled 'Search Teachers' with a 'Search' button. Below the search bar is a table titled 'Teachers in this group' with two columns: 'Name' and 'School'. The table lists three teachers: Karen Wright, Meagan Stanfill, and Lynn McGee, each with their respective school information. At the bottom left of the interface, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Name	School
Karen Wright	Training School,Garrison Mill Elementary School,Rocky Mount Elementary School
Meagan Stanfill	Training School,Harmony Leland Elementary School,Belmont Hills Elementary School
Lynn McGee	Training School,Sope Creek Elementary School,Powers Ferry Elementary School