Platform Quick Guide

Setting Up Account You will receive an email with a link from the system. Click on the link and follow the directions to create your account.

Signing In Once you have created an account you can sign in anytime, by going to www.teamology.me. Type your email and password and then click "sign in."

Add Staff Members to Platform School Admins will receive an email with a link from the system. Click the link and follow the directions for creating your account. Once you have created your account, you can add your school staff. Click the arrow next to your email in the upper right hand corner of the screen, then click admin in the drop down menu. In the left navigation panel click on users, then click "add new." Type in the staff member's email address and select their role from the drop down menu, and click "save" – they are now added.

Dashboard Click on the characters on the top row to learn about the corresponding piece of the house and how to "build" the house with your students throughout the year.

Introduction Click on introduction in the left panel and find an explanation of the house and the start of building the house.

Main Lessons Click on the characters in the left panel to access all lessons. The big "cards" are the main 3 lessons for each foundation – intro, activity, and journal/career. You can filter by grade level by clicking on the filter button on the right side of the screen above the lessons. (It looks like three lines, going from longest on top to smallest on bottom.)

Extra Lessons & Activities Click on the characters in the left panel to access all lessons. The small "cards" are all the extra lessons, activities and materials needed for all lessons.

Library Click on library in the left panel. This is where you can access any material needed throughout the year. Type any word of the material you are looking for, in the search bar, to filter down the files. Things you can find in the library:

- Manual – (might be best to print this off and put in a binder) Explanation of how to implement PT, overview of different aspects of the program, how to use materials, song list and book lists
- Teaching the Foundation guides – explanation of how to teach each foundation in the classroom while not conducting a foundation session
- Student TEAM Leader Materials – student packets & staff guide
- Ticket templates – student ticket, adult ticket, whole group ticket
- All supplemental materials – character posters, worksheets & read alouds
- Quick Guides – elementary, middle and bus
- Material Checklist – includes explanation of uses
- Framing My Future Career Journals – elementary and middle

- Behavior Plan Resources – Referral process, Description of Individualized Plan, Connecting Behavior to Foundations, Sample Plan
- Character Coloring Sheets – elementary
- Lanyard inserts – quick guides small enough to fit in lanyard holder
- Cafeteria Strategies
- Classroom Strategies and Integration
- School Wide Rules
- Learning Process Rubric
- Project TEAM Committee Resources – Establishing the committee and planning and prep guide
- Assembly PowerPoint Template
- Parent Letter Template
- Reward Day Ideas

Community
Click on community in the left panel. Here you can access all lessons, activities and ideas shared by other TEAMology schools. Use the filter button (top right of screen) to filter by foundation, grade level, activity type and subject area. Ideas that are used for the whole school are at the top. Ideas used for specific foundations are underneath. Click on a card to view the activity and to start or add to a conversation at the bottom. Type in your thoughts in the "add your thoughts" section and click submit.

Add to Community
On the top right of screen to the left of your email there is a plus sign. Click that to add your own idea, activity or lesson into the Community Section. There are areas for the title, corresponding character/foundation, grade level(s), type of activity, uploading a main photo and whether it is school wide. Type in the description in the box. Add any necessary materials, upload any additional photos and submit. Once your idea is approved by a TEAMologist it will appear in the Community Section.

Tickets & Badges
You can see how many tickets your school has in the upper left corner under your school's name. Under that you can see badges your school has earned. If a badge is highlighted it means you school has earned it for the current school year. Only staff with admin logins can update the ticket total and badges.

Admin
If you have an admin login you can access the admin side of the site. Click the arrow next to your email in the upper right hand corner of the screen, then click admin in the drop down menu. Here you can update the ticket total and badges for your school and add users. (see above for adding users)

Adding Tickets & Badges
Go into the admin section and click school years/badges in the left navigation panel. Click on the edit pencil button. You can type in your school's ticket goal (optional) as well as update your current ticket count. You can add the badges your school earns by clicking on and highlighting the foundation in the left box and then clicking the arrow pointing to the right to move it to the right box. Any foundations in the right box are the ones you school has earned; any in the left box are the badges your school still needs to earn.

State Standards
When you school has earned a badge you can view and print the corresponding standards and mandates by clicking on a character in the left navigation panel and then clicking on the "policies, standards & mandates" button underneath the larger character. Make sure to pick your state from the dropdown menu.