TE Day All Groups Guidance for Leaders

1. Meet and greet your group at the designated school/area. \*Keep a copy of team assignments handy for anyone unsure of who they are working with and what they are working on. (Sign in Sheet)
2. Review the overview for the teacher equivalent day with teachers.
3. Go over the document titled, “Identifying Critical Standards: Team Pointers for a Successful Planning Experience.”
4. Go over the document titled, “Where Do We Start? A Guide for Beginning Discussion and Identifying Critical Standards.”
5. As team signature forms come to you, check the designated web address to make sure the Syllabi, Instructional Units, and Common Assessments for the 1st 9 weeks are present. **Initial** the forms that you have checked that indicate the assignment is present in the web address. (This is just so you know which ones you have checked and which ones you haven’t. In case the pile up quickly.)
6. If an assignment is not present in the web address, return the signature form to the team to have them resubmit their work.

ACCESS TO UPLOADED DOCUMENTS COMING THIS MORNING