

# Teams

## How do teams work?

A team can be simply a label for a teacher, such as "Team Blackhawks," or a team can be a combination of individual teachers. In the pickAtime system, when you create a team of more than one teacher, we concatenate the teacher names so the team might look something like "Andrea Smith; Barbara Zook."

When a team is created by combining teachers, the system ensures that the teacher can not be double booked. For example, if you have team "Andrea Smith; Barbara Zook" and team "Andrea Smith; Bob Jones", when a time slot is booked with team "Andrea Smith; Barbara Zook" the system automatically blocks out the corresponding slot for "Andrea Smith; Bob Jones."

Another example could be where you have individual teachers and teams. If you have a teacher "Andrea Smith", teacher "Barbara Zook, and team "Andrea Smith; Barbara Zook", when a time slot is booked with teacher "Andrea Smith" the corresponding time slot with team "Andrea Smith; Barbara Zook" is blocked out. Note, however, that the time slot for "Barbara Zook" would not be blocked out as she is still available.

## Our school has a class that is team-taught. Can I create a team?

You can assign two teachers to one class, and then create slots for this team of teachers. These teachers can then also have slots for their classes where they teach individually. The system will ensure that they are not double booked. The teacher is then able to view their schedule as a co-teacher and as an individual teacher.

To do this, you can either import on the class file, the name of this class in the classID column, and the two teacher ID's in the teacher column, with the teacherID's separated by a semi-colon.

Or you can combine your teachers into a team after you have imported your data. To do so, you would do the following:

1. Go into the Class Editor
2. Select Add Teacher/Team -> Add Team
3. In the Select Person dialog box that displays, search and click on the first teacher you would like on your team, then click on the 'Add to Team' button on the Select Person pop-up window in the top left corner. Then search and click on the 2nd teacher you would like in the team, then click on the 'Add to Team' button.
4. Once you have your team selected, all team members would be listed in the top-left corner of the Select Person pop-up window - press the Ok button.

You would then want to create a class for that team or move a class from an individual teacher to the team.

## **I've already imported my data. I have two teachers and their classes imported, and I want to combine them into a team.**

In the **Class Editor**:

1. Select the Add **Teacher/Team** -> **Add Team** option
2. In the Select Person dialog box that displays, search and click on the first teacher you would like on your team, then click on the 'Add to Team' button in the top left corner. Then search and click on the 2nd teacher you would like on the team, then click on the 'Add to Team' button.
3. Once you have your team created, all team members would be listed in the top-left corner of the Select Person pop-up window, then press the Ok button.
4. You will then see both teachers' names listed in the Class Editor, separated by a semi-colon (e.g., Teacher A; Teacher B)

To add classes to the team:

1. Click on Teacher A, click on Teacher A's class, and click on Move Class. Then click on your team of Teacher A; Teacher B. This will move Teacher A's class to the combined teacher. Repeat for Teacher B
2. Click on the individual teacher (Teacher A) and select the Remove Teacher button. Repeat for Teacher B

On the **Appointments** page:

1. Click on this new combined teacher (Teacher A; Teacher B). Click on the Create Slots option on the Slots drop-down and create slots for this teacher
2. Optionally add in a room number

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