TEAMS Implementation Check List

User Management

Decide all TEAMS users, access levels, and functional team placement for Phase I
- Identify faculty and staff that will be utilizing TEAMS application
- Classify access level for each user (TEAMS College Admin or TEAMS College Personnel)
- Categorize users' functional team assignment

Grant access to all TEAMS users through the college Security Contact or Datacenter
- College Security Contact have the ability to create account and grant access through the TEAMS User Management form
- If the college Security Contact is not available then Datacenter can be contacted for access grant

College Admin Module in TEAMS

Manage Personnel
- Update users' Banner ID and phone number
- Update users' Primary PAS Group
    - Learning Support and General Education faculty should be assigned General Education PAS group. Typically, support staff will not be associated with any Primary PAS Group
- Update users' functional team
    - Identify one or more functional teams that the user should be assigned to although it should be noted that faculty may not be a part of any functional team

Route Alerts
- Assign priority status and functional team routing for each alert
- Check Disability Routing Override if alerts for special needs students (as per disability status noted in Banner) should be routed to Disability Services

Settings
- Select whether student communication should be sent to college provided email address only or if emails should be sent to all email addresses on file
- Specify student email domain if communication should be sent to student's college email address only

Interventions Management
- Select interventions along with descriptions pertinent to your college

Overall TEAMS Management

- Discuss institutional processes and procedures for managing alert workflow
- Engage all student success stakeholders in determining best way to integrate TEAMS into existing retention and completion agenda
- Train personnel to effectively submit and manage alerts

Assessment

- Continuously evaluate success of implemented processes and modify approaches as warranted